Administrator's Guide

Axiom Capital Tracking
Version 2022.3

AXIOM

320 N Sangamon St
Suite 700
Chicago, IL 60607
(847) 441-0022
www.syntellis.com
info@syntellis.com

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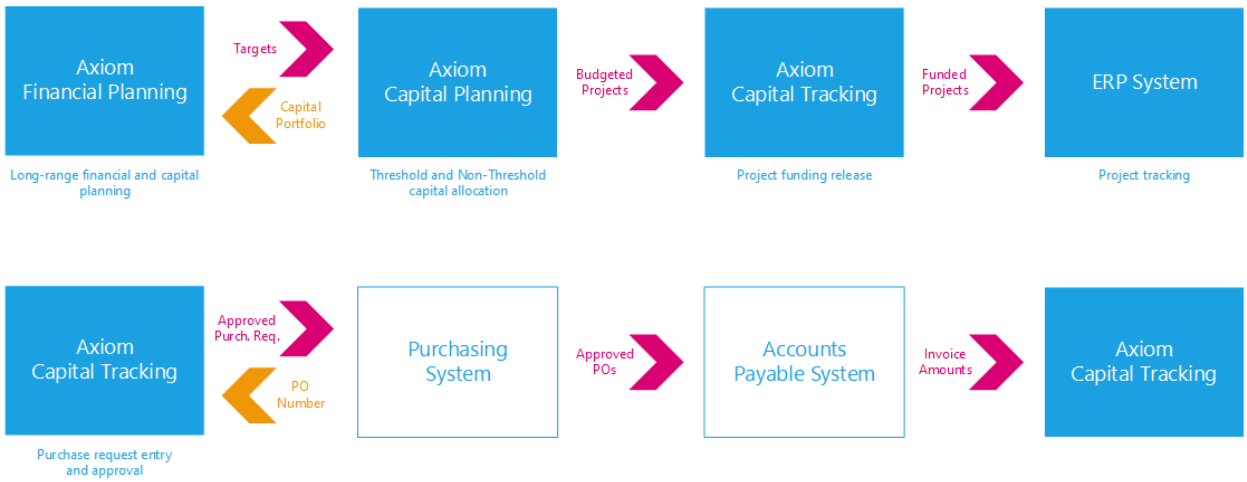
Welcome to Axiom Capital Tracking

The Syntellis Axiom Healthcare Suite includes two different applications related to capital:

- **Axiom Capital Planning** – Supports Threshold and Non-Threshold capital planning, including comprehensive process workflow and sophisticated capital approval decision making.
- **Axiom Capital Tracking** – Provides complete support for the capital requisition, funding authorization, and tracking processes as well as interfaces directly with AP/MM systems.

These applications integrate with each other as well as the rest of the Axiom Healthcare Suite products per the following diagram.



The individuals who will interact with the Axiom Capital Tracking most often include:

- **Owner** – The originator of a capital request, usually a manager or director.
- **VP** – Conducts initial reviews of capital requests submitted by managers and directors.
- **Reviewers** – Representatives of Information Systems, Facilities, and Clinical Engineering assigned to review requests for feasibility.
- **Capital Committee** – A group of individuals assigned to review and prioritize all capital requests across the organization.
- **Purchasing** – Representatives from purchasing and/or supply chain assigned to review purchase requests.
- **Capital Transfer** – Transfers dollars across capital pools or projects.

- **Capital Accounting** – Updates journal entry or capital invoice details that match to capital projects.
- **Approver** – The party with ultimate sign-off authority for capital requests.

What is covered in this document

This manual is written for an Axiom Capital Tracking Administrator. These individuals in your organization are tasked with configuring, maintaining, and controlling other users' access to Axiom Capital Tracking-related features and data.

As an administrator, you have access to features and menus that are unavailable to regular end users such as department managers, non-finance executives, and other stakeholders. In some cases, the same screen or workbook might display slightly different in your interface than it would for an end user.

What's new

Welcome to Version 2022.3 of Axiom Capital Tracking!

While no new functionality has been added or enhanced in this release, it does deliver enhancements from Axiom Version 2022.3. For more information, see Axiom 2022.3 Release Notes.

Best practices for tracking capital projects

Though Axiom Capital Tracking is highly configurable, it does make a few very general assumptions as to how your organization should structure the capital tracking process.

While every organization's situation is unique, it has been our experience that organizations typically get the best results when their capital tracking process:

- Uses online capital project forms, capital purchase requests, and workflows.
- Monitors approval and tracking processes.
- Provides visibility and timely reviews of actual spend against budgeted and committed spend.
- Implements structured workflows.
- Interfaces directly with AP/MM systems.

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Getting Started

This section provides information on the basics of using Axiom Capital Tracking, such as:

- General system navigation and user interface
- Using spreadsheet plan files and report files from an end user perspective
- Using general Axiom spreadsheet file features such as views, snapshots, and printing
- Viewing data using web-friendly reporting tools such as Web Reports and Data Explorer

This section is intended for all users who are getting started with Axiom Capital Tracking. For end users, this section provides an ongoing reference for file-related tasks.

Understanding Threshold and Non-Threshold projects

A major principle underlying the design of Axiom Capital Tracking is how it handles Threshold and Non-Threshold projects.

The following table explains the differences between these project types:

Project Type	Description
Threshold (Pro Forma)	• 60–80% of capital constraint • Usually about 30 projects system-wide • Requires in-depth, consistent analytics (pro forma) • System-level decision making (not entity level)
Non-Threshold (Summary)	• 20-40% of capital constraint • Consists of all capital items not considered Threshold • Requires standardized information to facilitate efficient evaluation • Decentralized decision making (Entity and/or VP level)

While your organization can build your own forms and processes around each type of capital project request, Axiom Capital Tracking provides standard templates for submitting, reviewing, and approving Threshold and Non-Threshold projects.

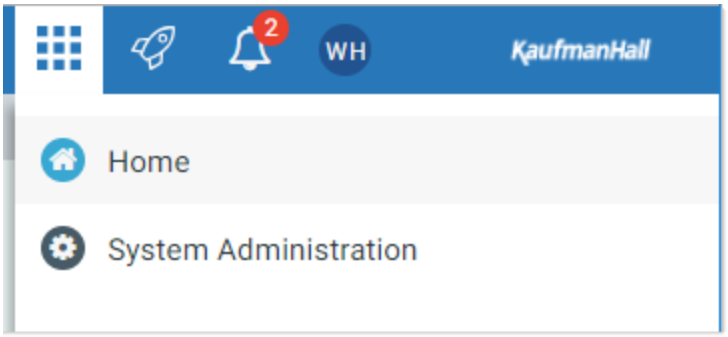
Home page

All users have a home page that opens automatically when you log into the Axiom Web Client. Depending on your system, this home page may be one of the following:

- A product-specific home page for an installed Axiom Capital Tracking product
- A custom home page created specifically for your organization
- The default Axiom Capital Tracking home page

If you have any questions about your home page, please contact your system administrator.

If you navigate away from the home page, you can return to it by using the Area menu in the Global Navigation Bar:

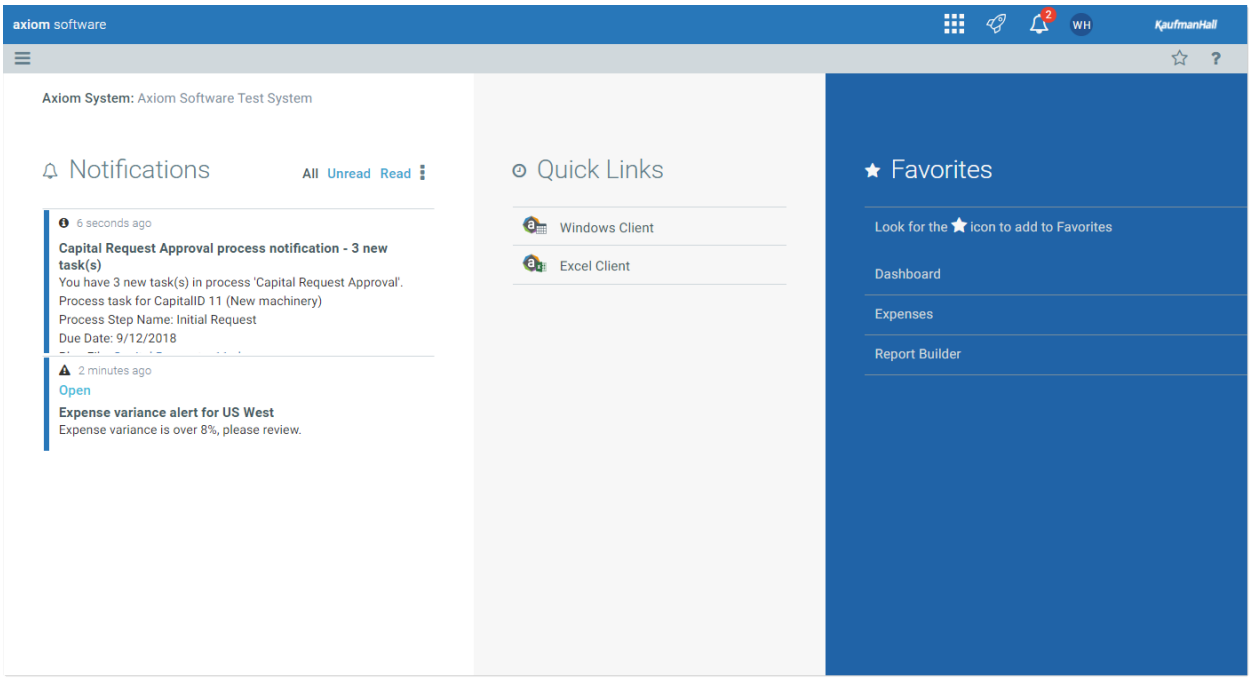


If you are in a system with installed products, this menu may contain product names instead of the **Home** item. In that case, you can select a product name to return to the home page for that product.

NOTE: If you are an administrator looking for more information on how the home page is determined, see Assigning alternate home pages (in Desktop Client Help).

Default home page

If a user does not have an available web-enabled home page, then the default home page is used. The default home page displays notifications, favorites, and quick links.



This page can also be accessed (by any user) by going to the following URL:

Example On-Premise URL

`http://ServerName/Axiom/Home/Launchpage`

Where *ServerName* is the name of the Axiom Application Server, and Axiom is the default name of the virtual directory.

Example Cloud System URL

`https://CustomerName.axiom.cloud/Home/Launchpage`

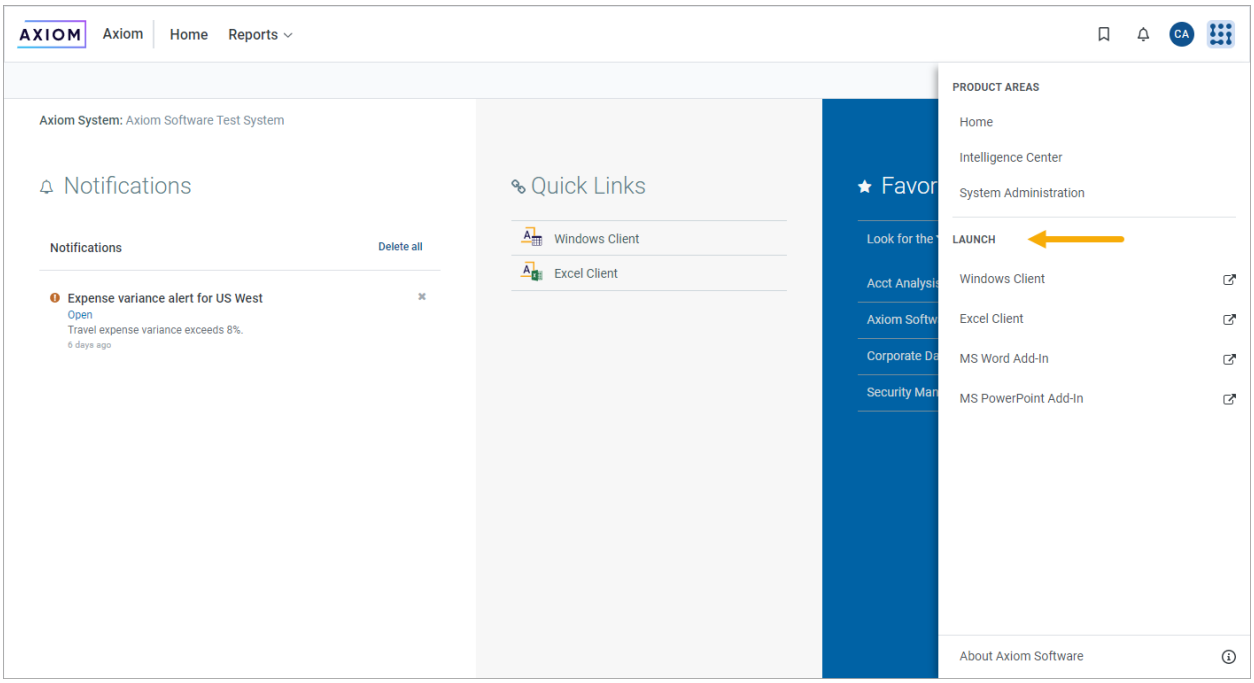
Where *CustomerName* is the name of your cloud service system.

This page has the following features:

- **Notifications**: You can read and delete notifications using the same features available in the Notifications panel.
- **Quick Links**: You can use a set of global quick links that are displayed here for easy access. These links are built-in to the page and cannot be customized. However, the link to the Excel Client may not be present if your system has been configured to hide it.
- **Favorites**: You can open and delete web favorites.

Launching Axiom Capital Tracking applications

You can launch various Axiom Capital Tracking applications from the Area menu in the Web Client, including the Axiom Excel Client and Axiom Windows Client.



Area menu with Launch section to launch various applications

The Launch section of the menu serves the following purposes:

- You can install the Axiom Capital Tracking Desktop Client from this menu as needed. After installing the Desktop Client (Windows Client or Excel Client), you can continue to launch the client from this location, or you can use other options to launch the client (such as a shortcut on your desktop).
- You can install and launch Axiom Capital Tracking add-ins such as the add-ins for Microsoft Office applications.
- If your system uses SAML or OpenID authentication, this menu is the only way to launch installed applications. When using SAML and OpenID authentication, you must be authenticated using the Web Client before you can launch a desktop application.

NOTE: The specific clients and add-ins listed on the Quick Launch menu depend on your particular security permissions (as defined on the **Permissions** tab of security). If you do not have permission to a particular client or add-in, then that item does not display on the Quick Launch menu. If you do not have security permissions to any of the applications on the Quick Launch menu, then the icon and the menu will not be present in the navigation bar.

Launching the Axiom Desktop Client

Using the Area menu, you can launch the Axiom Desktop Client. Click on one of the following items in the menu:

Item	Description
Windows Client	Launches the Axiom Windows Client on your desktop. You must have the **Windows Client Access** security permission in order to see this icon and launch the client. If you do not have this permission, the Windows Client icon is hidden.
Excel Client	Launches the Axiom Excel Client on your desktop. Requires Microsoft Excel. You must have the **Excel Client Access** security permission in order to see this icon and launch the client. If you do not have this permission, the Excel Client icon is hidden.

If the client is not already installed on the current workstation, clicking the icon will initiate the install and then launch the client. If the client is already installed, clicking the link will launch the client. Your browser must support ClickOnce in order to install and launch the client.

The appropriate client to use depends on your organization's preferences and on your user role. Your organization will provide instruction as to which client you should use, and grant access to the clients as needed.

For more information on installing the Windows Client and Excel Client, including prerequisites and configuration details, see the Installation Guide (on-premise systems) or the Axiom Cloud Technical Guide (Axiom Cloud systems). Some software prerequisites can be downloaded and installed from the Web Client. You can access the prerequisites download page from the Axiom Capital Tracking About box.

NOTE: The default home page also contains links to launch the Windows Client or the Excel Client.

Launching add-ins

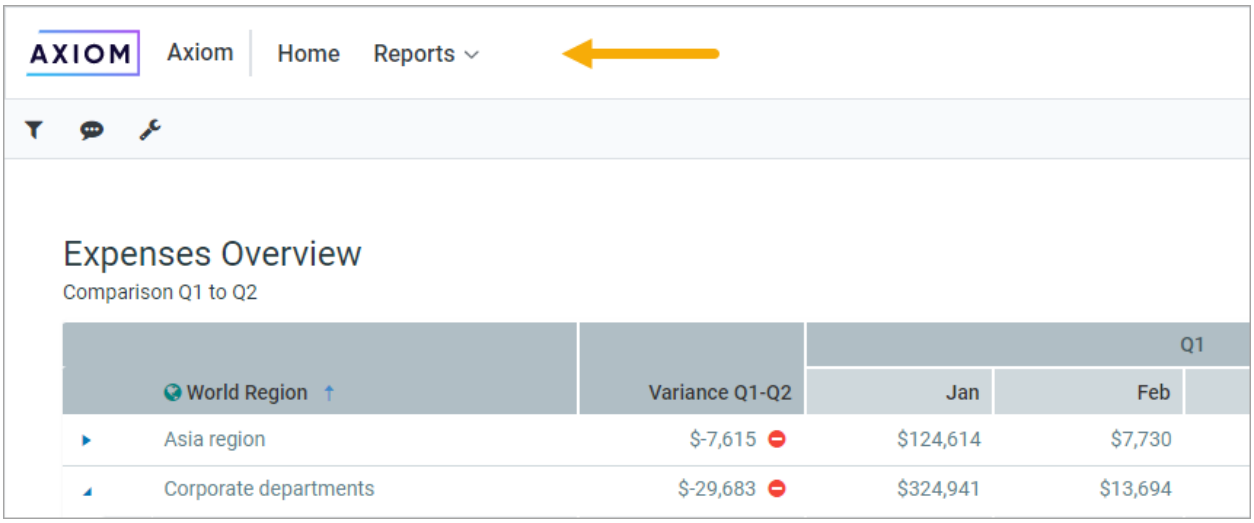
Using the Area menu, you can launch Axiom Capital Tracking add-ins. Click on one of the following items in the menu:

Item	Description
MS Word Add-In	Launches the Axiom Capital Tracking Add-In for Microsoft Word. You must have the **Word Add-In Access** security permission in order to see this icon and launch the add-in. If you do not have this permission, the icon is hidden.
MS PowerPoint Add-In	Launches the Axiom Capital Tracking Add-In for Microsoft PowerPoint. You must have the **PowerPoint Add-In Access** security permission in order to see this icon and launch the add-in. If you do not have this permission, the icon is hidden.

The Word and PowerPoint Add-ins are optional applications to support document integration between Axiom Capital Tracking and Word or PowerPoint.

Navigation menu

Using the Navigation menu across the top of the Web Client, you can navigate to various files and locations.



Example custom Navigation menu

The Navigation menu is context-sensitive, and updates dynamically to show the available navigation links for the currently active area of the Web Client. The following menus are available:

Area	Description
Custom	Axiom Capital Tracking provides a set of standard navigation links that show by default for custom systems when you are in the Web Client. The standard navigation links can be customized, so each client's system may look different. Navigation links can only be customized by administrators using the Desktop Client.
Product-Specific	Systems with installed products have product-specific navigation links. When you select a product name from the Area menu in the Navigation bar., the product-specific links display in the Navigation menu. For more information, see the product-specific documentation.

Area	Description
Common Product Areas	Certain common product areas are available in all systems and have a standard set of links in the Navigation menu. These common areas include: • **Intelligence Center**: Currently this area does not have any navigation links, but a menu may be added in a future release. • **System Administration**: The system administration links show when you are in the System Administration area, and provide access to features such as the Table Manager, Audit Manager, and Security Manager.

Additionally, when you open a report or other browser-based document, that document may be associated with a set of document-specific navigation links. These links are added to the Navigation menu while you are in that document.

Viewing system information

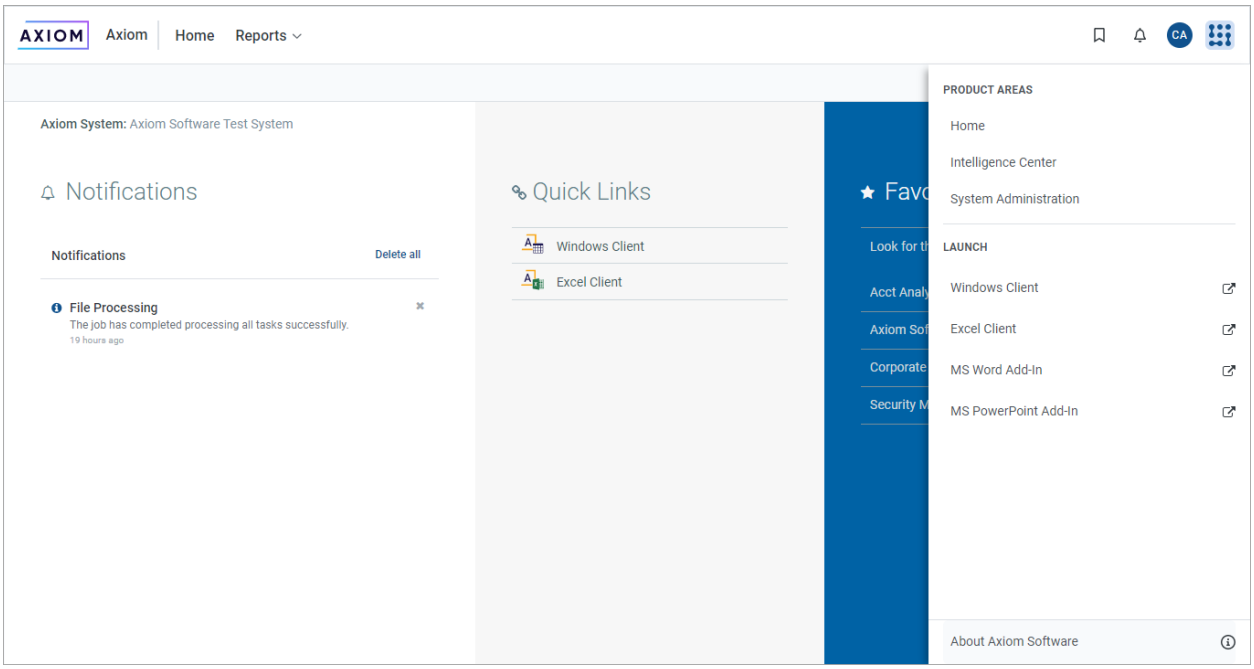
Use the Axiom Capital Tracking About box to see information about your current system, such as:

- Axiom Capital Tracking version number
- Product version numbers
- System name
- Application server URL

The About box also contains a link to download software prerequisites, if necessary for installation of the Desktop Client.

To open the About box:

1. Click the Syntellis icon in the Navigation bar.
2. At the bottom of the Area menu, click **About Axiom Software**.



About Axiom Software at bottom of Area menu

Getting to know the interface

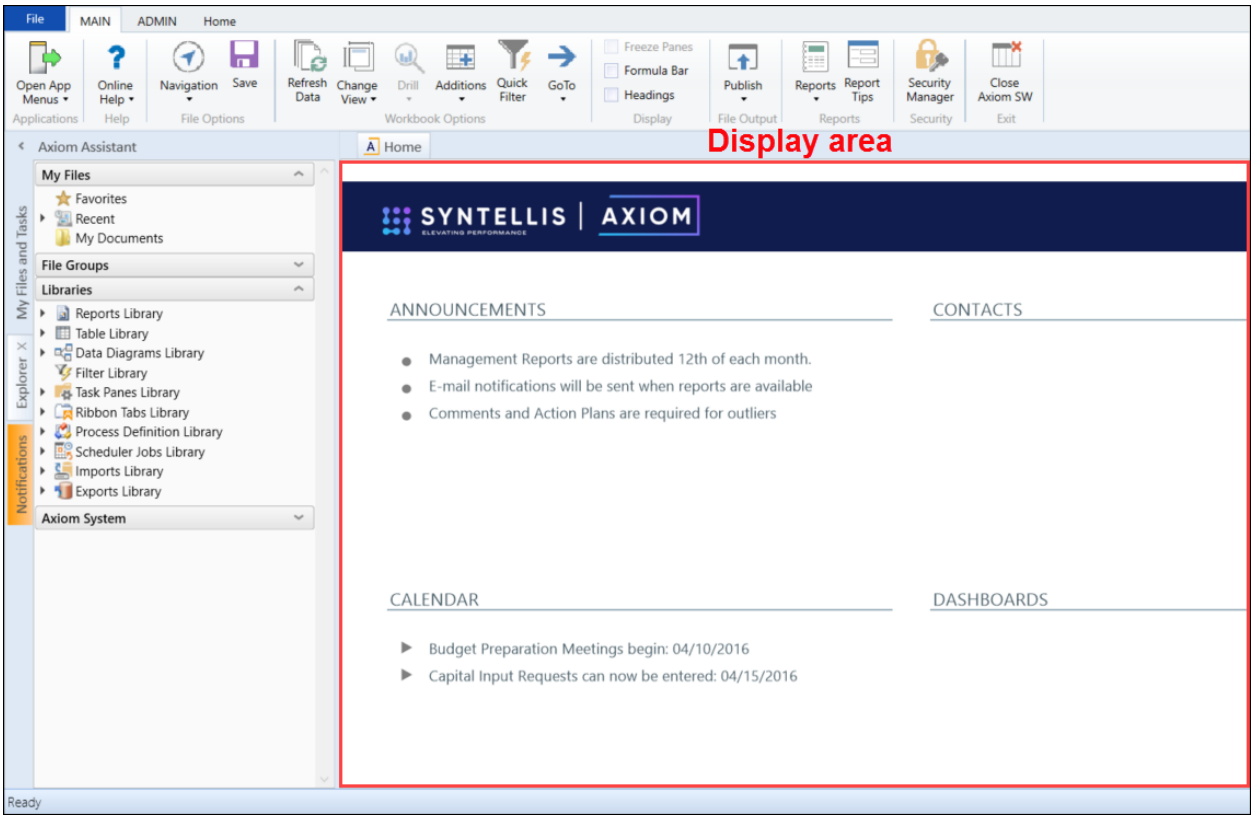
All Axiom Software products share a common interface and make use of many of the same features.

NOTE: The interface elements referenced in this section can vary depending on if or how your organization customizes them. This means that topics in this manual may reference features that do not display in your task panes, which means they may not be available for you to use. Contact your Axiom administrator for more information.

The interface includes several sections, including:

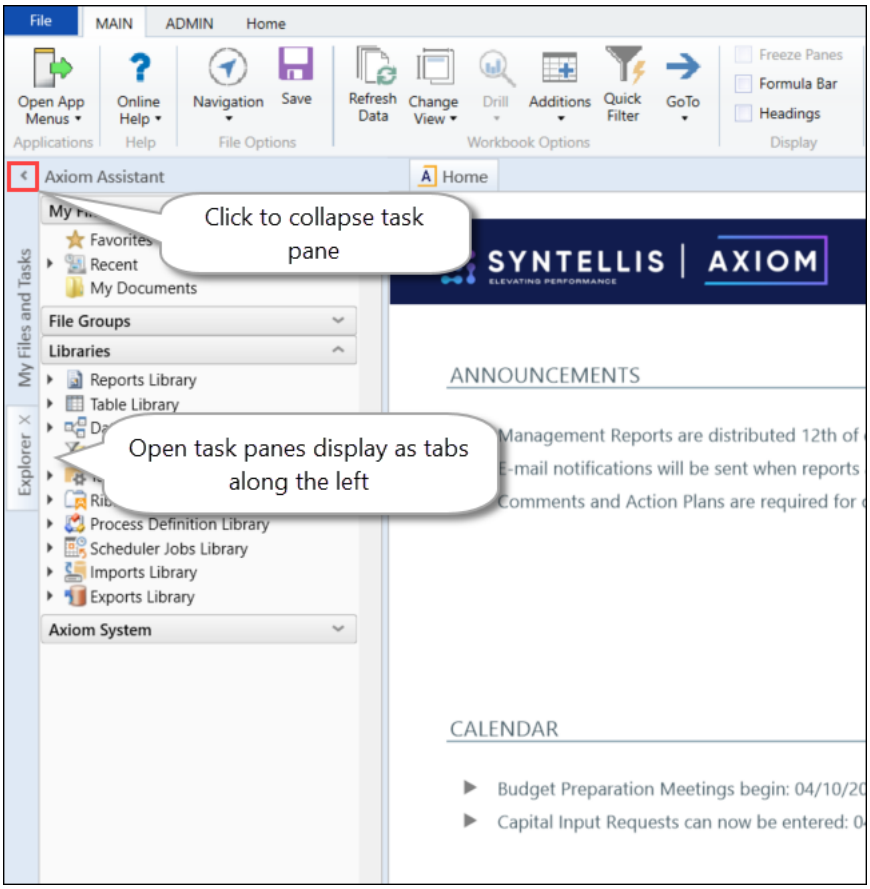
Display area

The main display area of displays the open files. By default, it shows the Syntellis Home dashboard, which displays announcements, assigned tasks, links to dashboards, and contact information for administrators. Your Axiom Software product administrator configures the information that displays on this screen.



Task panes

A task pane provides access to commands, utilities, reports, plan files, and so on for Axiom Capital Tracking, and displays on the left side of the main display area. To switch between task panes, click the tabs on the left side of the interface. To expand or collapse the task panes, click the arrow in the left-hand corner above the tabs.



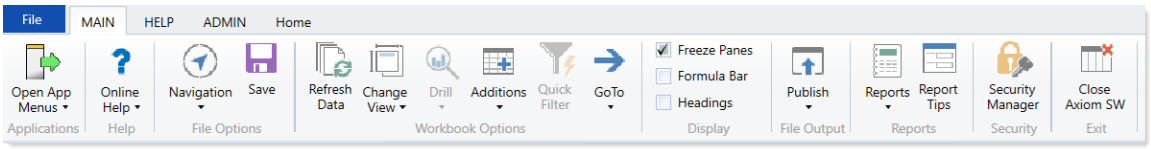
Ribbon tabs

Ribbon tabs provide access to commonly used features and shortcuts to frequently accessed files. They display above the task pane and main display areas. The role assigned to you determines the ribbon tabs that display. For example, the Admin ribbon tab only displays to those users assigned the Administrator role profile.

Main

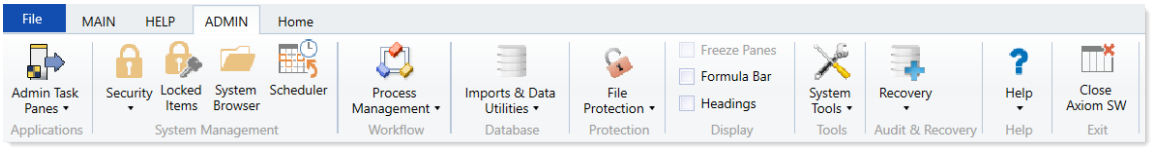
Includes commands for accomplishing most tasks in Axiom:

- Opening, closing, and saving files
- Accessing online help for products and advanced help
- Viewing data in spreadsheets
- Printing or emailing files
- Accessing shortcuts to frequently accessed reports



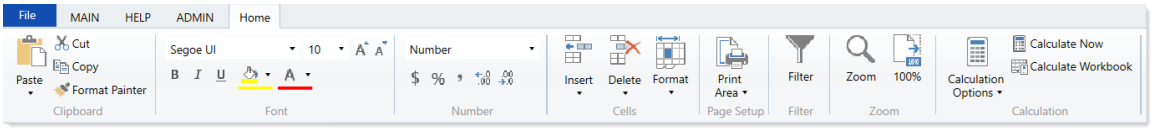
Admin

Includes commands for managing and configuring security, Scheduler jobs, processes, and data as well as other system-related tools used by administrators. This ribbon tab only displays to users with administrator privileges.



Home

Includes standard spreadsheet commands.

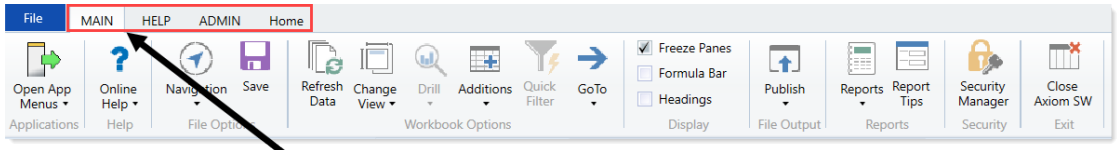


Some options on the ribbon tabs display grayed out unless certain types of files such as reports or plan files are currently open or if you do not have the necessary security permissions to use the feature.

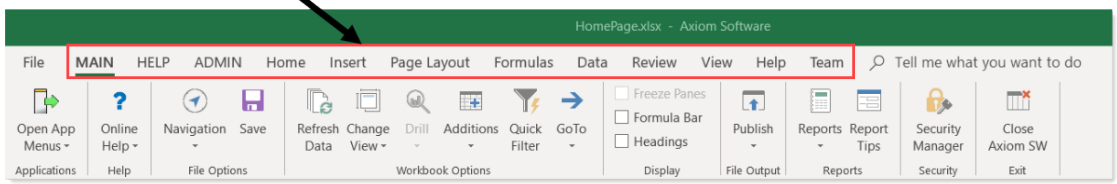
The Excel Client displays all of the same ribbon tabs included in a normal Excel file. The Windows Client only includes a subset of the same ribbon tabs located in the Home ribbon tab.

TIP: When creating reports, we recommend that you use the Excel Client.

Web Client



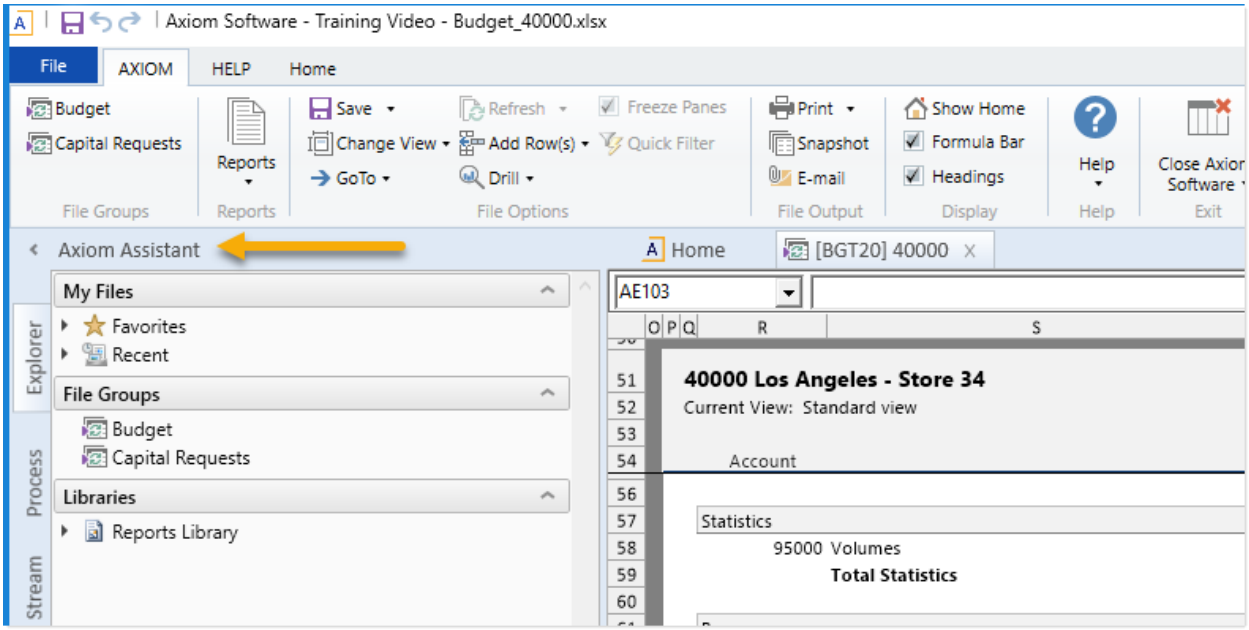
Excel Client



Axiom Assistant task panes

The Axiom Assistant area provides quick and easy access to Axiom Capital Tracking files and features as you work in the Desktop Client. A variety of task panes are available to help you perform general and context-sensitive tasks. Additionally, system administrators can create customized task panes for use in this area.

The Axiom Assistant area is located in the left-hand side of the application, below the ribbon and to the left of any opened files. By default, the area is expanded, and you can work with any of its available task panes by clicking the side-tabs along the left-hand edge of the pane.



Example Axiom Assistant area

Available task panes

The task panes available to you in the Axiom Assistant area depend on your system configuration and your security permissions. The following task panes may be available:

Task pane	Description	Availability
Data Source Assistant	Helper tool to build data sources, such as RefreshVariables, DataLookup, and Grid.	This task pane is system-controlled and displays if you have the appropriate security permissions, and the file is an Axiom file.
Explorer	Open files and other items that you have access to, including favorites.	This task pane is included by default, but may be disabled in your system or restricted to only certain users.

Task pane	Description	Availability
File Processing	Configure and perform file processing for an Axiom file, such as to perform multipass processing, file collect, or batch processing.	This task pane is system-controlled and displays if you have the appropriate security permissions and the file is enabled for File Processing.
Form Assistant	Configure form settings for an Axiom file, and preview the form.	This task pane is system-controlled and displays if you have the appropriate security permissions and the file is enabled for Axiom forms.
Messages	View comments about the current document, and add comments.	This task pane is system-controlled and displays for all eligible documents.
Notifications	View alert and system notifications and open associated files.	This task pane is system-controlled and displays if you have any active notifications.
Process	View process information and complete process tasks. By default this task pane only displays if it is relevant to you (for example if you are the assigned owner of a process task).	This task pane is included by default, but may be disabled in your system.
Sheet Assistant	Configure workbook and worksheet settings for an Axiom file, including Axiom queries.	This task pane is system-controlled and displays if you have the appropriate security permissions and the file is an Axiom file.
Table	View table details, set a filter, and refresh the currently opened table.	This task pane is system-controlled and displays when using Open Table in Spreadsheet.
<Custom Task Panes>	Your organization may have defined one or more custom task panes for your system.	Custom task panes may open automatically when Axiom Capital Tracking is launched, or you may have access to the Task Panes Library to open certain task panes as needed.

The order of task panes in the Axiom Assistant area cannot be manually changed. Your system administrator has specified an order for the task panes that open when the system is started. System-controlled task panes display after these startup task panes.

Minimize Axiom Assistant

By default, the Axiom Assistant area is maximized when you first start Axiom Capital Tracking. If desired, you can minimize this area—for example, to gain more screen space while working on a file. When minimized, the area displays as a thin strip along the left-hand side of the application, with one or more side-tabs for each task pane.

You can expand the Axiom Assistant area to perform a task, and then minimize it again when you are finished.

- To minimize the Axiom Assistant pane, click the button in the header.
- To expand the Axiom Assistant pane, click the button in the collapsed header, or click on one of the task pane tabs.

Axiom Capital Tracking remembers the state of the Axiom Assistant (minimized or expanded) when you exit the application, and will apply that state the next time you open Axiom Capital Tracking on the same machine.

It is not possible to completely hide the Axiom Assistant area when task panes are open, however, if no task panes are open then the Axiom Assistant area is automatically hidden (and will automatically show again when a task pane is opened).

Opening task panes

In most cases, the task panes that you need to use will open automatically—you do not need to manually open them.

- Certain task panes are configured to open automatically when Axiom Capital Tracking is started, such as the Explorer task pane. These task panes are considered to be "global" task panes that you may want to use at any time while you work in the system.
- Other context-sensitive task panes only open when using certain features. For example, the File Processing task pane only displays when you open a file that is enabled for File Processing. There is no need to manually open the task pane because it will always be available when it is relevant (and assuming that you have security permissions to view it).

If you have access to the Task Panes Library to open certain custom task panes as needed, then you can open a task pane by double-clicking it in the Explorer task pane or the Axiom Explorer dialog. Alternatively, one of your "startup" task panes might be used to open other task panes.

For example, you might have access to a Monthly Reporting task pane that details the steps you need to do to run your monthly reports, and links to those reports. You wouldn't necessarily need this task pane to be open at all times; instead, you would only want to see it when you are ready to process your monthly reports. You could open the task pane as needed from the Task Panes Library or from another custom task pane that links to it.

Closing task panes

Most task panes cannot be manually closed. Either they are global task panes that always apply, or they are context-sensitive task panes that close automatically when the associated file or feature is closed. Alternatively, you can minimize the Axiom Assistant area to "hide" all task panes and gain more screen space for your open files.

If a task pane is closeable, then you can close it by clicking the **X** icon on the side-tab for the task pane. If this icon is not present, then the task pane cannot be closed. Typically, only task panes that you open manually can be closed manually, but in some cases you may also be able to close task panes that open on startup.

Using task panes in the Axiom Excel Client

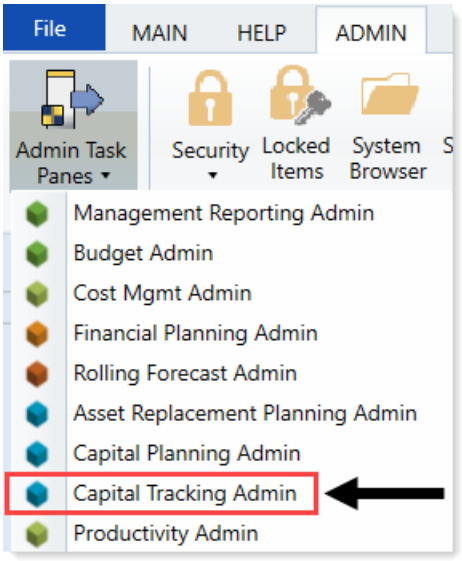
When using the Axiom Excel Client, each file opens within its own window, and each window maintains its own set of ribbon tabs and task panes. This means that as you switch windows, the set of task panes available in each window may be different. For example:

- If you manually opened a task pane in one window, that task pane will only be present in that window. It will not be present in other windows.
- The currently active task pane is managed independently for each window, so the active task pane may change as you change windows. (This can also occur when using the Axiom Windows Client, if you switch between files that have different default task pane associations. However, in the Axiom Excel Client it may also happen when switching between files with the same default task pane associations.)
- The current state of task panes is managed independently for each window. For example, if you expand the Reports Library in the Explorer task pane in one window, that expansion will not be present if you switch to a different window.

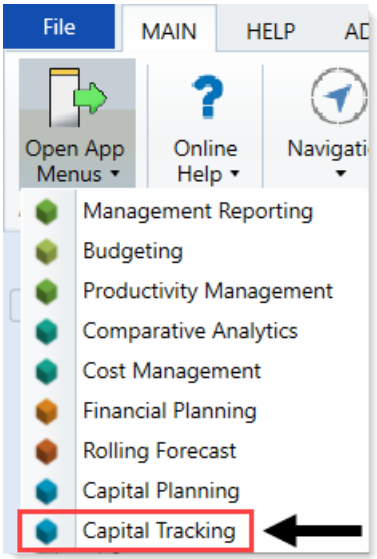
Opening the Axiom Capital Tracking task panes

To open the Axiom Capital Tracking task panes:

- For administrators, in the **Admin** ribbon tab, click **Admin Task Panes**, and select **Capital Tracking Admin**.



- For end users, in the **Main** ribbon tab, click **Open App Menus**, and select **Capital Tracking**.



Opening the Explorer task pane

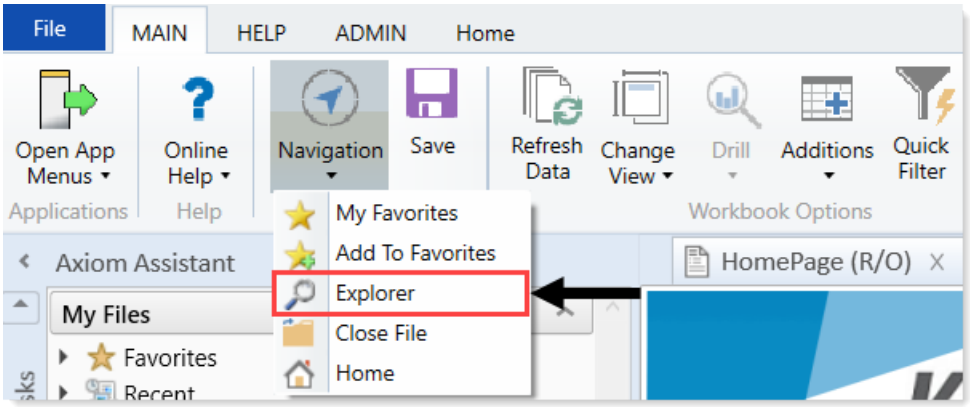
Axiom Capital Tracking provides a built-in Explorer task pane so that you can quickly access your favorites, recent items, and all the files that you have rights to access.

TIP: You can also access Favorites, Recent, and My Documents from the My Files and Tasks task pane.

By default, all users are given access to this task pane. If desired, administrators can disable use of this task pane entirely, or restrict access to certain sets of users.

To access the Explorer task pane:

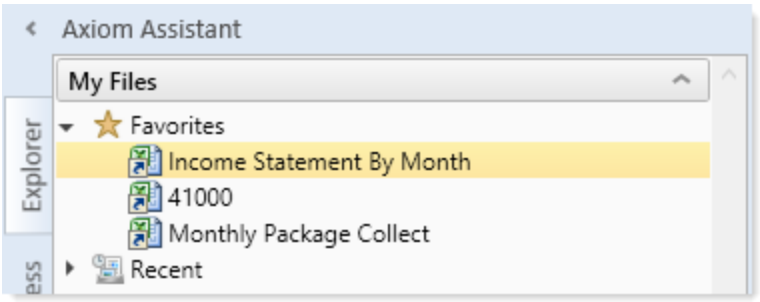
- In the **Main** ribbon tab, click **Navigation**, and select **Explorer**.



Managing favorites

You can save Axiom files and other items as favorites, for quick access to commonly used items. In the Desktop Client, your favorites list is available in the following locations:

- The Explorer task pane in the Axiom Assistant area
- The Axiom Explorer dialog (if you have permission to access this dialog)



When an item is saved to favorites, you can open the item by double-clicking it, or you can right-click it to access any other commands that would be available on the item in its native area. For example, if you have rights to the Table Library and you save a table as a favorite, you can right-click the table favorite and perform actions such as editing the table structure.

If an item that a favorite points to is deleted, then the favorite becomes invalid and a red arrow icon displays next to it. If you attempt to open an invalid favorite, a message box informs you that the item has been deleted, and asks whether you want to delete the favorite. If a file is moved or renamed within the Axiom Capital Tracking file system, but it retains the same document ID, then the shortcut will not be broken.

Saving and deleting favorites

You can save an item as a favorite in one of the following ways:

- In the **Explorer** task pane and the **Axiom Explorer** dialog, you can right-click an item and select **Add to Favorites**.
- When a file is open, you can right-click the file tab and select **Add to Favorites**.

The item is saved as a favorite and now displays in your Favorites list. If the file was open when you saved it as a favorite, it displays using the file tab name. If needed, you can change the display name by editing the shortcut properties for the favorite.

TIP: If you open a table using **Open Table in Spreadsheet**, and then save the open table as a favorite (using the file tabs), the settings you used will be automatically saved as part of the favorite, in the shortcut properties. You may want to rename the favorite to indicate the particular settings (for example: GL2022 - Filtered for North Region).

NOTE: If a web-enabled file is saved as a favorite in the Desktop Client, that favorite will also display in the Web Client. This includes Axiom forms and web reports. All other types of favorites do not display in the Web Client.

To delete a favorite, right-click the item and then select **Delete**.

Organizing favorites

You can create sub-folders in the Favorites area to organize favorites by folder. To create a new folder, right-click **Favorites** and select **New Folder**.

By default, favorites are displayed in the order that they were added (new favorites are added to the bottom of the list). You can drag and drop individual favorites to change the order. Sub-folders cannot be reordered—they will always display in alphabetical order.

To rename a favorite, right-click the item and then select **Rename**. The name becomes editable, and you can type a new name.

Shortcut properties

You can edit the shortcut properties for a favorite. Right-click the favorite and select **Shortcut Properties**. In this dialog, you can edit the shortcut name, change the shortcut target, and define certain shortcut properties.

The available shortcut properties vary by file type. For example, you can configure a report favorite to always open as read-only, or to automatically apply a Quick Filter when opening.

Using web favorites in the Desktop Client

If you save a favorite in the Web Client, that favorite also displays in the Desktop Client favorites list. You can double-click the web favorite to open it in the Web Client browser.

When a favorite is saved in the Web Client, it is stored as a URL instead of a document shortcut. If the target of the favorite is later deleted, the favorite does not show as invalid in the Desktop Client. If you try to use the favorite, you are informed that the document or page cannot be found. In this case you must manually delete the favorite.

Opening recent files

Axiom Capital Tracking maintains a list of your recently opened files in the Desktop Client. You can use this list for quick access to recent files.

The recent file list is located in the **My Files** section of the Explorer task pane and Axiom Explorer. You can double-click files to open them, or right-click to access the context menu for the file type. Recent files are listed using the file tab name that they were opened with, which may or may not be the same as the file name.

The list displays the last 15 files that you recently opened. Note the following:

- If you want to clear the list, right-click **Recent** and select **Clear History**.
- If you want to continue to have quick access to a recent file, you can add it to your favorites. Right-click the file and select **Add to favorites**.
- If the icon next to a file name is a red arrow, this means that the file has been moved or deleted since you accessed it, so it can no longer be opened from the recent file list.

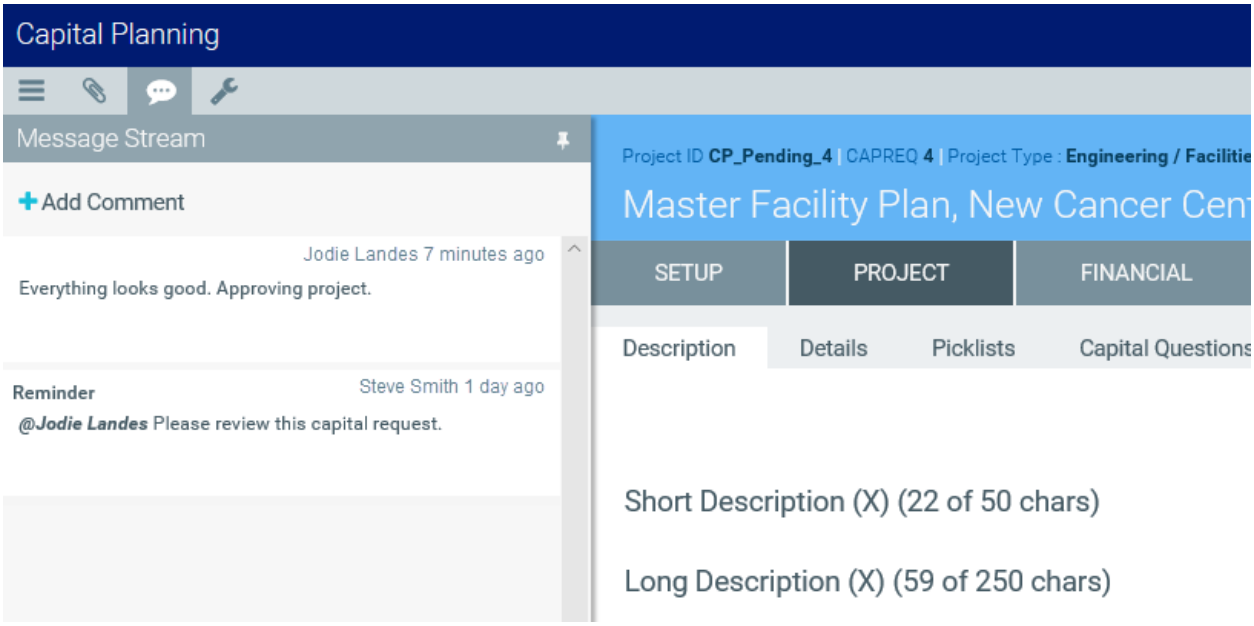
In the Axiom Windows Client only, recent files can also be accessed from the **File** menu. In the Axiom Excel Client, although your recent files are tracked in **File > Recent**, those links point to the temporary versions of the file stored on your local drive, not the source versions of the files stored in the Axiom Capital Tracking database. Therefore, Excel's recent file list cannot be used to open Axiom files.

Commenting on form documents

When viewing an Axiom form, you can view comments that other users have made about the document and also make comments about the document. New comments are stored in the message stream for that document, so that all other users who access the document can see the comment. Additionally, you can "tag" other users in the comment, so that the tagged users are notified about the comment.

Viewing comments

To view the message stream for the current document, click the **Messages** icon (the speech bubble) in the gray task bar across the top of the form. The **Message Stream** panel opens, showing all comments that have been made about the document.



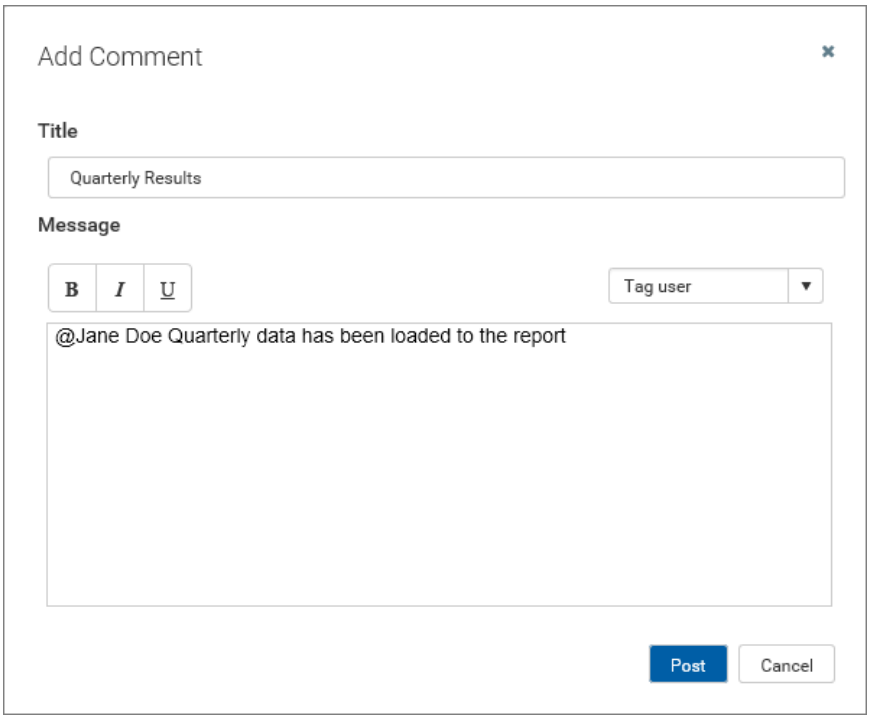
Comments display in the order they were created, with the most recent comment shown at the top of the panel. Each comment includes information on when the comment was made and the user who made it.

If the comment contains more content than can be displayed within the panel view, then click the **>** symbol to open a dialog with the full comment text.

The system stores comments for the life of the document, and cannot be deleted.

Adding a comment

To add a comment, click **Add Comment** at the top of the Message Stream panel. In the **Add Comment** dialog, you can enter an optional title for the comment, and then enter the comment text. Basic text formatting of bold, italic, and underline is available.



If desired, you can "tag" one or more users in the comment, so that those users are notified about the comment. Any user tagged in the comment will receive an email that contains the content of the comment and a link to the document. To tag a user, use the **Tag user** box to find a user and insert the tag. You can type into the box to find a specific user, or select a user from the drop-down list. When you click on a user name in the list, a tag will be inserted at the current cursor point in the comment text. The tag displays as `@FirstName LastName`.

When you click **Post**, the comment is saved to the message stream, and any tagged users will be notified.

NOTES:

- All users with access to the document can see comments posted to the message stream. Any comments made should be appropriate for the entire document audience. Do not post any sensitive information to the message stream.
- Adding a comment automatically subscribes you to the document's message stream, and tagging a user automatically subscribes that user to the document's message stream.

Ongoing notifications (subscriptions)

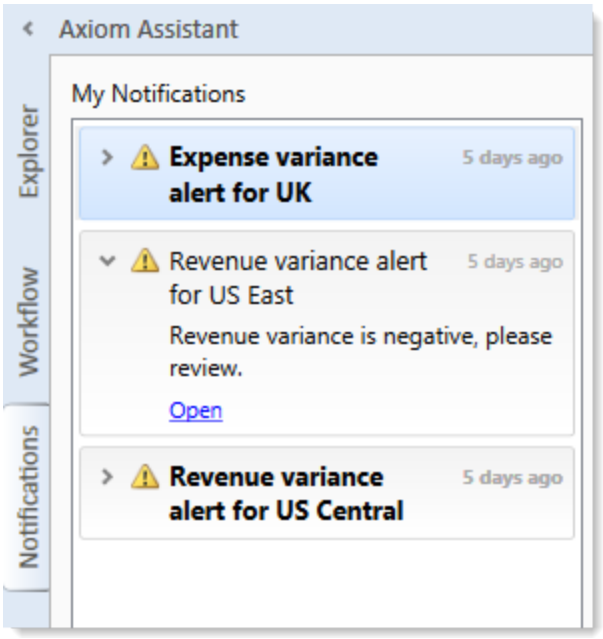
If you have made a comment in a document's message stream, or if you have been tagged in a comment, you are now subscribed to that document's message stream. Whenever a new comment is made to that document's message stream, you will receive a notification in the Notifications .

The notification details the user who made the comment and when it was made, the text of the comment, and a link to open the file.

Currently it is not possible to unsubscribe from a document's message stream once you have been subscribed.

Viewing notifications using the Notifications task pane

If you receive an Axiom Capital Tracking notification, the notification displays in the Notifications task pane. This is a system-controlled task pane that is always available in the Desktop Client if you have notifications. Click the **Notifications** tab in the Axiom Assistant area to view the task pane.



Example Notifications task pane

If you have unread notifications when you first log in, or if you receive new notifications during a current session, the Notifications tab will flash orange and remain that color until you click on the tab. Unread notifications display in bold text. Once a notification has been read, the bolding is removed.

Notifications can come from the following sources:

- **Alert notifications.** Your system administrators and other power users may have set up alerts to monitor certain alertable conditions and then notify specified users.
- **Process management notifications.** These notifications result from active processes in process management, such as to inform you that you have a new task in the process.
- **Message stream notifications.** If you have subscribed to a document's message stream, you will be notified of any new comments made about that document.

- **Axiom system processes such as Process Plan Files.** If you have triggered certain system processes, Axiom Capital Tracking will notify you when the process is completed or when errors occur.
- **Scheduler jobs.** If you have run a Scheduler job manually and that job is configured to send notifications, you will be notified when the job completes or errors (depending on the notification configuration).

NOTES:

- The Notifications task pane is a system-controlled task pane; you cannot hide or show this task pane manually. The Notifications task pane always displays on startup if you have any active notifications (read or unread). Otherwise, it does not display. If you receive a new notification during a session and the task pane is not already open, this will cause the task pane to open.
- All notifications displayed in the Notifications task pane are also available in the Notifications panel of the Axiom Web Client. Both areas read from the same source of notifications, and edit the same source as well. So if you read a notification in one area, or delete a notification from one area, the other area will reflect these changes.

Reviewing notifications

Within the task pane, notifications are listed in the order they were created, with the newest notifications at the top. Each notification displays a severity icon and an alert title, as well as how old the notification is. The following severity icons are used:

- Info
- Warning
- Error

To read the notification text, double-click the notification to expand it. The text should provide you with more information about the notification and why you are receiving it. You can double-click the notification again to collapse it.

If the notification is from an alert, then the alert creator may have specified a document that you can open to see more information about the alert condition. If so, then you will see an **Open** link underneath the message text when you expand the notification. Click this link to open the associated document.

Notification actions

You can select one or more notifications and then right-click to perform the following additional actions:

- **Mark Read**: Mark the selected notifications as read.
- **Mark Unread**: Mark the selected notifications as unread.

- **GoTo Alert Definition**: Open the source document for the alert, if you have permission to access the file. You will be taken directly to the specific alert definition that generated the notification.
- **Delete**: Remove the selected notifications from the pane. Once a notification has been removed from the pane, you cannot undo this action.

Notifications will remain in the list until you remove them, or until they are deleted by the system purge job. By default, the system purge job deletes alerts and notifications older than 60 days.

Changing your Axiom Capital Tracking password

If your authentication method is Axiom Prompt, you can change your password as needed using the Desktop Client. This feature does not apply to users who are using any other authentication method (such as Windows User Authentication), because those passwords are controlled externally from Axiom Capital Tracking.

To change your password:

1. On the **Axiom** tab, in the **Help** group, click **Help > Change Password**.

   NOTE: In systems with installed products, this feature may be located on the **Main** or **Admin** tab.

   This command is only available to Axiom Prompt users.

2. In the **Set Password** dialog, enter your current password, then enter and confirm your new password.

   If password rules are being enforced, your password must meet the rules. A validation message will inform you of the rules if necessary. Alternatively you can click **Generate Password** to auto-generate a password that meets the rules. If you do this, make sure to note the generated password because you will not have another opportunity to see it. If you do not note the password and cannot log in later, an administrator will need to reset your password.

3. Click **OK**.

Your password is now changed. You will need to use this new password the next time that you log in.

Closing Axiom Capital Tracking

When you close Axiom Capital Tracking, you will be prompted to save any changed but unsaved files.

To close the Desktop Client:

- Click the **Close Axiom Software** button in the **Exit** group of the **Axiom** tab.

  NOTE: In systems with installed products, this button may be located on the **Main** or **Admin** tab.

You can also close the application by clicking the **X** button in the top right-hand corner of the application window.

If you are using the Axiom Excel Client, there is no option to close Axiom Capital Tracking but leave the current Microsoft Excel session open. Keep in mind that it is not necessary to close Axiom Capital Tracking in order to work on a regular Excel file. You can open regular Excel files within Axiom Capital Tracking, or you can open a second Excel session.

3

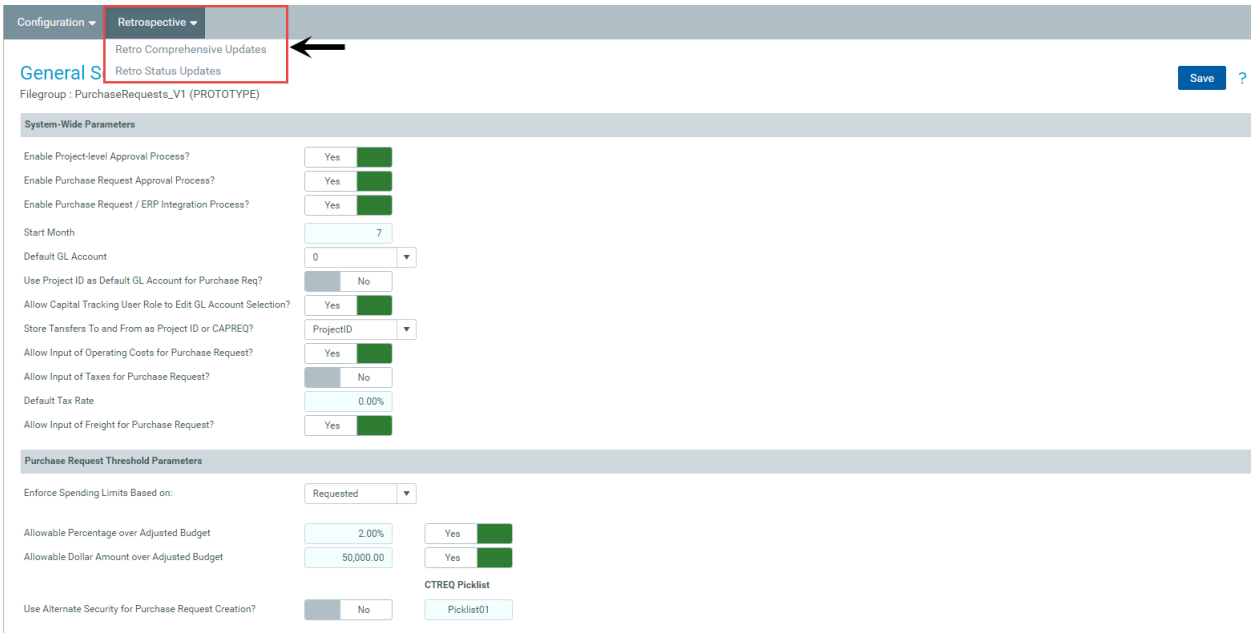
Configuring Purchase Request Assumptions and Drivers

In Axiom Capital Tracking, each file group contains an associated driver file with configuration settings and assumptions referenced by all of the other files associated with that file group. Along with its other functions, the driver file allows you, as the administrator, to decide which sections to include or exclude from plan files and enter many of the values that display as pre-populated in plan files and reports.

The configuration settings in the driver files can affect the structure of plan files and reports by allowing you to show/hide sections of sheets, columns, and/or rows. Assumptions are used in calculations throughout the entire capital tracking process. Examples of assumptions include:

- Volume growth rates
- Inflation rates
- Labor merit increases and benefits percentages
- Reimbursement percentages

You access and update Axiom Capital Tracking drivers using the Purchase Request Drivers utility. You can also access this utility directly from the Axiom Capital Tracking web home screen. The drivers are grouped into two main driver file types: Configuration and Retrospective. These driver file types display at the top of the utility as tabs. To update the driver in a particular file, click the tab drop-down, and select the driver to update.



The following table describes each driver file and the drivers associated with it:

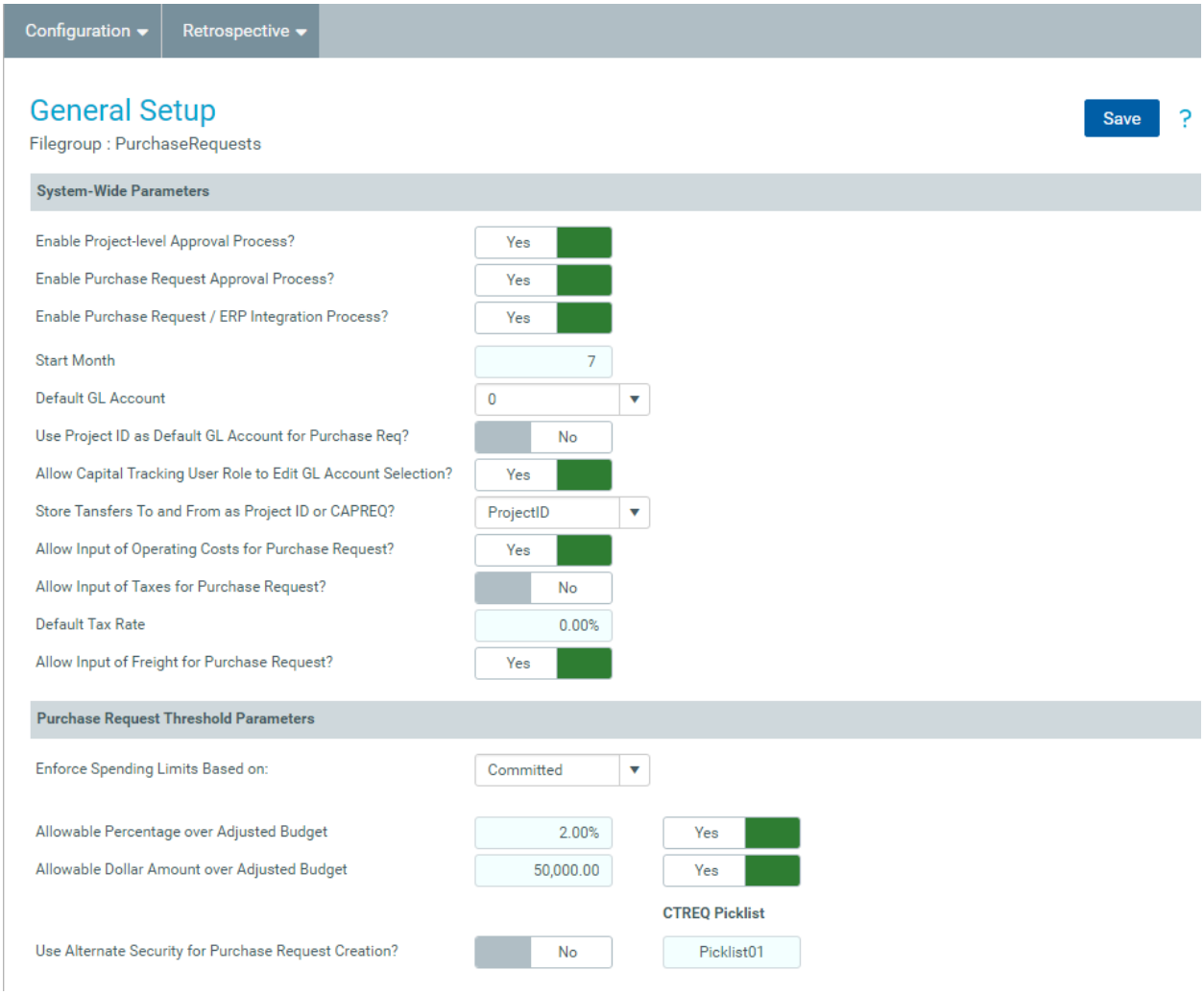
Driver File	Description	Drivers
Configuration	Includes general system settings and configuration selections, such as enabling system processes, custom fields for purchase request header inputs, and custom fields for purchase request line item inputs.	• General Setup • Purchase Request Header - Project Fields • Purchase Request Header Fields • Purchase Request Line Item Fields • Purchase Request Header Picklists • Purchase Request Line Item Picklists • Field Name Tables
Retrospective	Includes questions related to capturing detailed inputs regarding retrospective project analysis.	• Retro Comprehensive Updates • Retro Status Updates

NOTE: Depending on a user's security profile settings, certain parts of a driver file may be protected.

IMPORTANT: Any change to the configuration settings and assumptions in driver files can affect the structure and contents of any number of related plan files.

Configuring general setup options

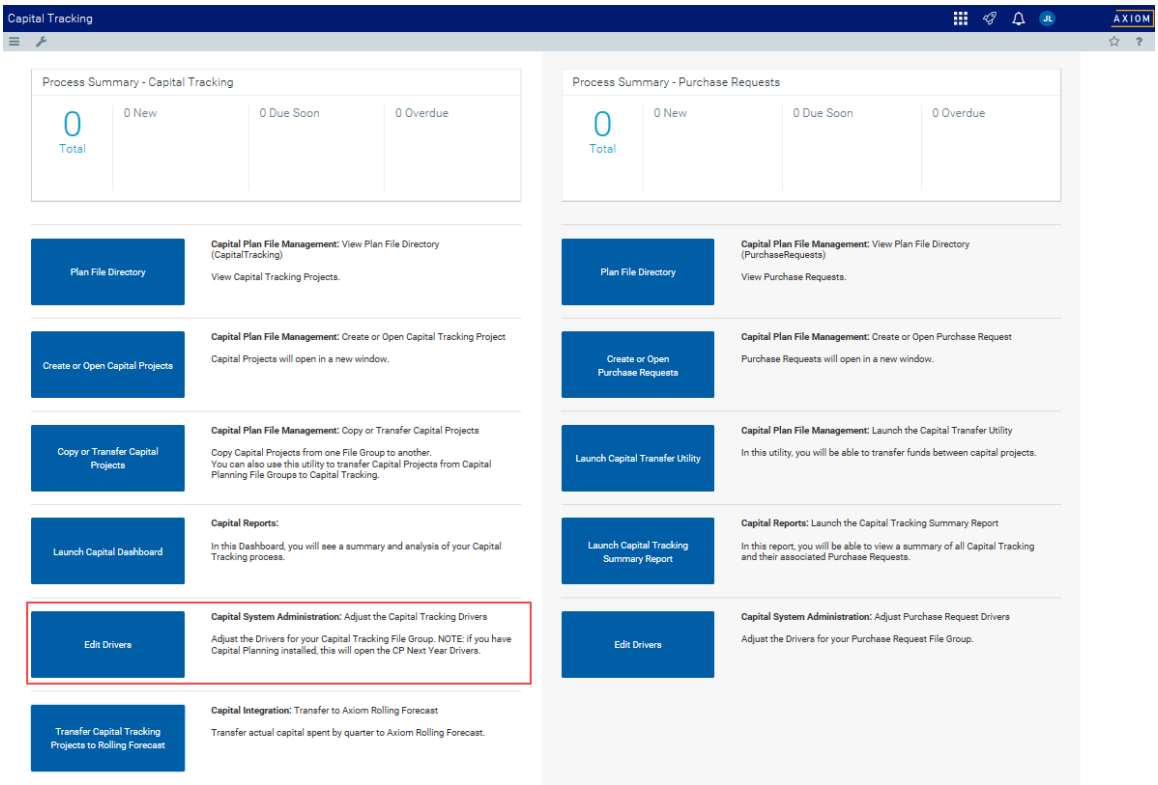
The General Setup driver controls various system-wide settings and define purchase request Threshold limits.



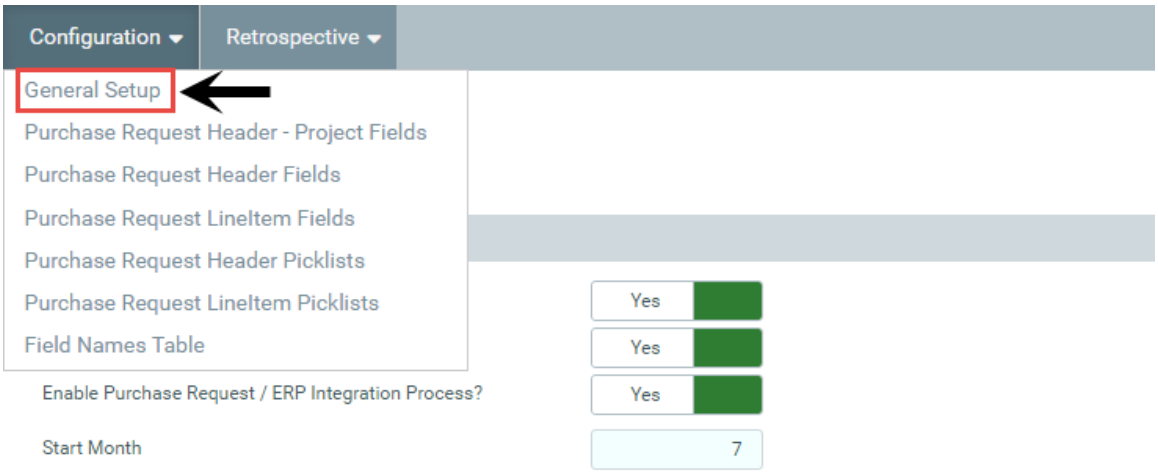
To configure general setup options:

1. From the Axiom Capital Tracking home page, click **Edit Drivers**.

   NOTE: To access this location from the Cap Tracking Admin task pane, in the **Administration** section, double-click **Purchase Request Drivers**.



2. From the **Configuration** tab, click **General Setup**.



3. Complete the fields in the following areas, as needed:

System-Wide Parameters

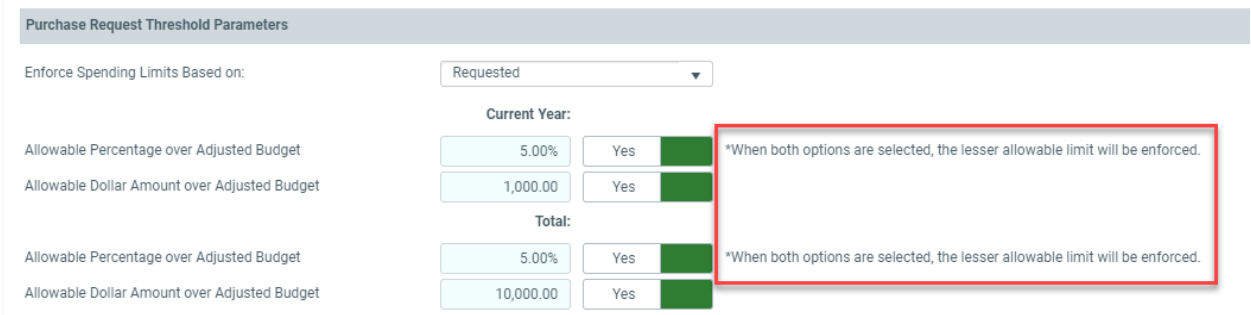
Option	Description
Enable Project-level Approval Process?	Click the toggle to **Yes** or **No**.

Option	Description
Enable Purchase Request Approval Process?	Click the toggle to **Yes** or **No**. **NOTE:** If you select No, the buttons related to this process will be hidden automatically in the task panes.
Enable Purchase Request/ERP Integration Process?	Click the toggle to **Yes** or **No**.
Start Month	Type the start month of your fiscal year.
Default GL Account	Type the GL account to use if a GL account has not been set up for the capital project.
Use Project ID and Default GL Account for Purchase Req?	Click the toggle to **Yes** or **No**. **NOTE:** This is applicable if your organization utilizes many CIP accounts on your projects.
Allow Capital Tracking User Role to Edit GL Account Selection?	Click the toggle to **Yes** or **No**.
Store Transfers To and From as Project ID or CAPREQ?	Select the appropriate drop-down item. If you choose Project ID, we suggest that you assign the Project ID prior to completing any transfers.
Allow Input or Taxes for Purchase Request?	Click the toggle to **Yes** or **No**.
Default Tax Rate	Type the most common tax rate used if your organization has situations where a tax rate is different than the default. Normally, this is at the entity level.
Allow Input of Freight for Purchase Request?	Click the toggle to **Yes** or **No**.
Default Freight Account	Select the default account to use for freight. **NOTE:** Users can select a different account in the purchase request template.

Purchase Request Threshold Parameters

Option	Description
Enforce Spending Limits Based on:	Select **Committed** or **Request**. Committed adds what is being requested to the already committed amount for the project and compares this to the adjusted budget for any overages.
Allowable Percentage over Adjusted Budget	Type the percentage threshold for the Adjusted Budget amount for the current year and the total budget. **NOTE:** The lesser of the Allowable Percentage and Allowable Dollar Amount values is used as the threshold limit. The purchase request amount must fall below both the current year and budget total thresholds. If the amount exceeds either threshold, the system displays a message to the user and does not allow them to save the purchase request.
Allowable Dollar Amount over Adjusted Budget	Type the dollar amount threshold for the Adjusted Budget amount for the current year budget and the adjusted budget in total. **NOTE:** The lesser of the Allowable Percentage and Allowable Dollar Amount values is used as the threshold limit. The purchase request amount must fall below both the current year and budget total thresholds. If the amount exceeds either threshold, the system displays a message to the user and does not allow them to save the purchase request.
Use Alternate Security for Purchase Request Creation?	Select **No** unless you have specifically spoken with your Syntellis consultant regarding this option.

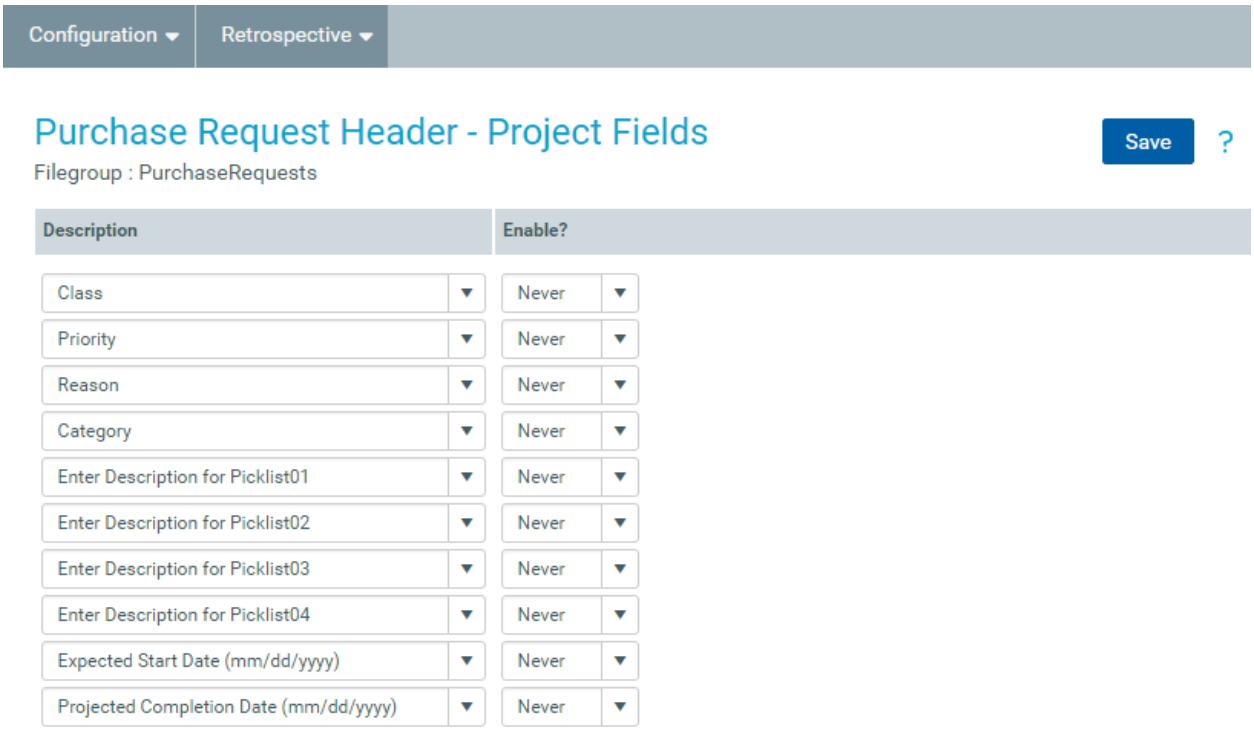
NOTE: When you set both the **Allowable Percentage over Adjusted Budget** and **Allowable Dollar Amount over Budget** for the **Total** or **Current Year** to **Yes**, the system displays a notification stating **When both options are selected, the less allowable limit will be enforced**.



1. After making your changes, in the upper right corner of the page, click **Save**.
2. At the confirmation prompt, click **OK**.

Configuring project fields for purchase request header

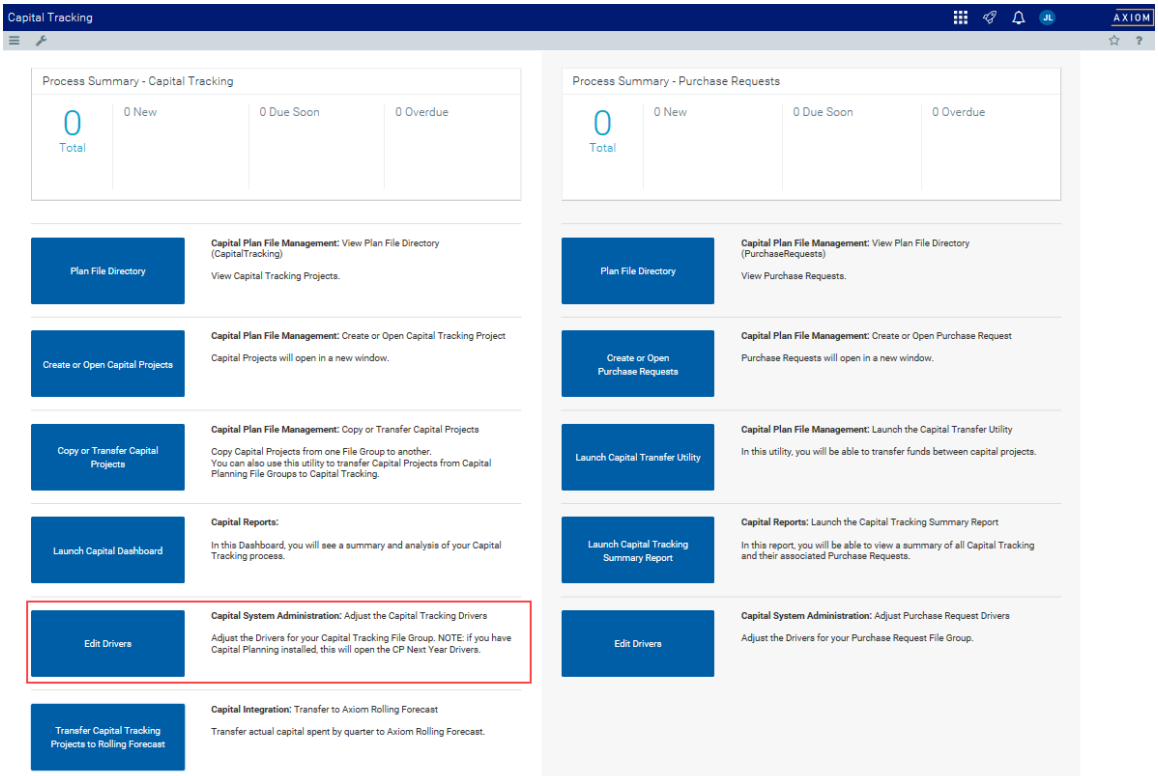
Project header fields display additional capital project details for each purchase request. You can define headers for up to ten separate projects.



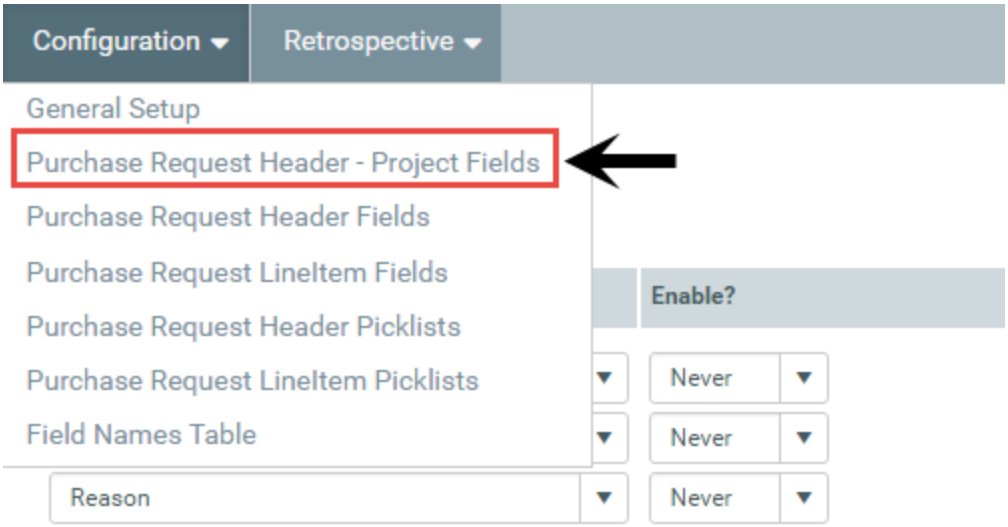
To configure project fields for purchase request header:

1. From the Axiom Capital Tracking home page, click **Edit Drivers**.

NOTE: To access this location from the Cap Tracking Admin task pane, in the **Administration** section, double-click **Purchase Request Drivers**.



2. From the **Configuration** tab, click **Purchase Request Header - Project Fields**.



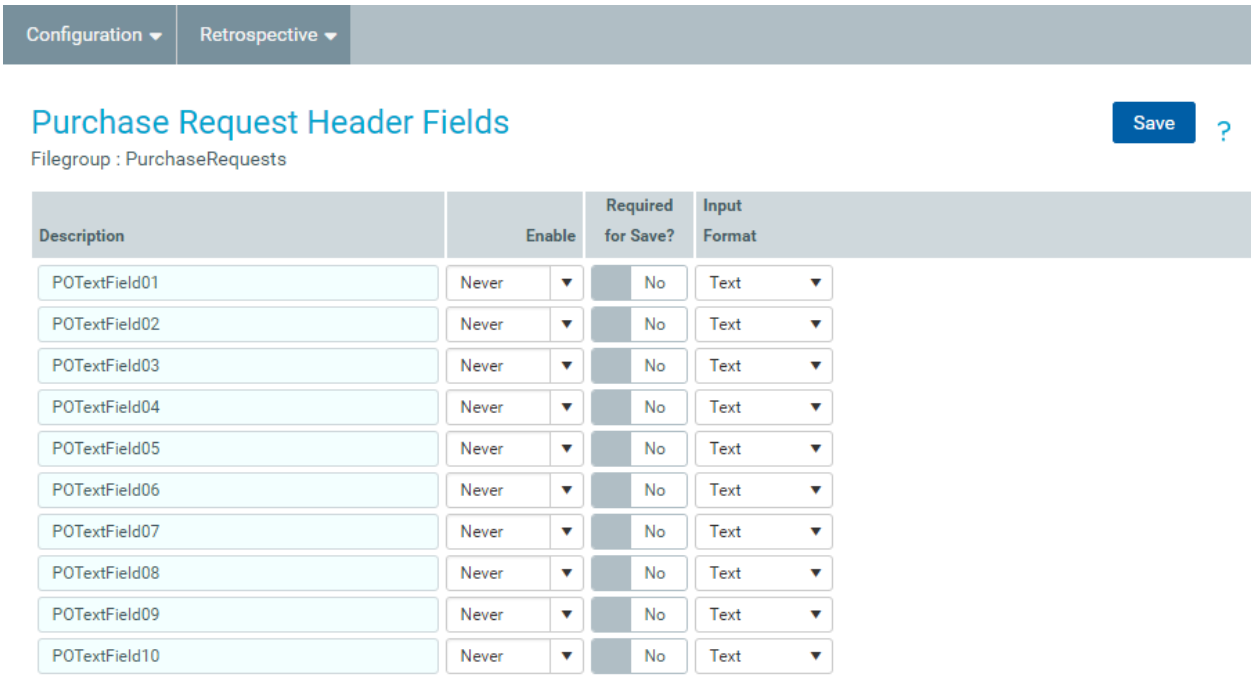
3. In the **Description** column, select a header field.
4. In the **Enable** column, select one of the following:

- To display the field, click **Always**.
- To hide the field, click **Never**.

5. After making your changes, in the upper right corner of the page, click **Save**.
6. At the confirmation prompt, click **OK**.

Configuring fields for purchase request headers

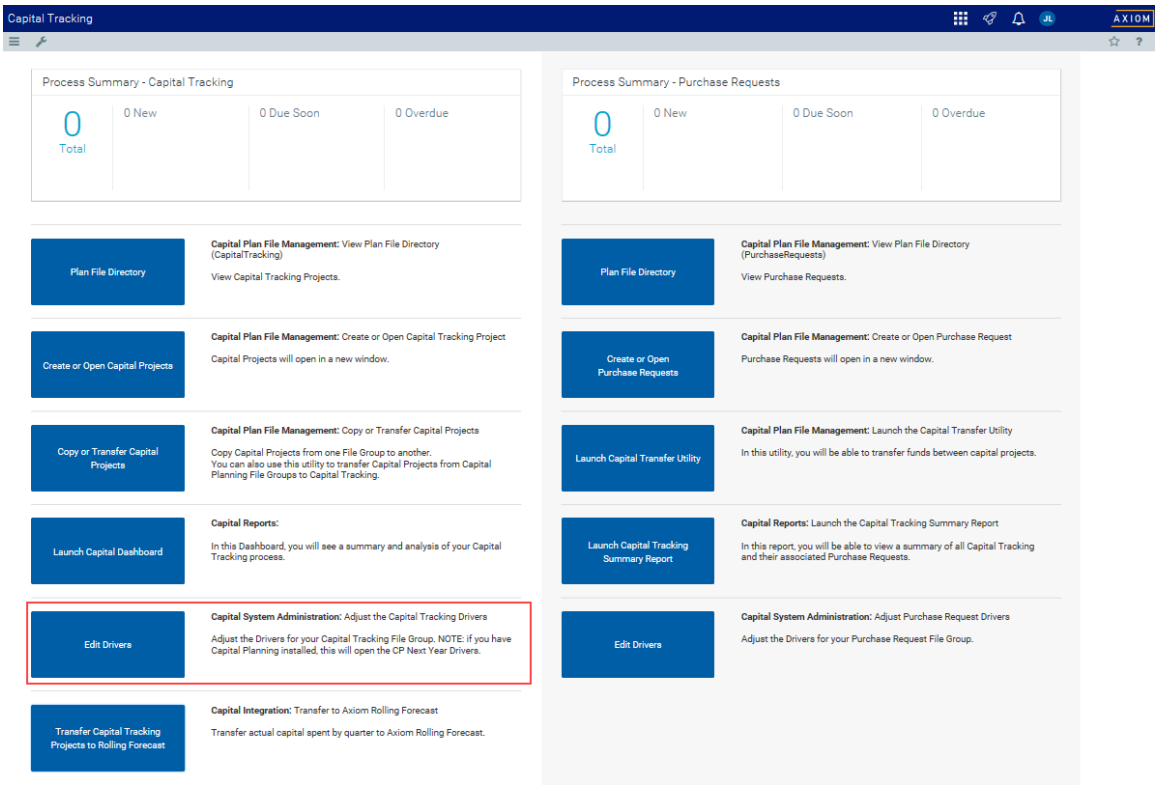
Purchase request header fields allow you to create user input fields to capture additional purchase requisition details. You can define up to ten separate purchase request header fields. User entries are limited to 100 characters.



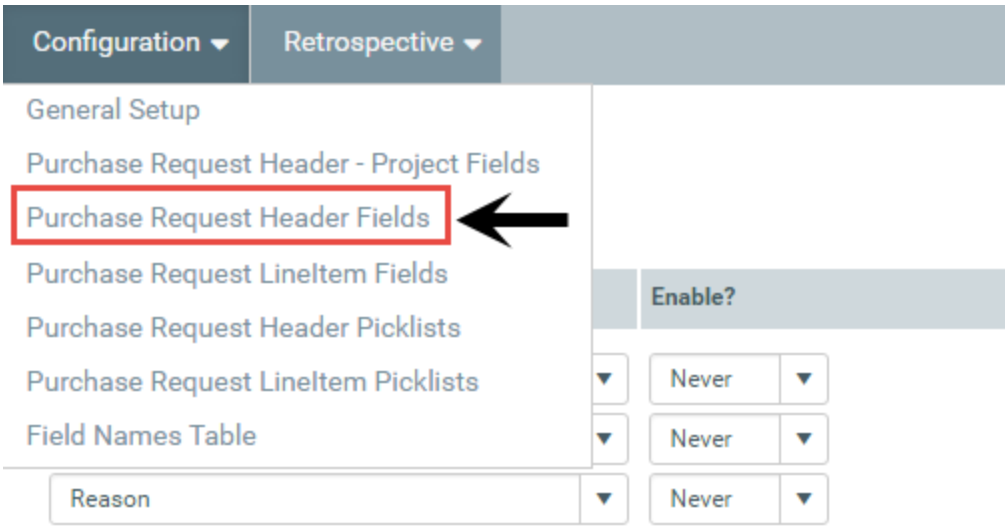
To configure fields for purchase request headers:

1. From the Axiom Capital Tracking home page, click **Edit Drivers**.

> **NOTE:** To access this location from the Cap Tracking Admin task pane, in the **Administration** section, double-click **Purchase Request Drivers**.



2. From the **Configuration** tab, click **Purchase Request Header Fields**.



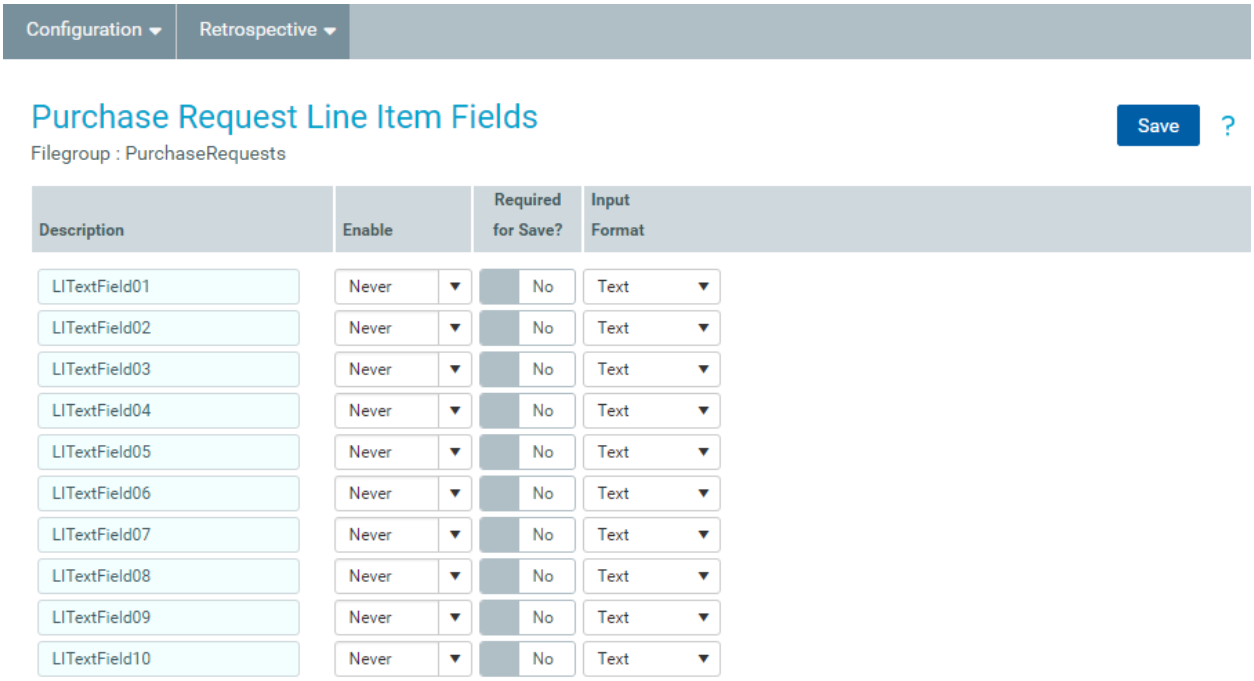
3. In the **Description** column, type a name for the field.
4. In the **Enable** column, select one of the following:
    - To display the field, click **Always**.
    - To hide the field, click **Never**.
5. In the **Required to Save** column, do one of the following:

- To require users to complete the column before saving, click the toggle to **Yes**.
- To allow users to save without completing the field, click the toggle to **No**.

6. In the **Input Format** column, select the field format type to use.
7. After making your changes, in the upper right corner of the page, click **Save**.
8. At the confirmation prompt, click **OK**.

Configuring line item fields for purchase requests

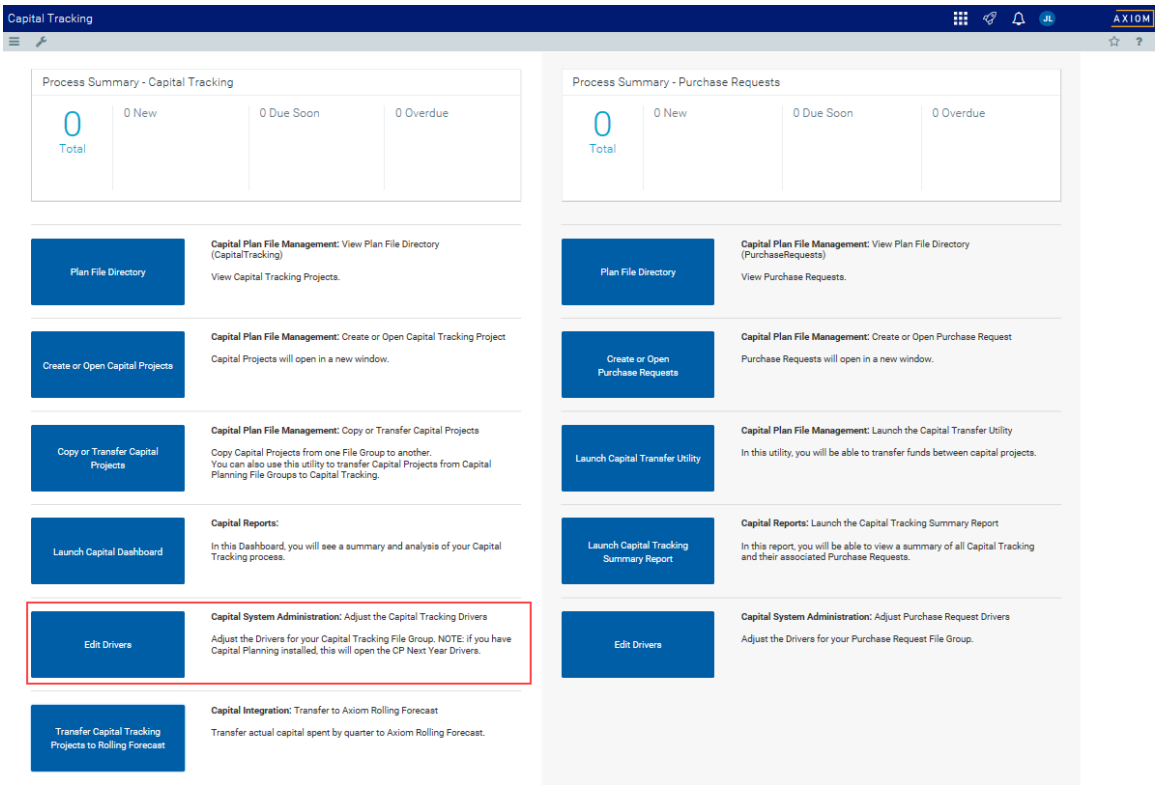
Purchase request line Item fields allow you to create user input fields to capture additional purchase requisition details. You can define up to ten separate purchase request header fields. User entries are limited to 100 characters.



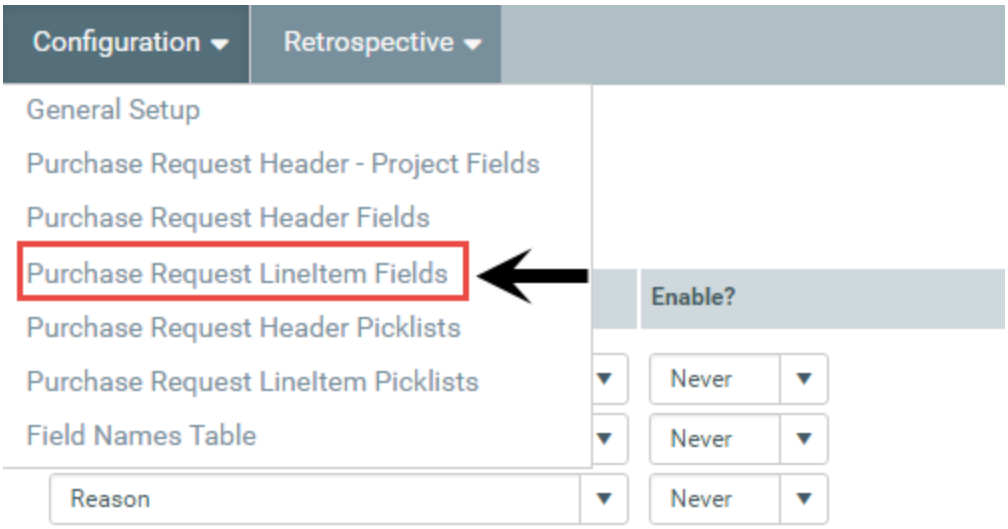
To configure line item fields for purchase requests:

1. From the Axiom Capital Tracking home page, click **Edit Drivers**.

   NOTE: To access this location from the Cap Tracking Admin task pane, in the **Administration** section, double-click **Purchase Request Drivers**.



2. From the **Configuration** tab, click **Purchase Request LineItem Fields**.



3. In the **Description** column, type a name for the field.
4. In the **Enable** column, select one of the following:
    - To display the field in the template, click **Always**.
    - To hide the field in the template, click **Never**.
5. In the **Required to Save** column, do one of the following:

- To require users to complete the column before saving, click the toggle to **Yes**.
- To allow users to save without completing the field, click the toggle to **No**.

6. In the **Input Format** column, select the field format type to use.
7. After making your changes, in the upper right corner of the page, click **Save**.
8. At the confirmation prompt, click **OK**.

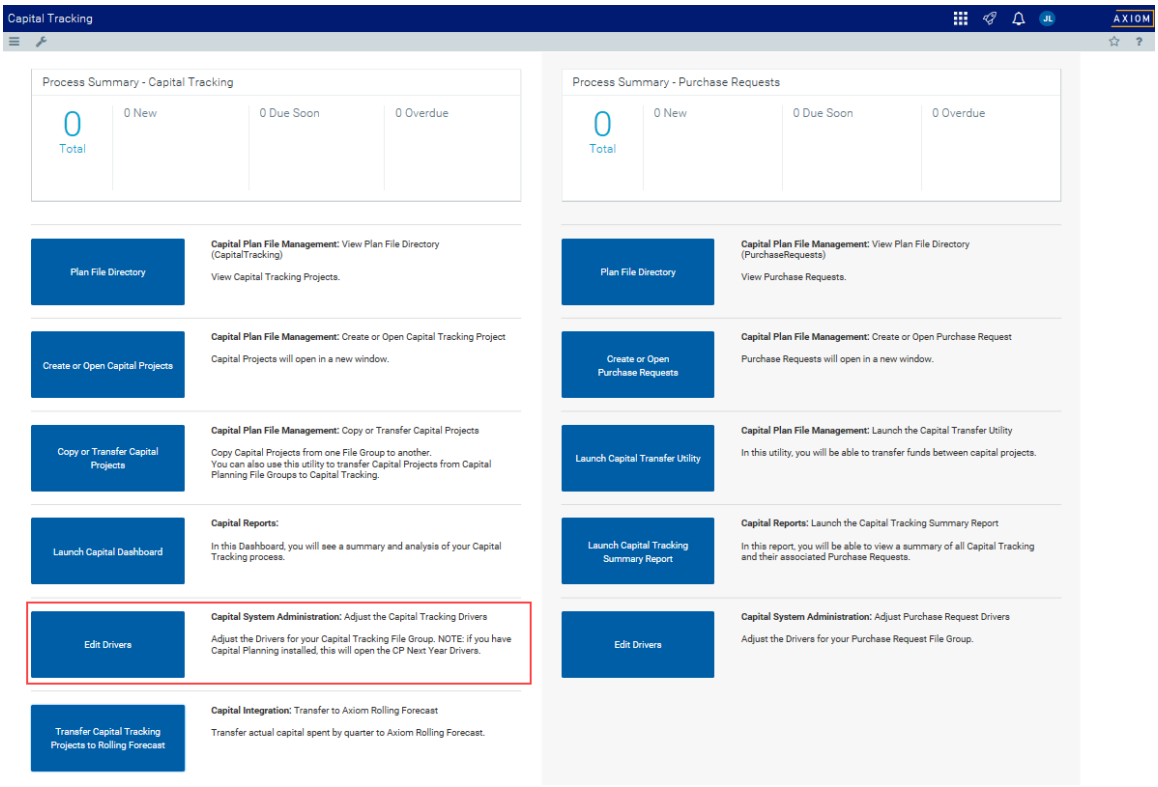
Configuring picklists for purchase request headers

Purchase request header picklists allow you to add additional user-validated fields for the purchase request template, and use them for grouping purchase requests for reporting and conditional workflow routing purposes. You can define up to ten separate picklists.

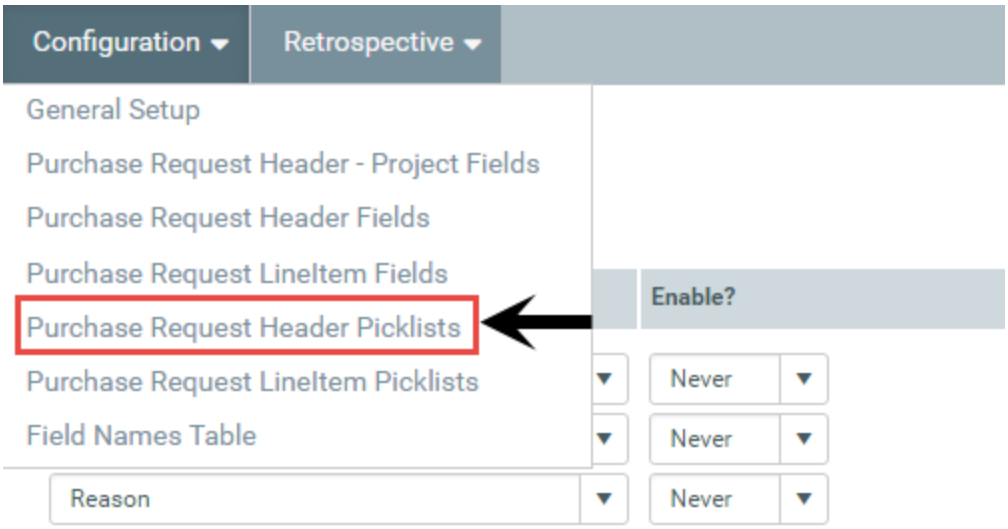
To configure picklists for purchase request headers:

1. From the Axiom Capital Tracking home page, click **Edit Drivers**.

   NOTE: To access this location from the Cap Tracking Admin task pane, in the **Administration** section, double-click **Purchase Request Drivers**.



2. From the **Configuration** tab, click **Purchase Request Header Picklists**.



3. Do any of the following:

- Add a picklist
  a. Click **+ Add Table**.

b. In the **Add Table** dialog, in the **Description Used** field, type a name for the picklist.

c. From the **Enable Picklist** drop-down, select one of the following:
   - To display the picklist in the template, select **Always**.
   - To hide the picklist from the template, select **Never**.

d. Do one of the following:
   - To require the user to make a selection before saving the purchase request, click the toggle to **Yes**.
   - To allow the user to save the purchase request without making a selection, click the toggle to **No**.

e. Click **+ Add a Selection**.

f. In the **Description** column, type a name for the picklist item.

g. In the **Help Text** column, type a longer description or help text for the item.

h. Repeat Steps e - f for each item to include in the list.

i. After you are done adding selections, click **Add**.

j. At the confirmation prompt, click **OK**.

Edit a picklist

a. In the **Description Used** field, update the picklist name.

b. From the **Enable Picklist** drop-down, select one of the following:
   - To display the picklist in the template, select **Always**.
   - To hide the picklist from the template, select **Never**.

c. Do one of the following:
   - To require the user to make a selection before saving the purchase request, click the toggle to **Yes**.
   - To allow the user to save the purchase request without making a selection, click the toggle to **No**.

d. Update the existing description and/or help text, or add a selection by clicking **+ Add a Selection**.

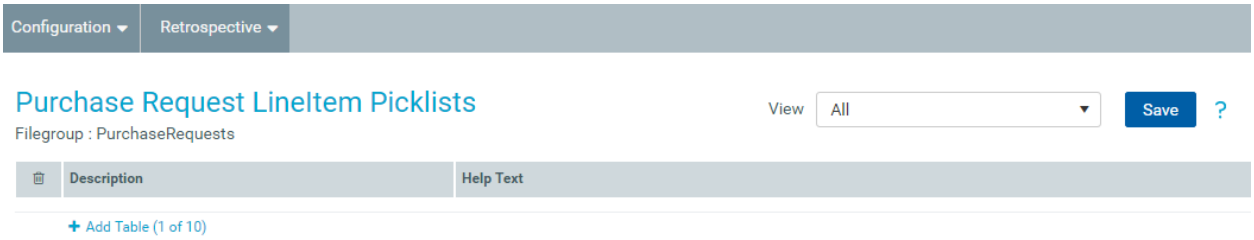
Delete a picklist item

For each item to delete, next to the picklist name, click the delete check box.

4. After making your changes, in the upper right corner of the page, click **Save**.
5. At the confirmation prompt, click **OK**.

Configuring picklists for purchase request line items

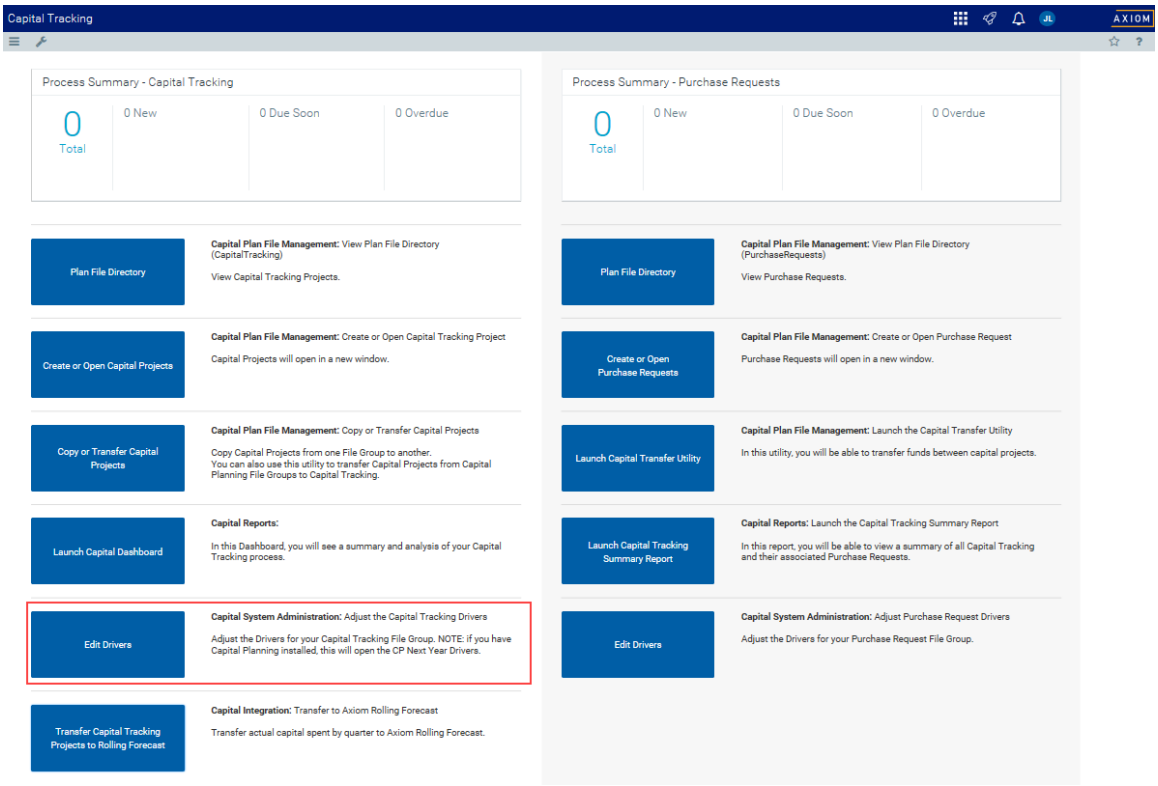
Purchase request line item picklists allow you to add additional user-validated fields for each line item on the purchase request template. Users can select these fields to group purchase requests for reporting and conditional workflow routing purposes. You can define up to ten picklists.



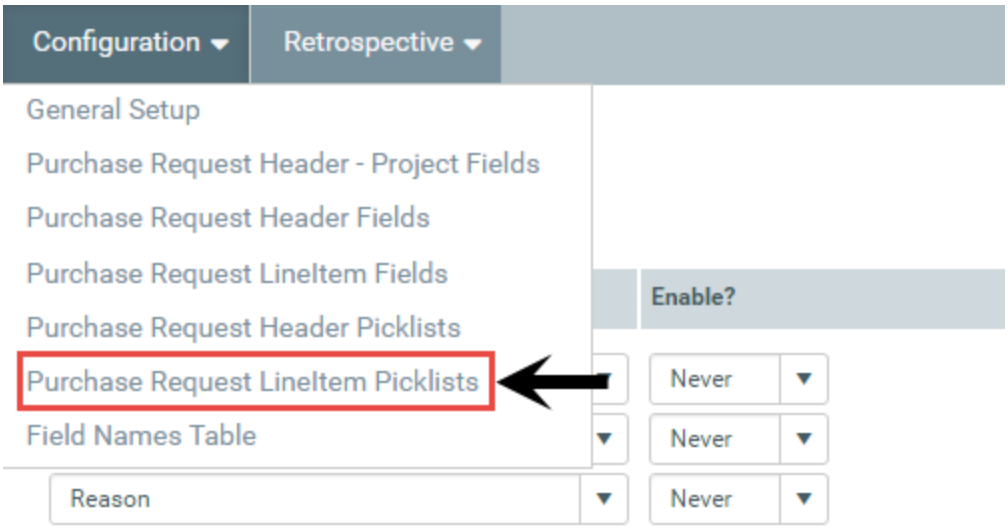
To configure picklists for purchase request headers:

1. From the Axiom Capital Tracking home page, click **Edit Drivers**.

   NOTE: To access this location from the Cap Tracking Admin task pane, in the **Administration** section, double-click **Purchase Request Drivers**.



2. From the **Configuration** tab, click **Purchase Request LineItem Picklists**.



3. Do any of the following:

Add a picklist

a. Click **+ Add Table**.

b. In the **Add Table** dialog, in the **Description Used** field, type a name for the picklist.

c. From the **Enable Picklist** drop-down, select one of the following:
   - To display the picklist in the template, select **Always**.
   - To hide the picklist from the template, select **Never**.

d. Do one of the following:
   - To require the user to make a selection before saving the purchase request, click the toggle to **Yes**.
   - To allow the user to save the purchase request without making a selection, click the toggle to **No**.

e. Click **+ Add a Selection**.

f. In the **Description** column, type a name for the picklist item.

g. In the **Help Text** column, type a longer description or help text for the item.

h. Repeat Steps e - f for each item to include in the list.

i. After you are done adding selections, click **Add**.

j. At the confirmation prompt, click **OK**.

Edit a picklist

a. In the **Description Used** field, update the picklist name.

b. From the **Enable Picklist** drop-down, select one of the following:
   - To display the picklist in the template, select **Always**.
   - To hide the picklist from the template, select **Never**.

c. Do one of the following:
   - To require the user to make a selection before saving the purchase request, click the toggle to **Yes**.
   - To allow the user to save the purchase request without making a selection, click the toggle to **No**.

d. Update the existing description and/or help text, or add a selection by clicking **+ Add a Selection**.

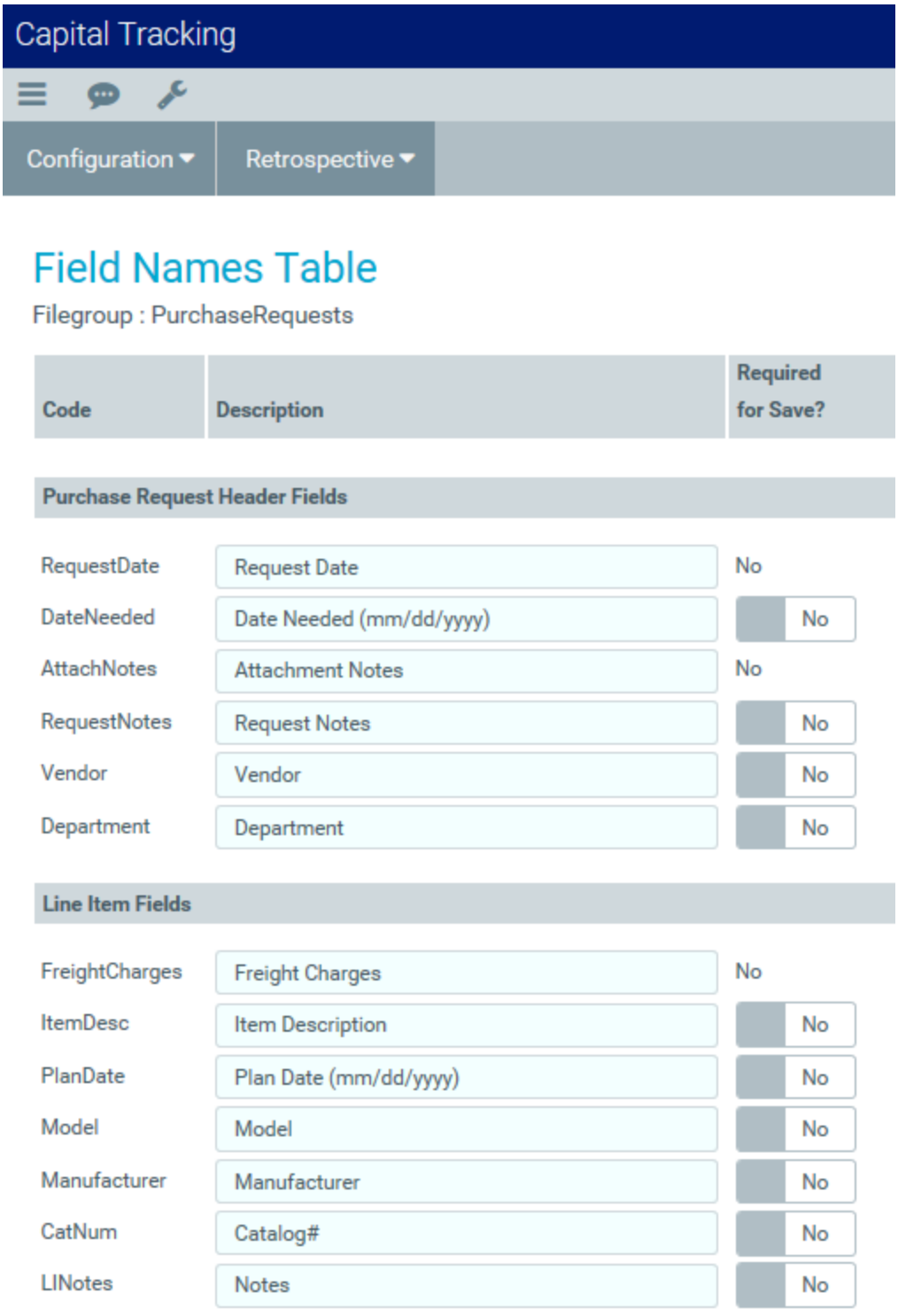
Delete a picklist item

For each item to delete, next to the picklist name, click the delete check box.

4. After making your changes, in the upper right corner of the page, click **Save**.
5. At the confirmation prompt, click **OK**.

Configuring field names

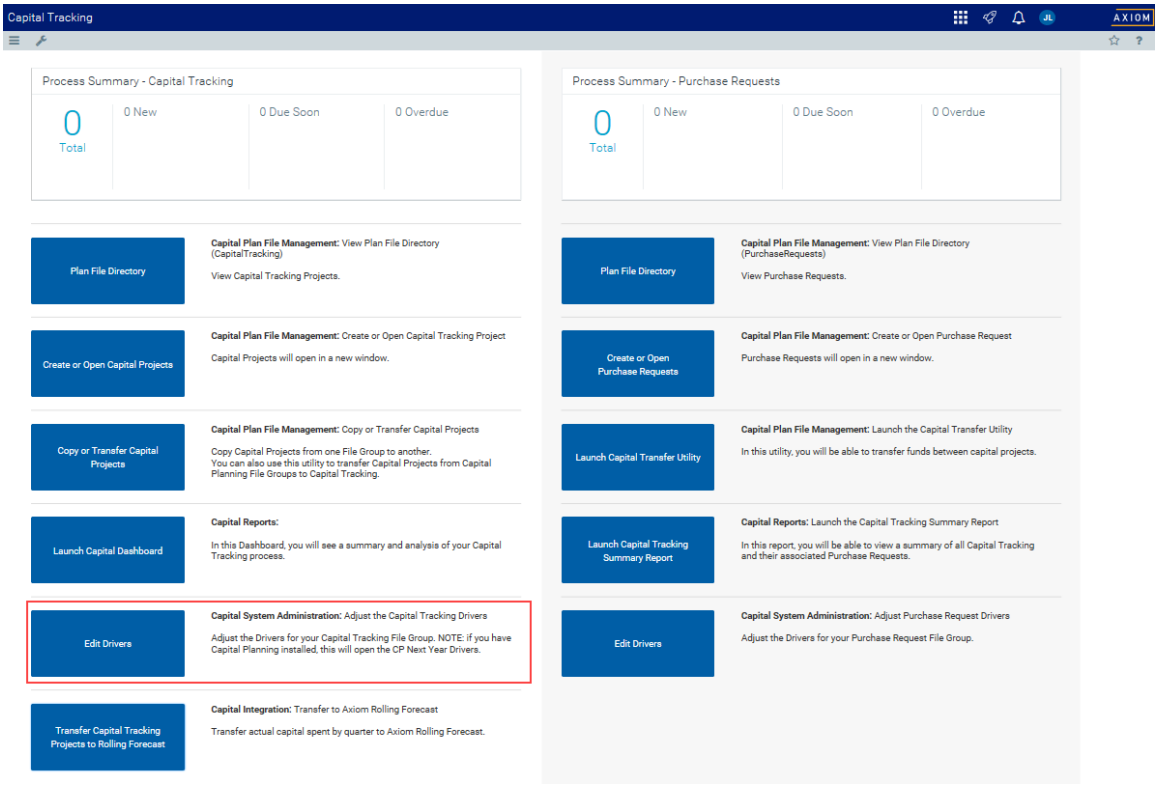
Use the Field Names Table driver to modify the description for the Purchase Request Header fields and Line Item fields.



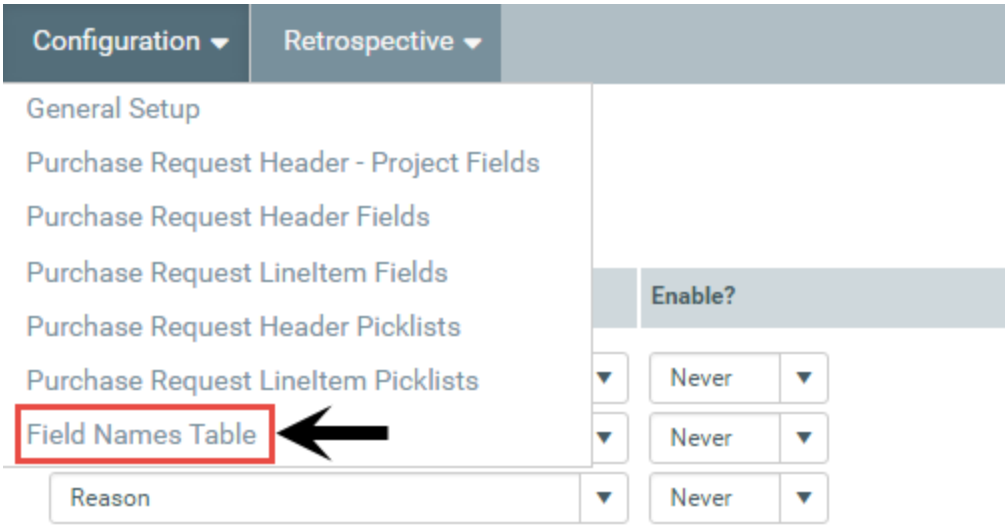
To configure field names:

1. From the Axiom Capital Tracking home page, click **Edit Drivers**.

NOTE: To access this location from the Cap Tracking Admin task pane, in the **Administration** section, double-click **Purchase Request Drivers**.



2. From the **Configuration** tab, click **Field Names Table**.



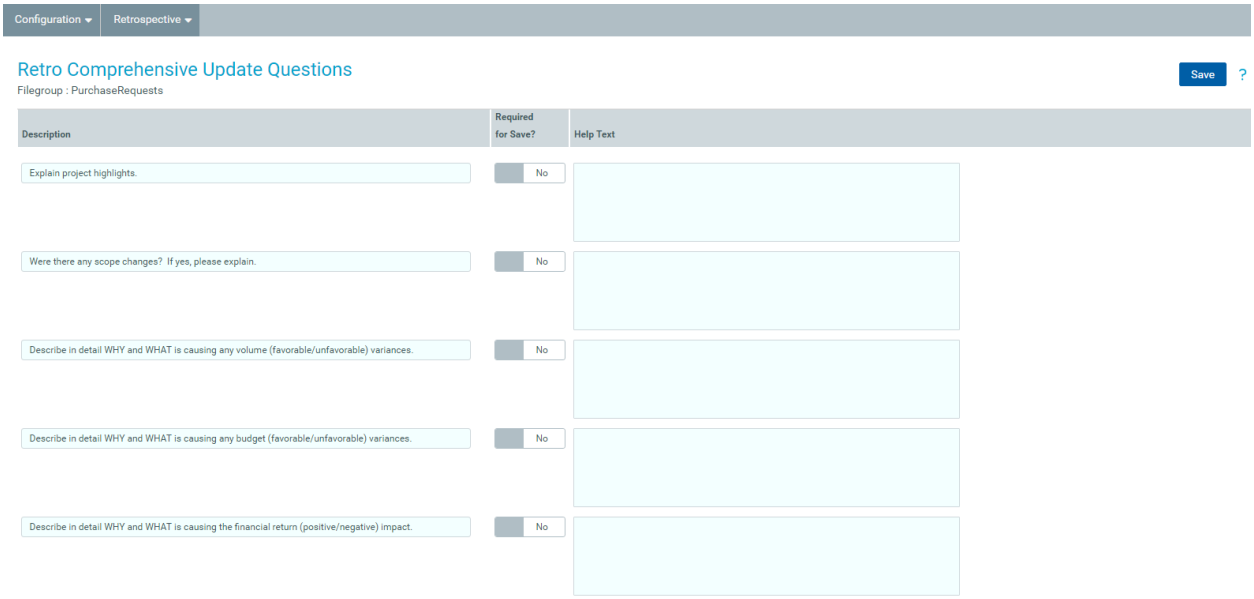
3. In the **Description** field, type a name or description for the field.
4. In the **Required for Save** column, do one of the following:

- To require the user to complete the field before saving the purchase request, click the toggle to **Yes**.
- To allow the user to save the purchase request without completing the field, click the toggle to **No**.

5. After making your changes, in the upper right corner of the page, click the disk icon to save your changes.
6. At the confirmation prompt, click **OK**.

Configuring questions for retrospective comprehensive updates

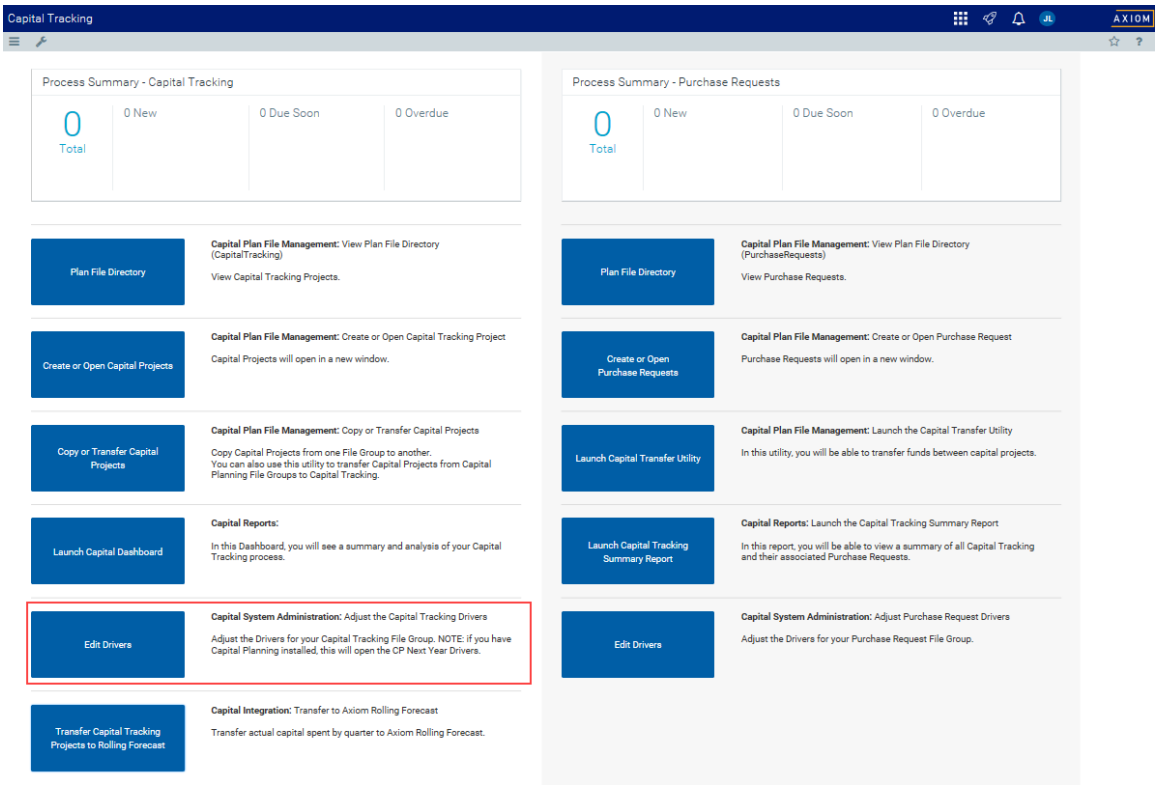
You can add, edit, or include/exclude optional questions used to capture narrative inputs for the retrospective project analysis comprehensive update. You can configure up to 30 questions, with a user entry of up to 2500 characters.



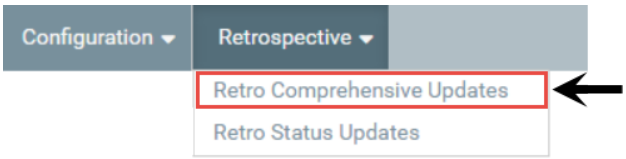
To configure questions for retrospective comprehensive updates:

1. From the Axiom Capital Tracking home page, click **Edit Drivers**.

> **NOTE:** To access this location from the Cap Tracking Admin task pane, in the **Administration** section, double-click **Purchase Request Drivers**.



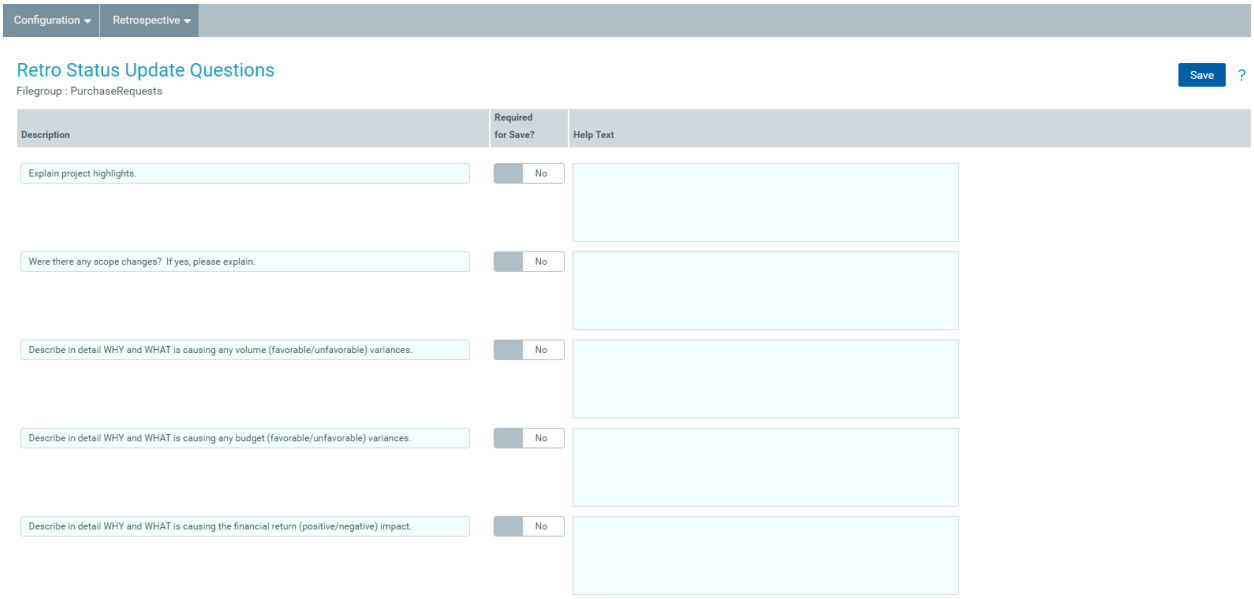
2. From the **Retrospective** tab, click **Retro Comprehensive Updates**.



3. In the **Description** column, type the question.
4. In the **Required to Save?** column, do one of the following:
   - To require the user to answer the question before saving the purchase request, click the toggle to **Yes**.
   - To allow the user to save the purchase request without answering the question, click the toggle to **No**.
5. In the **Help Text** column, type further information to help the user answer the question.
6. After making your changes, in the upper right corner of the page, click **Save**.
7. At the confirmation prompt, click **OK**.

Configuring questions for retrospective status updates

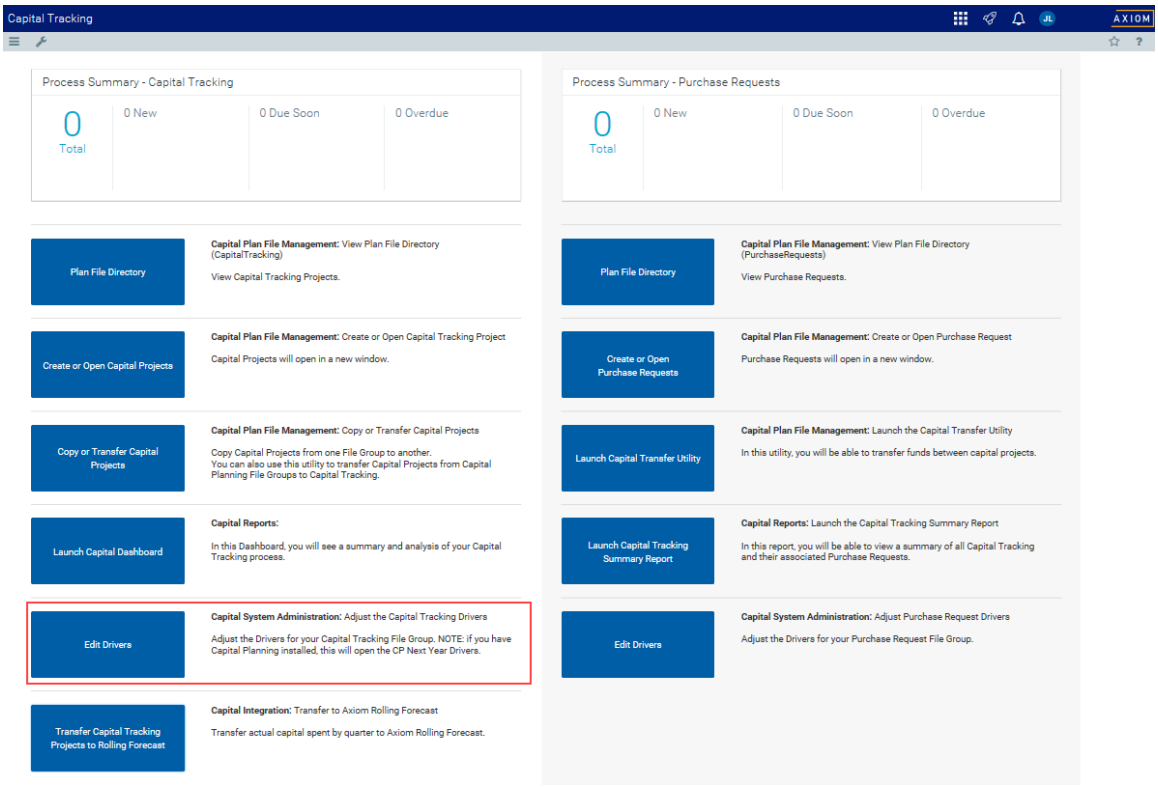
You can add, edit, or include/exclude optional questions used to capture narrative inputs for the retrospective project analysis status update. You can configure up to 30 questions, with a user entry of up to 2500 characters.



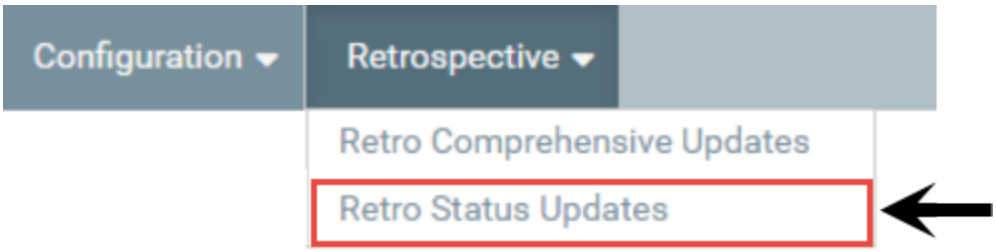
To configure questions for retrospective status updates:

1. From the Axiom Capital Tracking home page, click **Edit Drivers**.

   NOTE: To access this location from the Cap Tracking Admin task pane, in the **Administration** section, double-click **Purchase Request Drivers**.



2. From the **Retrospective** tab, click **Retro Status Updates**.

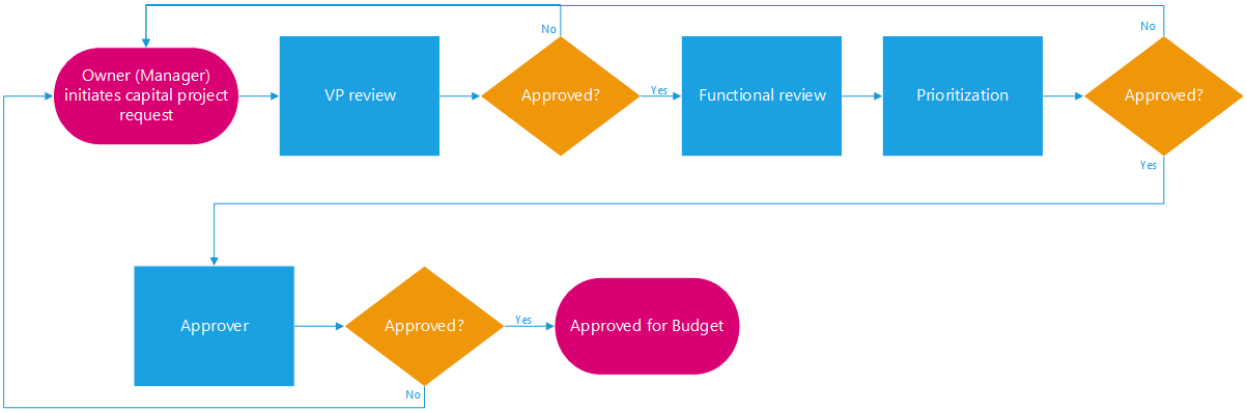


3. In the **Description** column, type the question.
4. In the **Required to Save?** column, do one of the following:
   - To require the user to answer the question before saving the purchase request, click the toggle to **Yes**.
   - To allow the user to save the purchase request without answering the question, click the toggle to **No**.
5. In the **Help Text** column, type further information to help the user answer the question.
6. After making your changes, in the upper right corner of the page, click **Save**.
7. At the confirmation prompt, click **OK**.

4

Configuring and Managing Processes and Process Flow

Most of the functionality in Axiom Capital Tracking revolves around the process of tracking and monitoring capital projects. While the exact steps in the process may be customized to suit your organization's preferences, the general workflow is as follows:



1. The capital project requestor (typically a department manager or director) enters a capital project request. Anyone with access to Axiom Capital Planning or Axiom Capital Tracking can create a capital request.
2. The VP reviews the request, and approves or declines it. If declined, the Owner can make changes and resubmit to the VP for approval.
3. After approved by the VP, the request is reviewed by various stakeholders (IT, Facilities, Clinical Engineering) for comments and feedback.
4. After reviews are complete, the capital committee and/or designated approver(s), prioritize and approve the capital requests.

The Process Management feature in Axiom Capital Planning automates much of these processes by running certain back-end tasks automatically and notifying users involved in the process when their intervention is required.

For instance, when a new capital budgeting year begins, Process Management can notify all managers/budget owners to submit capital project requests, and then compile all the submitted requests into reports, and notify executives to review them.

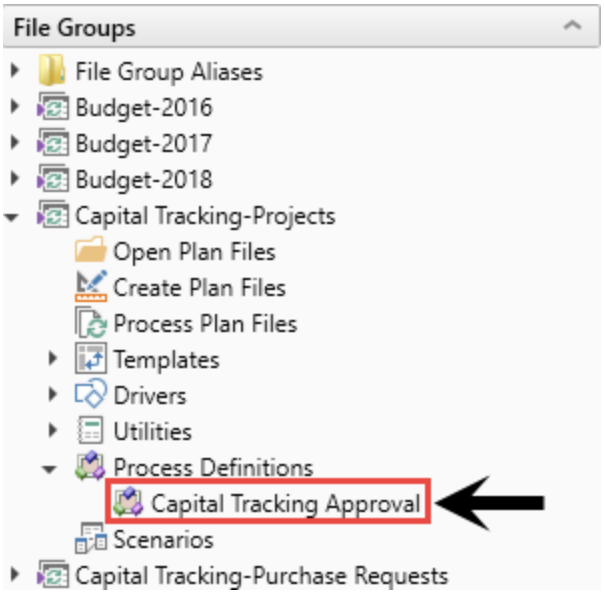
Axiom Capital Tracking comes with a predefined processes, but you may also design your own.

Viewing the Capital Tracking Approval pre-defined process

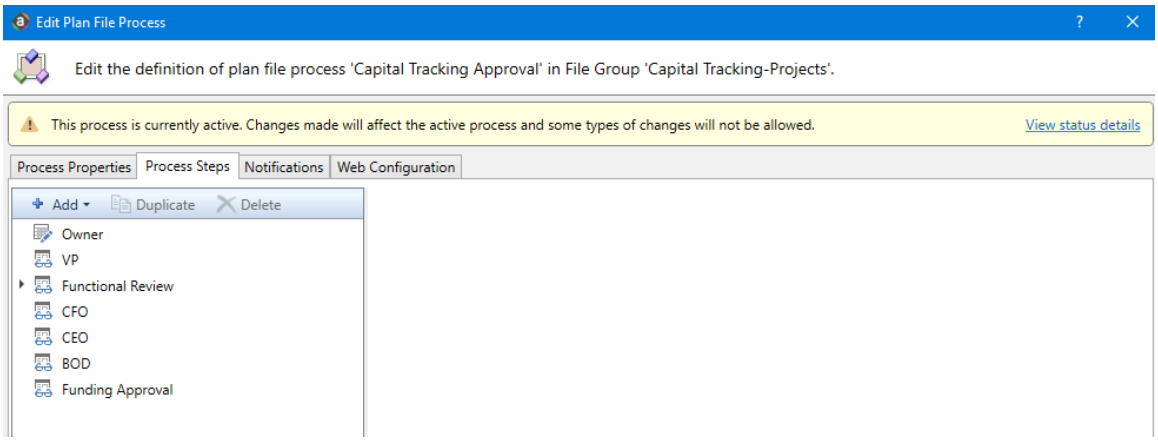
There are two file groups in Axiom Capital Tracking, one containing the Capital Plan files, and the other to store the Purchase Request plan files. Both file groups in Axiom Capital Tracking have Approval processes that come pre-defined. You can use these processes as-is or make the changes to meet your organization's needs. Your Syntellis Consultant can help you with any questions you may have regarding any modifications you may desire.

To view the Capital Tracking Approval pre-defined process:

1. In the Explorer task pane, in the **File Groups** section, click **Capital Tracking-Projects > Process Definitions > Capital Tracking Approval**.



2. To view the process steps, click the **Process Steps** tab.



As initially configured, the steps for the Capital Tracking Approval pre-defined process include the following:

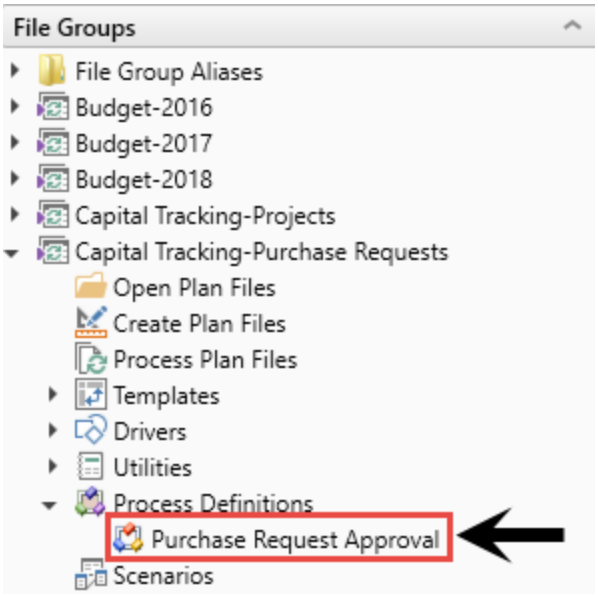
Step	Description
Owner	This is the first step in the process. Stamps all capital requests with a creator for the request, also referred to as the project initiator.
VP	Notifies VPs to review and comment on all capital project requests submitted by their team members, as defined by their organizational chart in the Department table.
Functional Review	This is a sub process that includes the following steps: • IT – Designated IT reviewers review, comment, and update costs associated with any IT related requests, as needed. • Clinical – Designated clinical reviewers review, comment, and update costs associated with any clinical-related requests, as needed. • Facilities – Designated facilities reviewers review, comment, and update costs associated with any facilities-related requests, as needed. • Legal – Designated facilities reviewers review, comment, and update costs associated with any legal-related requests, as needed. • HR – Designated facilities reviewers review, comment, and update costs associated with any HR-related requests, as needed.
CFO	Notifies the CFO to review and comment on the funding of this capital project.
CEO	Notifies the CEO to review and comment on the funding of this capital project.
BOD	Notifies the Board of Director to review and comment on the funding of this capital project. Typically, the Capital Tracking Administrator awaits for the funding approval to occur at the Board level.
Funding Approval	After the project moves to this stage, it has been approved for funding. The Capital Tracking Administrator should then ensure that the project has the correct ProjectID assigned and the Adjusted Budget is correct.

Viewing the Purchase Request Approval pre-defined process

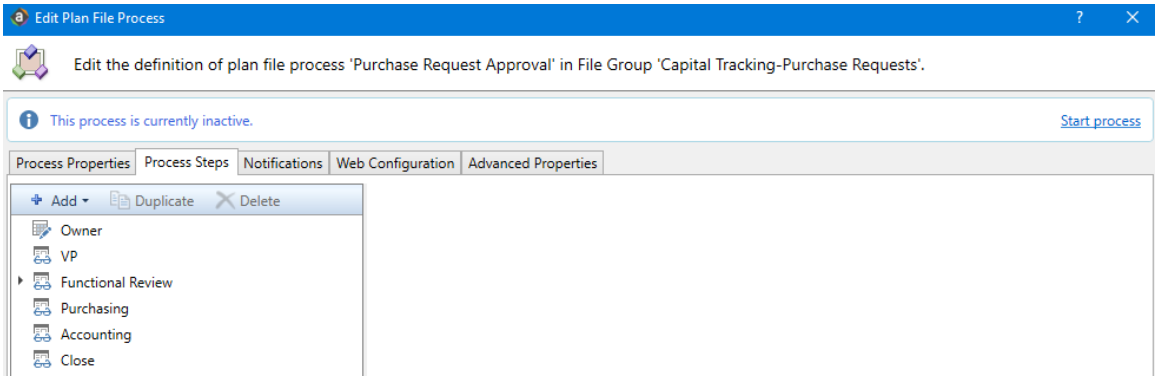
If your organization has chosen to use Axiom for its Capital Purchase Requests process, your organization will need to define its workflow and approval process. If your organization has chosen not to use Axiom's Purchase Request Approval process, you can ignore this step.

To view the Purchase Request Approval pre-defined process:

1. In the Explorer task pane, in the **File Groups** section, click **Capital Tracking-Purchase Requests > Process Definitions > Purchase Request Approval**.



2. To view the process steps, click the **Process Steps** tab.



As initially configured, the steps for the Purchase Request Approval pre-defined process include the following:

Step	Description
Owner	The owner is typically the owner (sponsor) of the approved Capital Project. Once the project has been approved for funding AND has an authorized budget, the Owner of the project can start inputting purchase requests against the project.
VP	The VP is typically the Vice President of the owner requesting the funds.
Functional Review	This is a sub process that includes the following steps: • IT – Designated IT reviewers review and comment on IT-related requests. • Clinical – Designated clinical reviewers review and comment on clinical-related requests. • Facilities – Designated facilities reviewers review and comment on facilities-related requests. • Legal – Designated legal reviewers review and comment on legal-related requests. • HR – Designated human resources reviewers review and comment on human resources-related requests.
Purchasing	Your organization's buyers review the request and get appropriate bids and documentation.
Accounting	Your organization's accounting staff approves the request and ensures that the proper accounts have been chosen.
Close	At this step, the Purchase Request has been approved and can be considered closed.

Activating and managing active processes

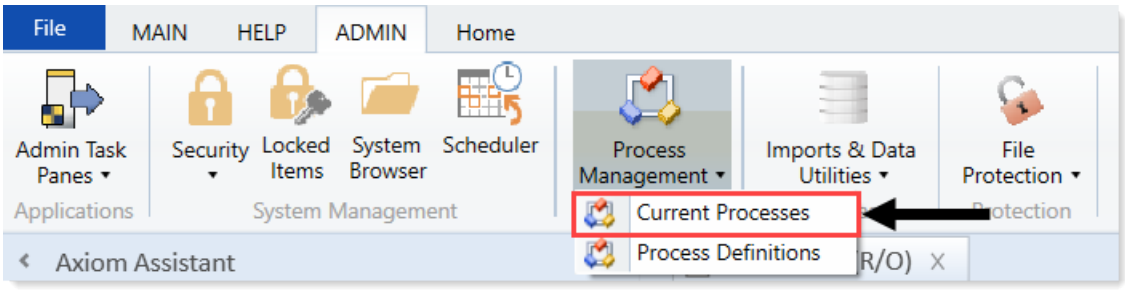
When a process is activated, the steps run in sequence. If email notifications are generated (per the Process Properties settings), users receive an email whenever an action is required on their part, including links to any files they need to perform an action upon.

After creating process definitions, administrators and process owners can perform tasks such as starting or stopping a process, viewing overall process status and process history, and managing step status.

IMPORTANT: If you stop the process, all projects currently in the process flow will return to the first step when the process is reactivated.

You can perform management tasks from the following locations:

- On the **Admin** ribbon tab, in the **Workflow** group, click **Process Management > Current Processes**.



- From the **My Files and Tasks** task pane, click **View status** (only available for active processes).

You can also start processes and access process details from within the process definition itself.

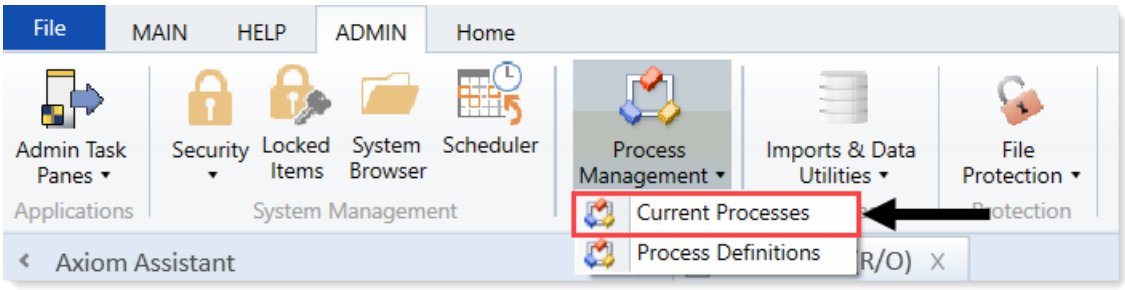
Viewing process status and comments

Administrators can view the status of all processes at any time. They can view a summary of process status and details for each individual process. Any comments added by users when completing steps also display in these details. Designated process owners can also view the status of processes that they own. Process flow comments can be seen using the Process Flow Routing slip.

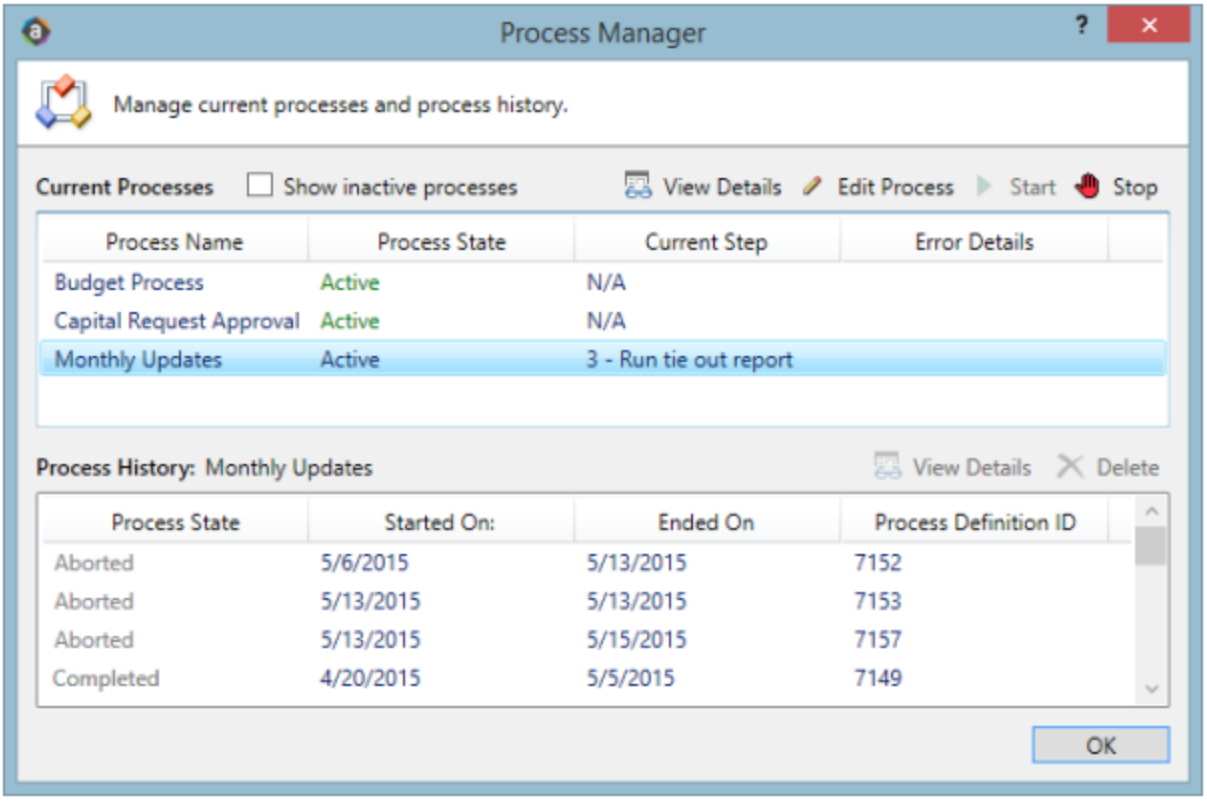
Process status summary

The Process Manager dialog shows key information for processes at a glance, such as the current state of the process and the current step of the process. To access this dialog:

- On the **Admin** ribbon tab, in the **Workflow** group, click **Process Management > Current Processes**.



By default, this dialog shows active processes only. To see all of the processes, click **Show inactive processes**. The details displayed are for the most recent instance of the process (the current process).



From here, you can perform actions such as viewing the process details, editing the process definition, and starting and stopping the process. You can also view process history.

NOTE: For administrators, this dialog shows all processes. For process owners, the dialog only shows processes that the user owns.

Viewing individual process details

To view the details of a specific process from the Process Manager dialog, select the process in the list, and click **View Details**. Alternatively, administrators and process owners can view the details of an active process by clicking the **View status** link in the My Files and Tasks task pane (or in the process definition).

In the **Process Status** dialog, you can view all of the information about the process, including the:

- Status of each individual step, whether it is completed, active, or not yet started.
- Properties of each individual step, including step type, assigned owner, due date, and any associated file or feature.
- Details of all step activity, such as when it was made active, when it was completed (and by whom), and any comments associated with the activity.

You can also perform administrative activities for the process from this dialog, such as stopping the process, performing step actions, completing steps (overriding step ownership), and regenerating stalled steps.

Fixing common process issues

While a process is active, administrators and process owners may need to address common process issues such as:

- Regenerating tasks for a stalled step.
- Regenerating tasks to reflect changes in the process assignments or security.
- Restarting a Scheduler Process Step.

You can perform all of these actions in the **Process Status** dialog, which you can access by clicking **View status** for the process in the My Files and Tasks task pane. The process definition also contains a link to open this dialog.

Regenerating tasks for a stalled step

If an issue occurs that prevents a step from becoming active, the step stalls in the process, and the process cannot continue.

Axiom Capital Tracking attempts to reactivate the step, which causes any associated tasks to regenerate. If the task generation is successful, the step is made active, and the process can continue as normal.

NOTE: If instead the step needs a different owner, then you can edit the process definition to assign a different user. When you save the change to the process definition, the task for that step automatically regenerates for the new owner, and the error state is removed.

For plan file processes, the process can stall on a per-item basis. For example, if one plan file has an invalid owner for step 2, then the entire process does not stall—only the plan file with the invalid owner stalls.

Regenerating tasks to reflect process or security changes

In certain cases, you may need to regenerate tasks for an active step to incorporate changes made to the process assignments or to security. For example:

- If the owner assignment is an assignment column or an assignment workbook, and the assignments in the column or workbook has changed since the step became active.
- If the owner assignment is a role, and the members of the role has changed since the step became active.
- If security permission changes have been made that affects the ownership of the active step.

NOTE: It is not necessary to manually regenerate tasks if you change the assignment *type* for a step (for example, from user to assignment column), or change the specifically assigned user or role. In these cases, the tasks are regenerated automatically when you save the change to the process definition. In the examples listed above, the process is not aware of the changes made outside of the process definition, so the process does not know to automatically regenerate the tasks.

To regenerate tasks for a step in the Process Status dialog, select the step, and click **Regenerate tasks**.

Scheduler prompts you that all current tasks for the step will be deleted and new tasks will be created. Click **OK** to continue.

NOTE: For plan file processes, you can regenerate tasks on a per-item basis. You must select the items for which you want to regenerate tasks before clicking the **Regenerate tasks** button.

Starting or stopping a process

A process is only managed by the system if it has been started. After a process starts, it remains active until it is completed or stopped.

NOTE: Only administrators or process owners can start or stop a process.

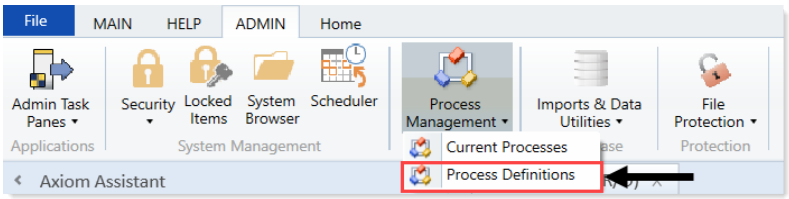
▶ Starting a process

After you complete a process definition and you are ready to work on the process, you can start it. When you start a process, Axiom Capital Tracking does the following:

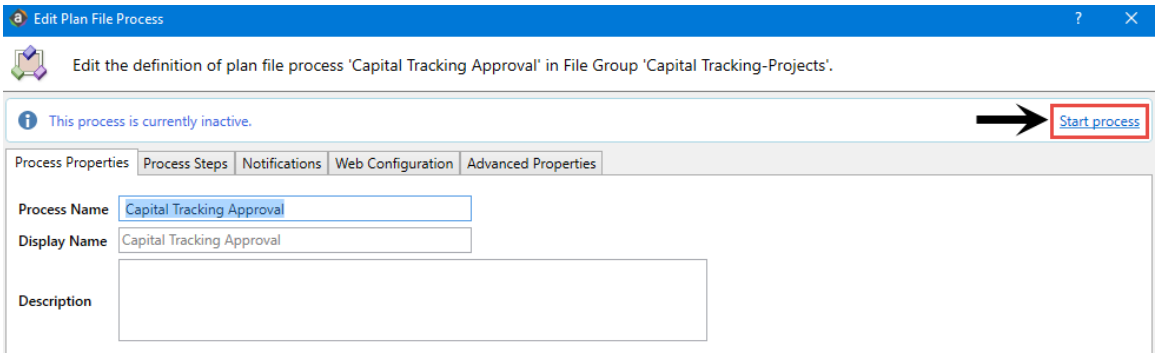
- Creates a unique process instance to track the process steps and store the process details. Each activation of a particular process definition is stored separately so that you can always see the historical details.
- Activates the first step in the process, and creates one or more tasks as appropriate.
- Displays the activated process in the Process task pane. Administrators can see every activated process; other users only see the process if they are the process owner or if they have a task for the currently active step.

To start a process:

1. On the **Admin** ribbon tab, in the **Workflow** group, click **Process Management > Process Definitions**.



2. In the **Axiom Explorer**, double-click the process definition to start, and click **Start Process** in the top right corner of the dialog.



> **NOTE:** You cannot start the process definition if it contains any missing or invalid settings. These validation errors display at the bottom of the dialog, if present. Click the link to go to the tab or step that contains the error. After you resolve all of the errors, you can start the process.

3. At the confirmation prompt, click **OK**.

The process is now active. After activating a process, you can track its progress using the Process Manager (**Process Management > Current Processes**) or by clicking the **View status** link in the task pane.

You can start processes from the Process Manager dialog, and when viewing the historical details of a process.

Stopping a process

When you stop a process, all current tasks are deleted, and the process status changes from **Active** to **Aborted**.

> **IMPORTANT:** If you restart the process definition later, a new process instance is created, and the process starts over from the first step. There is no way to restart a particular process instance at the step it was on when it stopped.

To stop a process:

1. From the **Process** task pane, click **View status** for the applicable process.
2. In the **Process Status** dialog, click **Stop Process** in the top right corner of the dialog.
3. At the confirmation prompt, click **OK**.

You can also stop processes using the Process Manager in the **Admin** ribbon tab (**Process Management > Current Processes**).

Completing a process

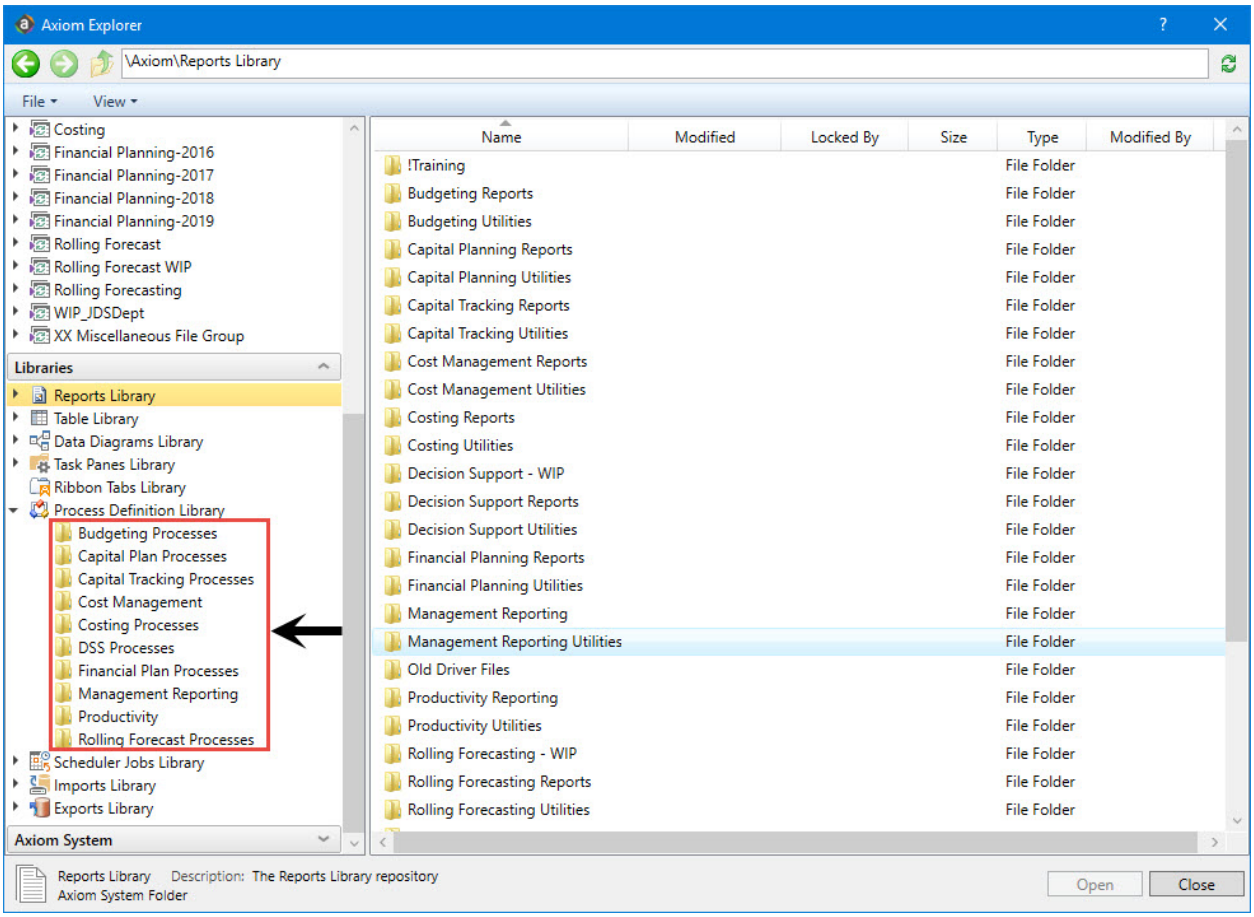
A process is automatically completed if all the steps in the process are complete. After a particular process instance is completed, that same instance cannot be restarted—if the process definition is later restarted, a new process instance is created, and the process starts over from the first step.

Axiom Capital Tracking saves the process details for each activated instance of a process. Administrators and process owners can always go back and view the available history. For more information on viewing process history, see Viewing process history.

Creating or modifying a process definition

Use process definitions to define the set of steps to be managed and tracked as part of a process, including step order, ownership, associated actions, and due dates.

Process definitions are stored in one of two locations: the Process Definition Library or within a file group. Access to the definitions is controlled by the file security settings on the Files tab of security.



Only users who need to create and modify the process definitions need access to these files. Users who are assigned to perform individual steps in the process do not need access to the definition to perform the task or to view the process status.

NOTE: This topic discusses how to create a standard process definition. Standard process definitions and plan file process definitions share the same basic settings, but plan file process definitions are dedicated to plan file process steps, and also support additional features that are unique to plan file processes. For more details on process vs. plan file processes, see the *Axiom Software Process Management Guide*.

Process definitions are typically created by administrators, or other power users who are responsible for administrating parts of the system. The creator of the process definition needs to understand all of the steps of the process, who needs to perform each step, and when that step needs to be performed.

Process definitions do not have any impact on the system until they are activated.

To create or modify a process definition:

1. In the **Axiom Explorer** dialog, right-click the **Process Definition Library** (or a file group Process Definition folder), and click **New > Process Definition**.

   NOTE: If you have permission to one or more Process Definition folders for file groups, you can also create process definitions within those folders.

   The **Edit Process** dialog opens. As you are working in this dialog, any validation errors for missing or invalid settings display at the bottom of the dialog. You can save the process definition with configuration errors, however, you cannot start the process until all configuration errors are resolved.

2. In the **Process Properties** tab, complete the general process settings, as desired.

Option	Description
Process Name	The name of the process. This name displays in the **Process Status** dialog as well as in the **My Files and Tasks**task pane. This name also defines the name of the file in the Process Definitions Library (and vice versa; if the file name is changed, the process name is updated to match).
Display Name	The name of the process that displays to users.
Description	Optional. The description of the process definition. This description displays in the Process Status dialog.
Process Owner	The owner of the process. By default, this is set to the user who created the process definition, but it can be changed to another user. The process owner receives all administrative notifications for the process and can perform all administrative actions for the process (such as starting and stopping the process, overriding task ownership to mark steps as complete, and so on).
Allow step owners to see all steps in the process task pane	Specifies whether the assigned step owners can see all of the steps in the process when they interact with tasks in the Process task pane. By default, this option is disabled, which means that step owners only have access to **Task View** in the **My Files and Tasks** task pane, which shows the currently active task. If this option is enabled, then step owners gain access to **Process View**, which shows all of the steps in the process. Users can toggle between each view. This setting is only applicable to non-administrator step owners. Administrators and process owners can always see all of the steps of any process.

Option	Description
Default Process Assignment	The user assigned as the default step owner if no specific user assignment is made for a particular step. The default assignment only applies to steps where the **Assignment Type** is set to **User**.

3. In the **Process Steps** tab, define the steps for the process.
   - To add a step, click **Add**, and select the type of step to add. New steps are added after the step that you currently have selected in the list. For details regarding the available options, see Process Step types.
   - To add a new step by copying an existing step, select the step, and click **Duplicate**.
   - To remove a step, select that step, and click **Delete**. If the deleted step has child steps, those steps are removed as well.
   - To change the order of steps, you can drag and drop them to different locations in the list.
   - To copy a step, select the step, and click **Duplicate**. You can then modify the copied step as needed, and move it to the desired location in the list.

   Steps are performed in the order listed. By default, steps are dependent and sequential—meaning that each step in the list must be completed before the next step can be done.

   After you add a step to the process, you can configure the settings for that step in the right pane. This includes the display text for the step, the step ownership and due date, and other properties specific to the step type. You can also configure step-specific notification settings.

   TIP: In most cases, you should configure the process-level notification settings on the **Notifications** tab before configuring any step-level notification settings. This way the steps can access the inherited process-level settings.

4. In the **Notifications** tab, complete the notification settings for the process. You can enable or disable notifications for the process, define the default notification delivery method, and define default notifications to apply to the steps in the process.
5. Click **Apply** to save (or **OK** if you are finished editing).

Copying an existing process definition

You can create a new process definition by copying an existing definition. To do this, use normal Axiom Explorer functionality:

- Right-click the definition file in the Process Definition Library, then select **Copy**.
- To paste a copy of the file, click **Paste**. The new file is named ***OriginalFileName* - Copy**.
- Rename the file, then open the file and change the process definition settings, as desired.

NOTE: This step is required for the annual rollforward process.

Process Step types

Process Management supports various step types to be used for different purposes. This section details the available step types for general processes and the type-specific settings.

Approval Process step

Use the Approval Process step for steps that need the explicit approval of a user to move forward with the process.

Step-specific settings

Approval Process steps in standard processes do not have any unique step settings. Only the general step settings apply.

Process behavior

When the Approval Process step is the active step, the step owner has the following options:

- **Approve** the process to move to the next step.
- **Reject** the process to return to the prior step.

The Approval Process step is the only step type where an administrator can move the step to any part of the process. Users can only move steps one forward or back.

File Group Process step

Use the File Group Process step for steps where you need the user to perform some kind of action on a file group.

NOTE: This step type is for performing actions on a file group as part of a larger process. If instead you want to manage plan files through a planning process, use a *plan file process*.

Step-specific settings

When configuring a File Group Process step, complete the following settings in addition to the general step settings:

Item	Description
File Group Source	Specify the source of the file group for this step: • **Selected File Group**: Select an existing file group on which to perform an action. • **Previous Process Step**: The file group for this action is created in a previous process step. Select the step in the process where this file group is created. For example, imagine a process where step 1 clones a file group to create a new file group, and then step 2 creates plan files for the new file group. In step 1, use Selected File Group to specify the existing file group to clone. In step 2, use Previous Process Step to specify the file group that was created in step 1. This step does not apply if the process definition is associated with a particular file group. In that case, the current file group is assumed.
Selected File Group	The file group for the step. Click the **Select** button to select an existing file group. This option is only available if File Group Source is set to Selected File Group. This step does not apply if the process definition is associated with a particular file group. In that case, the current file group is assumed.
Selected Process Step	The previous step in the process where the file group for this step is created. This option is only available if File Group Source is set to Previous Process step. For more information, see Using the result of a previous step. Click the **Select** button to select the step. Only steps that meet the following criteria are eligible for selection: • Must precede the current step. • Must create a file group using the Clone File Group action. This step does not apply if the process definition is associated with a particular file group. In that case, the current file group is assumed.

Item	Description
Selected Action	The action to perform on the file group: • **Open Plan Files**—If the user has one available plan file in the file group, that plan file opens. Otherwise, the Open Plan Files dialog opens, showing the user's available plan files. • **Create Plan Files**—Opens the Create Plan Files dialog with no special setup; the user needs to configure it as needed to complete the step. **NOTE:** If the file group is an on-demand file group, then this action behaves like the Add new file link in the Open Plan Files dialog. The user can click the link to create a new on-demand plan file. • **Clone File Group**—Opens the Clone File Group dialog with no special setup; the user needs to configure it as needed to complete the step. • **Edit File Group**—Opens the Edit File Group dialog with no special setup; the user needs to configure it as needed to complete the step. • **Process Plan Files**—Opens the Process Plan Files dialog with no special setup; the user needs to configure it as needed to complete the step. The display text and/or description for the step should make it clear to the user what they are expected to do to consider the step complete.

NOTE: The assigned user for the step must have the appropriate security permissions to access the file group and perform the designated action. The File Group Process step does not grant any permissions or elevate any existing permissions.

Process behavior

When the File Group Process step is the active step, the step owner has two actions available in the Process task pane:

- **<Action>**: The user can click the action link to open a file or perform the action associated with this step. The text of the action and what it does depends on the selected action for the step. For example, if the selected action is Process Plan Files, then the link text is Process Plan Files and clicking it opens the Process Plan Files dialog for the file group.
- **Mark step as complete**: The user can click this link to complete the active task.

Generic Process step

Use the Generic Process step for any step that is not covered by the other step types. This step type has no special behaviors and is not associated with any particular feature in Axiom Capital Tracking.

You might use this step for:

- A task that a user needs to compete outside of Axiom Capital Tracking.

- A task that uses an Axiom Capital Tracking feature for which there is no specific step type.

Step-specific settings

Generic Process steps do not have any unique settings. Only the general step settings apply.

Process behavior

When the Generic Process step is the active step, the step owner can use **Mark step as complete** in the Process task pane to complete the step.

You cannot associate this step with an action; the assigned user needs to perform the task on their own. It is important to define the display text and description clearly so that the user understands what they need to do to consider the step complete.

Import Process step

Use the Import Process step for steps where you need a user to access an import utility in Axiom Capital Tracking, whether to edit the import settings and/or execute the import.

Step-specific settings

When configuring an Import Process step, complete the following setting in addition to the general step settings:

Item	Description
Selected Import	The import utility to associate with this step. Click the folder icon to select the import.

NOTE: The assigned user for the step must have the appropriate security permissions to access the import and perform the desired action. The Import Process step does not grant any permissions or elevate any existing permissions.

Process behavior

When the Import Process step is the active step, the step owner has two actions available in the Process task pane:

- **Open import**: The user can click this link to access the import according to their security permissions. The step name and/or description should make it clear to the user what they are expected to do with the import.
- **Mark step as complete**: The user can click this link to complete the active task.

Multiple Approvals Process step

Use the Multiple Approvals Process step when you want multiple users to approve a process concurrently instead of sequentially. The difference in approach is as follows:

- For sequential approvals, use several Approval Process steps in a sequential order. Only one approval step is active at a time, and that step must be completed before the process moves to the next approval step.
- For concurrent approvals, use a Multiple Approvals Process step with two or more Approval Process steps as sub-steps. When the parent Multiple Approvals Process step becomes active, then all approval sub-steps become active concurrently. All of the sub-steps must be completed before the process moves to the next step.

Step-specific settings

The only available step settings for Multiple Approvals Process steps are display text and description. These steps do not have owner assignments or due dates. Owner assignments and due dates are defined individually for each sub-step.

Sub-steps of a Multiple Approvals Process step

A Multiple Approvals Process step must have two or more sub-steps. The sub-steps can only be Approval Process steps.

Process behavior

When the Multiple Approvals Process step is the active step, then all of its approval sub-steps are also made active. Owners of the approval sub-steps can complete their steps as appropriate without any dependencies on the other sub-steps. When *all* sub-steps are approved by their owners, then the Multiple Approvals Process step is automatically marked as complete, and the process moves on to the next step. If *any* of the sub-steps are rejected, however, then the entire step is rejected, and the process is moved back to the step immediately before the Multiple Approvals Process step.

Restrictions and limitations

When an owner of a sub-step in a Multiple Approvals Process step completes a step, the previous and next steps shown in the Process Action dialog are the top-level steps before and after the Multiple Approvals Process step. The other sub-steps do not have an order and therefore are not shown in relation to the step being approved or rejected.

Report Process step

Use the Report Process step for steps where you need a user to run a report in Axiom Capital Tracking. For example, you may want a user to run a report for any of the following reasons:

- Verify data before moving on in the process.
- Run a save-to-database report utility.

- Distribute report packages using File Processing features.
- Process alerts.

Step-specific settings

When configuring a Report Process step, complete the following settings in addition to the general step settings:

Item	Description
Selected Report	The report to associate with this step. Click the folder icon to select a file in the Reports Library.
Open Form As	If the report is form-enabled, then you can specify how the file is opened when the user opens it from the Process task pane: • **Form in the client**(default) • **Form in web browser** • **Spreadsheet** This option only displays if the selected report is form-enabled. **NOTE:** When using the Axiom Excel Client with Excel 2013 or 2016, Axiom forms always opens in the user's browser instead of within the application, regardless of this setting.

NOTE: The assigned user for the step must have the appropriate security permissions to access the report and perform the desired action (such as Allow Save Data to perform a save-to-database). The Report Process step does not grant any permissions or elevate any existing permissions.

Process behavior

When the Report Process step is the active step, the step owner has two actions available in the Process task pane:

- **Open report**: The user can click this link to access the report according to their security permissions. The step name and/or description should make it clear to the user what they are expected to do with the report.
- **Mark step as complete**: The user clicks this link to complete the active task.

Scheduler Process step

Use the Scheduler Process step for steps where you want to run a Scheduler job as part of the process. Unlike other step types, the Scheduler Process step is an automated step, meaning that no user intervention is required to run the Scheduler job or to complete the step (assuming no errors occur).

Step-specific settings

When configuring a Scheduler Process step, complete the following settings in addition to the general step settings:

Item	Description
Selected Scheduler Job	The Scheduler job to associate with this step. Click the folder icon to select the job.

Although the step is automated, you must still specify an assigned user for the step. The job runs using the permissions of the assigned user. The assigned user is not required to have any access to Scheduler or to the specified job, although ideally the user has this level of permissions to troubleshoot the job results if any errors occur.

Process behavior

When the Scheduler Process step is made active, Axiom Capital Tracking automatically places the job in the Scheduler queue for immediate processing (pending Scheduler thread availability). If the processing completes successfully, the step is automatically marked as complete, and the process continues to the next step. Any notifications defined in the job are honored; no additional notifications are sent.

If the job experiences any errors, or if Axiom Capital Tracking is unable to schedule the job for some reason, then the step is effectively stalled. Unlike other stalled steps, however, if this occurs the assigned user has several options available in the Process task pane to attempt to resolve the issue:

- **View job results**: The user can view the job results to troubleshoot the issue. Note that the user, however, must have the **Scheduled Jobs User** permission and at least read-only access to the job to view the job results.
- **Restart scheduled job**: This option places the job in the Scheduler queue to run again. This assumes that the error was the result of some temporary issue that no longer applies, or that the underlying issue has been addressed and the job is now expected to complete without error.
- **Mark step as complete**: Use this option to ignore the job error and manually complete the step. This may be appropriate for situations where the job completed with partial success that is sufficient to consider the step complete, or for cases where the step owner or an administrator ran the Scheduler job or related utility manually as part of troubleshooting the original issue, so the job does not need to run again as part of processing this step.

Table Process step

Use the Table Process step for steps where you need a user to perform some kind of administrative action on a table.

Step-specific settings

When configuring a Table Process step, complete the following settings in addition to the general step settings:

Item	Description
Selected Table	The table on which to perform the designated action. Click the folder icon to select a table.
Selected Action	The action to perform on the table: • **Clone Table** • **Edit Table Data** (meaning Open Table in Spreadsheet) • **Edit Table Structure** In all cases, the assigned user can open the associated dialog from the Process task pane when the step is active. The display text and/or description for the step should make it clear to the user what they are expected to do to consider the step complete. If Edit Table Data is the selected action, then you can optionally define a Data Filter and/or a Row Limit for the task.
Data Filter	Optional. Define a data filter to limit the data to be displayed in Open Table in Spreadsheet. Use the Filter Wizard to create the filter criteria statement. This setting only applies if Edit Table Data is the selected action.
Row Limit	Optional. Type a number to limit the number of rows to be displayed in Open Table in Spreadsheet. This setting only applies if Edit Table Data is the selected action.

NOTE: The assigned user for the step must have the appropriate security permissions to access the table and perform the designated action. The Table Process step does not grant any permissions or elevate any existing permissions.

Process behavior

When the Table Process step is the active step, the step owner has two actions available in the Process task pane:

- **<Action>**: The user can click the action link to open a table or perform the action associated with this step. The text of the action and what it does depends on the Selected Action for the step. For example, if the Selected Action is Clone Table, then the link text is Clone Table and clicking it opens the Create Table dialog for table cloning.
- **Mark step as complete**: The user can click this link to complete the active task.

Assigning owners to process steps (general processes)

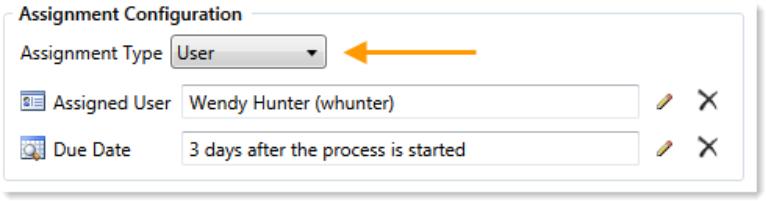
Each step in a general process definition must have a defined owner to perform that step and mark it as complete. The assigned step owner can be a user or a role.

When a step is made active, the assigned owner is notified that they have a task to complete in the process (if notifications are enabled for the process and for the step). The owner can view the active task in the Process task pane, perform actions associated with the task, and mark the step as complete.

This topic discusses step ownership options for general process definitions. Plan file process definitions have additional options to assign step ownership, so that each plan file can be assigned a different owner for each step. For more information, see .

Assigning owners to individual steps

Step owners are assigned on the **Process Steps** tab. Select the step for which you want to assign ownership, then use the **Assignment Type** field to select the ownership type.



For steps in general process definitions, the assigned owner can be a user or a role:

Assignment Type	Description
User	Assign a specific user as the owner of the step. When the step becomes active, a process task will be generated for the user to complete the step. If this option is selected, then click the Edit button to the right of the **Assigned User** field to select a user. You can select any user in Axiom Capital Tracking. If most or all of the steps in your process use the same owner, you can choose to set a default owner at the process level. If you do this, then you can leave the Assigned User at the step level blank, and that step is automatically assigned to the default owner.
Role	Assign a role as the owner of the step. When the step becomes active, a process task will be generated for all users in that role, and any of those users can complete the step. If this option is selected, then click the Edit button to the right of the **Assigned Role** field to select a role. You can select any role in Axiom Capital Tracking.

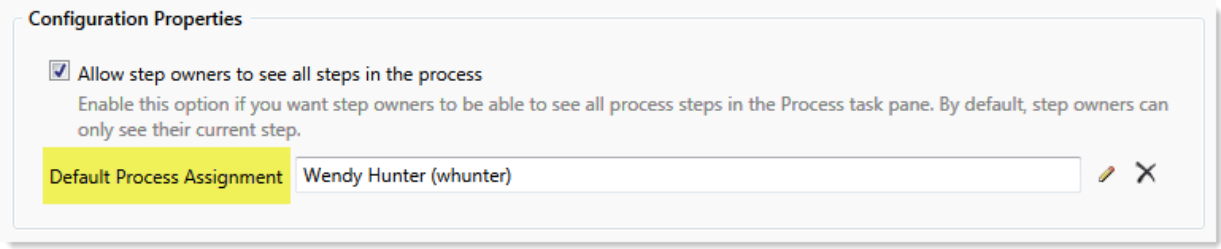
Steps with sub-steps do not have assigned owners on the parent step itself. Instead, owners are assigned for each individual sub-step.

Until a process is active, you can edit step ownership settings as desired. After a process is active, you can edit ownership settings for any step that is not already completed. If you change the ownership settings of an active step, new tasks are regenerated as needed to reflect the new settings, including sending new Step Activated notifications (if enabled for the process).

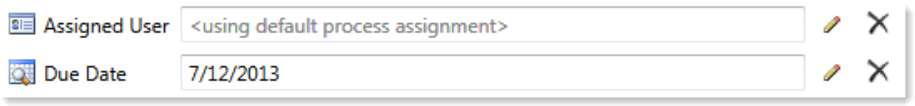
Defining a default user assignment for the process

If desired, you can specify a default user assignment at the process level. This user will apply to any step that uses the assignment type of User but does not have an explicitly assigned user. This option is useful when you have a process where most or all of the steps are performed by the same user.

The default user assignment can be set on the **Process Properties** tab, as the **Default Process Assignment**.



If an individual step is set to User as the Assignment Type, but no user has been specified, then the step uses the default assignment. This is indicated in the step properties as follows:



After a process has started, the default process assignment cannot be changed. You can, however, still change the owner of any individual steps that have not yet been completed.

Step ownership and security permissions

For steps in a general process definition, step ownership only grants the ability to mark the step as completed in the process. It does not grant the user the necessary security permissions to perform any associated action for the step, and it does not prevent any other user from performing that associated action. When assigning owners to process steps, be sure that the owner has the appropriate security permissions to perform the associated task for the step.

For example, imagine that the step is "Import actuals data" and the step is linked to the GLActuals import utility. If the user has permission to execute that import (as defined in security), then the user can click **Open import** for the task in the Process task pane to execute that import. If the user does not

have permission to execute the import, however, then being the step owner does not grant them the permission. Additionally, if other users have security permissions to execute that import, they can still do so.

Using the result of a previous step

You can configure a step in a process definition to perform an action on the result of a previous step. This supports processes where an item is created in one step and then you want to perform one or more actions on this newly created item.

Currently, this configuration is only supported for processes that use a File Group Process Step with the Clone File Group action. This is the only step type that officially creates a new item in Axiom Capital Tracking. Although you can use other process steps to direct step owners to create any kind of item, the creation is not an official step action and is not tracked by the process.

The typical use case for this configuration is for a rollover process. For example:

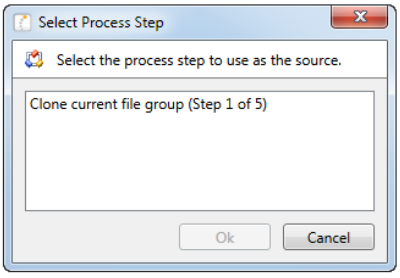
- Step 1 uses the Clone File Group action to create a new file group for the new cycle of planning.
- Step 2 creates the plan files for the new file group that was created in Step 1.
- Step 3 processes the plan files for the new file group that was created in Step 1.

For Step 1, you would point the step to an existing file group such as Budget 2022. When the process is activated, the step owner performs the cloning process, and creates a new file group such as Budget 2023. However when setting up the process definition, you cannot point Step 2 to the Budget 2023 file group because it is not created yet. Instead, you configure Steps 2 and 3 to use the result of Step 1.

Configuring a step to use the result of a previous step

When defining a File Group Process step, do the following to use the result of a previous step:

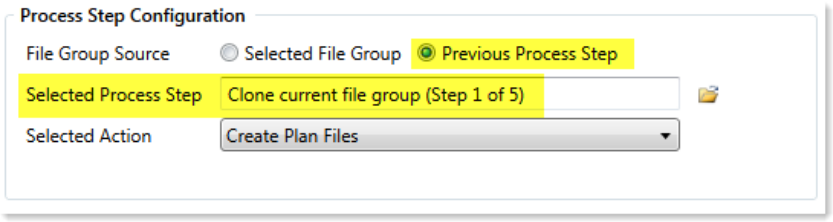
1. For **File Group Source**, select **Previous Process Step**.
2. For **Selected Process Step**, click the **Browse** button to select the step where the file group is created.



The Select Process step dialog displays a list of steps that are eligible for selection. If no steps are eligible, a message informs you of this. Only steps that meet the following criteria are eligible for selection:

- Must precede the current step.
- Must create a file group using the Clone File Group action.

To continue the previous example, the configuration for Step 2 looks like the following:



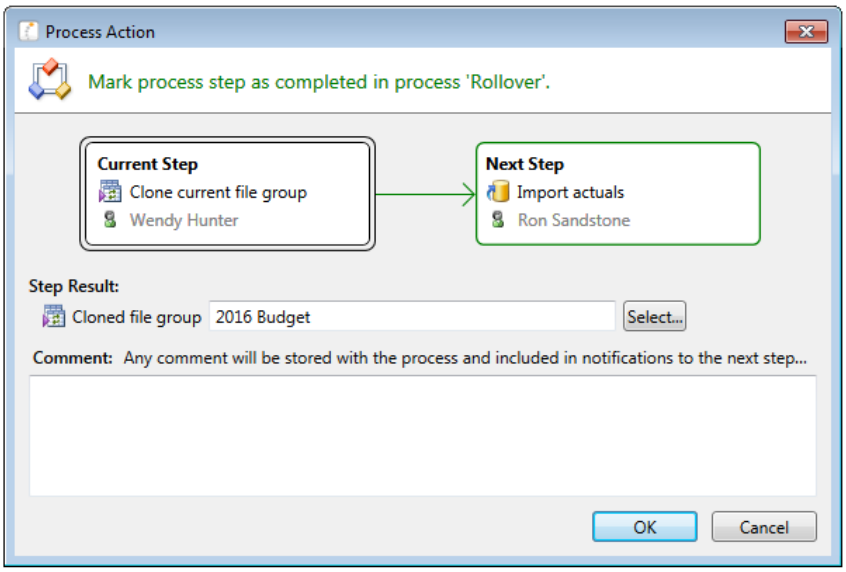
This means that Step 2 creates plan files for the file group created in Step 1.

Tracking the step result in active processes

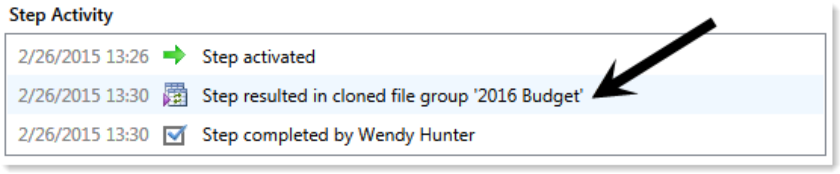
If a process is configured to use the result of a previous step, then the result of that step must be tracked within the process. To continue the previous example, when Step 1 is completed, the process needs to know the name of the file group that was created so that it can pass the name of that file group to Steps 2 and 3.

When a step owner completes a step where the created file group is used by a subsequent step, then as part of the completion process, they must specify the name of the file group that is created. If only one clone is created for the source file group since the process was activated, that file group is selected by default as the step result. Otherwise, the step owner is prompted to select a file group before the step completion dialog displays.

If the displayed step result is incorrect, the step owner can use the **Select** button to change the file group before completing the step. The list of available file groups is limited to those that were created by cloning the source file group.



The file group specified as the step result is passed to the subsequent steps that use that result. The step result is also documented in the process details for future reference.

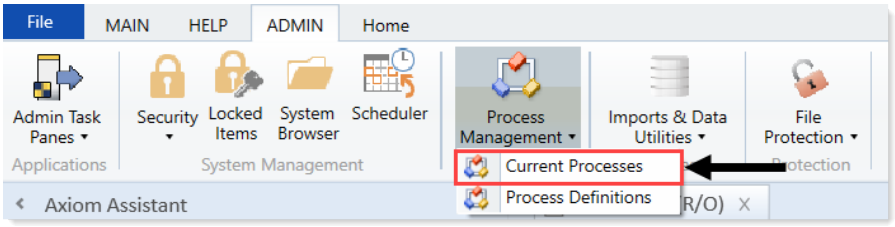


Viewing process history

Each time a process starts, a new process instance is created to track the details of that particular execution of the process. This ensures that you always have a history of each time the process is performed, including who completed each step in the process and when. You can retain this history as long as needed.

Product administrators and process owners can view the history for a process. There are several ways to access this history.

- On the **Admin** tab, in the **Workflow** group, click **Process Management > Current Processes**.



- In the **My Files and Tasks**task pane, click **View status**. In the **Process Status** dialog, click **Process history**.
- In the **Explorer** task pane or **Axiom Explorer** system browser, right-click the process definition, and click **Process Status**. In the **Process Status** dialog, click **Process history**.

All of these options open the Process Manager dialog. Product administrators can see all processes in this dialog; process owners can only see the processes they own. To view the history for a process:

1. Select the process in the **Current Processes** section.
2. In the **Process History** section, select the process instance for which you want to view the history, and then click **View Details**.

   Make sure to click the **View Details** button that is directly over the **Process History** section, not the button that is above the Current Processes section.

The **Process Status** dialog opens, displaying the details for the historical instance of that process. In addition to reviewing the details, you can perform the following actions from this dialog:

- **View process definition**: Opens a read-only copy of the process definition as it existed at the time of this historical instance.
- **Start process**: Starts a new instance of the process, using the current process definition. This option is only available if there is not already an active instance of the process.

  If there is already an active instance of the process, a message will display at the top of the dialog to inform you of this. You can click the link in this message to be taken to the currently active instance.

Deleting process history

If you do not need the history of a particular process instance anymore, you can select that instance in the Process History section and then click **Delete** ✕. Process history is retained until it is manually deleted (it does not get automatically purged by the Purge System Data Scheduler job).

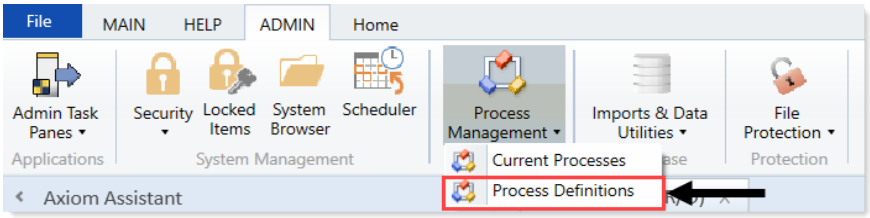
If the process definition is deleted, all history for that process is also automatically deleted.

Deleting a process definition

You can delete a process definition if it is not active and you no longer need it. Deleting a process definition also deletes all of the history for that process, so you should make absolutely sure that the definition and its history are not needed before you delete it.

To delete a process definition:

1. On the **Admin** ribbon tab, in the **Workflow** group, click **Process Management > Process Definitions**.

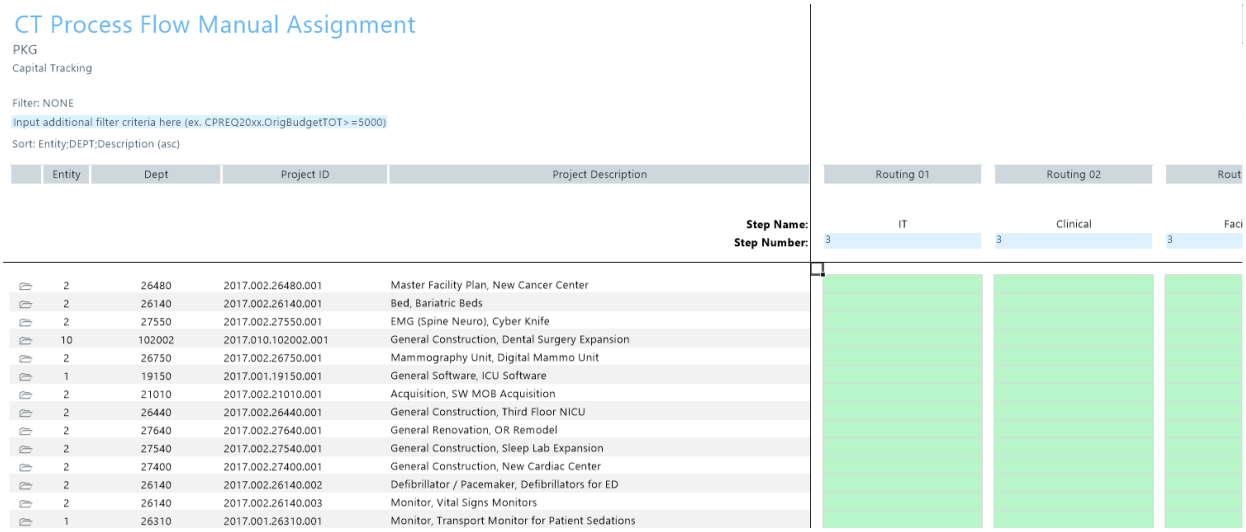


2. In the Axiom Explorer dialog, right-click the definition to delete, and click **Delete**.
3. At the confirmation prompt, click **OK**.

The process definition is deleted.

Assigning Process Flow steps for capital projects manually

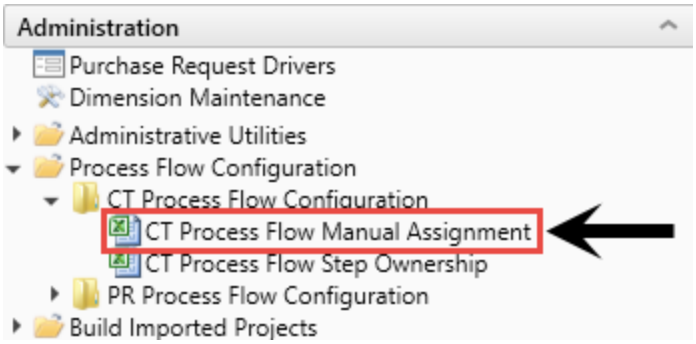
Use the CT Process Flow Manual Assignment report to manually assign Process Flow steps for capital projects.



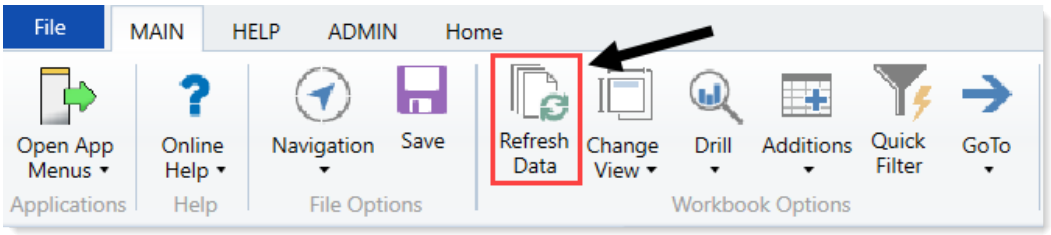
NOTE: You can view the plan files for the capital project by clicking the folder icon next to the Entity column.

To assign process flow steps for capital projects manually:

1. In the Cap Track Admin task pane, in the **Administration** section, click **Administrative Utilities > Process Flow Configuration > CT Process Flow Configuration**, and double-click **CT Process Flow Manual Assignment**.



2. Refresh the data in the report by doing one of the following:
    - In the **Main** ribbon tab, in the **Workbook Options** group, click **Refresh Data**.

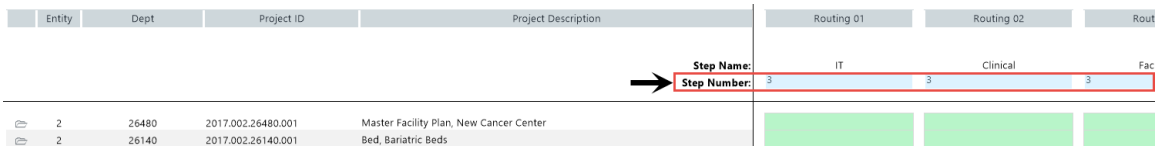


- Press **F9**.

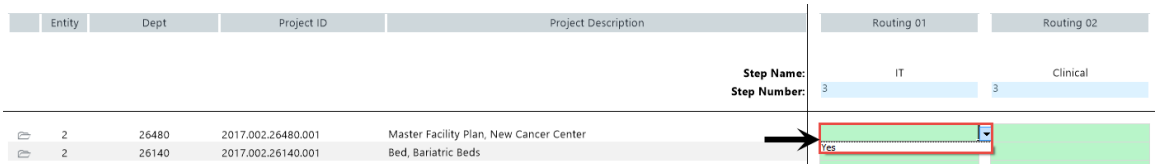
3. In the **Refresh Variables** dialog, do one of the following:

Option	Description
Select one or more projects to include in the report	a. In the **Refresh Variables** dialog, for each option to filter by, click **Choose Value**. b. In the **Choose Value** dialog, select the values to include, and click **OK**. c. In the **Refresh Dialog**, click **OK**.
Include all projects in the report	In the **Refresh Variables** dialog, leave the field blank, and click **OK**.

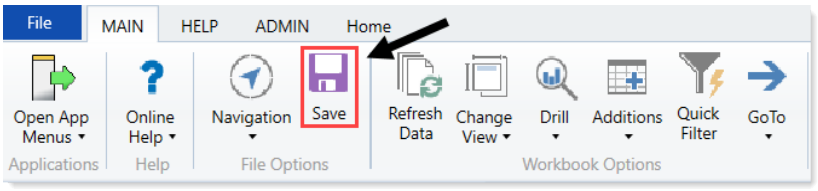
4. In the **Step Number** row, choose the step you would like to manually route projects to.



5. In the **Routing 01**, **Routing 02**, and **Routing 03** columns, to manually set the Process Flow steps, as required, select **Yes**.



6. After you make changes, in the **Main** ribbon tab, click **Save**.

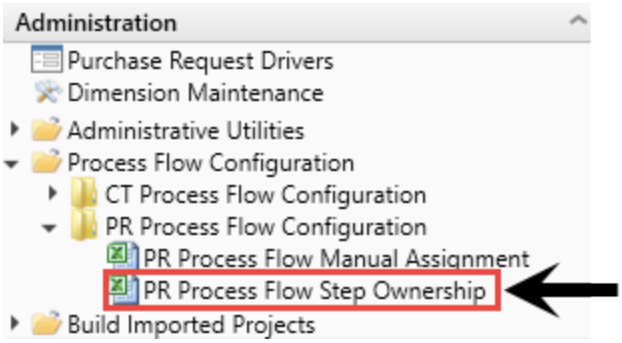


Configuring conditional Process Flow rules for purchase requests

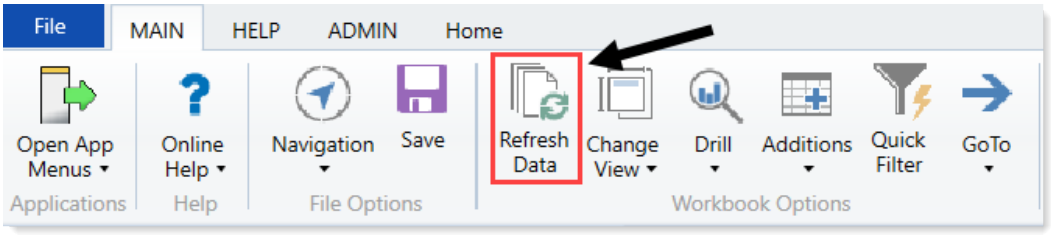
Use the PR Process Flow Step Ownership report to set the conditional rules for the purchase request Process Flow.

To configure conditional Process Flow rules for purchase requests:

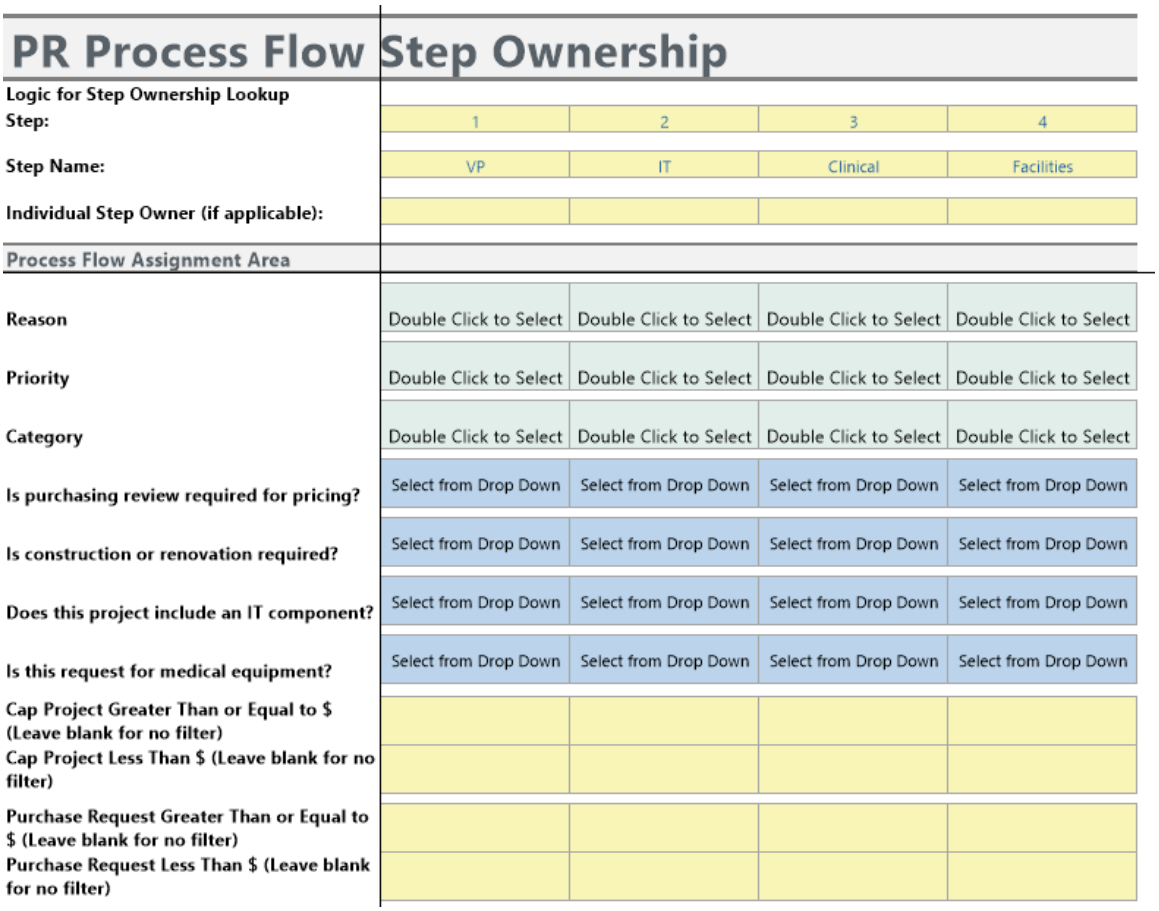
1. In the Cap Track Admin task pane, in the **Administration** section, click **Administrative Utilities > Process Flow Configuration >PR Process Flow Configuration**, and double-click **PR Process Flow Step Ownership**.



2. To select the purchase requests to configure the rules for, refresh the data in the report by doing one of the following:
   - In the **Main** ribbon tab, in the **Workbook Options** group, click **Refresh Data**.



   - Press **F9**.
3. In the **Refresh Variables** dialog, click **Choose Value**.
4. In the **Choose Value** dialog, select the check mark box next to one or more purchase requests, and click **OK**.
5. In the **Refresh Variables** dialog, click **OK**.
6. In the **Process Flow Assignment Area**, complete the following fields for each step owner, as needed:



PR Process Flow Step Ownership

Logic for Step Ownership Lookup				
Step:	1	2	3	4
Step Name:	VP	IT	Clinical	Facilities
Individual Step Owner (if applicable):				
Process Flow Assignment Area				
Reason	Double Click to Select	Double Click to Select	Double Click to Select	Double Click to Select
Priority	Double Click to Select	Double Click to Select	Double Click to Select	Double Click to Select
Category	Double Click to Select	Double Click to Select	Double Click to Select	Double Click to Select
Is purchasing review required for pricing?	Select from Drop Down	Select from Drop Down	Select from Drop Down	Select from Drop Down
Is construction or renovation required?	Select from Drop Down	Select from Drop Down	Select from Drop Down	Select from Drop Down
Does this project include an IT component?	Select from Drop Down	Select from Drop Down	Select from Drop Down	Select from Drop Down
Is this request for medical equipment?	Select from Drop Down	Select from Drop Down	Select from Drop Down	Select from Drop Down
Cap Project Greater Than or Equal to $ (Leave blank for no filter)				
Cap Project Less Than $ (Leave blank for no filter)				
Purchase Request Greater Than or Equal to $ (Leave blank for no filter)				
Purchase Request Less Than $ (Leave blank for no filter)				

NOTE: There may be different or additional rows, depending on how your system is set up.

Option	Description
Step	Type the step number
Step Name	Type the step name. **IMPORTANT:** This name should be the same name as set up in Process Management and in your department table.
Individual Step Owner (if applicable)	If only a single user will be assigned as the owner of the step for all capital projects, type the name.

Option	Description
Reason Priority Category	For each field, do the following: a. Double-click the field. b. In the **Choose Value** dialog, select the value. c. Click **OK**.
Is purchasing review required for pricing? Is construction or renovation required? Does this project include an IT component? Is this request for medical equipment?	For each question, from the drop-down, select **Yes** or **No**.
Cap Project Greater Than or Equal to $ Cap Project Less than $ Purchase Request Greater Than or Equal to $ Purchase Request Less than $	Do one of the following: • To filter projects, enter the filter criteria. • To include all projects, leave the field blank.

The **Query Area** is where you can view testing results, or how your projects are moving through workflow in the live environment

Query Area

2	Sally Klein	Jblock	Jess Block	Bill Bigcraft
SUM	1	1	1	1
Project Type and Detail	0	0	0	0
Template	0	0	0	0
PickLists	1	1	1	1
Capital Questions	0	0	0	0
PO PickLists	0	0	0	0
Dollar Thresholds	0	0	0	0

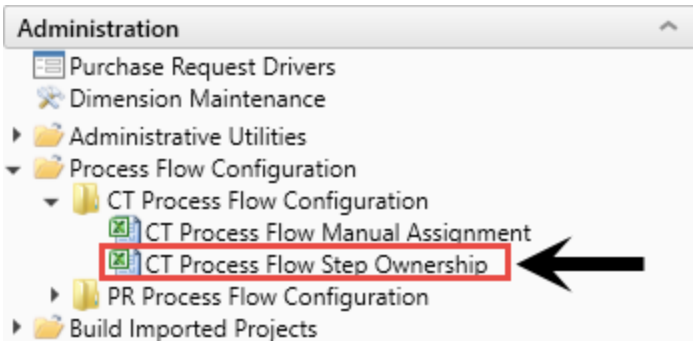
7. After making your changes, in the **Main** ribbon tab, click **Save**.

Configuring conditional Process Flow rules for capital projects

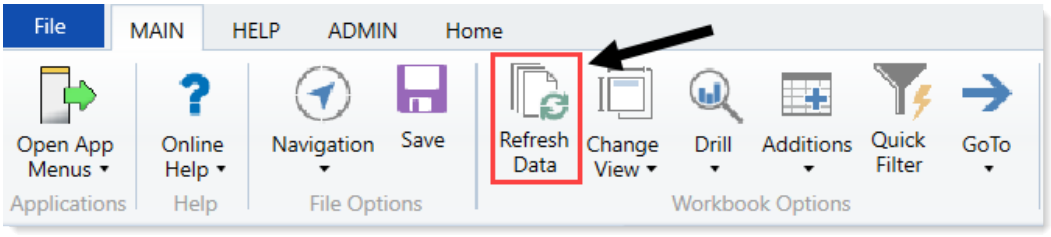
Use the CT Process Flow Step Ownership report to set the conditional rules for the capital project Process Flow.

To configure conditional Process Flow rules for capital projects:

1. In the Cap Track Admin task pane, in the **Administration** section, click **Administrative Utilities** > **Process Flow Configuration** > **CT Process Flow Configuration**, and double-click **CT Process Flow Step Ownership**.



2. To select the capital projects to configure the rules for, refresh the data in the report by doing one of the following:
   - In the **Main** ribbon tab, in the **Workbook Options** group, click **Refresh Data**.



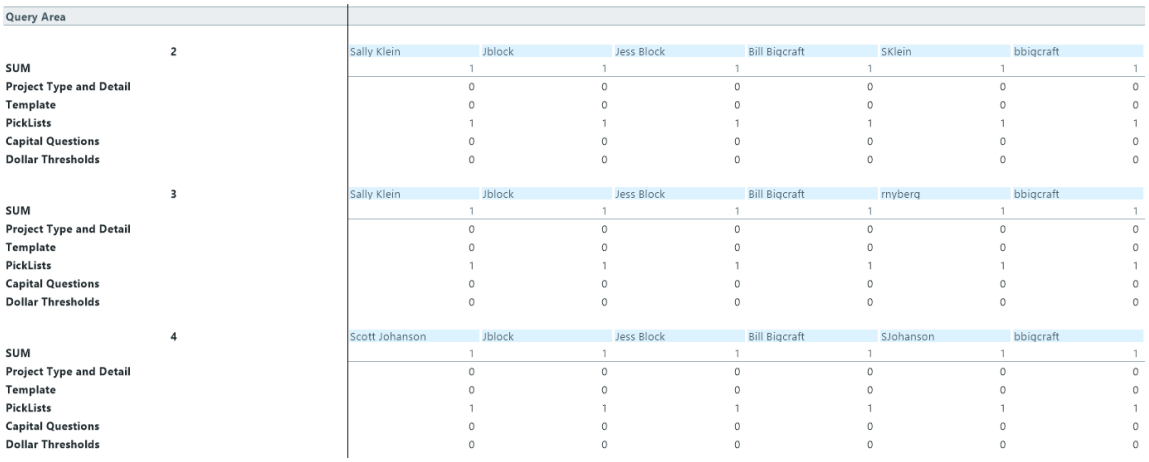
   - Press **F9**.
3. In the **Refresh Variables** dialog, click **Choose Value**.
4. In the **Choose Value** dialog, select the check mark box next to one or more projects, and click **OK**.
5. In the **Refresh Variables** dialog, click **OK**.
6. In the **Process Flow Assignment Area**, complete the following fields for each step owner, as needed:

NOTE: There may be different or additional rows, depending on how your system is set up.

Option	Description
Step	Type the step number
Step Name	Type the step name. **IMPORTANT:** This name should be the same name as set up in Process Management, with a matching column in your department table.
Individual Step Owner (if applicable)	If only a single user will be assigned as the owner of the step for all capital projects, type the name.
Project Type Project Type Detail Template Class Reason Priority Category	For each field, do the following: a. Double-click the field. b. In the **Choose Value** dialog, select the value. c. Click **OK**.

Option	Description
Is purchasing review required for pricing? Is construction or renovation required? Does this project include an IT component? Is this request for medical equipment?	For each question, from the drop-down, select **Yes** or **No**.
Cap Project Greater Than or Equal to $ Cap Project Less than $	Do one of the following: • To filter projects, enter the filter criteria. • To include all projects, leave the field blank.

In the **Query Area**, you can view testing results or how your projects are moving through workflow in the live environment.

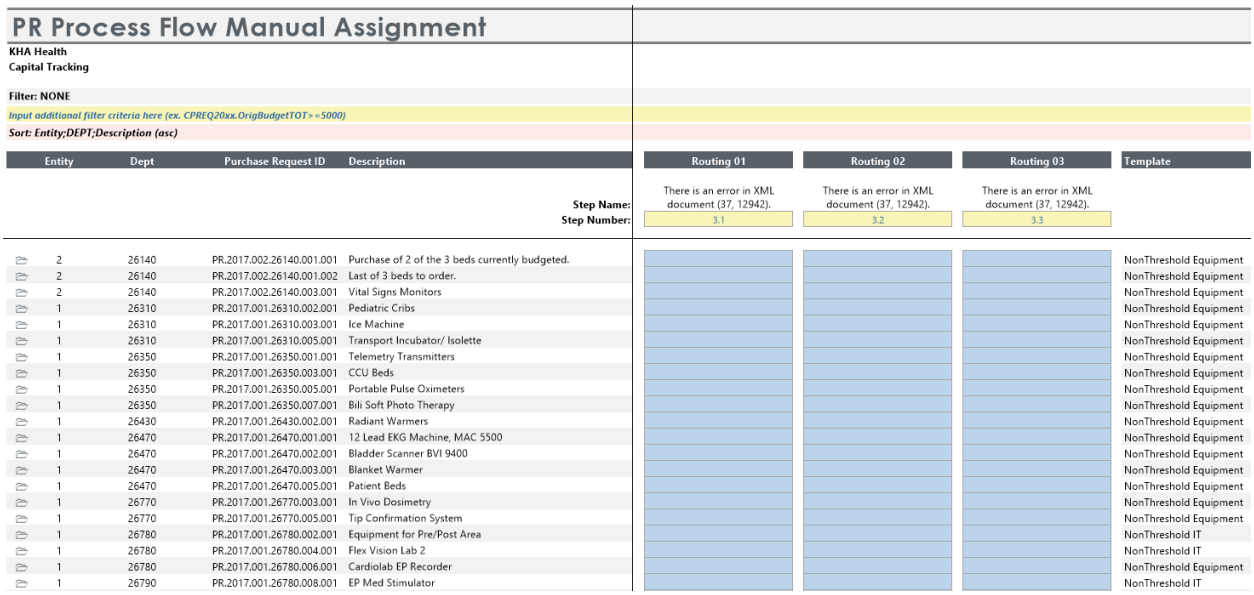


Query Area							
	2	Sally Klein	Jblock	Jess Block	Bill Bigcraft	SKlein	bbigcraft
SUM		1	1	1	1	1	1
Project Type and Detail		0	0	0	0	0	0
Template		0	0	0	0	0	0
PickLists		1	1	1	1	1	1
Capital Questions		0	0	0	0	0	0
Dollar Thresholds		0	0	0	0	0	0
	3	Sally Klein	Jblock	Jess Block	Bill Bigcraft	rnyberg	bbigcraft
SUM		1	1	1	1	1	1
Project Type and Detail		0	0	0	0	0	0
Template		0	0	0	0	0	0
PickLists		1	1	1	1	1	1
Capital Questions		0	0	0	0	0	0
Dollar Thresholds		0	0	0	0	0	0
	4	Scott Johanson	Jblock	Jess Block	Bill Bigcraft	SJohanson	bbigcraft
SUM		1	1	1	1	1	1
Project Type and Detail		0	0	0	0	0	0
Template		0	0	0	0	0	0
PickLists		1	1	1	1	1	1
Capital Questions		0	0	0	0	0	0
Dollar Thresholds		0	0	0	0	0	0

7. After making your changes, in the **Main** ribbon tab, click **Save**.

Assigning Process Flow steps for purchase requests manually

Use the PR Process Flow Manual Assignment report to manually assign Process Flow steps for purchase requests.



PR Process Flow Manual Assignment

KHA Health
Capital Tracking

Filter: NONE

Input additional filter criteria here (ex. CPREQ20xx.OrigBudgetTOT>=5000)

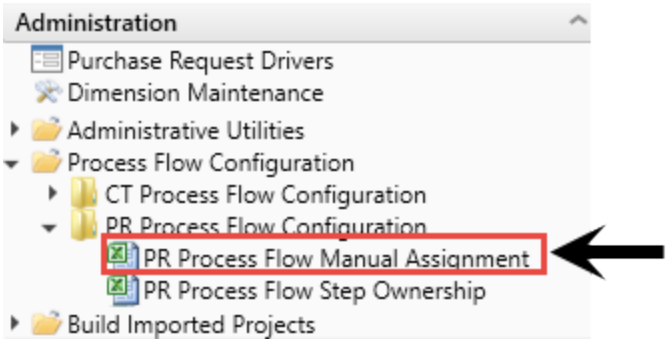
Sort: Entity;DEPT;Description (asc)

Entity	Dept	Purchase Request ID	Description	Routing 01	Routing 02	Routing 03	Template
			Step Name:	There is an error in XML document (37, 12942).	There is an error in XML document (37, 12942).	There is an error in XML document (37, 12942).	
			Step Number:	3.1	3.2	3.3	
2	26140	PR.2017.002.26140.001.001	Purchase of 2 of the 3 beds currently budgeted.				NonThreshold Equipment
2	26140	PR.2017.002.26140.001.002	Last of 3 beds to order.				NonThreshold Equipment
2	26140	PR.2017.002.26140.003.001	Vital Signs Monitors				NonThreshold Equipment
1	26310	PR.2017.001.26310.002.001	Pediatric Cribs				NonThreshold Equipment
1	26310	PR.2017.001.26310.003.001	Ice Machine				NonThreshold Equipment
1	26310	PR.2017.001.26310.005.001	Transport Incubator/ Isolette				NonThreshold Equipment
1	26350	PR.2017.001.26350.001.001	Telemetry Transmitters				NonThreshold Equipment
1	26350	PR.2017.001.26350.003.001	CCU Beds				NonThreshold Equipment
1	26350	PR.2017.001.26350.005.001	Portable Pulse Oximeters				NonThreshold Equipment
1	26350	PR.2017.001.26350.007.001	Bili Soft Photo Therapy				NonThreshold Equipment
1	26430	PR.2017.001.26430.002.001	Radiant Warmers				NonThreshold Equipment
1	26470	PR.2017.001.26470.001.001	12 Lead EKG Machine, MAC 5500				NonThreshold Equipment
1	26470	PR.2017.001.26470.002.001	Bladder Scanner BVI 9400				NonThreshold Equipment
1	26470	PR.2017.001.26470.003.001	Blanket Warmer				NonThreshold Equipment
1	26470	PR.2017.001.26470.005.001	Patient Beds				NonThreshold Equipment
1	26770	PR.2017.001.26770.003.001	In Vivo Dosimetry				NonThreshold Equipment
1	26770	PR.2017.001.26770.005.001	Tip Confirmation System				NonThreshold Equipment
1	26780	PR.2017.001.26780.002.001	Equipment for Pre/Post Area				NonThreshold IT
1	26780	PR.2017.001.26780.004.001	Flex Vision Lab 2				NonThreshold IT
1	26780	PR.2017.001.26780.006.001	Cardiolab EP Recorder				NonThreshold Equipment
1	26790	PR.2017.001.26780.008.001	EP Med Stimulator				NonThreshold IT

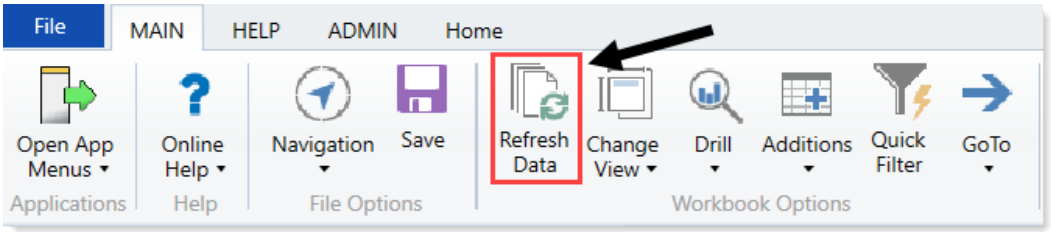
NOTE: You can view the plan files for the capital project by clicking the folder icon next to the Entity column.

To assign process flow steps for purchase requests manually:

1. In the Cap Track Admin task pane, in the **Administration** section, click **Administrative Utilities > Process Flow Configuration > PR Process Flow Configuration**, and double-click **PR Process Flow Manual Assignment**.



2. Refresh the data in the report by doing one of the following:
   - In the **Main** ribbon tab, in the **Workbook Options** group, click **Refresh Data**.

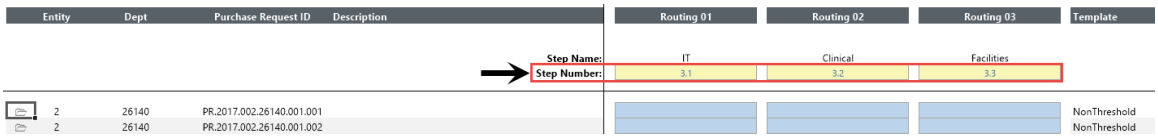


- Press **F9**.

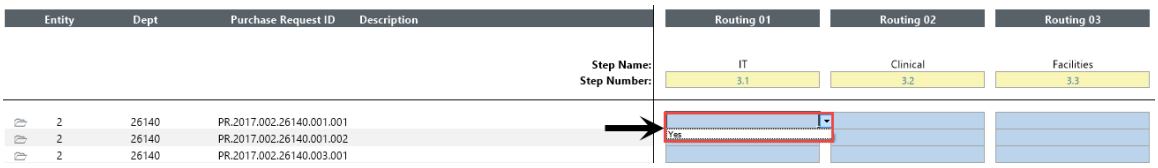
3. In the **Refresh Variables** dialog, do one of the following:

Option	Description
Select one or more purchase requests to include in the report	a. In the **Refresh Variables** dialog, for each option to filter by, click **Choose Value**. b. In the **Choose Value** dialog, select the values to include, and click **OK**. c. In the **Refresh Dialog**, click **OK**.
Include all purchase requests in the report	In the **Refresh Variables** dialog, leave the field blank, and click **OK**.

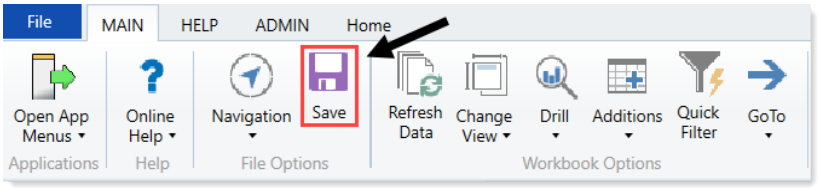
4. In the **Step Number** row, choose the step you would like to manually route projects to.



5. In the **Routing 01**, **Routing 02**, and **Routing 03** columns, to manually set the Process Flow steps, as required, select **Yes**.



6. After you make changes, in the **Main** ribbon tab, click **Save**.



5

Working with Capital Projects

In Axiom Capital Tracking, projects come from two sources:

- Approved projects from Axiom Capital Planning are imported to Axiom Capital Tracking.
- You can create non-budgeted projects using the Create or Open Capital Project command.

After a capital budget has been set up in the system, the primary tasks for users involves creating, reviewing, and approving capital projects.

There are two broad categories of capital projects in Axiom Capital Tracking:

- **Non-Threshold (Summary) Capital Projects** – Capital projects below a set dollar threshold that can be approved on an ad-hoc basis by a single executive.
- **Threshold (Pro Forma) Capital Projects** – Capital projects that exceed the set dollar threshold are recommended to be approved as part of a larger, organization-wide process of evaluating and prioritizing capital requests, involving a committee of multiple stakeholders.

While the administrator may define sub-categories for each type, whether a project is Summary versus Pro Forma is the main determinant of what data needs to be entered into a request and how the request is subsequently processed within the system.

Projects approved in Axiom Capital Planning display in the Capital Project Summary and Capital Project Directory with the respective original budget allocated in Axiom Capital Planning.

NOTE: For more information regarding the process by which capital projects are transferred, see the *Axiom Capital Planning Administrator's Guide.*

Tracking Capital Projects

Axiom Capital Tracking includes a number of reports you can use to view the status of capital projects. Most of these reports are web-enabled.

You can access these reports in the Cap Track and Cap Track Admin task panes in the Capital Tracking Reports section or in the Reports Library.

There are other reports available to view approval status, retrospective project reviews, and so on. For more information, see Working with Reports.

Viewing project plan files and purchase requests

When you click the Plan File Directory button on the Capital Tracking side of the home page, the Capital Tracking - Projects page displays, which lists all the current project files and their details. From this screen, you can also add a new capital project and search for existing projects. To open a project file, simply click any of the links in the CAPREQ, ProjectID, or Description columns.

The Capital Tracking - Purchase Requests page lists all the purchase requests and their details. You can also add a new purchase request and search for an existing request. To open a request, click any of the links in the POTRANS, PR ID, or Description columns.

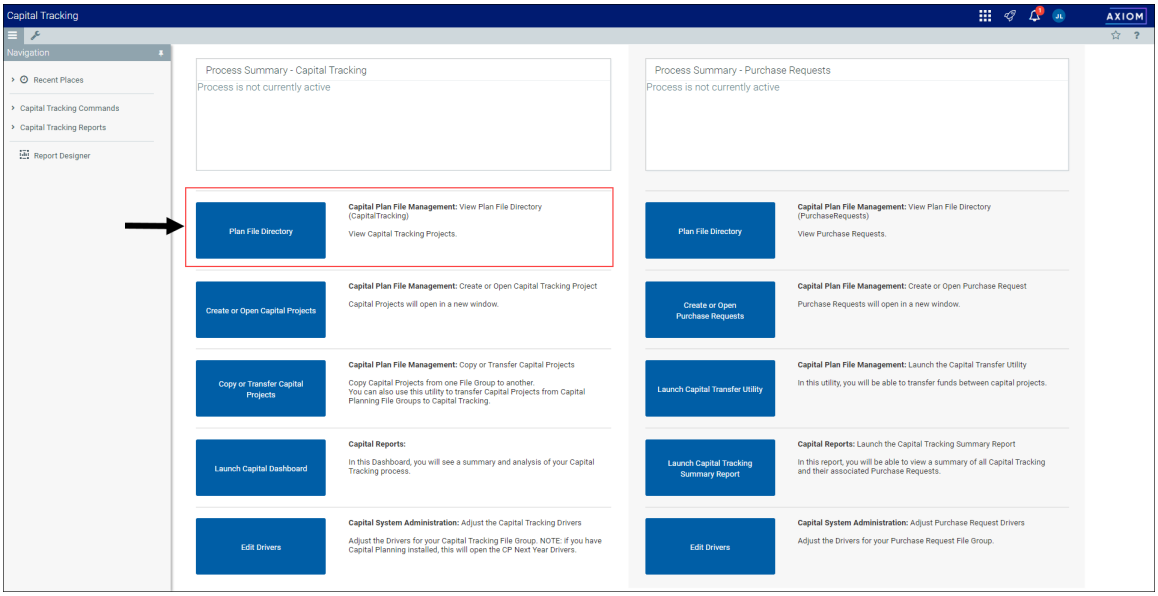
Project plan files

To view project plan files:

1. From the Axiom Capital Tracking home page, do any of the following:

   NOTE: To access this location from the Cap Tracking Admin task pane, in the **Capital Tracking Commands** section, click **Tracking Directory**, and double-click **Capital Tracking Directory**. For more information, see Viewing the Capital Tracking Directory.

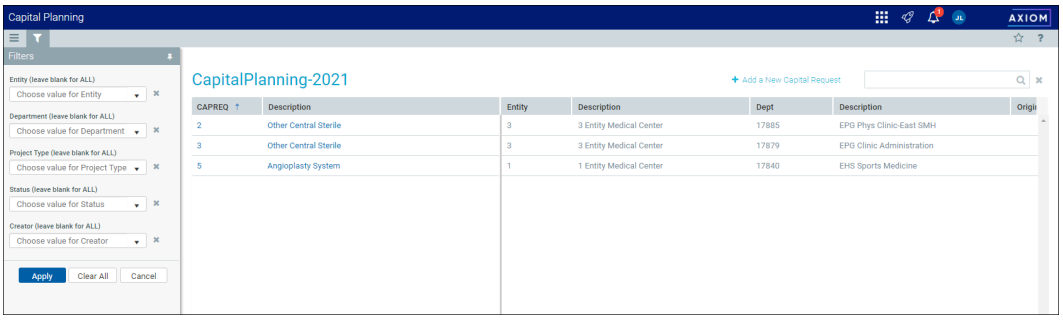
   - To view capital projects, click the **Plan File Directory** button on the left side of the page.
   - To view purchase requests, click the **Plan File Directory** button on the right side of the page.



Click image to view full size

2. From this page, do any of the following:

    - To narrow the list of projects, select the options in which to filter the list in the **Filters** panel, and click **Apply**. To clear a specific option, click **X** next to the drop-down list. To clear the entire filter, click **Clear All**.
    - To add a new project, click **+ Add New Capital Request** at the top of the page. For instructions for adding a new project, see Creating or modifying a non-budgeted capital project.
    - To search for a project, type the project name, CAPREQ ID, or project ID in the search field at the top of the page.



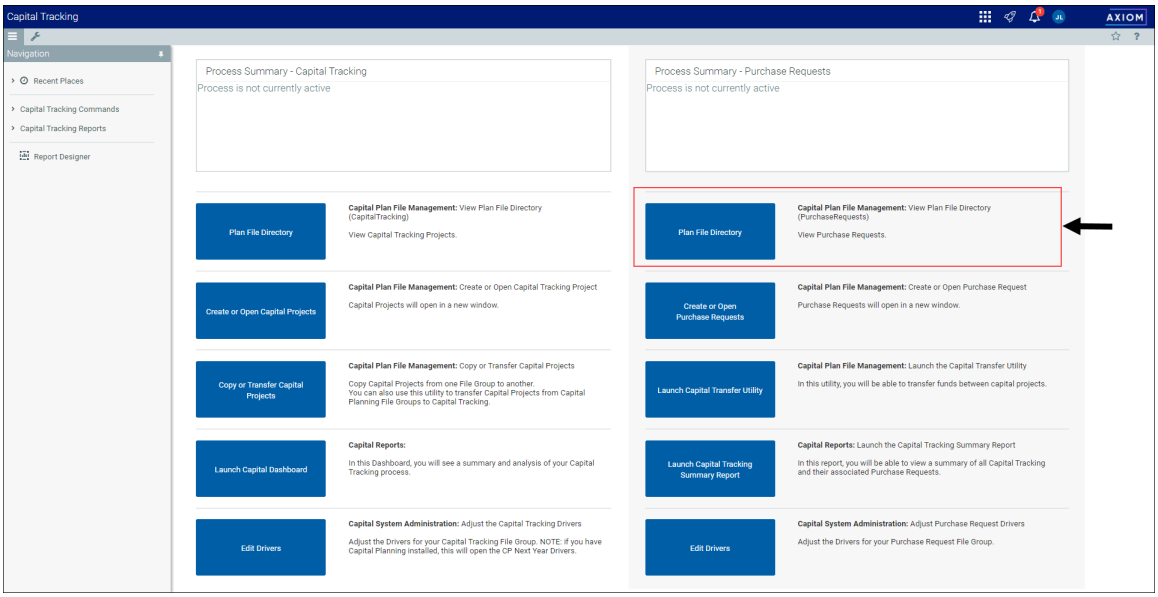
Purchase requests

To view purchase requests:

1. From the Axiom Capital Tracking home page, do any of the following:

    NOTE: To access this location from the Cap Tracking Admin task pane, in the **Capital Tracking Commands** section, click **Tracking Directory**, and double-click **Capital Tracking Directory**. For more information, see Viewing the Capital Tracking Directory.

    - To view capital projects, click the **Plan File Directory** button on the left side of the page.
    - To view purchase requests, click the **Plan File Directory** button on the right side of the page.



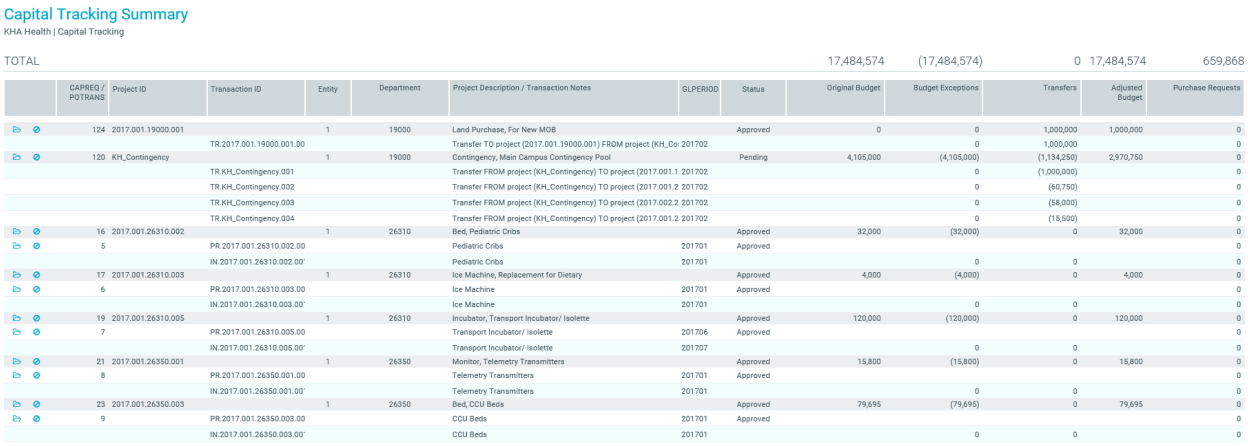
Click image to view full size

2. From this page, do any of the following:

    - To narrow the list of purchase requests, select the options in which to filter the list in the **Filters** panel, and click **Apply**. To clear a specific option, click **X** next to the drop-down list. To clear the entire filter, click **Clear All**.
    - To add a new purchase request, click **+Add New Purchase Requisition** at the top of the page. For instructions for adding a new purchase request, see Creating a purchase request.
    - To search for a purchase request, type the project name, CAPREQ ID, or project ID in the search field at the top of the page.

Viewing the Capital Tracking Summary

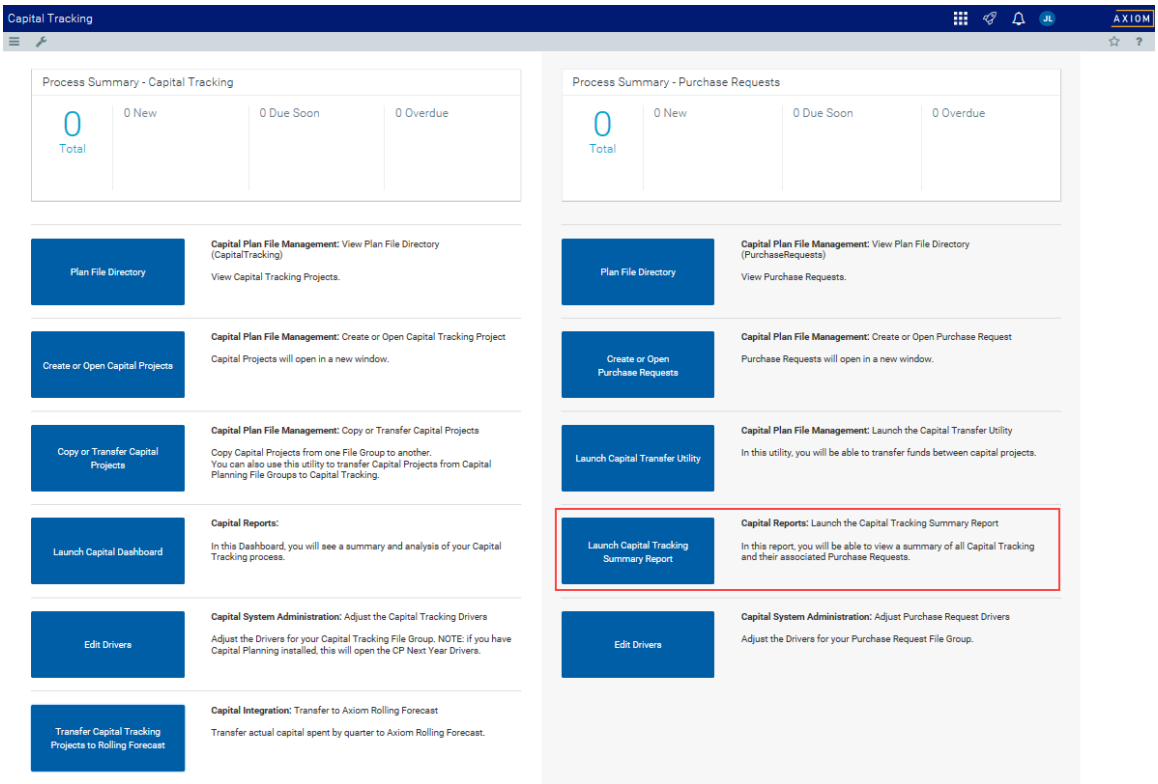
The Capital Tracking Summary displays detailed capital tracking information for each project.



To view the Capital Tracking Summary:

1. From the Axiom Capital Tracking home page, click **Launch Capital Tracking Summary report**.

> **NOTE:** To access this location from the Cap Tracking Admin task pane, in the **Capital Tracking Commands** section, click **Tracking Directory**, and double-click **Capital Tracking Summary**.



2. To change the variables to include in the report, in the upper left corner of the page, click the funnel icon  .

The list of variable drop-downs display on the left side of the page. Click the thumbtack icon to keep the list displayed.

3. Define information to include in the report by configuring the filters, and click **Apply**.

   NOTE: The only filter that you are required to complete is the Tracking Summary Detail drop-down at the top of the list. To view all of the information in the report, leave the rest of the filter fields blank.

4. To open the plan file for a project, double-click the folder icon on the left side of the **CAPREQ/POTRANS** column.

5. To view attachments for a capital project or PO request, click the circle-slash icon.

6. To print the report, click the printer icon in the upper left corner of the page.

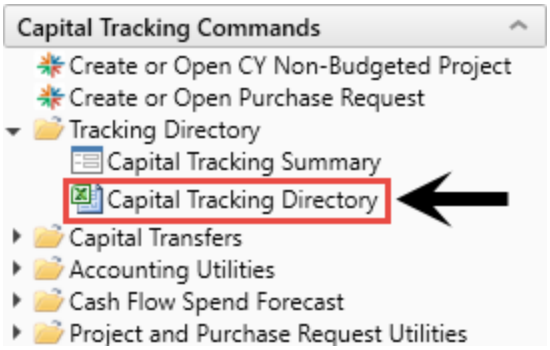
Viewing the Capital Tracking Directory

Use this report to view a summary of capital project tacking status and purchase request details. This report includes approved capital projects from Axiom Capital Planning as well as non-budgeted projects. From this report, you can access each project's plan file as well as view the project's status at a glance.

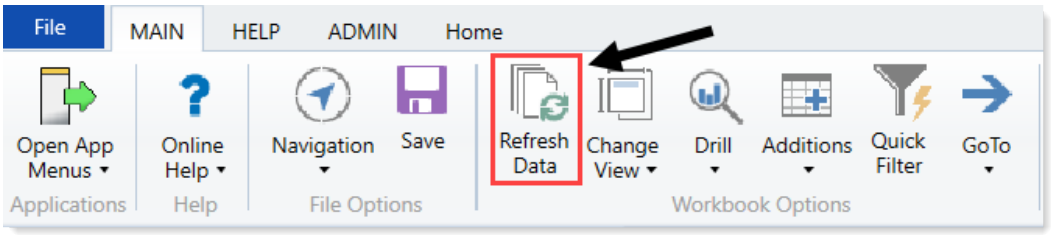
To view the Capital Tracking Directory:

1. In the Cap Track or Cap Track Admin task pane, in the **Capital Tracking Commands** section, click **Tracking Directory**, and double-click **Capital Tracking Directory**.

   NOTE: You can also access a web version of this report from the Capital Tracking home page. For more information, see Viewing project plan files and purchase requests.



2. To refresh the data included in the report, do one of the following:
   - In the **Main** ribbon tab, in the **Workbook Options** group, click **Refresh Data**.

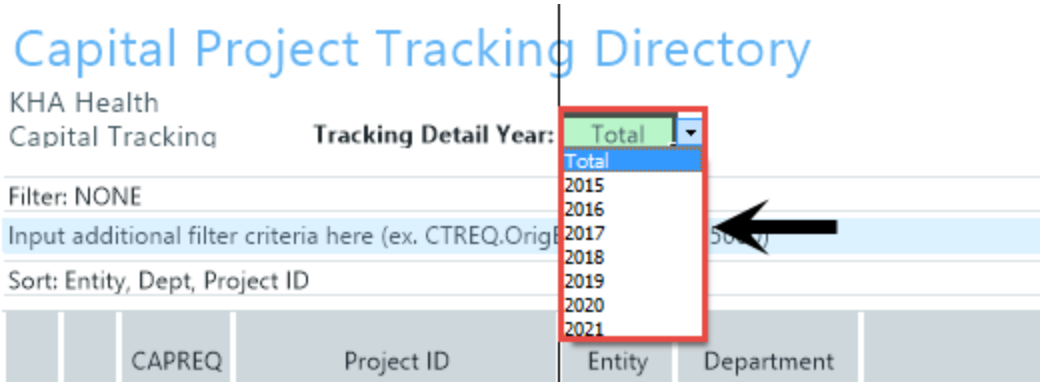


- Press **F9**.

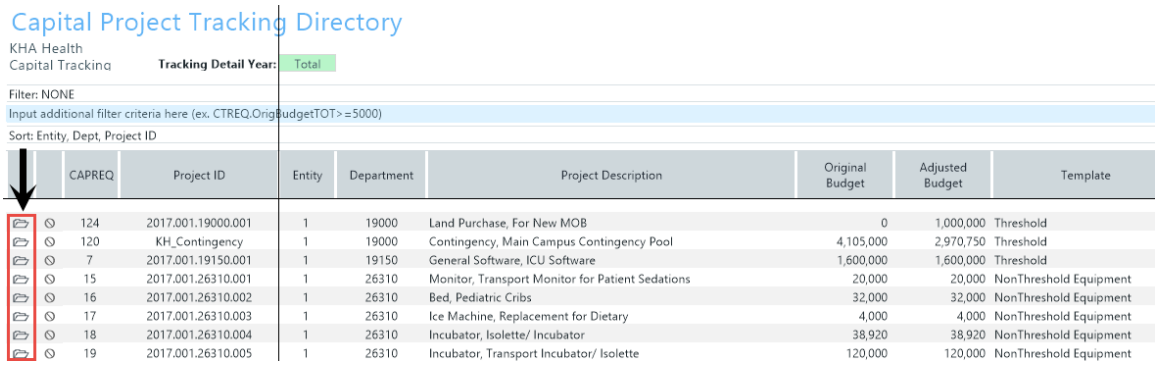
3. In the **Refresh Variables** dialog, do the following:

Option	Description
Select one or more options to include in the report	a. In the **Refresh Variables** dialog, for each option to filter by, click **Choose Value**. b. In the **Choose Value** dialog, select the values to include, and click **OK**. c. In the **Refresh Dialog**, click **OK**.
Include all of the options in the report	In the **Refresh Variables** dialog, leave the field blank, and click **OK**.

4. If applicable, in the **Tracking Detail Year** drop-down at the top of the workbook, select the year to view in the report.



5. To view the project details for a capital project, double-click the folder icon.

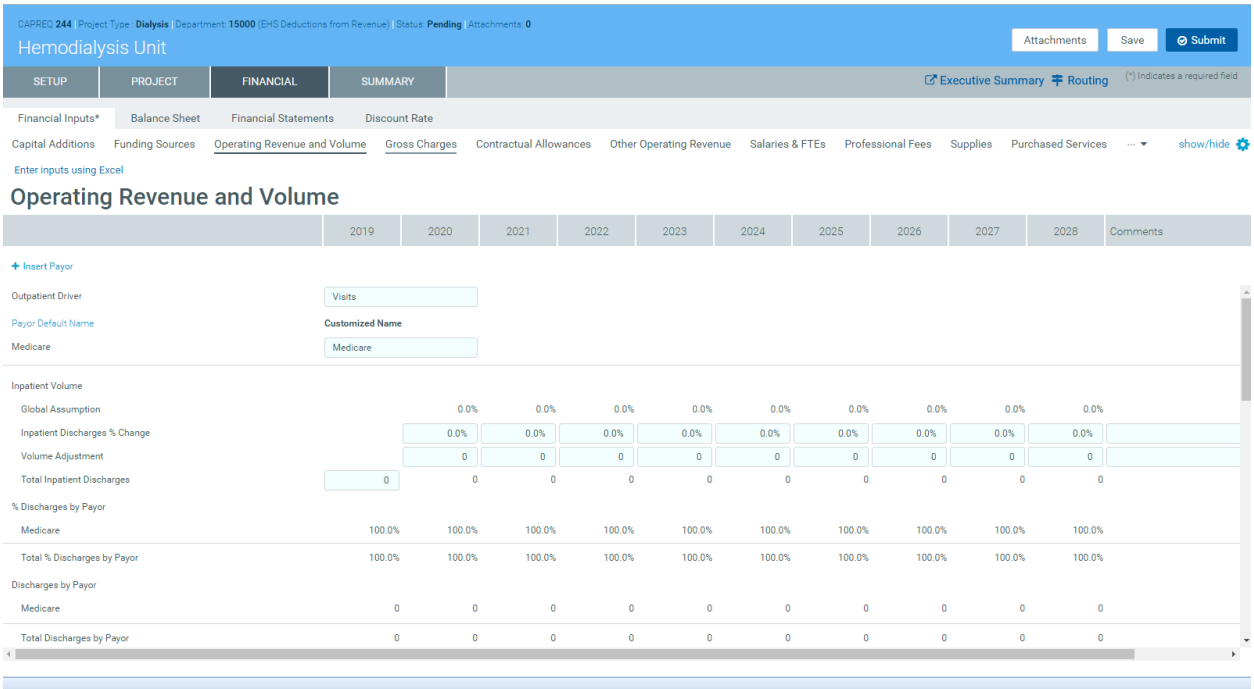


Creating or modifying a non-budgeted capital project

When creating a new non-budgeted capital project, you enter details about the project into Axiom Capital Tracking. The information to add depends on various factors such as whether the project is a Threshold or Non-Threshold project.

After you create a project, a plan file opens with various tab levels and pages for you to complete. Which pages display depends on the project type for which you are submitting a request for. Each page includes a combination of pre-populated data and input fields. The pages include the following:

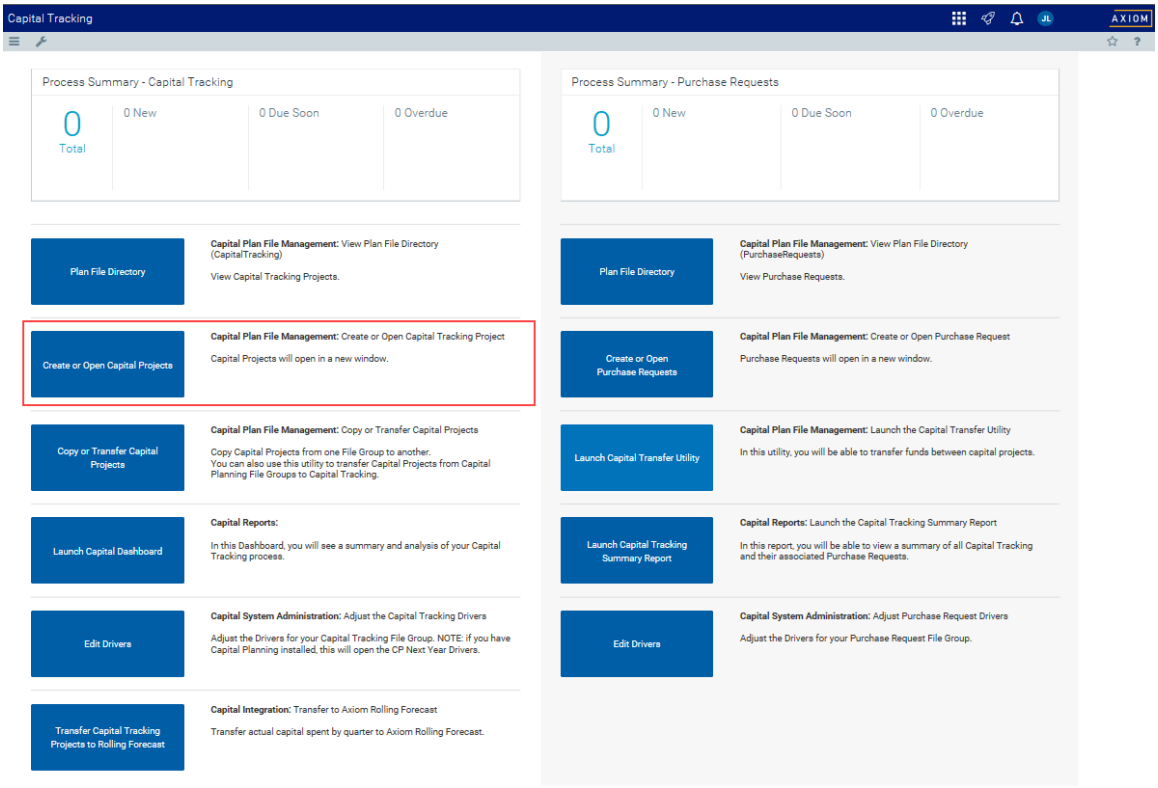
- Blue fields to input data.
- Drop-down menus to select options.
- White fields that are pre-populated with data.



To create or modify a non-budgeted capital project:

1. From the Axiom Capital Tracking home page, click **Create or Open Capital Projects**.

> **NOTE:** To access this location from the Cap Tracking Admin task pane, in the **Capital Tracking Commands** section, double-click **Create or Open Capital Project**.



2. Do one of the following:
   - To modify an existing project, in the **Open Existing Capital Project** section, select a project from the drop-down, and click **OK**.

     > **TIP:** You can search for a project by typing the project name or ID number. The system will automatically display projects that include that information.

   - To create a project, in the **Create a New Capital Request** section, complete the following, and click **OK**:

Field	Description
Project Type	Select the type of project you are requesting.
Project Type Detail	Select a detail type the further describes the project.

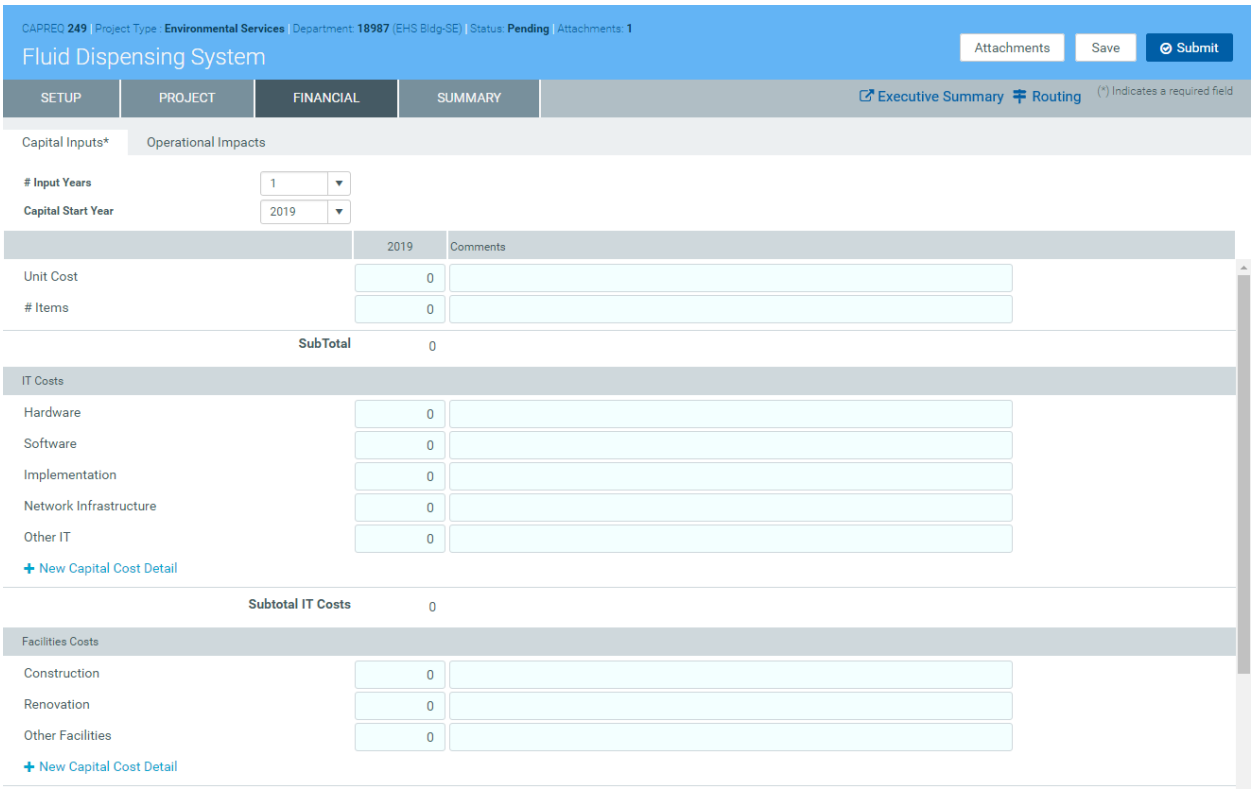
Field	Description
Department	Select the department to associate to the project. **NOTE:** The list of departments is limited to the departments in which you have been given access.
Template	Select whether to use Threshold or Non-Threshold template. **NOTE:** Though there are only two types of templates that your organization can create, there may be variations of each type available to you.

3. Click **Create**.
4. Complete the steps for one of the following capital project types:
    - Non-Threshold (Summary)
    - Threshold (Pro Forma)

Entering data for Non-Threshold (Summary) projects

The standard Non-Threshold (Summary) request form includes the following tabs:

- **Setup** – Displays the inputs entered when creating a capital project in Axiom Capital Planning.
- **Project** – Includes fields for entering basic information about the project and questionnaire sections to answer questions justifying the request.
- **Financial** – Includes fields for submitting capital pricing details and operational cost impacts.
- **Summary** – Displays the inputs entered in the Setup, Project, and Financial tabs to use for review before submitting your request.



To enter data for Non-Threshold (Summary) projects:

1. In the **Project** tab, complete the following sub-tabs, as applicable:

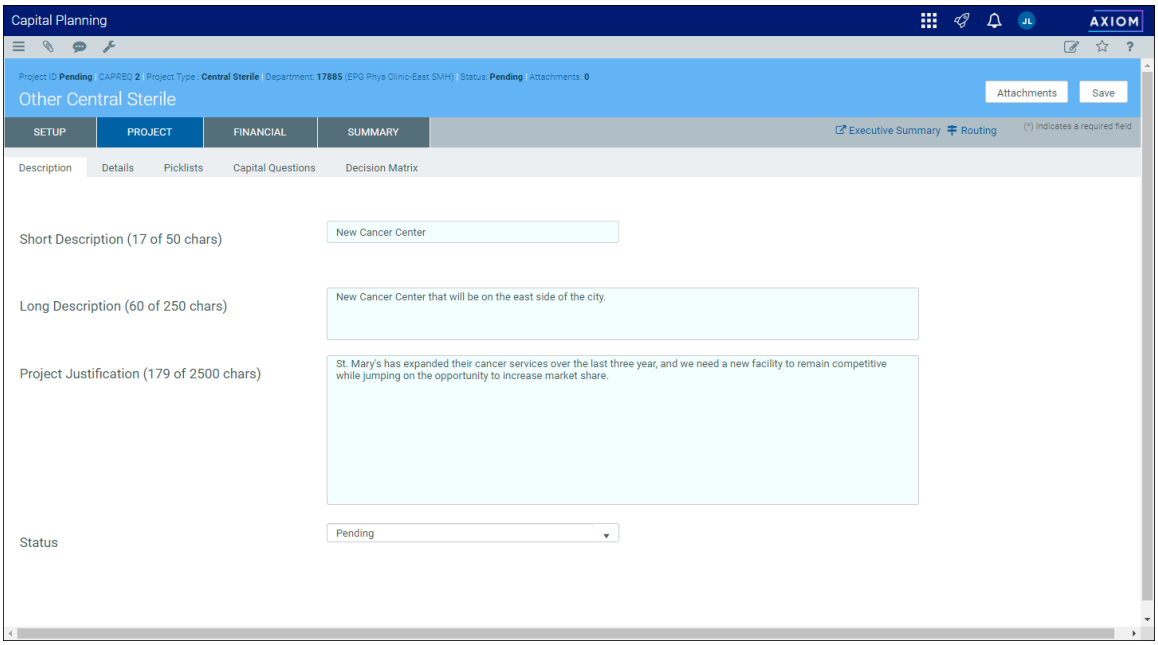
   IMPORTANT: To save or submit the request, you must complete fields with an asterisk (*)

   ### Description

   Provide a short and long description for the project as well as a justification statement for why your project should be approved.

   It also displays the approval status of the project. If you have administrator privileges or you are an approver, the **Status** drop-down allows you to select the status of the request.

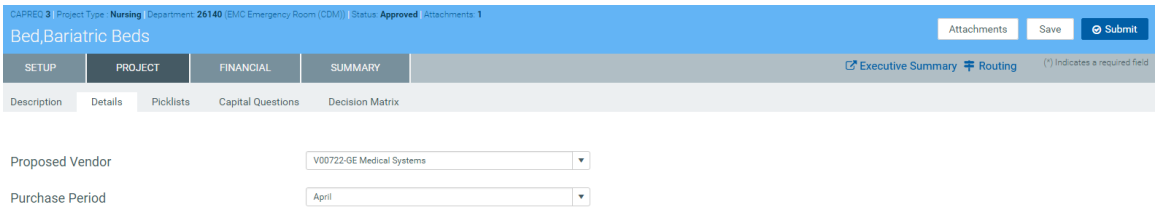
   NOTE: One of the options in the Status drop-down is Funding Source. This type of project allows you to use its funding for other projects. For more information, see Creating capital projects as funding sources for special projects.



Details

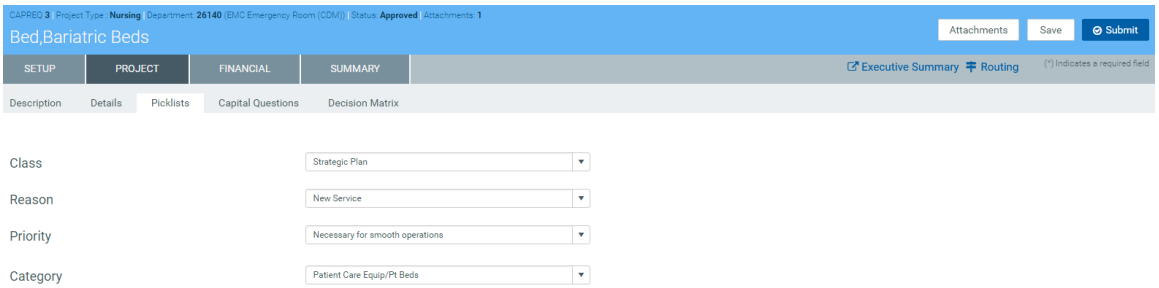
Select the vendor for the item you are requesting for the project and the month the item will be purchased.

NOTE: Your organization may add other text fields to this section for you to complete.



Picklists

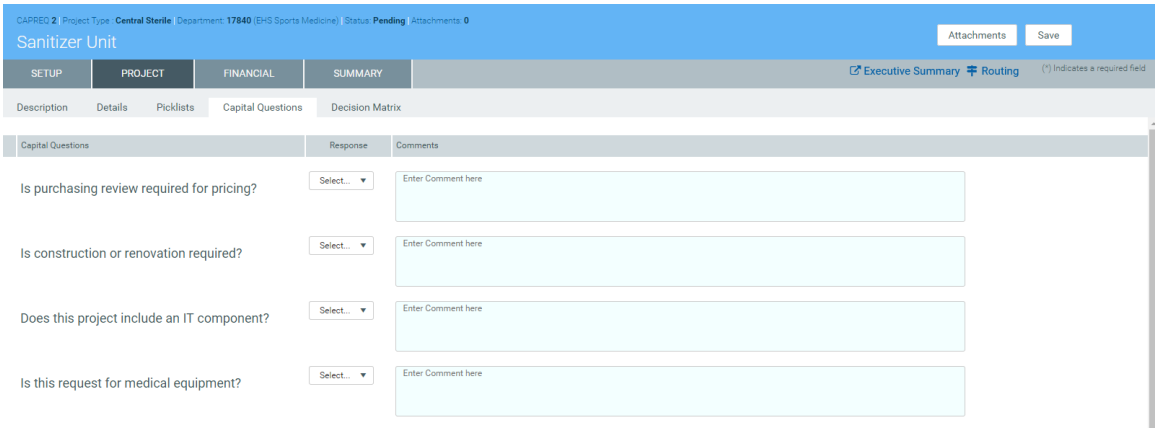
Select the class, reason, priority, and category for the requested project. There may also be other picklists specific to your organization.



Capital Questions

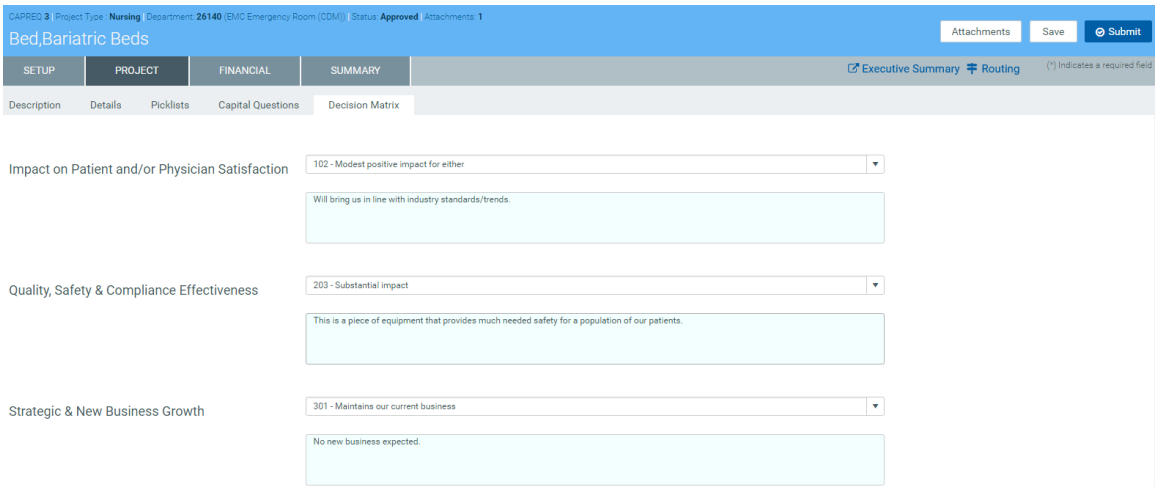
From the drop-down, select **Yes** or **No** to answer the list of standard questions used to justify for your request. In the **Comments** box, you can enter additional information, if needed.

NOTE: Depending on how your organization has configured the project template, questions with asterisks may be required before you can save the project request.



Decision Matrix

Answer questions regarding how your project meets the criteria of multiple categories related to the pillars of your organization. The responses you provide are weighted to help your organization prioritize requests.



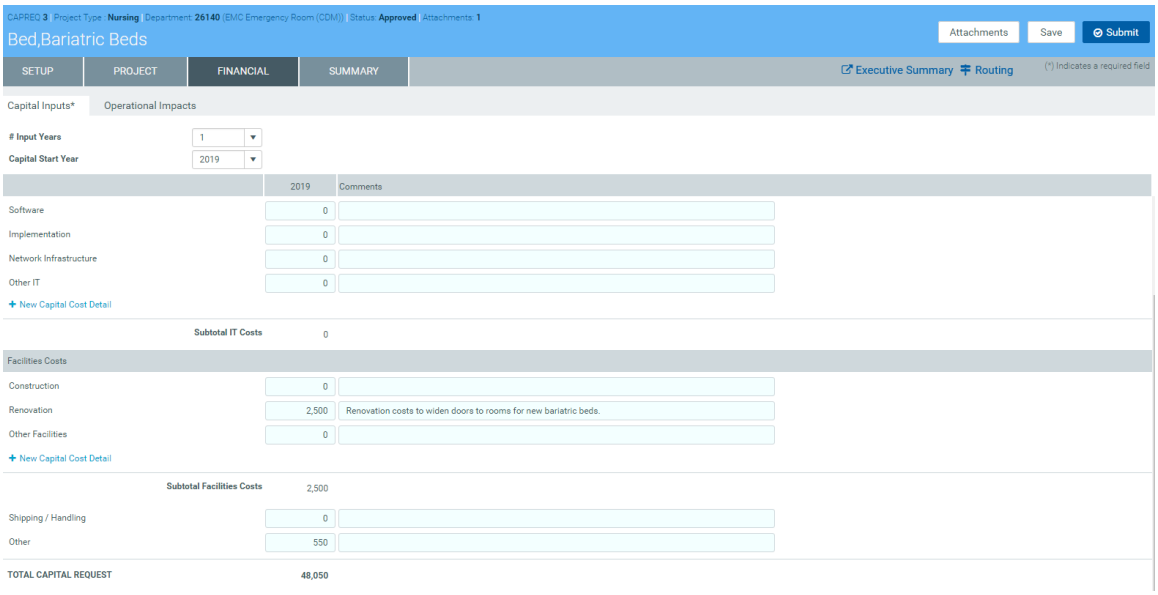
2. In the **Financial** tab, complete the following sub-tabs, as applicable:

Capital Inputs

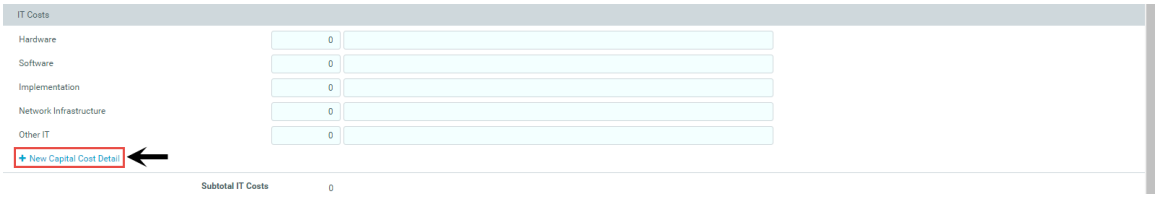
Enter the specific costs for the project.

NOTE: Depending on how your organization configures the form, not all of the options listed in the following table will display.

Option	Description
# Input Years	Select the number of years to input costs. **NOTE:** 1 usually indicates the upcoming budget year. You can enter up to ten years of data, depending on how the template is configured by your organization.
Capital Start Year	Select the year the project to start. The default is the current budget year.
Unit Cost	The cost of the item per unit.
# Items	The number of items to purchase.
Shipping/Handling	The cost amount for shipping/handling of the item.
Other IT or Other Facilities	The cost of other items or services related to IT or Facilities. Use the Comments column to further describe the cost amount.
Trade-In Value	The amount an item is worth on trade-in for another item. Enter the amount as a negative number.



To add additional costs for IT, Facilities/Construction, and/or Clinical Engineering, click **+ New Capital Cost Detail** for the appropriate cost section.



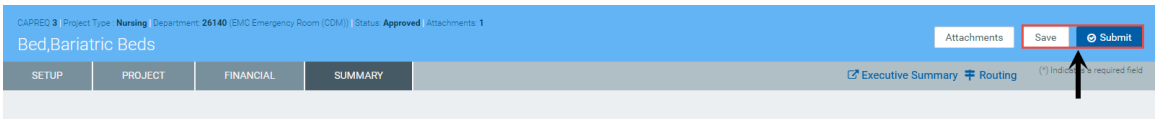
Operational Impacts

Enter details related to the anticipated operational impacts on key drivers and statistics should the project be approved. For example, this might include the percentage by which the project might drive up patient volume or the number of additional FTEs required. Only include incremental business on this tab.

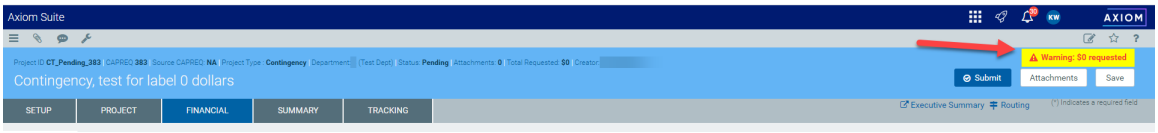
In the **# Years for Financial Analysis** field, type the number of years to determine how far out the impacts drive the financial return metrics of the project, such as Net Present Value (NPV), Internal Rate of Return (IRR), and so on.

3. In the **Summary** tab, review the inputs you entered in the Setup, Project, and Financial tabs. Return to the appropriate tab to make edits, if necessary.
4. To attach files to your request, at the top of the page, click **Attachments**.
    a. For each file to upload, in the **File Attachments** dialog, click **+Upload Attachment**.
    b. In the **Open File** dialog, select the file, and click **Open**.
    c. Click **Close**.

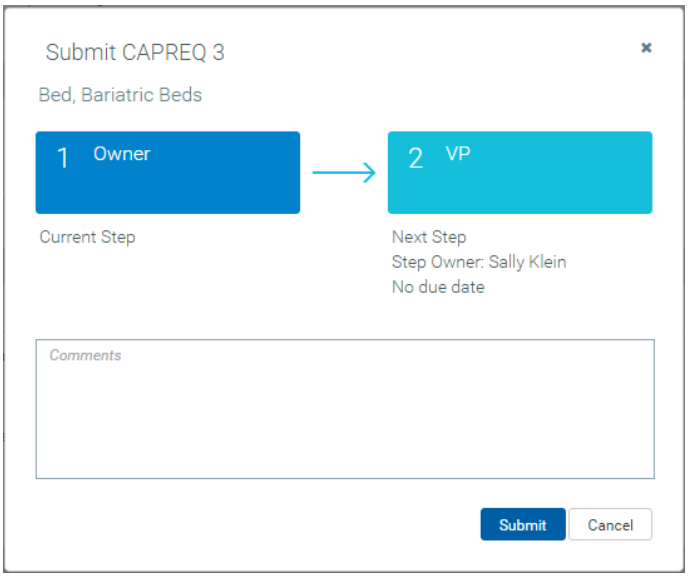
5. At the top of the page, do one of the following:
    - To save your changes before submitting your project request for approval, click **Save**.
    - To save and submit your project request for approval, click **Submit**.



NOTE: If you save a project with a total capital requested amount of $0.00, the following warning message will appear: Warning $0 requested.



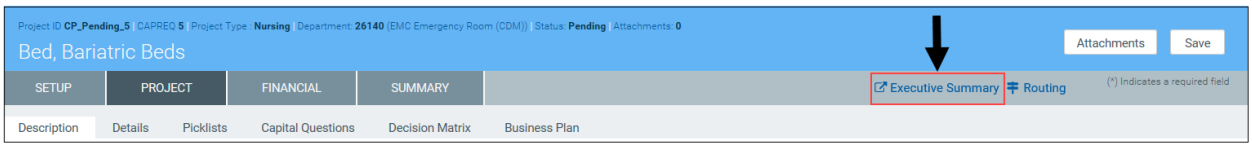
6. When you submit the request, the system displays a dialog that shows you the next step in the approval process. Enter comments to add to the request, if necessary, and click **Submit**.



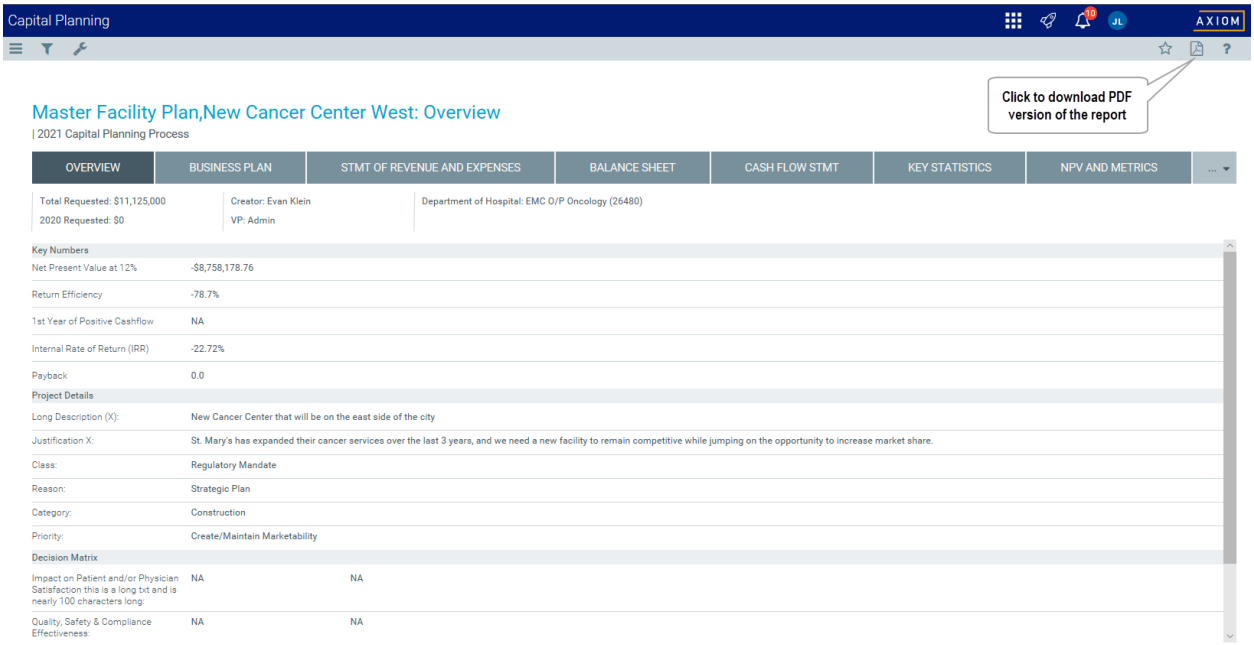
Viewing the Executive Summary report

Click the Executive Summary link in the upper right corner of the page to open the Executive Summary report.

NOTE: By default, the system is set up to link to this report, however, your administrator may customize it to open another report - including a custom report created by your organization. This may include renaming the link.

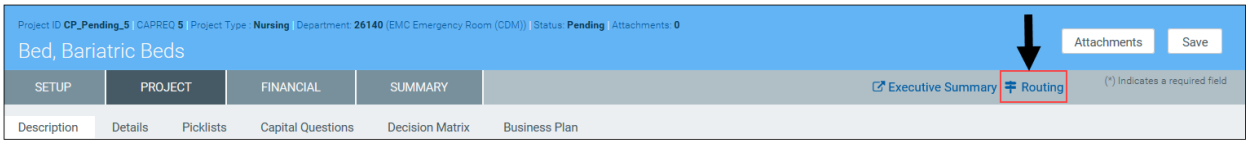


From his page, you can view the details of the report as well as print a PDF.



Viewing process status and details for the project

Click the Routing link in the upper right corner of the page to open the Process Routing page, which allows you to view the current process status and details for a particular capital project or purchase request. If you are the current step owner, you can also complete the task from this page. If you are an administrator, you can complete the task for the current step owner and/or move the step to another step in the process. For more information, see Viewing process routing details.

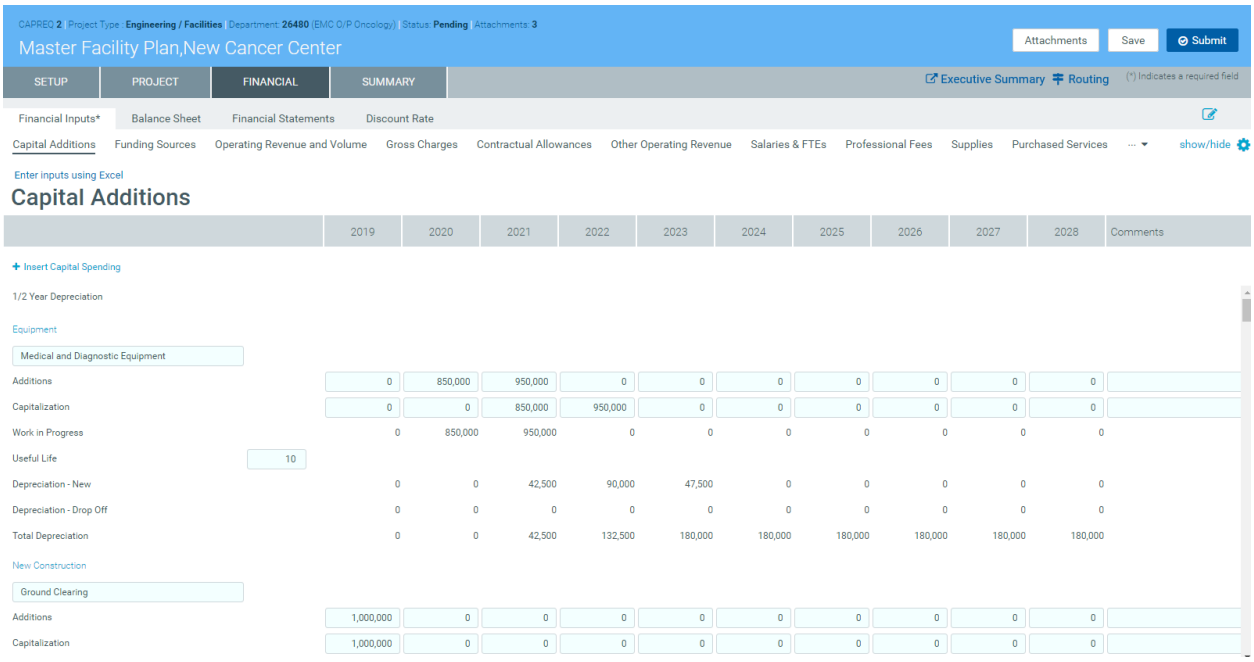


Entering data for Threshold (pro forma) projects

The standard Threshold (pro forma) request form includes the following tabs:

- **Setup** – Displays the inputs entered when creating a capital project in Axiom Capital Planning.

- **Project** – Includes fields for entering basic information about the project and questionnaire sections to answer questions justifying the request as well as a place to enter the project business plan.
- **Financial** – Includes fields for financial inputs, balance sheet, financial statements, and discount rates.
- **Summary** – Displays the inputs entered in the Setup, Project, and Financial tabs to use for review before submitting your request.



To create Threshold (pro forma) projects:

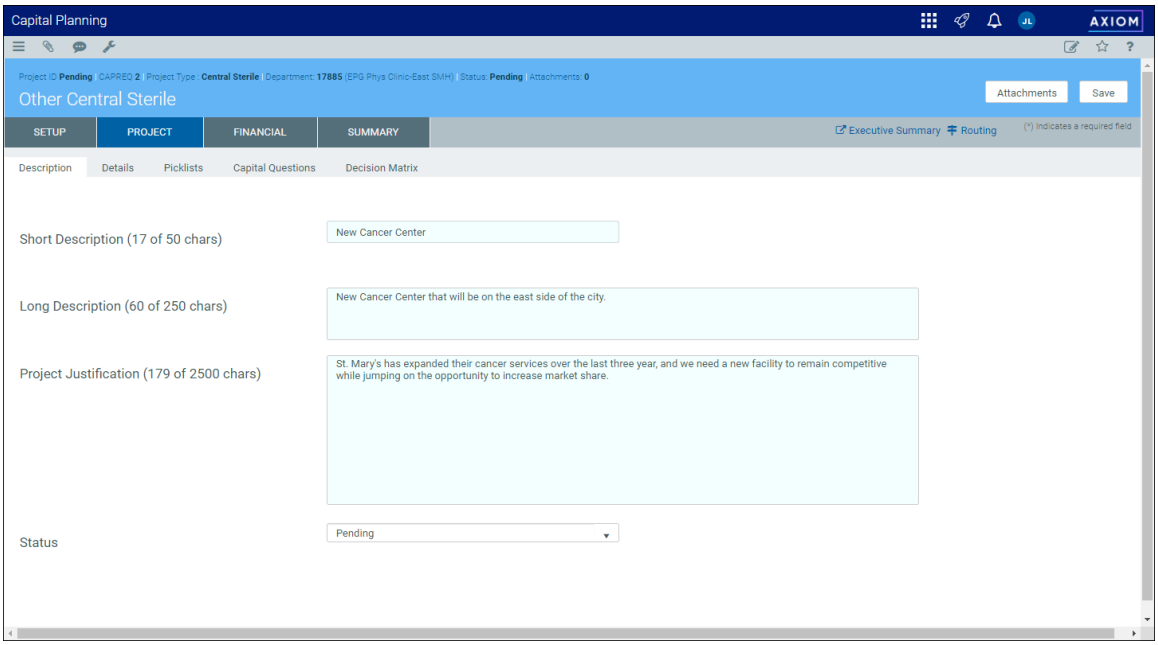
1. In the **Project** tab, complete the following sub-tabs, as applicable:

Description

Provide a short and long description for the project as well as a justification statement for why your project should be approved.

It also displays the approval status of the project. If you have administrator privileges or you are an approver, the **Status** drop-down allows you to select the status of the request.

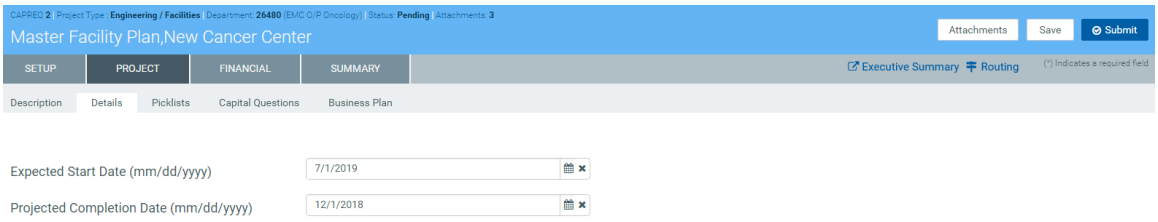
> **NOTE:** One of the options in the Status drop-down is Funding Source. This type of project allows you to use its funding for other projects. For more information, see Creating capital projects as funding sources for special projects.



Details

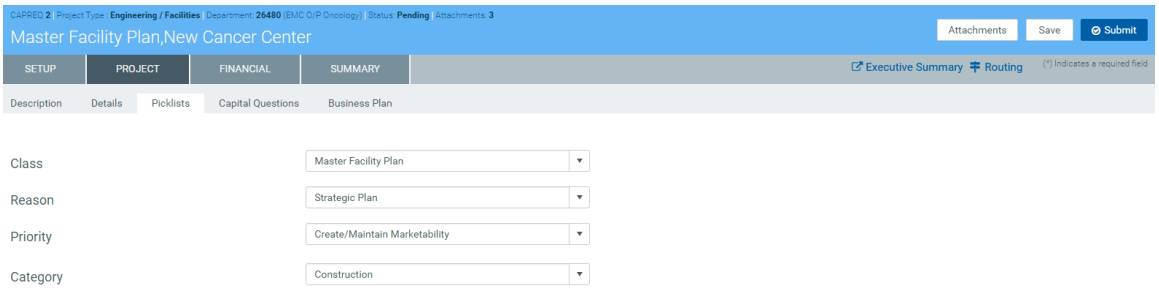
Select the start and completion date for the project.

NOTE: Your organization may add other text fields to this section for you to complete.



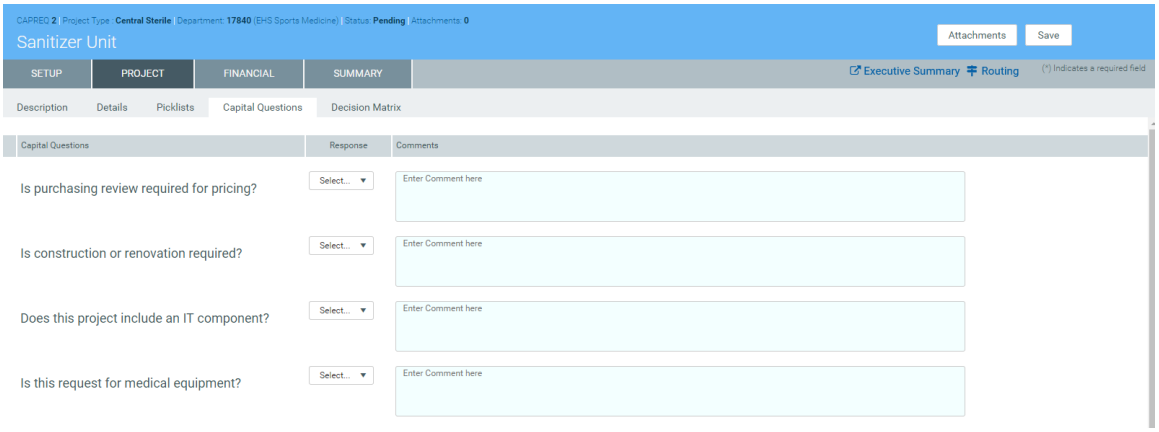
Picklists

Select the class, reason, priority, and category for the requested project. There may also be other picklists specific to your organization.



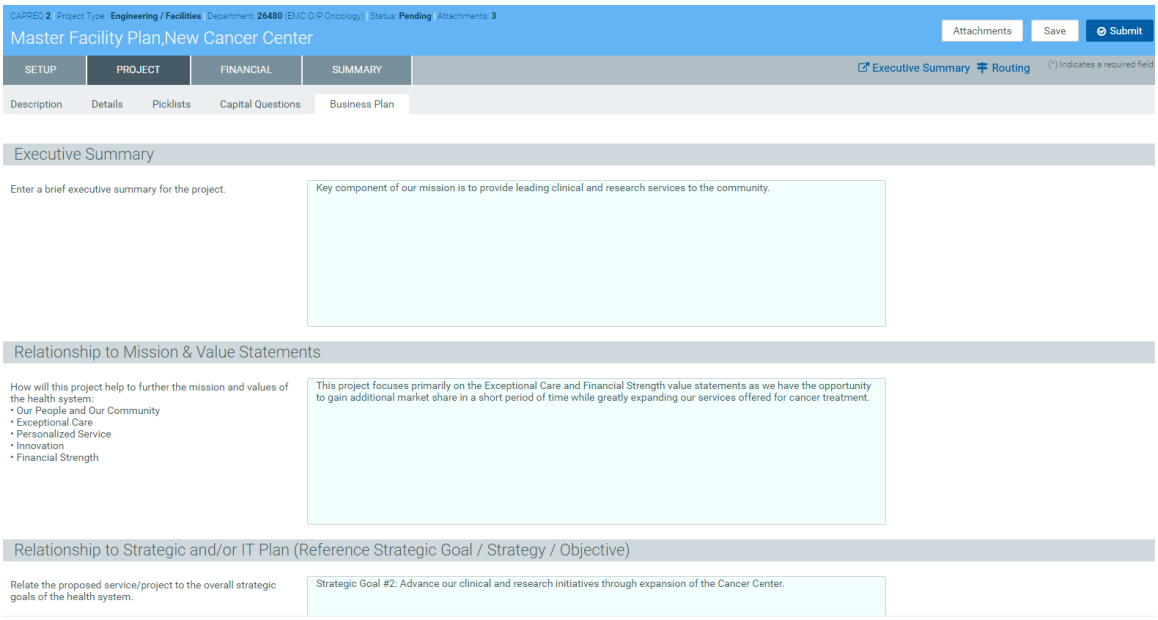
Capital Questions

In the **Response** column, click the toggle to select **Yes** or **No** to answer the list of standard questions used to justify for your request. In the **Comments** box, you can enter additional information, if needed.



Business Plan

Answer more extensive questions to justify the expense for the capital project. This information is reflected in the Executive Summary report, which is often used by the Capital Selection Committee.

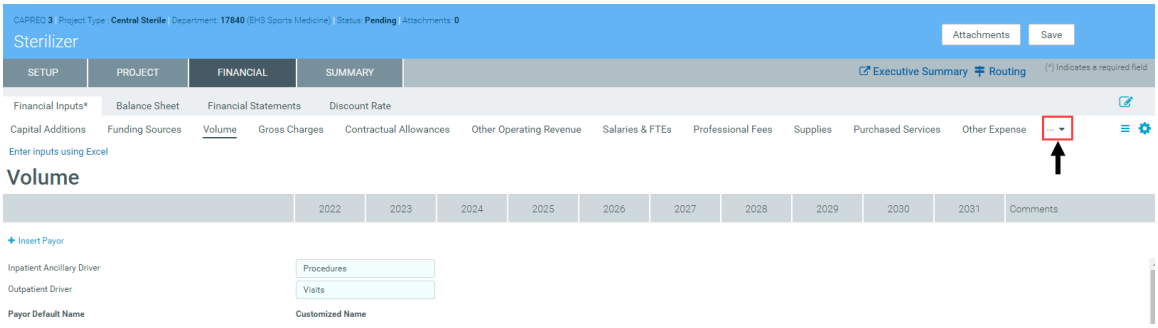


2. In the **Financial** tab, complete the following sub-tabs, as applicable:

Financial Inputs

This tab is segmented into up to 13 additional sub-tabs where you enter capital pricing details. If there are more sub-tabs than the system can display, click the drop-down in the upper right corner of the screen to select other available sub-tabs.

NOTE: Not all of the sub-tabs you see in the example above will display in your system. What you see depends on how your organization has set up the system. Your organization can add tabs later, as needed.



For more information and instructions for each tab, see the following:

TIP: Instead of entering values using the web form version of the pro forma project, you can use Excel Pro Forma utility by clicking **Entering input using Excel** at the top of the page. **NOTE:** This feature will not display if a user is assigned a role profile that has read-only permission to plan files or if someone else has the plan file open and has Save Lock enabled. For more information, see Entering financial inputs for Threshold (Pro Forma) projects using Excel.

- Capital Additions
- Funding Sources
- Volume
- Gross Charges
- Contractual Allowances
- Other Operating Revenue
- Salaries & FTEs
- Professional Fees
- Supplies
- Purchased Services
- Other Expense
- Statement of Revenue and Expenses
- Capital Summary

For additional instructions related to this tab, see the following:

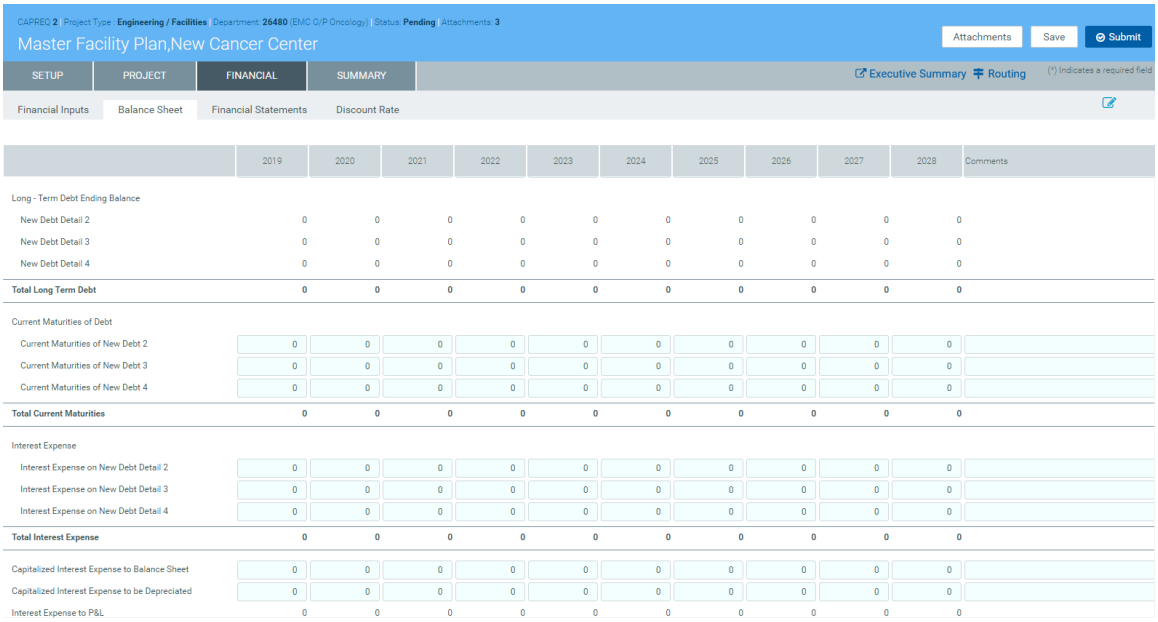
- Set forecast years
- Add additional Financial input sheets
- Refresh additional Financial input sheets

Balance Sheet

Enter debt, assets, and expenses related to the project for each upcoming fiscal year. Inputs include the following:

- Long-Term Debt Additions
- Current Maturities of Debt
- Interest Expense
- Unrestricted Net Assets
- Unrestricted and Board Designated Investments

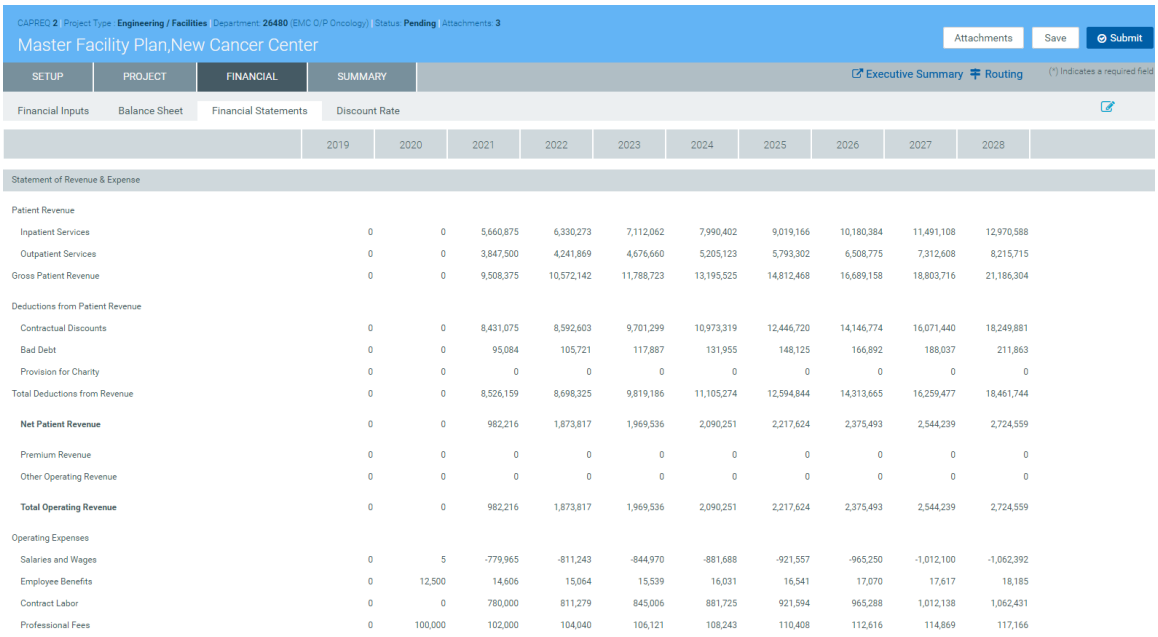
TIP: Instead of entering values using the web form version of the pro forma project, you can use Excel Pro Forma utility by clicking **Entering input using Excel** at the top of the page. **NOTE:** This feature will not display if a user is assigned a role profile that has read-only permission to plan files or if someone else has the plan file open and has Save Lock enabled. For more information, see Entering financial inputs for Threshold (Pro Forma) projects using Excel.



Financial Statements

Displays the projected impact of the project for each upcoming fiscal year. At the bottom of the page, you can input data for the following:

- NPV and Financial Metrics:
  - Perpetuity Cash Flow Change
  - Total Project Life for NPV
  - NPV for up to 100 years to mimic perpetuity
  - Capital Investment Detail
- Performance Tracking Measures

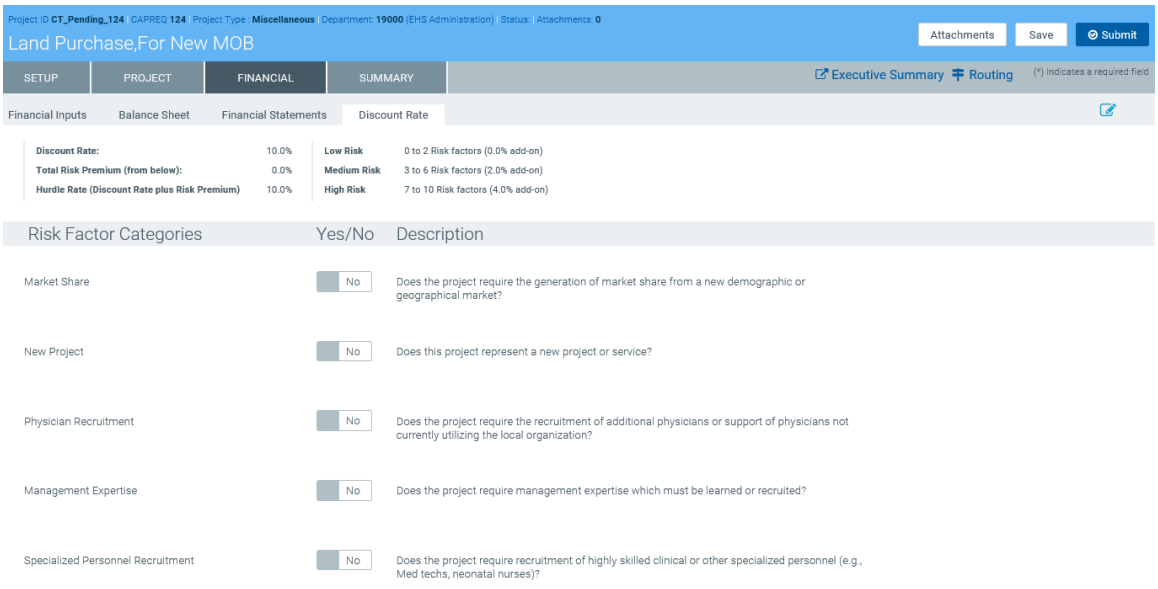


	2019	2020	2021	2022	2023	2024	2025	2026	2027	2028
Statement of Revenue & Expense										
Patient Revenue										
Inpatient Services	0	0	5,660,875	6,330,273	7,112,062	7,990,402	9,019,166	10,180,384	11,491,108	12,970,588
Outpatient Services	0	0	3,847,500	4,241,869	4,676,660	5,205,123	5,793,302	6,508,775	7,312,608	8,215,715
Gross Patient Revenue	0	0	9,508,375	10,572,142	11,788,723	13,195,525	14,812,468	16,689,158	18,803,716	21,186,304
Deductions from Patient Revenue										
Contractual Discounts	0	0	8,431,075	8,592,603	9,701,299	10,973,319	12,446,720	14,146,774	16,071,440	18,249,881
Bad Debt	0	0	95,084	105,721	117,887	131,955	148,125	166,892	188,037	211,863
Provision for Charity	0	0	0	0	0	0	0	0	0	0
Total Deductions from Revenue	0	0	8,526,159	8,698,325	9,819,186	11,105,274	12,594,844	14,313,665	16,259,477	18,461,744
Net Patient Revenue	0	0	982,216	1,873,817	1,969,536	2,090,251	2,217,624	2,375,493	2,544,239	2,724,559
Premium Revenue	0	0	0	0	0	0	0	0	0	0
Other Operating Revenue	0	0	0	0	0	0	0	0	0	0
Total Operating Revenue	0	0	982,216	1,873,817	1,969,536	2,090,251	2,217,624	2,375,493	2,544,239	2,724,559
Operating Expenses										
Salaries and Wages	0	5	-779,965	-811,243	-844,970	-881,688	-921,557	-965,250	-1,012,100	-1,062,392
Employee Benefits	0	12,500	14,606	15,064	15,539	16,031	16,541	17,070	17,617	18,185
Contract Labor	0	0	780,000	811,279	845,006	881,725	921,594	965,288	1,012,138	1,062,431
Professional Fees	0	100,000	102,000	104,040	106,121	108,243	110,408	112,616	114,869	117,166

Discount Rate

Displays questions used to determine the risk factors of a project. For each question, click the toggle to **Yes** or **No** if the question applies to your project.

NOTE: Depending on how your organization has configured the project template, questions with asterisks may be required before you can save the project request.



3. In the **Summary** tab, review the inputs you entered in the Setup, Project, and Financial tabs.

Return to the appropriate tab to make edits, if necessary.

4. To attach files to your request, at the top of the page, click **Attachments**.

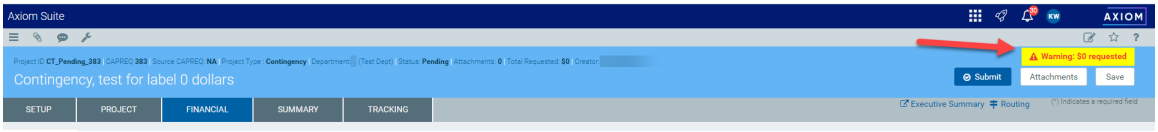
   a. For each file to upload, in the **File Attachments** dialog, click **+Upload Attachment**.

   b. In the **Open File** dialog, select the file, and click **Open**.

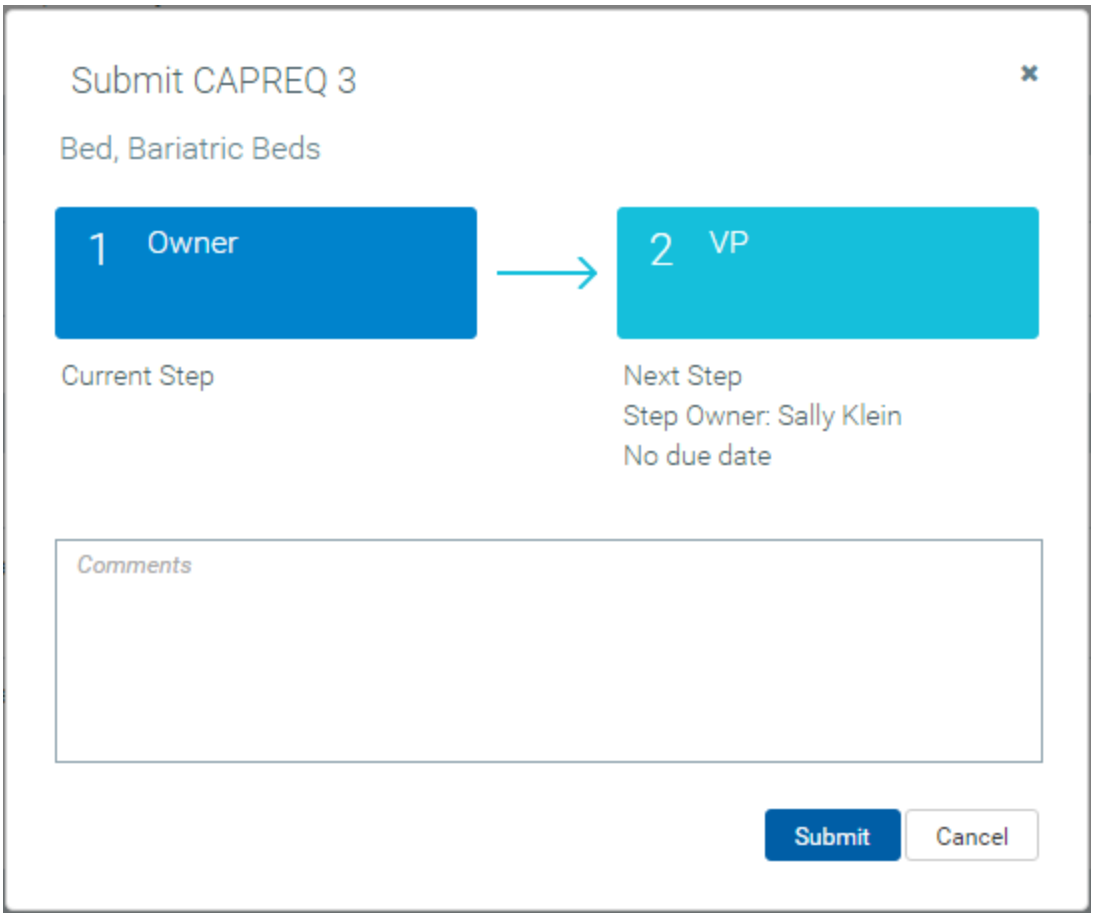
   c. Click **Close**.

5. At the top of the page, do one of the following:
   - To save your changes before submitting your project request for approval, click **Save**.
   - To save and submit your project request for approval, click **Submit**.

NOTE: If you save a project with a total capital requested amount of $0.00, the following warning message will appear: Warning $0 requested.



6. When you submit the request, the system displays a dialog that shows you the next step in the approval process. Enter comments to add to the request, if necessary, and click **Submit**.

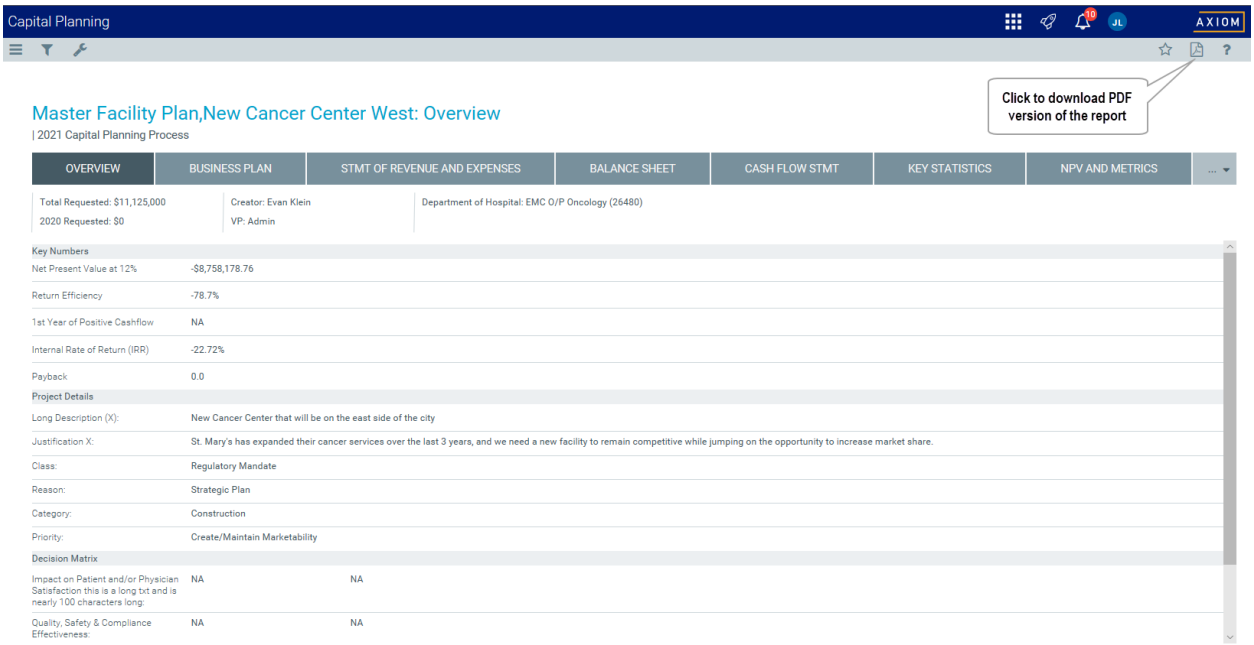


Viewing the Executive Summary report

Click the Executive Summary link in the upper right corner of the page to open the Executive Summary report.

NOTE: By default, the system is set up to link to this report, however, your administrator may customize it to open another report - including a custom report created by your organization. This may include renaming the link.

From his page, you can view the details of the report as well as print a PDF.

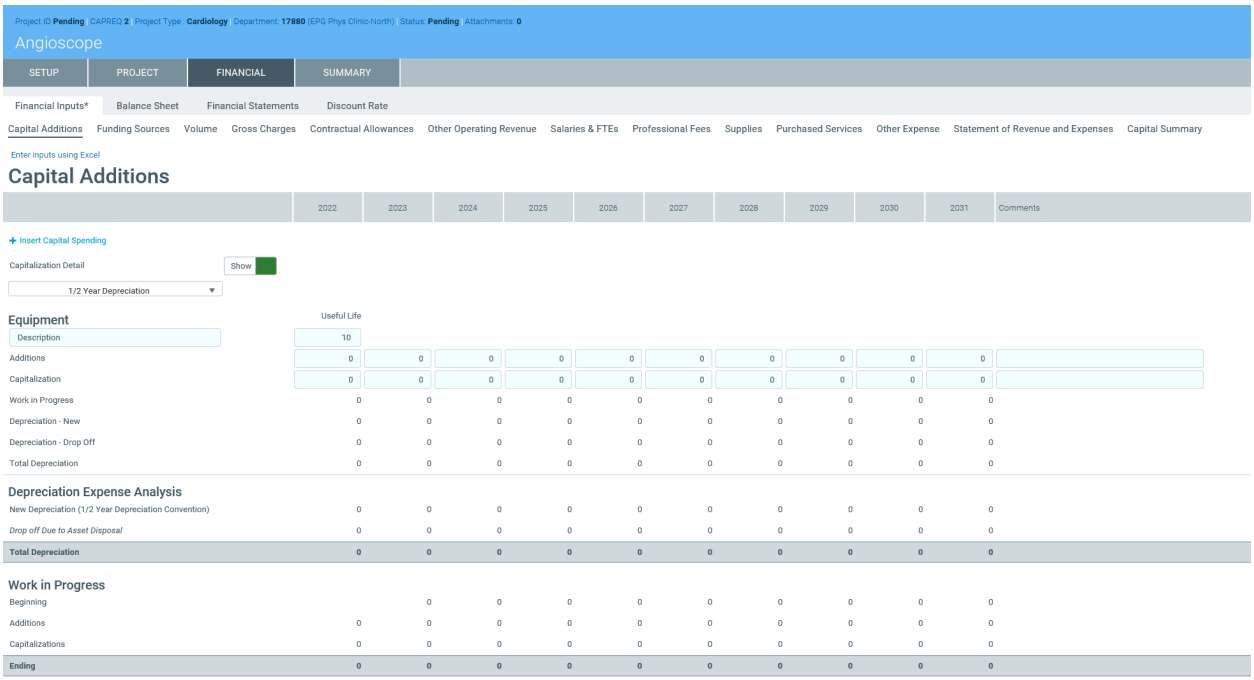


Viewing process status and details for the project

Click the Routing link in the upper right corner of the page to open the Process Routing page, which allows you to view the current process status and details for a particular capital project or purchase request. If you are the current step owner, you can also complete the task from this page. If you are an administrator, you can complete the task for the current step owner and/or move the step to another step in the process. For more information, see Viewing process routing details.

Capital Additions tab

This tab is located in the **Financial Inputs** tab of the project plan file.



NOTE: The system allows you to make a copy of the Financial Inputs tab and rename it. This allows you to model different scenarios in your project. As a result, you may see several versions of the Financial Inputs tab with different names in the project plan.

Use this tab to enter details regarding the capital spending items for your project.

To add or edit capital spending items:

1. From the drop-down, select the depreciation type to use for your items: Full Year Depreciation, 1/2 Year Depreciation, or Monthly Input.
2. To insert an item, click **+ Insert Capital Spending**.
3. From the **Calc Method Variables** dialog, select the project item type from the list, and click **Apply**.
4. In the **Capitalization Detail** row, click the **Show/Hide** toggle to show or hide the capitalization detail, including the Work in Progress, New and Drop Off Depreciation, and Total Depreciation rows.

   NOTE: Click the toggle to **Show** to adjust capitalization. By default, capitalization will occur in the same year as additions.

5. In the **Description** field under the item name, type a description of the item, if needed.
6. In the **Useful Life** field, type the number of years the item will remain in service.

NOTE: Depending on how your organization has configured your project template and your role profile, this field may not display.

7. In each column, enter the capitalization amount for the applicable years.
8. After making any changes, click **Save** in the upper right corner of the page.

At the bottom of the tab, the page displays the following:

Depreciation Expense Analysis
Shows the calculated depreciation amount based on the useful life, the methodology you selected, and when items are capitalized. This information will show up on your income statement.

Work in Progress
Shows the dollars that you have spent but not yet capitalized.

Funding Sources tab

This tab is accessed in the project plan file, in the **Financial Inputs** tab.

NOTE: The system allows you to make a copy of the Financial Inputs tab and rename it. This allows you to model different scenarios in your project. As a result, you may see several versions of the Financial Inputs tab with different names in the project plan.

Use this tab to maintain the funding sources for the project.

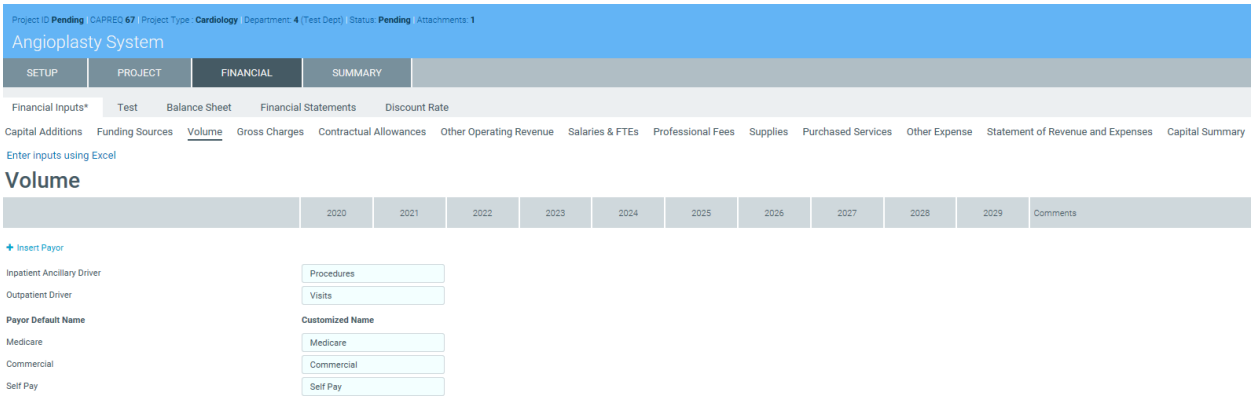
The page displays a default funding source. If you add more funding sources, any amounts you add will be removed from the default funding source.

To add or edit a funding source:

1. To add a funding source, click **+ Insert Funding Source**.
2. From the **Calc Method Variables** dialog, select the funding source, and click **Apply**.
3. In each column year, type the funding source amount.
4. In the **Comments** column, enter further details, if necessary.
5. After making any changes, click **Save** in the upper right corner of the page.

Volume tab

This tab is accessed in the project plan file, in the **Financial Inputs** tab.



NOTE: The system allows you to make a copy of the Financial Inputs tab and rename it. This allows you to model different scenarios in your project. As a result, you may see several versions of the Financial Inputs tab with different names in the project plan.

Use this tab to view and adjust patient volume by payor.

To adjust volume:

1. To insert a payor, click **+ Insert Payor**.
2. From the **Calc Method Variables** dialog, select the payor from the list, and click **Apply**.
3. In the **Inpatient Ancillary Driver** and **Outpatient Driver** field, type the drivers to use for each.

   NOTE: By default, the system has been set up with drivers entered in these fields.

4. For each payor default name, enter a name in the **Customized Name** field that best fits your organization, if needed.
5. For each section, enter rate and/or volume adjustments in the blue cells.

   You can use the **Volume Adjustment** row to add or subtract values from the Total Inpatient Charges, Total Inpatient Procedures, Total Outpatient Visits, and Total % Discharges by Payor cells.

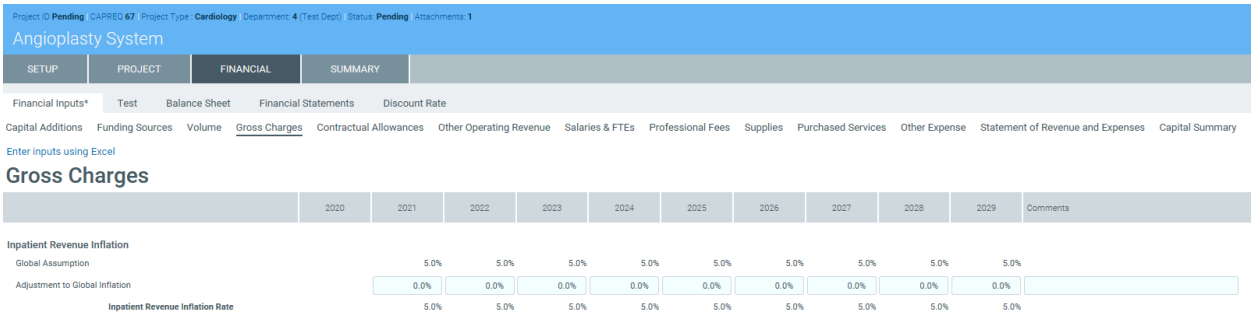
   For example, the Total Inpatient Procedures for 2025 is expected to be 1,000. For 2026, the organization expects 1,500. Instead of entering 1,500, the user can just enter 500 in the Volume Adjustment row. This allows users to easily adjust volume amounts without having to enter totals for each year.

6. In the **Comments** row, enter details, as needed.
7. After making any changes, click **Save** in the upper right corner of the page.

At the bottom of the page, an income statement displays, summarizing the impacts of the project.

Gross Charges tab

This tab is accessed in the project plan file, in the **Financial Inputs** tab.



NOTE: The system allows you to make a copy of the Financial Inputs tab and rename it. This allows you to model different scenarios in your project. As a result, you may see several versions of the Financial Inputs tab with different names in the project plan.

Use this tab to enter growth-rate adjustments to inpatient and outpatient revenue at the global level as well as by day, procedure, and/or visit. This determines the rate to associate with the volume in the Volume tab to determine your organization's revenue.

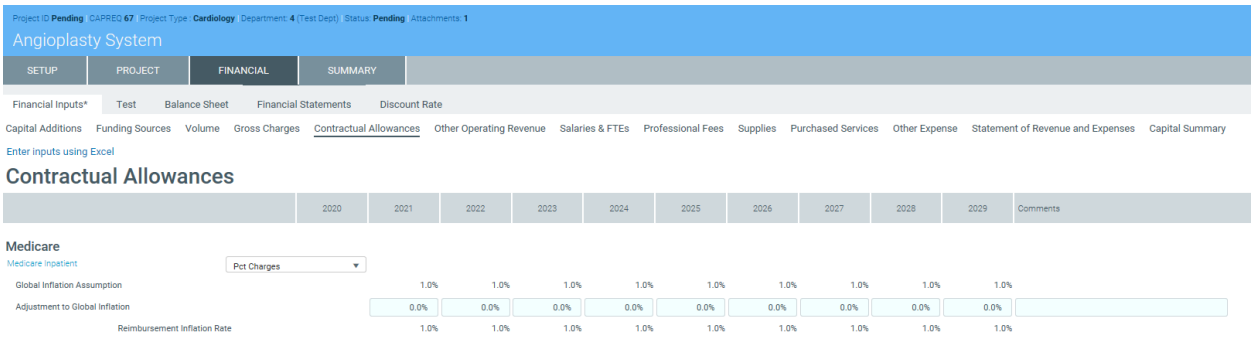
To adjust gross charges:

1. In each blue cell, enter the adjustment percentage or dollar amounts for each revenue type, as needed.
2. In the **Comments** column, enter further details, if needed.
3. After making any changes, click **Save** in the upper right corner of the page.

At the bottom of the page, you can view Total Inpatient Revenue, Total Inpatient Procedure Revenue, and Total Outpatient Revenue.

Contractual Allowances tab

This tab is accessed in the project plan file, in the **Financial Inputs** tab.



NOTE: The system allows you to make a copy of the Financial Inputs tab and rename it. This allows you to model different scenarios in your project. As a result, you may see several versions of the Financial Inputs tab with different names in the project plan.

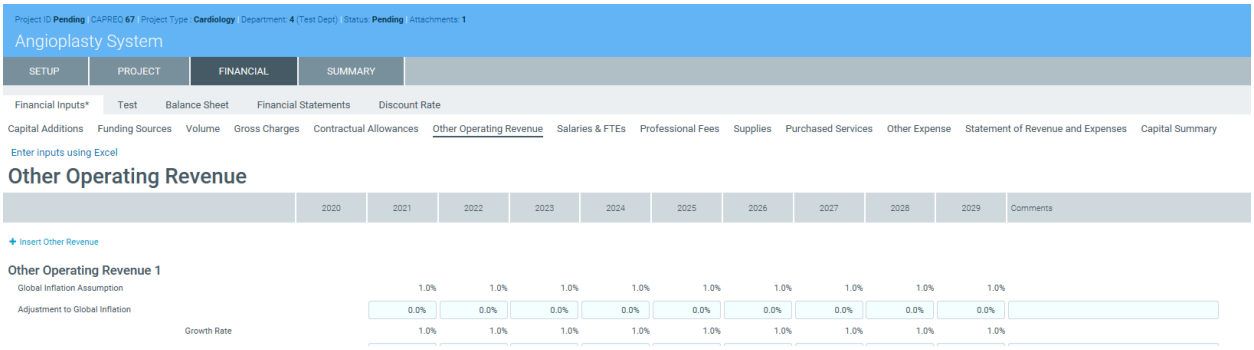
Use this tab to manage reimbursement adjustments from your default payors to model out your reimbursements from year to year.

To make adjustments to payor reimbursements:

1. From the drop-down next to the Inpatient, Inpatient Ancillary, and Outpatient sections for each payor, select how you want to model out the reimbursements by selecting one of the following:
    - ***Payor Name* Inpatient:** Pct Charges, Per Case, Per Diem, Lump Sum
    - ***Payor Name* Inpatient Auxiliary:** Pct Charges, Lump Sum, Per Procedure
    - ***Payor Name* Outpatient:** Pct Changes, Lump Sum, Per Visit
2. In each blue cell, enter a percentage or amount adjustment, as needed.
3. At the bottom of the page, in the **Bad Debt** and **Charity** section, make adjustments for bad debt and charity, which are calculated as a percentage of gross charges.
4. In the **Comments** column, enter further details, if necessary.
5. After making any changes, click **Save** in the upper right corner of the page.

Other Operating Revenue tab

This tab is accessed in the project plan file, in the **Financial Inputs** tab.



NOTE: The system allows you to make a copy of the Financial Inputs tab and rename it. This allows you to model different scenarios in your project. As a result, you may see several versions of the Financial Inputs tab with different names in the project plan.

Use this tab to add additional operating revenue not related to a patient (i.e. gift shop) by entering a first year amount and then applying a growth rate to it.

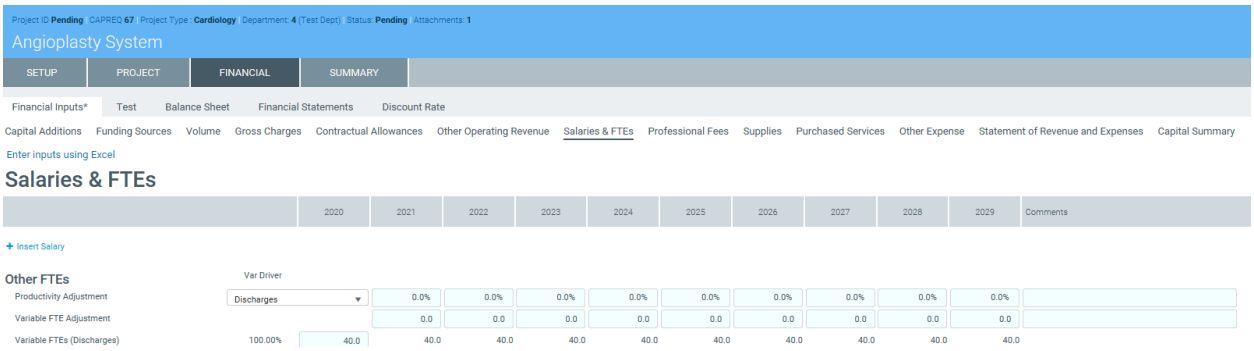
To add or edit operating revenue:

1. To add an other revenue type, click **+ Insert Other Revenue**.

2. From the **Calc Methods Variables** dialog, select an other operating revenue type from the list, and click **Apply**.
3. In the first year column, enter an amount.
4. In the remaining year columns, enter a percent and/or dollar adjustment, as needed.
5. In the **Comments** column, enter further details, if needed.
6. After making any changes, click **Save** in the upper right corner of the page.

Salaries & FTEs tab

This tab is accessed in the project plan file, in the **Financial Inputs** tab.



NOTE: The system allows you to make a copy of the Financial Inputs tab and rename it. This allows you to model different scenarios in your project. As a result, you may see several versions of the Financial Inputs tab with different names in the project plan.

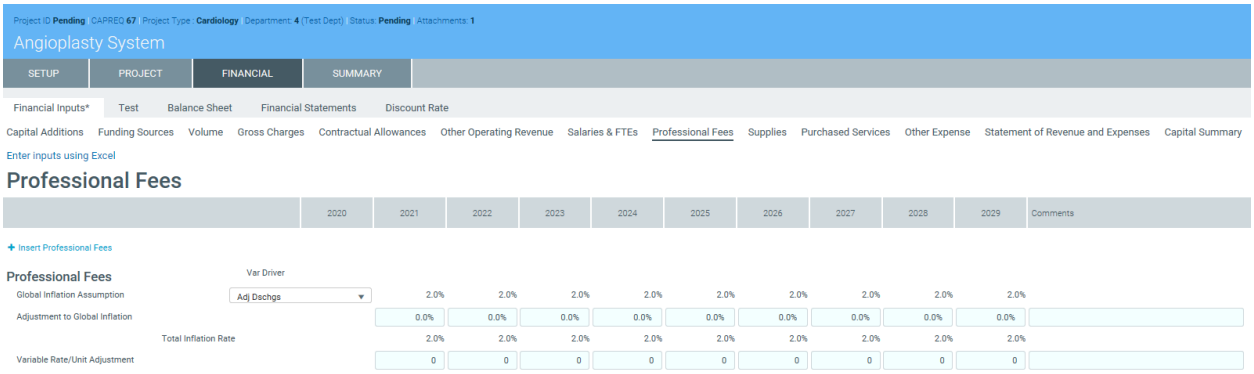
Use this tab manage the salary adjustments for variable and fixed FTEs.

To forecast salaries:

1. To add a salary, click **+ Insert Salary**.
2. From the **Calc Method Variables**, select a salary type from the list, and click **Apply**.
3. In the first column of the **Variable FTEs**, enter the number of variable FTEs.
4. In the **Fixed FTEs** row, enter the number of fixed FTEs.
5. In the **Annual Salary/FTE** row, enter the salary associated with the FTE.
6. In the **Productivity Adjustment** row, from the **Var Driver** drop-down, select the driver to use to drive your variable FTEs.
7. In each blue cell for each year, enter the variable and fixed adjustments for each column, as needed.
8. In the **Comments** column, enter further details, if necessary.
9. After making any changes, click **Save** in the upper right corner of the page.

Professional Fees tab

This tab is accessed in the project plan file, in the **Financial Inputs** tab.



NOTE: The system allows you to make a copy of the Financial Inputs tab and rename it. This allows you to model different scenarios in your project. As a result, you may see several versions of the Financial Inputs tab with different names in the project plan.

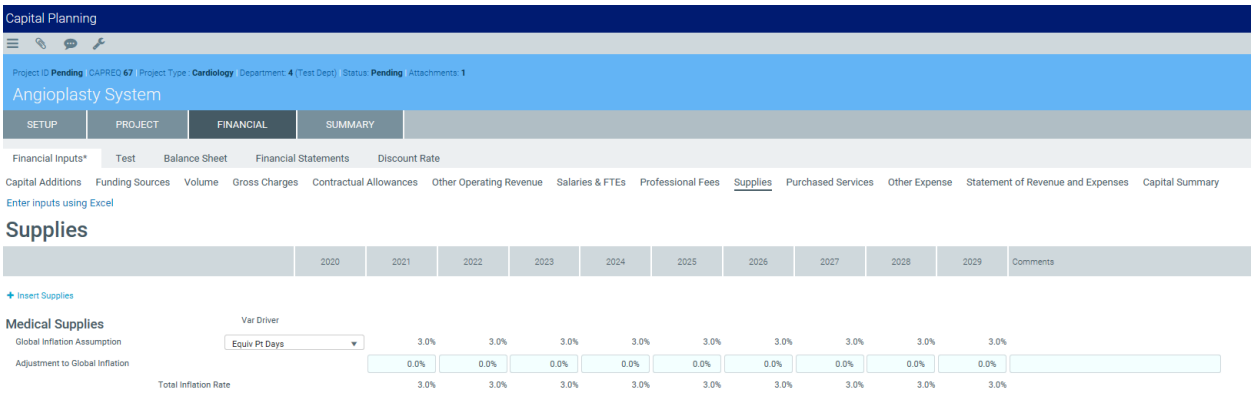
Use this tab manage the adjustments for variable and fixed professional fees.

To forecast professional fees:

1. To add a professional fee, click **+ Insert Professional Fees**.
2. From the **Calc Method Variables** dialog, select a fee type from the list, and click **Apply**.
3. In the **Variable Rate per Unit** row, in the first column, enter a rate.
4. In the **Fixed Expense** row, in the first column, enter a fixed dollar amount.
5. In the **Global Inflation Assumption** row, from the **Var Driver** drop-down, select the driver to use to calculate the variable or fixed fee expense.
6. In each blue cell for each year, enter the variable and fixed adjustments for each column, as needed.
7. In the **Comments** column, enter further details, if necessary.
8. After making any changes, click **Save** in the upper right corner of the page.

Supplies tab

This tab is accessed in the project plan file, in the **Financial Inputs** tab.



NOTE: The system allows you to make a copy of the Financial Inputs tab and rename it. This allows you to model different scenarios in your project. As a result, you may see several versions of the Financial Inputs tab with different names in the project plan.

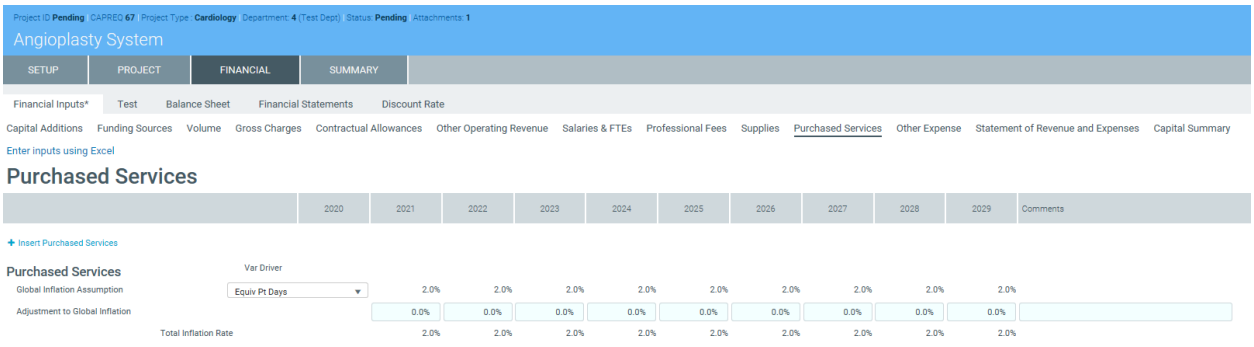
Use this tab manage the adjustments for variable and fixed supplies.

To forecast supplies:

1. To add a supply, click **+ Insert Supply**.
2. From the **Calc Method Variables** dialog, select a supply type from the list, and click **Apply**.
3. In the **Variable Rate per Unit** row, in the first column, enter a rate.
4. In the **Fixed Expense** row, in the first column, enter a fixed dollar amount.
5. In the **Global Inflation Assumption** row, from the **Var Driver** drop-down, select the driver to use to calculate the variable or fixed supply expense.
6. In each blue cell for each year, enter the variable and fixed adjustments for each column, as needed.
7. In the **Comments** column, enter further details, if necessary.
8. After making any changes, click **Save** in the upper right corner of the page.

Purchased Services tab

This tab is accessed in the project plan file, in the **Financial Inputs** tab.



NOTE: The system allows you to make a copy of the Financial Inputs tab and rename it. This allows you to model different scenarios in your project. As a result, you may see several versions of the Financial Inputs tab with different names in the project plan.

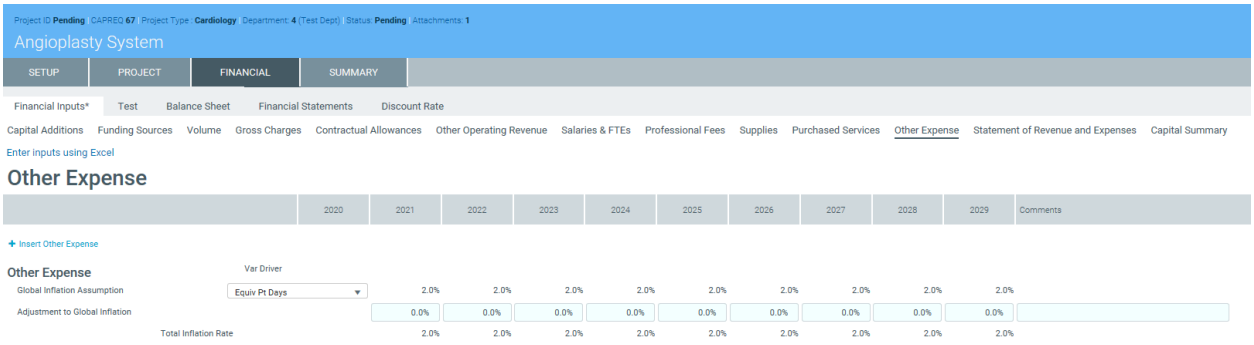
Use this tab manage the adjustments for variable and fixed purchased services.

To forecast purchased services:

1. To add a supply, click **+ Insert Purchased Services**.
2. From the **Calc Method Variables**, select a purchased supply type from the list, and click **Apply**.
3. In the **Variable Rate per Unit** row, in the first column, enter a rate.
4. In the **Fixed Expense** row, in the first column, enter a fixed dollar amount.
5. In the **Global Inflation Assumption** row, from the **Var Driver** drop-down, select the driver to use to calculate the variable or fixed purchased services expense.
6. In each blue cell for each year, enter the variable and fixed adjustments for each column, as needed.
7. In the **Comments** column, enter further details, if necessary.
8. After making any changes, click **Save** in the upper right corner of the page.

Other Expense tab

This tab is accessed in the project plan file, in the **Financial Inputs** tab.



NOTE: The system allows you to make a copy of the Financial Inputs tab and rename it. This allows you to model different scenarios in your project. As a result, you may see several versions of the Financial Inputs tab with different names in the project plan.

Use this tab manage the adjustments for other variable and fixed expenses.

To forecast purchased services:

1. To add a supply, click **+ Insert Other Expense**.
2. From the **Calc Method Variables** dialog, select an expense type from the list, and click **Apply**.
3. In the **Variable Rate per Unit** row, in the first column, enter a rate.
4. In the **Fixed Expense** row, in the first column, enter a fixed dollar amount.
5. In the **Global Inflation Assumption** row, from the **Var Driver** drop-down, select the driver to use to calculate the variable or fixed expense.
6. In each blue cell for each year, enter the variable and fixed adjustments for each column, as needed.
7. In the **Comments** column, enter further details, if necessary.
8. After making any changes, click **Save** in the upper right corner of the page.

Statement of Revenue and Expenses tab

This tab is accessed in the project plan file, in the **Financial Inputs** tab.

NOTE: The system allows you to make a copy of the Financial Inputs tab and rename it. This allows you to model different scenarios in your project. As a result, you may see several versions of the Financial Inputs tab with different names in the project plan.

Use this tab to review patient revenue, deductions from revenue, and operating expenses for the Financial Inputs tab.

Capital Summary tab

This tab is accessed in the project plan file, in the **Financial Inputs** tab.

NOTE: The system allows you to make a copy of the Financial Inputs tab and rename it. This allows you to model different scenarios in your project. As a result, you may see several versions of the Financial Inputs tab with different names in the project plan.

Use this tab to view a summary of your capital spending (from the Capital Additions tab) by category in the following areas:

- Total requested
- Total capitalization
- Total depreciation

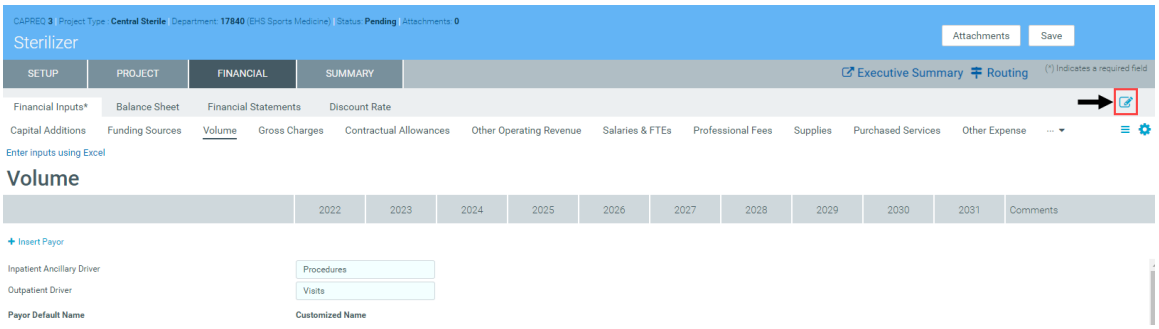
Adding or renaming additional Financial Input sheets

When creating a Threshold capital project, you can add multiple Financial Input sheets to help you input different financial information for a project. You can also rename the Financial Input and any additional sheets to best suit the needs of your organization.

By default, the financials from each Financial Input sheet that you add flow into the Balance Sheet and Financial Statements worksheets, but you can integrate this functionality in the Settings options for each sheet. If you disable this option, the system will not include the financial information in the Balance Sheet or Financial Statement. By enabling and disabling the Financial Input sheets, you can see what impact each analysis will have on your consolidated analysis by calculating the individual contribution margin and income statement for each sheet.

To add additional Financial Input sheets to a Threshold project:

1. Create a Threshold capital project or open an existing project.
2. Click the **Financials** tab.
3. On the right side of the page, click the notepad icon.

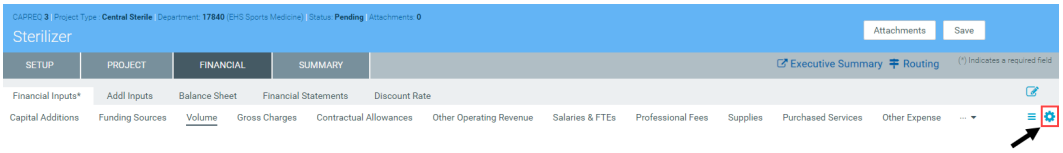


4. In the **Manage Financial Sheets** dialog, do any of the following, as needed, and click **Save**:

   - In the **New Sheet Name** field, type a name for the sheet.
   - In the **Renaming Existing Financial Sheets** section, type a new name for one or more Financial Input sheets.

   The new sheet displays as a sub-tab next to the Financial Inputs sub-tab.

5. Configure the settings for additional sheets by doing the following:
   a. On the left side of the page, click the gear icon.



   b. In the **Settings** dialog, do the following, as needed:

Option	Description
Integrated Financials	• To include the results in the Balance Sheet and Financial Statements sheet, from the drop-down, select **Yes**. **NOTE:** This is set to Yes by default. • To exclude the results from the Balance Sheet and Financial Statements sheet, from the drop-down, select **No**. **TIP:** To analyze different Financial Input scenarios, you can integrate this functionality for each sheet that you add.

Option	Description
Pro Forma Start Year	The start year for the project. **NOTE:** You cannot edit this field. It is assumed that any additional Financial Input tabs that you add apply to the same start year.
Input Years	The default input years for the project based on the template configurations set up by your organization.
Input Years	To change the input years, from the drop-down, select a number.

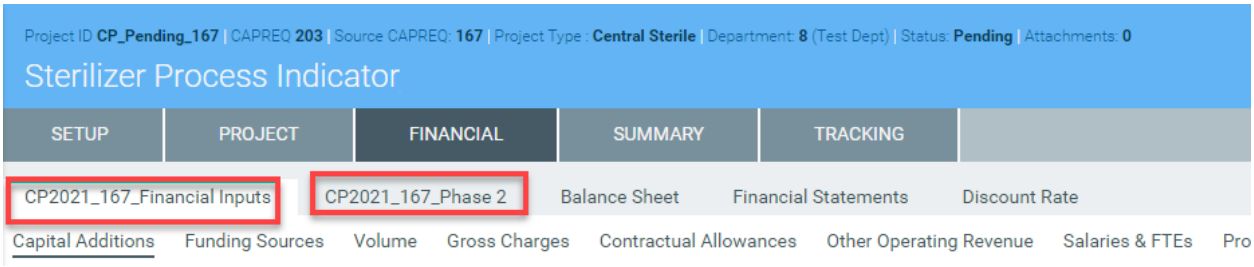
c. Click **OK**.

6. Complete the fields in the tab using the instructions in the following topic .
7. Complete steps 3-6 for each new sheet to add to your project.
8. After making your changes, in the upper right corner of the page, click **Save**.

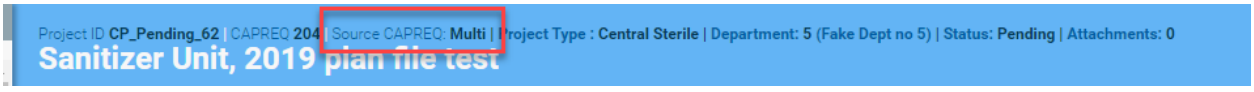
IMPORTANT: When you add additional Financial Input sheets, you will need to refresh each sheet when the Pro Forma Start Year is changed in the original Financial Inputs sheet. For more information, see Refreshing additional Financial Input sheets.

▶ Transferring capital projects with additional Financial Input sheets to Axiom Capital Tracking

When transferring capital project plan files that include additional or renamed Financial Input sheets to Capital Tracking, the tab names will display CP_source file group year_sheet name, as shown in the following example:



Also, when transferring multiple Capital Project plan files to an existing Capital Tracking plan file, the **Source CAPREQ** area at the top of the plan file page displays "Multi" as shown in the following example:



Refreshing additional Financial Input sheets

If your Threshold capital plan includes additional Financial Input sheets, you need to refresh them if you change the Pro Forma Start year in the original Financial Inputs page.

> **TIP:** When you change the start year, the system will display a warning in the Settings dialog to refresh each additional Financial Input sheet.

To refresh additional Financial Input sheets:

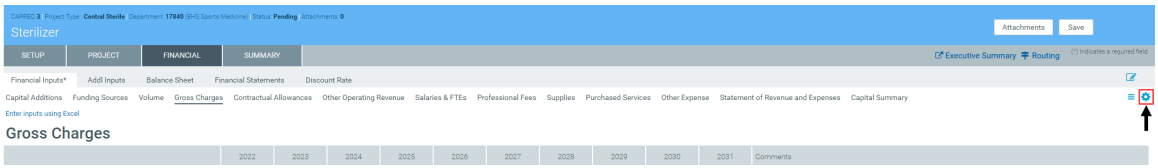
1. In the **Financial Inputs** tab, change the Pro Forma start year.
2. Navigate to the additional Financial Input sheet.
3. For each additional sheet, click the refresh icon on the right side of the page.

Setting forecast years in a Threshold project

Use this option to configure a driver to include a forecast between three and ten years of projections.

To set forecast years in a Threshold project:

1. Create a Threshold capital project or open an existing project.
2. Click the **Financial** tab.
3. In the **Financial Inputs** sub-tab, click the gear icon on the right side of the page.



4. In the **Settings** dialog, do the following, as needed:

Option	Description
Integrated Financials	• To include the results in the Balance Sheet and Financial Statements sheet, from the drop-down, select **Yes**. **NOTE:** This is set to Yes by default. • To exclude the results from the Balance Sheet and Financial Statements sheet, from the drop-down, select **No**.
Pro Forma Start Year	Select the year the project will start. **IMPORTANT:** If the plan file includes additional Financial Input sheets, the system displays a warning message that you need to refresh each additional Financial Inputs tab that was added to the plan file. For more information, see Refreshing additional Financial Input sheets.
Input Years	The default input years for the project based on the template configurations set up by your organization.
Input Years	To change the input years, from the drop-down, select a number.

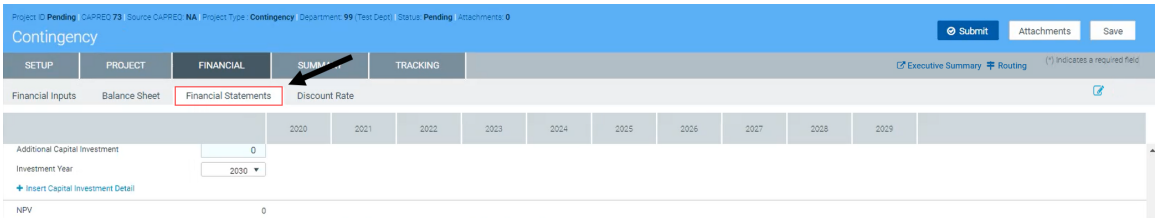
5. Click **OK**.
6. After making your changes, in the upper right corner of the page, click **Save**.

Entering performance tracking measures in a Threshold project

In Threshold projects, you can enter planned items that you want to track over the life of the project. For example, let's say your organization wants to track the number of hospital beds that will be added as a result of a specific project.

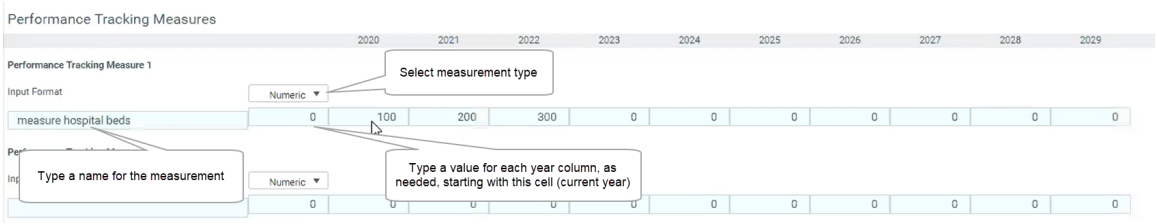
To enter performance tracking measures in a Threshold project:

1. Open or create a Threshold project.
2. In the **Financial** tab, click the **Financial Statements** tab.



3. In the **Performance Tracking Measures** section at the bottom of the page, complete the following for each measurement you want to track:
   a. In the **Input Format** field, type the measure name. For example, Number of Beds.
   b. From the drop-down, select the measure value type to track.

c. In the current year column (the first year column) and for each subsequent year, type the value to track.



4. Click **Save**.

The measure you enter here are included in the Retrospective Comprehensive Update report.

NOTE: In the **Financial** tab > **Financial Statements** tab you can also view NPV information for up to 100 years in the future to mimic perpetuity.

Entering financial inputs for Threshold (Pro Forma) projects using Excel

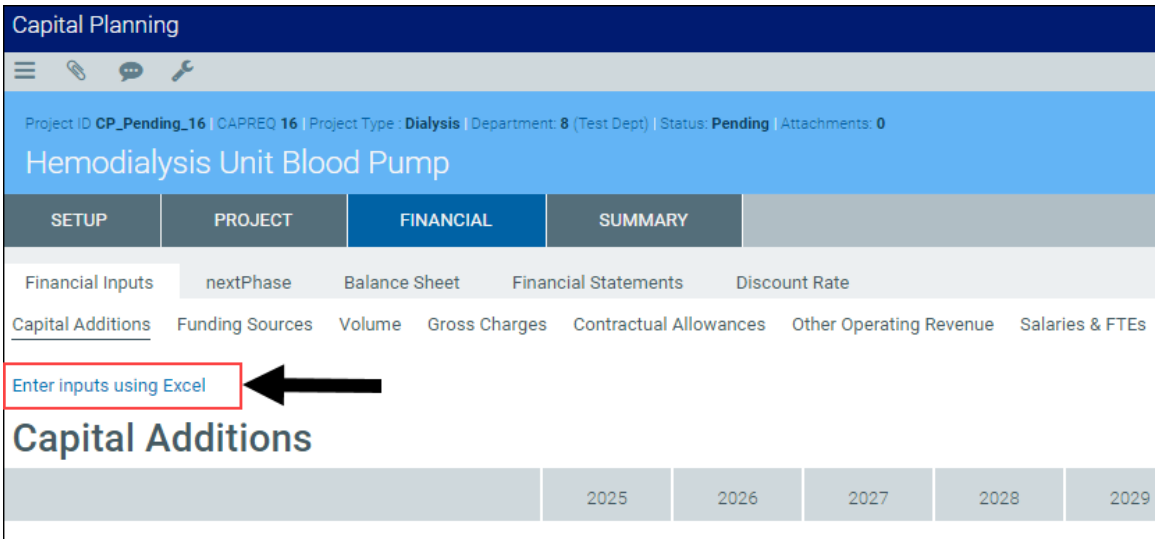
Instead of using the Threshold (Pro Forma) project web form, you can enter financial input and balance sheet values using the Excel Pro Forma utility. This gives you all the functionality of Excel for greater control when auditing and viewing the formulas used to calculate project budget values.

NOTE: This feature will not display if a user is assigned a role profile that has read-only permission to plan files or if someone else has the plan file open and has Save Lock enabled.

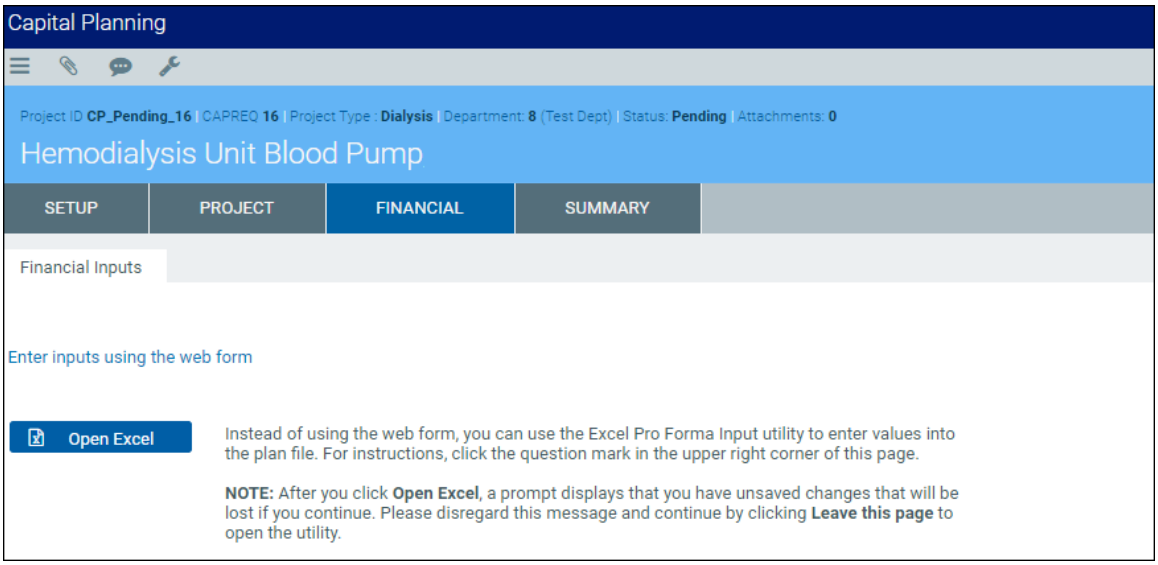
TIP: The Excel Pro Forma Utility launches to display the sheet you were on. However, if the plan file has more than one sheet, you can open other sheets by refreshing the Excel utility (F9), and selecting another sheet from the Refresh Variables dialog.

To enter financial inputs for Threshold (Pro Forma) projects using Excel:

1. Create or open the Threshold project.
2. In the **Financial Inputs** tab (or a copy of the Financial Inputs tab), click **Enter inputs using Excel**.



3. At the **Click OK to save and continue to Excel Pro Forma Input** prompt, click **OK**.
4. The content in the **Financial Inputs** tab is replaced with a description and instructions for the Excel Pro Forma utility and an **Open Excel** button. Click the button to launch the utility.



5. A prompt displays that you have unsaved changes that will be lost if you continue. Disregard this message and continue by clicking **Leave this page** to open the utility.

   NOTE: The utility opens in the Desktop Client version of Axiom Capital Planning.

6. In the **Financial** tab, complete the following sections in the worksheet, as described in the sections listed in the following table:

TIP: To jump directly to a section in the worksheet, in the **Main** ribbon tab, click **GoTo > Financials**, and select the section.

Section	Description
Capital Additions	Enter details regarding the capital spending items for your project
Funding Sources	Designate and manage the funding sources for the project
Volume	View and adjust patient volume by payor
Gross Charges	Enter growth-rate adjustments to inpatient and outpatient revenue at the global level as well as by day, procedure, and/or visit.
Contractual Allowances	Manage reimbursement adjustments from your default payors to model out your reimbursements from year to year
Other Operating Revenue	Manage additional operating revenue not related to a patient
Salaries & FTEs	Manage salary adjustments for variable and fixed FTEs
Professional Fees	Manage adjustments for variable and fixed professional fees
Supplies	Manage adjustments for variable and fixed supplies
Purchased Services	Manage adjustments for variable and fixed purchased services
Other Expenses	Manage adjustments for other variable and fixed expenses
Statement of Revenue and Expense	Review patient revenue, deductions from revenue, and operating expenses
Capital Summary	View a summary of your capital spending (from the Capital Additions section) by category

7. In the **Balance Sheet** tab, enter debt, assets, and expenses related to the project for each upcoming fiscal year. Inputs include the following:

    - Long term debt additions
    - Current maturities of debt
    - Interest expense
    - Unrestricted net assets
    - Unrestricted and board designated investments

8. After making your changes, in the **Main** ribbon tab, click **Save**. The changes are saved back to the Summary tab of the Threshold project web form.
9. At the **Save to Database Status** prompt, click **OK**.
10. Close the Desktop Client.
11. In the Threshold project web form, click the **Summary** tab to view your changes.

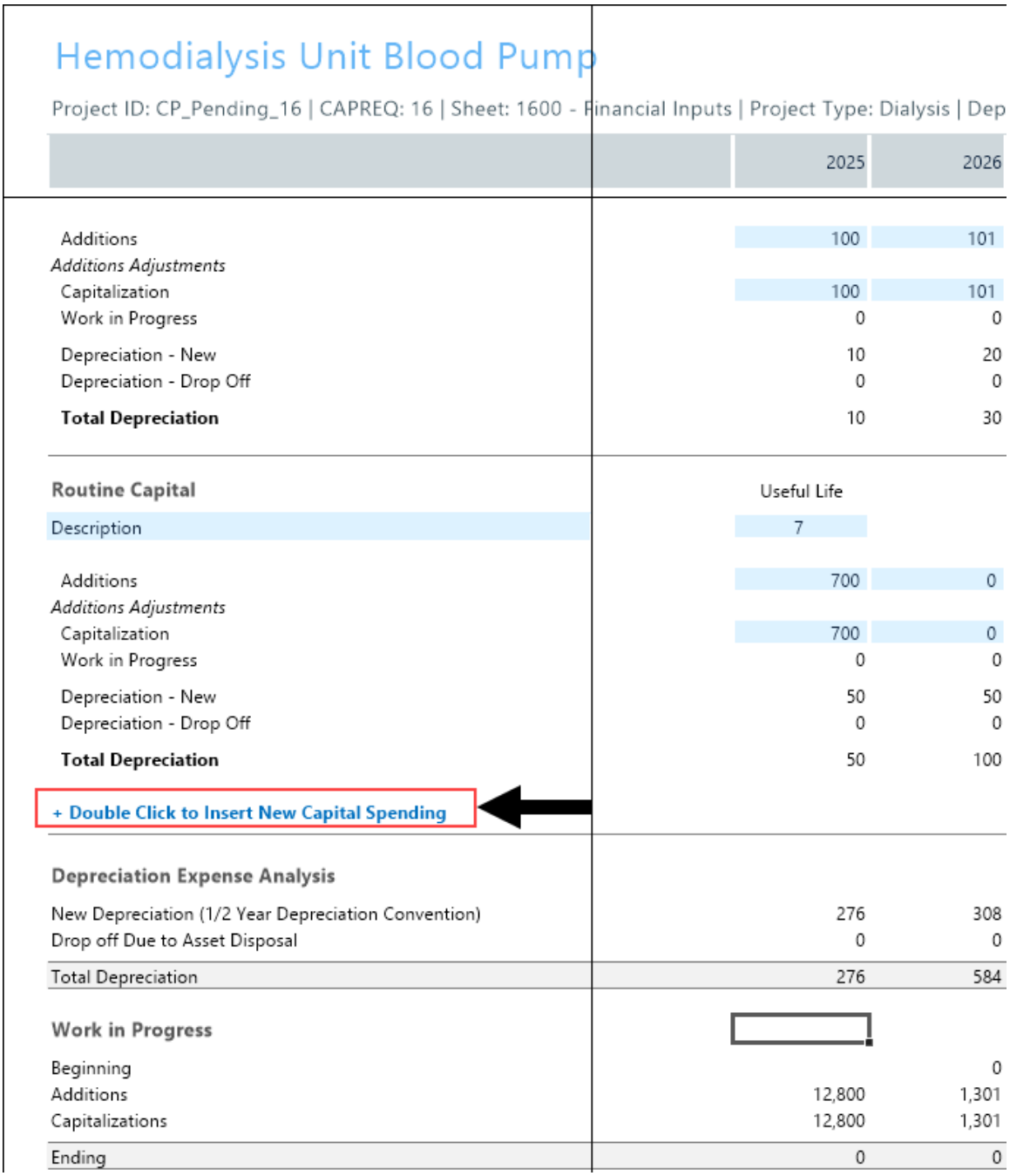
Capital Additions

Use this section to enter details regarding the capital spending items for your project.

To add or edit capital spending items:

1. From the **Depreciation Methodology** drop-down, select the depreciation type to use for your items: Full Year Depreciation, 1/2 Year Depreciation, or Monthly Input.
2. To add an item, click **+ Double Click to Insert New Capital Spending**.

> **TIP:** You may have to scroll down a bit to see this. It is located right above the **Depreciation Expense Analysis** section, as shown in the following screen shot.



Hemodialysis Unit Blood Pump

Project ID: CP_Pending_16 | CAPREQ: 16 | Sheet: 1600 - Financial Inputs | Project Type: Dialysis | Dep

	2025	2026
Additions	100	101
Additions Adjustments		
Capitalization	100	101
Work in Progress	0	0
Depreciation - New	10	20
Depreciation - Drop Off	0	0
Total Depreciation	10	30
Routine Capital	Useful Life	
Description	7	
Additions	700	0
Additions Adjustments		
Capitalization	700	0
Work in Progress	0	0
Depreciation - New	50	50
Depreciation - Drop Off	0	0
Total Depreciation	50	100
+ Double Click to Insert New Capital Spending		
Depreciation Expense Analysis		
New Depreciation (1/2 Year Depreciation Convention)	276	308
Drop off Due to Asset Disposal	0	0
Total Depreciation	276	584
Work in Progress		
Beginning		0
Additions	12,800	1,301
Capitalizations	12,800	1,301
Ending	0	0

3. From the **Calc Method Variables** dialog, click **Choose Value** to select the project item type from the list, and then click **OK**.
4. In the **Description** field under the item name, type a description of the item, if needed.
5. In the **Useful Life** field, type the number of years the item will remain in service.

NOTE: Depending on how your organization has configured your project template and your role profile, this field may not display.

6. In each column, enter the capitalization amount for the applicable years.
7. After making your changes, in the **Main** ribbon tab, click **Save** .

At the bottom of the Capital Additions section, the worksheet displays the following:

Depreciation Expense Analysis
This area shows the calculated depreciation amount based on the useful life, the methodology you selected, and when items are capitalized. This information will show up on your income statement.

Work in Progress
This area shows the dollars that you have spent but not yet capitalized.

Funding Source

Use this section to designate the funding sources for the project.

The section of the worksheet displays a default funding source. If you add more funding sources, any amounts you add will be removed from the default funding source.

To add or edit a funding source:

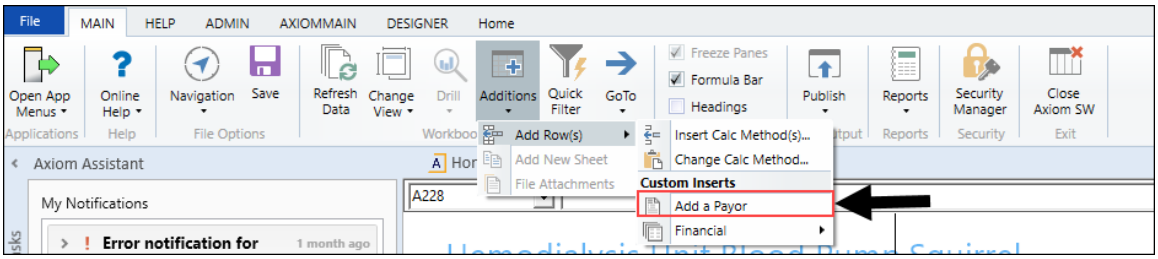
1. To add a funding source, click **+ Double Click to Insert Funding Source**.
2. From the **Calc Method Variables** dialog, click Choose Value to select the funding source, and click **OK**.
3. In each column year, type the funding source amount.
4. In the **Comments** column, enter further details, if necessary.
5. After making your changes, in the **Main** ribbon tab, click **Save** .

Volume

Use this section to view and adjust patient volume by payor.

To adjust volume:

1. To insert a payor, in the **Main** ribbon tab, click **Additions** > **Add Row(s)** > **Add a Payor**.



2. From the **Choose Value** dialog, select the payor from the list, and click **OK**.
3. In the **Inpatient Ancillary Driver** and **Outpatient Driver** fields, type the driver to use for each.

   NOTE: By default, the system has been set up with drivers entered in these fields.

4. For each payor default name, enter a name in the **Customized Name** field that best fits your organization, if needed.
5. For each section, enter rate and/or volume adjustments in the blue cells.

   You can use the **Volume Adjustment** row to add or subtract values from the Total Inpatient Charges, Total Inpatient Procedures, Total Outpatient Visits, and Total % Discharges by Payor cells.

   For example, the Total Inpatient Procedures for 2025 is expected to be 1,000. For 2026, the organization expects 1,500. Instead of entering 1,500, the user can just enter 500 in the Volume Adjustment row. This allows users to easily adjust volume amounts without having to enter totals for each year.
6. In the **Comments** row, enter details, as needed.
7. After making your changes, in the **Main** ribbon tab, click **Save** .

At the bottom of the section, an income statement displays, summarizing the impacts of the project.

Gross Charges

Use this tab to enter growth-rate adjustments to inpatient and outpatient revenue at the global level as well as by day, procedure, and/or visit. This determines the rate to associate with the volume in the Volume tab to determine your organization's revenue.

To adjust gross charges:

1. In each blue cell, enter the adjustment percentage or dollar amounts for each revenue type, as needed.
2. In the **Comments** column, enter further details, if needed.
3. After making your changes, in the **Main** ribbon tab, click **Save** .

At the bottom of the page, you can view Total Inpatient Revenue, Total Inpatient Procedure Revenue, and Total Outpatient Revenue.

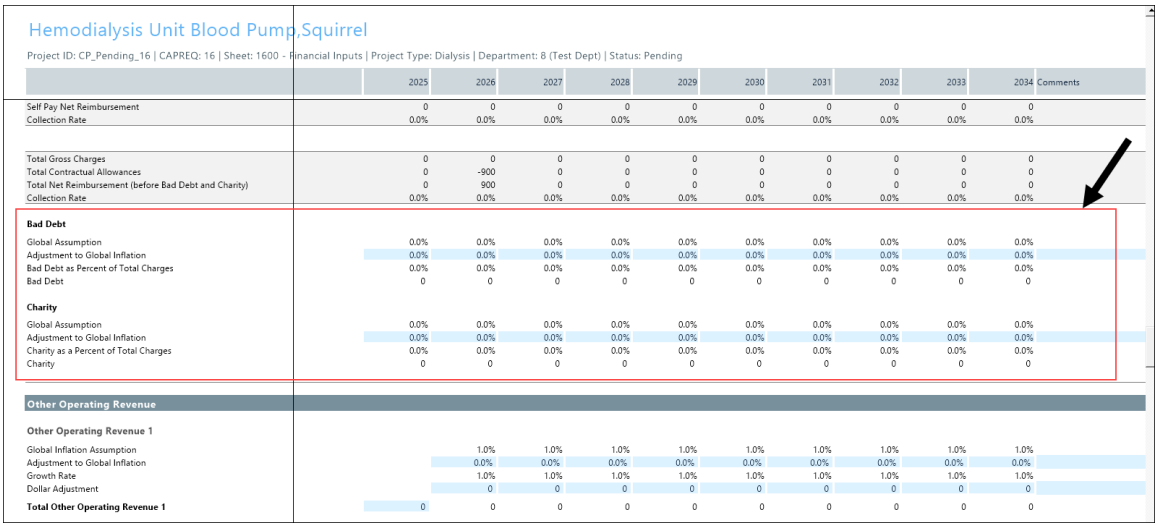
Contractual Allowances

Use this tab to manage reimbursement adjustments from your default payors to model out your reimbursements from year to year.

To adjustment payor reimbursements:

1. From the drop-down next to the Inpatient, Inpatient Ancillary, and Outpatient sections for each payor, select how you want to model out the reimbursements by selecting one of the following:
    - ***Payor Name* Inpatient:** Pct Charges, Per Case, Per Diem, Lump Sum
    - ***Payor Name* Inpatient Auxiliary:** Pct Charges, Lump Sum, Per Procedure
    - ***Payor Name* Outpatient:** Pct Changes, Lump Sum, Per Visit
2. In each blue cell, enter a percentage or amount adjustment, as needed.
3. At the bottom of the page, in the **Bad Debt** and **Charity** section, enter adjustments for bad debt and charity, which are calculated as a percentage of gross charges.

    TIP: You may have to scroll down a bit to see these sections. It is located right above the **Other Operating Revenue** section, as shown in the following screen shot.



4. In the **Comments** column, enter further details, if necessary.
5. After making your changes, in the **Main** ribbon tab, click **Save** .

Other Operating Revenue

Use this section to manage additional operating revenue not related to a patient (i.e. gift shop) by entering a first year amount and then applying a growth rate to it.

To add or edit operating revenue:

1. To add another revenue type, click **+ Double Click to Insert Other Revenue**.

2. From the **Calc Methods Variables** dialog, select an operating revenue type from the list, and click **OK**.
3. In the **Total Other Operating Revenue** row, in the first column, enter an amount.
4. In the remaining year columns, enter a percent and/or dollar adjustment, as needed.
5. In the **Comments** column, enter further details, if needed.
6. After making your changes, in the **Main** ribbon tab, click **Save** .

Salaries & FTEs

Use this tab manage the salary adjustments for variable and fixed FTEs.

To forecast salaries:

1. To add a salary, click **+ Double Click to Insert Salaries**.
2. From the **Calc Method Variables** dialog, click **Choose Value** to select a salary type from the list, and click **OK**.
3. In the **Productivity Adjustment** row, from the **Var Driver** drop-down, select the driver to use to drive your variable FTEs.
4. In the first column of the **Variable FTEs**, enter the number of variable FTEs.
5. In the **Fixed FTEs** row, enter the number of fixed FTEs.
6. In the **Annual Salary/FTE** row, enter the salary associated with the FTE.
7. In each blue cell for each year, enter the variable and fixed adjustments for each column, as needed.
8. In the **Comments** column, enter further details, if necessary.
9. After making your changes, in the **Main** ribbon tab, click **Save** .

Professional Fees

Use this section to manage the adjustments for variable and fixed professional fees.

To forecast professional fees:

1. To add a professional fee, click **+ Double Click to Insert Professional Fees**.
2. From the **Calc Method Variables** dialog, click **Choose Value** to select a fee type from the list, and click **OK**.
3. In the **Global Inflation Assumption** field, from the **Var Driver** drop-down, select the driver to use to calculate the variable or fixed fee expense.
4. In the **Variable Rate per Unit** row, in the first column, enter a rate.
5. In the **Fixed Expense** row, in the first column, enter a fixed dollar amount.

6. In the **Global Inflation Assumption** row, from the **Var Driver** drop-down, select the driver to use to calculate the variable or fixed fee expense.
7. In each blue cell for each year, enter the variable and fixed adjustments for each column, as needed.
8. In the **Comments** column, enter further details, if necessary.
9. After making your changes, in the **Main** ribbon tab, click **Save** .

Supplies

Use this section to manage the adjustments for variable and fixed supplies.

To forecast supplies:

1. To add a supply, click **+ Double Click to Insert Supply**.
2. From the **Calc Method Variables** dialog, click **Choose Value** to select a supply type from the list, and click **OK**.
3. In the **Global Inflation Assumption** row, from the **Var Driver** drop-down, select the driver to use to calculate the variable or fixed supply expense.
4. In the **Variable Rate per Unit** row, in the first column, enter a rate.
5. In the **Fixed Expense** row, in the first column, enter a fixed dollar amount.
6. In each blue cell for each year, enter the variable and fixed adjustments for each column, as needed.
7. In the **Comments** column, enter further details, if necessary.
8. After making your changes, in the **Main** ribbon tab, click **Save** .

Purchased Services

Use this section to manage the adjustments for variable and fixed purchased services.

To forecast purchased services:

1. To add a supply, click **+ Double Click to Insert Purchased Services**.
2. From the **Calc Method Variables**, click **Choose Value** to select a purchased supply type from the list, and click **OK**.
3. In the **Global Inflation Assumption** row, from the **Var Driver** drop-down, select the driver to use to calculate the variable or fixed purchased services expense.
4. In the **Variable Rate per Unit** row, in the first column, enter a rate.
5. In the **Fixed Expense** row, in the first column, enter a fixed dollar amount.
6. In each blue cell for each year, enter the variable and fixed adjustments for each column, as

needed.

7. In the **Comments** column, enter further details, if necessary.
8. After making your changes, in the **Main** ribbon tab, click **Save** .

Other Expenses

Use this section to manage the adjustments for other variable and fixed expenses.

To forecast purchased services:

1. To add a supply, click **+ Double Click to Insert Other Expense**.
2. From the **Calc Method Variables** dialog, click **Choose Value** to select an expense type from the list, and click **OK**.
3. In the **Global Inflation Assumption** row, from the **Var Driver** drop-down, select the driver to use to calculate the variable or fixed expense.
4. In the **Variable Rate per Unit** row, in the first column, enter a rate.
5. In the **Fixed Expense** row, in the first column, enter a fixed dollar amount.
6. In each blue cell for each year, enter the variable and fixed adjustments for each column, as needed.
7. In the **Comments** column, enter further details, if necessary.
8. After making your changes, in the **Main** ribbon tab, click **Save** .

Statement of Revenue and Expense

Use this section to review patient revenue, deductions from revenue, and operating expenses for project financial inputs.

Capital Summary

Use this section to view a summary of your capital spending (from the Capital Additions section) by category in the following areas:

- Total requested
- Total capitalization
- Total depreciation

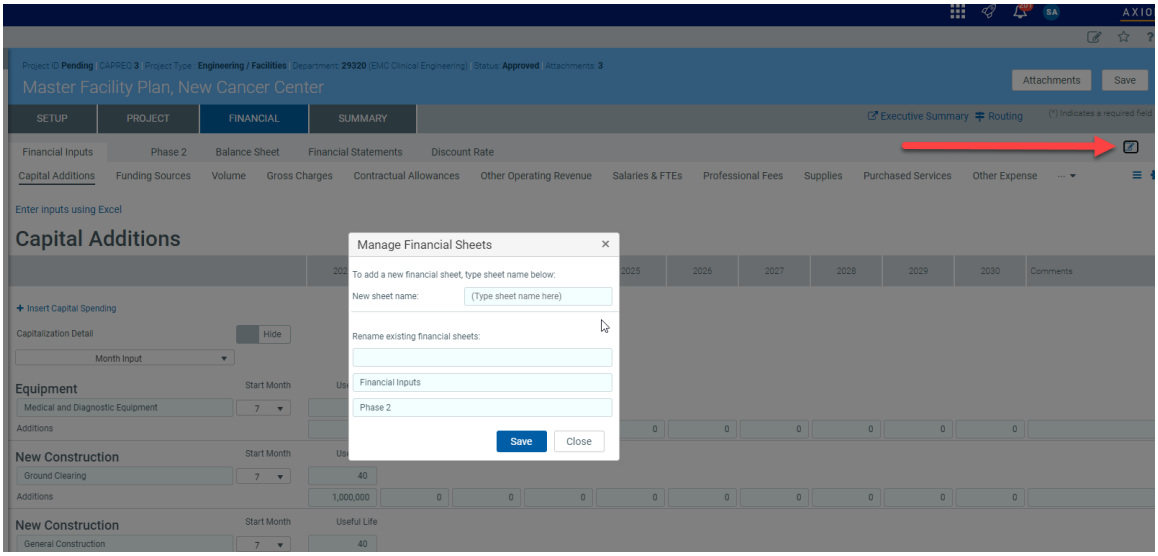
Deleting sheets from a Threshold (pro forma) project

You can delete additional sheets added to a pro forma project but not the original sheet itself.

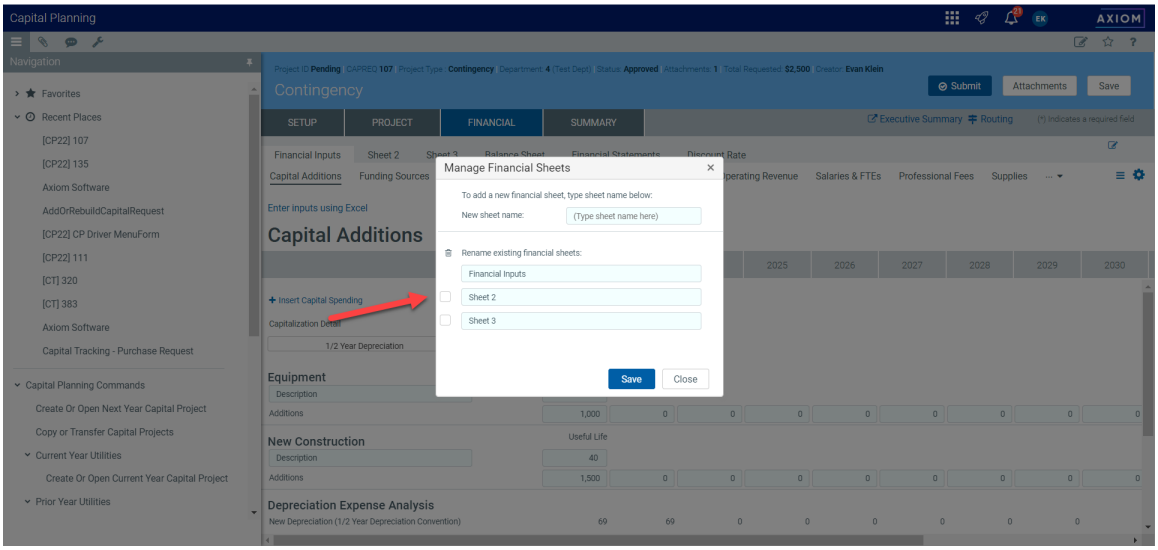
IMPORTANT: All accompanying data will be permanently lost when you delete sheets from the project.

To delete sheets from a Threshold (pro forma) project:

1. Open the project.
2. Click the notepad icon in the upper left corner of the page.



3. In the **Manage Financial Sheets** dialog, select the check box next to the sheets to delete, and click **Save**.

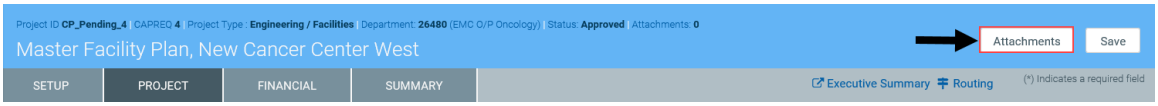


Managing attachments for capital project requests

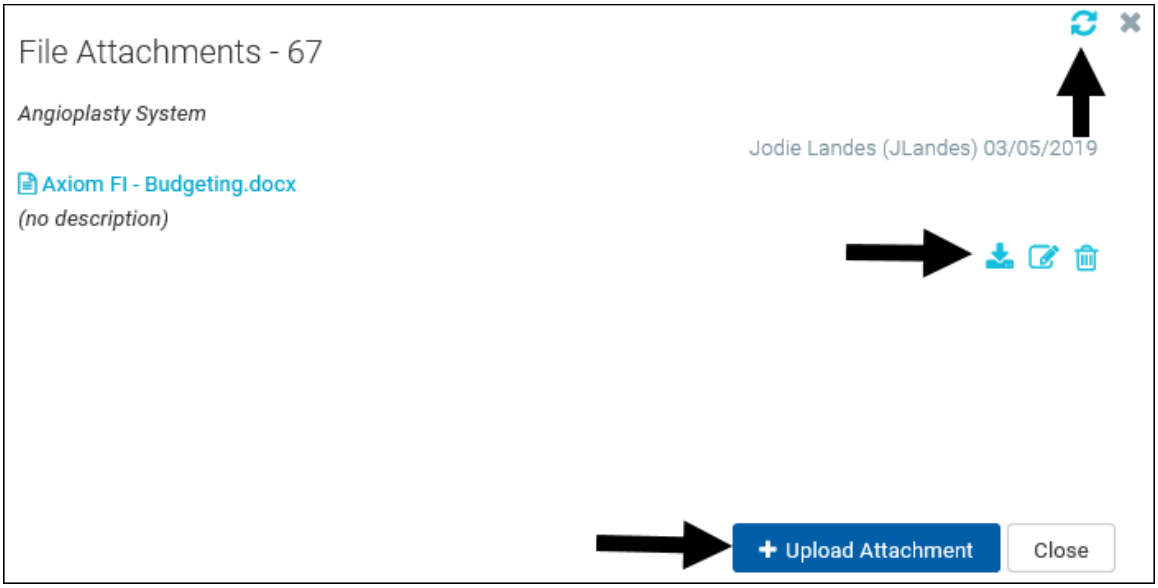
Your capital project request may require that you include supporting files and other documentation. In the Capital Project

To manage attachments for capital project requests:

1. Create or modify a capital project plan.
2. Click the **Attachments** button in the upper left corner of the page.



3. Do any of the following:
   - **Upload an attachment** - Click **+ Upload Attachment**. Select the file to upload, and click **Open**.
   - **Download an attachment** - Hover your mouse cursor near the file name, click the down arrow icon . Open or save the document to your workstation.
   - **Edit an attachment** - Hover your mouse cursor near the file name, and click the notepad icon. Edit the file name and/or description, and click **OK**.
   - **Delete an attachment** - Hover your mouse cursor near the file name, and click the trashcan icon. At the confirmation prompt, click **OK**.
   - **Refresh attachment list** - Click the circular arrows icon.



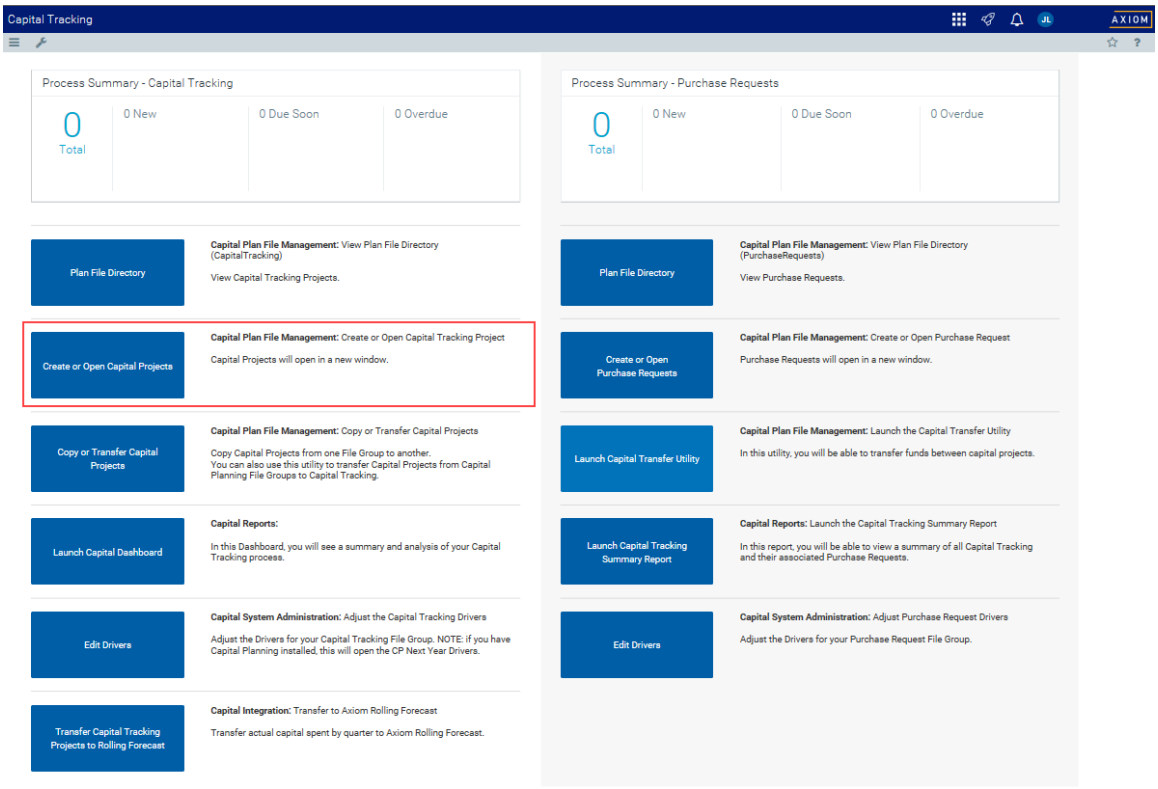
4. After making your changes, click **Close**.

Opening a current year non-budgeted project

To open a current year non-budgeted project:

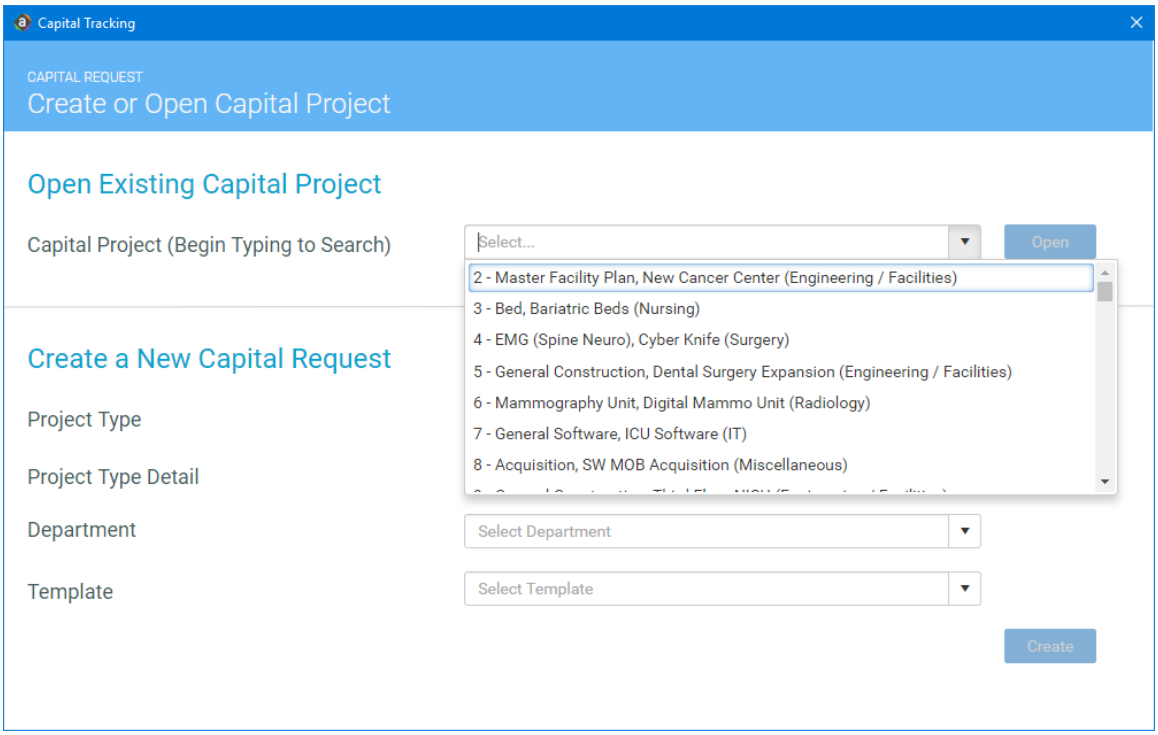
1. From the Axiom Capital Tracking home page, click **Create or Open Capital Projects**.

> **NOTE:** To access this location from the Cap Tracking Admin task pane, in the **Capital Tracking Commands** section, double-click **Create or Open Capital Project**.



2. In the **Open Existing Capital Project** section, select the project from the drop-down field.

> **NOTE:** You can also type in the field, and the system will automatically display project requests that include those words in the project name.

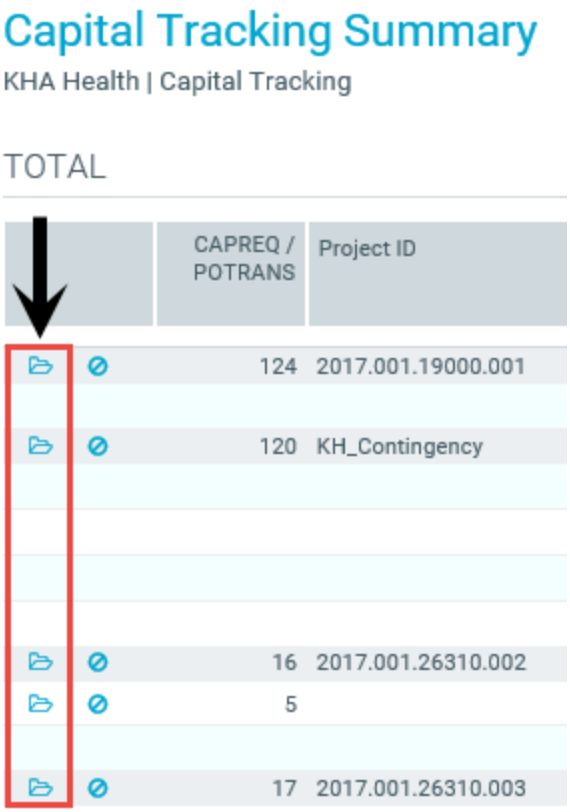


3. Click **Open**.

Entering data into capital project plan files

To enter data into capital project plan files:

1. From the Capital Tracking Summary or Capital Tracking Directory, click the Folder icon next to the project to update the plan files for.



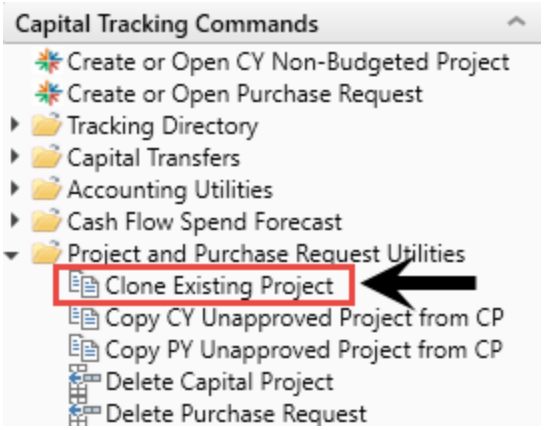
2. Complete the steps for one of the following capital project types:
    - Non-Threshold (Summary)
    - Threshold (Pro Forma)

Cloning an existing project

Instead of creating a new capital project from scratch, you can use this option to clone an existing plan file, and edit it to meet your needs.

To clone an existing project:

1. In the Cap Track Admin or Cap Track task pane, in the **Capital Tracking Commands** section, double-click **Clone Existing Project**.



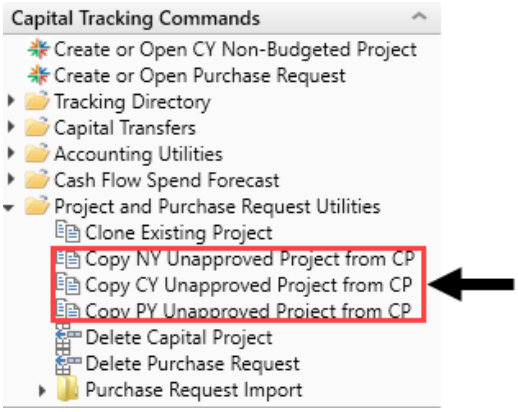
2. In the **Copy On Demand Plan Files** dialog, select the check box next to the projects to clone, and click **OK**.
3. At the confirmation prompt, click **OK**.
4. At the success confirmation prompt, click **OK**.

Copying an unapproved project

Use this option to copy unapproved projects from the next year, current year, or prior year from Axiom Capital Planning to Axiom Capital Tracking.

To copy an unapproved project:

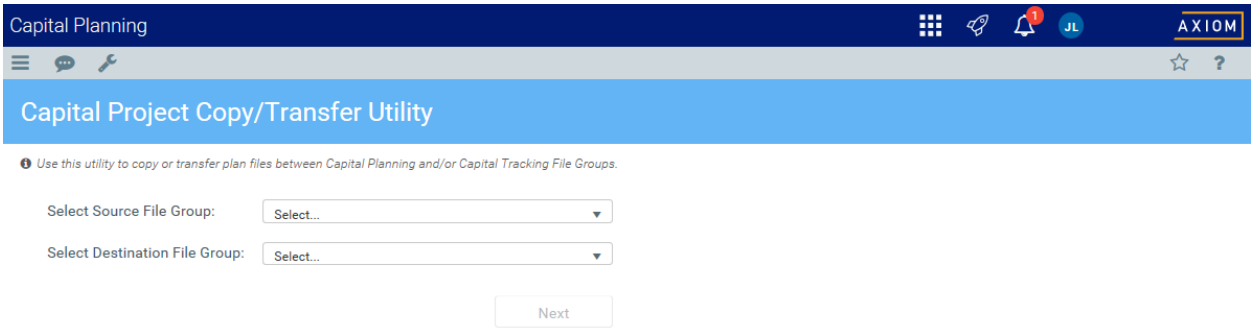
1. In the Cap Track Admin task pane, in the **Capital Tracking Commands** section, click **Project and Purchase Request Utilities**, and double-click **Copy CY Unapproved Project from CP**.



2. In the **Copy On Demand Plan Files** dialog, select the check box next to the plan files to copy, and click **OK**.
3. At the confirmation prompt, click **OK**.
4. At the success confirmation prompt, click **OK**.

Copying or transferring capital projects

The Copy or Transfer Capital Projects utility allows you to easily copy projects and data from one file group to another in Axiom Capital Planning as well as copy unapproved or transfer approved capital project plan files and data to Axiom Capital Tracking.



Copying projects from one Capital Planning file group to another

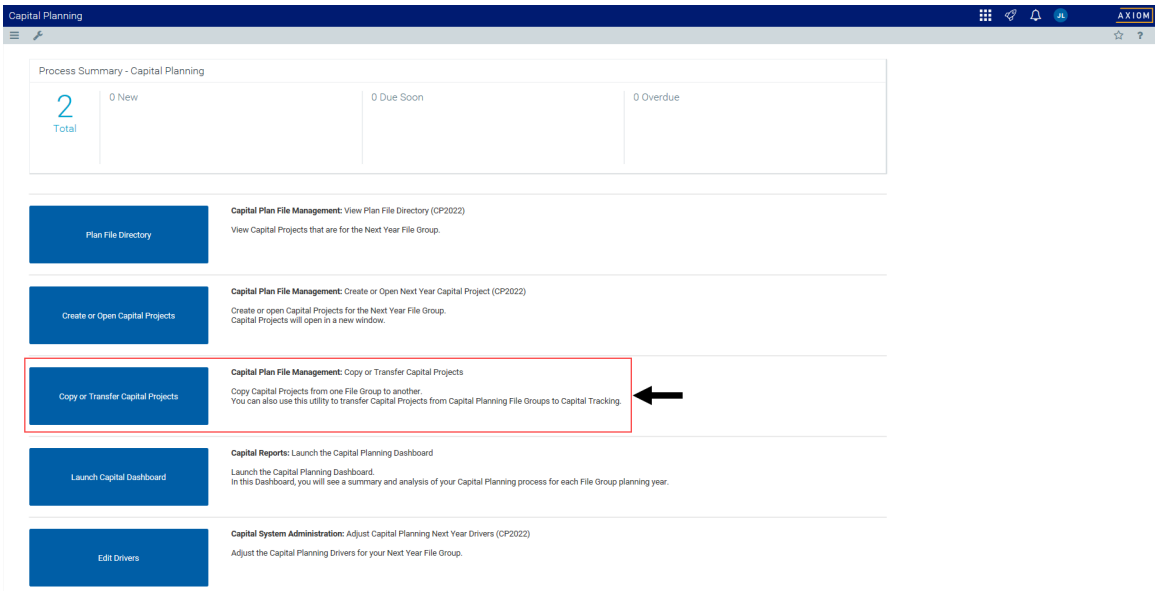
Use this utility to do the following in Axiom Capital Planning:

- Roll forward capital projects from one year to the next.
- If your organization upgrades from the Excel Legacy version of Axiom Capital Planning to the Web version, use this utility to move your Excel projects to the Web version.

To copy projects from one Capital Planning file group to another:

1. From the Axiom Capital Planning home page, click **Copy or Transfer Capital Projects**.

   NOTE: If using the Windows or Excel Client, see Navigating to capital project requests.



2. From the **Select Source File Group** drop-down, select the file group to copy from.
3. From the **Select Destination File Group** drop-down, select the file group to copy to.
4. From the **Shift Data Years?** drop-down, select one of the following:
    - To shift the destination start year, select **Yes - shift data to match FGstart year**. For example, if you want to copy data from 2019 to 2020, and start planning in 2020. By selecting Yes, your new plan files will keep all of the data from your source files, but it will start in 2020.
    - To continue using the start year in the current year plan file, select **No - maintain source year data**. For example, if you want to copy data from 2019 to 2020, but continue using the 2019 start year and data.
5. From the **Delete Prior Year Data?** drop-down, select one of the following:

    NOTE: This option only displays if you select No in Step 4 above.

    - To delete all of the data from the previous year's plan file, select **Yes - delete data prior to destination start year**. For example, if you want to copy data from 2019 to 2020, and delete the 2019 data.

        TIP: You may want to use this option to roll forward a multi-year plan file, but not include the source data prior to your destination start year.

    - To keep all data prior to the destination file group you are copying data to, select **No - maintain all source data**. For example, if you want to copy data from 2019 to 2020, and keep the 2019 data.

6. From the **Preserve Creator?** drop-down, select one of the following:
    - To keep the original creator when copying the project, select **Yes - keep the original Creator on new project**.
    - To assign yourself as the creator, select **No - update new project with you as the Creator**.
7. From the **Preserve ProjectID?** drop-down, select one of the following:
    - To use the original project ID when copying the project, select **Yes - keep the original ProjectID on the new project**.
    - To assign a new project ID, select **No - use the default ProjectID**.
8. Click **Next**.
9. Select the projects to copy by clicking the check box in the far left column.

    TIP: To copy all of the projects, click the check box left of the **CAPREQ** column header.

10. Click **Submit**.

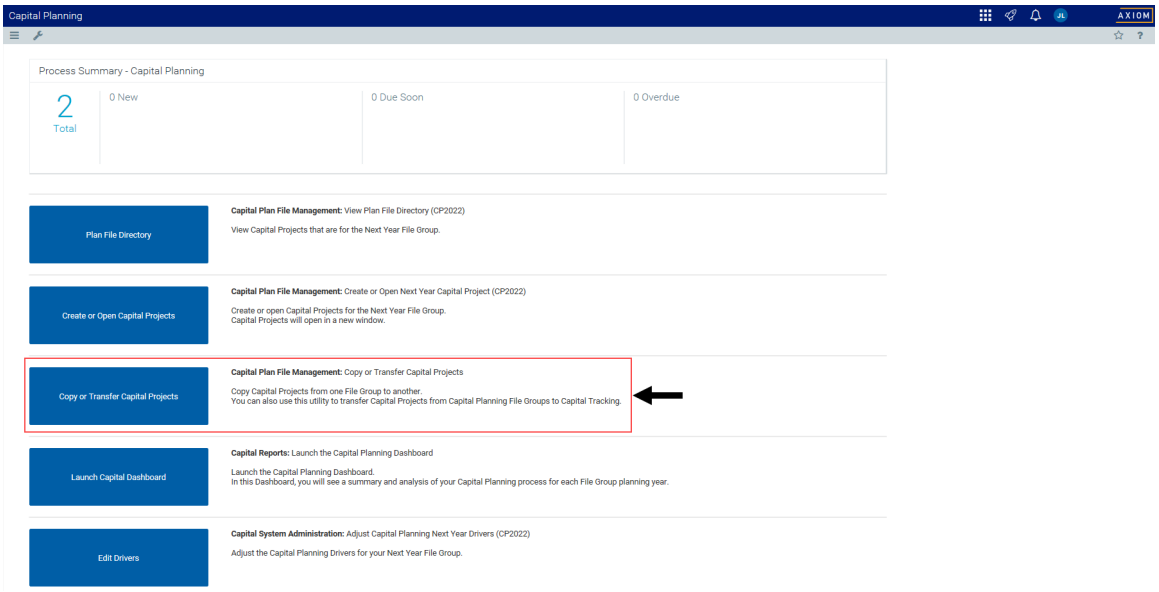
Copying Capital Planning projects to Capital Tracking

Use this option to copy unapproved Capital Planning projects to a Capital Tracking project.

To copy Capital Planning projects to Capital Tracking:

1. From the Axiom Capital Planning home page, click **Copy or Transfer Capital Projects**.

    NOTE: If using the Excel Client, see Navigating to capital project requests.



2. From the **Select Source File Group** drop-down, select the file group to copy.

3. From the **Select Destination File Group** drop-down, select **Capital Tracking**.
4. From the **Select Action** drop-down, select **Copy Unapproved Plan File from CP**.
5. From the **Preserve Creator?** drop-down, select one of the following:
   - To keep the original creator when copying the project, select **Yes - keep the original Creator on new project**.
   - To assign yourself as the creator, select **No - update new project with you as the Creator**.
6. From the **Preserve ProjectID?** drop-down, select one of the following:
   - To use the original project ID when copying the project, select **Yes - keep the original ProjectID on the new project**.
   - To assign a new project ID, select **No - use the default ProjectID**.
7. Select the projects in which to copy the data by clicking the check box in the far left column, and click **Next**.

   NOTE: The system only displays unapproved projects available for copy. For approved projects, you can transfer them. See the section **Transferring Capital Planning projects to Capital Tracking** below for instructions.

   TIP: To copy the data for all of the projects, click the check box left of the **CAPREQ** column header.

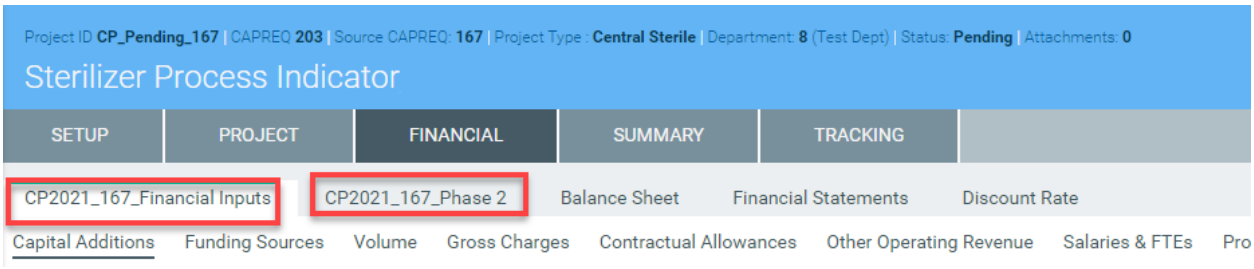
8. Click **Submit**.

Transferring Capital Planning projects to Capital Tracking

Use this option to transfer one or more approved Capital Planning projects to a Capital Tracking project.

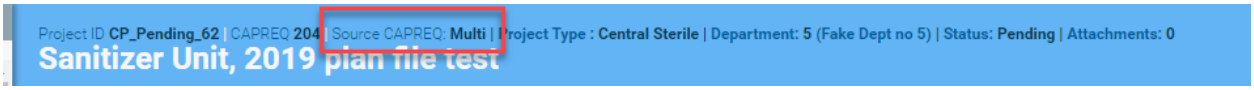
NOTE: Only Threshold (Pro Forma) projects can be transferred to an existing Capital Tracking project.

If the Capital Planning project includes additional or renamed Financial Input sheets and the project is opened in Capital Tracking, then the tab names will display CP_source file group year_sheet name, as shown in the following example:



For more information on additional Financial Input sheets, see Adding or renaming additional Financial Input sheets.

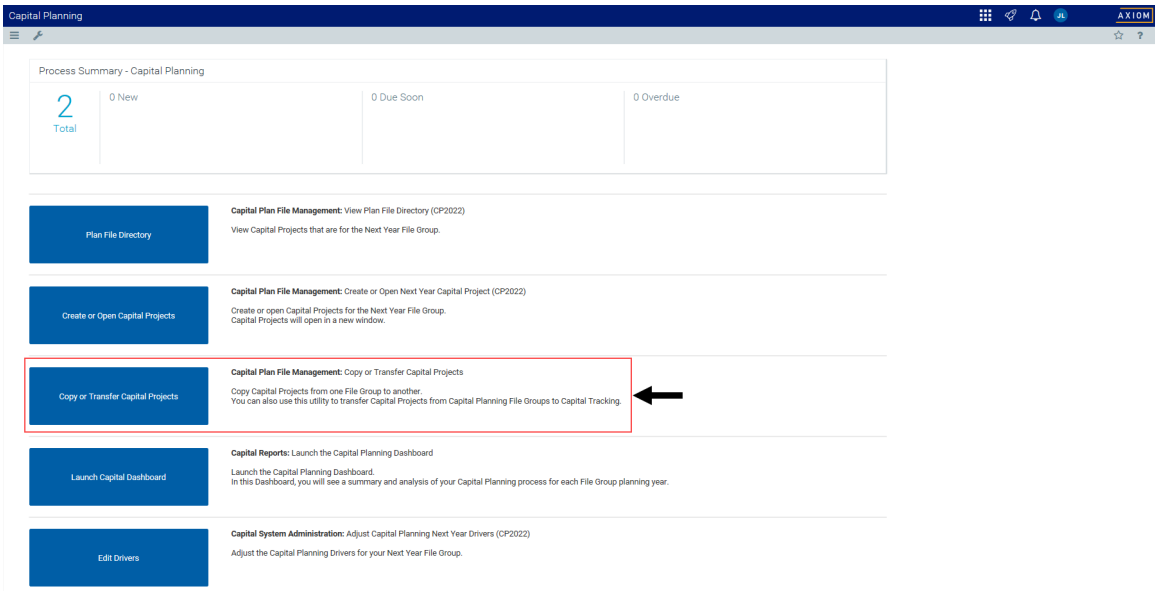
Also, when transferring multiple Capital Project files to an existing Capital Tracking plan file, the **Source CAPREQ** area at the top of the plan file page displays "Multi" as shown in the following example:



To transfer Capital Planning projects to Capital Tracking:

1. From the Axiom Capital Planning home page, click **Copy or Transfer Capital Projects**.

   NOTE: If using the Windows or Excel Client, see Navigating to capital project requests.



2. From the **Select Source File Group** drop-down, select the file group to transfer.
3. From the **Select Destination File Group** drop-down, select Capital Tracking.
4. From the **Select Action** drop-down, select **Transfer Approved Plan File from CP**:
5. Complete the following steps:

To...	Then...
Transfer project data to an existing Capital Tracking project	a. From the **Transfer to Existing CT Project** drop-down, select **Yes - transfer to existing CT project**. b. From the **Add to Original Budget?** drop-down, select one of the following: • **Yes - add to existing CT project's original budget** **TIP:** If the project is unbudgeted or if you will transfer funds from another project, select No. • **No - keep CT project's original budget as is** c. From the **Select Years to Transfer** drop-down, click the check box next to the years to transfer, and click **OK**. **NOTE:** You can select to transfer up to three years of data prior to the file group you are transferring. d. Click **Next**.

To...	Then...
Create a new Capital Tracking project	a. From the **Transfer to Existing CT Project** drop-down, select **No - create new CT project**. b. From the **Set Original Budget = 0?** drop-down, select one of the following: • **Yes - set Original Budget values = 0** **TIP:** For example, you may want to set the original budget to zero for unbudgeted projects that you want to transfer to Axiom Capital Tracking. • **No - keep Original Budget values from CP** c. From the **Select Years to Transfer** drop-down, click the check box next to the years you DO NOT want to transfer, and click **OK**. **NOTE:** By default, all of the available years are selected. You can select to transfer up to three years of data prior to the file group you are transferring. d. Click **Next**.

6. Select the projects in which to copy the data by clicking the check box in the far-left column, and click **Next**.

   NOTE: The system only displays approved plan files.

   TIP: To copy or transfer the data for all of the projects, click the check box left of the **CAPREQ** column header.

7. If transferring the data to an existing Capital Tracking project, select the project to transfer the data to, and click **Submit**.

Transferring capital project data to Axiom Rolling Forecast

If your organization uses Axiom Capital Tracking and Axiom Rolling Forecast, you can transfer your capital spending data to your Axiom Rolling Forecast plan files.

IMPORTANT: We recommend that you DO NOT change department numbers in Axiom Capital Tracking after you transfer projects to Axiom Rolling Forecast and process the plan files. This may cause duplication of data in different plan files.

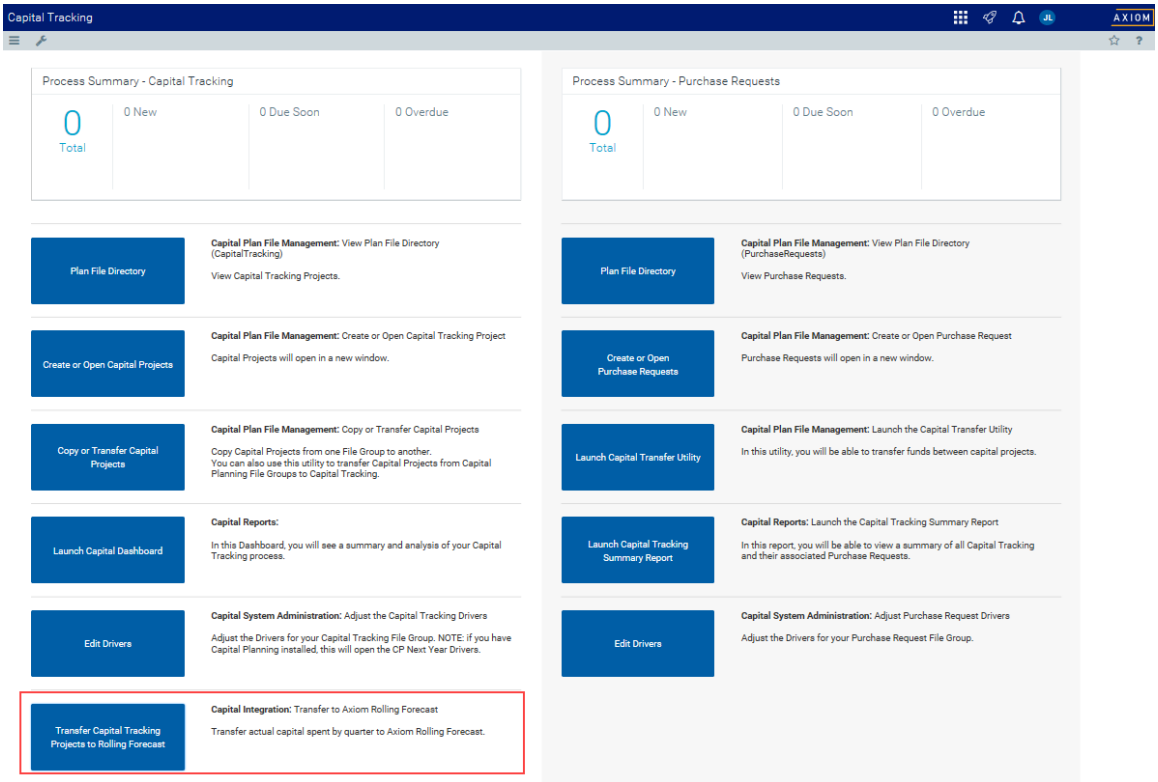
Selecting and transferring project spending data

NOTE: By default, any previously transferred projects will transfer again unless you select them not to. For instructions on, see Managing transferred projects.

To select and transfer project spending data:

1. From the Axiom Capital Tracking home page, click **Transfer Capital Tracking Projects to Rolling Forecast**.

   NOTE: To access this location from the Cap Tracking Admin task pane, in the **Integration** section, double-click **Transfer Capital Tracking to Rolling Forecast**.



2. From the **Select Capital Tracking Year(s) to Transfer** drop-down, select the year in which to transfer projects to Axiom Rolling Forecast.

3. In the dialog, select one or more years of data to transfer, and click **OK**.
4. Click **Next**.
5. Next to the **CAPREQ** column, click the check box to select the project spending data to transfer, and click **Next**.

   TIP: To filter the list, hover your cursor over a column heading, and click the funnel icon. To view the contents of the plan file, click the folder icon in the CAPREQ column.

6. To transfer the data, click **Submit**.
7. At the confirmation prompt, click **OK**.

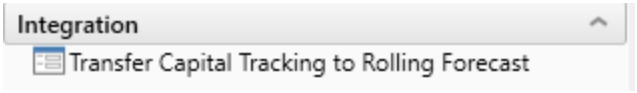
A summary screen displays to confirm that the data from the specified files has been transferred.

Managing transferred projects

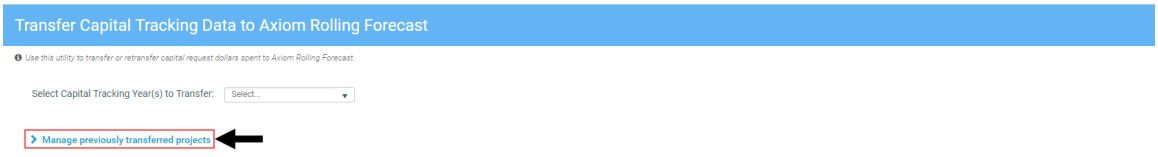
By default, project spending data that was previously transferred will automatically transfer again when you run the utility. However, you can control this action by enabling or disabling these projects from transferring .

To manage transferred projects:

1. In the Cap Plan Admin task pane, in the **Integration** section, double-click **Transfer Capital Tracking to Rolling Forecast**.



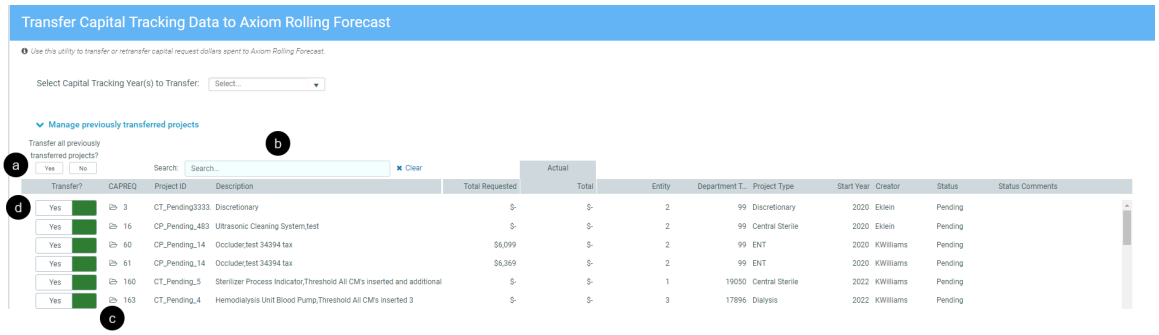
2. Click **Manage previously transferred projects**.



3. Do any of the following:
   a. To transfer all projects in the list, click **Yes**. To disable the transfer of all projects, click **No**.
   b. To search for a specific project, type project information in the Search box such as the CAPREQ number, the project ID, or description.

c. To view the plan file for a project, click the folder icon next to the CAPREQ number. The plan file opens in a separate tab. From here, you can make any necessary changes to the project. However, to propagate the changes in the Transfer Capital Tracking to Rolling Forecast utility, you will need to close it and open it again.

d. For individual projects, click the toggle to **Yes** to transfer the project. Click the toggle to **No** to disable the transfer.



4. Click **Next** to continue the transfer process as described in step 4 in the "Selecting and transferring projects" section above.

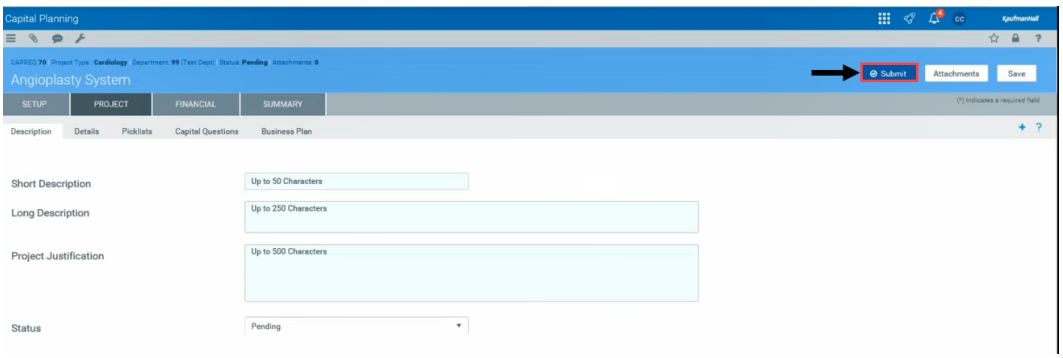
NOTE: The projects you disable from transferring will not display in the list.

Submitting or rejecting capital projects

If you are an approver and a capital project is at your step in the process, a Submit button displays in upper right corner of the screen to send the project to the next step in the process. If you have rejection rights, a Reject button also displays so you can send the project back to the previous step in the process.

To submit or reject a capital project:

1. Open the capital project, and do one of the following:
   - To approve the project to send it to the next step in the process, in the upper right corner of the screen, click **Submit**.



After you click Submit, a dialog displays the next step in the process. You can add notes for the next reviewer. Click **Submit**.

- To reject the project to send it back to the previous step, click **Reject** .

Transferring funds between capital projects

NOTE: To view the project plan file, click the folder icon to the left of the **CAPREQ** column.

To run the Capital Transfer utility:

1. From the Axiom Capital Tracking home page, click **Launch Capital Transfer Utility**.

   NOTE: To access this location from the Cap Tracking Admin task pane, in the **Capital Tracking Commands** section, click **Capital Transfers**, and double-click **Capital Transfer Utility**.

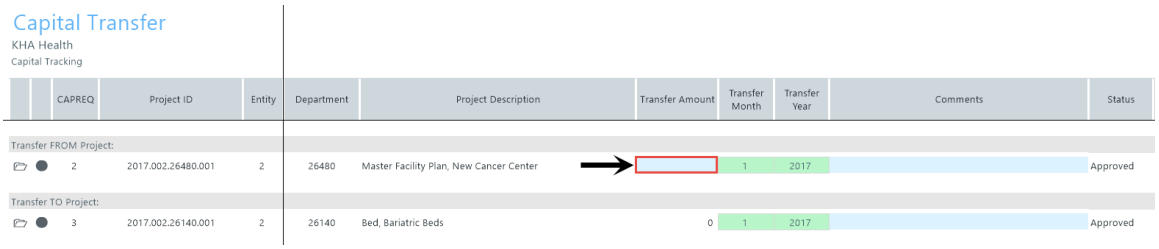
2. To refresh the data, do one of the following:
   - In the **Main** ribbon tab, in the **Workbook Options** group, click **Refresh Data**.
   - Press **F9**.
3. In the **Refresh Variables** dialog, do the following:
   a. In the **Transfer FROM Project** field, click **Choose Value**.

      NOTE: The list only displays approved projects.

   b. In the **Choose Value** dialog, select the project to transfer funds from, and click **OK**.
   c. In the **Transfer TO Project** field, click **Choose Value**.

      NOTE: You can transfer money to an approved or pending project.

   d. In the **Refresh Variables** dialog, click **OK**.
4. In the **Transfer Amount** column, enter the amount to transfer from the project.



The amount you enter will automatically display in the same column in the Transfer To projects.

5. In the **Transfer Month** column, select the month to transfer the amount from.
6. In the **Transfer Year** column, select the year to transfer the amount from.
7. In the **Comments** column, type any comments to include related to the transfer.
8. After you are done making changes, in the **Main** ribbon tab, click **Save**.
9. At the confirmation prompt, click **OK**.

Transferring capital project data to Axiom Rolling Forecast

If your organization uses Axiom Capital Tracking and Axiom Rolling Forecast, you can transfer your capital spending data to your Axiom Rolling Forecast plan files.

IMPORTANT: We recommend that you DO NOT change department numbers in Axiom Capital Tracking after you transfer projects to Axiom Rolling Forecast and process the plan files. This may cause duplication of data in different plan files.

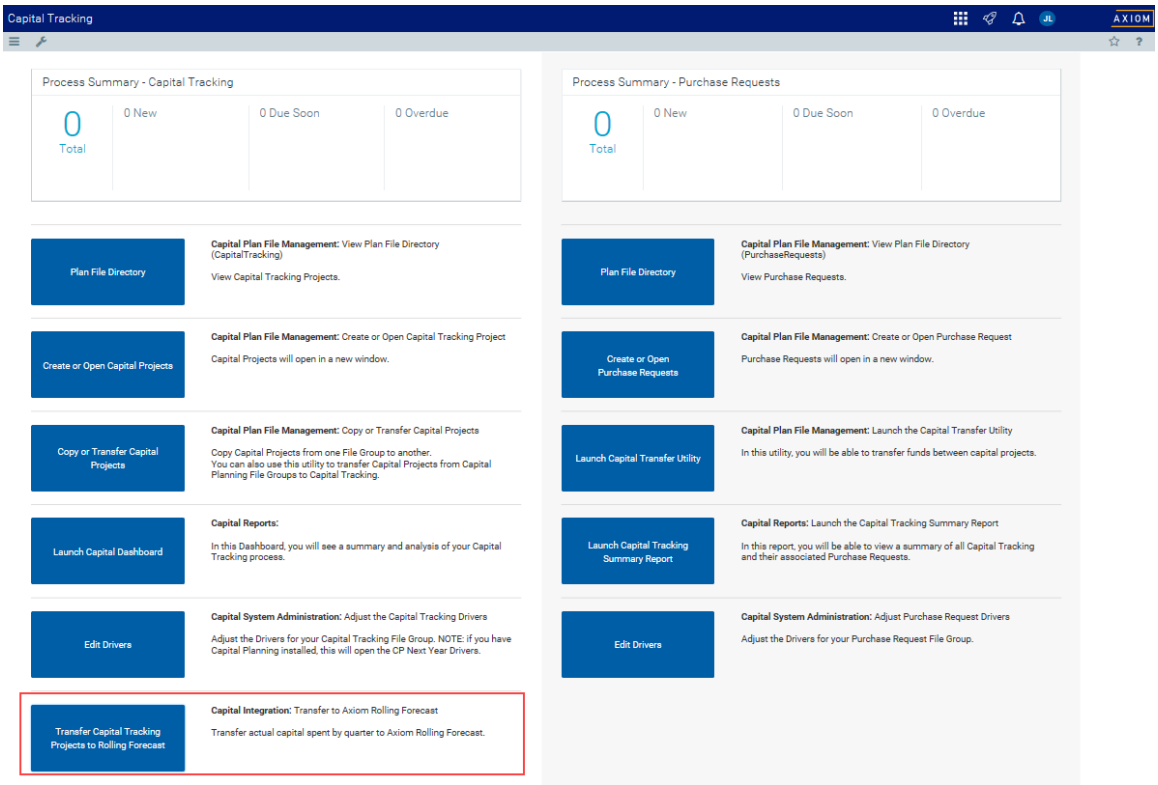
Selecting and transferring project spending data

NOTE: By default, any previously transferred projects will transfer again unless you select them not to. For instructions on, see Managing transferred projects.

To select and transfer project spending data:

1. From the Axiom Capital Tracking home page, click **Transfer Capital Tracking Projects to Rolling Forecast**.

   NOTE: To access this location from the Cap Tracking Admin task pane, in the **Integration** section, double-click **Transfer Capital Tracking to Rolling Forecast**.



2. From the **Select Capital Tracking Year(s) to Transfer** drop-down, select the year in which to transfer projects to Axiom Rolling Forecast.

3. In the dialog, select one or more years of data to transfer, and click **OK**.
4. Click **Next**.
5. Next to the **CAPREQ** column, click the check box to select the project spending data to transfer, and click **Next**.

> **TIP:** To filter the list, hover your cursor over a column heading, and click the funnel icon. To view the contents of the plan file, click the folder icon in the CAPREQ column.

6. To transfer the data, click **Submit**.
7. At the confirmation prompt, click **OK**.

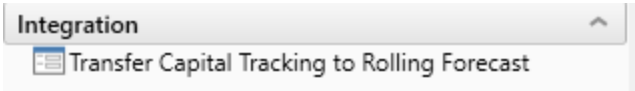
A summary screen displays to confirm that the data from the specified files has been transferred.

Managing transferred projects

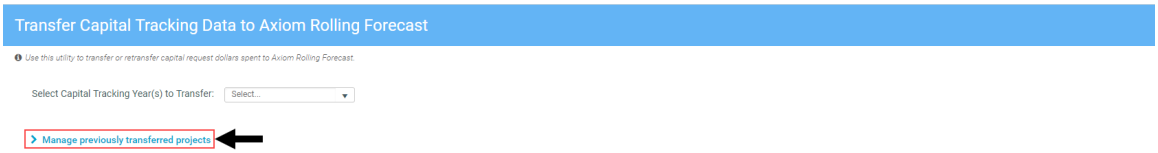
By default, project spending data that was previously transferred will automatically transfer again when you run the utility. However, you can control this action by enabling or disabling these projects from transferring .

To manage transferred projects:

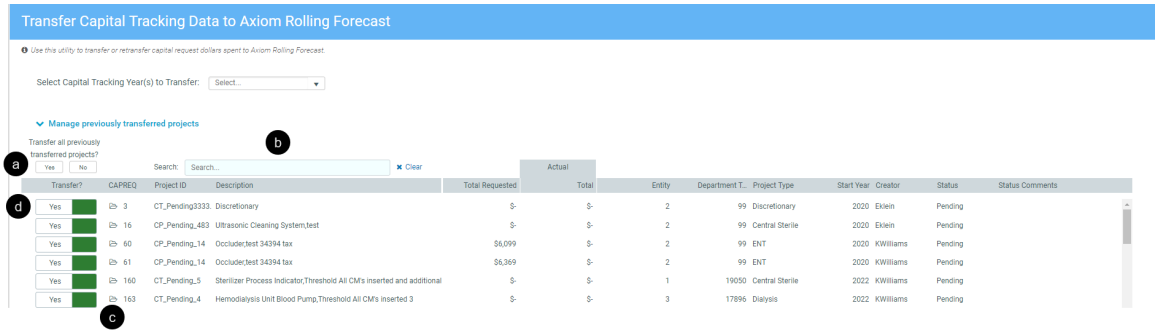
1. In the Cap Plan Admin task pane, in the **Integration** section, double-click **Transfer Capital Tracking to Rolling Forecast**.



2. Click **Manage previously transferred projects**.



3. Do any of the following:
   a. To transfer all projects in the list, click **Yes**. To disable the transfer of all projects, click **No**.
   b. To search for a specific project, type project information in the Search box such as the CAPREQ number, the project ID, or description.
   c. To view the plan file for a project, click the folder icon next to the CAPREQ number. The plan file opens in a separate tab. From here, you can make any necessary changes to the project. However, to propagate the changes in the Transfer Capital Tracking to Rolling Forecast utility, you will need to close it and open it again.
   d. For individual projects, click the toggle to **Yes** to transfer the project. Click the toggle to **No** to disable the transfer.



4. Click **Next** to continue the transfer process as described in step 4 in the "Selecting and transferring projects" section above.

NOTE: The projects you disable from transferring will not display in the list.

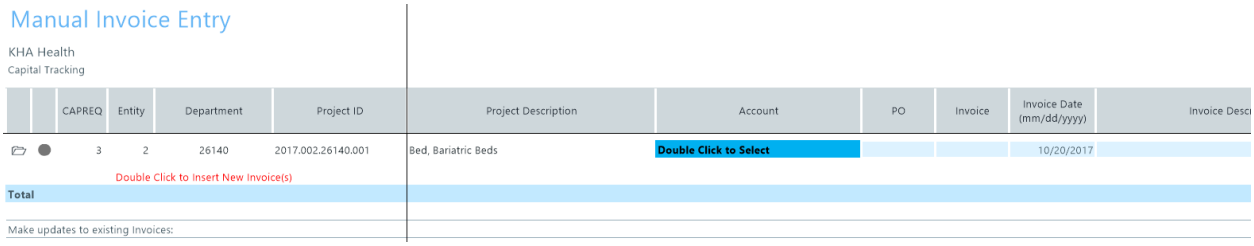
Working with accounting utilities

There are three types of accounting utilities in Axiom Capital Tracking:

- **Manual Invoice Entry** – Manually enter invoice transactions for capital projects.
- **Manual Journal Entries** – Manually enter journal entry transactions for capital projects.
- **Original Budget Input** – Update the original budget.

Updating invoice transactions

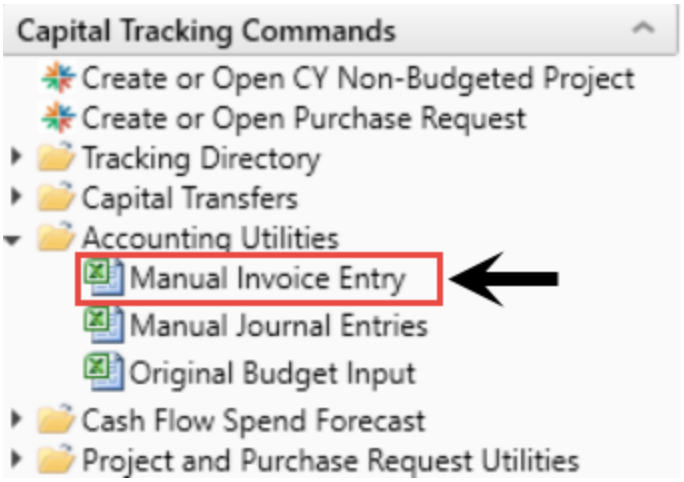
Use the Manual Invoice Entry utility to manually enter invoice transactions for capital projects.



NOTE: To view the project details for a capital project, double-click the folder icon next to the CAPREQ column.

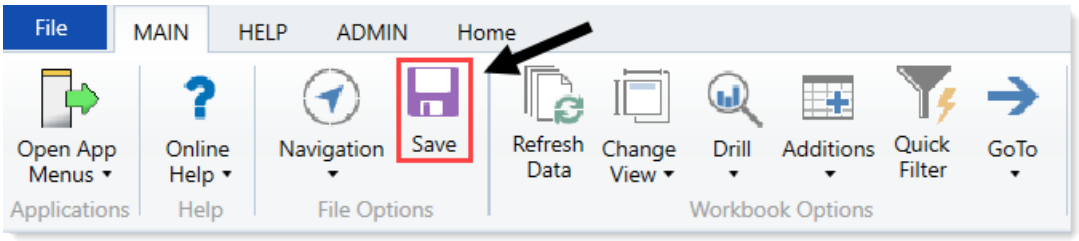
To update invoice transactions:

1. In the Cap Track Admin or Cap Track task pane, in the **Capital Tracking Commands** section, click **Accounting Utilities**, and double-click **Manual Invoice Entry**.



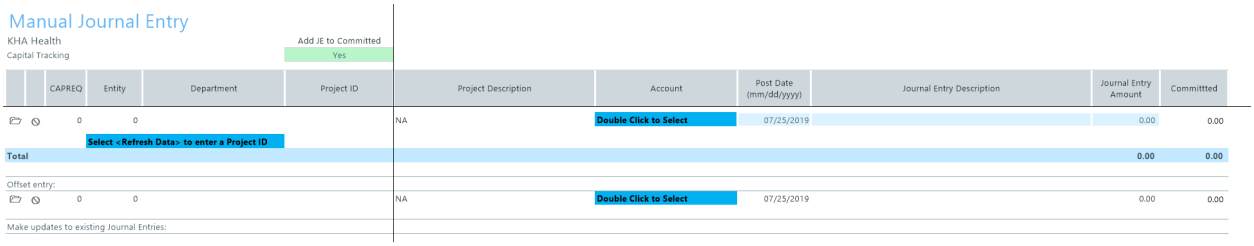
2. In the **Refresh Variables** dialog, click **Choose Value**.
3. In the **Choose Value** dialog, select the project, and click **OK**.
4. In the **Refresh Variables** dialog, click **OK**.

5. To add a new invoice, do the following:
    a. Double-click **Double Click to Insert New Invoice**.
    b. In the **Insert** dialog, type the number of invoice transactions to add, and click **OK**.
    c. In the **Account** column, double-click **Double Click to Select**.
    d. In the **Choose Value** dialog, select the account, and click **OK**.
6. For new or existing invoices, complete the following columns:
    - **PO**
    - **Invoice**
    - **Invoice Date** (for new invoices only)
    - **Invoice Description**
    - **Invoice Amount**
7. In the **Vendor** column, do the following:
    a. To add or edit the vendor name, double-click the column.
    b. In the **Choose Value** dialog, select the vendor, and click **OK**.
    a. In the
8. After making your changes, in the **Main** ribbon tab, click **Save**.



Updating journal entry transactions

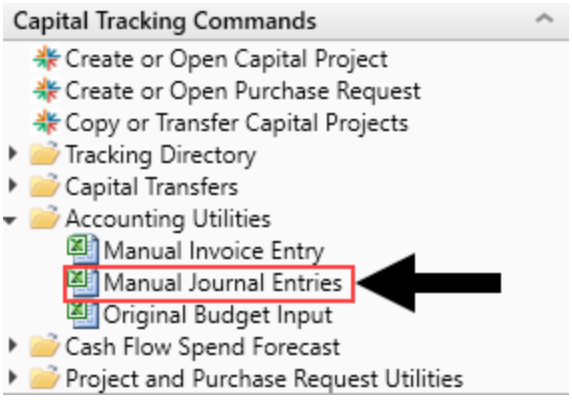
Use the Manual Journal Entries utility to manually enter journal entry transactions for capital projects.



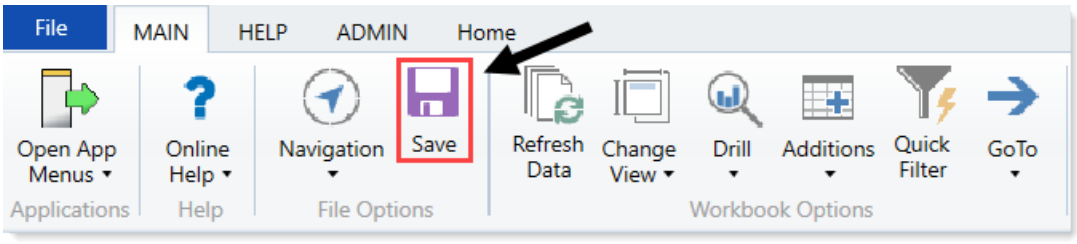
NOTE: To view the project details for a capital project, double-click the folder icon next to the CAPREQ column.

To update journal entry transactions:

1. In the Cap Track Admin or Cap Track task pane, in the **Capital Tracking Commands** section, click **Accounting Utilities**, and double-click **Manual Journal Entries**.



2. In the **Refresh Variables** dialog, do the following:
    a. In the **Project** field, click **Choose Value**.
    b. In the **Choose Value** dialog, select the project, and click **OK**.
    c. From the **Journal Entry Type** drop-down, select the entry type.
    d. Click **OK**.
3. To add a new journal entry, do the following:
    a. Double-click **Double Click to Insert New JE(s)**.
    b. In the **Insert** dialog, type the number of journal entries to add, and click **OK**.
4. In the **Account** column, do the following:
    a. Double-click **Double Click to Select**.
    b. In the **Choose Value** dialog, select the account, and click **OK**.
5. Complete the following columns:
    - **Post Date**
    - **Journal Entry Description**
    - **Journal Entry Amount**
6. In the **Add JE to Committed** cell, select **Yes** to commit the journal entry amount upon save; otherwise, select **No**.
7. After you are done making changes, in the **Main** ribbon tab, click **Save**.



Updating the original project budget

Use the Original Budget Input utility to update the original budget for the project.

Original Budget Input

KHA Health

Capital Tracking

Filter: NONE

Input additional filter criteria here (ex. CTReq.OrigBudgetTOT>=5000)

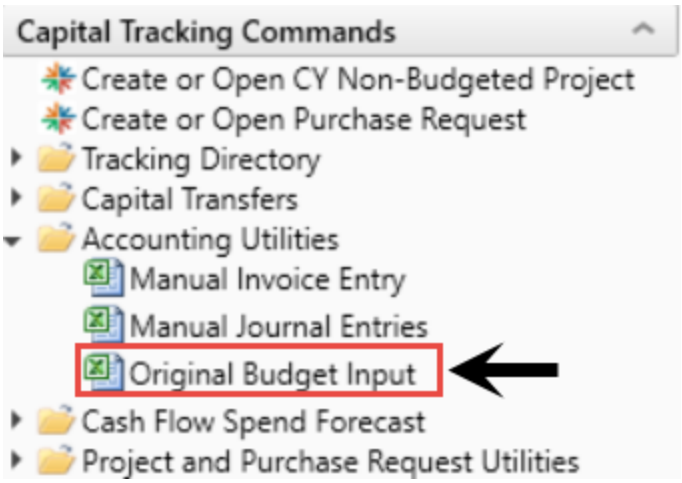
Sort: (asc)

CAPREQ	Project ID	Entity	Department	Project Description	2015 Original Budget	2016 Original Budget	2017 Original Budget	2018 Original Budget	2019 Original Budget	2020 Orig Budge
124	2017.001.19000.001	1	19000	Land Purchase, For New MOB	0	0	0	0	0	
16	2017.001.26310.002	1	26310	Bed, Pediatric Cribs	0	0	0	32000	0	
17	2017.001.26310.003	1	26310	Ice Machine, Replacement for Dietary	0	0	0	4000	0	
19	2017.001.26310.005	1	26310	Incubator, Transport Incubator/ Isolette	0	0	0	120000	0	
21	2017.001.26350.001	1	26350	Monitor, Telemetry Transmitters	0	0	0	15800	0	
23	2017.001.26350.003	1	26350	Bed, CCU Beds	0	0	0	79695	0	
25	2017.001.26350.005	1	26350	Oximeter, Portable Pulse Oximeters	0	0	0	7500	0	
27	2017.001.26350.007	1	26350	Phototherapy Unit, Bili Soft Photo Therapy	0	0	0	8000	0	
29	2017.001.26430.002	1	26430	Incubator, Radiant Warmers	0	0	0	26000	0	
31	2017.001.26470.001	1	26470	Fetal Heart Detector, 12 Lead EKG Machine, MAC 5500	0	0	0	15000	0	
32	2017.001.26470.002	1	26470	Other General Medical, Bladder Scanner BVI 9400	0	0	0	18000	0	
33	2017.001.26470.003	1	26470	Other General Medical, Blanket Warmer	0	0	0	35400	0	

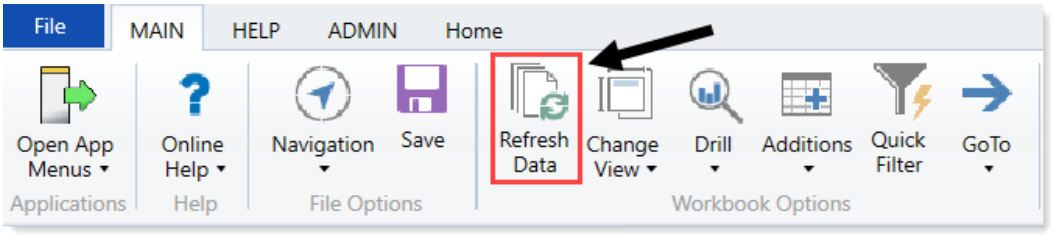
NOTE: To view the project details for a capital project, double-click the folder icon next to the CAPREQ column.

To update the original project budget:

1. In the Cap Track Admin or Cap Track task pane, in the **Capital Tracking Commands** section, click **Accounting Utilities**, and double-click **Original Budget Input**.



2. Refresh the data in the report by doing one of the following:
   - In the **Main** ribbon tab, in the **Workbook Options** group, click **Refresh Data**.

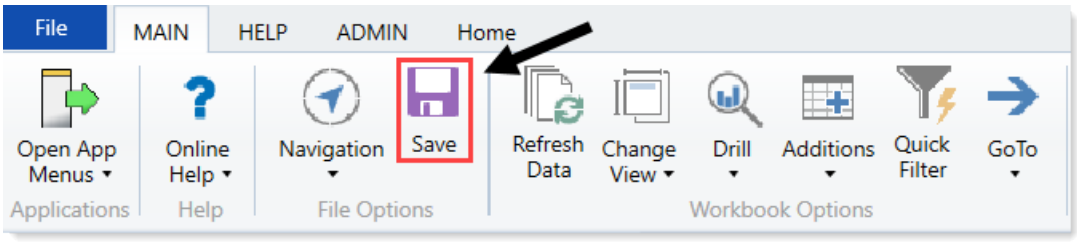


   - Press **F9**.

3. Do one of the following:

Option	Description
Select one or more projects to include in the utility	a. In the **Refresh Variables** dialog, for each option to filter by, click **Choose Value**. b. In the **Choose Value** dialog, select the values to include, and click **OK**. c. In the **Refresh Dialog**, click **OK**.
Include all projects in the utility	In the **Refresh Variables** dialog, leave the field blank, and click **OK**.

4. Type the updated budget amounts in the appropriate year column.
5. After you are done making any applicable changes, in the **Main** ribbon tab, click **Save**.



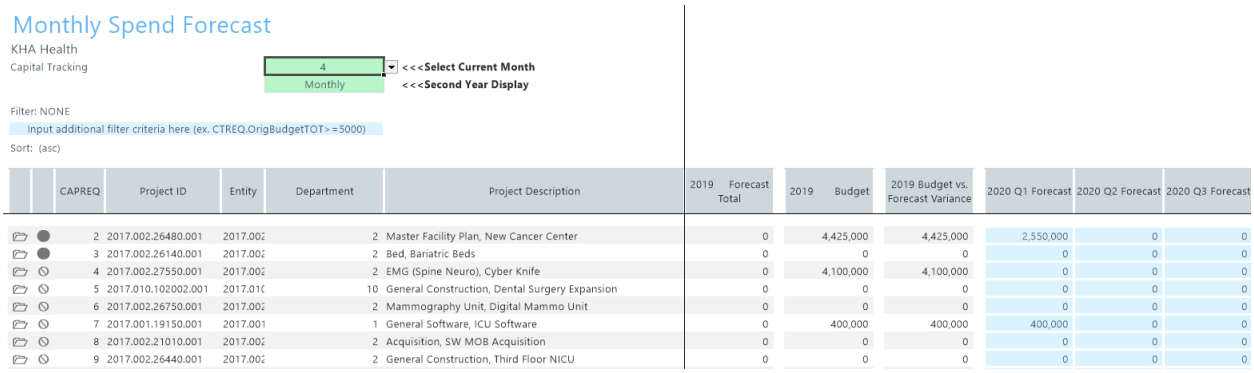
Working with cash flow utilities

There are two types of cash flow utilities in Axiom Capital Tracking:

- **Monthly Cash Flow Spend Forecast** – Enter projected cash spending by month for capital projects.
- **Quarterly Cash Flow Spend Forecast** – Enter projected cash spending by quarter for capital projects.

Updating projected cash spending by month

The Monthly Cash Flow Spend Forecast utility allows you to enter projected cash spending by month for capital projects.

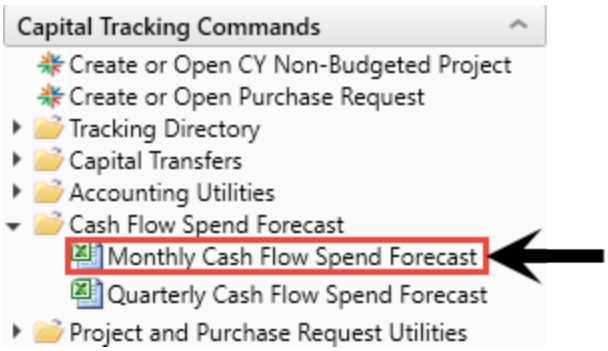


		CAPREQ	Project ID	Entity	Department	Project Description	2019 Forecast Total	2019 Budget	2019 Budget vs. Forecast Variance	2020 Q1 Forecast	2020 Q2 Forecast	2020 Q3 Forecast
		2	2017.002.26480.001	2017.00	2	Master Facility Plan, New Cancer Center	0	4,425,000	4,425,000	2,550,000	0	0
		3	2017.002.26140.001	2017.00	2	Bed, Bariatric Beds	0	0	0	0	0	0
		4	2017.002.27550.001	2017.00	2	EMG (Spine Neuro), Cyber Knife	0	4,100,000	4,100,000	0	0	0
		5	2017.010.102002.001	2017.01	10	General Construction, Dental Surgery Expansion	0	0	0	0	0	0
		6	2017.002.26750.001	2017.00	2	Mammography Unit, Digital Mammo Unit	0	0	0	0	0	0
		7	2017.001.19150.001	2017.00	1	General Software, ICU Software	0	400,000	400,000	400,000	0	0
		8	2017.002.21010.001	2017.00	2	Acquisition, SW MOB Acquisition	0	0	0	0	0	0
		9	2017.002.26440.001	2017.00	2	General Construction, Third Floor NICU	0	0	0	0	0	0

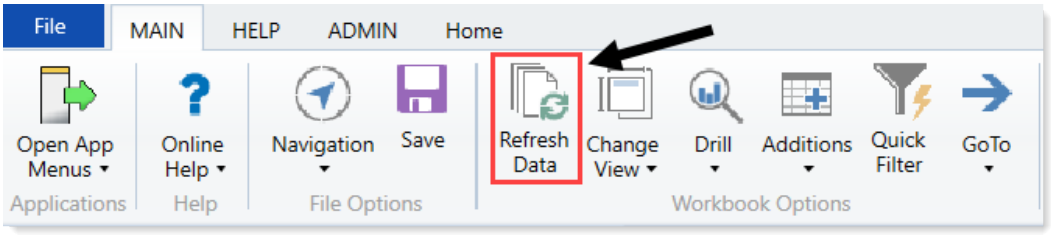
NOTE: To view the project details for a capital project, double-click the folder icon next to the CAPREQ column.

To update projected cash spending by month:

1. In the Cap Track Admin or Cap Track task pane, in the **Capital Tracking Commands** section, click **Cash Flow Spend Forecast**, and double-click **Monthly Cash Flow Spend Forecast**.



2. Refresh the data in the utility by doing one of the following:
   - In the **Main** ribbon tab, in the **Workbook Options** group, click **Refresh Data**.

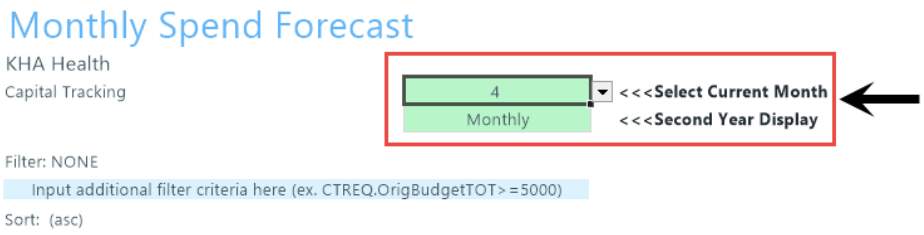


   - Press **F9**.

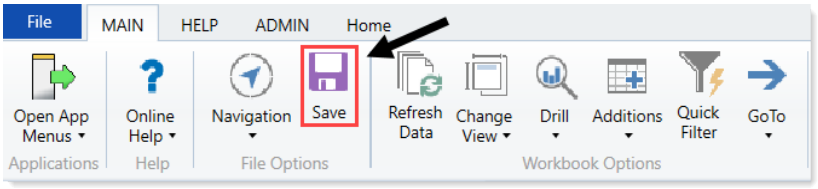
3. Do one of the following:

Option	Description
Select one or more projects to include in the utility	a. In the **Refresh Variables** dialog, for each option to filter by, click **Choose Value**. b. In the **Choose Value** dialog, select the values to include, and click **OK**. c. In the **Refresh Dialog**, click **OK**.
Include all projects in the utility	In the **Refresh Variables** dialog, leave the field blank, and click **OK**.

4. At the top of the page, do the following, as needed:
   a. From the **Select Current Month** drop-down, select the beginning month you wish to forecast from.
   b. From the **Second Year Display** drop-down, select either monthly or quarterly from the dropdown.

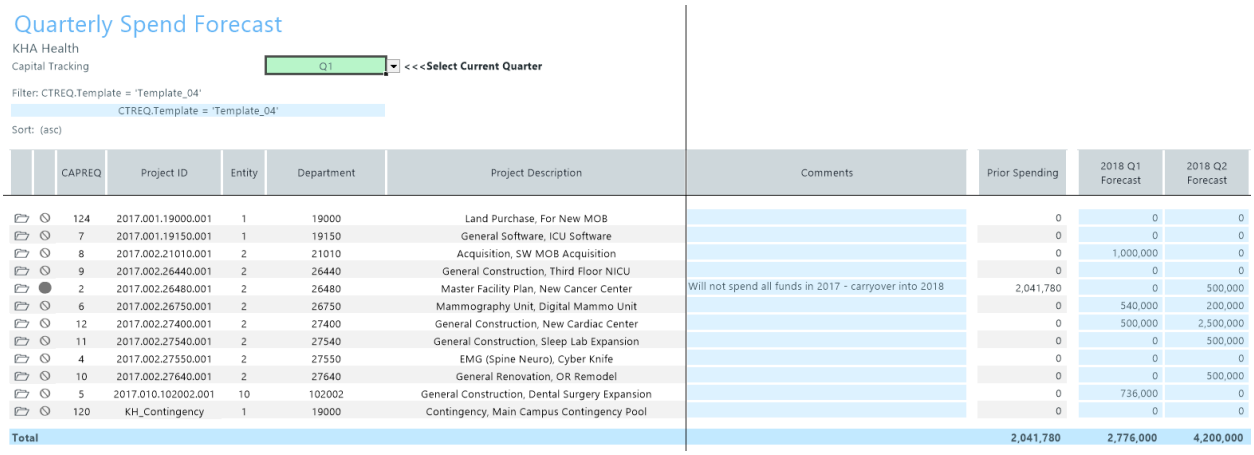


5. For each project, complete the following columns to project cash flow by month for each year:
   - **Comments**
   - **20XX M1 Forecast - 20XX M12 Forecast**
6. After you are done making your changes, in the **Main** ribbon tab, click **Save**.



Updating projected cash spending by quarter

The Quarterly Cash Flow Spend Forecast utility allows you to enter projected cash spending by quarter for capital projects.

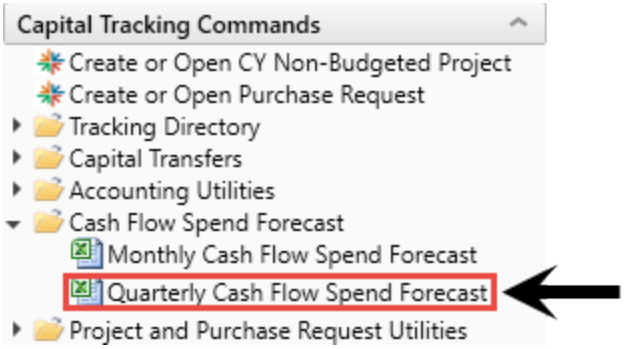


		CAPREQ	Project ID	Entity	Department	Project Description	Comments	Prior Spending	2018 Q1 Forecast	2018 Q2 Forecast
		124	2017.001.19000.001	1	19000	Land Purchase, For New MOB		0	0	0
		7	2017.001.19150.001	1	19150	General Software, ICU Software		0	0	0
		8	2017.002.21010.001	2	21010	Acquisition, SW MOB Acquisition		0	1,000,000	0
		9	2017.002.26440.001	2	26440	General Construction, Third Floor NICU		0	0	0
		2	2017.002.26480.001	2	26480	Master Facility Plan, New Cancer Center	Will not spend all funds in 2017 - carryover into 2018	2,041,780	0	500,000
		6	2017.002.26750.001	2	26750	Mammography Unit, Digital Mammo Unit		0	540,000	200,000
		12	2017.002.27400.001	2	27400	General Construction, New Cardiac Center		0	500,000	2,500,000
		11	2017.002.27540.001	2	27540	General Construction, Sleep Lab Expansion		0	0	500,000
		4	2017.002.27550.001	2	27550	EMG (Spine Neuro), Cyber Knife		0	0	0
		10	2017.002.27640.001	2	27640	General Renovation, OR Remodel		0	0	500,000
		5	2017.010.102002.001	10	102002	General Construction, Dental Surgery Expansion		0	736,000	0
		120	KH_Contingency	1	19000	Contingency, Main Campus Contingency Pool		0	0	0
Total								2,041,780	2,776,000	4,200,000

NOTE: To view the project details for a capital project, double-click the folder icon next to the CAPREQ column.

To enter projected cash spending by quarter:

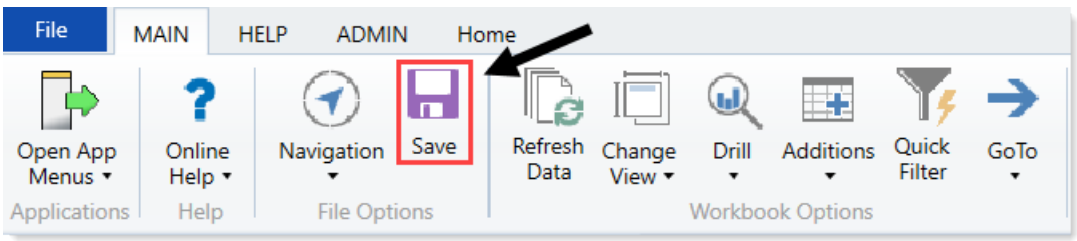
1. In the Cap Track Admin or Cap Track task pane, in the **Capital Tracking Commands** section, click **Cash Flow Spend Forecast**, and double-click **Quarterly Cash Flow Spend Forecast**.



2. Refresh the data in the utility by doing one of the following:
   - In the **Main** ribbon tab, in the **Workbook Options** group, click **Refresh Data**.
   - Press **F9**.
3. Do one of the following:

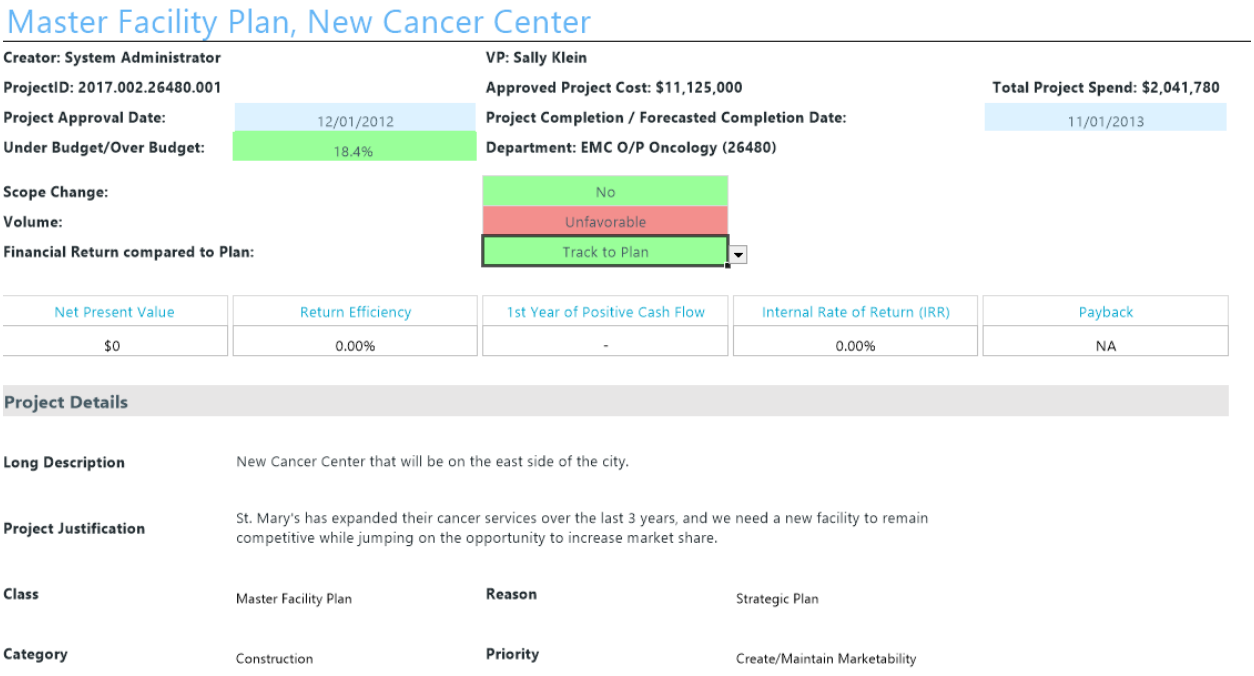
Option	Description
Select one or more projects to include in the utility	a. In the **Refresh Variables** dialog, for each option to filter by, click **Choose Value**. b. In the **Choose Value** dialog, select the values to include, and click **OK**. c. In the **Refresh Dialog**, click **OK**.
Include all projects in the utility	In the **Refresh Variables** dialog, leave the field blank, and click **OK**.

4. At the top of the page, from the **Select Current Quarter** drop-down, select which quarter you want to forecast.
5. For each project, complete the following columns to project cash flow by quarter for each year:
   - **Comments**
   - **20XX Q1 Forecast - 20XX Q4 Forecast**
6. After you are done making your changes, in the **Main** ribbon tab, click **Save**.



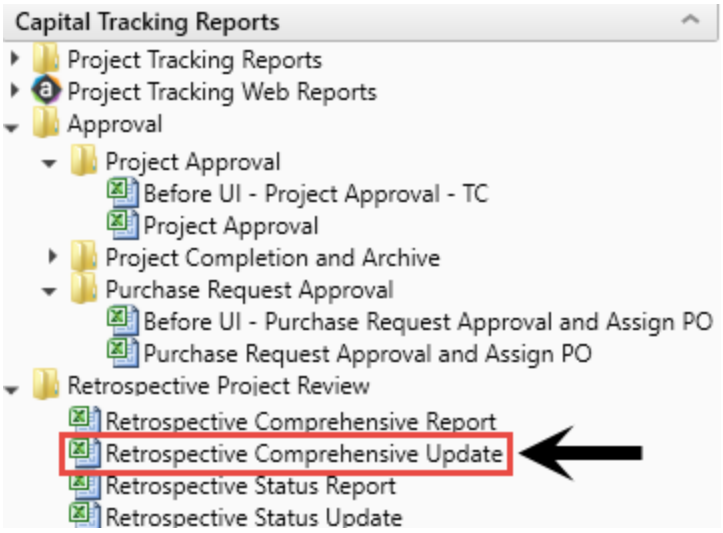
Entering a Retrospective Comprehensive Update for capital projects

Use this report to enter a Retrospective Comprehensive Update for individual capital projects.

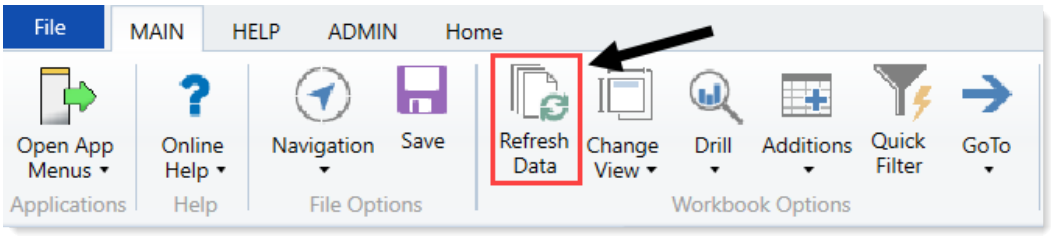


To enter a Retrospective Comprehensive Update for capital projects:

1. In the Cap Track Admin task pane, in the **Capital Tracking Reports** section, click **Retrospective Project Review**, and double-click **Retrospective Comprehensive Update**.



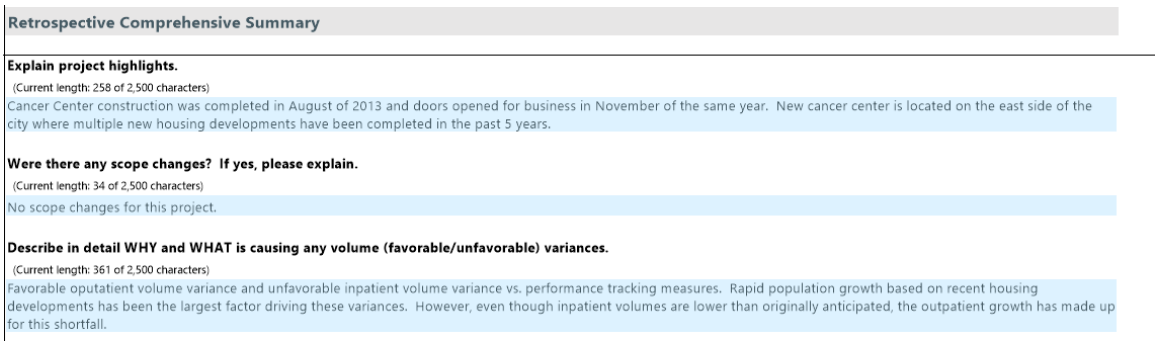
2. Refresh data by doing one of the following:
    - On the **Main** ribbon tab, in the **Workbook Options** group, click **Refresh Data**.



    - Press **F9**.
3. Do the following:
    a. In the **Refresh Variables** dialog, in the **Project** field, click **Choose Value**.
    b. In the **Choose Value** dialog, select the project, and click **OK**.
    c. In the **Refresh Variables** dialog, click **OK**.
4. In the **Project Summary** tab, complete the following fields, as applicable:

Option	Description
Project Approval Date	Displays the date the project was approved.
Project Completion/Forecasted Completion Date	Displays the date the project was completed.
Under Budget/Over Budget	Displays the percentage the project was under or over budget compared to plan.
Scope Change	Select **Yes** or **No** if there was a project scope change.
Volume	Select one of the following: • **Favorable** • **Unfavorable** • **Mixed** • **NA**
Financial Return compared to Plan	Select one of the following: • **Track to Plan** • **Mixed** • **Not on Plan**

5. In the **Narrative** tab, complete the questions, if applicable.



Retrospective Comprehensive Summary

Explain project highlights.

(Current length: 258 of 2,500 characters)

Cancer Center construction was completed in August of 2013 and doors opened for business in November of the same year. New cancer center is located on the east side of the city where multiple new housing developments have been completed in the past 5 years.

Were there any scope changes? If yes, please explain.

(Current length: 34 of 2,500 characters)

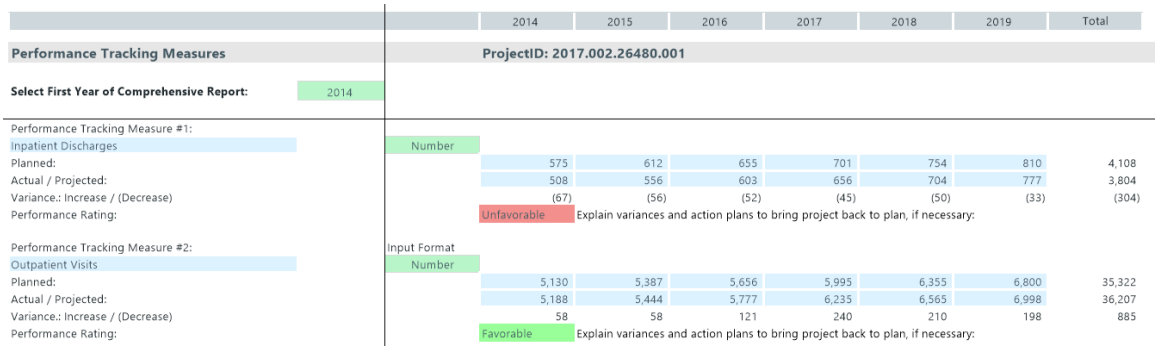
No scope changes for this project.

Describe in detail WHY and WHAT is causing any volume (favorable/unfavorable) variances.

(Current length: 361 of 2,500 characters)

Favorable oputatient volume variance and unfavorable inpatient volume variance vs. performance tracking measures. Rapid population growth based on recent housing developments has been the largest factor driving these variances. However, even though inpatient volumes are lower than originally anticipated, the outpatient growth has made up for this shortfall.

6. In the **PerformanceMeasures** tab, do the following:

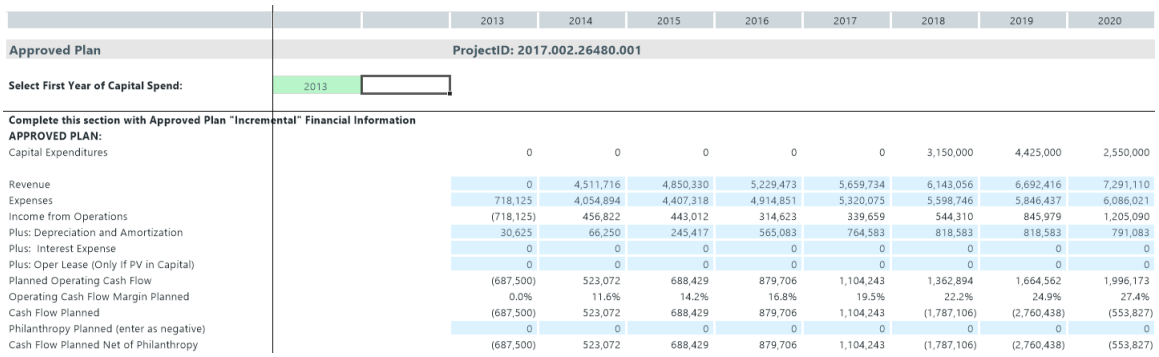


		2014	2015	2016	2017	2018	2019	Total
Performance Tracking Measures		**ProjectID: 2017.002.26480.001**						
Select First Year of Comprehensive Report:	2014							
Performance Tracking Measure #1:								
Inpatient Discharges	Number							
Planned:		575	612	655	701	754	810	4,108
Actual / Projected:		508	556	603	656	704	777	3,804
Variance.: Increase / (Decrease)		(67)	(56)	(52)	(45)	(50)	(33)	(304)
Performance Rating:		Unfavorable	Explain variances and action plans to bring project back to plan, if necessary:					
Performance Tracking Measure #2:	Input Format							
Outpatient Visits	Number							
Planned:		5,130	5,387	5,656	5,995	6,355	6,800	35,322
Actual / Projected:		5,188	5,444	5,777	6,235	6,565	6,998	36,207
Variance.: Increase / (Decrease)		58	58	121	240	210	198	885
Performance Rating:		Favorable	Explain variances and action plans to bring project back to plan, if necessary:					

- Update the name cell under **Performance Tracking Measure**.
- In the **Input Format** cell, select the format to use.
- In the **Planned**, **Actual/Projected**, and **Variance** rows, enter data in the blue cells.

  The **Performance Rating** cell automatically displays a rating based on the data entered in the rows.

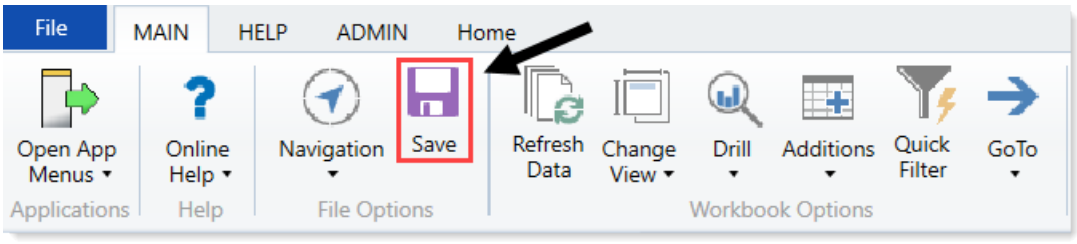
7. In the **CashFlow** tab, do the following:



		2013	2014	2015	2016	2017	2018	2019	2020
Approved Plan		**ProjectID: 2017.002.26480.001**							
Select First Year of Capital Spend:	2013								
Complete this section with Approved Plan "Incremental" Financial Information									
APPROVED PLAN:									
Capital Expenditures		0	0	0	0	0	3,150,000	4,425,000	2,550,000
Revenue		0	4,511,716	4,850,330	5,229,473	5,659,734	6,143,056	6,692,416	7,291,110
Expenses		718,125	4,054,894	4,407,318	4,914,851	5,320,075	5,598,746	5,846,437	6,086,021
Income from Operations		(718,125)	456,822	443,012	314,623	339,659	544,310	845,979	1,205,090
Plus: Depreciation and Amortization		30,625	66,250	245,417	565,083	764,583	818,583	818,583	791,083
Plus: Interest Expense		0	0	0	0	0	0	0	0
Plus: Oper Lease (Only If PV in Capital)		0	0	0	0	0	0	0	0
Planned Operating Cash Flow		(687,500)	523,072	688,429	879,706	1,104,243	1,362,894	1,664,562	1,996,173
Operating Cash Flow Margin Planned		0.0%	11.6%	14.2%	16.8%	19.5%	22.2%	24.9%	27.4%
Cash Flow Planned		(687,500)	523,072	688,429	879,706	1,104,243	(1,787,106)	(2,760,438)	(553,827)
Philanthropy Planned (enter as negative)		0	0	0	0	0	0	0	0
Cash Flow Planned Net of Philanthropy		(687,500)	523,072	688,429	879,706	1,104,243	(1,787,106)	(2,760,438)	(553,827)

- In the **Select First Year of Capital Spend** cell, select the first year of capital spending.
- For each row, enter the appropriate data in the blue cells.

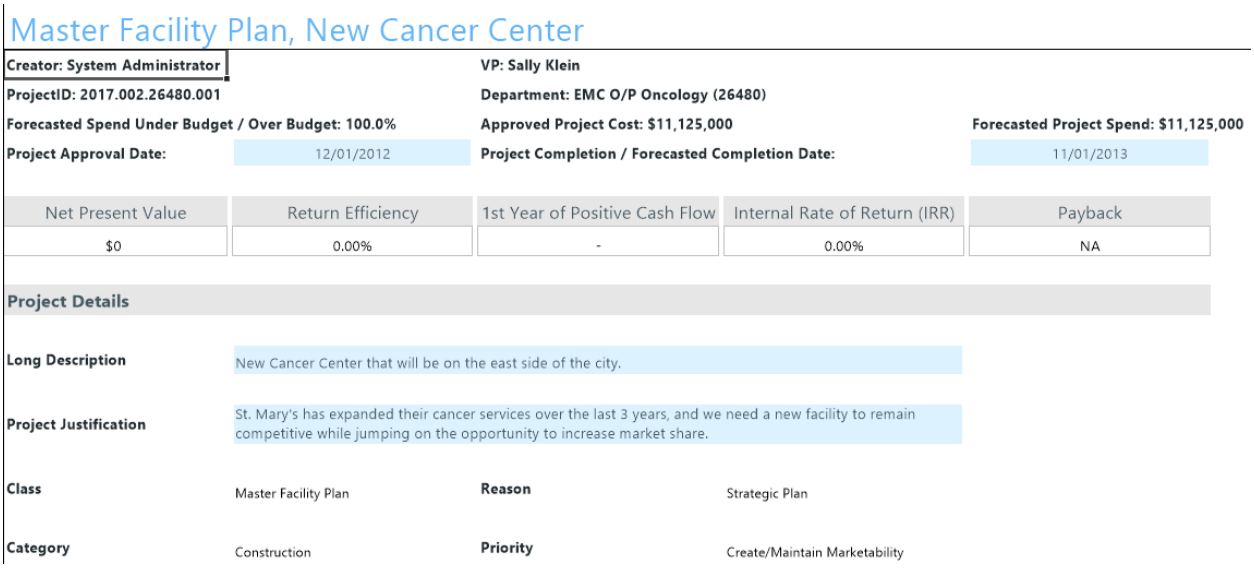
8. After you finish making changes, in the **Main** ribbon tab, click **Save**.



9. At the confirmation prompt, click **OK**.

Entering Retrospective Status Updates for capital projects

Use this report to enter a Retrospective Status Update for individual capital projects.



Master Facility Plan, New Cancer Center

Creator: System Administrator		**VP: Sally Klein**		
ProjectID: 2017.002.26480.001		**Department: EMC O/P Oncology (26480)**		
Forecasted Spend Under Budget / Over Budget: 100.0%		**Approved Project Cost: $11,125,000**		**Forecasted Project Spend: $11,125,000**
Project Approval Date:	12/01/2012	**Project Completion / Forecasted Completion Date:**	11/01/2013	

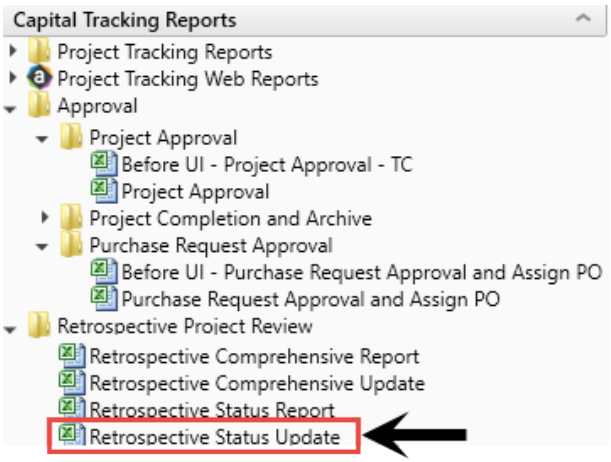
Net Present Value	Return Efficiency	1st Year of Positive Cash Flow	Internal Rate of Return (IRR)	Payback
$0	0.00%	-	0.00%	NA

Project Details

Long Description	New Cancer Center that will be on the east side of the city.		
Project Justification	St. Mary's has expanded their cancer services over the last 3 years, and we need a new facility to remain competitive while jumping on the opportunity to increase market share.		
Class	Master Facility Plan	**Reason**	Strategic Plan
Category	Construction	**Priority**	Create/Maintain Marketability

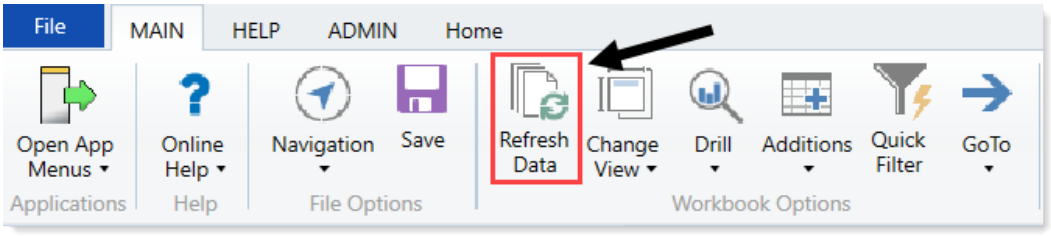
To enter a Retrospective Status Update for capital projects:

1. In the Cap Track Admin task pane, in the **Capital Tracking Reports** section, click **Retrospective Project Review**, and double-click **Retrospective Status Update**.



2. Refresh data by doing one of the following:

   - On the **Main** ribbon tab, in the **Workbook Options** group, click **Refresh Data**.



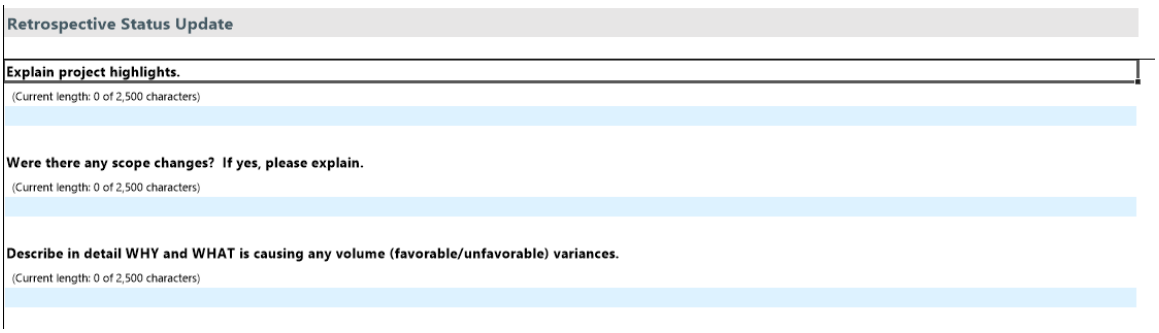
   - Press **F9**.

3. Do the following:
   a. In the **Refresh Variables** dialog, in the **Project** field, click **Choose Value**.
   b. In the **Choose Value** dialog, select the project, and click **OK**.
   c. In the **Refresh Variables** dialog, click **OK**.

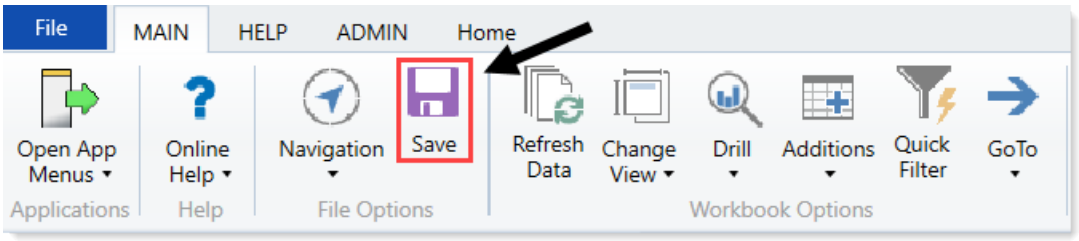
4. In the **Project Summary** tab, complete the following fields, as applicable:

Option	Description
Project Approval Date	The date the project was approved
Project Completion/Forecasted Completion Date	The date the project was completed
Long Description	The long description used for the project
Project Justification	The justification given to the project

5. In the **Narrative** tab, complete the questions, if applicable.



6. After you finish making changes, in the **Main** ribbon tab, click **Save**.

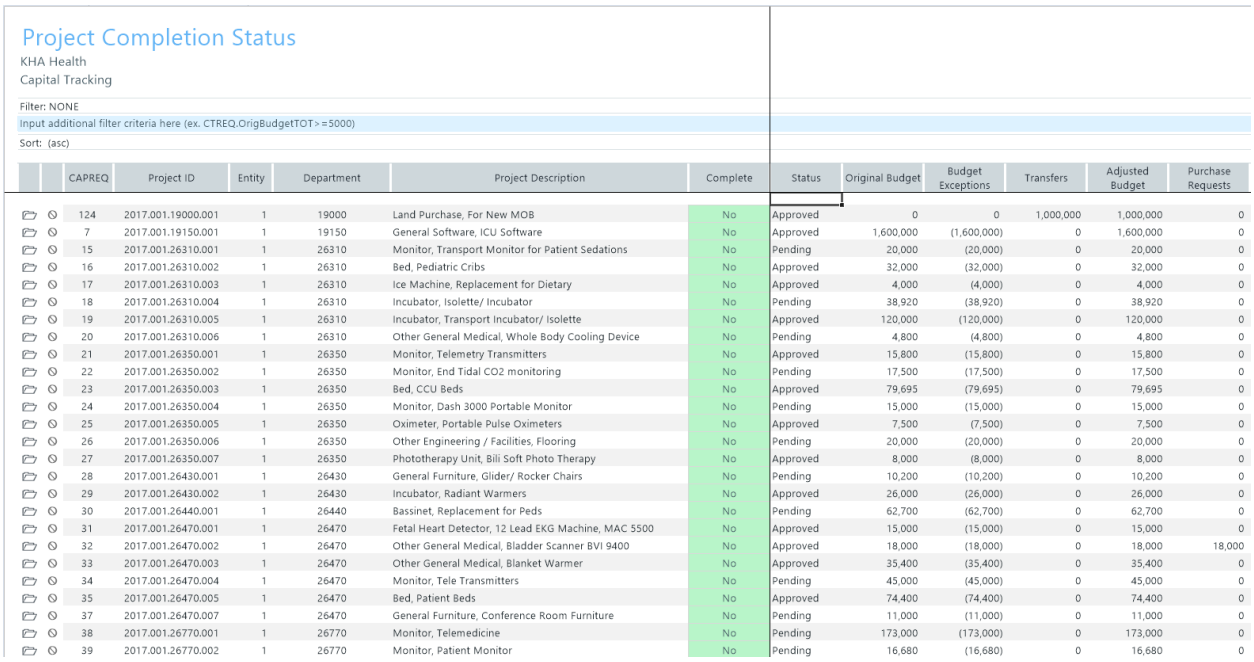


7. At the confirmation prompt, click **OK**.

Marking a capital project as complete

The Project Completion Status report allows you to mark a capital project as complete or incomplete. The projects remain available in all reports, but users cannot create purchase requests for them.

NOTE: By default, all projects display as incomplete (**Complete** column = No). You only need to use this utility to make a project complete or to change it from complete to incomplete.



Project Completion Status
KHA Health
Capital Tracking

Filter: NONE
Input additional filter criteria here (ex. CTREQ.OrigBudgetTOT>=5000)
Sort: (asc)

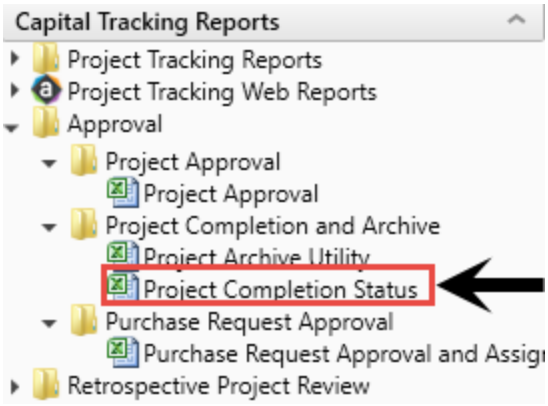
		CAPREQ	Project ID	Entity	Department	Project Description	Complete	Status	Original Budget	Budget Exceptions	Transfers	Adjusted Budget	Purchase Requests
		124	2017.001.19000.001	1	19000	Land Purchase, For New MOB	No	Approved	0	0	1,000,000	1,000,000	0
		7	2017.001.19150.001	1	19150	General Software, ICU Software	No	Approved	1,600,000	(1,600,000)	0	1,600,000	0
		15	2017.001.26310.001	1	26310	Monitor, Transport Monitor for Patient Sedations	No	Pending	20,000	(20,000)	0	20,000	0
		16	2017.001.26310.002	1	26310	Bed, Pediatric Cribs	No	Approved	32,000	(32,000)	0	32,000	0
		17	2017.001.26310.003	1	26310	Ice Machine, Replacement for Dietary	No	Approved	4,000	(4,000)	0	4,000	0
		18	2017.001.26310.004	1	26310	Incubator, Isolette/ Incubator	No	Pending	38,920	(38,920)	0	38,920	0
		19	2017.001.26310.005	1	26310	Incubator, Transport Incubator/ Isolette	No	Approved	120,000	(120,000)	0	120,000	0
		20	2017.001.26310.006	1	26310	Other General Medical, Whole Body Cooling Device	No	Pending	4,800	(4,800)	0	4,800	0
		21	2017.001.26350.001	1	26350	Monitor, Telemetry Transmitters	No	Approved	15,800	(15,800)	0	15,800	0
		22	2017.001.26350.002	1	26350	Monitor, End Tidal CO2 monitoring	No	Pending	17,500	(17,500)	0	17,500	0
		23	2017.001.26350.003	1	26350	Bed, CCU Beds	No	Approved	79,695	(79,695)	0	79,695	0
		24	2017.001.26350.004	1	26350	Monitor, Dash 3000 Portable Monitor	No	Pending	15,000	(15,000)	0	15,000	0
		25	2017.001.26350.005	1	26350	Oximeter, Portable Pulse Oximeters	No	Approved	7,500	(7,500)	0	7,500	0
		26	2017.001.26350.006	1	26350	Other Engineering / Facilities, Flooring	No	Pending	20,000	(20,000)	0	20,000	0
		27	2017.001.26350.007	1	26350	Phototherapy Unit, Bili Soft Photo Therapy	No	Approved	8,000	(8,000)	0	8,000	0
		28	2017.001.26430.001	1	26430	General Furniture, Glider/ Rocker Chairs	No	Pending	10,200	(10,200)	0	10,200	0
		29	2017.001.26430.002	1	26430	Incubator, Radiant Warmers	No	Approved	26,000	(26,000)	0	26,000	0
		30	2017.001.26440.001	1	26440	Bassinet, Replacement for Peds	No	Pending	62,700	(62,700)	0	62,700	0
		31	2017.001.26470.001	1	26470	Fetal Heart Detector, 12 Lead EKG Machine, MAC 5500	No	Approved	15,000	(15,000)	0	15,000	0
		32	2017.001.26470.002	1	26470	Other General Medical, Bladder Scanner BVI 9400	No	Approved	18,000	(18,000)	0	18,000	18,000
		33	2017.001.26470.003	1	26470	Other General Medical, Blanket Warmer	No	Approved	35,400	(35,400)	0	35,400	0
		34	2017.001.26470.004	1	26470	Monitor, Tele Transmitters	No	Pending	45,000	(45,000)	0	45,000	0
		35	2017.001.26470.005	1	26470	Bed, Patient Beds	No	Approved	74,400	(74,400)	0	74,400	0
		37	2017.001.26470.007	1	26470	General Furniture, Conference Room Furniture	No	Pending	11,000	(11,000)	0	11,000	0
		38	2017.001.26770.001	1	26770	Monitor, Telemedicine	No	Pending	173,000	(173,000)	0	173,000	0
		39	2017.001.26770.002	1	26770	Monitor, Patient Monitor	No	Pending	16,680	(16,680)	0	16,680	0

NOTE: To remove capital projects from all report, process management, and so on, see Archiving capital projects.

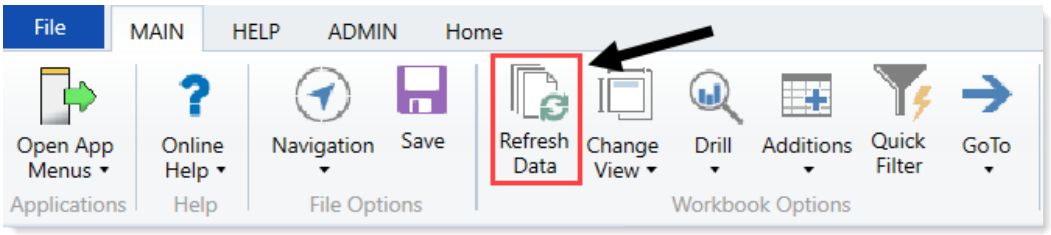
From this utility, you can also view plan files by double-clicking the folder icon in the column on the left side of the CAPREQ/POTRANS column.

To mark a capital project as complete:

1. In the Cap Track Admin task pane, in the **Capital Tracking Reports** section, click **Approval > Project Completion and Archive**, and double-click **Project Completion Status**.



2. Refresh data by doing one of the following:
   - On the **Main** ribbon tab, in the **Workbook Options** group, click **Refresh Data**.

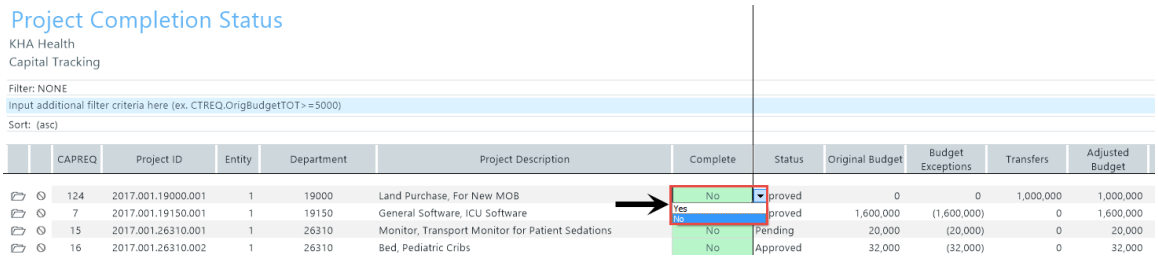


- Press **F9**.

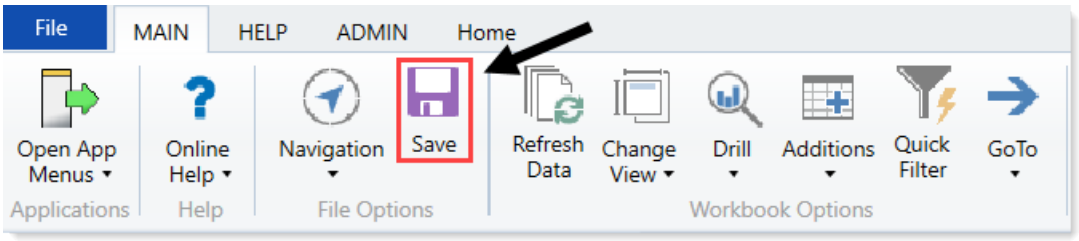
3. Do one of the following:

Option	Description
Filter the report by specific project variables	a. In the **Refresh Variables** dialog, for each option to filter by, click **Choose Value**. b. In the **Choose Value** dialog, select the values to include, and click **OK**. c. In the **Refresh Dialog**, click **OK**.
Include all projects in the report	In the **Refresh Variables** dialog, leave the field blank, and click **OK**.

4. In the **Complete** column, do one of the following:
   - To mark a capital project as complete, select **Yes**.
   - To mark a capital project as incomplete, select **No**.



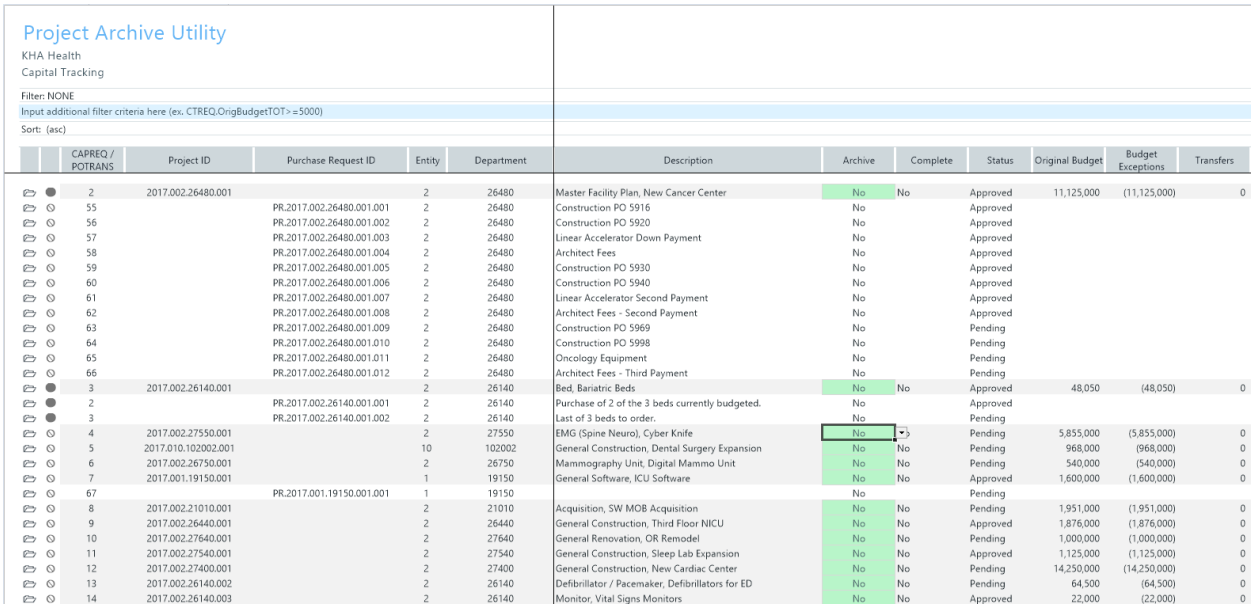
5. After you finish making changes, in the **Main** ribbon tab, click **Save**.



6. At the confirmation prompt, click **OK**.

Archiving capital projects

The Project Archive Utility allows you to archive capital projects so that they no longer display in reporting, process management, or opened by users.



Project Archive Utility
KHA Health
Capital Tracking

Filter: NONE
Input additional filter criteria here (ex. CTREQ.OrigBudgetTOT>=5000)
Sort: (asc)

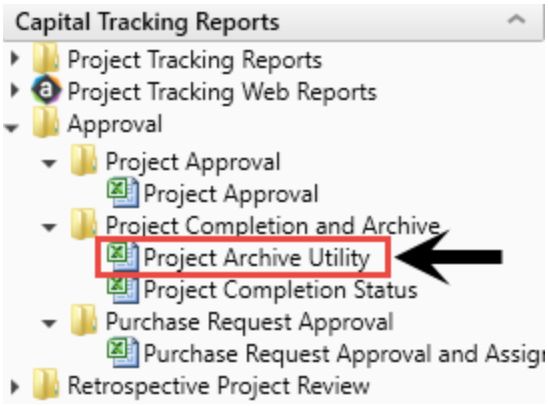
CAPREQ / POTRANS	Project ID	Purchase Request ID	Entity	Department	Description	Archive	Complete	Status	Original Budget	Budget Exceptions	Transfers
2	2017.002.26480.001		2	26480	Master Facility Plan, New Cancer Center	No	No	Approved	11,125,000	(11,125,000)	0
55		PR.2017.002.26480.001.001	2	26480	Construction PO 5916	No		Approved			
56		PR.2017.002.26480.001.002	2	26480	Construction PO 5920	No		Approved			
57		PR.2017.002.26480.001.003	2	26480	Linear Accelerator Down Payment	No		Approved			
58		PR.2017.002.26480.001.004	2	26480	Architect Fees	No		Approved			
59		PR.2017.002.26480.001.005	2	26480	Construction PO 5930	No		Approved			
60		PR.2017.002.26480.001.006	2	26480	Construction PO 5940	No		Approved			
61		PR.2017.002.26480.001.007	2	26480	Linear Accelerator Second Payment	No		Approved			
62		PR.2017.002.26480.001.008	2	26480	Architect Fees - Second Payment	No		Approved			
63		PR.2017.002.26480.001.009	2	26480	Construction PO 5969	No		Pending			
64		PR.2017.002.26480.001.010	2	26480	Construction PO 5998	No		Pending			
65		PR.2017.002.26480.001.011	2	26480	Oncology Equipment	No		Pending			
66		PR.2017.002.26480.001.012	2	26480	Architect Fees - Third Payment	No		Pending			
3	2017.002.26140.001		2	26140	Bed, Bariatric Beds	No	No	Approved	48,050	(48,050)	0
2		PR.2017.002.26140.001.001	2	26140	Purchase of 2 of the 3 beds currently budgeted.	No		Approved			
3		PR.2017.002.26140.001.002	2	26140	Last of 3 beds to order.	No		Pending			
4	2017.002.27550.001		2	27550	EMG (Spine Neuro), Cyber Knife	No	No	Pending	5,855,000	(5,855,000)	0
5	2017.010.102002.001		10	102002	General Construction, Dental Surgery Expansion	No	No	Pending	968,000	(968,000)	0
6	2017.002.26750.001		2	26750	Mammography Unit, Digital Mammo Unit	No	No	Pending	540,000	(540,000)	0
7	2017.001.19150.001		1	19150	General Software, ICU Software	No	No	Approved	1,600,000	(1,600,000)	0
67		PR.2017.001.19150.001.001	1	19150		No		Pending			
8	2017.002.21010.001		2	21010	Acquisition, SW MOB Acquisition	No	No	Pending	1,951,000	(1,951,000)	0
9	2017.002.26440.001		2	26440	General Construction, Third Floor NICU	No	No	Approved	1,876,000	(1,876,000)	0
10	2017.002.27640.001		2	27640	General Renovation, OR Remodel	No	No	Pending	1,000,000	(1,000,000)	0
11	2017.002.27540.001		2	27540	General Construction, Sleep Lab Expansion	No	No	Approved	1,125,000	(1,125,000)	0
12	2017.002.27400.001		2	27400	General Construction, New Cardiac Center	No	No	Pending	14,250,000	(14,250,000)	0
13	2017.002.26140.002		2	26140	Defibrillator / Pacemaker, Defibrillators for ED	No	No	Pending	64,500	(64,500)	0
14	2017.002.26140.003		2	26140	Monitor, Vital Signs Monitors	No	No	Approved	22,000	(22,000)	0

NOTE: The Archive status does not remove data from the system. You can reset the Archive status to reverse the process so that a project will again show in reports, process management, and to users. To mark a capital project as complete, see Marking a capital project as complete.

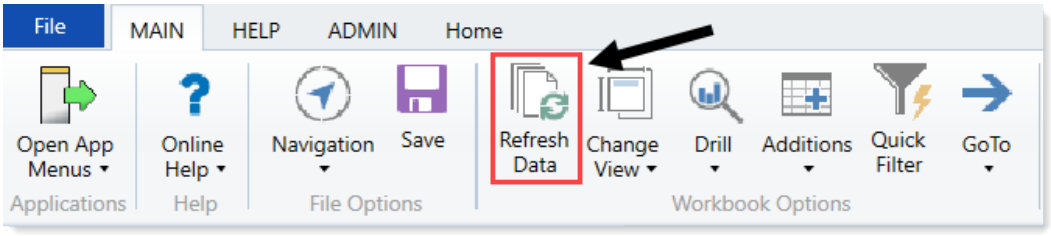
From this utility, you can also view plan files by double-clicking the folder icon in the column on the left side of the CAPREQ/POTRANS column.

To archive capital projects:

1. In the Cap Track Admin task pane, in the **Capital Tracking Reports** section, click **Approval > Project Completion and Archive**, and double-click **Project Archive Utility**.



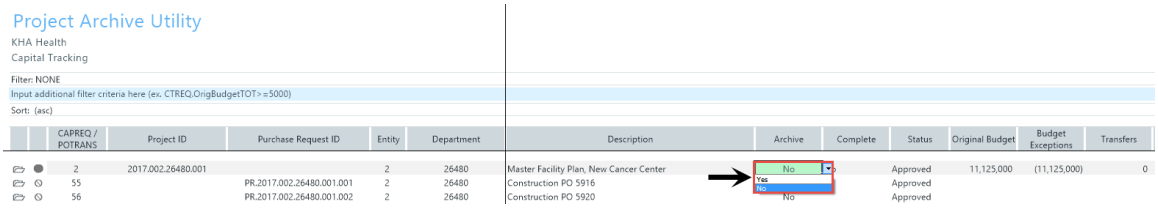
2. Refresh data by doing one of the following:
    - On the **Main** ribbon tab, in the **Workbook Options** group, click **Refresh Data**.



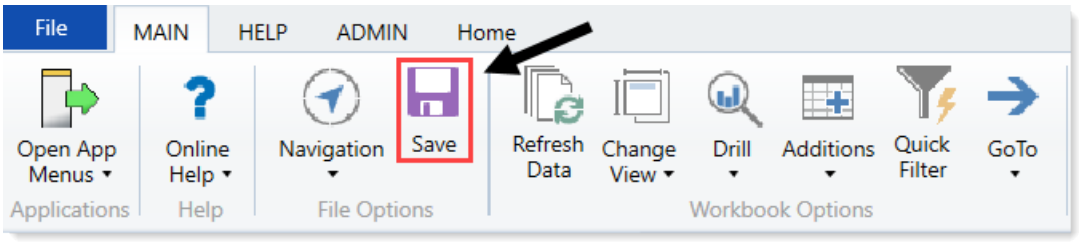
    - Press **F9**.
3. Do one of the following:

Option	Description
Filter the utility by specific project variables	a. In the **Refresh Variables** dialog, for each option to filter by, click **Choose Value**. b. In the **Choose Value** dialog, select the values to include, and click **OK**. c. In the **Refresh Dialog**, click **OK**.
Include all projects in the utility	In the **Refresh Variables** dialog, leave the field blank, and click **OK**.

4. In the **Archive** column, do one of the following:
    - To archive a capital project, select **Yes**.
    - To keep a project active, select **No**.



5. After you finish making changes, in the **Main** ribbon tab, click **Save**.



6. At the confirmation prompt, click **OK**.

Updating the project or purchase request creator

The CT Update Project Initiator and PR Update Purchase Request Initiator reports provide a list of all the projects/purchase requests, their descriptions, and their creators. You can change the creator by selecting a username from the Creator column. For example, if a user leaves the organization or moves to a new role.

The report also lists the process initiator, which refers to the user who started the plan file in the process. In most cases, the plan file creator and the process initiator are the same user. To change the process initiator to be different from the project creator, see Changing the process initiator for active plan files.

CT Update Project Initiator

KHA Health
Capital Tracking

CAPREQ	Project Description	Creator	ProcessInstanceID	ProcessInitiatorName	ProcessInitiatorID
2	Master Facility Plan	Admin	1236	Jess Block	2
3	Bed	Admin	1237	Jess Block	2
4	EMG (Spine Neuro)	GChambers	1238	Jess Block	2
5	General Construction	SFalkner	1239	Jess Block	2
6	Mammography Unit	JYounger	1240	Jess Block	2
7	General Software	CCastleberry	1241	Jess Block	2
8	Acquisition	SFalkner	1242	Jess Block	2

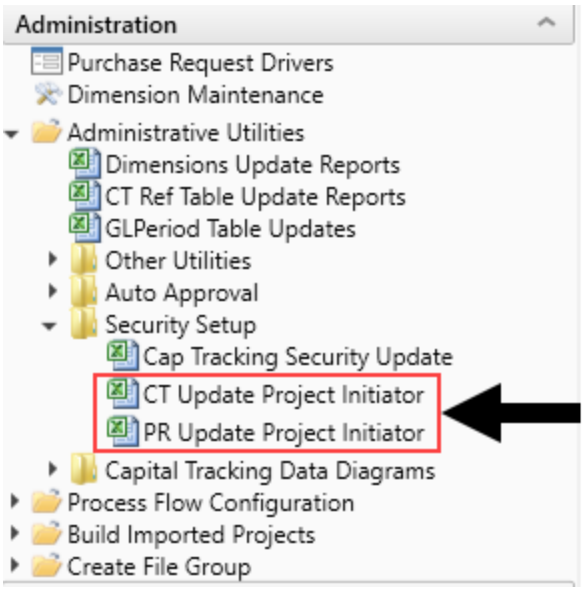
PR Update Purchase Request Initiator

KHA Health
Capital Tracking

POTRANS	Purchase Request Description	Creator	ProcessInstanceID	ProcessInitiatorName	ProcessInitiatorID
2	Purchase of 2 of the 3 beds currently budgeted.	Admin	650	Jess Block	2
3	Last of 3 beds to order.	Admin	651	Jess Block	2
4		Admin	652	Jess Block	2
5		Admin	653	Jess Block	2
6		Admin	654	Jess Block	2
7		Admin	655	Jess Block	2

To update the project or purchase request creator:

1. In the Cap Track Admin task pane, in the **Administration** section, click **Administrative Utilities > Security Setup**, and then double-click **CT Update Project Initiator** or **PR Update Project Initiator**.



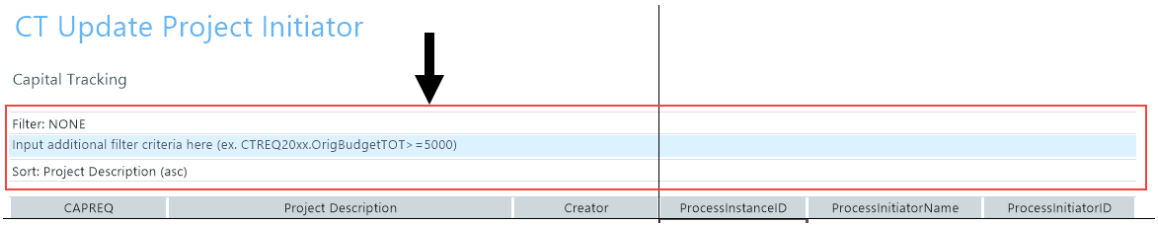
2. From the **Main** ribbon tab, click **Refresh Data**.

   TIP: You can also refresh data by pressing **F9**. At the bottom of the Refresh Variables dialog, you can also set the sort order.

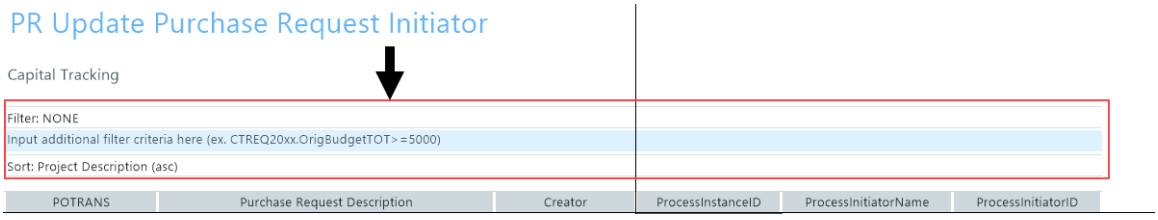
3. In the **Refresh Variables** dialog, enter or select the variables to determine the records to include in the report, and press **OK**.

   TIP: To include all records in the report, leave the fields blank.

4. To filter the list even further, in the Filter section above the table, type a filter statement using the appropriate filter syntax. For instructions, see Filter criteria syntax.



Click image to view full size



Click image to view full size

5. To change the person who created the project/purchase request, select the user from the drop-down in the **Creator** column.
6. In the **Main** ribbon tab, click **Save**.

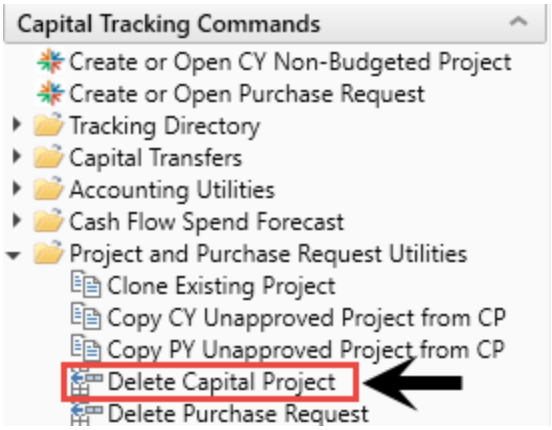
Deleting a capital project

After you delete a selected plan file, it is excluded from all queries, processes, and reports.

IMPORTANT: After you delete a project, it is permanently deleted, and there is no way to recover the data. Please use caution when using this utility.

To delete a capital project:

1. In the Cap Track Admin task pane, in the **Capital Tracking Commands** section, click **Project and Purchase Request Utilities**, and double-click **Delete Capital Project**.



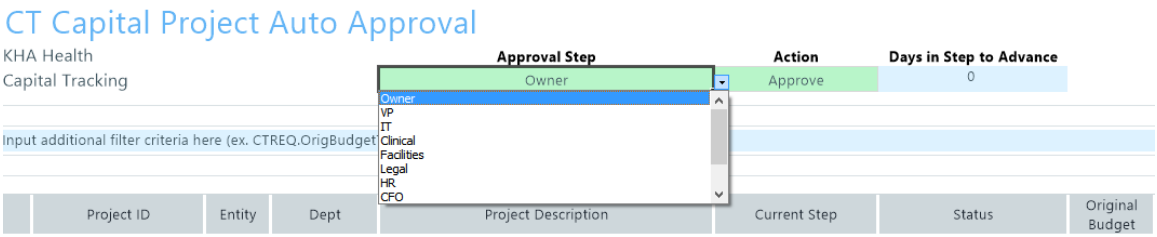
2. Select one or more projects to delete, and click **OK**.
3. At the confirmation prompt, click **OK**.

Configuring project and PO auto approval and advancement

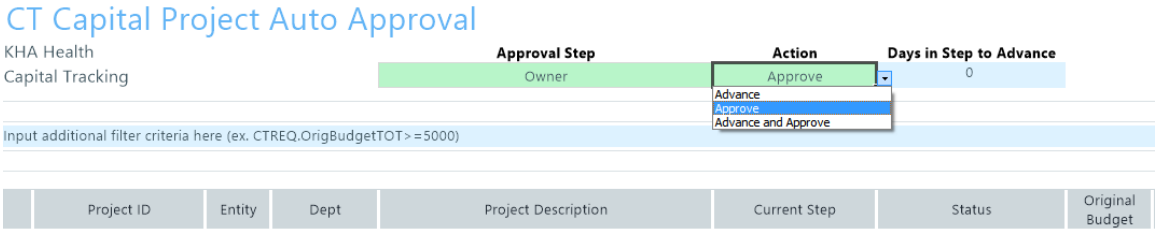
Use the CT Capital Project Auto Approval and the Purchase Request Auto Approval utilities to automatically advance and/or approve project plan files and/or purchase orders if reviewers have not reviewed them by a specified time frame. For example, if a pending capital project has been in a step for seven days, you can set the system to automatically move the project to the next step without first getting approval.

To configure project and PO auto approval and/or advancement:

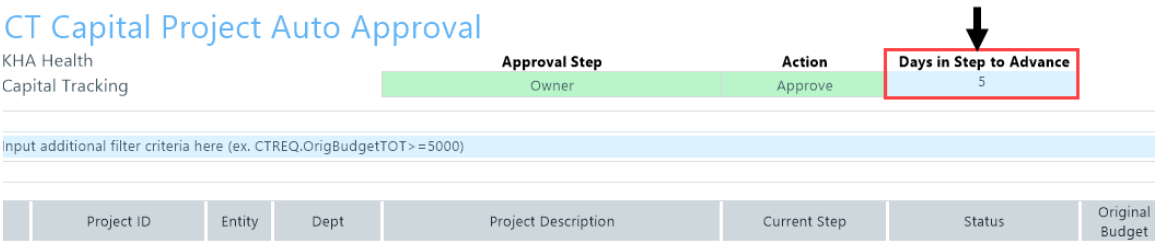
1. In the Cap Track Admin task pane, in the **Administration** section, double-click **CT Capital Project Auto Approval** or **Purchase Order Auto Approval**.
2. From the **Approval Step** drop-down, select the step in which to configure the auto advancement and/or approval.



3. From the **Action** drop-down at the top of the sheet, select one of the following actions:
   - **Advance** – Advance the project/PO while keeping its current status.
   - **Approve** – Approve the project/PO without moving it to the next step.
   - **Advance and Approve** – Approve the project/PO and move it to the next step.



4. In the **Days to Step in Advance** cell, type the number of days in which the project/PO remains in a step before it moves to the next step.



> **NOTE:** Be default, this field displays zero. If you leave the field as zero, the system advances and/or approves the capital project or PO immediately—regardless of the number of days in the step.

5. After making your changes, in the **Main** ribbon tab, click **Save**.

Monitoring capital project and purchase requests

Project owners can monitor their capital project and purchase requests using the following reports:

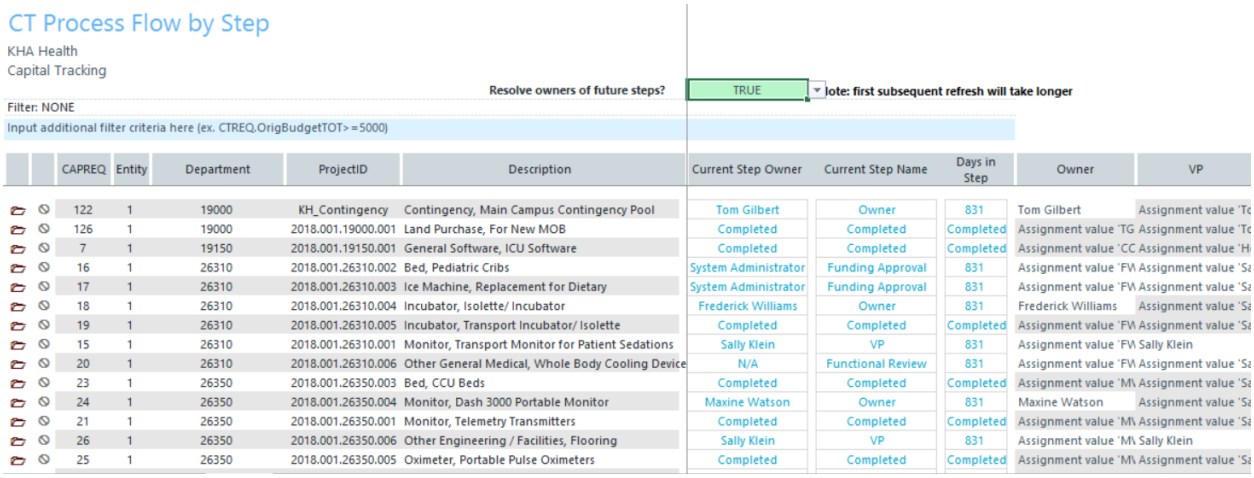
- **CT Process Flow by Step** or **PR Process Flow by Step** – Shows the status of requests and where they are in the project flow. This report also shows the completed steps up to the current step and the steps to be completed. For more information, see Running the CT Process Flow by Step report or Running the PR Process Flow by Step report.
- **CT Process Flow Days in Step** or **PR Process Flow Days in Step** – Similar to the CT Process Flow by Step or PR Process Flow by Step report, but adds the days in each step. For more information, see Running the CT Process Flow Days in Step report or Running the PR Process Flow Days in Step report.
- **CP Process Flow Routing Slip** or **PR Process Flow Routing Slip** – Shows the request's current stage and its history, including comments. For more information, see Running the CT Process Flow Routing Slip report or Running the PR Process Flow Routing Slip report.

Running the CT Process Flow by Step report

Use this report to view the process flow details for each capital project, such as:

- Current step
- Days in current step
- Future steps with owner assignments

On the right side of the report, gray columns are approval columns and white-shaded columns are functional review areas. White-shaded cells on the rows are completed steps all the way to the last white-shaded cell on the row, which shows the current owner of that step. Grey-shaded cells are steps that have not been started.



CT Process Flow by Step

KHA Health

Capital Tracking

Resolve owners of future steps? TRUE lote: first subsequent refresh will take longer

Filter: NONE

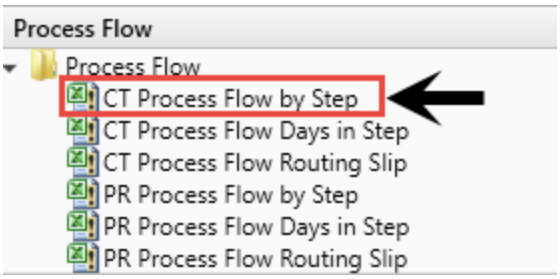
Input additional filter criteria here (ex. CTREQ.OrigBudgetTOT>=5000)

CAPREQ	Entity	Department	ProjectID	Description	Current Step Owner	Current Step Name	Days in Step	Owner	VP
122	1	19000	KH_Contingency	Contingency, Main Campus Contingency Pool	Tom Gilbert	Owner	831	Tom Gilbert	Assignment value 'To
126	1	19000	2018.001.19000.001	Land Purchase, For New MOB	Completed	Completed	Completed	Assignment value 'TG	Assignment value 'To
7	1	19150	2018.001.19150.001	General Software, ICU Software	Completed	Completed	Completed	Assignment value 'CC	Assignment value 'H
16	1	26310	2018.001.26310.002	Bed, Pediatric Cribs	System Administrator	Funding Approval	831	Assignment value 'FV	Assignment value 'Sa
17	1	26310	2018.001.26310.003	Ice Machine, Replacement for Dietary	System Administrator	Funding Approval	831	Assignment value 'FV	Assignment value 'Sa
18	1	26310	2018.001.26310.004	Incubator, Isolette/ Incubator	Frederick Williams	Owner	831	Frederick Williams	Assignment value 'Sa
19	1	26310	2018.001.26310.005	Incubator, Transport Incubator/ Isolette	Completed	Completed	Completed	Assignment value 'FV	Assignment value 'Sa
15	1	26310	2018.001.26310.001	Monitor, Transport Monitor for Patient Sedations	Sally Klein	VP	831	Assignment value 'FV	Sally Klein
20	1	26310	2018.001.26310.006	Other General Medical, Whole Body Cooling Device	N/A	Functional Review	831	Assignment value 'FV	Assignment value 'Sa
23	1	26350	2018.001.26350.003	Bed, CCU Beds	Completed	Completed	Completed	Assignment value 'MV	Assignment value 'Sa
24	1	26350	2018.001.26350.004	Monitor, Dash 3000 Portable Monitor	Maxine Watson	Owner	831	Maxine Watson	Assignment value 'Sa
21	1	26350	2018.001.26350.001	Monitor, Telemetry Transmitters	Completed	Completed	Completed	Assignment value 'MV	Assignment value 'Sa
26	1	26350	2018.001.26350.006	Other Engineering / Facilities, Flooring	Sally Klein	VP	831	Assignment value 'MV	Sally Klein
25	1	26350	2018.001.26350.005	Oximeter, Portable Pulse Oximeters	Completed	Completed	Completed	Assignment value 'MV	Assignment value 'Sa

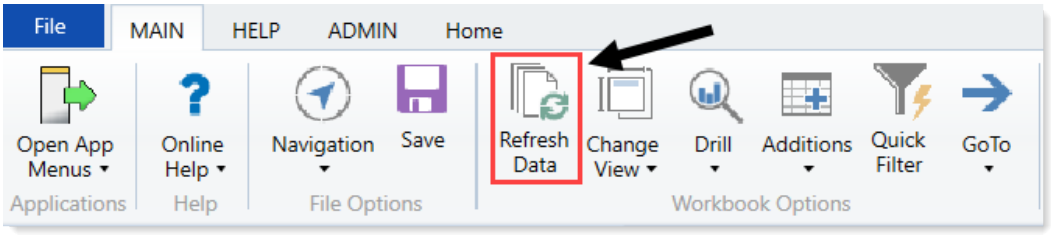
After all functional review areas have signed off on their projects, the completed cells will change to the user who updated the project for that functional area.

To run the CT Process Flow by Step report:

1. In the Cap Track Admin or Cap Track task pane, in the **Process Flow** section, click **Process Flow**, and double-click **CT Process Flow by Step**.



2. Refresh the report data by doing one of the following:
   - In the **Main** ribbon tab, in the **Workbook Options** group, click **Refresh Data**.

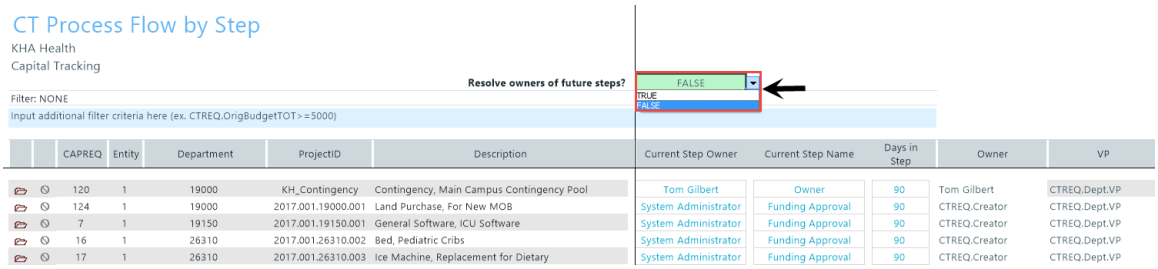


   - Press **F9**.

3. Do one of the following:

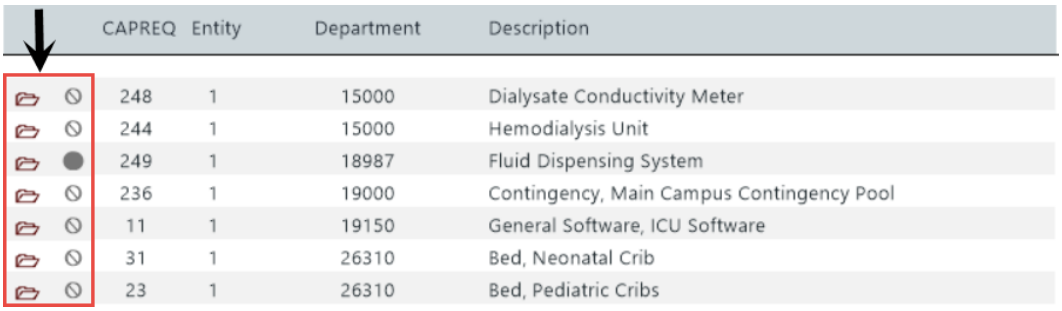
Option	Description
Select the projects to include in the report	a. In the **Refresh Variables** dialog, for each item to include, click **Choose Value**. b. In the **Choose Value** dialog, select the values to include, and click **OK**. c. In the **Refresh Dialog**, click **OK**.
Include all projects in the report	In the **Refresh Variables** dialog, leave the fields blank, and click **OK**.

4. To display the VP (User Name) in the **Approver (Step Name)**column, in the **Resolve owners of future steps?**, select **TRUE**.

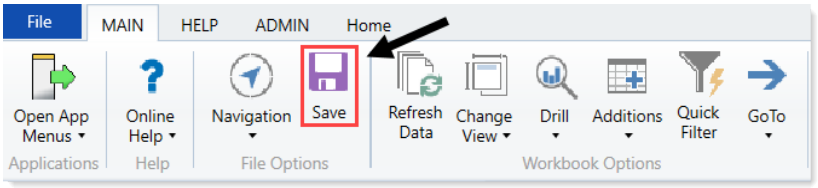


5. Do any of the following:

   - To view the project, double-click the folder icon to the left of the **CAPREQ** column.
   - To view attachments, double-click the filled-in circle next to the folder icon. If the circle is not filled in, there are no attachments associated with the project.

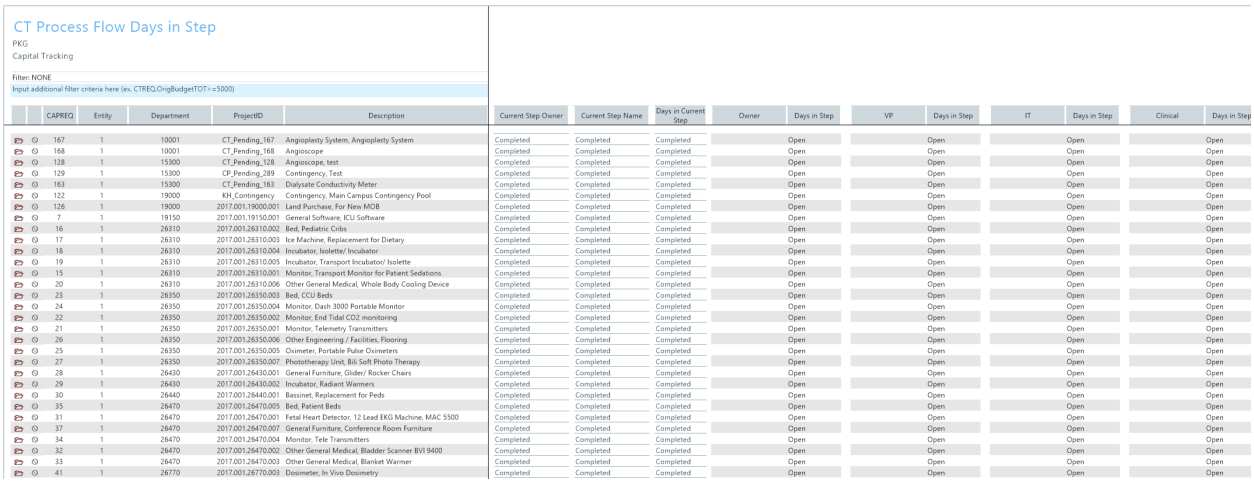


6. When you are ready to save the report, in the **Main** ribbon tab, click **Save**.



Running the CT Process Flow Days in Step report

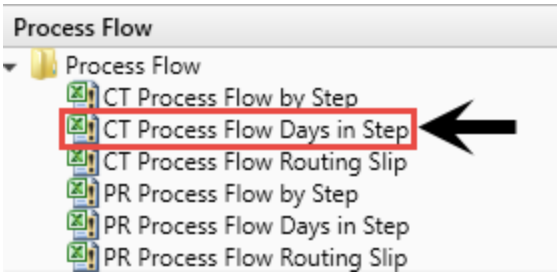
Use this report to view the average days in each step of the process flow.



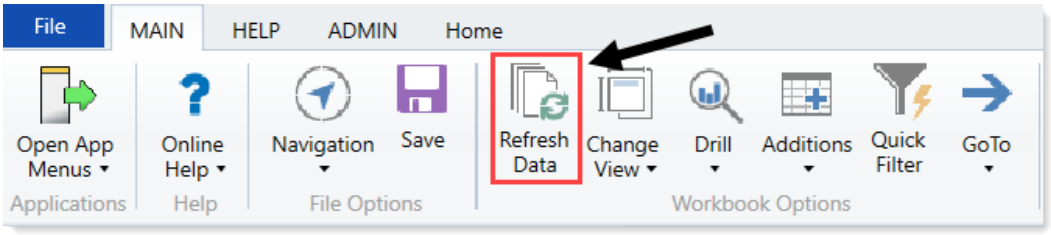
This report is very similar to the Running the CT Process Flow by Step report report. The only difference is this report adds days in each step.

To run the CT Process Flow by Step report:

1. In the Cap Track Admin or Cap Track task pane, in the **Process Flow** section, click **Process Flow**, and double-click **CT Process Flow Days in Step**.



2. Refresh the report data by doing one of the following:
   - In the **Main** ribbon tab, in the **Workbook Options** group, click **Refresh Data**.

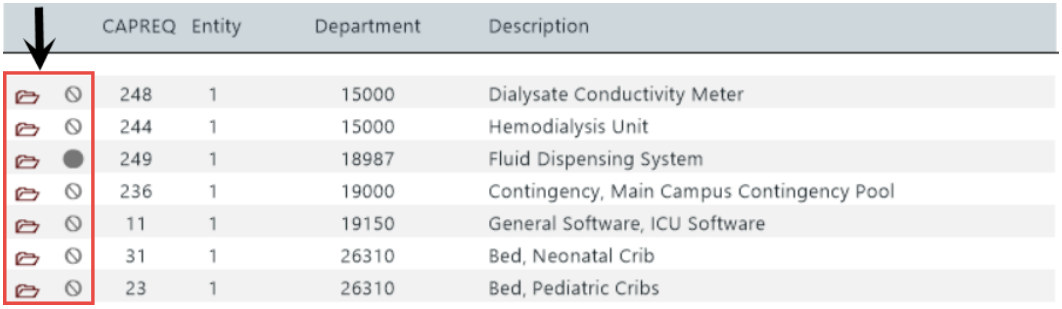


   - Press **F9**.

3. Do one of the following:

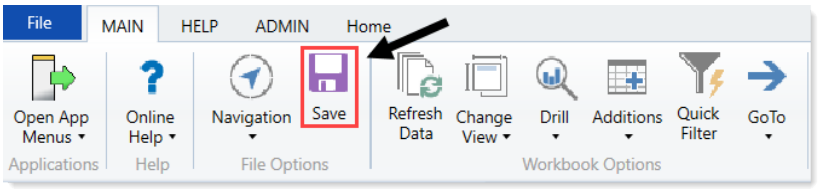
Option	Description
Select the reports to include in the report	a. In the **Refresh Variables** dialog, for each item to include, click **Choose Value**. b. In the **Choose Value** dialog, select the values to include, and click **OK**. c. In the **Refresh Dialog**, click **OK**.
Include all projects in the report	In the **Refresh Variables** dialog, leave the fields blank, and click **OK**.

4. Do any of the following:
   - To view the project, double-click the folder icon to the left of the **CAPREQ** column.
   - To view attachments, double-click the filled-in circle next to the folder icon. If the circle is not filled in, there are no attachments associated with the project.



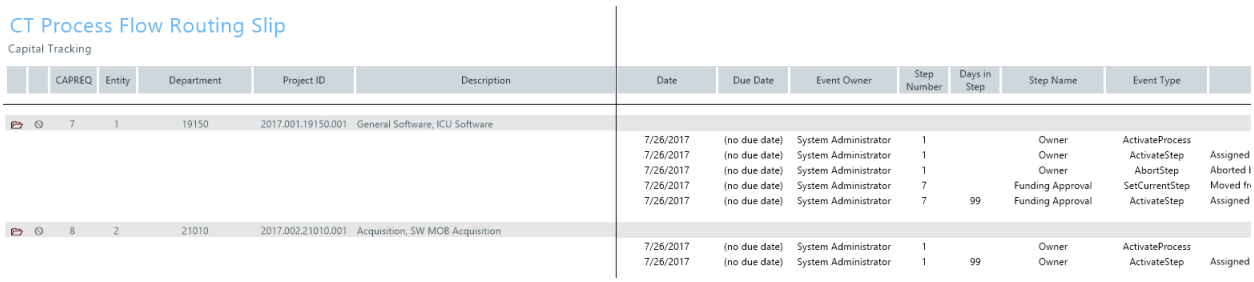
	CAPREQ	Entity	Department	Description
	248	1	15000	Dialysate Conductivity Meter
	244	1	15000	Hemodialysis Unit
	249	1	18987	Fluid Dispensing System
	236	1	19000	Contingency, Main Campus Contingency Pool
	11	1	19150	General Software, ICU Software
	31	1	26310	Bed, Neonatal Crib
	23	1	26310	Bed, Pediatric Cribs

5. When you are ready to save the report, in the **Main** ribbon tab, click **Save**.



Running the CT Process Flow Routing Slip report

Use this report to view the completed process flow routing activity for a selected or all projects.



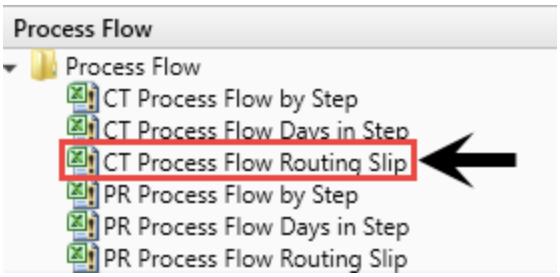
CT Process Flow Routing Slip

Capital Tracking

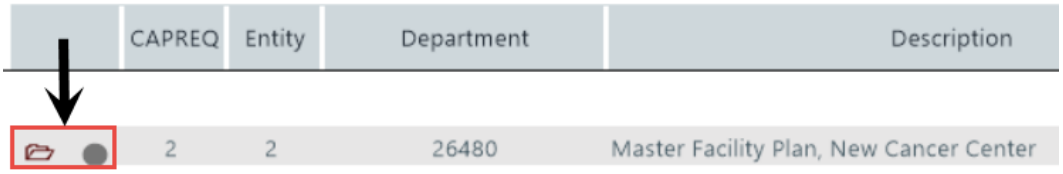
CAPREQ	Entity	Department	Project ID	Description	Date	Due Date	Event Owner	Step Number	Days in Step	Step Name	Event Type	
7	1	19150	2017.001.19150.001	General Software, ICU Software								
					7/26/2017	(no due date)	System Administrator	1		Owner	ActivateProcess	
					7/26/2017	(no due date)	System Administrator	1		Owner	ActivateStep	Assigned
					7/26/2017	(no due date)	System Administrator	1		Owner	AbortStep	Aborted
					7/26/2017	(no due date)	System Administrator	7		Funding Approval	SetCurrentStep	Moved fr
					7/26/2017	(no due date)	System Administrator	7	99	Funding Approval	ActivateStep	Assigned
8	2	21010	2017.002.21010.001	Acquisition, SW MOB Acquisition								
					7/26/2017	(no due date)	System Administrator	1		Owner	ActivateProcess	
					7/26/2017	(no due date)	System Administrator	1	99	Owner	ActivateStep	Assigned

To run the CT Process Flow Routing Slip report:

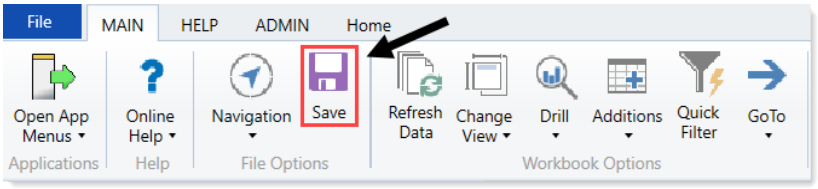
1. In the Cap Track Admin or Cap Track task pane, in the **Process Flow** section, click **Process Flow**, and double-click **CT Process Flow Routing Slip**.



2. In the **Refresh Variables** dialog, click **Choose Value**.
3. In the **Choose Values** dialog, select the check mark boxes next to the capital projects to include in the report, and click **OK**.
4. In the **Refresh Variables** dialog, click **OK**.
5. Do any of the following:
   - To view the project, double-click the folder icon to the left of the **CAPREQ** column.
   - To view attachments, double-click the filled-in circle next to the folder icon. If the circle is not filled in, there are no attachments associated with the project request.



6. When you are ready to save the report, in the **Main** ribbon tab, click **Save**.

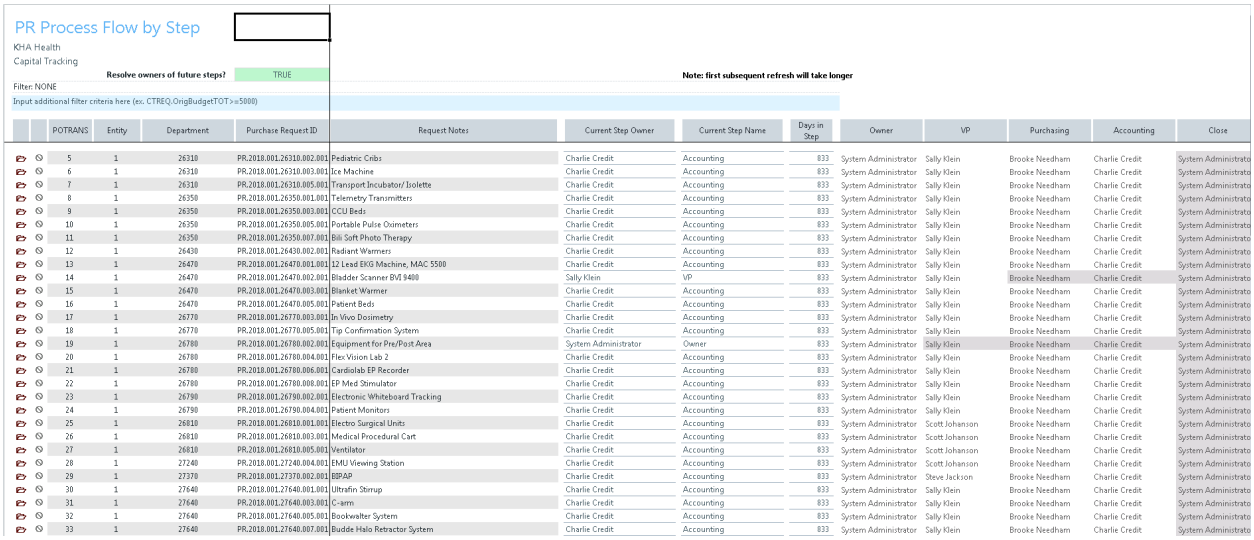


Running the PR Process Flow by Step report

Use this report to view the process flow details for each purchase request, such as:

- Current step
- Days in current step
- Future steps with owner assignments

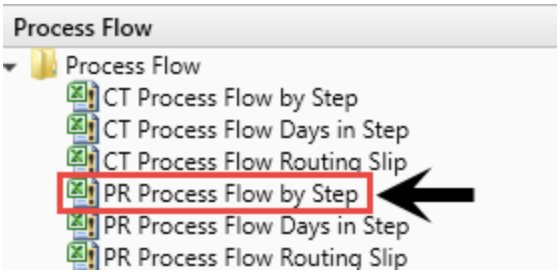
On the right side of the report, gray columns are approval columns and white-shaded columns are functional review areas. White-shaded cells on the rows are completed steps all the way to the last white-shaded cell on the row, which shows the current owner of that step. Grey-shaded cells are steps that have not been started.



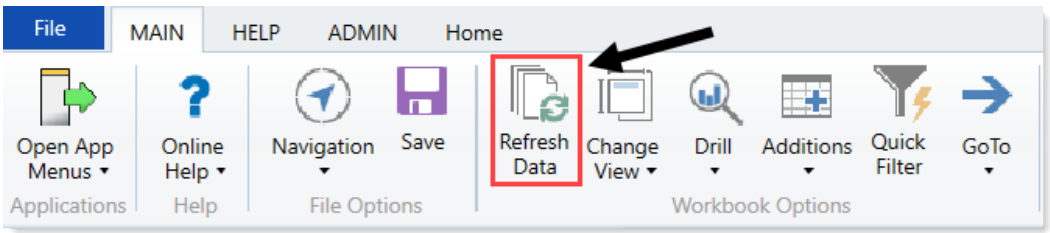
After all functional review areas have signed off on the purchase requests, the completed cells will change to the user who updated the purchase request for that functional area.

To run the PR Process Flow by Step report:

1. In the Cap Plan Admin or Cap Plan task pane, in the **Process Flow** section, click **Process Flow**, and double-click **PR Process Flow by Step**.



2. Refresh the report data by doing one of the following:
   - In the **Main** ribbon tab, in the **Workbook Options** group, click **Refresh Data**.

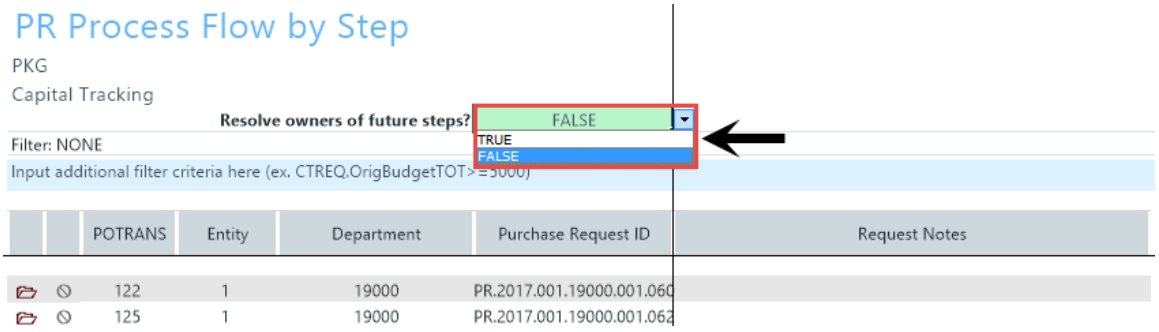


- Press **F9**.

3. Do one of the following:

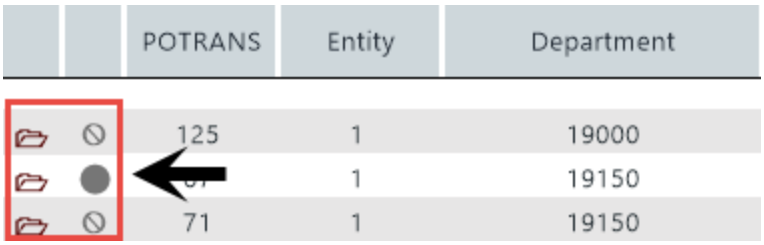
Option	Description
Select the purchase requests to include in the report	a. In the **Refresh Variables** dialog, for each item to include, click **Choose Value**. b. In the **Choose Value** dialog, select the values to include, and click **OK**. c. In the **Refresh Dialog**, click **OK**.
Include all purchase requests in the report	In the **Refresh Variables** dialog, leave the fields blank, and click **OK**.

4. To display the VP (User Name) in the **Approver (Step Name)**column, in the **Resolve owners of future steps?**, select **TRUE**.

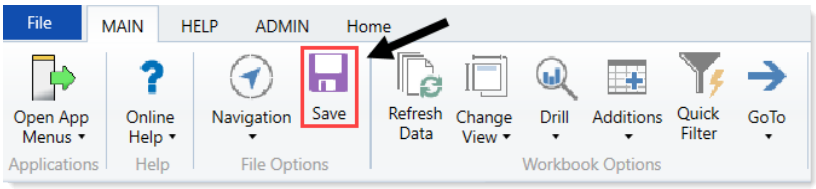


5. Do any of the following:

- To view the purchase request details, double-click the folder icon to the left of the **POTRANS** column.
- To view attachments, double-click the filled-in circle next to the folder icon. If the circle is not filled in, there are no attachments associated with the request.

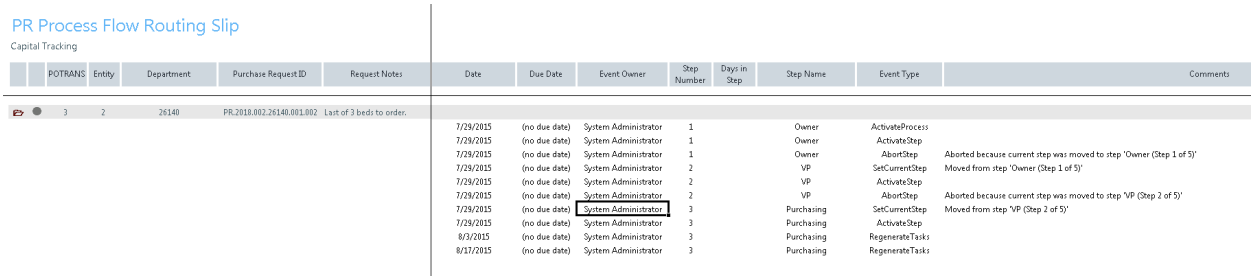


6. When you are ready to save the report, in the **Main** ribbon tab, click **Save**.



Running the PR Process Flow Days in Step report

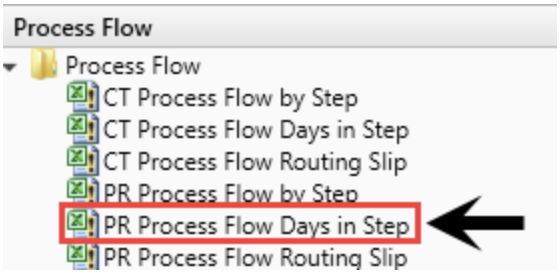
Use this report to view the average days in each step of the process flow.



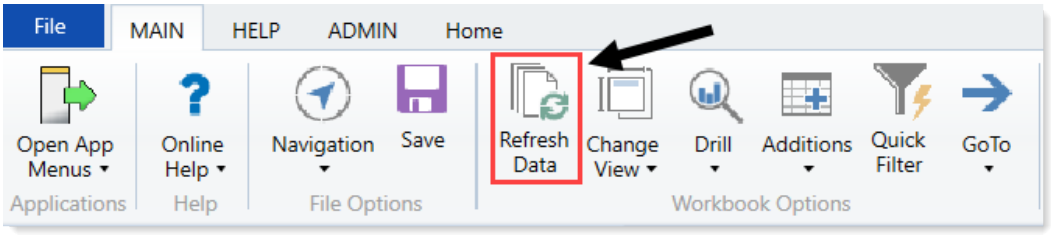
This report is very similar to the Running the PR Process Flow by Step report report. The only difference is this report adds days in each step.

To run the PR Process Flow by Step report:

1. In the Cap Track Admin or Cap Track task pane, in the **Process Flow** section, click **Process Flow**, and double-click **PR Process Flow Days in Step**.



2. Refresh the report data by doing one of the following:
   - In the **Main** ribbon tab, in the **Workbook Options** group, click **Refresh Data**.

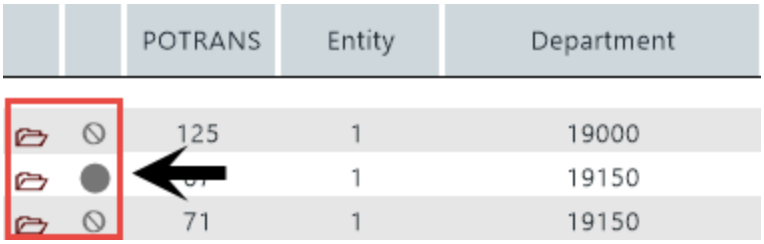


   - Press **F9**.

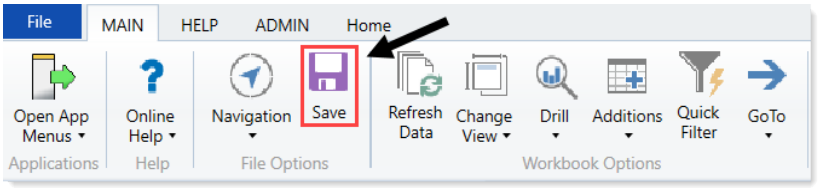
3. Do one of the following:

Option	Description
Select the purchase requests to include in the report	a. In the **Refresh Variables** dialog, for each item to include, click **Choose Value**. b. In the **Choose Value** dialog, select the values to include, and click **OK**. c. In the **Refresh Dialog**, click **OK**.
Include all purcahse requests in the report	In the **Refresh Variables** dialog, leave the fields blank, and click **OK**.

4. Do any of the following:
   - To view the purchase request details, double-click the folder icon to the left of the **POTRANS** column.
   - To view attachments, double-click the filled-in circle next to the folder icon. If the circle is not filled in, there are no attachments associated with the request.

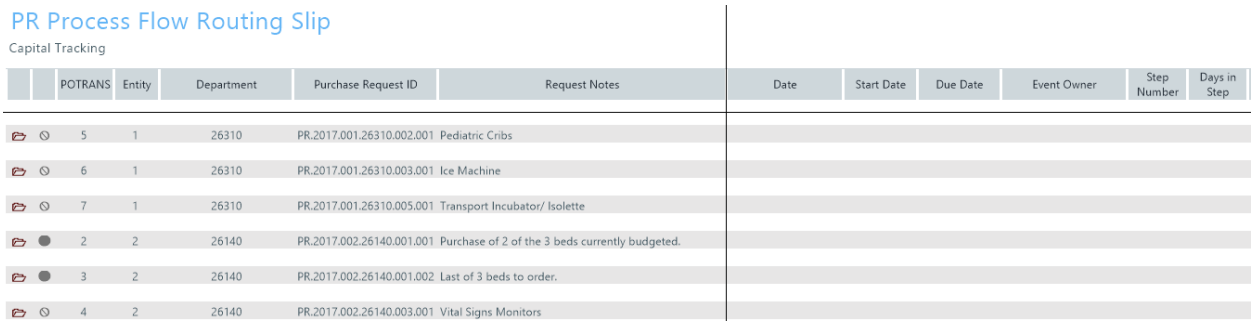


5. When you are ready to save the report, in the **Main** ribbon tab, click **Save**.



Running the PR Process Flow Routing Slip report

Use this report to view the completed process flow routing activity for a selected or all purchase requests.

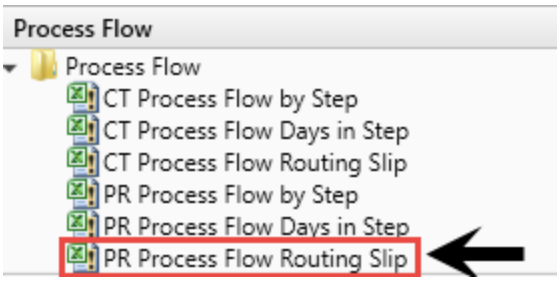

PR Process Flow Routing Slip

Capital Tracking

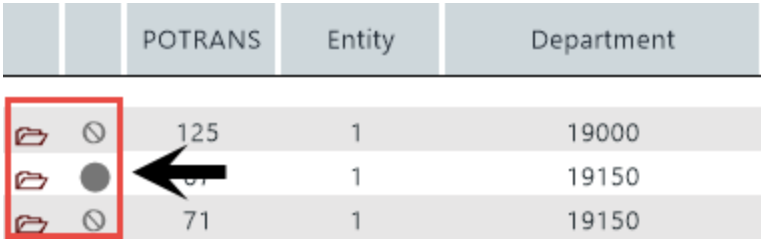
		POTRANS	Entity	Department	Purchase Request ID	Request Notes	Date	Start Date	Due Date	Event Owner	Step Number	Days in Step
		5	1	26310	PR.2017.001.26310.002.001	Pediatric Cribs						
		6	1	26310	PR.2017.001.26310.003.001	Ice Machine						
		7	1	26310	PR.2017.001.26310.005.001	Transport Incubator/ Isolette						
		2	2	26140	PR.2017.002.26140.001.001	Purchase of 2 of the 3 beds currently budgeted.						
		3	2	26140	PR.2017.002.26140.001.002	Last of 3 beds to order.						
		4	2	26140	PR.2017.002.26140.003.001	Vital Signs Monitors						

To run the PR Process Flow Routing Slip report:

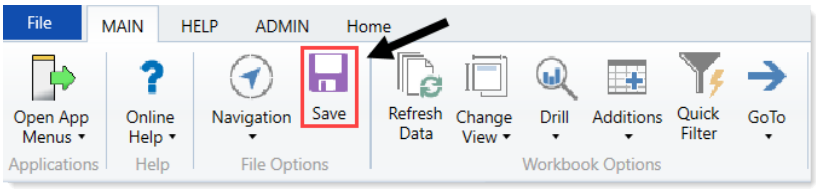
1. In the Cap Track Admin or Cap Track task pane, in the **Process Flow** section, click **Process Flow**, and double-click **PR Process Flow Routing Slip**.



2. In the **Refresh Variables** dialog, click **Choose Value**.
3. In the **Choose Values** dialog, select the purchase requests to include in the report, and click **OK**.
4. In the **Refresh Variables**, click **OK**.
5. Do any of the following:
   - To view the purchase request details, double-click the folder icon to the left of the **POTRANS** column.
   - To view attachments, double-click the filled-in circle next to the folder icon. If the circle is not filled in, there are no attachments associated with the request.



6. When you are ready to save the report, in the **Main** ribbon tab, click **Save**.


File
MAIN
HELP
ADMIN
Home
Open App Menus
Online Help
Navigation
Save
Refresh Data
Change View
Drill
Additions
Quick Filter
GoTo
Applications
Help
File Options
Workbook Options

6

Working with Purchase Requests

Purchase requests capture all the key purchasing information necessary to buy capital items required for an approved capital project.

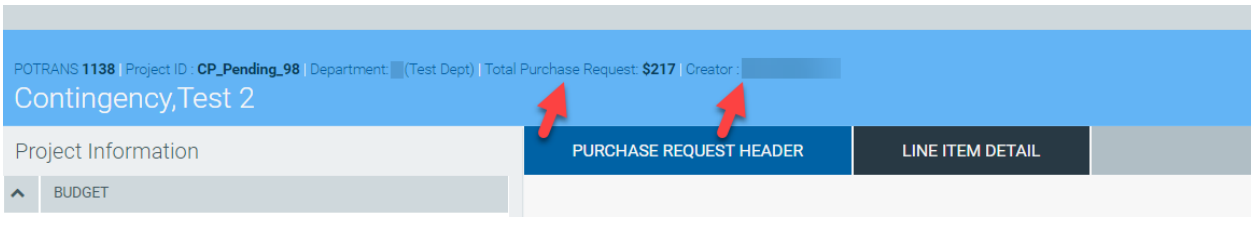
Creating a purchase request

The purchase request form includes the following tabs:

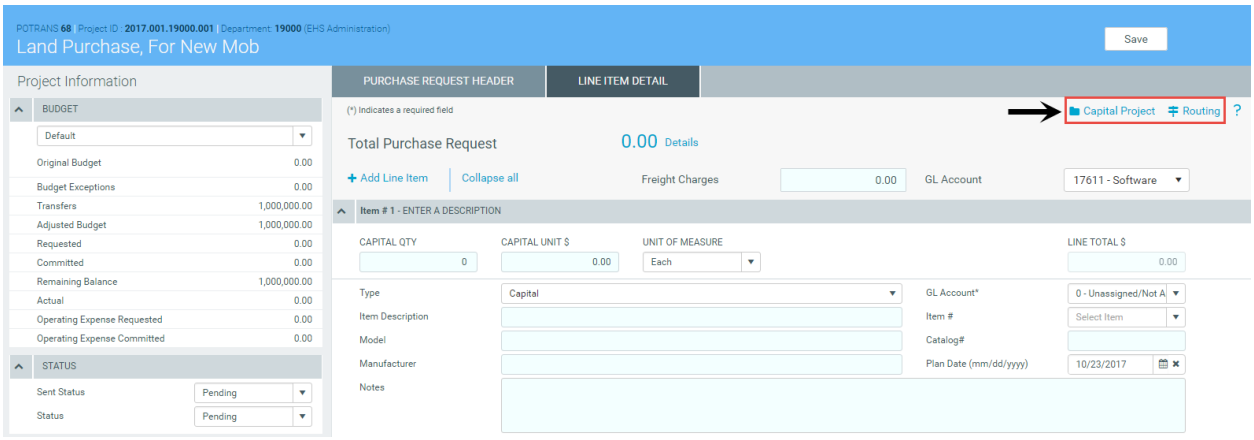
- **Purchase Request Header** - Includes fields for entering information about the purchase request, including the vendor, the purchase order number, the date the item or service is needed, and a description of the request.
- **Line Item Detail** - Includes fields related to entering the specific items related to the purchase request, such as the item number and description, the general ledger account assigned to the line item as well as model and manufacturer information.

NOTE: The purchase request fields described in this section may differ depending on how your organization has configured the purchase request form. Additional line item text entry fields or picklists may be available if enabled in the system for additional data capture.

The Project ID, CAPREQ, Project Type, Department, Status, Attachments, Total Requested and Creator display in the project header for quick reference.



From each tab, you can view the plan file for the project by clicking **Capital Project**. You can also view the routing slip for the approval process by clicking **Routing**. Both of these links are at the top right corner of the page.



TIP: To enter a purchase request with more than ten line items, we recommend using the CT Purchase Request Import Utility. This utility allows you to enter a large number of line items using a single screen.

After a purchase request is created, users can search for it using the values in the following fields:

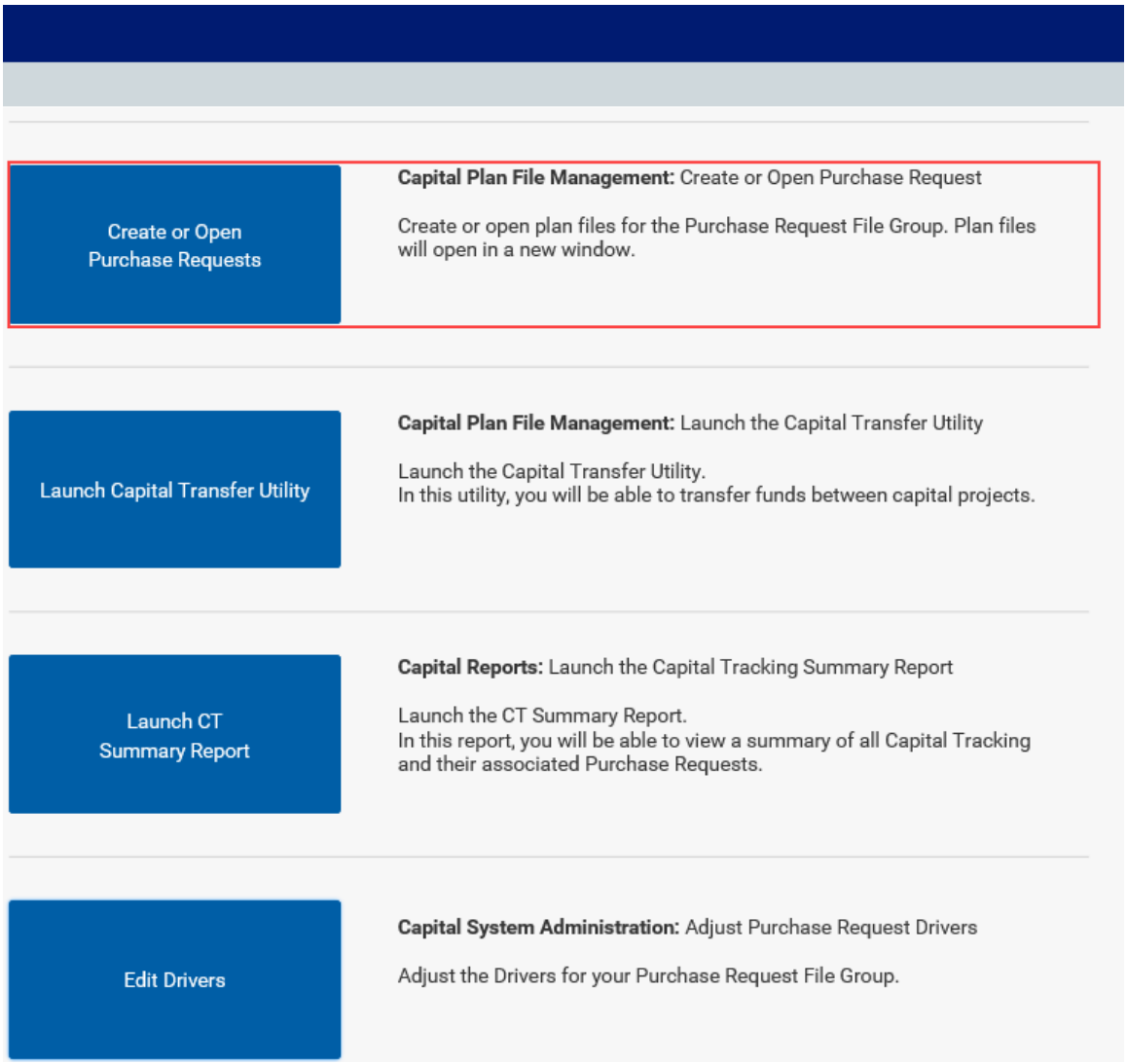
- POTRANS
- Purchase request ID
- PO number
- CAPREQ
- Request notes

To search for and open an existing purchase order request, see Opening a purchase request.

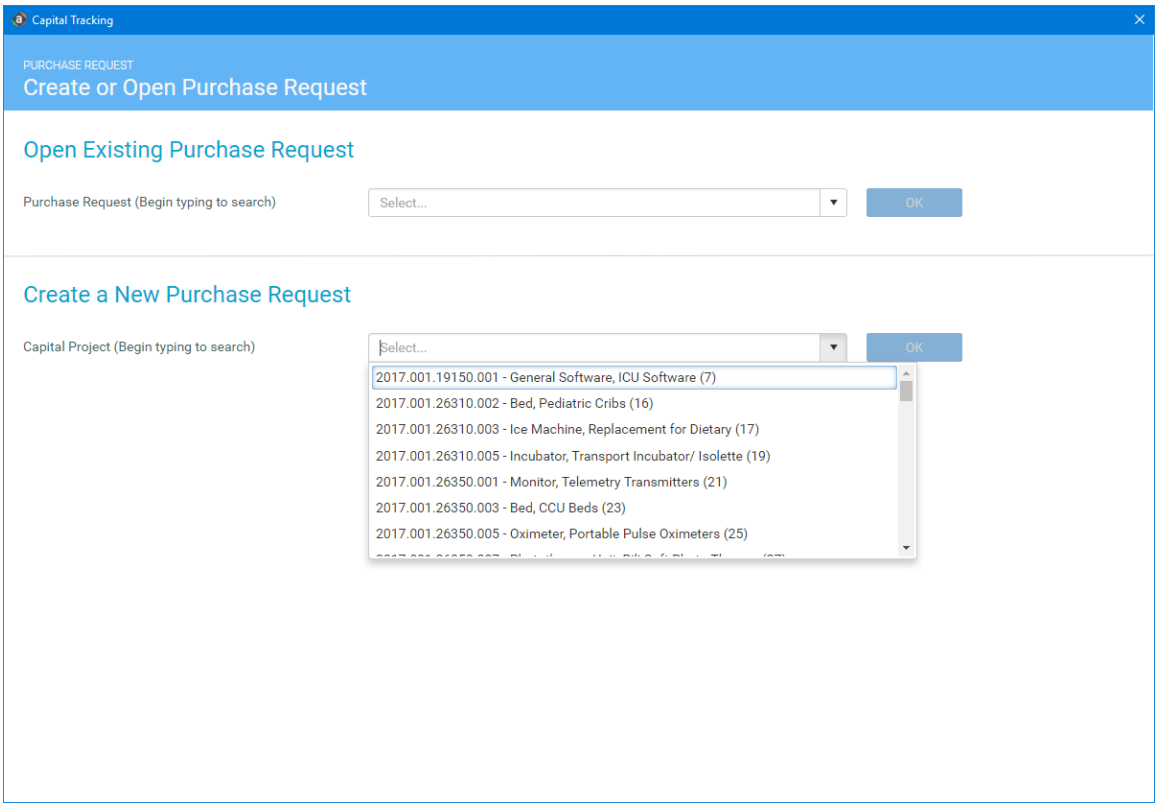
To create a purchase request:

1. From the Axiom Capital Tracking home page, click **Create or Open Purchase Requests**.

   NOTE: To access this location from the Cap Track or Cap Tracking Admin task pane, in the **Capital Tracking Commands** section, double-click **Create Purchase Request**.

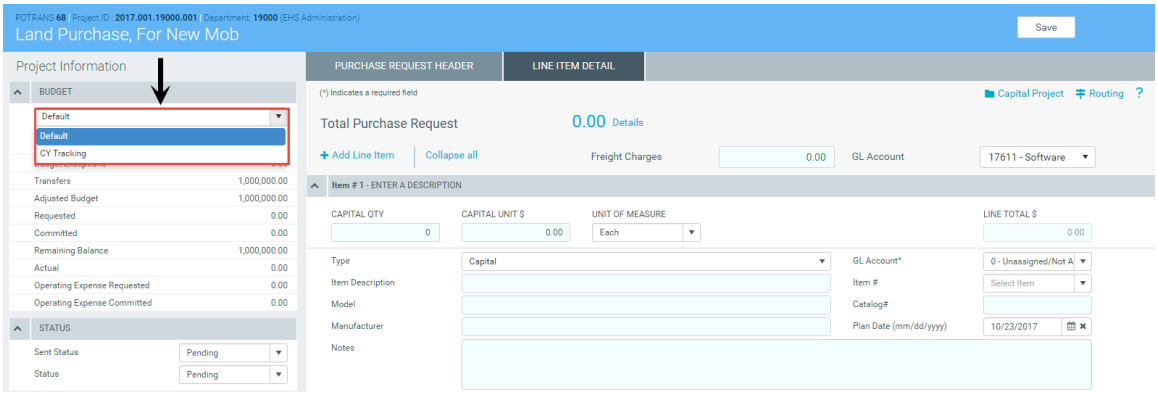


2. In the **Capital Tracking** dialog, in the **Create a New Purchase Request** section, from the **Capital Project** drop-down, select the approved capital project.



NOTE: You can also type in the field, and the system will automatically display capital projects that include those numbers or words in the project name.

3. Click **OK**.
4. On the left side of the screen, in the **Budget** section, select the budget to view. You can view the entire budget for the project or only for the current year.



5. In the **Purchase Request Header** tab, complete the following fields, as applicable:

Option	Description
Purchase Request #	Displays a unique purchase Request ID that the system automatically assigns for tracking purposes.
Request Date	Displays the date that the purchase request was created. This date is automatically assigned by the system.
PO#	Type the Purchase Order number. **NOTE:** This field can only be edited by users assigned to the Capital Tracking Purchasing or Capital Tracking Admin roles. This field can also be sent back to Axiom after the PO is created in your organizations purchasing system.
Date Needed (mm/dd/yyyy)	Select the date the item or service is needed.
Request Notes	Type purchase request header notes and a description. This is the default field used during workflow notifications. It should be a good descriptor of what the purchase is for the end users within the workflow.
Attachment Notes	Type supporting notes related to file attachments (if applicable).
Vendor	Select the vendor to use to fulfill the request. If a vendor was selected on the Axiom Capital Planning side for this project, then the vendor automatically displays.
Deliver To	Select the department to deliver the requested item or service to. **NOTE:** Syntellis can build a nightly feed from your source system to identify additional delivery areas as they become available.
Department	Select the department in which the item or service is being requested.

6. In the **Line Item** tab, complete the following fields, as applicable:

Option	Description
Freight Charges	Type the amount charged for shipping and other freight charges associated with an item.

Option	Description
GL Account	Select the account to use for freight charges. **NOTE:** The system displays a default account used by your organization for these types of charges.
Capital Qty	Type the quantity needed.
Capital Unit $	Type the amount of each unit.
Unit of Measure	Select the unit of measure for the requested item. **NOTE:** Syntellis can build a nightly import table for your organization, if needed.
Capital Tax Rate	Enter the tax rate to use to calculate taxes (if applicable).
Capital Tax $	Displays the tax rate for the entire capital cost of the request. This amount is automatically calculated by the system.
Line Total $	Displays the Capital Qty multiplied by the Capital Unit $ plus Capital Tax Taxes (if applicable). This amount is automatically calculated by the system.
Type	Select the unit of measure for the line item.
GL Account	Displays the General Ledger account assigned to the line item, but you can change the default by selecting a value from the list.
Item Description	Type a description for the item.
Item #	Select the number associated with the item. This field is often re-purposed and not necessarily used from an item master your organization may have.
Model	Type additional Information related to the model of the item, if applicable.
Catalog#	Type the catalog number of the item, if applicable.
Manufacturer	Type the manufacturer of the item, if applicable.
Plan Date (mm/dd/yyyy)	Select the date that the line item is expected to be ordered. **NOTE:** This may only be applicable if ordering line items at different times or setting up payment terms for a contract.

Option	Description
Department	Select the department in which the item or service is being requested. **TIP:** The department that displays in this field is the one originally selected in the Purchase Request Header tab, but you can change it here, if needed.
Notes	Type additional notes needed to describe the line item, if needed.

7. To add an additional line item, at the top of the page, click **+ Add Line Item**.
8. In the **Status** section, do any of the following:
   - In the **Sent Status** field, select whether the purchase order is **Pending** or **Sent** for approval.
   - In the **Status** field, select the status of the request: **Pending**, **Approved**, or **Declined**.

   NOTE: You can only set the status if you have administrator or approver privileges.
9. When you are done making changes, in the upper right corner of the page, click **Save**.

   NOTE: If the requested amount exceeds the current year or total budged threshold limit configured by your Capital Tracking administrator, the system displays a message and does not allow you to save the request.

Opening a purchase request

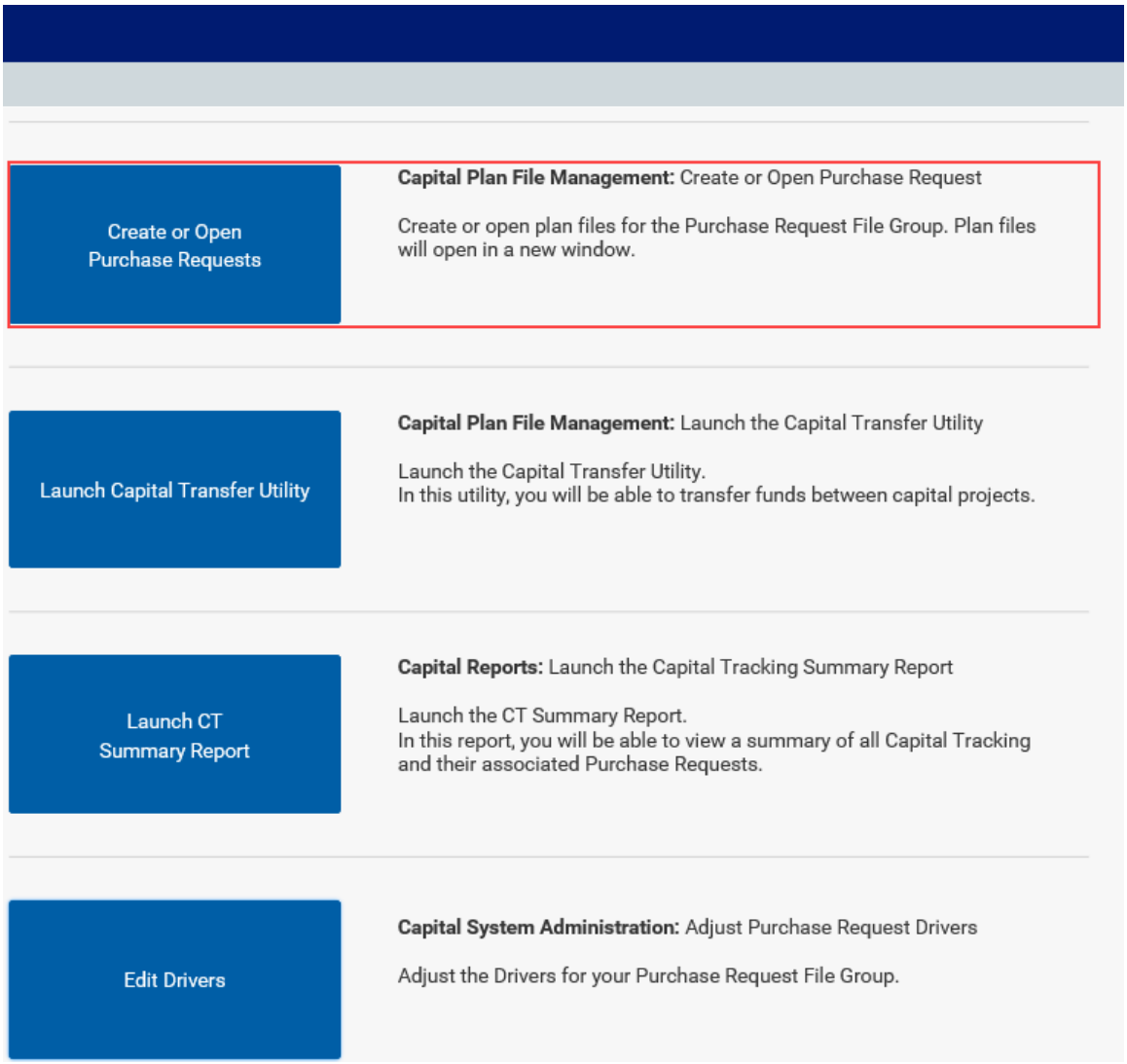
You can search for purchase order requests using the following information:

- POTRANS
- Purchase request ID
- PO number
- CAPREQ
- Request notes description

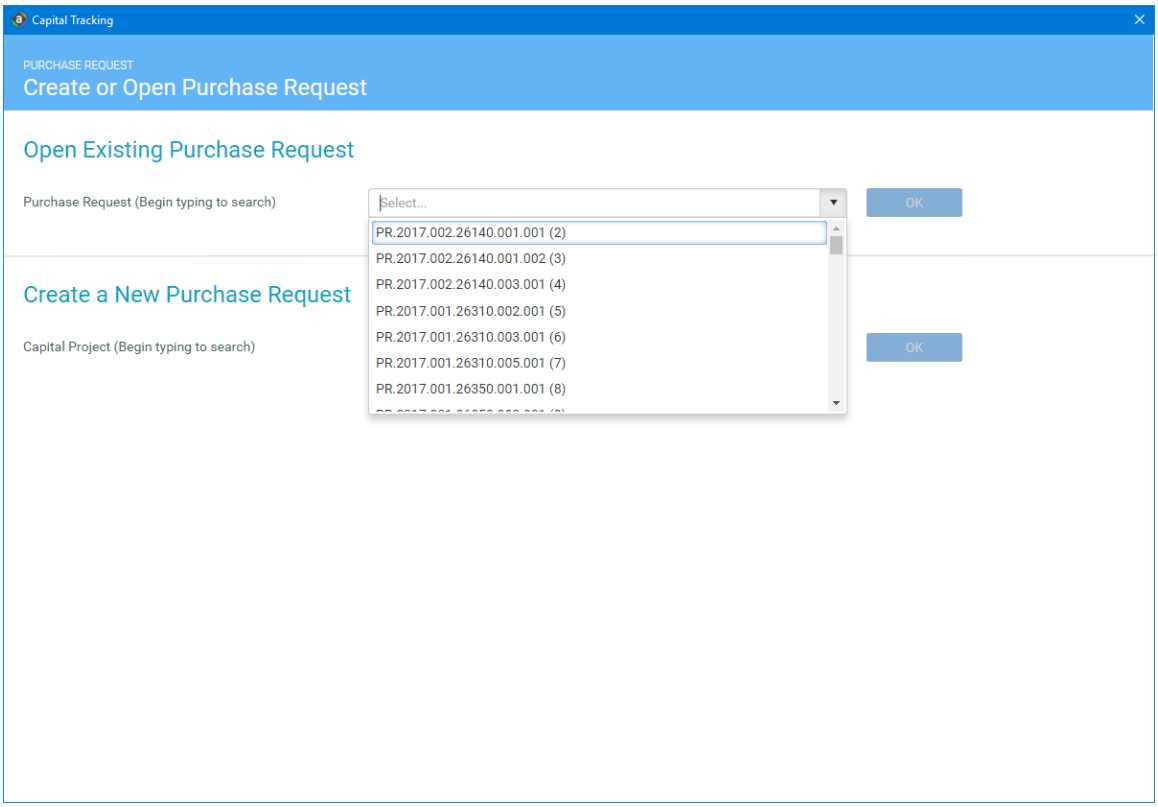
To open a purchase request:

1. From the Axiom Capital Tracking home page, click **Create or Open Purchase Requests**.

   NOTE: To access this location from the Cap Track or Cap Tracking Admin task pane, in the **Capital Tracking Commands** section, double-click **Open Purchase Request**.



2. In the **Capital Tracking** dialog, in the **Open Existing Purchase Request** section, select the purchase request from the drop-down.



3. Click **Open**.

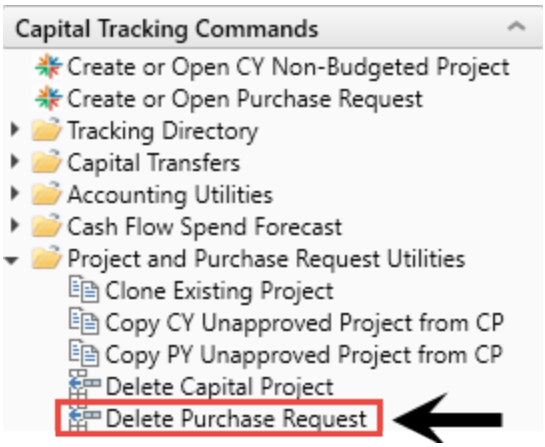
Deleting a purchase request

After you delete a purchase request, the data is deleted from the tables in the system.

IMPORTANT: After you delete a purchase request, it is permanently deleted, and there is no way to recover the data. Please use caution when performing this function.

To delete a purchase request:

1. In the Cap Track Admin or Cap Track task pane, in the **Capital Tracking Commands** section, click **Project and Purchase Request Utilities**, and double-click **Delete Purchase Request**.



2. In the **Delete Plan Files** dialog, select one or more plan files to delete, and click **OK**.
3. At the confirmation prompt, click **OK**.

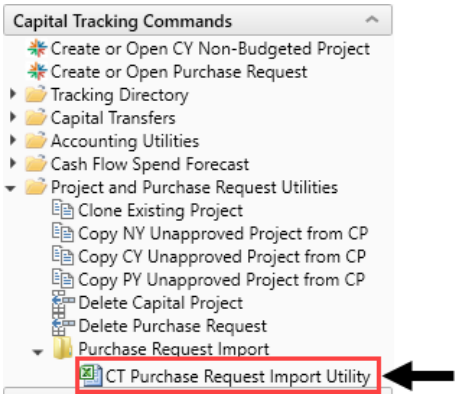
Importing purchase requests

Use this utility to enter a purchase request with a large number of line items into Axiom Capital Planning using a single screen.

NOTE: Columns and fields marked with an asterisk are required in order to save the data to the database.

To import purchase requests:

1. In the Cap Plan Admin task pane, in the **Capital Tracking and Commands** section, click **Project and Purchase Request Utilities > Purchase Request Import**, and double-click **CT Purchase Request Import Utility**.



2. In the **PurchReq** tab, complete the following fields:

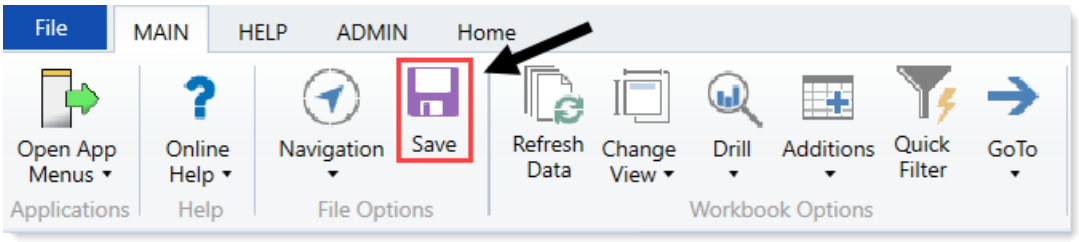
Option	Description
Project ID* CAPREQ	Double-click the field to select the unique identity number assigned to the capital project.
Request Notes*	Type purchase request notes.
Creator*	Select the name of person making the purchase request.
Vendor	Select the vendor to fulfill the purchase request.
Deliver To	Double-click the filed to select the location in which to deliver the item or service.
Date Needed	Type the date in which the item or service is needed.
PO	Type the PO to assign for the purchase request
Attachment Notes	Type any extra notes needed to explain or validate the purchase request.

3. In the **LineItemDetail** tab, complete the following fields for each line item for the purchase request:

Option	Description
Line Number	Displays the line item number of the purchase request.
Type*	Select the unit of measure for the line item.
GL Account*	Select the General Ledger account to assign to the line item.
Notes*	Type additional notes needed to describe the line item, if needed.
Item #	Select the number associated with the item. This field is often repurposed and not necessarily used from an item master your organization may have.
Item Description	Type a description for the item.
Plan Date (mm/dd/yyyy)*	Type the date that the line item is expected to be ordered. **NOTE:** This may only be applicable if ordering line items at different times or setting up payment terms for a contract.
Model	Type additional Information related to the model of the item, if applicable.
Manufacturer	Type the manufacturer of the item, if applicable.
Catalog#	Type the catalog number of the item, if applicable.

Option	Description
Unit of Measure	Select the unit of measure for the requested item. **NOTE:** Syntellis can build a nightly import table for your organization, if needed.
Quantity	Type the quantity needed.
Unit $	Type the amount of each unit.
Tax Rate	Enter the tax rate to use to calculate taxes (if applicable).
Tax $	Displays the tax rate for the entire capital cost of the request. This amount is automatically calculated by the system.
Line Total	Displays the Capital Qty multiplied by the Capital Unit $ plus Capital Tax Taxes (if applicable). This amount is automatically calculated by the system.
Total Tax $	Displays the total tax amount for all the line items in the purchase request.
Total $	Displays the total amount for all the line items in the purchase request.

4. After you are done entering the information, in the **Main** ribbon tab, click **Save**.



After you save the data to the database, use the Rebuild Purchase Request Utility to create the purchase request in the system.

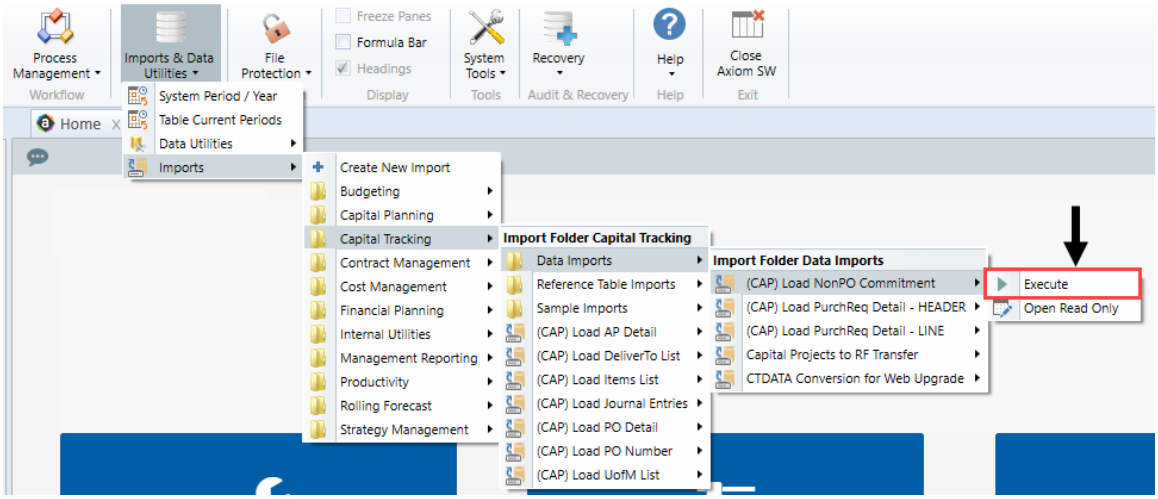
Importing non-PO commitments

Use this utility to import actuals not associated with a PO number.

NOTE: Make sure to have your data ready for import before using this utility.

To import non-PO commitments:

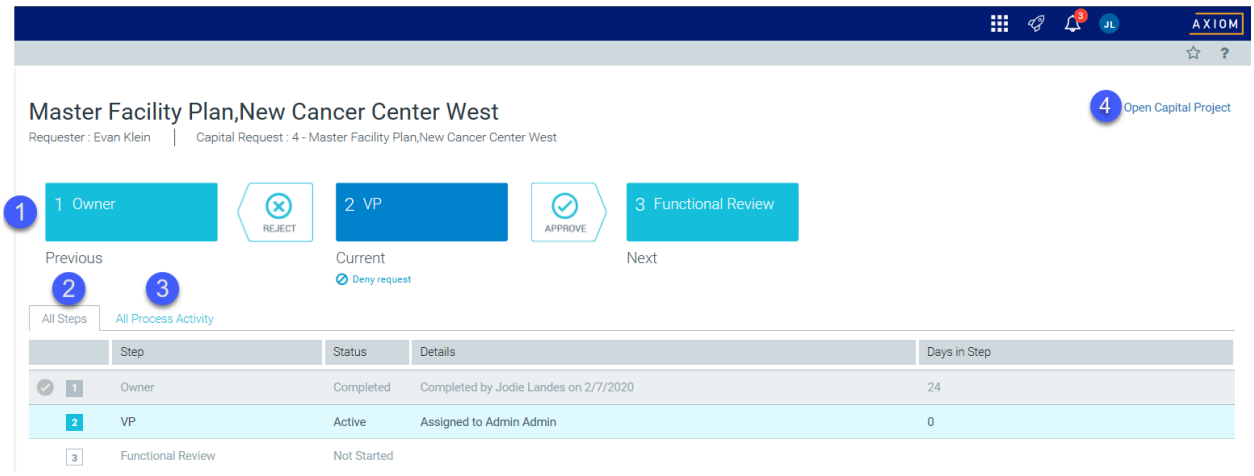
- In the **Admin** ribbon tab, click **Import & Data Utilities > Imports > Capital Tracking > Data Imports > (CAP) Load NonPO Commitment > Execute**.



Viewing process routing details

The Process Routing page allows you to view the current process status and details for a particular capital project or purchase request. If you are the current step owner, you can also complete the task from this page. If you are an administrator, you can complete the task for the current step owner and/or move the step to another step in the process.

Any user who can access the plan file can access this page, but only the current step owner can complete the task. If you are not the current step owner, then the action button(s) at the top are grayed out.



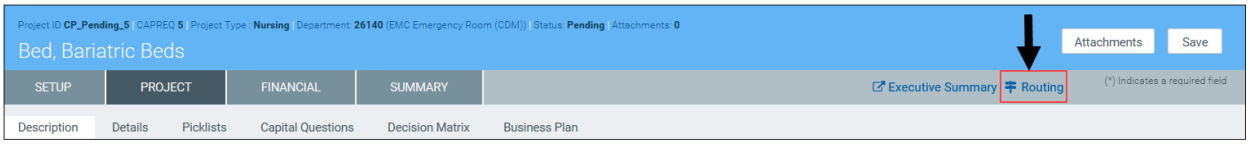
On this page, you can see the following information:

1. This section displays the current step of the plan file, as well as the next step in the progression. If the current step is an approval step, then the prior step also displays because the plan file may be rejected back to it.
2. The **All Steps** tab shows the plan file's status in the full step progression. You can see which steps have been completed or skipped, the current step, and future steps.
3. The **All Process Activity** tab shows the complete process details for the plan filet, including activities such as step activation and completion, task regeneration, and comments made when completing tasks.
4. To open the plan file from this page, click the **Open Capital Project** link.

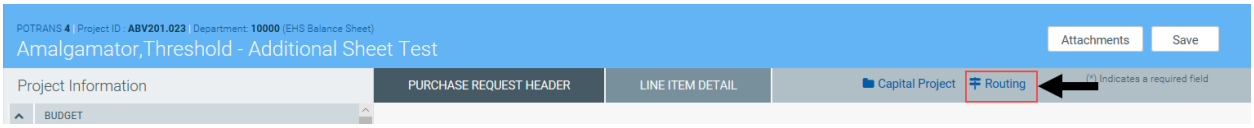
> **TIP:** It is likely that you will not need to use this link because the system opens the Process Routing page in a new browser tab, meaning that the plan file remains open in the browser.

Opening the Process Routing page

You can access the Process Routing page by clicking the **Routing** link in the top right corner of the plan file page.



Capital project screen



Purchase request screen

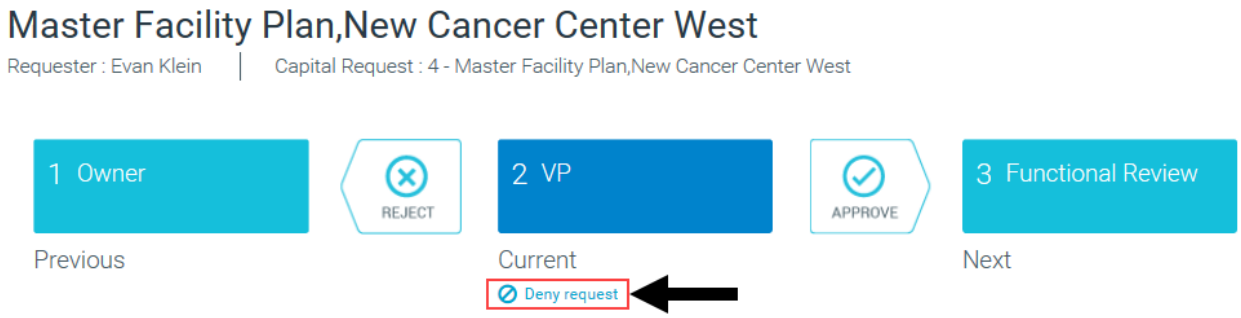
Completing the process task

If you are the current step owner, then you can complete the process task for the plan file request by clicking the appropriate action buttons at the top of the page:

- If the current step is an Edit Plan File step, then click **Submit** to submit the plan file request to the next step.
- If the current step is an Approval step, then click **Approve** to approve the plan file request and move it to the next step, or click **Reject** to reject the plan file and return it to the prior step.

Clicking any of these actions opens the task completion dialog. In this dialog, you can optionally enter a comment to that the system stores in the process history and sends to the next step owner.

Some approval steps may also provide the option to abort the process for the project or purchase request, meaning that the request is stopped in the process and does not progress any further. This action is called **Deny request** and displays underneath the current step, as shown in the following example:



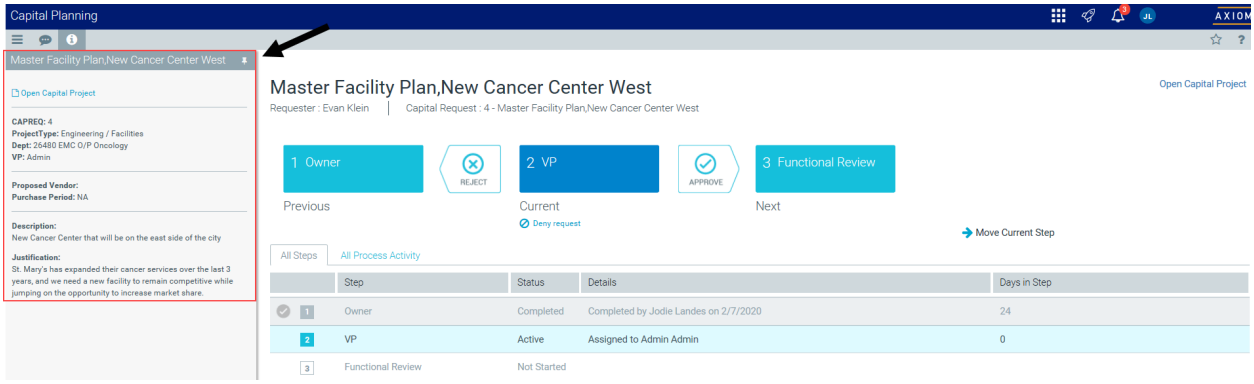
If you choose to deny the request and abort the project/purchase request in the process, the plan file is effectively removed from the process. The system gives you the opportunity to enter an optional comment to explain the denial.

IMPORTANT: The denial action cannot be reversed. Once a plan file has been aborted in the process, only a process administrator can restart it if necessary.

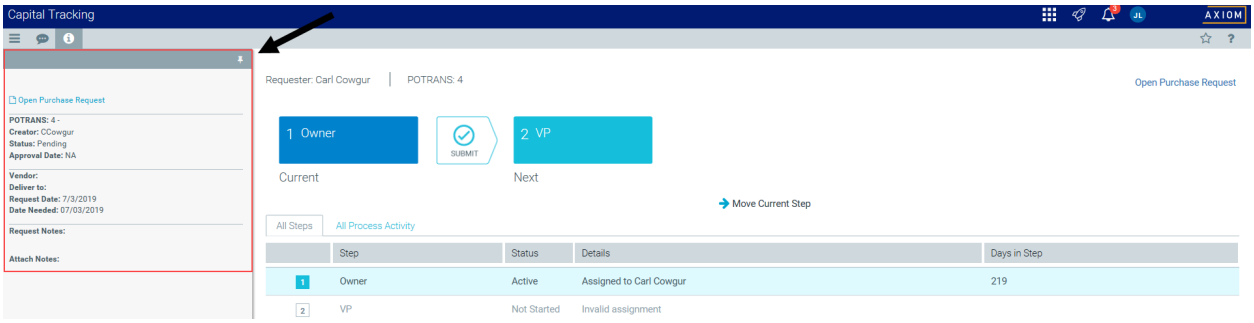
Viewing plan file information

The Process Routing page shows plan file information in the Information panel when you access the page. This panel shows details about the plan file, which may be useful in determining whether you are ready to complete the process task. You can also open the plan file by clicking the Open Capital Project link at the top of the panel.

You can toggle this panel open and closed by clicking the **Information** icon .



Capital project screen



Purchase request screen

You can also view the message stream for the plan file from this page, so that you can view and add comments about the plan file. Click the **Message** icon to open the Message Stream panel. For more information on the message stream, see Commenting on form documents.

Approving purchase requests and entering POs

Use this report to approve purchase requests as well as enter purchase order numbers for tracking.

Purchase Request Approval and Assign PO

KHA Health

Capital Tracking

Filter: NONE

Input additional filter criteria here (ex. CTREQ.OrigBudgetTOT>=5000)

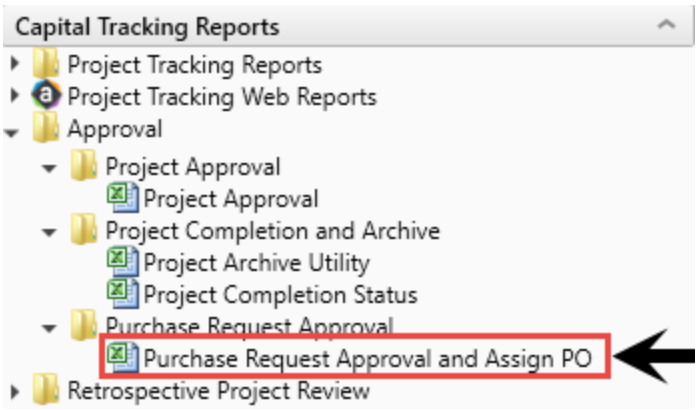
Sort: (asc)

POTRANS	Project ID	Entity	Department	Project Description	Purchase Request ID	PR Approval	Approval Date	Purchase Req Amount	Current Step Number	Current Step Name	
68	2017.001.19000.001	1	19000	Land Purchase, For New MOB	PR.2017.001.19000.001.001	Pending	NA	0	There is an error	There is an error in XML dc	0
69	2017.001.19000.001	1	19000	Land Purchase, For New MOB	PR.2017.001.19000.001.013	Pending	NA	0	There is an error	There is an error in XML dc	0
67	2017.001.19150.001	1	19150	General Software, ICU Software	PR.2017.001.19150.001.001	Pending	NA	0	There is an error	There is an error in XML dc	0
5	2017.001.26310.002	1	26310	Bed, Pediatric Cribs	PR.2017.001.26310.002.001	Approved	1/17/2017	0	There is an error	There is an error in XML dc	7057
6	2017.001.26310.003	1	26310	Ice Machine, Replacement for Dietary	PR.2017.001.26310.003.001	Approved	1/23/2017	0	There is an error	There is an error in XML dc	7052
7	2017.001.26310.005	1	26310	Incubator, Transport Incubator/ Isolette	PR.2017.001.26310.005.001	Approved	7/2/2017	0	There is an error	There is an error in XML dc	7265
8	2017.001.26350.001	1	26350	Monitor, Telemetry Transmitters	PR.2017.001.26350.001.001	Approved	1/23/2017	0	There is an error	There is an error in XML dc	7037
9	2017.001.26350.003	1	26350	Bed, CCU Beds	PR.2017.001.26350.003.001	Approved	1/23/2017	0	There is an error	There is an error in XML dc	7038
10	2017.001.26350.005	1	26350	Oximeter, Portable Pulse Oximeters	PR.2017.001.26350.005.001	Approved	2/21/2017	0	There is an error	There is an error in XML dc	6433
11	2017.001.26350.007	1	26350	Phototherapy Unit, Bili Soft Photo Therapy	PR.2017.001.26350.007.001	Approved	2/21/2017	0	There is an error	There is an error in XML dc	6464
12	2017.001.26430.002	1	26430	Incubator, Radiant Warmers	PR.2017.001.26430.002.001	Approved	3/7/2017	0	There is an error	There is an error in XML dc	10275
13	2017.001.26470.001	1	26470	Fetal Heart Detector, 12 Lead EKG Machine, M	PR.2017.001.26470.001.001	Approved	3/20/2017	0	There is an error	There is an error in XML dc	10328
14	2017.001.26470.002	1	26470	Other General Medical, Bladder Scanner BVI 9	PR.2017.001.26470.002.001	Pending	NA	18,000	There is an error	There is an error in XML dc	0
15	2017.001.26470.003	1	26470	Other General Medical, Blanket Warmer	PR.2017.001.26470.003.001	Approved	3/21/2017	0	There is an error	There is an error in XML dc	10427
16	2017.001.26470.005	1	26470	Bed, Patient Beds	PR.2017.001.26470.005.001	Approved	3/21/2017	0	There is an error	There is an error in XML dc	10428
17	2017.001.26770.004	1	26770	Other General Medical, Prone Breast Board	PR.2017.001.26770.003.001	Approved	4/25/2017	0	There is an error	There is an error in XML dc	10467
18	2017.001.26770.006	1	26770	Other General Medical, Prone Breast Board	PR.2017.001.26770.005.001	Approved	4/26/2017	0	There is an error	There is an error in XML dc	10469
19	2017.001.26780.004	1	26780	General Software, Flex Vision Lab 2	PR.2017.001.26780.002.001	Pending	NA	207,740	There is an error	There is an error in XML dc	0
20	2017.001.26780.006	1	26780	Recorder, Cardiolab EP Recorder	PR.2017.001.26780.004.001	Approved	4/28/2017	0	There is an error	There is an error in XML dc	6993
21	2017.001.26780.008	1	26780	Stimulator, EP Med Stimulator	PR.2017.001.26780.006.001	Approved	4/29/2017	0	There is an error	There is an error in XML dc	6943
22	2017.001.26790.002	1	26790	General Software, Electronic Whiteboard Tracl	PR.2017.001.26780.008.001	Approved	4/30/2017	0	There is an error	There is an error in XML dc	10527
23	2017.001.26790.004	1	26790	Monitor, Patient Monitors	PR.2017.001.26790.002.001	Approved	5/1/2017	0	There is an error	There is an error in XML dc	10533
24	2017.001.26810.001	1	26810	Electrosurgical Unit, Electro Surgical Units	PR.2017.001.26790.004.001	Approved	5/2/2017	0	There is an error	There is an error in XML dc	10528
25	2017.001.26810.003	1	26810	Other General Medical, Medical Procedural Ca	PR.2017.001.26810.001.001	Approved	5/3/2017	0	There is an error	There is an error in XML dc	7262
26	2017.001.26810.005	1	26810	Ventilator, Replacement for 5 North	PR.2017.001.26810.003.001	Approved	5/4/2017	0	There is an error	There is an error in XML dc	6880
27	2017.001.26810.007	1	26810	Monitor, End Tidal CO2 Monitor	PR.2017.001.26810.005.001	Approved	5/5/2017	0	There is an error	There is an error in XML dc	7264
28	2017.001.27370.002	1	27370	Ventilator, BIPAP	PR.2017.001.27240.004.001	Approved	5/6/2017	0	There is an error	There is an error in XML dc	7304
29	2017.001.27640.001	1	27640	Table, Ultrafin Stirrup	PR.2017.001.27370.002.001	Approved	5/7/2017	0	There is an error	There is an error in XML dc	7348
30	2017.001.27640.003	1	27640	C-Arm, Replacement for Radiology	PR.2017.001.27640.001.001	Approved	5/8/2017	0	There is an error	There is an error in XML dc	10467

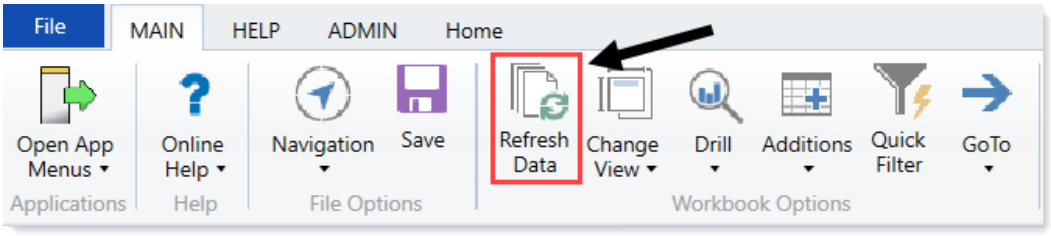
NOTE: From this utility, you can also view plan files by double-clicking the folder icon in the column on the left side of the CAPREQ/POTRANS column.

To approve purchase requests and enter POs:

1. In the Cap Track Admin task pane, in the **Capital Tracking Reports** section, click **Approval** > **Project Request Approval**, and double-click **Project Request Approval and Assign PO**.



2. Refresh data by doing one of the following:
   - On the **Main** ribbon tab, in the **Workbook Options** group, click **Refresh Data**.



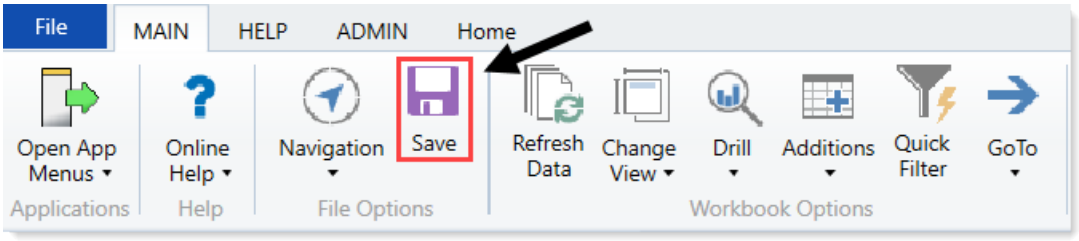
   - Press **F9**.
3. Do one of the following:

Option	Description
Filter the report to include specific purchase requests	a. In the **Refresh Variables** dialog, for each option to filter by, click **Choose Value**. b. In the **Choose Value** dialog, select the values to include, and click **OK**. c. In the **Refresh Dialog**, click **OK**.
Include all purchase requests in the report	In the **Refresh Variables** dialog, leave the field blank, and click **OK**.

4. In the **PR Approval** column, do one of the following:
   - To approve a PO, select **Approve**.
   - To reject a PO, select **Decline**.
   - To set the project as pending, select **Pending**.

NOTE: The system automatically updates the **Approval Date** column when you make a change in the **PR Approval** field.

5. In the **Assign PO** column, type a PO for tracking purposes.
6. In the **Status Comments** column, type comments to explain the status of the PO.
7. After you finish making changes, in the **Main** ribbon tab, click **Save**.



8. At the confirmation prompt, click **OK**.

Working with Reports

Reports are spreadsheets designed to help review and analyze your organization's financial data. Axiom Capital Tracking reports include the following report types:

- **Project Tracking** – Used to view capital project details. For more information, see Tracking Capital Projects.
- **Approval** - Used to view the approval status of capital projects and purchase requests.
- **Retrospective Project Review** - Used to view retrospective statuses and updates.

Reports pull data from the database and in some cases allow the user to input data and save it back to the database. However, unlike plan files, reports are not associated with a particular file group or capital budget year. The same report can be used to view data for any capital budget year, or to compare data across multiple budget years. Reports can even incorporate data from other Axiom Healthcare Suite products, provided you have the necessary security permissions.

NOTE: You no longer need to use getdatas to populate the new tables in Capital Tracking to report on plan file attributes like picklists, class, Vendor, template, etc. For more information, see Report Center.

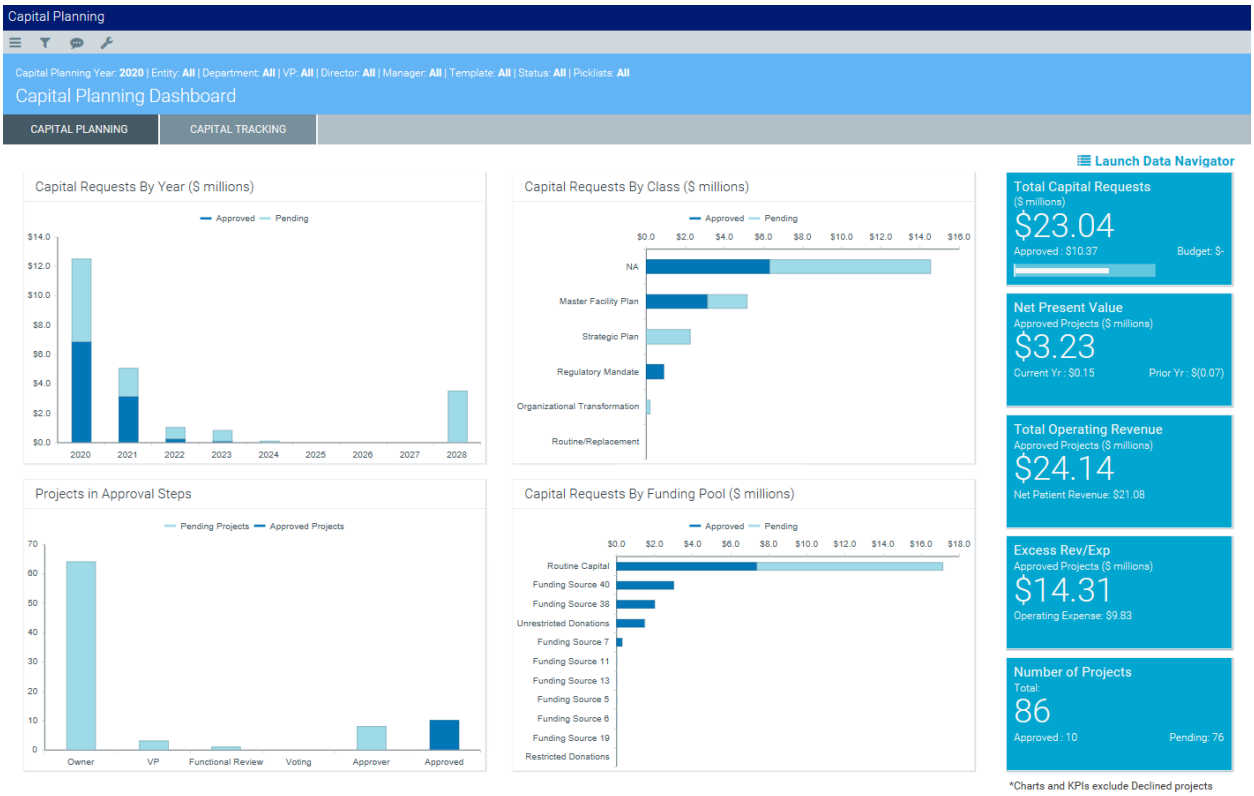
Working with the Capital Dashboard

The Capital Dashboard provides multiple views, filters, and deep dive capabilities you can use to do the following:

Capital Planning - View capital requests, workflow status, and approval summaries for your organization.

Capital Tracking - View capital budget vs. committed vs. actuals as well as workflow status.

NOTE: The tabs that display depends on the Axiom license purchased by your organization. For example, if you do not have a license for Axiom Capital Tracking, then that tab will not display.



Capital Planning

The Capital Planning tab provides a summary and analysis of you capital planning process for each file group planning year. The dashboard charts shows the capital requests by year, class, and funding pool as well as the number of pending projects and where they are in the approval process.

The dashboard also shows KPIs regarding:

- Total number of capital request dollars, including how much has been approved and budgeted
- Net present value (NPV) of approved projects, including current and prior year dollars
- Total operating revenue of approved projects, including net patient revenue
- Excess revenue and expenses of approved projects, including operating expenses
- Total number of projects, including the number of approved and pending projects

NOTE: The charts and KPIs do not include declined projects.

You can filter data in the report using the Refresh Variables in the Filters panel. You can also dive deeper into the data and configure how the data displays by using the Data Navigator.

Capital Tracking

The Capital Tracking tab provides a summary and analysis of your capital requests. The dashboard charts shows the capital requests by year, the number of pending projects and where they are in the approval process, and actual vs. committed vs. budget projects.

The dashboard also shows KPIs regarding:

- Total number of capital request dollars, including how much has been approved and budgeted
- Net present value (NPV) of approved projects
- Total operating revenue of approved projects, including operating expenses and net income
- The amount of committed dollars across projects, including actual and dollar variance
- Total number of projects, including the number of approved and pending projects

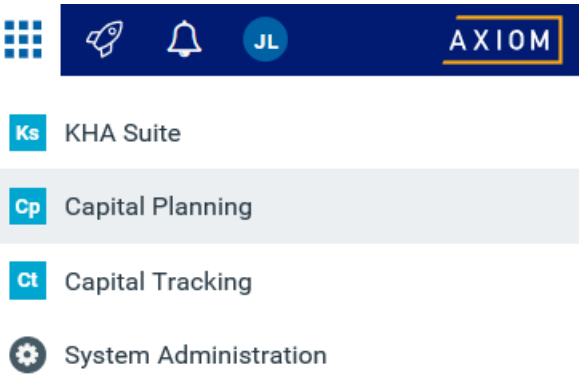
NOTE: The charts and KPIs do not include declined projects.

You can filter data in the report using the refresh variables in the Filters panel. You can also dive deeper into the data behind the charts and KPIs by using the Data Navigator.

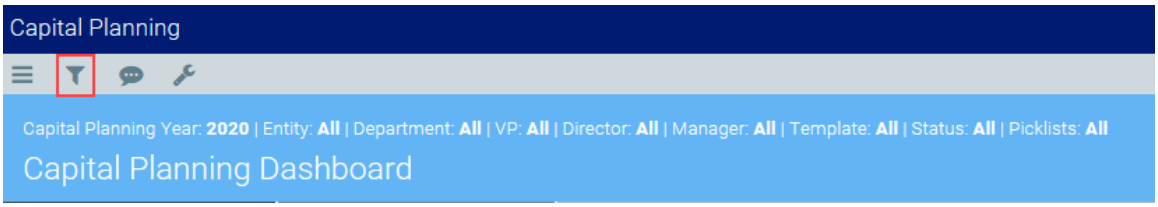
Using the Capital Dashboard

To use the Capital Dashboard:

1. Click the Area menu in the Global Navigation Bar, and click **Capital Planning**.



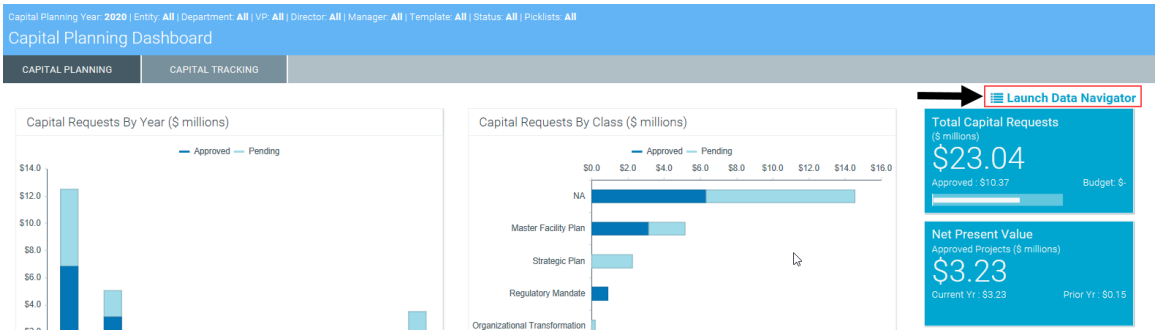
2. From the home page, click **Launch Capital Dashboard**.
3. To filter the data in the dashboard, click the funnel icon in the upper left corner of the screen.



4. In the **Filters** panel, configure the variables by selecting the filter options to use, and then click **Apply**.

> **TIP:** To keep the Filters panel open, click the thumb tack icon in the upper right corner of the panel.

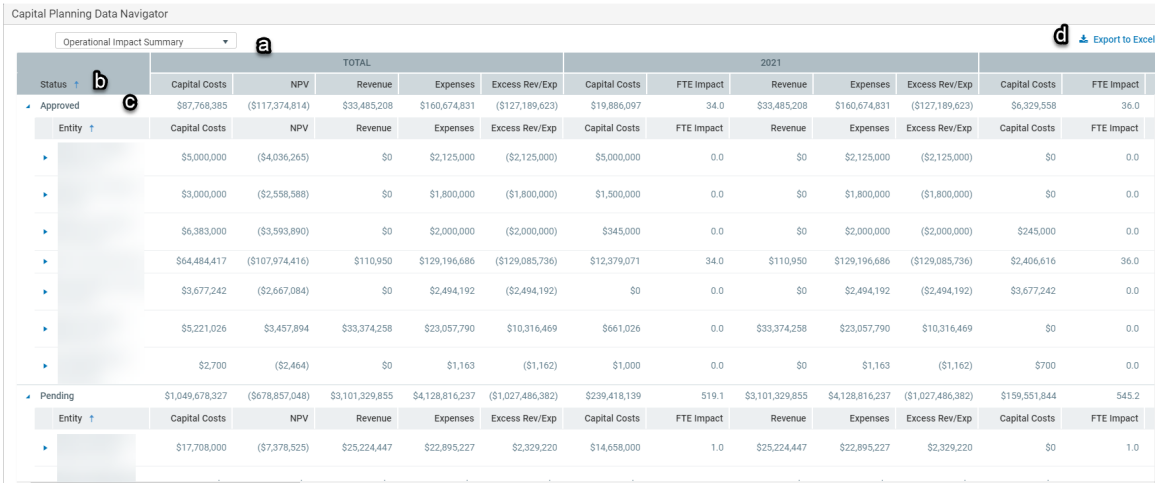
5. To deep dive into the data included in the report, click **Launch Data Navigator**.



6. From the Data Navigator, do any of the following:
   a. Click the drop-down to view data by the following: Operational Impact Summary, Project Summary by Dept, Project Summary by VP.

> **NOTE:** Depending on the selection you make from this drop-down, the columns and hierarchical order will change.

   b. Click the header to organize the column in ascending or descending order.
   c. Click the funnel icon to filter the data in the column.
   d. Export the information from the Data Navigator to Excel.



Reports included in Axiom Capital Tracking

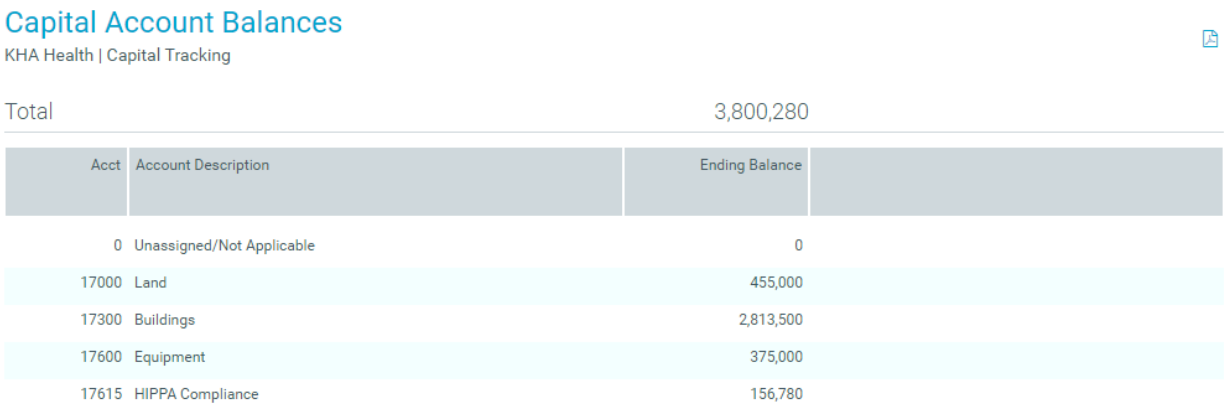
You have access to a number of standard capital tracking reports upon system delivery. You can access these reports in the Cap Track and Cap Track Admin task panes in the Capital Tracking Reports section.

Axiom Capital Tracking includes the following reports. These reports are available in a web-based or spreadsheet version.

- To run, save, and print any of the reports listed below as a web report, see Running a web report
- To run these reports as an Excel spreadsheet, including refreshing data, printing, and so on, see Working with spreadsheet reports

Capital Account Balances

Use this report to view a summary of actual dollars spent by capital account.



Capital Account Balances

KHA Health | Capital Tracking

Total		3,800,280	
Acct	Account Description	Ending Balance	
0	Unassigned/Not Applicable	0	
17000	Land	455,000	
17300	Buildings	2,813,500	
17600	Equipment	375,000	
17615	HIPPA Compliance	156,780	

Capital Snapshot by Class

Use this report to view a tracking summary of capital projects by capital Class.

Capital Snapshot

KHA Health | Capital Tracking

GRAND TOTALS BY YEAR - ALL CLASSES	24,401,000	-24,401,000	0	24,401,000	24,401,000	0	659,868	4,462,531
YR2017	0	0	0	0	0	0	659,868	4,462,531
YR2018	24,401,000	-24,401,000	0	24,401,000	24,401,000	0	0	0

Class	Original Budget	Budget Exceptions	Transfers	Adjusted Budget	Remaining Authorization	Funding Authorization	Purchase Requests	Committed
CLASS TOTALS BY YEAR								
ROUTINE/REPLACEMENT	**4,105,000**	**(4,105,000)**	**(1,000,000)**	**3,105,000**	**3,105,000**	**0**	**22,000**	**20,000**
YR2017	0	0	(1,000,000)	(1,000,000)	(1,000,000)	0	22,000	20,000
YR2018	4,105,000	(4,105,000)	0	4,105,000	4,105,000	0	0	0
STRATEGIC PLAN	**1,951,000**	**(1,951,000)**	**1,000,000**	**2,951,000**	**2,951,000**	**0**	**30,550**	**212,500**
YR2017	0	0	1,000,000	1,000,000	1,000,000	0	30,550	212,500
YR2018	1,951,000	(1,951,000)	0	1,951,000	1,951,000	0	0	0
MASTER FACILITY PLAN	**14,250,000**	**(14,250,000)**	**0**	**14,250,000**	**14,250,000**	**0**	**603,318**	**3,477,070**
YR2017	0	0	0	0	0	0	603,318	3,477,070
YR2018	14,250,000	(14,250,000)	0	14,250,000	14,250,000	0	0	0
REGULATORY MANDATE	**1,000,000**	**(1,000,000)**	**0**	**1,000,000**	**1,000,000**	**0**	**0**	**0**
YR2018	1,000,000	(1,000,000)	0	1,000,000	1,000,000	0	0	0
ORGANIZATIONAL TRANSFORMATION	**800,000**	**(800,000)**	**0**	**800,000**	**800,000**	**0**	**4,000**	**752,961**
YR2017	0	0	0	0	0	0	4,000	752,961
YR2018	800,000	(800,000)	0	800,000	800,000	0	0	0
CEO PRIORITY	**1,755,000**	**(1,755,000)**	**0**	**1,755,000**	**1,755,000**	**0**	**0**	**0**
YR2018	1,755,000	(1,755,000)	0	1,755,000	1,755,000	0	0	0

Capital Tracking PO Reconcile

Use this report to view the purchase order requests for your organization.

Capital Tracking PO Reconcile

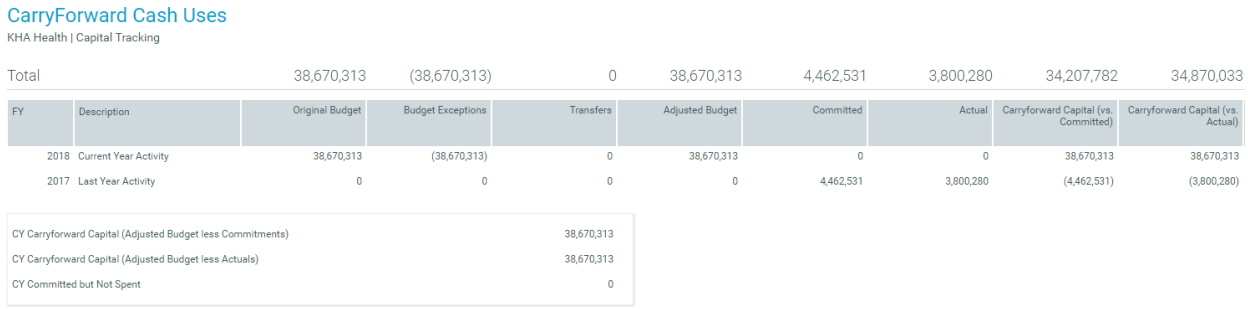
KHA Health | Capital Tracking

TOTAL 51,545,313 (51,545,313)

CAPREQ / POTRANS	Project ID	PO	Entity	Department	Project Description / Transaction Notes	GLPERIOD	Status	Original Budget	Budget Exceptions
124	2017.001.19000.001		1	19000	Land Purchase, For New MOB		Approved	0	0
120	KH_Contingency		1	19000	Contingency, Main Campus Contingency Pool		Pending	4,105,000	(4,105,000)
53		NA			Bin Storage System	201704	Pending		
		NonCommitted Actual							
7	2017.001.19150.001		1	19150	General Software, ICU Software		Approved	1,600,000	(1,600,000)
15	2017.001.26310.001		1	26310	Monitor, Transport Monitor for Patient Sedations		Pending	20,000	(20,000)
16	2017.001.26310.002		1	26310	Bed, Pediatric Cribs		Approved	32,000	(32,000)
5		7057			Pediatric Cribs	201701	Approved		
17	2017.001.26310.003		1	26310	Ice Machine, Replacement for Dietary		Approved	4,000	(4,000)
6		7052			Ice Machine	201701	Approved		
18	2017.001.26310.004		1	26310	Incubator, Isolette/ Incubator		Pending	38,920	(38,920)
19	2017.001.26310.005		1	26310	Incubator, Transport Incubator/ Isolette		Approved	120,000	(120,000)
7		7265			Transport Incubator/ Isolette	201706	Approved		
20	2017.001.26310.006		1	26310	Other General Medical, Whole Body Cooling Device		Pending	4,800	(4,800)
21	2017.001.26350.001		1	26350	Monitor, Telemetry Transmitters		Approved	15,800	(15,800)
8		7037			Telemetry Transmitters	201701	Approved		
22	2017.001.26350.002		1	26350	Monitor, End Tidal CO2 monitoring		Pending	17,500	(17,500)
23	2017.001.26350.003		1	26350	Bed, CCU Beds		Approved	79,695	(79,695)
9		7038			CCU Beds	201701	Approved		
24	2017.001.26350.004		1	26350	Monitor, Dash 3000 Portable Monitor		Pending	15,000	(15,000)
25	2017.001.26350.005		1	26350	Oximeter, Portable Pulse Oximeters		Approved	7,500	(7,500)
10		6433			Portable Pulse Oximeters	201701	Approved		
26	2017.001.26350.006		1	26350	Other Engineering / Facilities, Flooring		Pending	20,000	(20,000)
27	2017.001.26350.007		1	26350	Phototherapy Unit, Bili Soft Photo Therapy		Approved	8,000	(8,000)
11		6464			Bili Soft Photo Therapy	201701	Approved		
28	2017.001.26430.001		1	26430	General Furniture, Glider/ Rocker Chairs		Pending	10,200	(10,200)
29	2017.001.26430.002		1	26430	Incubator, Radiant Warmers		Approved	26,000	(26,000)
12		10275			Radiant Warmers	201702	Approved		
30	2017.001.26440.001		1	26440	Bassinet, Replacement for Peds		Pending	62,700	(62,700)

Carry Forward Cash Uses

Use this report to view a summary of capital carryforward dollars by year for approved capital projects.



CarryForward Cash Uses

KHA Health | Capital Tracking

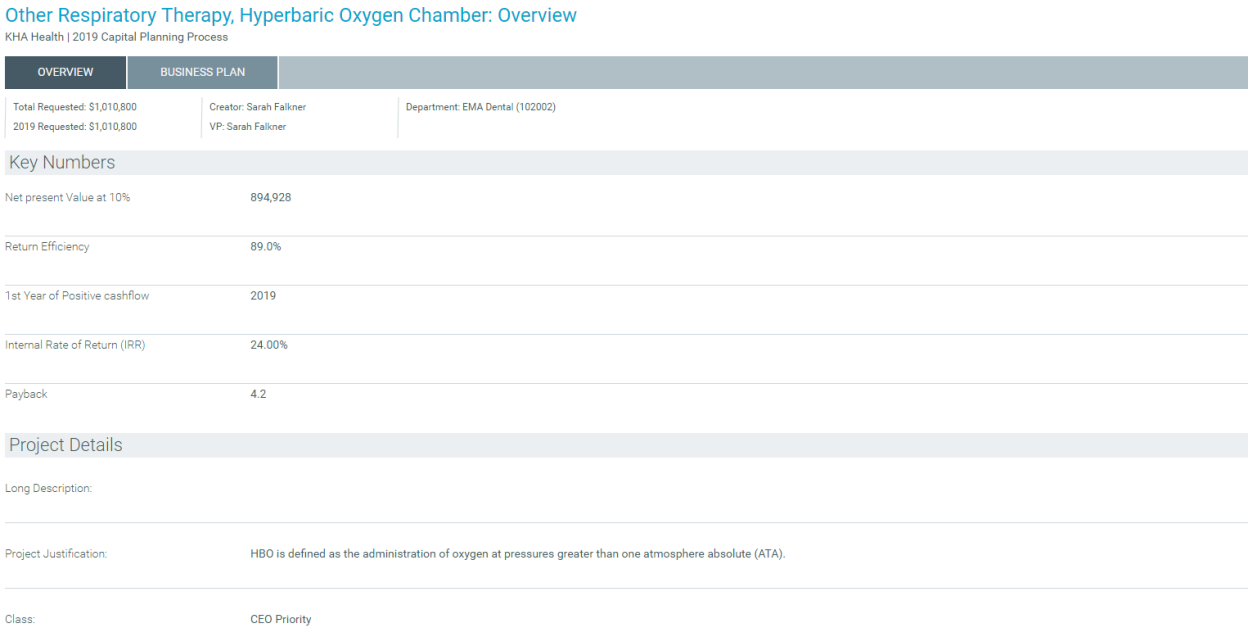
Total	38,670,313	(38,670,313)	0	38,670,313	4,462,531	3,800,280	34,207,782	34,870,033

FY	Description	Original Budget	Budget Exceptions	Transfers	Adjusted Budget	Committed	Actual	Carryforward Capital (vs. Committed)	Carryforward Capital (vs. Actual)
2018	Current Year Activity	38,670,313	(38,670,313)	0	38,670,313	0	0	38,670,313	38,670,313
2017	Last Year Activity	0	0	0	0	4,462,531	3,800,280	(4,462,531)	(3,800,280)

CY Carryforward Capital (Adjusted Budget less Commitments)	38,670,313
CY Carryforward Capital (Adjusted Budget less Actuals)	38,670,313
CY Committed but Not Spent	0

Executive Summary

Use this report to create an executive summary for capital projects one request at a time.



Other Respiratory Therapy, Hyperbaric Oxygen Chamber: Overview

KHA Health | 2019 Capital Planning Process

OVERVIEW | BUSINESS PLAN

Total Requested: $1,010,800
2019 Requested: $1,010,800

Creator: Sarah Falkner
VP: Sarah Falkner

Department: EMA Dental (102002)

Key Numbers

Net present Value at 10%	894,928
Return Efficiency	89.0%
1st Year of Positive cashflow	2019
Internal Rate of Return (IRR)	24.00%
Payback	4.2

Project Details

Long Description:	
Project Justification:	HBO is defined as the administration of oxygen at pressures greater than one atmosphere absolute (ATA).
Class:	CEO Priority

Executive Summary with Financial Statement

Use this report to create an executive summary with detailed financial statements for individual capital projects.

NOTE: This is the only report not available in a web version.

Master Facility Plan, New Cancer Center

Creator: System Administrator | **VP: Sally Klein** | **Department: EMC O/P Oncology (26480)**

2018 Capital: $3,150,000 | **ProjectID: 2018.002.26480.001** | **Total Capital: $11,125,000**

Net Present Value @ 10%	Return Efficiency	1st Year of Positive Cash Flow	Internal Rate of Return (IRR)	Payback
$1,323,327	11.9%	2027	13.2%	9.8

Project Details

Long Description	New Cancer Ceenter that will be on the east side of the city
Project Justification	St. Mary's has expanded their cancer services over the last 3 years, and we need a new facility to remain competitive while jumping on the opportunity to increase market share.

Project by Vendor

Use this report to view a summary of committed and actual dollar amounts by vendor.

Project by Vendor

KHA Health | Capital Tracking

Select Vendor...

Total Vendors						4,462,531	3,800,280	662,251
	CAPREQ	Project ID	Entity	Department	Description	PO Amount	Invoice Amount	Unpaid PO Balance
NA								
	124	2017.001.19000.001	1	19000	Land Purchase, For New MOB	0	0	0
	2	2017.002.26480.001	2	26480	Master Facility Plan, New Cancer Center	2,512,569	2,041,780	470,789
					Total NA	2,512,569	2,041,780	470,789
TBD - Vendor To Be Determined								
	25	2017.001.26350.005	1	26350	Oximeter, Portable Pulse Oximeters	7,500	7,500	0
	29	2017.001.26430.002	1	26430	Incubator, Radiant Warmers	26,000	26,000	0
	32	2017.001.26470.002	1	26470	Other General Medical, Bladder Scanner BVI 9400	0	0	0
	33	2017.001.26470.003	1	26470	Other General Medical, Blanket Warmer	35,400	35,400	0
	42	2017.001.26770.005	1	26770	Ultrasound Therapy Unit, Tip Confirmation System	20,000	20,000	0
	53	2017.001.26790.002	1	26790	General Software, Electronic Whiteboard Tracking	34,000	34,000	0
	61	2017.001.26810.005	1	26810	Ventilator, Replacement for 5 North	141,651	141,651	0
	78	2017.001.27640.001	1	27640	Table, Ultrafin Stirrup	9,000	9,000	0
	80	2017.001.27640.003	1	27640	C-Arm, Replacement for Radiology	150,000	150,000	0
	82	2017.001.27640.005	1	27640	Other Surgery, Bookwalter System	19,183	19,183	0
	86	2017.001.27640.009	1	27640	Traction Unit, Steris Tensor CF Traction Unit	6,278	0	6,278
	88	2017.001.27640.011	1	27640	General Furniture, Pediatric Chair	0	0	0
	90	2017.001.29000.002	1	29000	Other Engineering / Facilities, Replace Roof	180,000	180,000	0
	92	2017.001.29000.004	1	29000	Washer, Washer/Dryer	2,500	2,500	0
	94	2017.001.29000.006	1	29000	Television Set, Sharp Aquos 60 Inch TV	1,800	1,800	0
	96	2017.001.29120.002	1	29120	Scanner, Patient Records	5,000	5,000	0
	98	2017.001.29120.004	1	29120	Other Engineering / Facilities, Catalyst Enhancement	50,000	50,000	0
	100	2017.001.29120.006	1	29120	Other Miscellaneous, Booklet maker and Face Trimmer	22,198	22,198	0
	102	2017.001.29210.001	1	29210	Other Engineering / Facilities, Elevator Modernization	300,000	300,000	0
	104	2017.001.29310.001	1	29310	Other Engineering / Facilities, OR/Recovery Room Doors	17,000	0	17,000
	106	2017.001.29310.003	1	29310	General Renovation, Endo Remodel	20,000	20,000	0

Project Data by Year

Use this report to view capital project tracking details for single transaction types, such as budget amounts, committed amounts, actual amounts, and so on.

Adjusted Budget Amounts by Year

KHA Health | Capital Tracking

TOTAL 38,670,313

	CAPREQ	Project ID	Entity	Department	Project Description	2018 Adjusted Budget	
	124	2017.001.19000.001	1	19000	Land Purchase, For New MOB	0	
	120	KH_Contingency	1	19000	Contingency, Main Campus Contingency Pool	4,105,000	
	7	2017.001.19150.001	1	19150	General Software, ICU Software	800,000	
	15	2017.001.26310.001	1	26310	Monitor, Transport Monitor for Patient Sedations	20,000	
	16	2017.001.26310.002	1	26310	Bed, Pediatric Cribs	32,000	
	17	2017.001.26310.003	1	26310	Ice Machine, Replacement for Dietary	4,000	
	18	2017.001.26310.004	1	26310	Incubator, Isolette/ Incubator	38,920	
	19	2017.001.26310.005	1	26310	Incubator, Transport Incubator/ Isolette	120,000	
	20	2017.001.26310.006	1	26310	Other General Medical, Whole Body Cooling Device	4,800	
	21	2017.001.26350.001	1	26350	Monitor, Telemetry Transmitters	15,800	
	22	2017.001.26350.002	1	26350	Monitor, End Tidal CO2 monitoring	17,500	
	23	2017.001.26350.003	1	26350	Bed, CCU Beds	79,695	
	24	2017.001.26350.004	1	26350	Monitor, Dash 3000 Portable Monitor	15,000	
	25	2017.001.26350.005	1	26350	Oximeter, Portable Pulse Oximeters	7,500	
	26	2017.001.26350.006	1	26350	Other Engineering / Facilities, Flooring	20,000	
	27	2017.001.26350.007	1	26350	Phototherapy Unit, Bili Soft Photo Therapy	8,000	
	28	2017.001.26430.001	1	26430	General Furniture, Glider/ Rocker Chairs	10,200	
	29	2017.001.26430.002	1	26430	Incubator, Radiant Warmers	26,000	
	30	2017.001.26440.001	1	26440	Bassinet, Replacement for Peds	62,700	
	31	2017.001.26470.001	1	26470	Fetal Heart Detector, 12 Lead EKG Machine, MAC 5500	15,000	
	32	2017.001.26470.002	1	26470	Other General Medical, Bladder Scanner BVI 9400	18,000	

Project Dollars by Year

Use this report to view a summary of capital dollars requested by year for a selection of capital projects.

Project Dollars by Year

KHA Health | Capital Tracking

TOTAL						(3,211,683)	(6.1%)				52,679,563
	CAPREQ	Entity	Department	Project ID	Project Description	NPV	Return Efficiency	1st Year Positive Cash Flow	IRR	Payback	Total Requested
	124	1	19000	2017.001.19000.001	Land Purchase, For New MOB	(1,000,000)	(100.0%)	NA	0.0%	0.0	1,000,000
	120	1	19000	KH_Contingency	Contingency, Main Campus Contingency Pool	(4,105,000)	(100.0%)	NA	0.0%	0.0	4,105,000
	7	1	19150	2017.001.19150.001	General Software, ICU Software	(4,540,127)	(284.0%)	NA	0.0%	0.0	1,600,000
	15	1	26310	2017.001.26310.001	Monitor, Transport Monitor for Patient Sedations	(20,000)	(100.0%)	NA	0.0%	0.0	20,000
	16	1	26310	2017.001.26310.002	Bed, Pediatric Cribs	(32,000)	(100.0%)	NA	0.0%	0.0	32,000
	17	1	26310	2017.001.26310.003	Ice Machine, Replacement for Dietary	(4,000)	(100.0%)	NA	0.0%	0.0	4,000
	18	1	26310	2017.001.26310.004	Incubator, Isolette/ Incubator	(38,920)	(100.0%)	NA	0.0%	0.0	38,920
	19	1	26310	2017.001.26310.005	Incubator, Transport Incubator/ Isolette	(120,000)	(100.0%)	NA	0.0%	0.0	120,000
	20	1	26310	2017.001.26310.006	Other General Medical, Whole Body Cooling Device	(4,800)	(100.0%)	NA	0.0%	0.0	4,800
	21	1	26350	2017.001.26350.001	Monitor, Telemetry Transmitters	(15,800)	(100.0%)	NA	0.0%	0.0	15,800
	22	1	26350	2017.001.26350.002	Monitor, End Tidal CO2 monitoring	(17,500)	(100.0%)	NA	0.0%	0.0	17,500
	23	1	26350	2017.001.26350.003	Bed, CCU Beds	(74,400)	(100.0%)	NA	0.0%	0.0	79,695
	24	1	26350	2017.001.26350.004	Monitor, Dash 3000 Portable Monitor	(15,000)	(100.0%)	NA	0.0%	0.0	15,000
	25	1	26350	2017.001.26350.005	Oximeter, Portable Pulse Oximeters	(7,500)	(100.0%)	NA	0.0%	0.0	7,500
	26	1	26350	2017.001.26350.006	Other Engineering / Facilities, Flooring	(20,000)	(100.0%)	NA	0.0%	0.0	20,000
	27	1	26350	2017.001.26350.007	Phototherapy Unit, Bili Soft Photo Therapy	(8,000)	(100.0%)	NA	0.0%	0.0	8,000
	28	1	26430	2017.001.26430.001	General Furniture, Glider/ Rocker Chairs	(10,200)	(100.0%)	NA	0.0%	0.0	10,200
	29	1	26430	2017.001.26430.002	Incubator, Radiant Warmers	(26,000)	(100.0%)	NA	0.0%	0.0	26,000
	30	1	26440	2017.001.26440.001	Bassinet, Replacement for Peds	(62,700)	(100.0%)	NA	0.0%	0.0	62,700
	31	1	26470	2017.001.26470.001	Fetal Heart Detector, 12 Lead EKG Machine, MAC 5500	(15,000)	(100.0%)	NA	0.0%	0.0	15,000
	32	1	26470	2017.001.26470.002	Other General Medical, Bladder Scanner BVI 9400	(18,000)	(100.0%)	NA	0.0%	0.0	18,000
	33	1	26470	2017.001.26470.003	Other General Medical, Blanket Warmer	(35,400)	(300.0%)	NA	0.0%	0.0	35,400
	34	1	26470	2017.001.26470.004	Monitor, Tele Transmitters	(45,000)	(100.0%)	NA	0.0%	0.0	45,000
	35	1	26470	2017.001.26470.005	Bed, Patient Beds	(74,400)	(100.0%)	NA	0.0%	0.0	74,400

Project Tracking

Use to view capital project tracking detail by month.

Project Tracking

KHA Health | Capital Tracking

GRAND TOTAL ALL YEARS							659,868	4,462,531	
Period	CAPREQ	Project ID	Entity	Department	Description	TransactionID	Purchase Requests	Committed	PO
201701									
	21	2017.001.26350.001	1	26350	Monitor, Telemetry Transmitters	IN.2017.001.26350.001.001	0	0	7037
	23	2017.001.26350.003	1	26350	Bed, CCU Beds	IN.2017.001.26350.003.001	0	0	7038
	21	2017.001.26350.001	1	26350	Monitor, Telemetry Transmitters	PR.2017.001.26350.001.001.001	0	15,800	7037
	23	2017.001.26350.003	1	26350	Bed, CCU Beds	PR.2017.001.26350.003.001.001	0	74,400	7038
	16	2017.001.26310.002	1	26310	Bed, Pediatric Cribs	IN.2017.001.26310.002.001	0	0	7057
	17	2017.001.26310.003	1	26310	Ice Machine, Replacement for Dietary	IN.2017.001.26310.003.001	0	0	7052
	16	2017.001.26310.002	1	26310	Bed, Pediatric Cribs	PR.2017.001.26310.002.001.001	0	32,000	7057
	17	2017.001.26310.003	1	26310	Ice Machine, Replacement for Dietary	PR.2017.001.26310.003.001.001	0	4,000	7052
	14	2017.002.26140.003	2	26140	Monitor, Vital Signs Monitors	PR.2017.002.26140.003.001.001	22,000	0	
						Total for period 201701	**22,000**	**126,200**	
201702									
	2	2017.002.26480.001	2	26480	Master Facility Plan, New Cancer Center	IN.2017.002.26480.001.001	0	0	5916
	2	2017.002.26480.001	2	26480	Master Facility Plan, New Cancer Center	JE.2017.002.26480.001.001	0	0	NA
	2	2017.002.26480.001	2	26480	Master Facility Plan, New Cancer Center	PR.2017.002.26480.001.001.001	0	1,000,000	5916
	2	2017.002.26480.001	2	26480	Master Facility Plan, New Cancer Center	PR.2017.002.26480.001.005.001	0	185,000	5930
	2	2017.002.26480.001	2	26480	Master Facility Plan, New Cancer Center	PR.2017.002.26480.001.009.001	150,000	0	NA
	25	2017.001.26350.005	1	26350	Oximeter, Portable Pulse Oximeters	IN.2017.001.26350.005.001	0	0	6433
	27	2017.001.26350.007	1	26350	Phototherapy Unit, Bili Soft Photo Therapy	IN.2017.001.26350.007.001	0	0	6464
	25	2017.001.26350.005	1	26350	Oximeter, Portable Pulse Oximeters	PR.2017.001.26350.005.001.001	0	7,500	6433
	27	2017.001.26350.007	1	26350	Phototherapy Unit, Bili Soft Photo Therapy	PR.2017.001.26350.007.001.001	0	8,000	6464
						Total for period 201702	**150,000**	**1,200,500**	

Purchase Request Status

Use to view a summary of purchase request details and status.

Purchase Request Status

KHA Health | Capital Tracking

TOTAL 17,484,574

	CAPREQ / POTRANS	Project ID	Purchase Request ID	Entity	Department	Project Description / Transaction Notes	Status	Current Step	Current Owner	Days in Step	Original Budget
	124	2017.001.19000.001		1	19000	Land Purchase, For New MOB	Approved				0
	120	KH_Contingency		1	19000	Contingency, Main Campus Contingency Pool	Pending				4,105,000
	53		PR.2017.001.29320.011.00			Bin Storage System	Pending	There is an error li	There is an error li	#VALUE!	
	16	2017.001.26310.002		1	26310	Bed, Pediatric Cribs	Approved				32,000
	5		PR.2017.001.26310.002.00			Pediatric Cribs	Approved	There is an error li	There is an error li	#VALUE!	
	17	2017.001.26310.003		1	26310	Ice Machine, Replacement for Dietary	Approved				4,000
	6		PR.2017.001.26310.003.00			Ice Machine	Approved	There is an error li	There is an error li	#VALUE!	
	19	2017.001.26310.005		1	26310	Incubator, Transport Incubator/ Isolette	Approved				120,000
	7		PR.2017.001.26310.005.00			Transport Incubator/ Isolette	Approved	There is an error li	There is an error li	#VALUE!	
	21	2017.001.26350.001		1	26350	Monitor, Telemetry Transmitters	Approved				15,800
	8		PR.2017.001.26350.001.00			Telemetry Transmitters	Approved	There is an error li	There is an error li	#VALUE!	
	23	2017.001.26350.003		1	26350	Bed, CCU Beds	Approved				79,695
	9		PR.2017.001.26350.003.00			CCU Beds	Approved	There is an error li	There is an error li	#VALUE!	
	25	2017.001.26350.005		1	26350	Oximeter, Portable Pulse Oximeters	Approved				7,500
	10		PR.2017.001.26350.005.00			Portable Pulse Oximeters	Approved	There is an error li	There is an error li	#VALUE!	
	27	2017.001.26350.007		1	26350	Phototherapy Unit, Bili Soft Photo Therapy	Approved				8,000
	11		PR.2017.001.26350.007.00			Bili Soft Photo Therapy	Approved	There is an error li	There is an error li	#VALUE!	
	29	2017.001.26430.002		1	26430	Incubator, Radiant Warmers	Approved				26,000
	12		PR.2017.001.26430.002.00			Radiant Warmers	Approved	There is an error li	There is an error li	#VALUE!	
	31	2017.001.26470.001		1	26470	Fetal Heart Detector, 12 Lead EKG Machine, MAC 5500	Approved				15,000

Approval reports

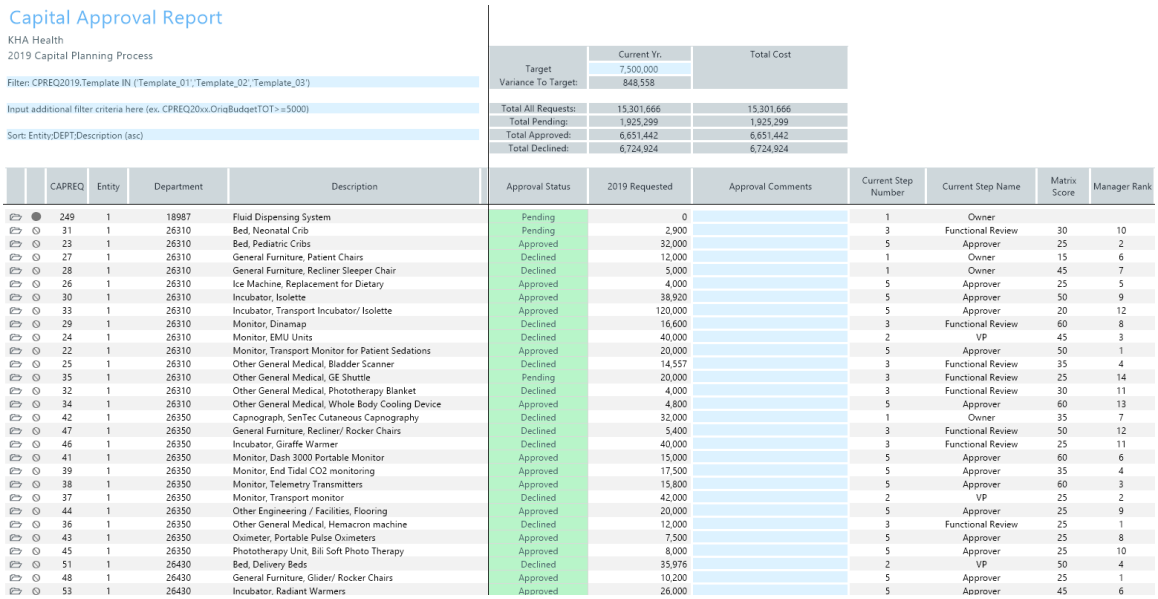
There are several reports available to help you manage and track the approval process for capital project requests and purchase requests.

Axiom Capital Tracking includes the following reports. For more information on running these reports, see Working with spreadsheet reports (page 1).

Project Approval

Use this report to approve capital projects based on a capital constraint. For more information, see Approve or decline projects (page 1).

NOTE: This report is typically used with Non-Threshold projects, but you can also use it with Threshold projects.



Capital Approval Report

KHA Health

2019 Capital Planning Process

Filter: CPREQ2019.Template IN ('Template_01','Template_02','Template_03')

Input additional filter criteria here (ex. CPREQ20xx.OrigBudgetTOT>=5000)

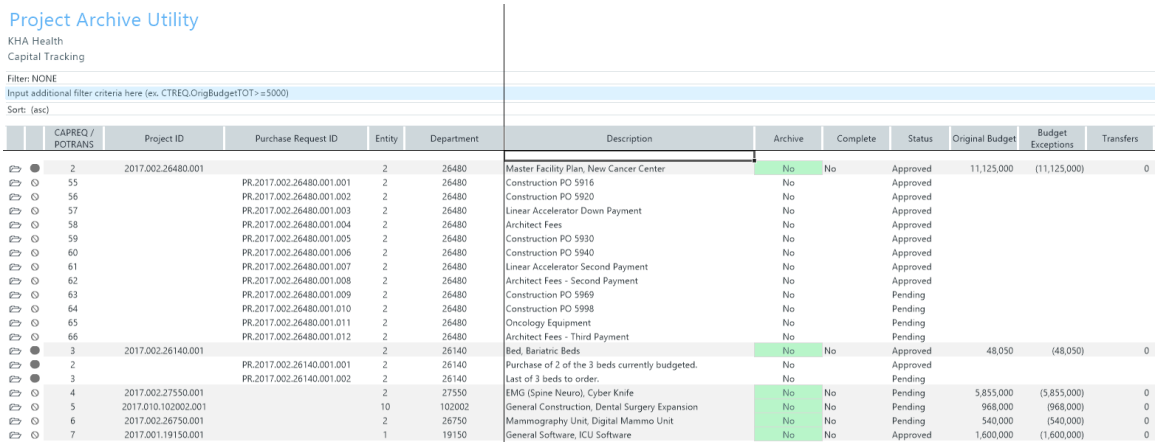
Sort: Entity;DEPT;Description (asc)

	Current Yr.	Total Cost
Target	7,500,000	
Variance To Target:	848,558	
Total All Requests:	15,301,666	15,301,666
Total Pending:	1,925,299	1,925,299
Total Approved:	6,651,442	6,651,442
Total Declined:	6,724,924	6,724,924

CAPREQ	Entity	Department	Description	Approval Status	2019 Requested	Approval Comments	Current Step Number	Current Step Name	Matrix Score	Manager Rank
249	1	18987	Fluid Dispensing System	Pending	0		1	Owner		
31	1	26310	Bed, Neonatal Crib	Pending	2,900		3	Functional Review	30	10
23	1	26310	Bed, Pediatric Cribs	Approved	32,000		5	Approver	25	2
27	1	26310	General Furniture, Patient Chairs	Declined	12,000		1	Owner	15	6
28	1	26310	General Furniture, Recliner Sleeper Chair	Declined	5,000		1	Owner	45	7
26	1	26310	Ice Machine, Replacement for Dietary	Approved	4,000		5	Approver	25	5
30	1	26310	Incubator, Isolette	Approved	38,920		5	Approver	50	9
33	1	26310	Incubator, Transport Incubator/ Isolette	Approved	120,000		5	Approver	20	12
29	1	26310	Monitor, Dinamap	Declined	16,600		3	Functional Review	60	8
24	1	26310	Monitor, EMU Units	Declined	40,000		2	VP	45	3
22	1	26310	Monitor, Transport Monitor for Patient Sedations	Approved	20,000		5	Approver	50	1
25	1	26310	Other General Medical, Bladder Scanner	Declined	14,557		3	Functional Review	35	4
35	1	26310	Other General Medical, GE Shuttle	Pending	20,000		3	Functional Review	25	14
32	1	26310	Other General Medical, Phototherapy Blanket	Declined	4,000		3	Functional Review	30	11
34	1	26310	Other General Medical, Whole Body Cooling Device	Approved	4,800		5	Approver	60	13
42	1	26350	Capnograph, SenTec Cutaneous Capnography	Declined	32,000		1	Owner	35	7
47	1	26350	General Furniture, Recliner/ Rocker Chairs	Declined	5,400		3	Functional Review	50	12
46	1	26350	Incubator, Giraffe Warmer	Declined	40,000		3	Functional Review	25	11
41	1	26350	Monitor, Dash 3000 Portable Monitor	Approved	15,000		5	Approver	60	6
39	1	26350	Monitor, End Tidal CO2 monitoring	Approved	17,500		5	Approver	35	4
38	1	26350	Monitor, Telemetry Transmitters	Approved	15,800		5	Approver	60	3
37	1	26350	Monitor, Transport monitor	Declined	42,000		2	VP	25	2
44	1	26350	Other Engineering / Facilities, Flooring	Approved	20,000		5	Approver	25	9
36	1	26350	Other General Medical, Hemacron machine	Declined	12,000		3	Functional Review	25	1
43	1	26350	Oximeter, Portable Pulse Oximeters	Approved	7,500		5	Approver	25	8
45	1	26350	Phototherapy Unit, Bili Soft Photo Therapy	Approved	8,000		5	Approver	25	10
51	1	26430	Bed, Delivery Beds	Declined	35,976		2	VP	50	4
48	1	26430	General Furniture, Glider/ Rocker Chairs	Approved	10,200		5	Approver	25	1
53	1	26430	Incubator, Radiant Warmers	Approved	26,000		5	Approver	45	6

Project Archive Utility

Use this report to update the Archive status for capital projects. For more information, see Archiving capital projects.



Project Archive Utility

KHA Health

Capital Tracking

Filter: NONE

Input additional filter criteria here (ex. CTREQ.OrigBudgetTOT>=5000)

Sort: (asc)

CAPREQ / POTRANS	Project ID	Purchase Request ID	Entity	Department	Description	Archive	Complete	Status	Original Budget	Budget Exceptions	Transfers
2	2017.002.26480.001		2	26480	Master Facility Plan, New Cancer Center	No	No	Approved	11,125,000	(11,125,000)	0
55		PR.2017.002.26480.001.001	2	26480	Construction PO 5916	No		Approved			
56		PR.2017.002.26480.001.002	2	26480	Construction PO 5920	No		Approved			
57		PR.2017.002.26480.001.003	2	26480	Linear Accelerator Down Payment	No		Approved			
58		PR.2017.002.26480.001.004	2	26480	Architect Fees	No		Approved			
59		PR.2017.002.26480.001.005	2	26480	Construction PO 5930	No		Approved			
60		PR.2017.002.26480.001.006	2	26480	Construction PO 5940	No		Approved			
61		PR.2017.002.26480.001.007	2	26480	Linear Accelerator Second Payment	No		Approved			
62		PR.2017.002.26480.001.008	2	26480	Architect Fees - Second Payment	No		Approved			
63		PR.2017.002.26480.001.009	2	26480	Construction PO 5969	No		Pending			
64		PR.2017.002.26480.001.010	2	26480	Construction PO 5998	No		Pending			
65		PR.2017.002.26480.001.011	2	26480	Oncology Equipment	No		Pending			
66		PR.2017.002.26480.001.012	2	26480	Architect Fees - Third Payment	No		Pending			
3	2017.002.26140.001		2	26140	Bed, Bariatric Beds	No	No	Approved	48,050	(48,050)	0
2		PR.2017.002.26140.001.001	2	26140	Purchase of 2 of the 3 beds currently budgeted.	No		Approved			
3		PR.2017.002.26140.001.002	2	26140	Last of 3 beds to order.	No		Pending			
4	2017.002.27550.001		2	27550	EMG (Spine Neuro), Cyber Knife	No	No	Pending	5,855,000	(5,855,000)	0
5	2017.010.102002.001		10	102002	General Construction, Dental Surgery Expansion	No	No	Pending	968,000	(968,000)	0
6	2017.002.26750.001		2	26750	Mammography Unit, Digital Mammo Unit	No	No	Pending	540,000	(540,000)	0
7	2017.001.19150.001		1	19150	General Software, ICU Software	No	No	Approved	1,600,000	(1,600,000)	0

Project Completion Status

Use this report to update the completion status for capital projects. For more information, see Marking a capital project as complete.

Project Completion Status

KHA Health

Capital Tracking

Filter: NONE

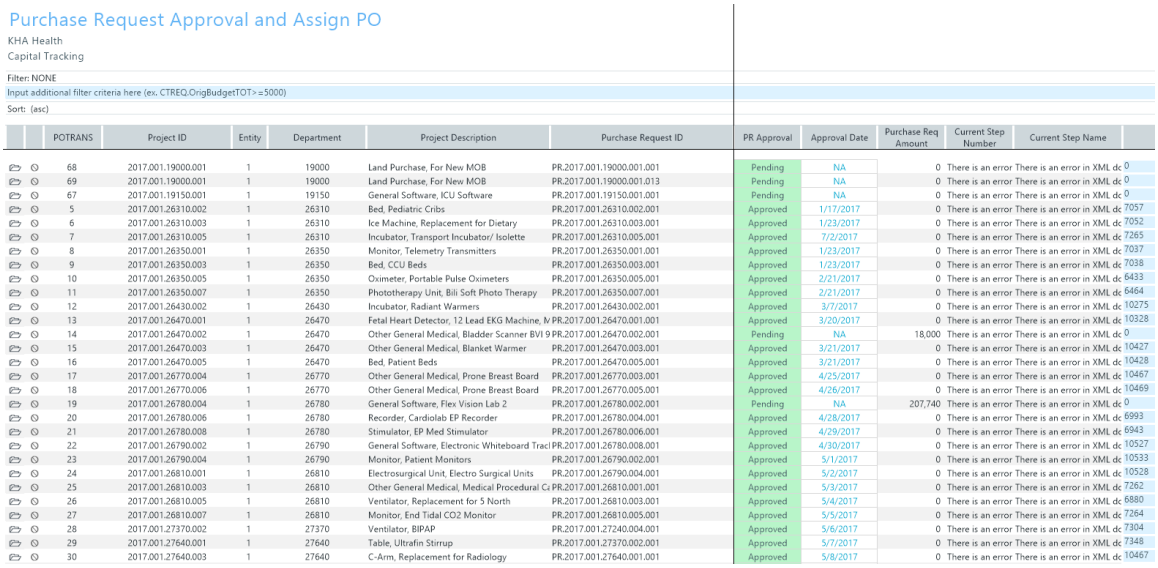
Input additional filter criteria here (ex. CTREQ.OrigBudgetTOT>=5000)

Sort: (asc)

CAPREQ	Project ID	Entity	Department	Project Description	Complete	Status	Original Budget	Budget Exceptions	Transfers	Adjusted Budget	Purchase Requests
124	2017.001.19000.001	1	19000	Land Purchase, For New MOB	No	Approved	0	0	1,000,000	1,000,000	0
7	2017.001.19150.001	1	19150	General Software, ICU Software	No	Approved	1,600,000	(1,600,000)	0	1,600,000	0
15	2017.001.26310.001	1	26310	Monitor, Transport Monitor for Patient Sedations	No	Pending	20,000	(20,000)	0	20,000	0
16	2017.001.26310.002	1	26310	Bed, Pediatric Cribs	No	Approved	32,000	(32,000)	0	32,000	0
17	2017.001.26310.003	1	26310	Ice Machine, Replacement for Dietary	No	Approved	4,000	(4,000)	0	4,000	0
18	2017.001.26310.004	1	26310	Incubator, Isolette/ Incubator	No	Pending	38,920	(38,920)	0	38,920	0
19	2017.001.26310.005	1	26310	Incubator, Transport Incubator/ Isolette	No	Approved	120,000	(120,000)	0	120,000	0
20	2017.001.26310.006	1	26310	Other General Medical, Whole Body Cooling Device	No	Pending	4,800	(4,800)	0	4,800	0
21	2017.001.26350.001	1	26350	Monitor, Telemetry Transmitters	No	Approved	15,800	(15,800)	0	15,800	0
22	2017.001.26350.002	1	26350	Monitor, End Tidal CO2 monitoring	No	Pending	17,500	(17,500)	0	17,500	0
23	2017.001.26350.003	1	26350	Bed, CCU Beds	No	Approved	79,695	(79,695)	0	79,695	0
24	2017.001.26350.004	1	26350	Monitor, Dash 3000 Portable Monitor	No	Pending	15,000	(15,000)	0	15,000	0
25	2017.001.26350.005	1	26350	Oximeter, Portable Pulse Oximeters	No	Approved	7,500	(7,500)	0	7,500	0
26	2017.001.26350.006	1	26350	Other Engineering / Facilities, Flooring	No	Pending	20,000	(20,000)	0	20,000	0
27	2017.001.26350.007	1	26350	Phototherapy Unit, Bili Soft Photo Therapy	No	Approved	8,000	(8,000)	0	8,000	0
28	2017.001.26430.001	1	26430	General Furniture, Glider/ Rocker Chairs	No	Pending	10,200	(10,200)	0	10,200	0
29	2017.001.26430.002	1	26430	Incubator, Radiant Warmers	No	Approved	26,000	(26,000)	0	26,000	0
30	2017.001.26440.001	1	26440	Bassinet, Replacement for Peds	No	Pending	62,700	(62,700)	0	62,700	0
31	2017.001.26470.001	1	26470	Fetal Heart Detector, 12 Lead EKG Machine, MAC 5500	No	Approved	15,000	(15,000)	0	15,000	0
32	2017.001.26470.002	1	26470	Other General Medical, Bladder Scanner BVI 9400	No	Approved	18,000	(18,000)	0	18,000	18,000
33	2017.001.26470.003	1	26470	Other General Medical, Blanket Warmer	No	Approved	35,400	(35,400)	0	35,400	0
34	2017.001.26470.004	1	26470	Monitor, Tele Transmitters	No	Pending	45,000	(45,000)	0	45,000	0
35	2017.001.26470.005	1	26470	Bed, Patient Beds	No	Approved	74,400	(74,400)	0	74,400	0
37	2017.001.26470.007	1	26470	General Furniture, Conference Room Furniture	No	Pending	11,000	(11,000)	0	11,000	0
38	2017.001.26770.001	1	26770	Monitor, Telemedicine	No	Pending	173,000	(173,000)	0	173,000	0
39	2017.001.26770.002	1	26770	Monitor, Patient Monitor	No	Pending	16,680	(16,680)	0	16,680	0

Purchase Request Approval and Assign CO

Use this report to approve purchase requests and enter purchase order numbers for tracking. For more information, see Approving purchase requests and entering POs.



Purchase Request Approval and Assign PO

KHA Health

Capital Tracking

Filter: NONE

Input additional filter criteria here (ex. CTREQ.OrigBudgetTOT>=5000)

Sort: (asc)

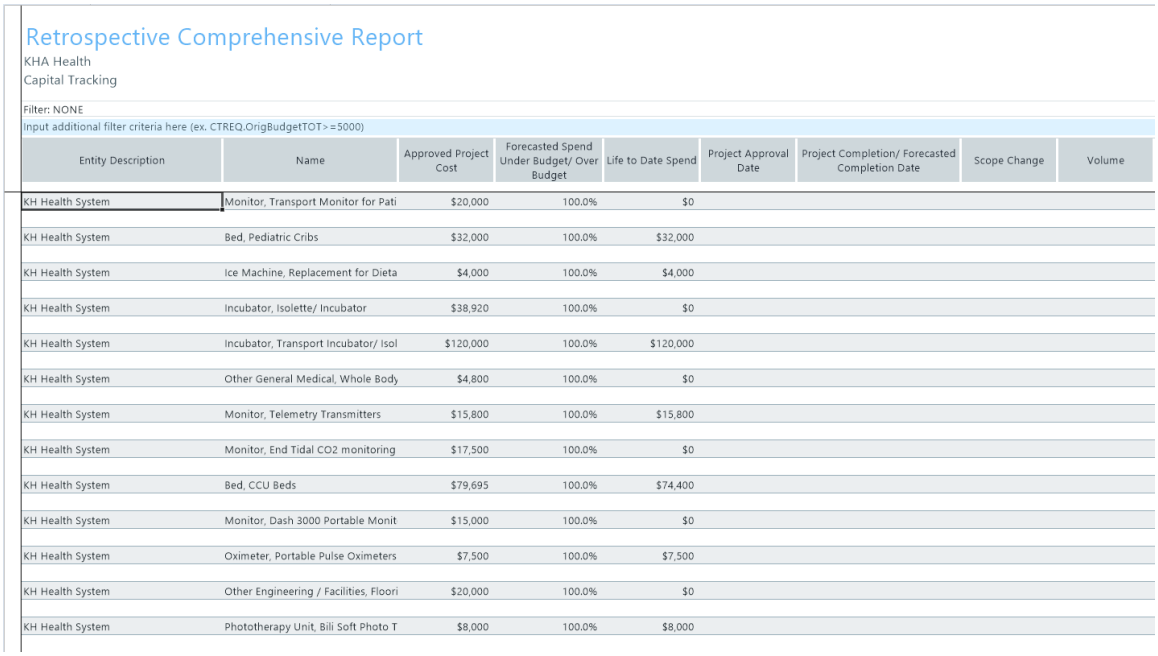
POTRANS	Project ID	Entity	Department	Project Description	Purchase Request ID	PR Approval	Approval Date	Purchase Req Amount	Current Step Number	Current Step Name	
68	2017.001.19000.001	1	19000	Land Purchase, For New MOB	PR.2017.001.19000.001.001	Pending	NA	0	There is an error	There is an error in XML dc	0
69	2017.001.19000.001	1	19000	Land Purchase, For New MOB	PR.2017.001.19000.001.013	Pending	NA	0	There is an error	There is an error in XML dc	0
67	2017.001.19150.001	1	19150	General Software, ICU Software	PR.2017.001.19150.001.001	Pending	NA	0	There is an error	There is an error in XML dc	0
5	2017.001.26310.002	1	26310	Bed, Pediatric Cribs	PR.2017.001.26310.002.001	Approved	1/17/2017	0	There is an error	There is an error in XML dc	7057
6	2017.001.26310.003	1	26310	Ice Machine, Replacement for Dietary	PR.2017.001.26310.003.001	Approved	1/23/2017	0	There is an error	There is an error in XML dc	7052
7	2017.001.26310.005	1	26310	Incubator, Transport Incubator/ Isolette	PR.2017.001.26310.005.001	Approved	7/2/2017	0	There is an error	There is an error in XML dc	7265
8	2017.001.26350.001	1	26350	Monitor, Telemetry Transmitters	PR.2017.001.26350.001.001	Approved	1/23/2017	0	There is an error	There is an error in XML dc	7037
9	2017.001.26350.003	1	26350	Bed, CCU Beds	PR.2017.001.26350.003.001	Approved	1/23/2017	0	There is an error	There is an error in XML dc	7038
10	2017.001.26350.005	1	26350	Oximeter, Portable Pulse Oximeters	PR.2017.001.26350.005.001	Approved	2/21/2017	0	There is an error	There is an error in XML dc	6433
11	2017.001.26350.007	1	26350	Phototherapy Unit, Bili Soft Photo Therapy	PR.2017.001.26350.007.001	Approved	2/21/2017	0	There is an error	There is an error in XML dc	6464
12	2017.001.26430.002	1	26430	Incubator, Radiant Warmers	PR.2017.001.26430.002.001	Approved	3/7/2017	0	There is an error	There is an error in XML dc	10275
13	2017.001.26470.001	1	26470	Fetal Heart Detector, 12 Lead EKG Machine, M	PR.2017.001.26470.001.001	Approved	3/20/2017	0	There is an error	There is an error in XML dc	10328
14	2017.001.26470.002	1	26470	Other General Medical, Bladder Scanner BVI 9	PR.2017.001.26470.002.001	Pending	NA	18,000	There is an error	There is an error in XML dc	0
15	2017.001.26470.003	1	26470	Other General Medical, Blanket Warmer	PR.2017.001.26470.003.001	Approved	3/21/2017	0	There is an error	There is an error in XML dc	10427
16	2017.001.26470.005	1	26470	Bed, Patient Beds	PR.2017.001.26470.005.001	Approved	3/21/2017	0	There is an error	There is an error in XML dc	10428
17	2017.001.26770.004	1	26770	Other General Medical, Prone Breast Board	PR.2017.001.26770.003.001	Approved	4/25/2017	0	There is an error	There is an error in XML dc	10467
18	2017.001.26770.006	1	26770	Other General Medical, Prone Breast Board	PR.2017.001.26770.005.001	Approved	4/26/2017	0	There is an error	There is an error in XML dc	10469
19	2017.001.26780.004	1	26780	General Software, Flex Vision Lab 2	PR.2017.001.26780.002.001	Pending	NA	207,740	There is an error	There is an error in XML dc	0
20	2017.001.26780.006	1	26780	Recorder, Cardiolab EP Recorder	PR.2017.001.26780.004.001	Approved	4/28/2017	0	There is an error	There is an error in XML dc	6993
21	2017.001.26780.008	1	26780	Stimulator, EP Med Stimulator	PR.2017.001.26780.006.001	Approved	4/29/2017	0	There is an error	There is an error in XML dc	6943
22	2017.001.26790.002	1	26790	General Software, Electronic Whiteboard Tracl	PR.2017.001.26780.008.001	Approved	4/30/2017	0	There is an error	There is an error in XML dc	10527
23	2017.001.26790.004	1	26790	Monitor, Patient Monitors	PR.2017.001.26790.002.001	Approved	5/1/2017	0	There is an error	There is an error in XML dc	10533
24	2017.001.26810.001	1	26810	Electrosurgical Unit, Electro Surgical Units	PR.2017.001.26790.004.001	Approved	5/2/2017	0	There is an error	There is an error in XML dc	10528
25	2017.001.26810.003	1	26810	Other General Medical, Medical Procedural Ca	PR.2017.001.26810.001.001	Approved	5/3/2017	0	There is an error	There is an error in XML dc	7262
26	2017.001.26810.005	1	26810	Ventilator, Replacement for 5 North	PR.2017.001.26810.003.001	Approved	5/4/2017	0	There is an error	There is an error in XML dc	6880
27	2017.001.26810.007	1	26810	Monitor, End Tidal CO2 Monitor	PR.2017.001.26810.005.001	Approved	5/5/2017	0	There is an error	There is an error in XML dc	7264
28	2017.001.27370.002	1	27370	Ventilator, BIPAP	PR.2017.001.27240.004.001	Approved	5/6/2017	0	There is an error	There is an error in XML dc	7304
29	2017.001.27640.001	1	27640	Table, Ultrafin Stirrup	PR.2017.001.27370.002.001	Approved	5/7/2017	0	There is an error	There is an error in XML dc	7348
30	2017.001.27640.003	1	27640	C-Arm, Replacement for Radiology	PR.2017.001.27640.001.001	Approved	5/8/2017	0	There is an error	There is an error in XML dc	10467

Retrospective review reports

The following is a list of retrospective reports and utilities to manage the retrospective process for your projects.

Retrospective Comprehensive Report

Use this report to view a summary listing of comprehensive updates for capital projects. For more information, see Running the Retrospective Comprehensive report



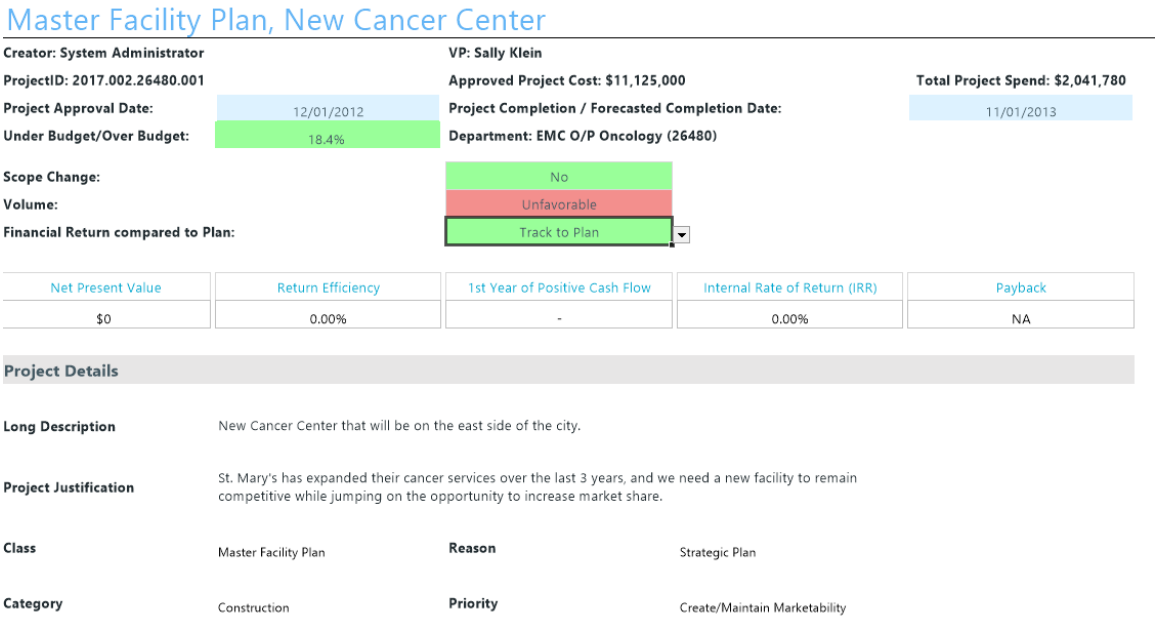
Retrospective Comprehensive Report
KHA Health
Capital Tracking

Filter: NONE
Input additional filter criteria here (ex. CTREQ.OrigBudgetTOT>=5000)

Entity Description	Name	Approved Project Cost	Forecasted Spend Under Budget/ Over Budget	Life to Date Spend	Project Approval Date	Project Completion/ Forecasted Completion Date	Scope Change	Volume
KH Health System	Monitor, Transport Monitor for Pati	$20,000	100.0%	$0				
KH Health System	Bed, Pediatric Cribs	$32,000	100.0%	$32,000				
KH Health System	Ice Machine, Replacement for Dieta	$4,000	100.0%	$4,000				
KH Health System	Incubator, Isolette/ Incubator	$38,920	100.0%	$0				
KH Health System	Incubator, Transport Incubator/ Isol	$120,000	100.0%	$120,000				
KH Health System	Other General Medical, Whole Body	$4,800	100.0%	$0				
KH Health System	Monitor, Telemetry Transmitters	$15,800	100.0%	$15,800				
KH Health System	Monitor, End Tidal CO2 monitoring	$17,500	100.0%	$0				
KH Health System	Bed, CCU Beds	$79,695	100.0%	$74,400				
KH Health System	Monitor, Dash 3000 Portable Monit	$15,000	100.0%	$0				
KH Health System	Oximeter, Portable Pulse Oximeters	$7,500	100.0%	$7,500				
KH Health System	Other Engineering / Facilities, Floori	$20,000	100.0%	$0				
KH Health System	Phototherapy Unit, Bili Soft Photo T	$8,000	100.0%	$8,000				

Retrospective Comprehensive Update

Use this report to enter a Retrospective Comprehensive Update for individual capital projects. For more information, see Running the Retrospective Comprehensive Update report.



Master Facility Plan, New Cancer Center

Creator: System Administrator — **VP: Sally Klein**
ProjectID: 2017.002.26480.001 — **Approved Project Cost: $11,125,000** — **Total Project Spend: $2,041,780**
Project Approval Date: 12/01/2012 — **Project Completion / Forecasted Completion Date:** 11/01/2013
Under Budget/Over Budget: 18.4% — **Department: EMC O/P Oncology (26480)**

Scope Change: No
Volume: Unfavorable
Financial Return compared to Plan: Track to Plan

Net Present Value	Return Efficiency	1st Year of Positive Cash Flow	Internal Rate of Return (IRR)	Payback
$0	0.00%	-	0.00%	NA

Project Details

Long Description — New Cancer Center that will be on the east side of the city.

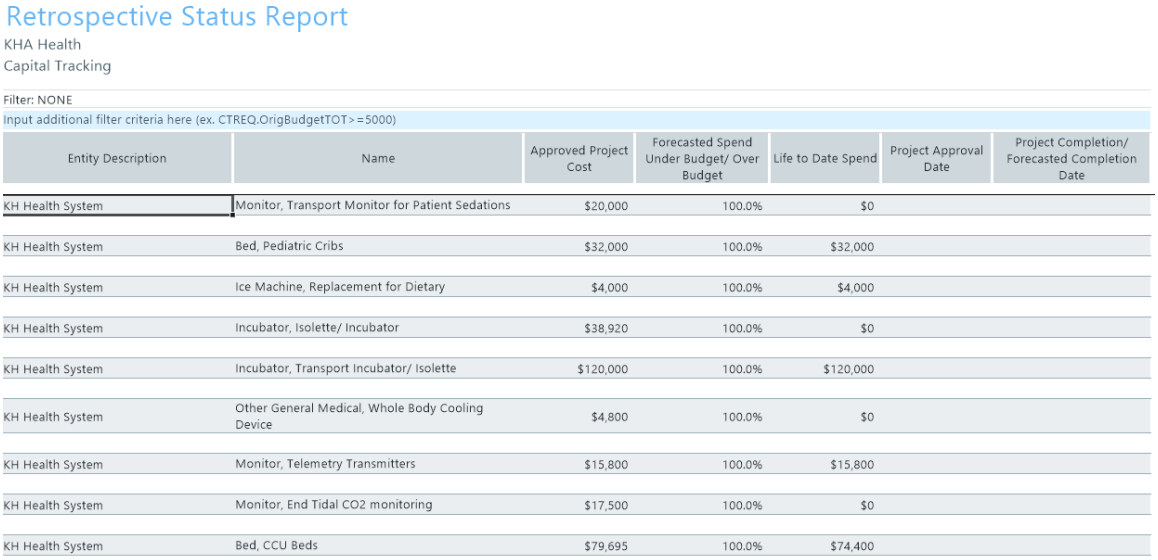
Project Justification — St. Mary's has expanded their cancer services over the last 3 years, and we need a new facility to remain competitive while jumping on the opportunity to increase market share.

Class — Master Facility Plan — **Reason** — Strategic Plan

Category — Construction — **Priority** — Create/Maintain Marketability

Retrospective Status Report

Use this report to view a summary listing of capital project status updates. For more information, see Running the Retrospective Status report.



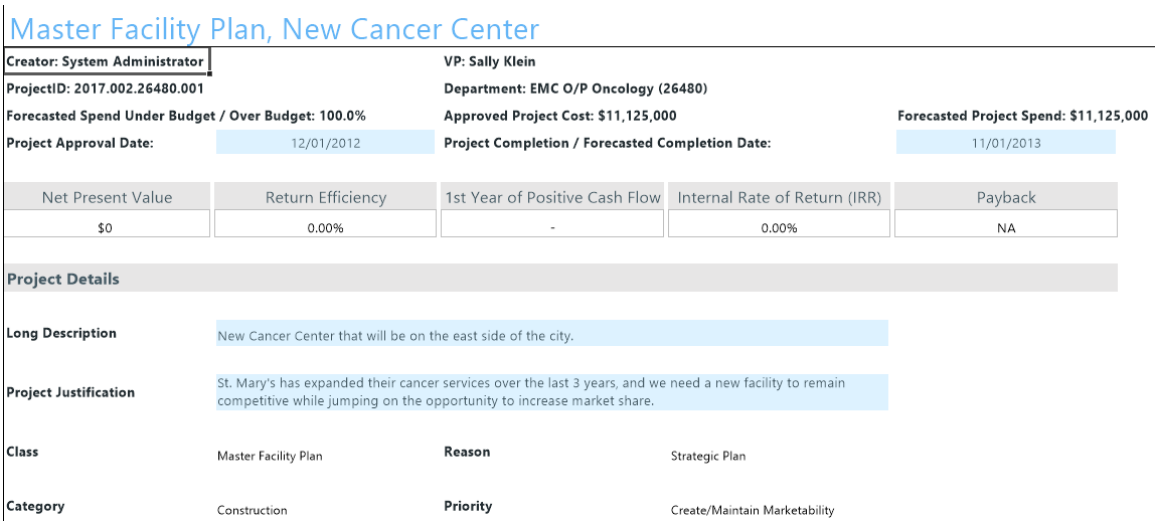
Retrospective Status Report
KHA Health
Capital Tracking

Filter: NONE
Input additional filter criteria here (ex. CTREQ.OrigBudgetTOT>=5000)

Entity Description	Name	Approved Project Cost	Forecasted Spend Under Budget/ Over Budget	Life to Date Spend	Project Approval Date	Project Completion/ Forecasted Completion Date
KH Health System	Monitor, Transport Monitor for Patient Sedations	$20,000	100.0%	$0		
KH Health System	Bed, Pediatric Cribs	$32,000	100.0%	$32,000		
KH Health System	Ice Machine, Replacement for Dietary	$4,000	100.0%	$4,000		
KH Health System	Incubator, Isolette/ Incubator	$38,920	100.0%	$0		
KH Health System	Incubator, Transport Incubator/ Isolette	$120,000	100.0%	$120,000		
KH Health System	Other General Medical, Whole Body Cooling Device	$4,800	100.0%	$0		
KH Health System	Monitor, Telemetry Transmitters	$15,800	100.0%	$15,800		
KH Health System	Monitor, End Tidal CO2 monitoring	$17,500	100.0%	$0		
KH Health System	Bed, CCU Beds	$79,695	100.0%	$74,400		

Retrospective Status Update

Use this report to enter a Retrospective Status Updates for individual capital projects. For more information, see Entering Retrospective Status Updates for capital projects.



Master Facility Plan, New Cancer Center

Creator: System Administrator — **VP: Sally Klein**
ProjectID: 2017.002.26480.001 — **Department: EMC O/P Oncology (26480)**
Forecasted Spend Under Budget / Over Budget: 100.0% — **Approved Project Cost: $11,125,000** — **Forecasted Project Spend: $11,125,000**
Project Approval Date: 12/01/2012 — **Project Completion / Forecasted Completion Date:** 11/01/2013

Net Present Value	Return Efficiency	1st Year of Positive Cash Flow	Internal Rate of Return (IRR)	Payback
$0	0.00%	-	0.00%	NA

Project Details

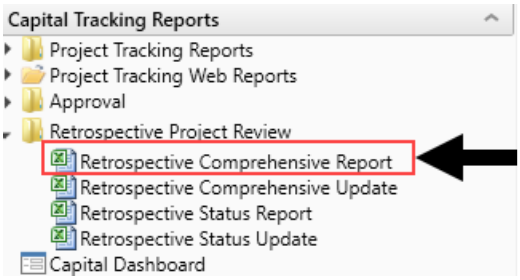
Long Description	New Cancer Center that will be on the east side of the city.		
Project Justification	St. Mary's has expanded their cancer services over the last 3 years, and we need a new facility to remain competitive while jumping on the opportunity to increase market share.		
Class	Master Facility Plan	**Reason**	Strategic Plan
Category	Construction	**Priority**	Create/Maintain Marketability

Running the Retrospective Comprehensive report

In Axiom Capital Tracking, use this report to view a summary listing of capital project comprehensive updates.

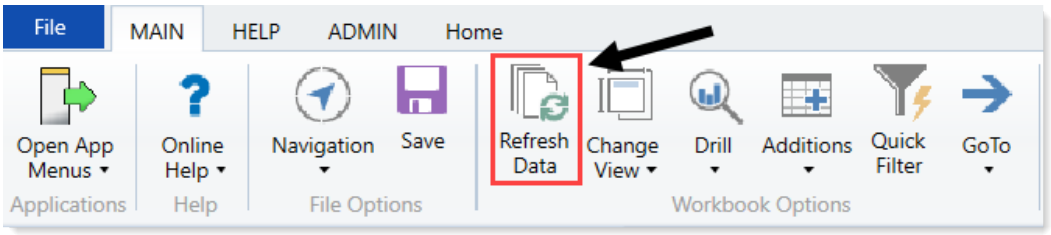
To run the Retrospective Comprehensive report:

1. In the Cap Track or Cap Track Admin task pane, in the **Capital Tracking Reports** section, click **Retrospective Project Review**, and double-click **Retrospective Comprehensive Report**.



2. Refresh the report variables by doing one of the following:

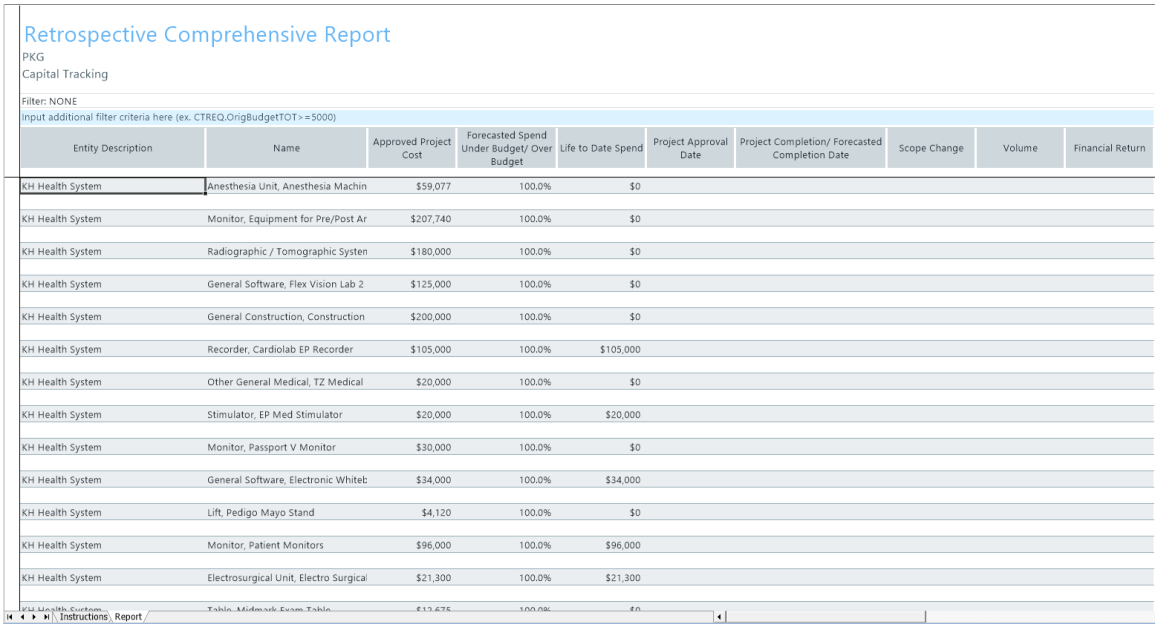
   - In the **Main** ribbon tab, in the **Workbook Options** group, click **Refresh Data**.



   - Press **F9**.

3. In the **Refresh Variables** dialog, click **Choose Value** to select the items to include in the report or leave the fields blank to return all the results for all items, and click **OK**.

4. To filter for additional criteria, enter the criteria in the **Input additional filter criteria here** cell.

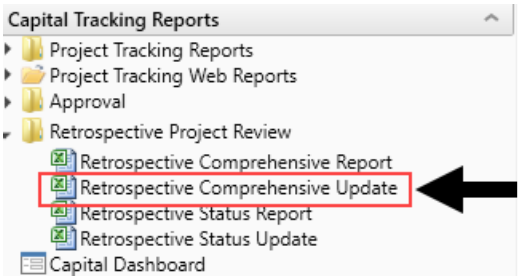


Running the Retrospective Comprehensive Update report

In Axiom Capital Tracking, use this report to view a summary listing of capital project comprehensive updates.

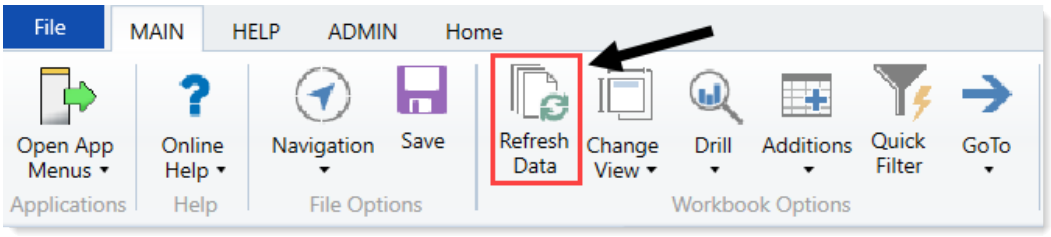
To run the Retrospective Comprehensive Update report:

1. In the Cap Track or Cap Track Admin task pane, in the **Capital Tracking Reports** section, click **Retrospective Project Review**, and double-click **Retrospective Comprehensive Report**.



2. Refresh the report variables by doing one of the following:

   - In the **Main** ribbon tab, in the **Workbook Options** group, click **Refresh Data**.



   - Press **F9**.

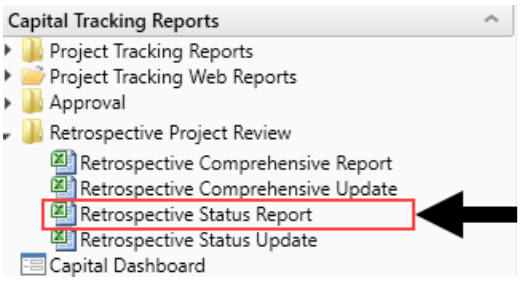
3. In the **Refresh Variables** dialog, click **Choose Value** to select the items to include in the report or leave the fields blank to return all the results for all items, and click **OK**.
4. To filter for additional criteria, enter the criteria in the **Input additional filter criteria here** cell.

Running the Retrospective Status report

In Axiom Capital Tracking, use this report to view a summary listing of capital project status updates.

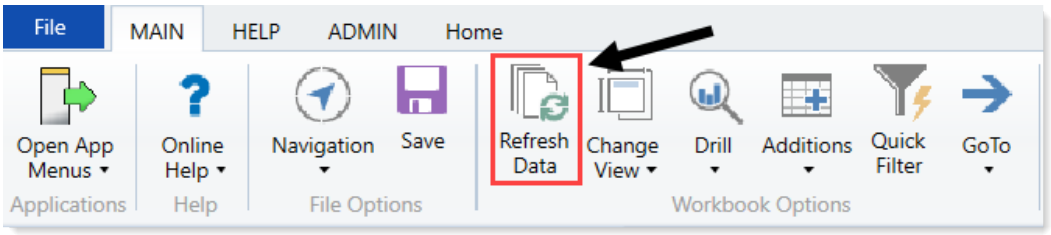
To run the Retrospective Status report:

1. In the Cap Track or Cap Track Admin task pane, in the **Capital Tracking Reports** section, click **Retrospective Project Review**, and double-click **Retrospective Status Report**.



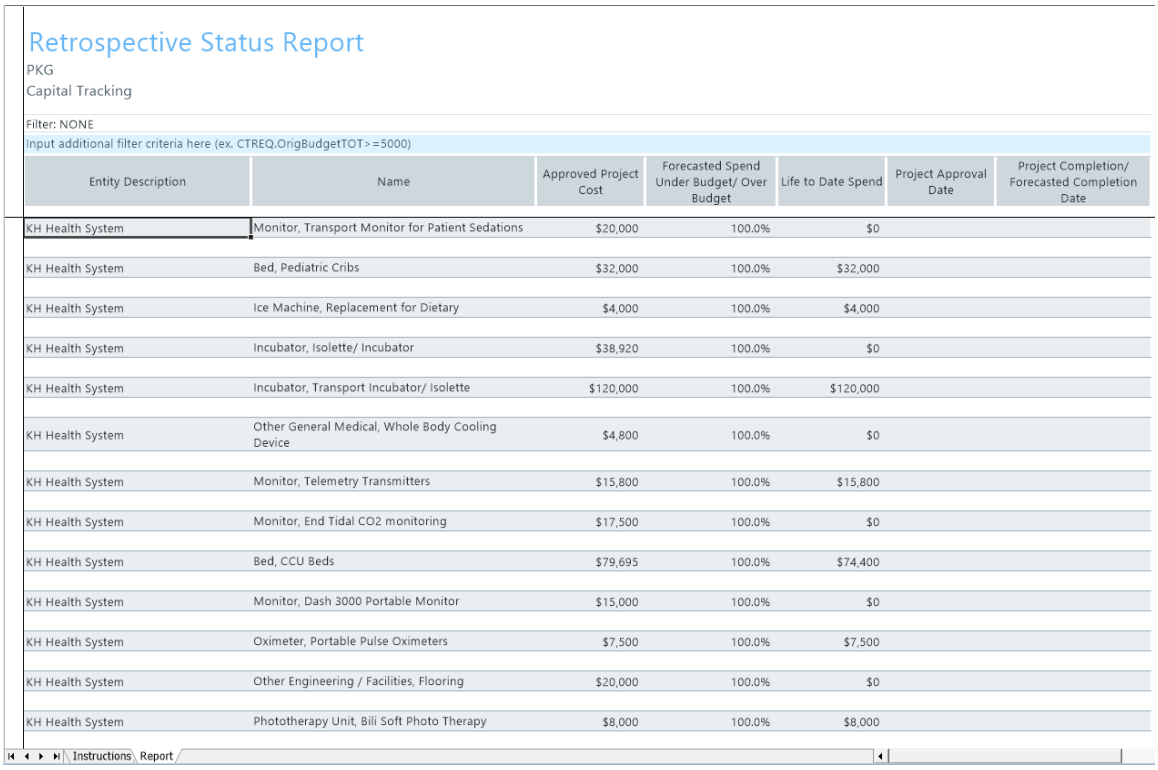
2. Refresh the report variables by doing one of the following:

    - In the **Main** ribbon tab, in the **Workbook Options** group, click **Refresh Data**.



    - Press **F9**.

3. In the **Refresh Variables** dialog, click **Choose Value** to select the items to include in the report or leave the fields blank to return all the results for all items, and click **OK**.
4. To filter for additional criteria, at the top of the screen, enter the criteria in the **Input additional filter criteria here** cell.



Retrospective Status Report

PKG

Capital Tracking

Filter: NONE

Input additional filter criteria here (ex. CTREQ.OrigBudgetTOT>=5000)

Entity Description	Name	Approved Project Cost	Forecasted Spend Under Budget/ Over Budget	Life to Date Spend	Project Approval Date	Project Completion/ Forecasted Completion Date
KH Health System	Monitor, Transport Monitor for Patient Sedations	$20,000	100.0%	$0		
KH Health System	Bed, Pediatric Cribs	$32,000	100.0%	$32,000		
KH Health System	Ice Machine, Replacement for Dietary	$4,000	100.0%	$4,000		
KH Health System	Incubator, Isolette/ Incubator	$38,920	100.0%	$0		
KH Health System	Incubator, Transport Incubator/ Isolette	$120,000	100.0%	$120,000		
KH Health System	Other General Medical, Whole Body Cooling Device	$4,800	100.0%	$0		
KH Health System	Monitor, Telemetry Transmitters	$15,800	100.0%	$15,800		
KH Health System	Monitor, End Tidal CO2 monitoring	$17,500	100.0%	$0		
KH Health System	Bed, CCU Beds	$79,695	100.0%	$74,400		
KH Health System	Monitor, Dash 3000 Portable Monitor	$15,000	100.0%	$0		
KH Health System	Oximeter, Portable Pulse Oximeters	$7,500	100.0%	$7,500		
KH Health System	Other Engineering / Facilities, Flooring	$20,000	100.0%	$0		
KH Health System	Phototherapy Unit, Bili Soft Photo Therapy	$8,000	100.0%	$8,000		

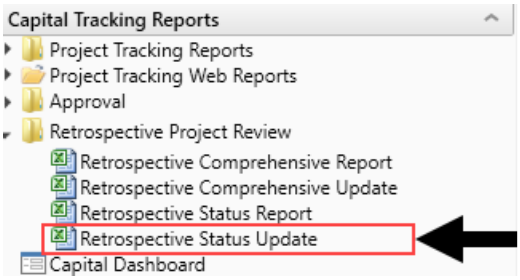
Instructions | Report

Running the Retrospective Status Update report

In Axiom Capital Tracking, use this report to view a summary listing of capital project status updates.

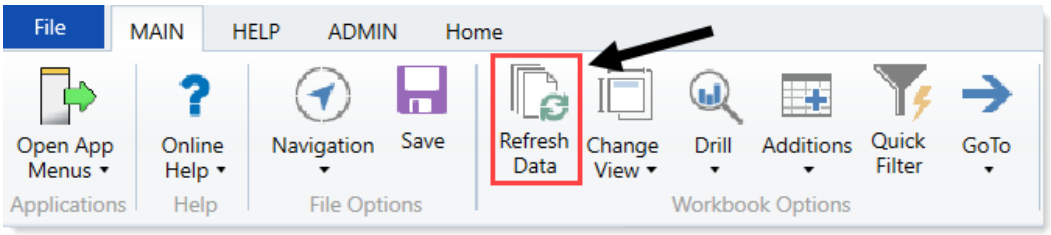
To run the Retrospective Status Update report:

1. In the Cap Track or Cap Track Admin task pane, in the **Capital Tracking Reports** section, click **Retrospective Project Review**, and double-click **Retrospective Status Report**.



2. Refresh the report variables by doing one of the following:

   - In the **Main** ribbon tab, in the **Workbook Options** group, click **Refresh Data**.



- Press **F9**.

3. In the **Refresh Variables** dialog, click **Choose Value** to select the items to include in the report or leave the fields blank to return all the results for all items, and click **OK**.
4. To filter for additional criteria, at the top of the screen, enter the criteria in the **Input additional filter criteria here** cell.

Running a web report

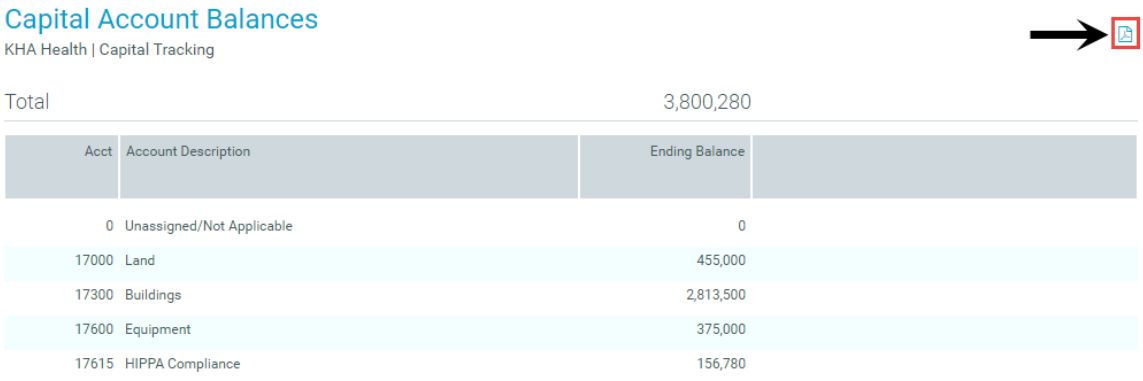
For a list and description of all the reports you can access, see Reports included in Axiom Capital Planning.

To run a web report:

1. In the Cap Track Admin or Cap Track task pane, in the **Capital Tracking Reports** section, click **Project Tracking Web Reports**.
2. Double-click the report to run.
3. On the left side of the screen, do one of the following:

Option	Description
To filter the information to include in the report	a. Select the data to filter the report by. b. Click **Apply**.
To include all of the projects in the report	Leave the fields blank, and click **Apply**.
To configure the way information is ordered in the report	• In the **Sort** drop-down, select the column to sort by. • In the **Order** drop-down, select ascending or descending order.
To remove all of the selections in the filter fields	Click **Clear All**.

4. To print or save a PDF version of the report, in the upper right corner of the report, click the PDF icon.



5. From the browser, print or save the report.

Web Reports

Axiom web reports provide a fully browser-based reporting option for Axiom Capital Tracking data. You can create, edit, and view web reports all within the Axiom Capital Tracking Web Client.

Web reports are designed to be intuitive for report designers to build, and easy for report viewers to use. The Intelligence Center provides a centralized hub to create new web reports and to view any report that you have access to.

Web reports support two different ways to display reporting data in a grid:

- **Dynamic rows**: Dynamically display data rows based on a specified dimension or grouping.
- **Fixed rows**: Use predefined fixed row structures to organize data rows into sections with headers, totals, and subtotals.

Web reports can be created from scratch using the Report Builder, or you can create them from templates provided by installed Axiom Capital Tracking products.

Managing Web Reports

Using the Intelligence Center in the Axiom Capital Tracking Web Client, you can create, edit, copy, and delete web reports as needed. Web reports are designed to be intuitive for report builders to create, and easy for report viewers to use.

▶ Creating new web reports

To create a new web report, select the **Reports** area from the left-hand panel of the Intelligence Center, then click **Create**. From the Create menu, select one of the following:

- New web report: This option opens the Report Builder so that you can create a new web report from scratch.

- New web report from template: This option creates a new web report based on a template provided by an installed product.

If you want to create a web report that uses a fixed row structure, the fixed row structure must be defined separately and then assigned to the report. Using the Intelligence Center, you can create, edit, and delete fixed row structures. For more information, see Managing Fixed Row Structures.

In order to create a web report, you must be an administrator or have the **Create Web Reports** security permission. You must also have read/write access to at least one folder in the Reports Library or My Documents.

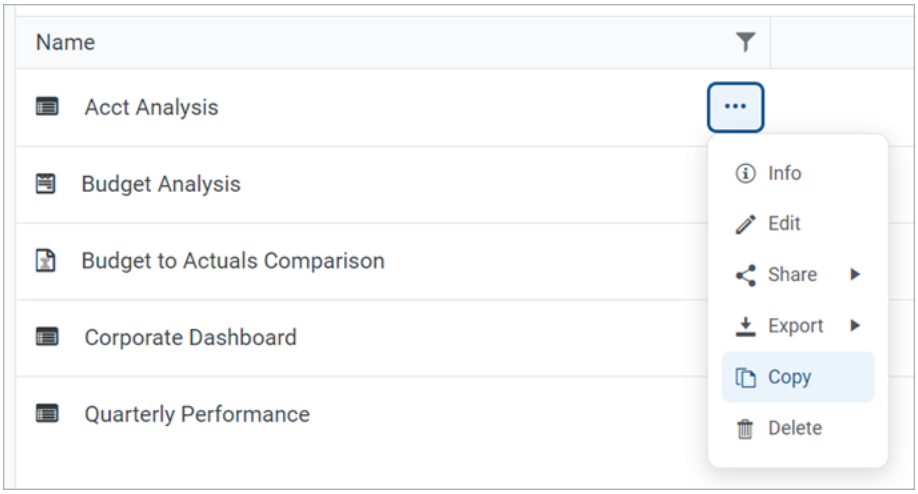
Copying web reports

In the Intelligence Center, you can copy existing web reports to create new reports. In order to copy a web report, you must be an administrator or have the **Create Web Reports** security permission. You must also have read/write access to the current folder, because the copy is created in the current folder.

NOTE: Only web reports created in the Report Builder can be copied. Web reports created from template cannot be copied.

To copy a web report from the Intelligence Center:

1. In the Intelligence Center, locate the web report that you want to copy. You can use folder navigation to find the report, or use the Search box at the top of the page.
2. Once the web report displays in the Intelligence Center grid, hover your cursor over the **Name** column to make the three-dots icon visible. Click the icon then select **Copy** from the menu.



   If the Copy action is present but disabled, then you cannot copy this report because you do not have the appropriate security permissions.

3. In the **Copy Report** dialog, enter a name for the copy. By default, the name is **Copy of *OriginalReportName***.

4. Click **OK**.

The copy is created in the current folder, with the specified name. If you want to save a copy in a different folder, then you can **Edit** the report instead and use **Save As** within the Report Builder.

Editing web reports

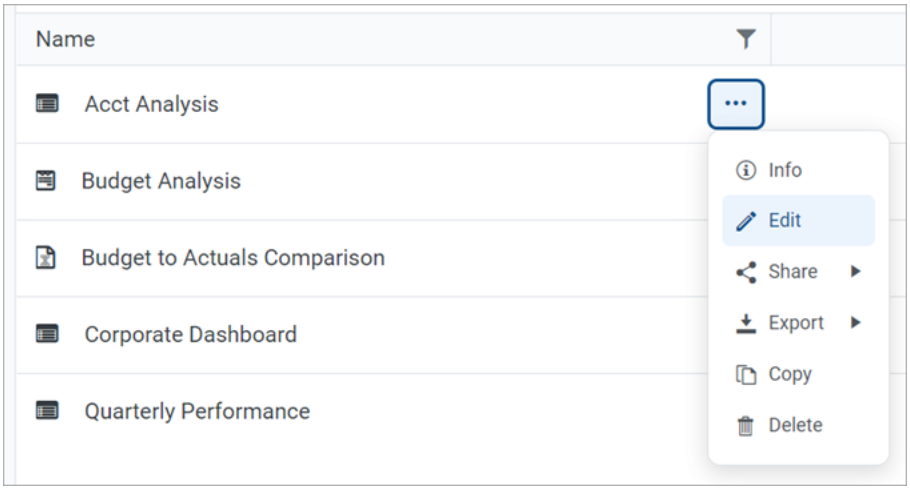
You can open a web report for editing from the Intelligence Center if the report is eligible to be edited, and you have read/write permission to the report.

NOTE: Only web reports created in the Report Builder can be edited. Web reports created from template cannot be edited.

Only one user at a time can open a web report for editing in the Report Builder. However, other users can continue to view the report as normal.

To edit a web report from the Intelligence Center:

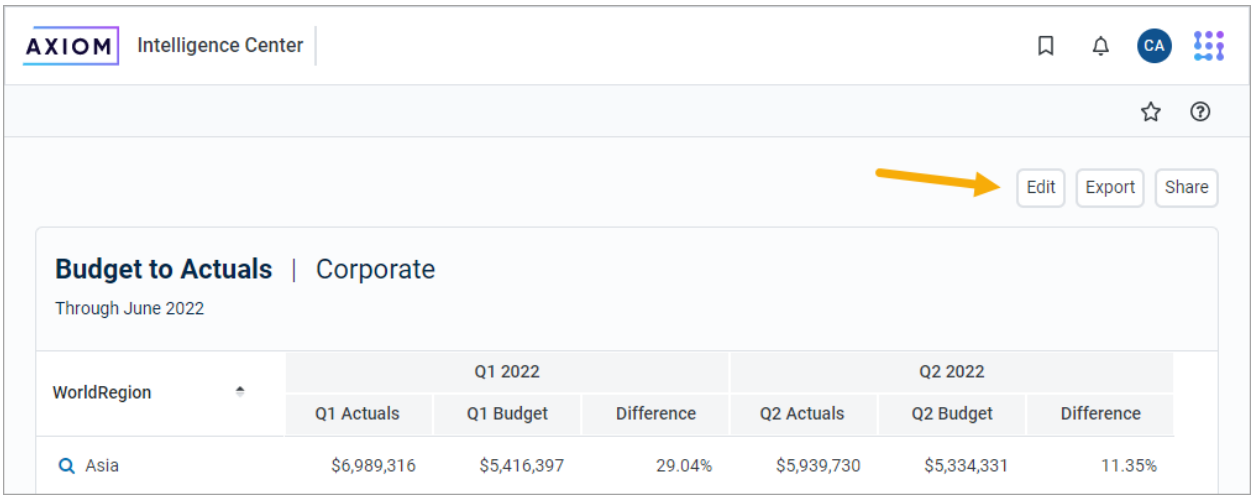
1. In the Intelligence Center, locate the web report that you want to edit. You can use folder navigation to find the report, or use the Search box at the top of the page.
2. Once the web report displays in the Intelligence Center grid, hover your cursor over the **Name** column to make the three dots icon visible. Click the icon then select **Edit** from the menu.



If the Edit action is present but disabled, then you cannot edit this report. This may be because the report belongs to an installed product and cannot be edited, or because you do not have read/write access to the report, or because the report was created from template.

The report opens in the Report Builder, in the current browser tab. You can now edit it as needed. For more information, see Using the Report Builder.

Alternatively, when viewing a web report, an **Edit** button is present in the top right-hand corner if the report is eligible to be edited, and you have read/write permission to the report. You can click the Edit button to open the report in the Report Builder, make and save your changes, then click the Back button on your browser to return to the report.



Example Edit button to open the current report in the Report Builder

Changing web report names and descriptions

If you have read/write access to a web report, then you can rename the report or change its description.

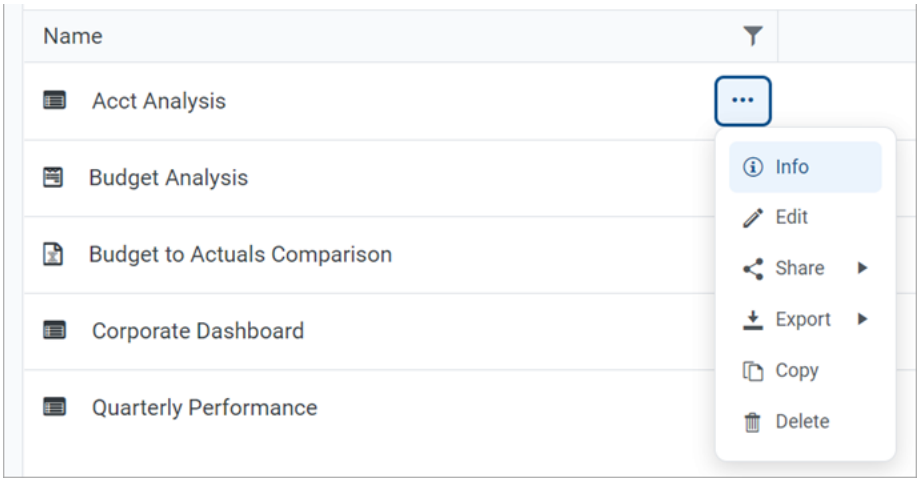
NOTES:

- In systems with installed products, the names and descriptions of product-controlled reports cannot be edited.
- If you have read/write access to a report file, but read-only access to its folder, then you cannot edit the name or description.

To change a web report name and/or description:

1. In the Intelligence Center, locate the web report that you want to edit. You can use folder navigation to find the report, or use the Search box at the top of the page.

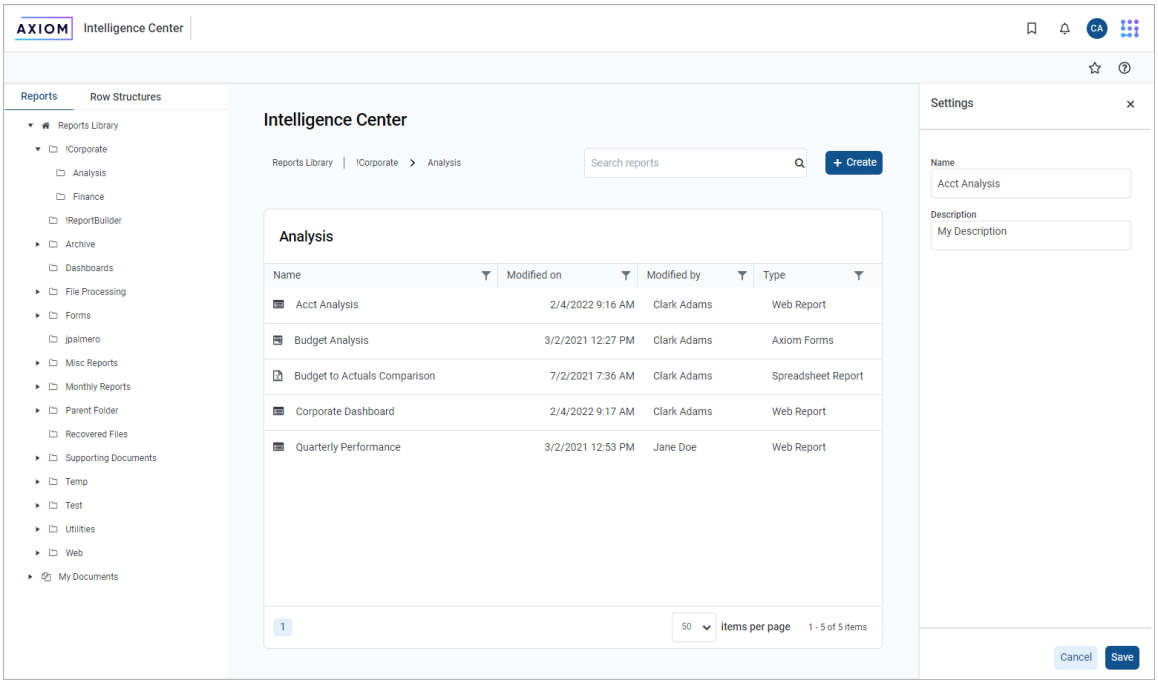
2. Once the web report displays in the Intelligence Center grid, hover your cursor over the **Name** column to make the three-dots icon visible. Click the icon then select **Info** from the menu.



The Settings panel opens along the right-hand side of the page.

3. In the Settings panel, edit the web report **Name** or **Description** as needed, then click **Save**.

   The name can be up to 250 characters, and the description can be up to 2000 characters.



Example Settings panel

If the web report name and description cannot be edited, then the **Save** button is not available. This may occur because you do not have the necessary permissions, or because the report belongs to an installed product.

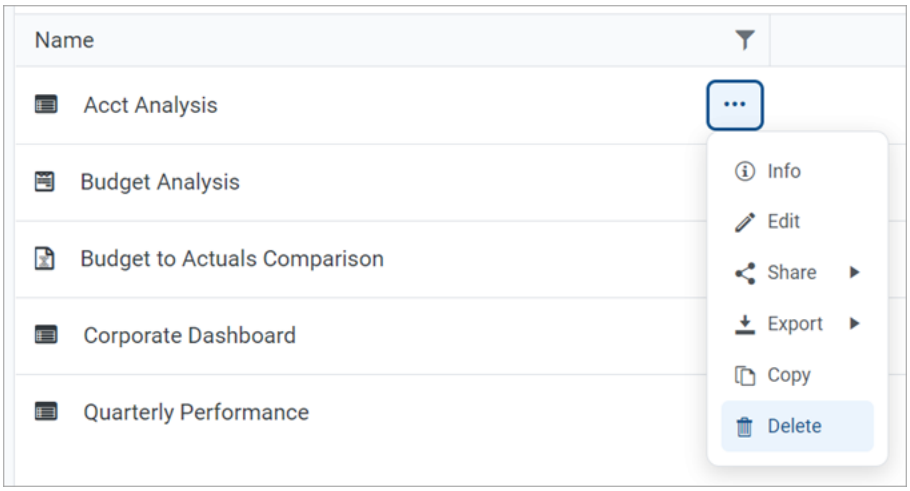
Deleting web reports

You can delete a client-created web report if it is no longer needed. You must have read/write access to the report and its folder in order to delete a report. Product-controlled web reports cannot be deleted.

TIP: If a report is deleted in error, an administrator may be able to restore the report using the **Restore Deleted Files** feature in the Axiom Capital Tracking Desktop Client.

To delete a web report from the Intelligence Center:

1. In the Intelligence Center, locate the web report that you want to delete. You can use folder navigation to find the report, or use the Search box at the top of the page.
2. Once the web report displays in the Intelligence Center grid, hover your cursor over the **Name** column to make the three-dots icon visible. Click the icon then select **Delete** from the menu.



   If the report cannot be deleted, the Delete action is disabled. This may occur because you do not have the necessary permissions to delete the report, or because the report belongs to an installed product.

3. When you are prompted to confirm that you want to delete the report, click **OK**.

The report is deleted from the system and no longer displays in the Intelligence Center.

TIP: You can also delete a web report in the Desktop Client, using Axiom Explorer or the Explorer task pane.

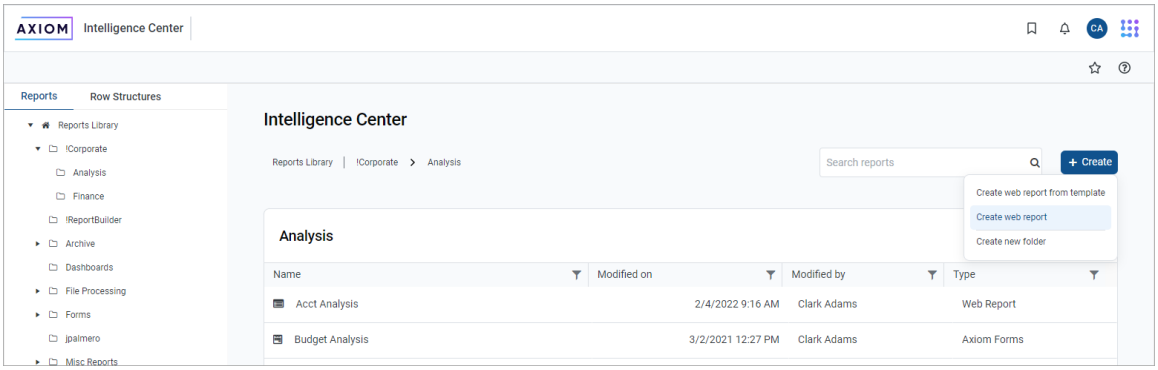
Creating new web reports

Using the Intelligence Center, you can create new web reports from scratch so that you can build the report as needed.

In order to create a web report, you must be an administrator or have the **Create Web Reports** security permission. In order to save the new report you must have read/write access to at least one folder in the Reports Library or access to the My Documents folder. If you do not have permission to create web reports, then the option to create a new web report will not be available from the **Create** button in the Intelligence Center.

To create a new web report:

1. In the Intelligence Center, click **Create > Create web report**.



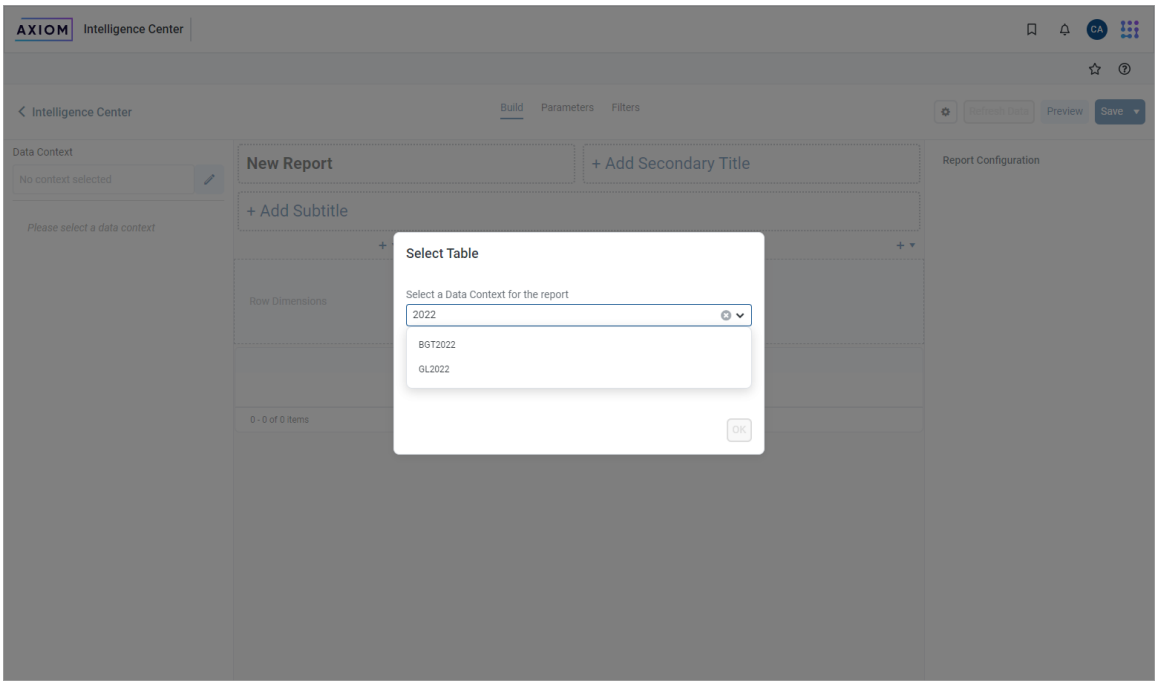
NOTE: The **Reports** area must be selected in the left-hand panel of the Intelligence Center in order to create a new web report.

The Report Builder opens in the current browser tab, displaying a new blank report.

2. In the **Select Table** dialog, select a primary table to determine the data context for the report, then click **OK**.

   The *data context* determines the overall pool of data that is eligible to be included in the report. The selected primary table determines which other tables are eligible for inclusion in the report, based on lookup relationships and shared dimensions. All table columns and filters used in the report must be compatible in the context of the primary table.

   You can select a table from the drop-down list directly, or type into the box to search for a table name. The search uses "contains" matching to return any tables that contain the search text within the table name. Tables that start with the search text are listed first, followed by tables that contain the search text anywhere in the table name. In the following screenshot, the text `2022` has been used to search for tables with the year 2022 in the name.



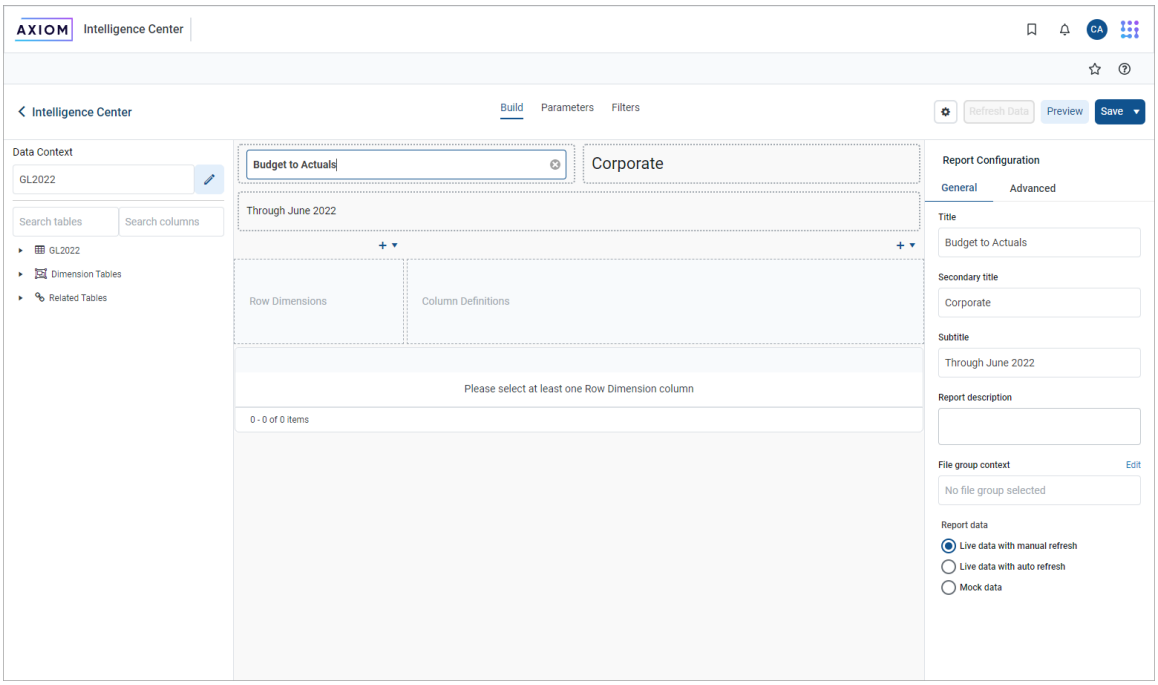
Selecting a primary table for the data context

Once a table is selected for the data context, you can work with the report in the Report Builder. The **Build** tab of the Report Builder is where most of the report creation occurs. The Build tab is organized into three main areas as follows:

- The **Data Panel** on the left side is where you select the data to include in your report.
- The **Report Canvas** in the middle is where you build the report. Columns can be dragged and dropped from the Data Panel to the Report Canvas. You can also create calculations to display in the report columns, and define column groups.
- The **Configuration Panel** on the right side is where you define properties for the report, the data grid, and the individual columns. You can configure properties such as report titles, drilling options, and column formatting.

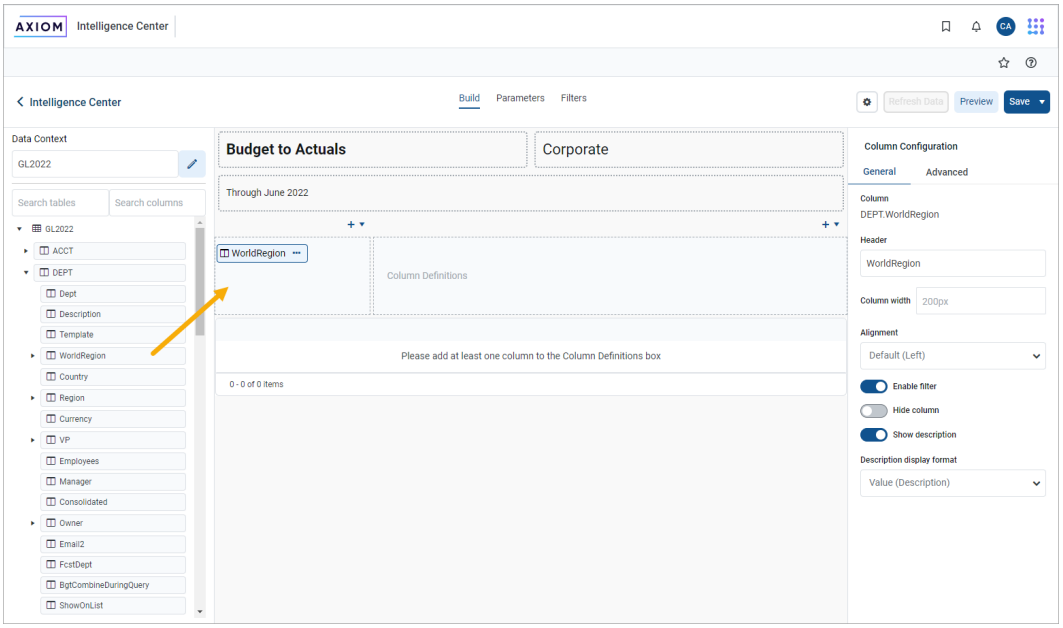
For more information on using the Report Builder, see Using the Report Builder.

3. At the top of the Report Canvas, click inside the title boxes and define the title text as desired. You can also optionally edit the title text within the **Report Configuration** panel. For more information, see Defining report titles and other web report properties.



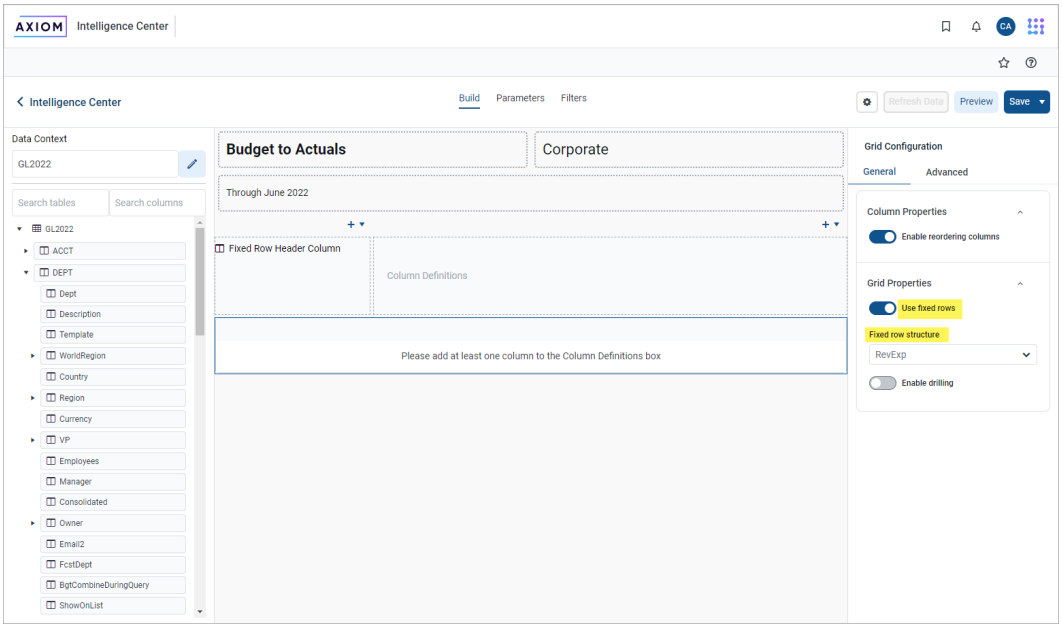
Defining titles for the report

4. Define the rows of the report by doing one of the following, depending on whether you want to generate the rows dynamically or use a fixed row structure:
    - **Dynamic rows**: In the Data Panel, locate the table column that you want to use as the row dimension. Drag and drop the column to the **Row Dimensions** box in the Report Canvas. For more information, see Specifying the row dimension for a web report.



Dragging and dropping a column to use as the row dimension

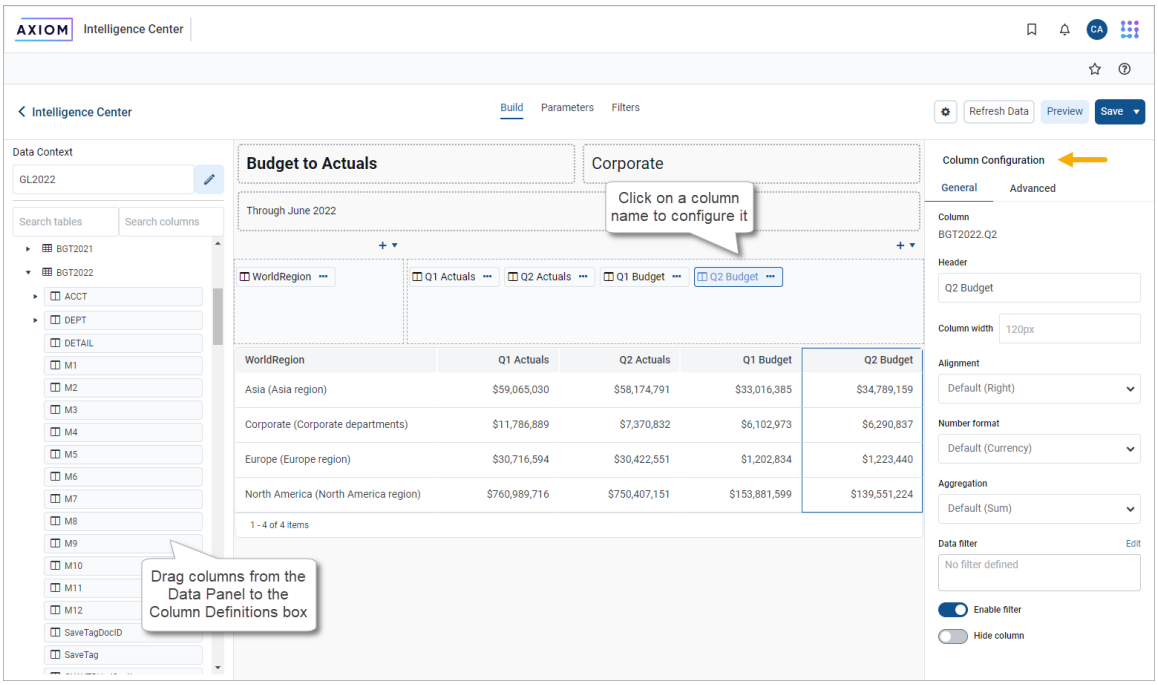
- **Fixed rows**: Select the grid placeholder text in the Report Canvas so that the **Grid Configuration** properties load into the Configuration Panel. On the **General** tab, enable **Use fixed rows** then select an existing **Fixed row structure**. For more information, see Specifying the fixed row structure for a web report.



Specifying a fixed row structure to define the rows

5. Use the Data Panel to locate the data columns that you want to display in the report, then drag and drop those columns out to the **Column Definitions** box in the Report Canvas. Once the columns are added to the grid, you can configure data and display properties for each column.

   For more information, see Adding data columns and calculated columns to a web report and Configuring column properties for a web report.

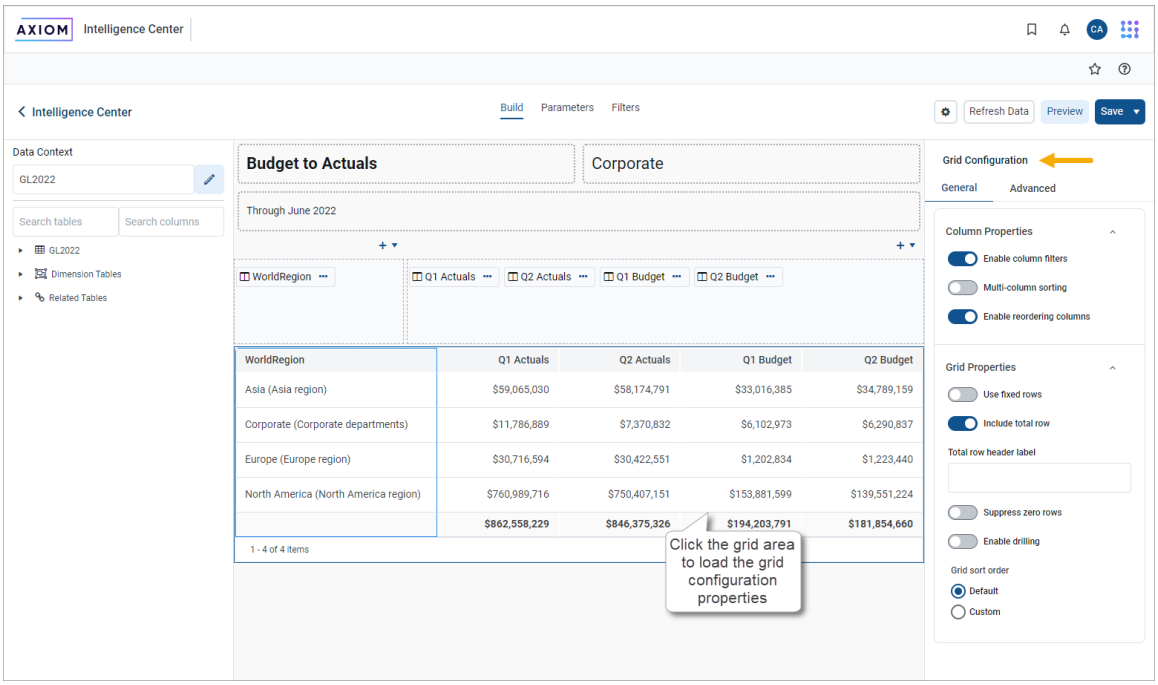


Adding and configuring data columns

NOTE: To populate the grid with data after adding columns to the Column Definitions box, click the **Refresh Data** button. By default, the Report Builder uses live data, but you must manually refresh in order to see the result of any data changes. For more information, see Changing data display options for the Report Builder.

6. Select the grid in the report canvas so that the configuration panel changes to show the **Grid Configuration** settings. Define the grid settings as needed, such as to enable the total row or enable drilling options. For more information, see Configuring grid properties in a web report.

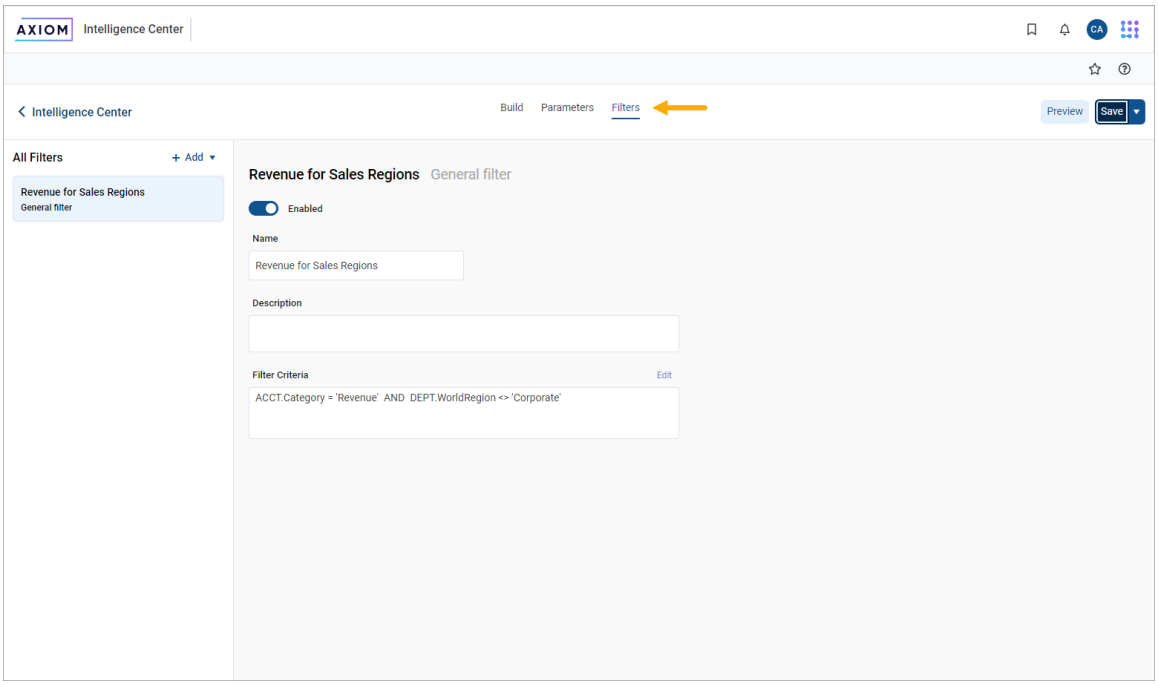
   In the following example, the total row was enabled for the grid.



Configuring grid properties

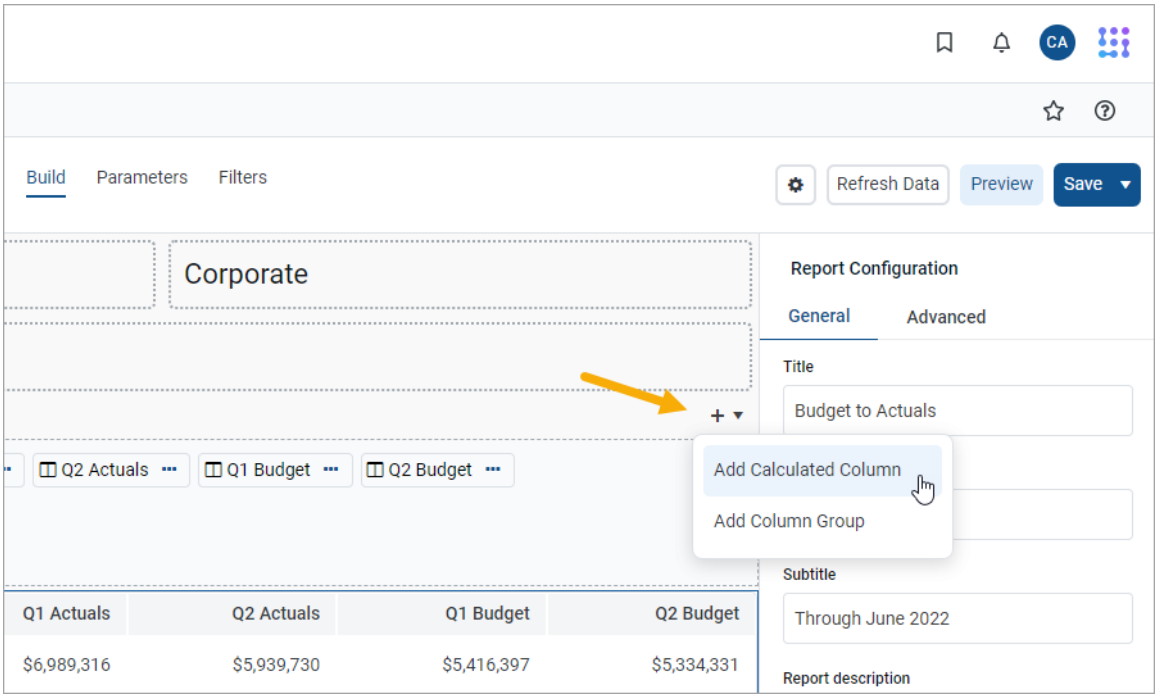
7. Click the **Filters** tab along the top of the page to define report-level filters as needed, to limit the data shown in the report. For more information, see Filtering data in web reports.

   In the following example, a general filter was added to exclude the Corporate world region value from the report and to only show data for revenue accounts.



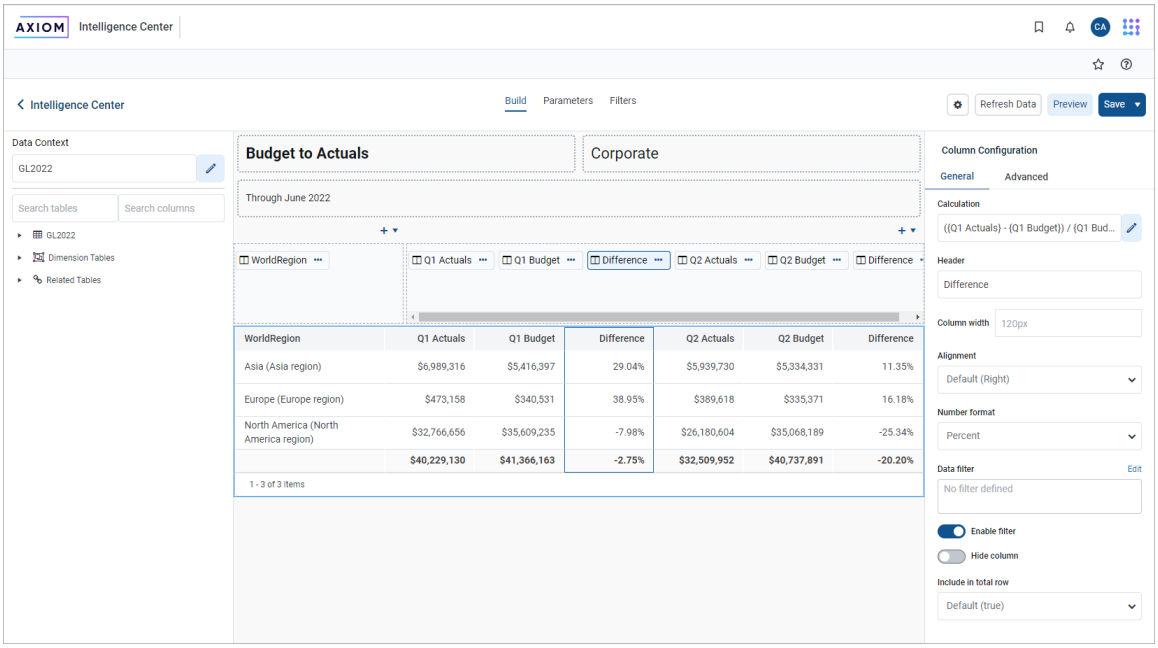
Defining a report-level filter to limit data in the report

8. Return to the **Build** tab, then use the plus icon at the top right of the **Column Definitions** box to add calculated columns to the grid as needed. For more information, see Adding data columns and calculated columns to a web report.



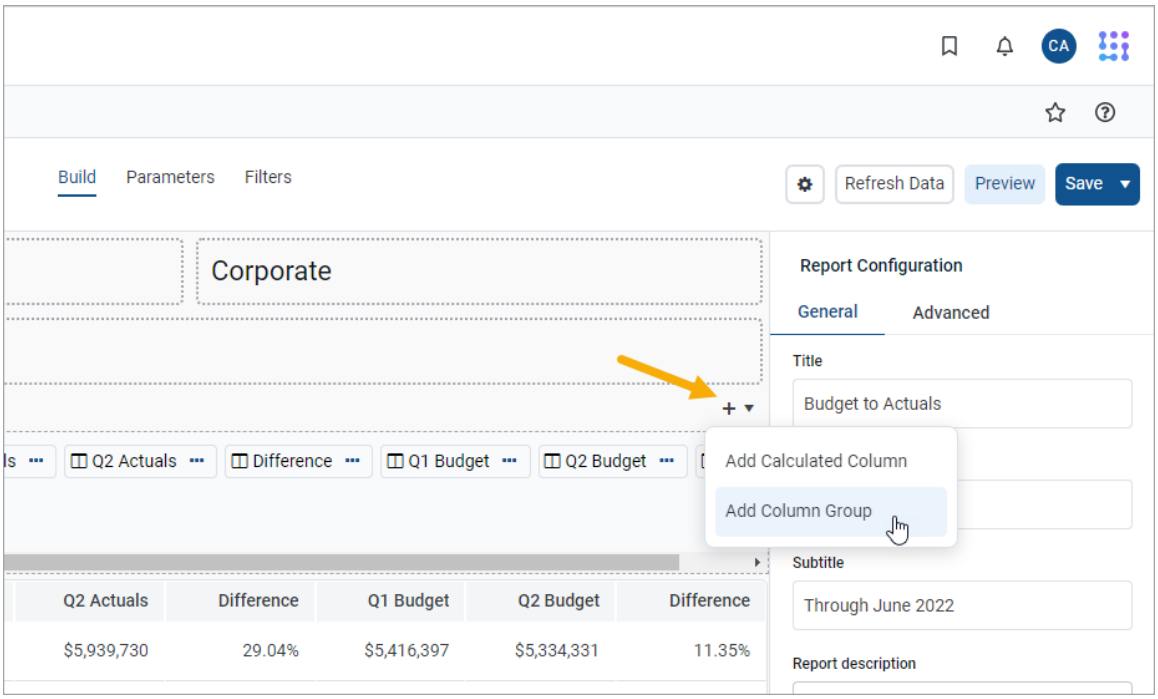
Click the plus icon to add a calculated column

In the following example, two calculated columns have been added to calculate the difference between actuals and budget for each quarter.



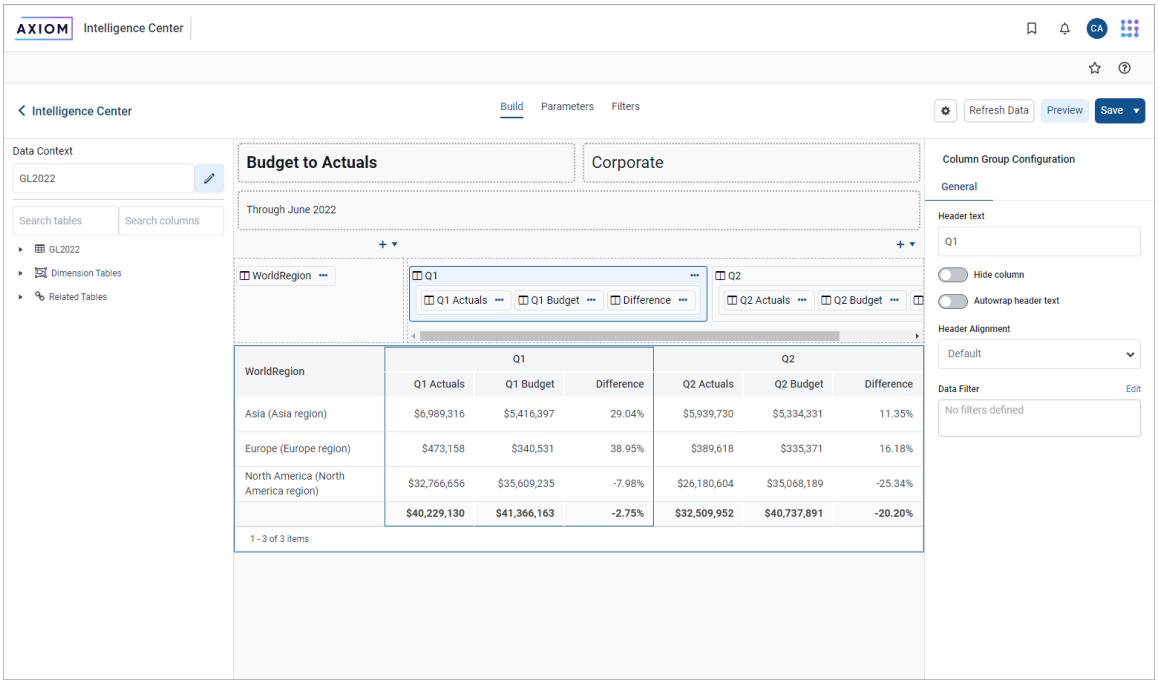
Adding and configuring calculated columns

9. Use the plus icon at the top right of the **Column Definitions** box to add column groups to the grid as needed. Using column groups, you can display multiple columns grouped underneath a header. For more information, see Defining column groups for a web report.



Click the plus icon to add a column group

In the following example, two column groups have been added for Q1 and Q2.



Adding and configuring column groups

10. Optional. If you want the report to dynamically change data based on user selections, then click the **Parameters** tab to add report parameters to the report. For more information, see Using report parameters in web reports.
11. Click **Save** to save the report.
12. In the **Save Report As** dialog, complete the following fields and then click **Save**:

Item	Description
File name	The name of the report file. This is the name that users will see in the Intelligence Center.
Description	Optional. A description of the report. Currently, descriptions do not display in the Intelligence Center, but they can be viewed in the Axiom Capital Tracking Desktop Client using Axiom Explorer.
Save to folder	The folder in the Axiom repository where you want to save the report. • Click the folder icon to the right of the field. • In the **Choose output folder** dialog, select a folder in the Reports Library. You can only select folders where you have read/write access to the folder. If a folder name displays with a lock icon, this means you have read-only access to that folder and therefore cannot save a new report there. **NOTE:** If you have access to the My Documents folder, then you can also save reports to that location for your personal use. • Click **OK** to choose the folder and return to the save dialog. The path to your selected folder now displays in the field.

If you use a file name that already exists in the target folder, you will be prompted to choose whether or not to overwrite the existing file. If you choose not to overwrite, the save operation is canceled and you are returned to the Report Builder.

Keep in mind that many of these steps can be done in any order. You can configure the grid settings before defining report titles, and so on. The main dependency is that you must select a primary table for the data context before you can begin adding columns to the report.

Creating new web reports from template

Using the Intelligence Center, you can create new web reports from a template. Currently, templates are only provided by installed Axiom Capital Tracking products. For more information about any templates provided by your installed products, see the separate product documentation.

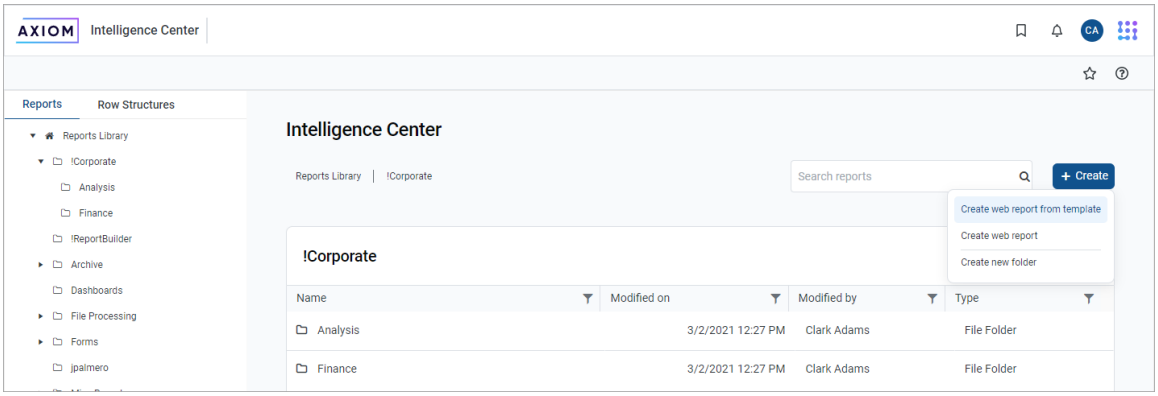
Some report templates require a fixed row structure to define the row dimensions and sections of the report. If you want to create a new web report from a template that requires a fixed row structure, this row structure must already exist so that you can assign it to the report when you create it. For more information, see Managing Fixed Row Structures.

Web reports created from template remain linked to that template. If a template changes, that change is automatically available in all reports created from that template.

In order to create a web report, you must be an administrator or have the **Create Web Reports** security permission. In order to save the new report you must have read/write access to at least one folder in the Reports Library or access to the My Documents folder. If you do not have permission to create web reports, then the option to create a new web report from template will not be available from the **Create** button in the Intelligence Center.

To create a new web report from template:

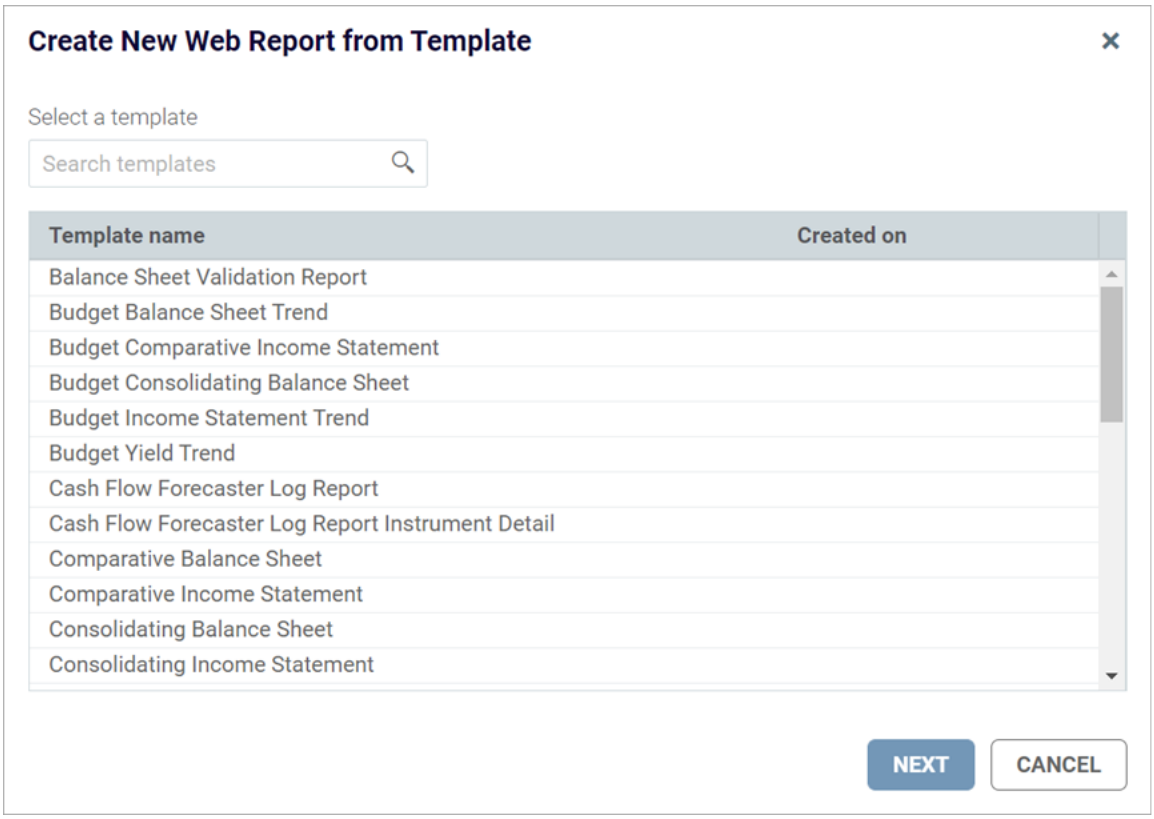
1. In the Intelligence Center, click **Create > Create web report from template**.



NOTE: If your system does not have any product-delivered templates available, then this option will not be present on the **Create** menu.

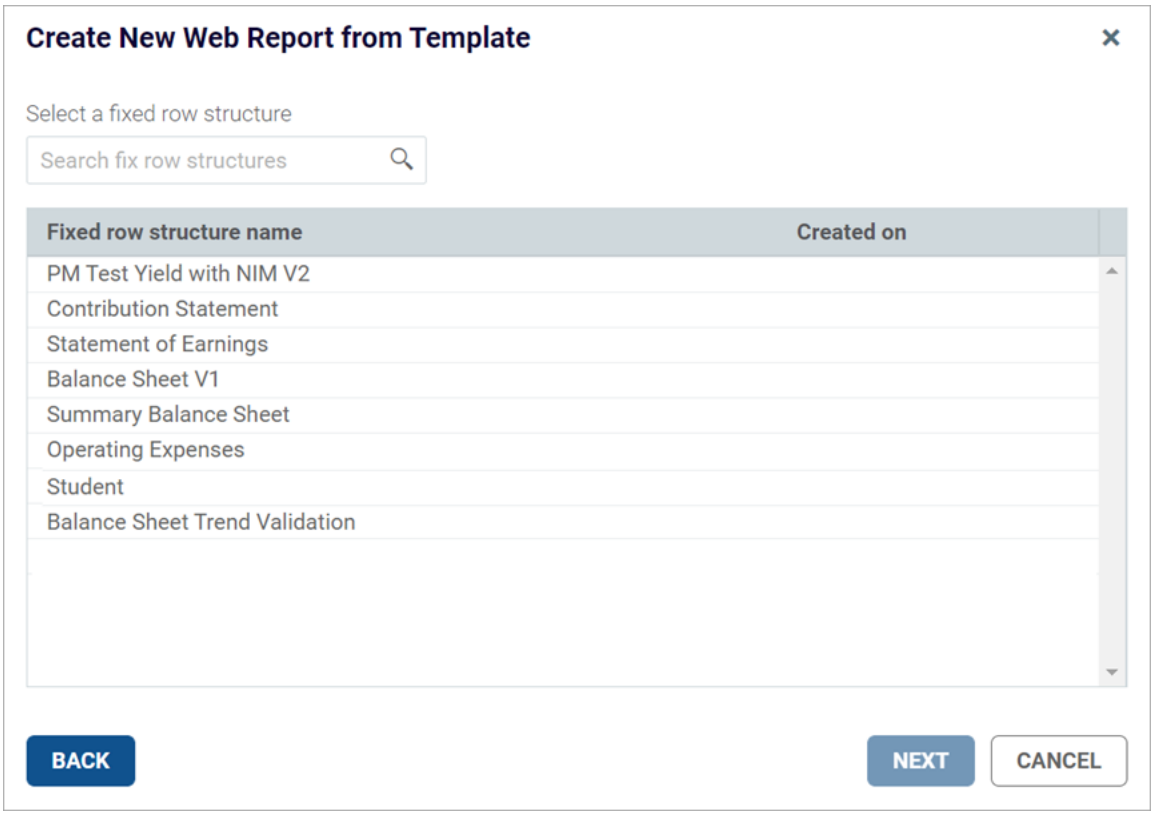
The **Create New Web Report from Template** dialog opens to walk you through the report creation process.

2. On the template screen, select the template that you want to use to create the report, and then click **Next**.



Example template screen showing product-delivered templates

3. On the fixed row structure screen, select the fixed row structure to use in the report, and then click **Next**. If the template you selected does not use a fixed row structure, then this screen does not display and you can skip to step 4.



Example screen showing fixed row structures

NOTE: If no fixed row structures are listed, then your system does not have any available fixed row structures. You must create one before you can create a web report using the selected template. You can click **Back** to select a different template, or you can click **Cancel** to exit the dialog and return to the Intelligence Center. For more information, see Managing Fixed Row Structures.

4. On the final screen, complete the following fields to save the new report, and then click **Create**.

Item	Description
Name	The name of the report file.
Description	Optional. A description for the report.

Item	Description
Save report in	The folder in the Axiom repository where you want to save the report. • Click the folder icon to the right of the field. • In the **Choose output folder** dialog, select a folder in the Reports Library. You can only select folders where you have read/write access to the folder. If a folder name displays with a lock icon, this means you have read-only access to that folder and therefore cannot save a new report there. **NOTE:** If you have access to the My Documents folder, then you can also save reports to that location for your personal use. • Click **OK** to choose the folder and return to the save dialog. The path to your selected folder now displays in the field.

The report is opened in the current browser tab. You can now review the data using a variety of tools available to web reports, such as sorting, filtering, and drilling. For more information, see Viewing and exploring data in web reports.

Once a report is created from template, it cannot be edited—for example, to choose a different fixed row structure. If you want to use a different fixed row structure, create a new report from template again. Remember that any changes to the template or to the fixed row structure will automatically flow through to all reports that use the template or the fixed row structure.

Using the Report Builder

Using the Report Builder, you can create and edit web reports using a drag-and-drop interface. Web reports are intended to be intuitive for report builders to create and easy for report viewers to use.

Web reports support two different ways to display reporting data in a grid:

- **Dynamic rows**: Dynamically display data rows based on a specified dimension or grouping.
- **Fixed rows**: Use predefined fixed row structures to organize data rows into sections with headers, totals, and subtotals.

The Report Builder opens when you do either of the following:

- Create a new web report from the Intelligence Center.
- Edit an existing web report from the Intelligence Center or from the report viewer.

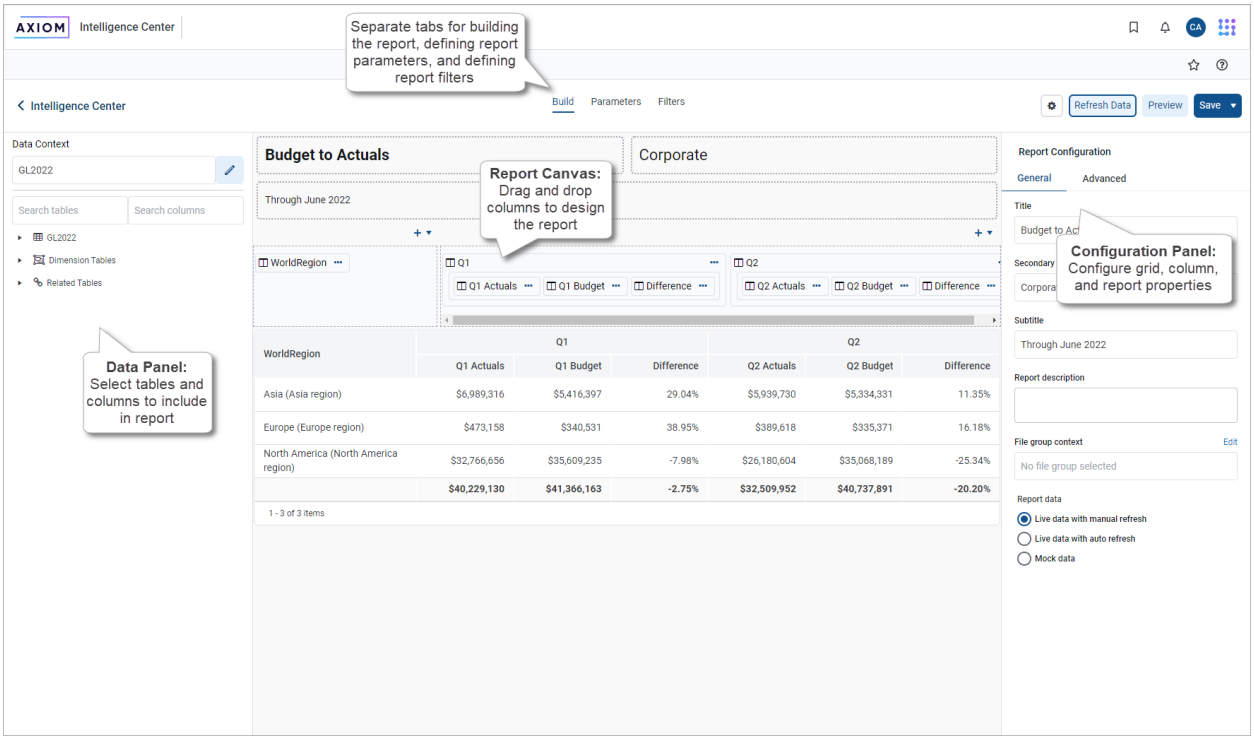
Overview of the Report Builder

The Report Builder is organized into three tabs:

- **Build**: Use this tab to design the report data and configure report properties. This is the default tab.
- **Parameters**: Use this tab to enable and configure interactivity for the report. Report users can dynamically change the data that displays in the report using report parameters.
- **Filters**: Use this tab to define report-level filters, to limit the data shown in the report.

In the Build tab, the Report Builder has three main areas:

- The **Data Panel** on the left side is where you select the data to include in your report.
- The **Report Canvas** in the middle is where you build the report. Columns can be dragged and dropped from the Data Panel to the Report Canvas. You can also create calculations to display in the report columns, and define column groups.
- The **Configuration Panel** on the right side is where you define properties for the report, the data grid, and the individual columns. You can configure properties such as report titles, drilling options, and column formatting.



Overview of the Report Builder

As you build and configure the report, a preview of the grid displays in the Report Canvas area. Several options are available to control how data is shown in this grid. For more information, see Changing data display options for the Report Builder.

Building a report in the Report Builder

The following is an overview of how to build a report in the Report Builder:

- Define a data context: Each report must have a specified primary table to determine the data context for the report. Once the data context is defined, you can build the report using columns from the primary table and from related tables.
- Define report titles: You can define report title text and an optional report description.
- Define the grid rows: Web reports can use dynamically generated rows based on a dimension, or they can use a fixed row structure. Do one of the following depending on the type of report that you want to make:
  - For dynamic rows, add a row dimension to the grid by dragging and dropping a table column.
  - For fixed rows, specify a fixed row structure by modifying the grid properties.
- Add data columns and calculated columns: Drag and drop table columns out to the grid to define the data columns for the report, and define calculated columns as needed. You can also define column groups to create grouped headers in the report.
- Configure grid properties: Configure grid properties such as the total row and user interaction options, including enabling and configuring drilling options as needed. You can also adjust the default formats for various column types.
- Configure column properties: Configure properties for each column such as alignment, width, number format, and column filters.
- Define report filters: You can define general and table-specific filters to limit the data shown in the report grid.
- Define report parameters: You can optionally create and configure report parameters to allow end users to dynamically change the data shown in the report.

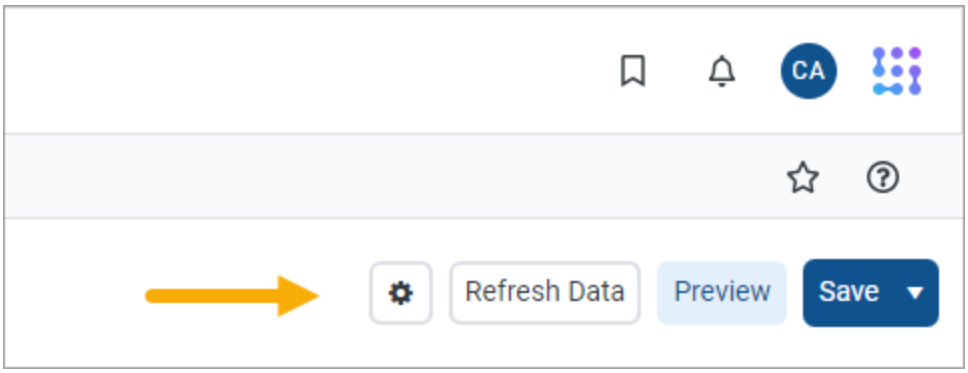
Changing data display options for the Report Builder

As you build and configure the report, a sample of the grid data displays in the Report Canvas area. You can choose how data displays in the sample grid as you build the report.

NOTE: The sample grid is intended to give you an idea of how the report data will display to report viewers, but it is not intended to be an exact representation of the final report. To see the report as it will appear to report viewers, use the Preview feature.

To change how data displays in the Report Builder:

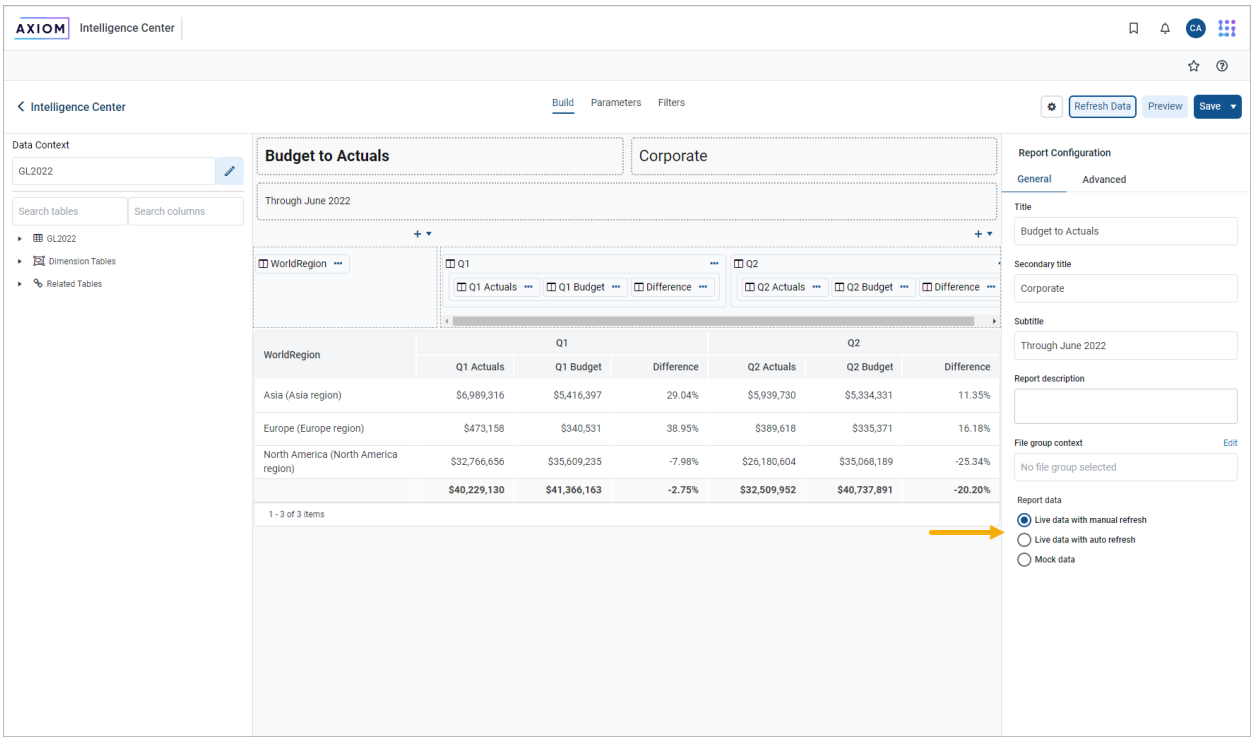
1. On the **Build** tab of the Report Builder, click the gear button at the top of the page to load the **Report Configuration** properties.



2. Select one of the following options for **Report data**:

   - **Live data with manual refresh** (default): Live data is shown in the grid, however, you must manually refresh the data after making configuration changes that affect the data shown. This is for performance reasons, so that you do not have to wait for data queries to complete in order to continue working on your report. When using this option, data updates are handled as follows:
     - If you add a new column, or make a configuration change that would affect the data shown in the column, the column will be blank. To populate the grid for data in this column, click the **Refresh Data** button.
     - If you make a configuration change that would affect the data shown in the entire grid, the grid will be blank. To populate the grid with the current data, click the **Refresh Data** button.

     The **Refresh Data** button is only available when using this option.
   - **Live data with automatic refresh**: Live data is shown in the grid, and the data automatically updates after you make any configuration changes. Generally speaking, this option should only be used when the report queries a small set of data so that updates will be quick, or when you do not expect to be making many configuration changes that affect data.
   - **Mock data**: Mock data is shown in the grid. When using this option, you can get a basic idea of how the report columns and format will display to the user, without viewing actual data. This is a good option if you do not need to made configuration changes that affect the data, or if you do not need to view the data while you are making these changes.



Data display options for the Report Builder

Even if you are viewing live data, keep in mind that the grid shown in the Report Canvas is simply meant as a guide to help you build the report—it is not intended to be a fully functional representation of the report. If you want to see how the report will display to report viewers, click the **Preview** button.

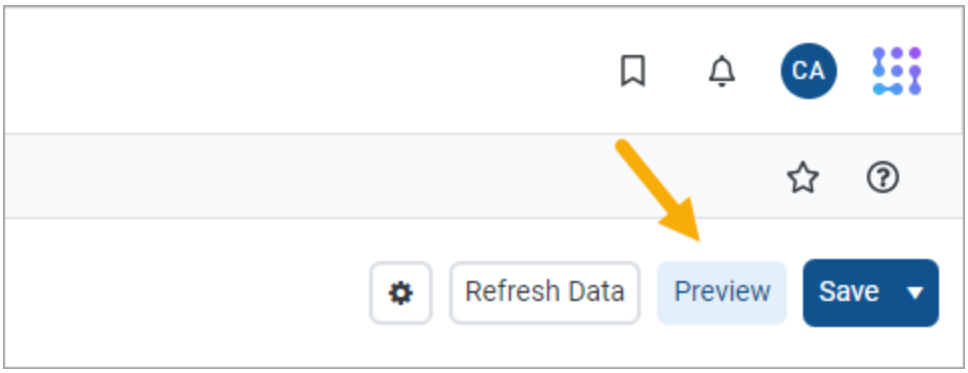
NOTE: The **Report data** option is not saved in the report, and your selection is not saved for future Report Builder sessions. Every Report Builder session defaults to using live data with manual refresh.

Previewing a report

The sample grid in the Report Canvas accurately reflects some report configuration details such as column headers and number format. However, other configuration details are not reflected in the sample grid. For example:

- Column width may not be accurately reflected in the sample grid. Initially, the grid will expand to fit the available space. Once there are enough columns to fill the space, the column width will be honored.
- The sample grid only shows up to ten rows of data (when using dynamic rows) and does not display paging options.
- Drilling options are not available in the sample grid.
- Report viewer options to sort and filter column data are not available in the sample grid
- Report parameters cannot be used on the sample grid.

If you want to see how the report will display to end users in the report viewer, including all user interaction options for the report, click the **Preview** button at the top of the Report Builder.



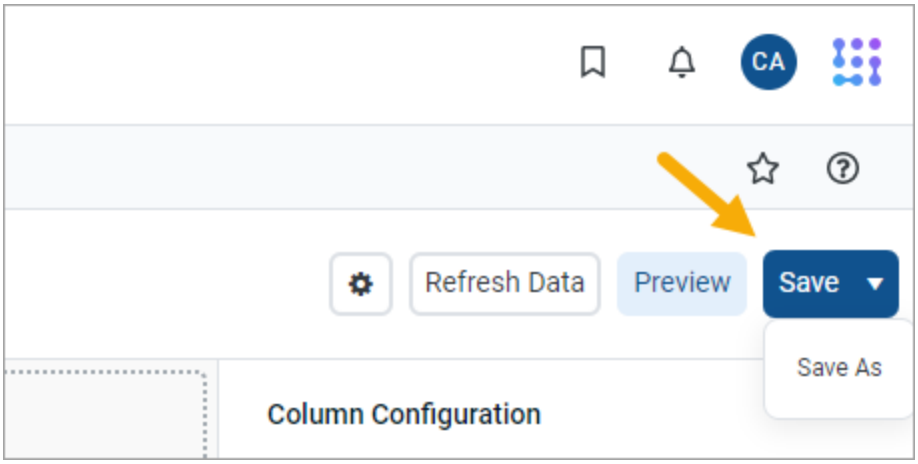
The report preview opens in a separate dialog that overlays the Report Builder. Using this preview, you can view the report data and try out end-user features like sorting, filtering, and drilling the report. When you are done viewing the preview, click **Close** at the bottom of the dialog to return to the Report Builder (or click the **X** in the top right corner).

The report preview does have a few limitations. Export and share options are not available in the report preview. Additionally, if hyperlinks are used in the report, the hyperlinks will always open in a new tab, even if they are configured to open in the same tab—this is done so that clicking a hyperlink will not close the Report Builder.

Saving a report

Use the **Save** button at the top of the Report Builder to save the report. If the report is a brand new report, you will be prompted to define a name and folder location for the report. Otherwise, the existing report is saved.

If you have opened an existing report for editing and you want to save a copy of it with a new name, click the down arrow to the right of the Save button and select **Save As**.



Save button with Save As option

NOTE: The **Create Web Reports** security permission is required in order to use **Save As**.

If you have made changes to the report but have not yet saved, you will be prompted to save when you attempt to close the browser tab or navigate to a new location.

Defining the data context for a web report

The *data context* for a web report determines the overall pool of data that is eligible to be included in the report. To define the data context, you select a *primary table* as the "base" table for the report. This primary table then determines which other tables are eligible for inclusion in the report, based on lookup relationships. All table columns used in the report must be compatible in the context of the primary table.

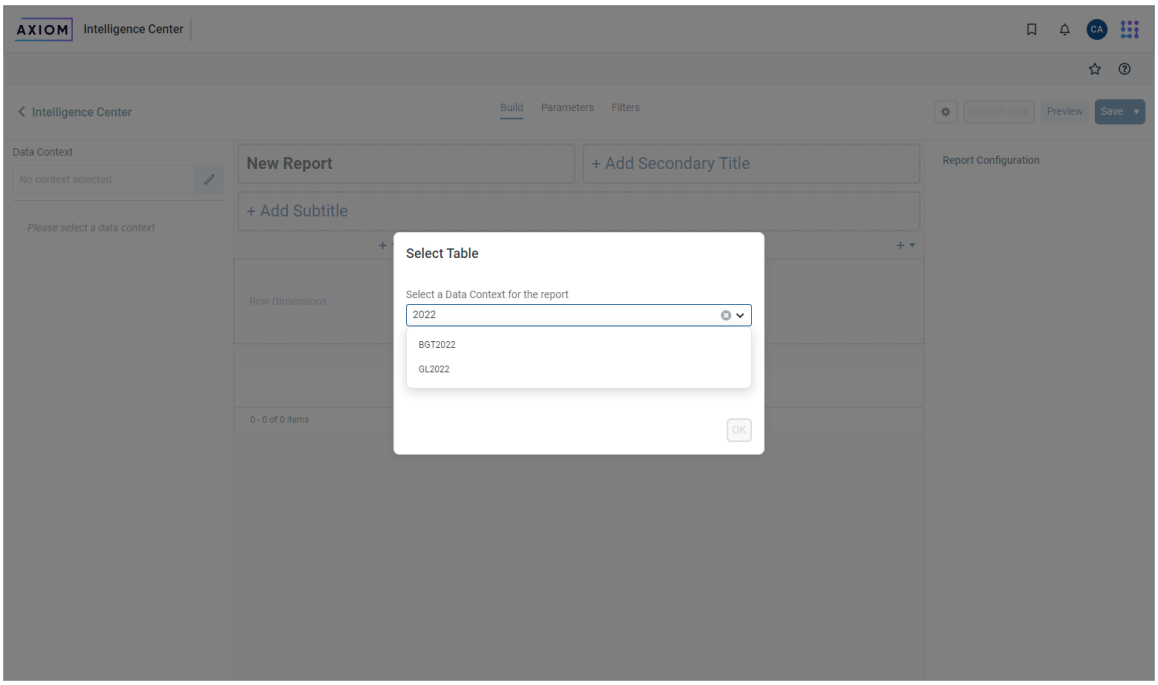
In the Report Builder, the primary table for the data context is specified on the **Build** tab, in the left-hand Data Panel. You must select the primary table before you can drag and drop any table columns out to the grid.

To select a primary table for the data context:

There are two ways to select a primary table for the data context.

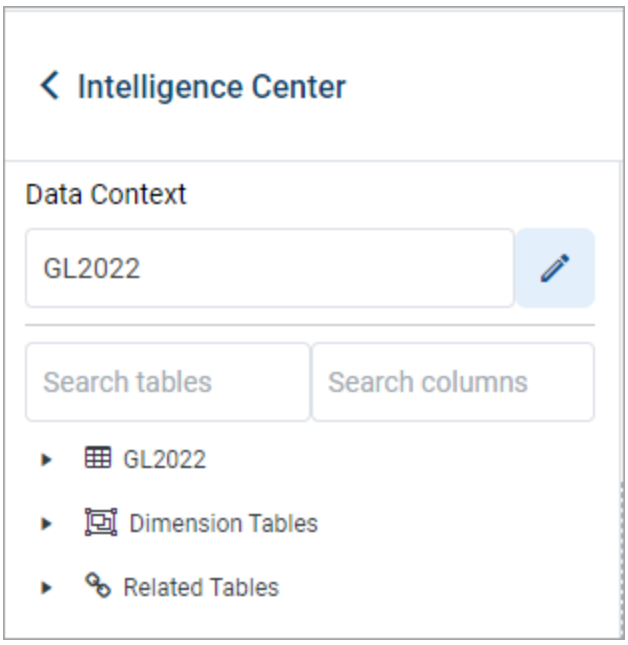
- When you create a brand new report, you are automatically prompted to select a primary table for the data context.

  You can select a table from the drop-down list directly, or type into the box to search for a table name. The search uses "contains" matching to return any tables that contain the search text within the table name. Tables that start with the search text are listed first, followed by tables that contain the search text anywhere in the table name. In the following screenshot, the text `2022` has been used to search for tables with the year 2022 in the name.



Example Select Table prompt when creating a new report

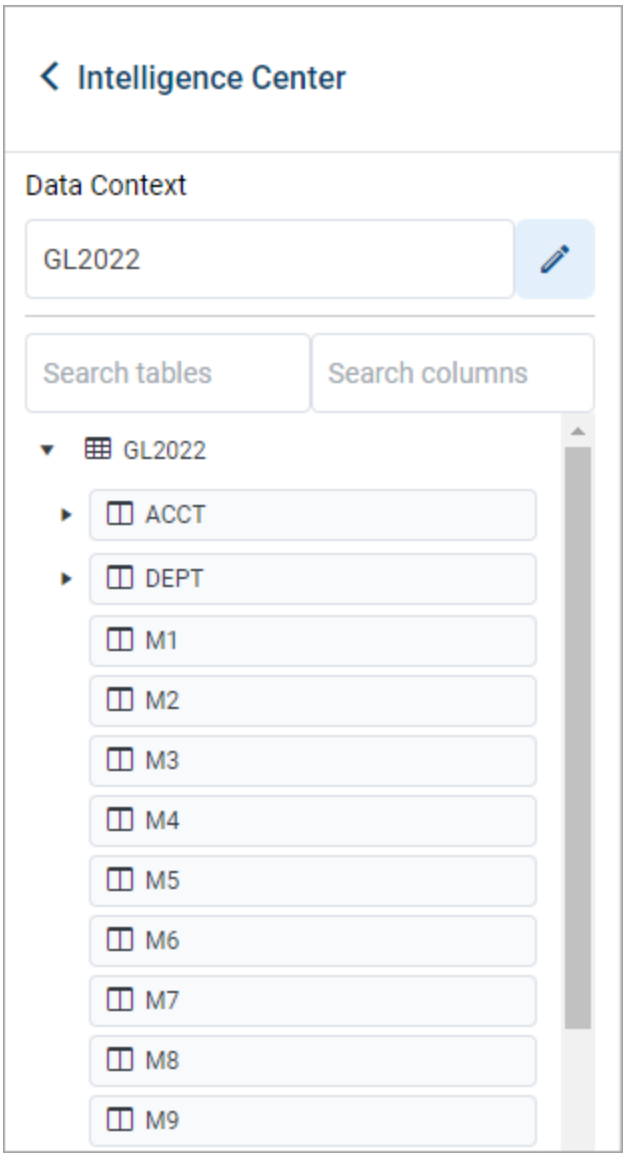
- If you are already in the Report Builder, then you can define or change the primary table using the **Data Context** box at the top of the Data Panel. Click the Edit icon ✎ to open the **Select Table** dialog (as shown in the previous screenshot).



Once you have selected a table, that table name is shown in the **Data Context** box, and the Data Panel populates to show a table tree in three expandable/collapsible sections:

- ***TableName***: The selected table and its columns. This table is the primary table.
- **Dimension Tables**: Reference tables that the primary table looks up to. If the reference tables have lookups to other reference tables, these multi-level reference tables are accessible through the first-level reference tables.
- **Related Tables**: The contents of this section depend on the type of table selected as the primary table.
    - If the primary table is a data table, then this section contains other tables that look up to one or more of the same reference tables as the primary table.
    - If the primary table is a reference table, then this section contains tables that look up to the reference table.

You can expand these tables to view the columns, and then drag and drop columns out to the Report Canvas area so that they can be used as row dimensions or data columns.



Expanded table tree

In this example, we have selected GL2022 as the primary table. GL2022 is a data table that looks up to reference tables Dept and Acct. The table tree is populated as follows:

- **GL2022**: This node contains all columns in GL2022, as well as columns in the lookup tables Dept and Acct.
- **Dimension Tables**: This node contains the lookup reference tables Dept and Acct. If the reference tables look up to other downstream reference tables (multi-level lookups), those downstream reference tables can be used through these tables.
- **Related Tables**: This node contains other tables that also look up to Dept or Acct (or to a multi-level lookup through Dept or Acct). This may include tables such as GL2021, BGT2021, and BGT2022.

When you save the report, the data context is saved for that report and will be reloaded into the Data Panel whenever the report is opened in the Report Builder.

NOTES:

- When choosing the data context, the list of tables is automatically filtered to only show tables that you have access to. If you have the **Administer Tables** security permission, all tables will be shown. This means it can be possible to select a primary table where you do not have access to any of the data in the table. You can build the report but it will not populate with data.
- Certain tables can be restricted from showing the in the Report Builder using the system configuration setting **TablesRestrictedFromReportWriter**. If a table that you have access to is not available, it has likely been restricted using this setting.

Changing the data context

You can change the data context freely until you have done either of the following:

- Dragged and dropped columns out to the grid setup boxes in the Report Canvas
- Selected a fixed row structure for use with the report (when using the **Use fixed rows** option in the Grid Configuration properties)

You can still change the data context if needed, but any newly selected primary table must be compatible with the table columns you have already added to the grid, and with the fixed row structure you have selected (if applicable). If the newly selected primary table is not compatible, an error will occur when the Report Builder tries to refresh the grid in the Report Canvas. At this point you have the choice of selecting a different primary table that is compatible (which may mean returning to the original primary table), or removing the incompatible columns from the grid, or choosing a different fixed row structure.

Other settings that must be compatible with the primary table include columns selected as drilling columns for a Directed drilling configuration. If you change the primary table and any of these settings are incompatible with the new primary table, an error will occur.

If you change the data context and save the report, the new primary table is now saved for the report and will be reloaded into the Data Panel whenever the report is opened in the Report Builder.

Specifying the row dimension for a web report

The row dimension for a web report defines the summation level for the row data. For example, you may want the rows in your grid to show data by department, region, entity, account, or some combination of dimensions. You specify a table column to use as the row dimension, and then the rows in the grid are dynamically generated based on the unique values in that column.

NOTE: If you want your report to use a static row structure with multiple sections instead of dynamically generating the rows, then use a fixed row structure instead of a row dimension.

The row dimension for the report is placed in the left-hand box at the top of the Report Canvas, known as the **Row Dimensions** box. The report grid cannot render until you specify either a row dimension or a fixed row structure.

Row Dimensions box at the top of the Report Canvas

Web reports can have multiple row dimensions. If two or more row dimensions are specified, then each row in the report represents a unique combination of the dimensions. For example, if the row dimension is just Dept, then each row shows data for a department. If the row dimension is Dept and Acct, then each row shows data by the unique combinations of department and account.

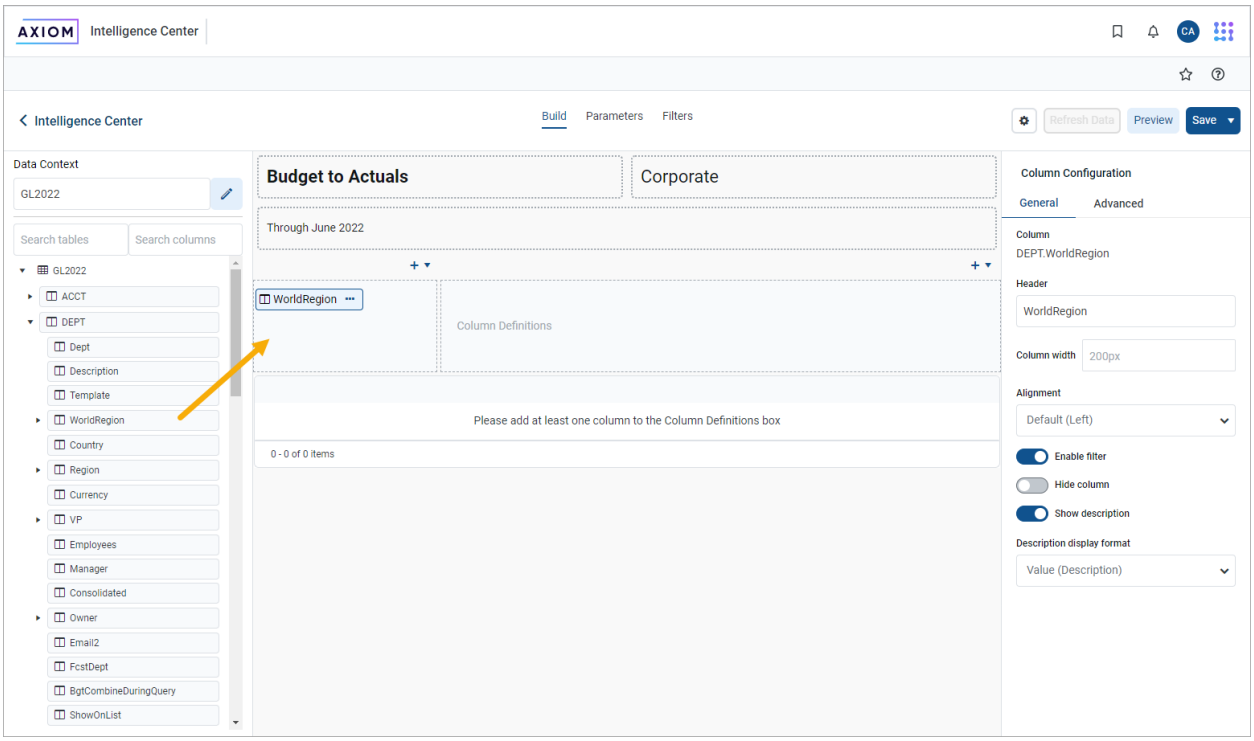
To specify a row dimension for a web report:

1. On the **Build** tab of the Report Builder, in the Data Panel, expand the table tree until you locate the column that you want to use as a row dimension.

   If the Data Panel is empty, this means you must select a primary table first.

2. Drag and drop the column to the **Row Dimensions** box at the top of the Report Canvas.
3. Select the column name in the Row Dimensions box, and then use the **Column Configuration** panel to configure display properties such as column width, alignment, header text, and formatting. For more information, see Configuring column properties for a web report.
4. If multiple columns are present in the Row Dimensions box, you can drag and drop them within the box so that they display in the desired order within the grid.

Once a row dimension is specified, the Data Panel updates to remove any tables that are incompatible with the specified row dimension. You can now build out the data columns of the report by dragging and dropping columns from the Data Panel, and by creating calculated columns. For more information, see Adding data columns and calculated columns to a web report.



Defining a row dimension for a web report

NOTES:

- If you drag and drop a validated column from a data table to use as the row dimension, such as GL2022.Dept, this column reference is automatically "elevated" to point to the lookup table instead, meaning Dept.Dept. This is done so that the column reference is compatible with other data tables that reference the same lookup table. This elevation only occurs if the validated column looks up to a shared dimension table.
- Calculated fields from the database cannot be added as row dimensions.

Using a dynamic column for the row dimension

You may want to design a report where the row dimension is dynamic based on user input. Users can choose the grouping level that they want to see the rows summarized by.

To configure a report to use a dynamic row dimension, you must:

- Create a Column List report parameter, and configure the parameter to use the columns that you want users to be able to choose as the row dimension.
- Add a Dynamic column to the Row Dimensions box, and configure that column to use the Column List report parameter.

When a report user opens the report, they can use the Report Parameters panel to choose the column that they want to use as the row dimension. The report then refreshes to show the data grouped by that column. For more information, see Using report parameters in web reports and Using Column List report parameters.

Displaying descriptions for the row dimension

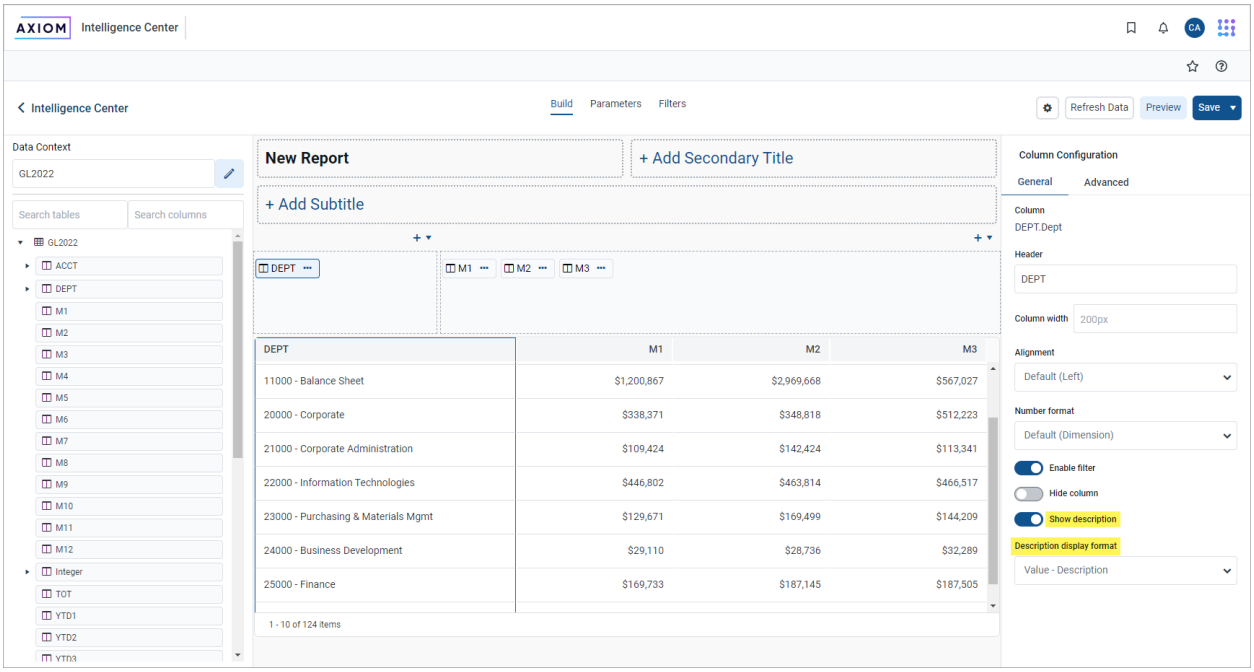
In many cases your row dimension will be a code, such as a department code or an account code, and you want to display the description for the code next to it. By default, any column with an associated description is automatically enabled to show the descriptions appended to the column value. If desired, you can specify a different display format for the descriptions, or you can disable showing descriptions.

This behavior applies to any column with descriptions used in the report, but the most common use case is for the row dimension columns.

To configure the description display formats for row dimensions:

1. On the **Build** tab of the Report Builder, select the row dimension column in the **Row Dimensions** box.
2. In the **Column Configuration** settings, on the **General** tab, enable or disable **Show description** as needed.
3. If descriptions are enabled, then select the desired display format from the **Description display format** list.

In the following example, the Dept column has been configured to show descriptions using the **Value - Description** format. If you select a format that shows descriptions first, such as **Description (Value)**, then the rows will be sorted by the descriptions instead of the underlying values.



Example row dimension column configured to show descriptions

Filtering the row dimension

In some cases you want the report to display a subset of values from the row dimension column, instead of all values. To filter the row dimension values, use the Filters tab to define a general filter for the report.

For example, if the row dimension is Dept but you want the report to only display departments that belong to a specific entity, define a general filter such as `Dept.Entity='Entity 1'`. This will filter the grid so that it only shows data that belongs to Entity 1, including the row dimension values. Department codes that do not belong to Entity 1 will not be included in the data query.

Changing the row dimension

You can change the row dimension at any time by dragging and dropping additional columns to the **Row Dimensions** box, or by removing existing row dimensions.

To remove a row dimension, click the three-dots icon to the right side of the column name and then select **Delete Column**. If you remove the only row dimension, the grid in the Report Canvas cannot be rendered until you specify a new one.

If you change the row dimension after adding data columns and calculated columns, or if you change the primary table after specifying a row dimension, it is possible that some of the selections may be incompatible with each other. In this case, an error will display when the Report Builder attempts to refresh the data in the Report Canvas. You may have to remove incompatible columns, change the row dimension, or change the primary table in order to restore a valid grid configuration.

If you decide that you want to change the report to use a fixed row structure instead of a row dimension, use the **Grid Configuration** properties to enable fixed rows and then choose a fixed row structure. For more information, see Specifying the fixed row structure for a web report. Any columns currently placed in the Row Dimensions box will be ignored while fixed rows are enabled for the report.

Using upstream grouping columns as row dimensions in web reports

Under normal circumstances, row dimension columns can be columns on the primary table for the data context, or columns on lookup dimension tables. However, when the primary table for the web report is a reference table, you can also optionally use columns from related tables as row dimensions. This type of configuration is referred to as *upstream grouping columns*.

Upstream grouping columns can be useful for reporting in certain Axiom Capital Tracking products that hold important data in reference tables. For example, the Enterprise Decision Support (EDS) product needs to report on data in the Encounter table, which is a reference table. For some reports, they want to group this data using a related table such as the EncounterPayor table, yet still bring in columns from other related tables that look up to the Encounter table (such as CostDetail). Columns from the EncounterPayor table are considered upstream grouping columns because EncounterPayor looks up to Encounter instead of the other way around.

Identifying upstream grouping columns

A row dimension column is considered an upstream grouping column if both of the following are true:

- The primary table for the data context is a reference table. Reference tables are a particular type of table classification in Axiom Capital Tracking that can only have one key column, and can serve as the lookup source for a validated column. Reference tables are also often referred to as dimension tables, as many reference tables are used to define dimensional data such as department, account, or entity.
- The row dimension column is from a related table instead of from a dimension table or the primary table.

Design considerations and limitations when using upstream grouping columns

When upstream grouping columns are used in a report, the data query uses different syntax than when using standard row dimensions. This special syntax causes the following design considerations and limitations:

- **Aggregations**: Average and Distinct Count aggregation types cannot be used in the report.
- **Data impact**: When rendering the report, any data from the primary table that is not referenced by the upstream grouping column is omitted from the report. For example, imagine that the primary table is Encounter, and you are grouping by a column in the upstream EncounterPayor table. If there are records in the Encounter table that the EncounterPayor table does not reference, those records are omitted from the report.
- **Total row**: When the current row dimension is an upstream grouping column, the totals shown in the total row may not match the sum of all the displayed rows. This is because multiple values in the upstream grouping column may reference the same record in the primary table, causing that record to be included multiple times. The total row displays the total as if each record from the primary table is only included once. When this situation occurs, a warning icon displays on the total row, with an explanation of this effect in the tooltip.

  For example, imagine that the primary table is Encounter, and you are grouping by a column in the upstream EncounterPayor table. Payor A and Payor B both reference Encounter 100, so values associated with Encounter 100 are included in both payor rows in the report. Rather than double-count the values from Encounter 100, the total row only counts the values once.

Specifying the fixed row structure for a web report

Web reports can optionally use fixed row structures to define the data sections in the report. Instead of dynamically generating the rows based on a table column, fixed row structures individually define each row of data, including section headers, subtotals, and totals.

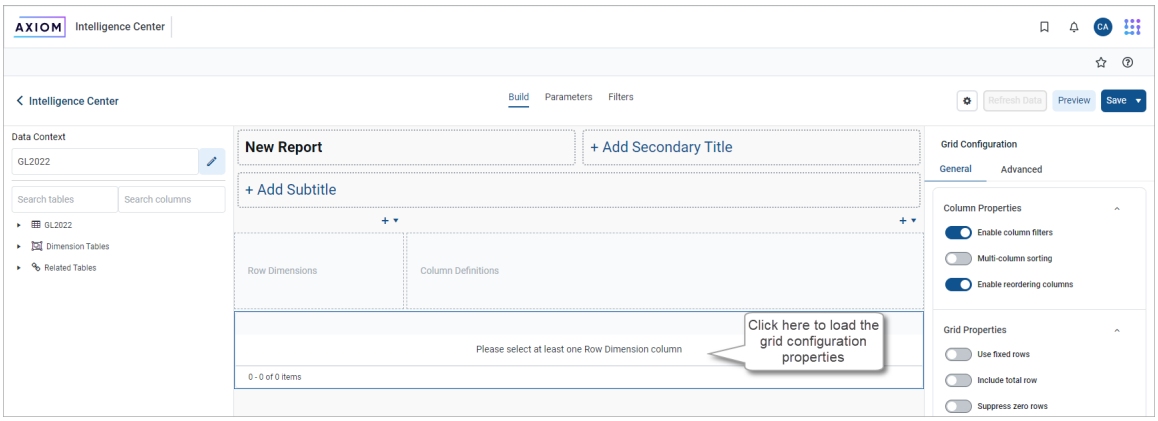
Fixed row structures are defined separately so that you can reuse them in different web reports, and so that you can update the row structure in one place and have the changes propagate to all reports that

reference the fixed row structure. The fixed row structure that you want to use in the web report must already exist—they cannot be created or edited in the Web Report Builder. For more information, see Managing Fixed Row Structures.

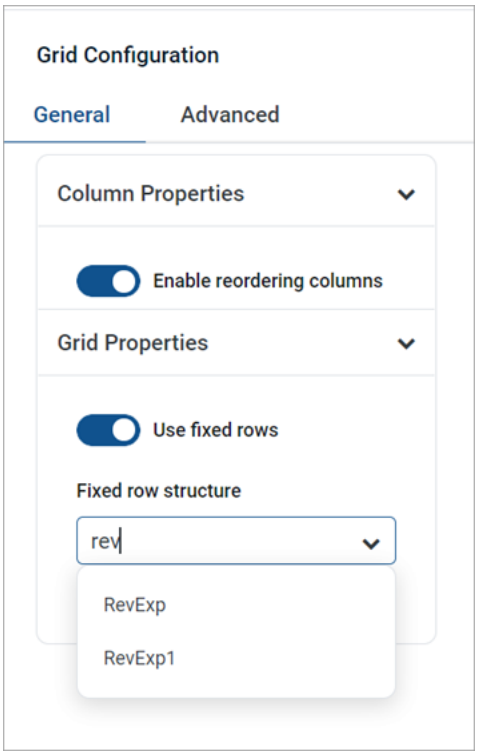
The fixed row structure is specified in the Configuration Panel, using the **Grid Configuration** properties. The grid in the Report Canvas cannot render until you specify either a fixed row structure or a row dimension.

To specify a fixed row structure for a web report:

1. On the **Build** tab of the Report Builder, in the Report Canvas, click the grid area below the column setup boxes. This area displays with placeholder text until either a row dimension or a fixed row structure is specified.

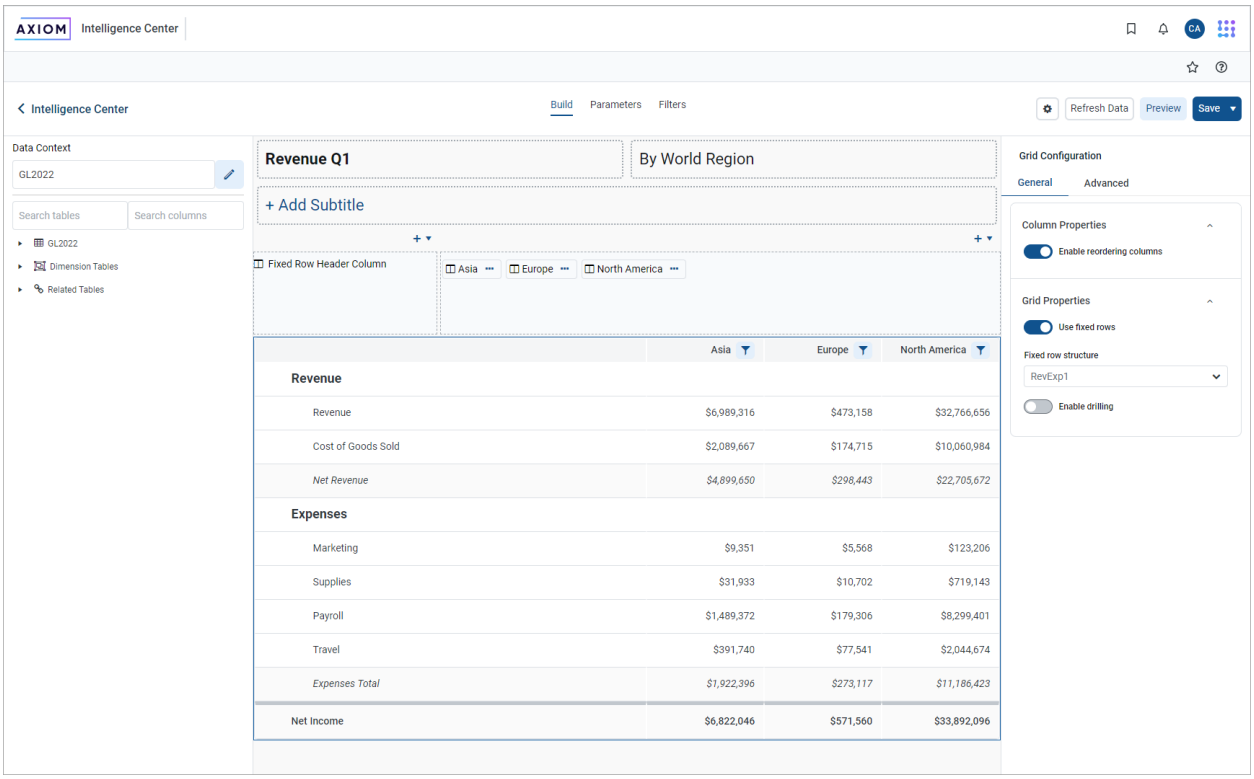


2. In the **Grid Configuration** properties, enable **Use fixed rows**.
3. From the **Fixed row structure** drop-down list, select an existing fixed row structure. You can type into the box to filter the list by name.



After selecting a fixed row structure, the Report Canvas area updates as follows:

- The Row Dimensions box updates to show a placeholder column named **Fixed Row Header Column**. This column is the column that holds the section titles and data row labels as defined in the fixed row structure. You can select this placeholder column in order to configure certain display details about this column within the web report.
- Once you have dragged and dropped at least one data column to the Column Definitions box, you can use **Refresh Data** to update the grid and show the sections and rows as defined in the fixed row structure.



Example web report using a fixed row structure

NOTES:

- If you want to make changes to the fixed row structure, you must edit the structure in the separate fixed row structure editor. Any changes made to the row structure will automatically apply to any web report that uses the fixed row structure.
- The option to **Add Dynamic Column** above the Row Dimensions box is not available when using a fixed row structure. Dynamic columns are only available for use when using row dimensions to generate the rows of the report.
- If you decide that you want to use dynamically generated rows instead of a fixed row structure, you can simply disable **Use fixed rows** and then drag a column to the Row Dimension setup box. For more information see Specifying the row dimension for a web report.

Impact on Grid Configuration options

When **Use fixed rows** is enabled for the grid, multiple grid configuration options become unavailable because they do not apply to web reports that use fixed row structures. If these options were configured before fixed rows were enabled for the grid, the configuration will be ignored.

- **Enable column filters**: Report viewers cannot filter columns when using fixed rows.
- **Multi-column sorting**: Report viewers cannot sort columns when using fixed rows.

- **Include total row** (and related settings): This option does not apply because fixed row structures have their own defined subtotal and total rows.
- **Suppress zero rows**: This option does not apply to fixed row structures; all configured rows will display regardless of whether they return all zero data.
- **Grid sort order**: This option does not apply to fixed row structures.

Configuring the Fixed Row Header Column

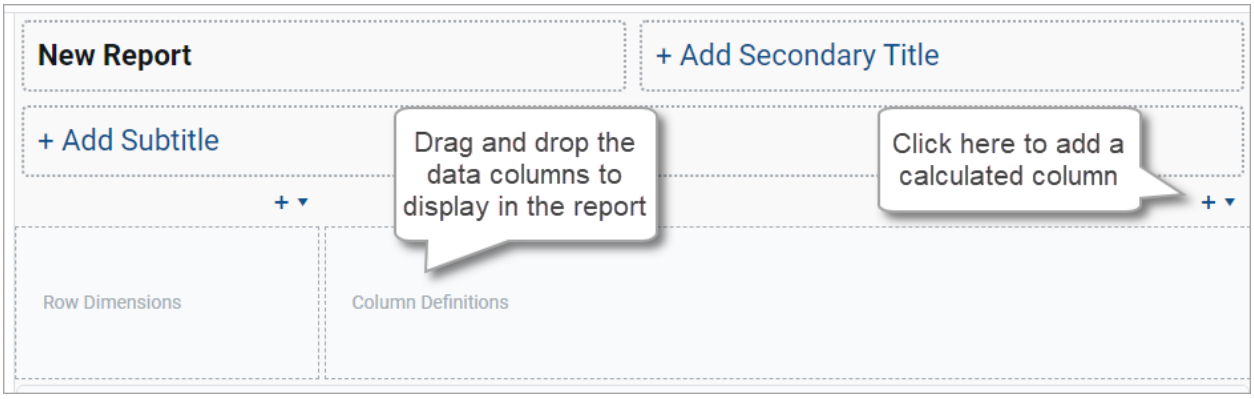
Most of the display details for the Fixed Row Header Column are configured within the fixed row structure and therefore cannot be changed within the web report. However, if you select the **Fixed Row Header Column** item in the Row Dimension setup box, you can configure the following:

Item	Description
Column width	The column width of the column in the grid, in pixels. Enter the desired column width as a whole integer between 30 and 600. The default width of the Fixed Row Header Column is 400.

Adding data columns and calculated columns to a web report

When creating a web report, you can add as many columns as needed to define the data that you want to display in the report. You can also define calculated columns, such as to show the difference between two columns.

The data columns and calculated columns for the grid are placed in the right-hand box at the top of the Report Canvas, known as the **Column Definitions** box. This box defines the columns to display in the report. Although it is possible to add columns and calculated columns to the Column Definitions box before specifying a row dimension or a fixed row structure, the grid in the Report Canvas will not populate until the rows are defined.



Column Definitions box at the top of the Report Canvas

Adding data columns

To display data in the report, you can drag and drop table columns from the Data Panel to the Column Definitions box in the Report Canvas. The Data Panel displays the tables and columns that are eligible to be included in the report, based on the selected data context (primary table) and the specified row dimension.

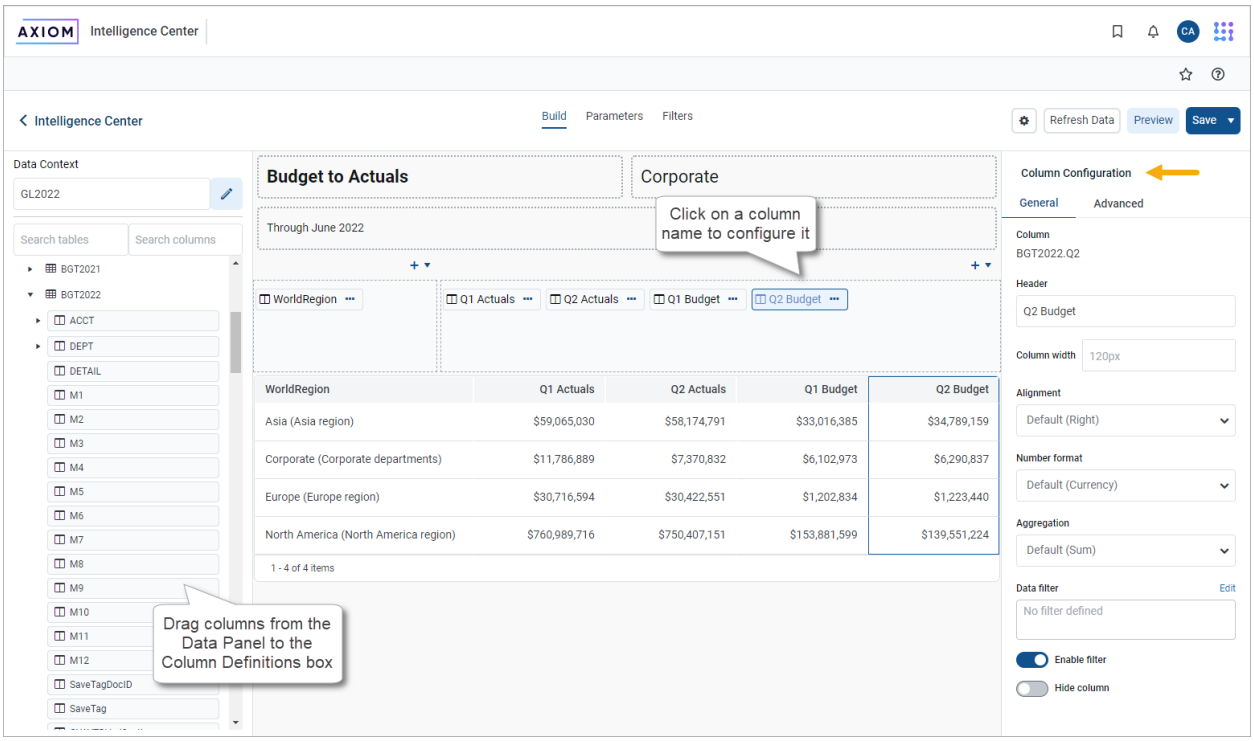
To add a data column to a web report:

1. On the **Build** tab of the Report Builder, in the Data Panel, expand the table tree until you locate the column that you want to add to your report. You can also use the search boxes at the top of the panel to find a particular table or column by name.
2. Drag and drop the column to the **Column Definitions** box at the top of the Report Canvas.

   NOTE: When using the default behavior, the new column will render as blank in the report until you click **Refresh Data**.

3. If the column is not in the desired location within the grid, drag and drop it within the Column Definitions box to reorder the columns.
4. Use the **Column Settings** in the Configuration Panel to configure display properties for the column, such as column width, alignment, header text, and formatting. For more information, see Configuring column properties for a web report.

   By default, when you drag and drop a column to the grid, that column is selected and its column properties display in the Configuration Panel. You can return to the column properties at any time by clicking the column name in the Column Definitions box.



Example web report after adding data columns

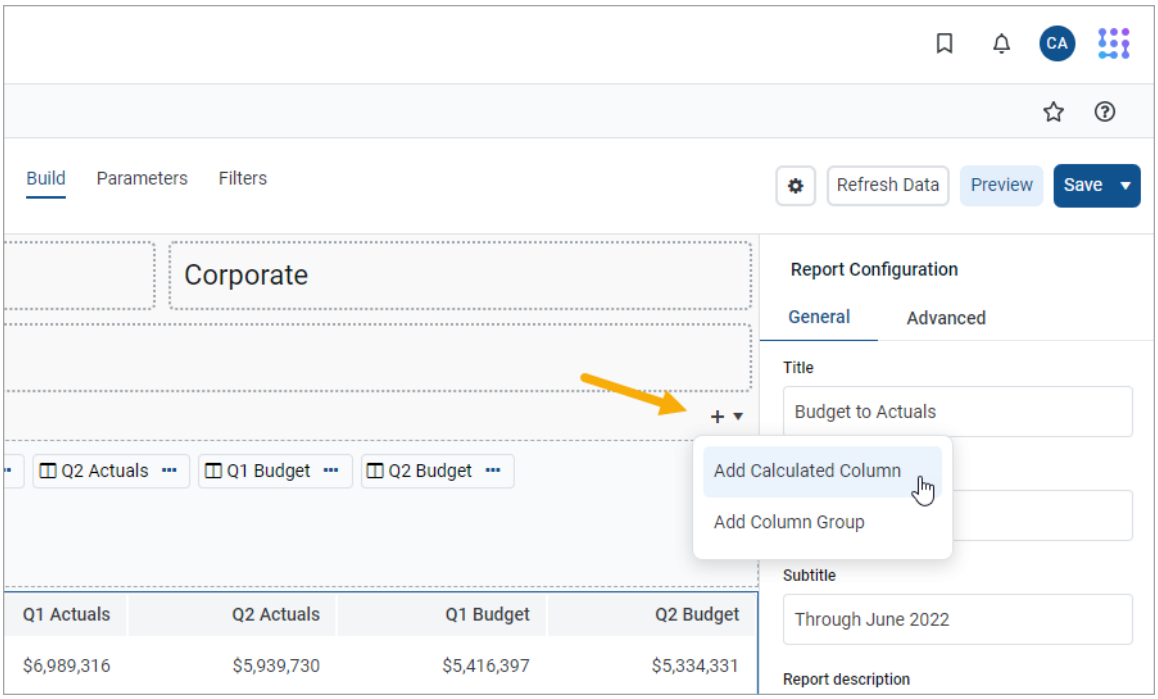
NOTE: If **Use fixed rows** is enabled for the grid, currently the Report Builder does not dynamically update the tables listed in the Data Panel based on the specified fixed row structure. If you drag and drop a column from a table that is not valid in the context of the fixed row structure, a generic error will occur when the Report Builder attempts to populate the grid.

Adding calculated columns

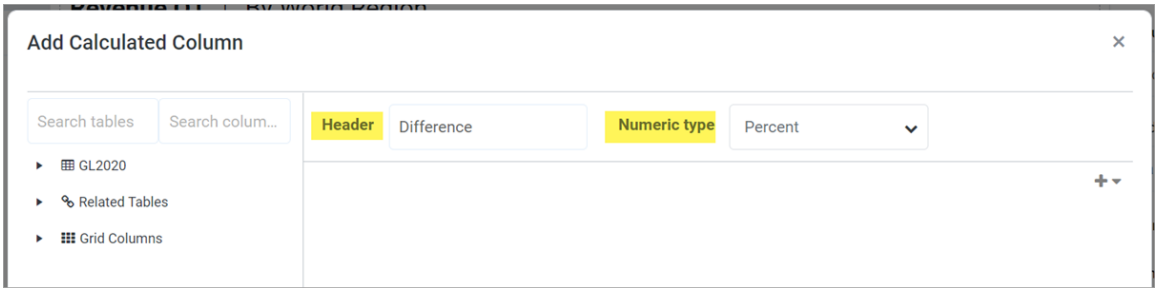
Calculated columns can be used to display totals, differences, percentages, and other calculations within a column of the report. Calculations can be based on columns from related tables that are eligible to be included in the report.

To add a calculated column to a web report:

1. On the **Build** tab of the Report Builder, in the Report Canvas, click the plus sign in the top right corner of the **Column Definitions** box, and then click **Add Calculated Column**.



2. At the top of the **Add Calculated Column** dialog, define the following properties:
   - **Header**: Enter the column header text for the calculated column. This is effectively the name of the calculated column. By default, the header text is "Calculation".
   - **Numeric type**: Select the desired numeric type for the calculated column. If this is left at **Default**, the default numeric type for calculated columns is Currency.



   You can change these properties later using the Column Configuration properties in the Configuration Panel.

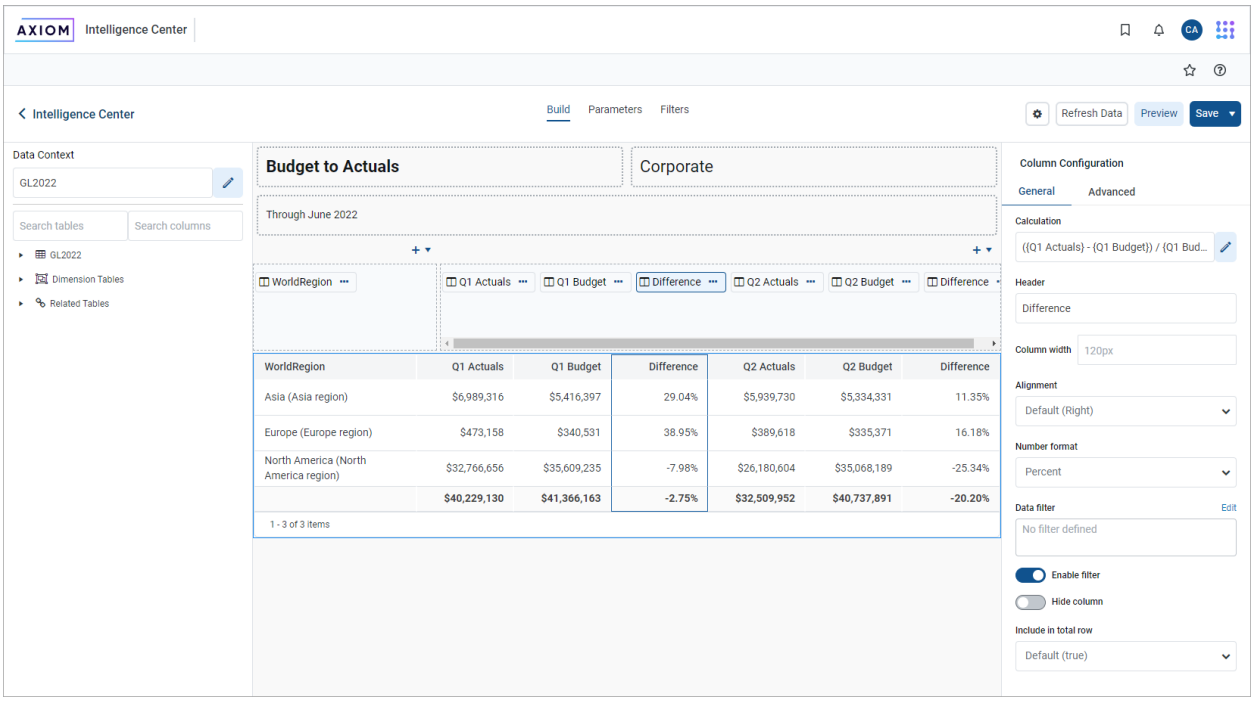
3. To create the calculation, drag and drop columns from the table tree on the left to the calculation canvas. See Defining calculations for more information.

4. When you are finished creating the calculated column, click **OK**.

   The calculated column is added to the Column Definition box. By default, the new column is blank until you click **Refresh Data**.

5. If the calculated column is not in the desired location within the grid, drag and drop it within the Column Definition box to reorder the columns.
6. Use the **Column Configuration** properties in the Configuration Panel to configure display properties for the column, such as column width and alignment. For more information, see Configuring column properties for a web report.

   By default, when you define a calculated column, that column is selected and its column properties display in the Configuration Panel. You can return to the column properties at any time by clicking the column name in the Column Definitions box.



Example web report after creating a calculated column

Defining calculations

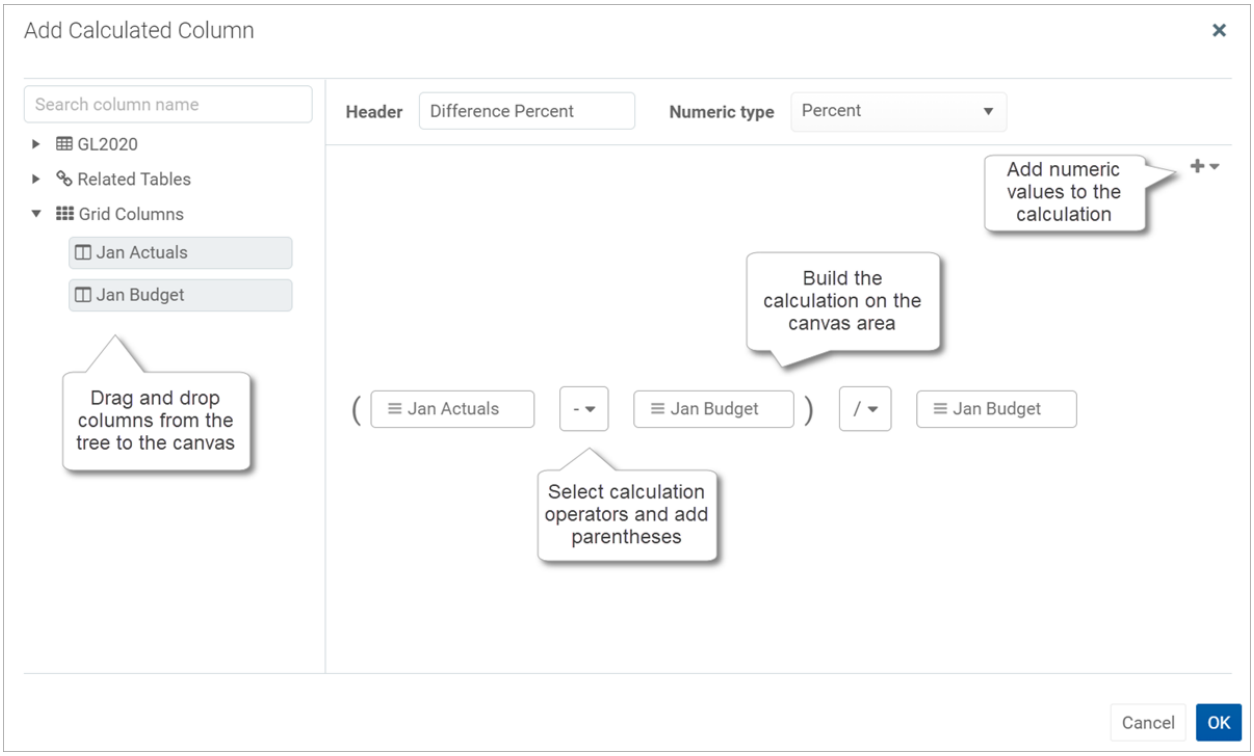
Using the **Add Calculated Column** dialog, you can build a calculation based on columns from related tables that are eligible to be included in the report. The column does not have to be present in the grid in order to be used in a calculation. Numeric values can also be used in the calculation.

The left-hand side of the dialog lists a table tree of available columns, while the right-hand side of the dialog—the calculation "canvas"—is where you build the calculation. To start the calculation:

- Drag and drop two columns out to the canvas. The two columns are separated by an operator selector.
- Select the desired operator.

You can continue building the calculation by dragging and dropping additional columns and selecting the operator. You can also do the following:

- **Numeric values**: To add a numeric value to the calculation, click the plus icon at the top right of the dialog. You can then move, reorder, or delete the numeric value just like columns.
- **Reorder items**: To change the order of columns in the calculation, drag and drop them on the canvas.
- **Parentheses**: To add parentheses to a part of the calculation, select **Add Parentheses** from the operator selector. The two columns affected by the operator will become enclosed in parentheses.
- **Delete items**: To delete an item, hover your cursor over the column and then click the trash can icon.



Example calculation in the calculation editor

Calculations can use the following operators: addition (+), subtraction (-), multiplication (*), and division (/). Use parentheses to determine calculation order, such as: `(GL2022.Q1-BGT2022.Q1)/BGT2022.Q1`.

Calculations can use the following columns:

- Numeric columns from the primary table, whether or not those columns are also in the grid.
- Numeric columns from related tables, whether or not those columns are also in the grid.

- Numeric columns from the grid, including other calculated columns. Grid columns display using the header text defined for the column.

  If you use a table column from the grid instead of from the table itself, then the calculation will use the column as it is configured to display in the grid. For example, if the grid column has a column filter or uses an alternate aggregation, the calculation will be based on that modified version of the column.

NOTES:

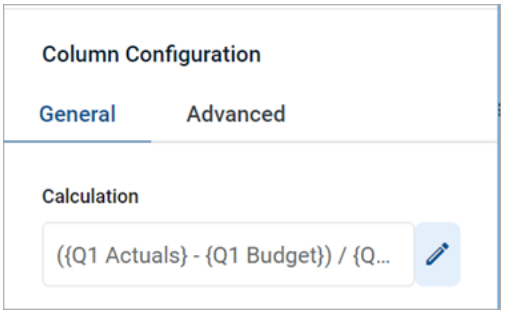
- If you drag and drop a column from the primary table or a related table, it displays on the canvas using the column name only—such as M1. You can hover your cursor over the column box to see a tooltip with the full table.column name—such as GL2022.M1. If you drag and drop the column from the Grid Columns node, then it will display using the defined header text for the column.
- If you use a grid column in the calculation, then the grid column cannot be deleted from the grid because deleting it would cause the calculation to become invalid. An error message will display if you attempt to delete a referenced column from the grid. To resolve the issue, you can do one of the following: edit the calculation to remove the reference, delete the calculated column, or configure the grid column as hidden so that it can still be referenced in the calculation but not display in the report.

Editing calculated columns

You can edit an existing calculated column to change the calculation.

To edit a calculated column in a web report:

1. On the **Build** tab of the Report Builder, in the Report Canvas, click the calculated column in the Column Definitions box.
2. On the **General** tab of the **Column Configuration** properties, click the Edit icon to the right of the **Calculation** box.

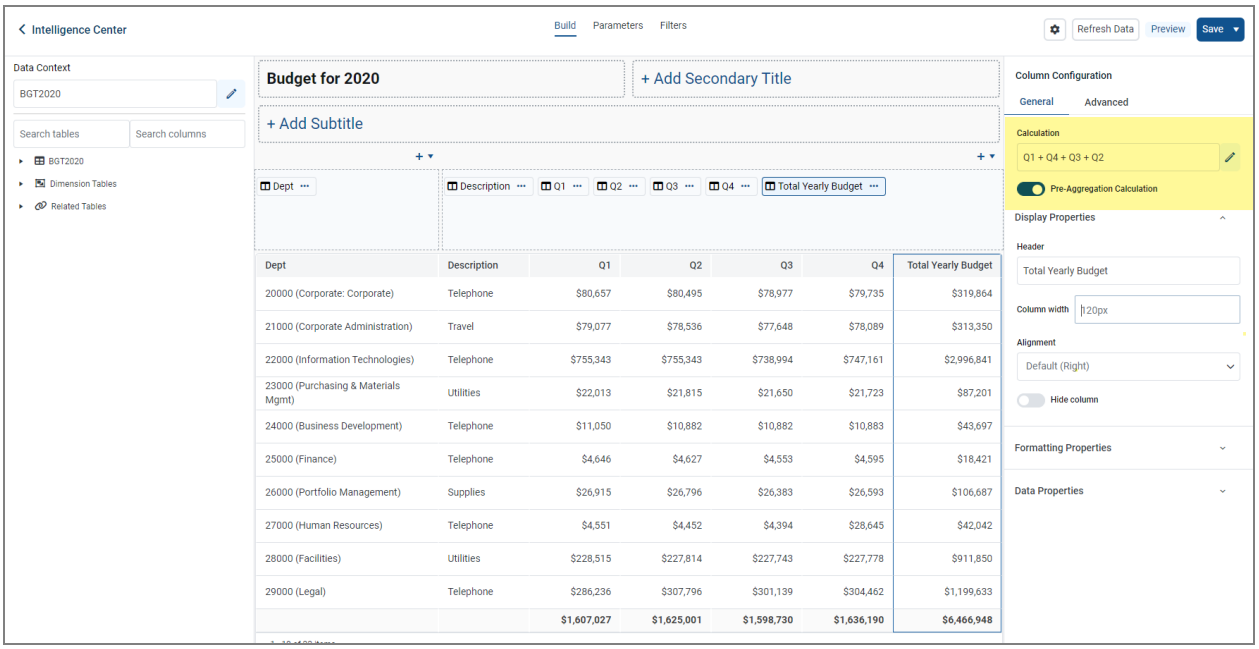


3. In the **Edit Calculated Column** dialog, edit the calculation as needed, then click **OK**.

Pre-aggregation in calculated columns

You can pre-aggregate calculations in a calculated column. A pre-aggregate calculation is applied to data rows in the query before those rows are aggregated by the row dimension.

In this example, the sum of columns Q1 through Q4 have been summed up and presented in a new calculated column, Total Yearly Budget and the **Pre-Aggregation Calculation** button is selected.



se of pre-aggregation calculations impacts the total row, if it is enabled. Behavior is as follows:

- Post-aggregation calculations: The calculation is performed on the total row values of the source columns.
- Pre-aggregation calculations: The values in the calculated column are summed for presentation on the total row.
- Pre-aggregation calculations can use alternate aggregations if desired. The field is unhidden for the calculated column when pre-aggregation is enabled. If an alternate aggregation is set and then pre-aggregation is disabled, the alternate aggregation field is re-hidden and ignored.

Additional column actions

Once data columns and calculated columns have been added to the grid, you can further adjust them as follows:

- **Reorder columns**: To reorder a column in the grid, drag and drop it to any location in the Column Definitions box. Note that you cannot drag and drop a column from the Column Definitions box to the Row Definitions box. If you accidentally dragged a column to the wrong box, you must remove the column and then drag and drop it again from the Data Panel.

- **Remove columns**: To remove a column from the grid, click the three-dots icon to the right of the column name and then select **Delete Column**. Use caution before removing a calculated column—if you later decide you want to re-add the column, you will need to re-create the calculation from scratch.
- **Copy columns**: To copy a column in the grid, click the three-dots icon to the right of the column name and then select **Clone Column**. A copy of the column is created to the right of the original column. The new column has the same properties as the original column, except that the text **(Copy)** is appended to the header text. You can modify the new column as needed in order to differentiate it from the original, such as to define a filter for the column, or to modify the calculation.

  NOTE: If you copy a table column in the grid (as opposed to a calculated column), it is not possible to point the column to a different table column. The purpose of copying a table column is to display multiple instances of the same table column, but using different filters or different aggregation types.

- **Group columns**: If you want a set of columns to display under a group header, you can define a column group and then add the columns to that group. For more information, see Defining column groups for a web report.
- **Configure columns**: To configure display properties for a column, select the column name in the Column Definitions box, then use the **Column Configuration** properties in the Configuration Panel. For more information, see Configuring column properties for a web report.

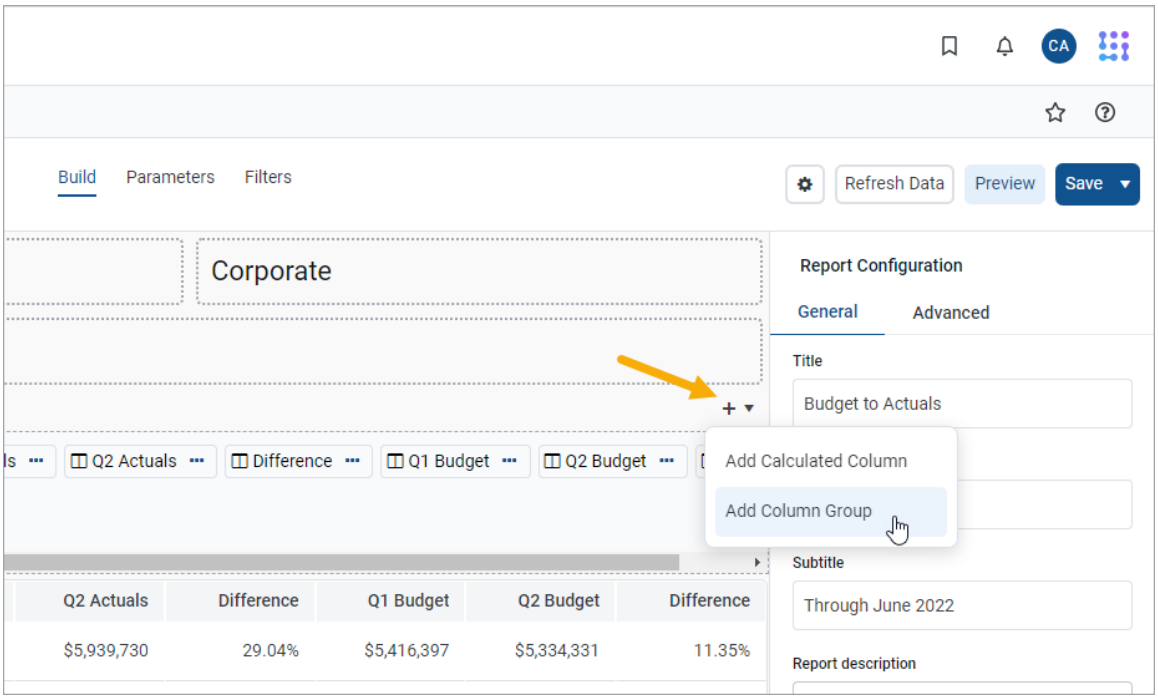
Defining column groups for a web report

You can define column groups in web reports so that certain columns can display together under a group header. For example, your report might have several actuals columns followed by several budget columns, and you want these columns to display under the group headers "Actuals" and "Budget".

To define a column group, first you add the group "container" to the Column Definitions box of the grid, then you add table columns to the group container.

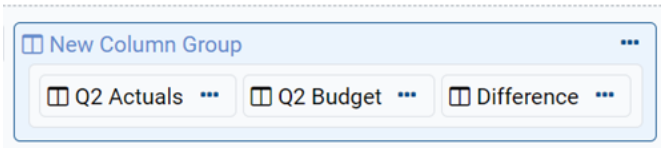
To define a column group:

1. On the **Build** tab of the Report Builder, in the Report Canvas, click the plus sign in the top right corner of the Column Definitions box, and then click **Add Column Group**.



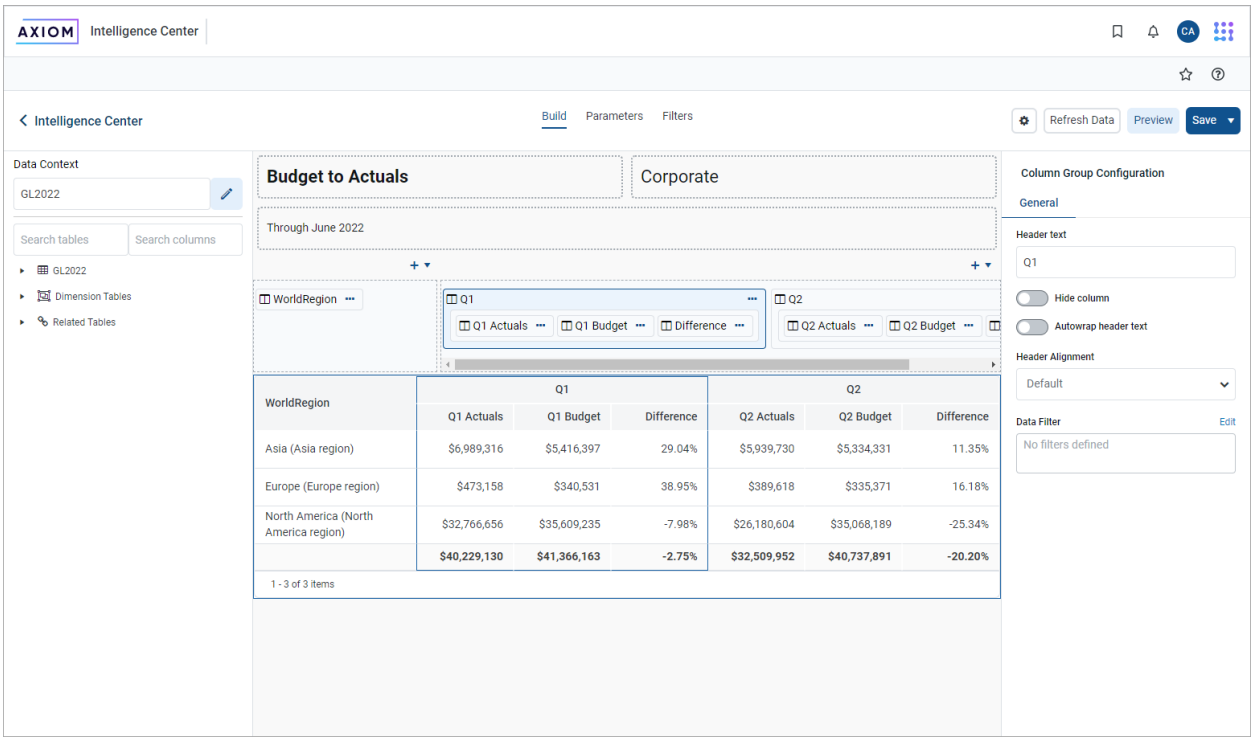
A new empty column group is added to the Column Definitions box.

2. Drag and drop the desired columns into the column group. You can drag and drop columns that are already in the Column Definitions box, or you can drag and drop columns from the Data Panel directly to the group.



3. Select the column group box, and use the **Column Group Configuration** panel to define the header text and other properties. See the following section for more information on the available properties.

The column group displays in the grid with its child columns underneath.



Example web report with column groups

Once a column group has been created, you can work with it as follows:

- **Reordering groups**: To reorder a column group, drag and drop the group to another location within the Column Definitions box.
- **Deleting groups**: To delete a column group, click the three-dots icon in the top right corner of the group box and then select **Delete Group**. However, if you still want to use the columns in the group, you should drag and drop the columns out of the group before deleting the group. If you delete the group with columns in it, all of the columns will be deleted as well.
- **Copying groups**: To copy a column group, click the three-dots icon in the top right corner of the group box and then select **Clone Group**. A copy of the group is created to the right of the original group, including copies of the child columns within the group. The new group has the same properties as the original group, except that the text **(Copy)** is appended to the header text. You can modify the new group as needed in order to differentiate it from the original, such as to define a filter for the group, or to populate the group with different child columns.

  NOTE: If a calculation in the column group references another column in the group, then when the group is cloned the calculation in the new group is updated to point to the corresponding column in the new group.

- **Configuring groups**: To configure display properties for a column group, select the group in the Column Definitions box, then use the **Column Group Configuration** properties in the Configuration Panel.
- **Nested groups**: Currently, nested groups are not allowed. You cannot drag and drop a group within another group.

You can work with columns within the group as follows:

- **Adding columns**: You can continue to add columns by dragging and dropping them into the group box. You can also copy columns within the group.
- **Removing columns**: You can drag and drop columns out of the column group box to remove them from the group. If you don't want the column to be in the report at all, you can delete the column as normal.
- **Reordering columns**: You can reorder columns in the group by dragging and dropping them within the group box.
- **Configuring columns**: Columns in a column group can be configured as normal. Select the column box within the group box to bring up the **Column Configuration** properties in the Configuration Panel.

Column group properties

The following column group properties are available for web reports on the **General** tab of the **Column Group Configuration** panel:

Item	Description
Header	The header text to display on the group header. Enter the desired header text.
Hide column	Specifies whether the column group is hidden in the report: • If enabled, then the group is hidden in the report. The group remains visible in the Column Definitions box so that you can continue to configure the group as needed. • If disabled (default), then the group is visible.
Autowrap header text	Specifies whether header text wraps: • If enabled, then header text that exceeds the group width will wrap. • If disabled (default), then header text that exceeds the group width is truncated. The user can resize the group wider to view the full header text.
Header alignment	The alignment of the header text over the columns in the group. Select one of the following: **Default**, **Left**, **Right**, **Center**. Group headers use center alignment by default.

Item	Description
Data filter	Optional. Defines a filter to limit the data shown in the columns within this group. This is equivalent to defining the same data filter at the column level for each column in the group. For more information, see Using group filters.

Using group filters

The **Data filter** property can be used to filter the data coming into the columns within a particular group. This filter only impacts the data in the group columns; it has no impact on the rest of the report.

To filter the data in a group:

1. On the **Build** tab of the Report Builder, in the Report Canvas, select the group that you want to filter.
2. In the **Column Group Configuration** panel, click the **Edit** link over the **Data filter** box to open the Filter Wizard.
3. In the Filter Wizard, create the filter as needed. For more information on how to use the Filter Wizard to create a filter, see Using the Filter Wizard in the Report Builder.

   The tables available in the Filter Wizard depend on whether the current group consists of columns from a single table or multiple tables, and the primary table specified as the Data Context of the report:

   - If the group consists of columns from a single table, the Filter Wizard shows that table and its dimension tables.
   - If the group consists of columns from multiple tables, the Filter Wizard shows the following tables:
     - If the group uses columns from multiple tables, and the primary table is a data table, the Filter Wizard shows the common dimension tables for the tables involved in the calculation.

       EXCEPTION: If the group includes a column from a dimension table, then the Filter Wizard shows the common dimension tables for all related tables used in the report, regardless of whether the related table is used in this particular group.
     - If the group uses columns from multiple tables, and the primary table is a reference table, the Filter Wizard shows the primary table and its dimension tables.

       EXCEPTION: If the group only consists of columns from related tables (no columns from the primary table or its dimension tables), then the Filter Wizard shows the common dimension tables for all related tables used in the group.

   If the group contains a calculated column, the columns used in the calculation are considered as part of the group.

You can create a filter using any column on the available tables. If you choose to use a predefined global filter from the Filter Library, the global filter must be based on the same eligible table columns.

4. Once the filter statement is complete, click **OK** to close the Filter Wizard and add the filter to the **Data filter** box.

Once a filter has been defined for a group, you can modify it as follows:

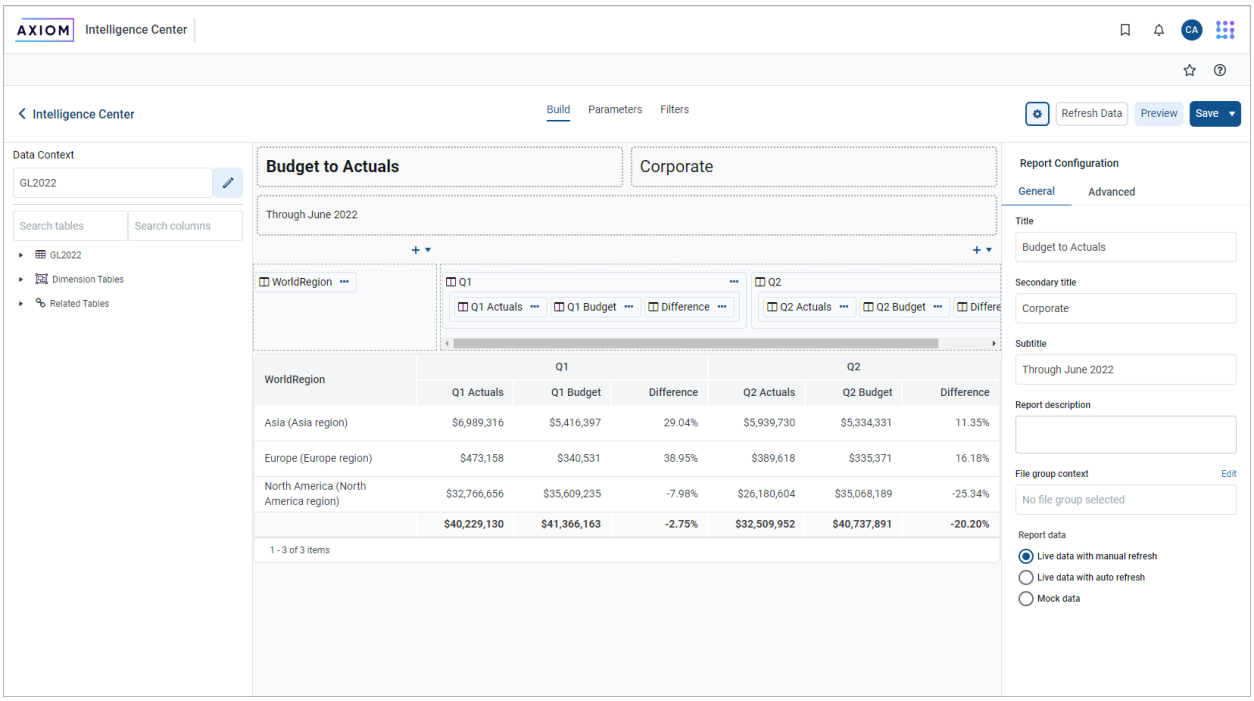
- To edit the filter, click the **Edit** link over the **Data filter** box again and change the filter within the Filter Wizard.
- To delete the filter, click the **Clear** link over the **Data filter** box.

Data filters defined at the group level are combined with any filters defined at the column level. If the group contains calculated columns, the group filter is applied to all columns referenced in the calculation. If the calculated column references grid columns, the group filter is combined with any other filters applied to the grid columns (either at the column level or at the group level, if the column belongs to a different group). Additionally, if a data filter is defined at the report level, it is also applied. All relevant filters are combined using AND to determine the data that can display in a particular column.

If a group has a defined filter, then a filter icon displays next to the group name in the sample grid of the Report Canvas. This icon is intended to let report builders know about the group filter at-a-glance. The icon does not display in the report viewer.

Defining report titles and other web report properties

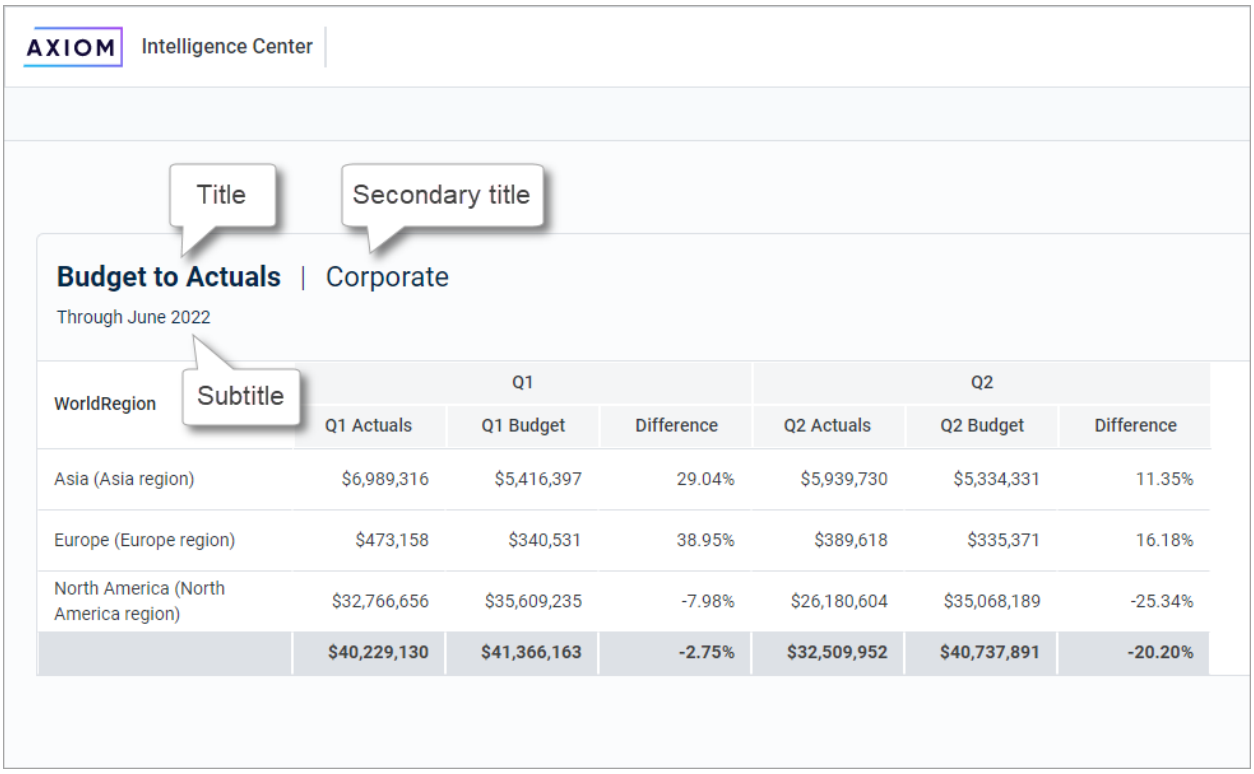
Using the **Report Configuration** panel in the Report Builder, you can define titles for web reports and configure other web report properties.



Example Report Configuration panel

Defining report titles

Each web report can have a defined title, subtitle, and secondary title. You can also define an optional report description.



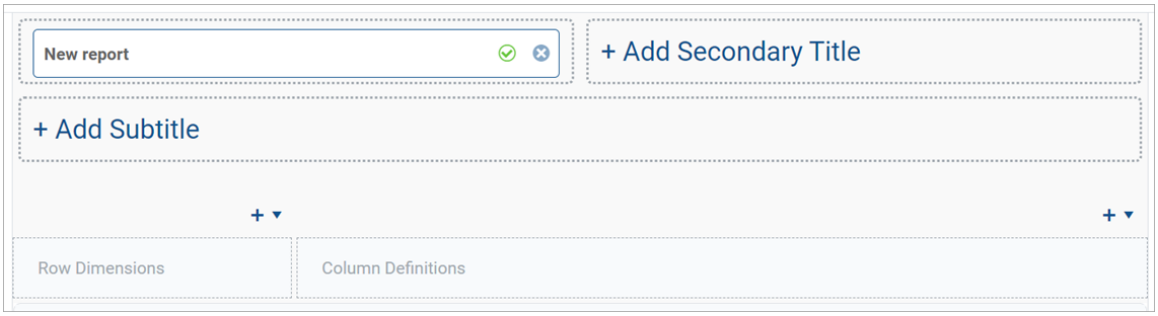
WorldRegion	Q1			Q2		
	Q1 Actuals	Q1 Budget	Difference	Q2 Actuals	Q2 Budget	Difference
Asia (Asia region)	$6,989,316	$5,416,397	29.04%	$5,939,730	$5,334,331	11.35%
Europe (Europe region)	$473,158	$340,531	38.95%	$389,618	$335,371	16.18%
North America (North America region)	$32,766,656	$35,609,235	-7.98%	$26,180,604	$35,068,189	-25.34%
	$40,229,130	**$41,366,163**	**-2.75%**	**$32,509,952**	**$40,737,891**	**-20.20%**

Example titles as they display in a rendered report

To configure report titles for a web report:

- On the **Builder** tab of the Report Builder, in the Report Canvas, click on the box for the title text that you want to edit, then type the desired title text. Once you are finished, you can press Enter to exit the box (or press Tab, or click outside of the box).

  The Title, Secondary Title, and Subtitle are all defined in separate boxes that roughly correspond to where the titles display in the rendered report.

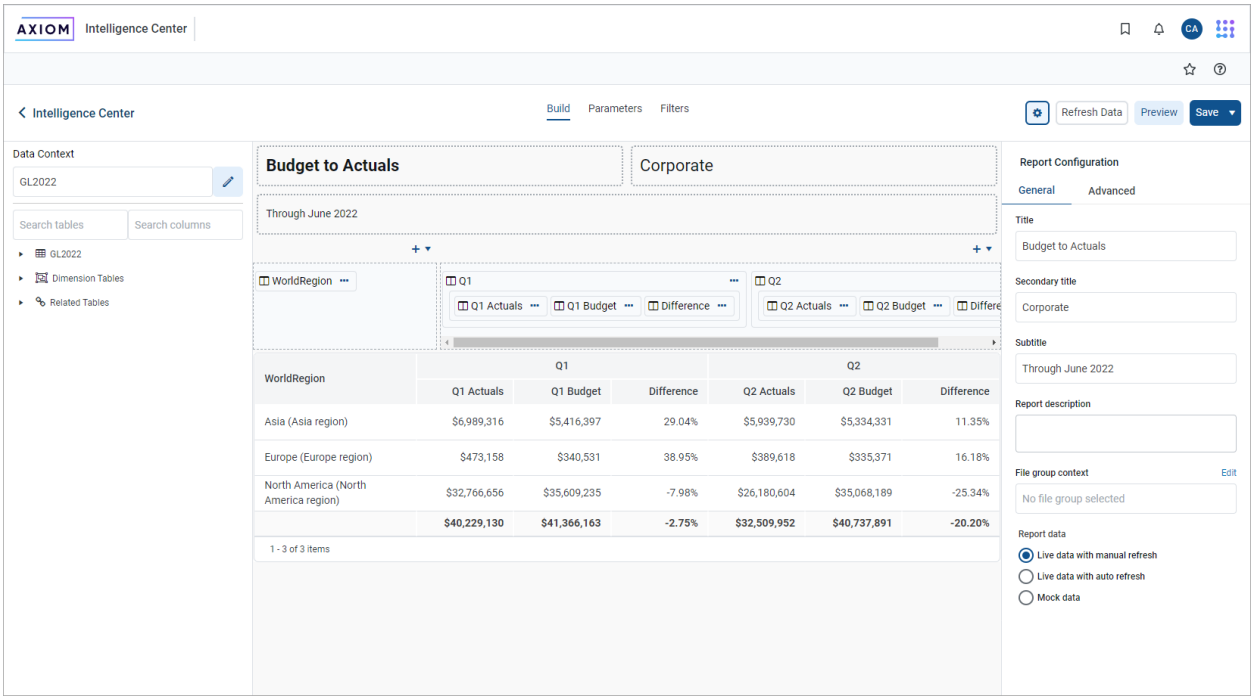


Click on the title boxes to edit the report titles

When you click on a report title box to make it active, the **Report Configuration** properties load in the right-hand Configuration Panel. The titles defined for the report also display in this panel, and can also

be edited here. Any edits made in the title boxes are reflected in the Report Configuration properties, and vice versa. An optional **Report description** can be defined in this panel, or you can define it when saving the report.

NOTE: Currently, it is not possible to use variables in web report titles.



Report Configuration properties

Using the **Report Configuration** panel, you can define a variety of properties for the web report, such as to associate the report with a file group or to configure database properties for the report. The following table provides a reference for each property in the panel.

To access the **Report Configuration** panel, select the **Build** tab in the Report Builder and then click the gear button in the top right. The panel is organized into two tabs, **General** and **Advanced**.

General report configuration properties

Item	Description
Title	The main title for the report. This text displays at the top of the report, over the grid.

Item	Description
Secondary title	Optional. The secondary title for the report. If defined, this text displays in the same line as the main title, separated by a horizontal pipe character. For example: *Title* | *Secondary Title*
Subtitle	Optional. The subtitle for the report. This text displays in smaller font underneath the main title.
Description	Optional. A description for the report.
File group context	Optional. The file group associated with the report. The file group context can be used to report on process management information, or to generate hyperlinks to plan files in the file group.
Report data	Specifies the data display behavior for the Report Builder. This option only applies to the current Report Builder session, and is not saved in the report.

NOTE: If you created a web report using the Report Builder in version 2021.2 or 2021.3, that report may have had one or more **Report Filters** defined in the Report Configuration properties. These filters are now defined on the Filters tab. Your existing filters have been migrated to this new location.

Advanced report configuration properties

The **Advanced** tab is only visible to administrators and support users.

Item	Description
Current Data Required	This setting is for a pre-release feature that is not yet generally available.

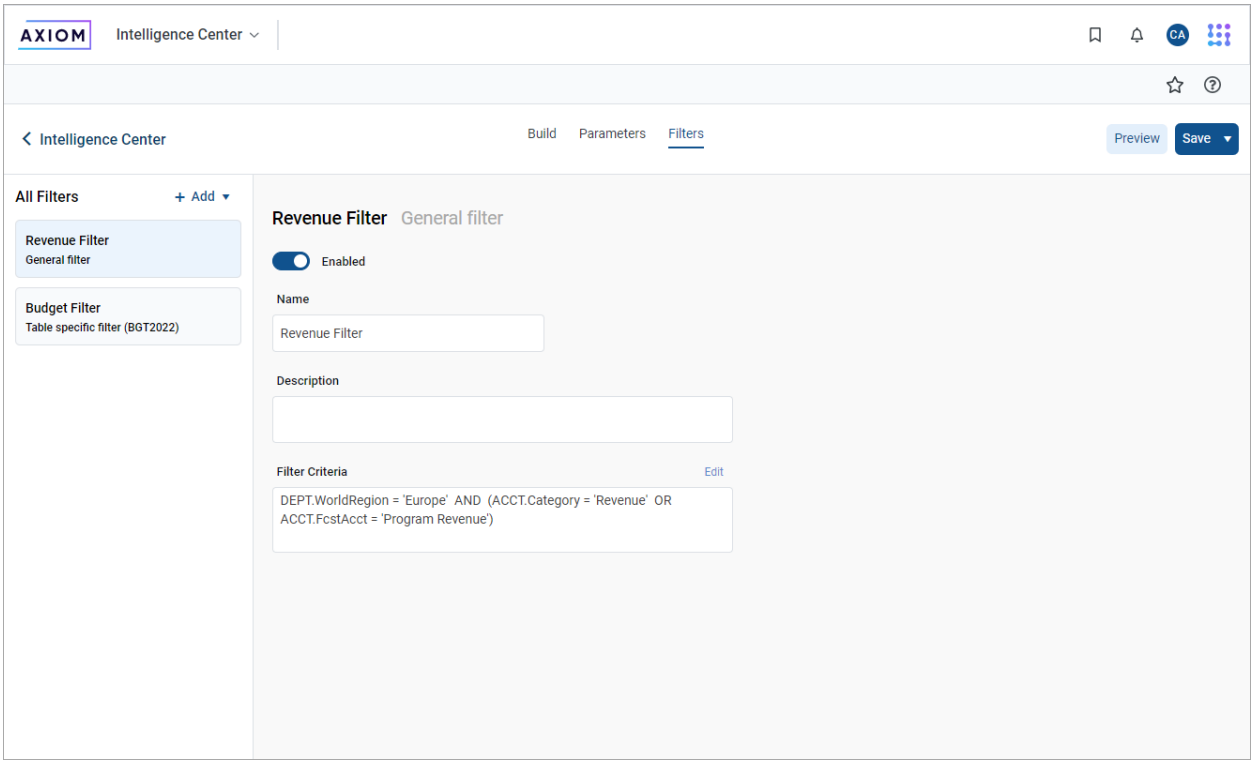
Filtering data in web reports

You can define report-level filters to limit the data shown in a web report. There are three different types of report filters:

- **General filters**: General filters are based on reference tables, and impact all tables in the report that look up to the reference tables used in the filter.
- **Table-specific filters**: Table-specific filters only impact a single specific table used in the report. For example, if a report has data from GL2022 and BGT2022, you can define a table-specific filter that only filters one of those tables.

- **Column value filters**: Column-specific filters only impact a single specific table used in the report. A Filter field displays in the Column Value Configuration area. This filter only works for columns with a static source type. Column filters are ignored if the column source type is changed to dynamic.

Report-level filters are defined on the **Filters** tab of the Report Builder. Any existing filters are displayed in the left-hand pane. You can select a filter to view and edit its properties in the right-hand pane.



Filters tab of Report Builder

NOTE: Filters cannot be reordered in the Filters tab. Filters are listed in the order they are created. The order has no impact in how the filters are applied.

Filters can also be defined at the individual column level and group level. In this case, the filter only applies to the data in the affected column or group. For more information, see Using column filters and Using group filters.

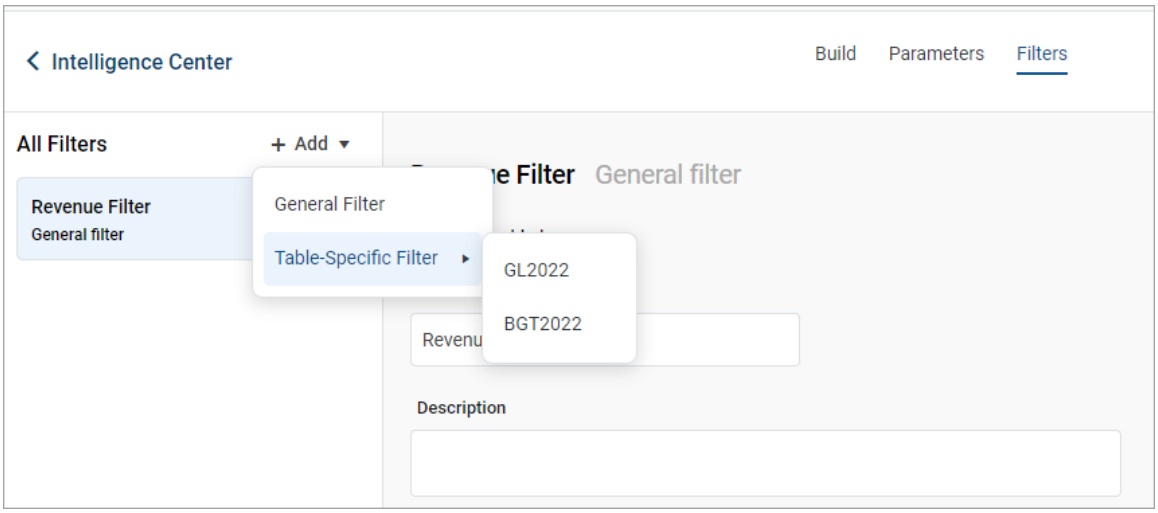
▶ Creating report filters for a web report

You can create as many filters as needed for your web report.

To create a report filter:

1. On the **Filters** tab of the Report Builder, click the **Add** button and then select the type of filter that you want to create:

    - **General Filter**: Define a filter that is based on one or more dimension tables, to filter all tables in the report that look up to the dimension tables.
    - **Table-Specific Filter**: Define a filter that only impacts a specific table used in the report. Select the table from the fly-out menu. This menu only lists non-dimension tables that are used in the report. The primary table is only listed if it is a data table.



Creating a report-level filter

The Filter Wizard opens automatically after you make your selection.

2. In the Filter Wizard, create the filter as needed. For more information on how to use the Filter Wizard to create a filter, see Using the Filter Wizard in the Report Builder.

    The tables available in the Filter Wizard depend on the type of filter you are creating, and the primary table specified as the Data Context of the report:

    - If you are defining a general filter, the Filter Wizard shows the following tables:
        - If the primary table is a data table, the Filter Wizard only shows the dimension tables for the report.
        - If the primary table is a reference table, the Filter Wizard shows the primary table of the report and the dimension tables for the report.
    - If you are defining a table-specific filter, the Filter Wizard shows the table that you selected from the menu and its dimension tables.

    Additionally, if the report is configured to report on Process Management columns, then these columns are also available to define general or table-specific filters. For more information, see Reporting on process information in web reports.

You can create a filter using any column on the available tables or on the Process Management columns (if present). If you choose to use a predefined global filter from the Filter Library, the global filter must be based on the same eligible table columns.

3. Once the filter statement is complete, click **OK** to close the Filter Wizard and add the filter to the Filters tab.
4. Optional. Edit the filter properties as desired. You can give the filter a specific name, define an optional filter description, and toggle the filter as enabled or disabled. By default, the newly created filter is enabled and will filter the report data. See the following section for more information on editing the filter properties.

Editing existing filters

You can edit all filter properties except for the filter type. It is not possible to convert a general filter to a table-specific filter or vice versa.

To edit an existing filter:

1. On the **Filters** tab of the Report Builder, in the left-hand pane, select the filter box for the filter that you want to edit.

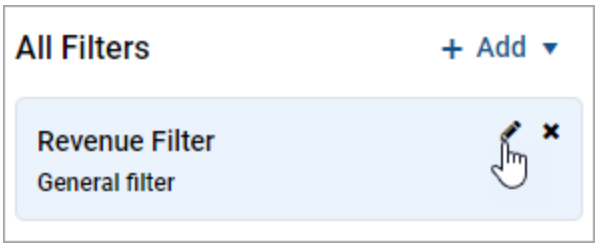
   The properties for the selected filter display in the right-hand pane.
2. Edit the filter properties as needed.

Filter properties

Item	Description
Name	The name of the filter. By default, the name is set as follows: • General filters use the name **General Report Filter**. • Table-specific filters use the name ***TableName* Filter**. You can change this name to something more descriptive as needed. Filter names only display in the Report Builder.
Description	Optional. If desired, you can define a description to document the purpose and scope of the filter.

Item	Description
Enabled	Specifies whether the filter is enabled. By default, filters are enabled and will impact the data shown in the report. If desired, you can toggle the filter to disabled in order to keep the filter in the report properties for future use, but temporarily disable it. When you are ready to use the filter again, you can toggle it back to enabled. While the filter is disabled, the filter box in the left-hand pane is grayed out. The filter will not be applied to the data queries in the report. However, you can continue to edit the other filter properties while the filter is disabled.
Filter Criteria	The filter criteria statement for the filter. Click **Edit** to edit the filter within the Filter Wizard.

If you only want to edit the filter criteria statement, you can hover your cursor over the top right corner of the box, and click the Edit icon to open the Filter Wizard directly.

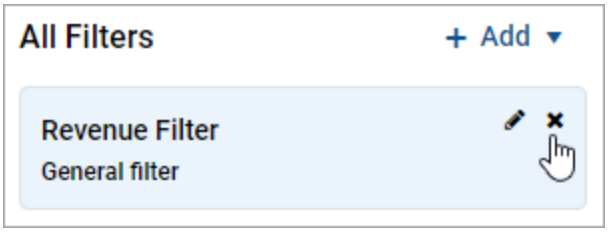


Deleting existing filters

You can delete a report filter if it is no longer needed. Remember that you can disable the filter instead, if you want to temporarily remove the filter without deleting it from the report.

To delete an existing filter:

1. On the **Filters** tab of the Report Builder, in the left-hand pane, locate the filter that you want to delete.
2. Hover your cursor over the top right corner of the box, then click the Delete icon to delete the filter.



The filter is deleted from the report.

Filter notes

General filters and table-specific filters have certain setup and behavior differences.

General filters

General filters are based on reference tables:

- If the primary table is a data table, you can define a general filter using any reference table that the primary table looks up to. Basically, this means the tables listed in the Dimension Tables node of the report.
- If the primary table is a reference table, you can define a general filter using the primary table itself, or using any reference table that the primary table looks up to.

When creating the filter, you can use any column on the reference table, including multi-level lookups through the reference table. For example, if the primary table looks up to Dept, the filter could be `Dept.Dept=24000` or `Dept.Region='West'` or `Dept.Region.RegionType=1`.

The general filter applies to all tables in the report that look up to the reference table (as well as the reference table itself). For example, imagine that you have a report that compares GL2022 to BGT2022. You want to define a filter so that the report only shows data for the West Region. In this case you can define a general filter on the Dept table of `Dept.Region='West'`. Since both tables look up to the Dept table, the general filter will apply to both tables and limit the data in the report.

NOTES:

- If the primary data table looks up to multiple reference tables, the general filter can be a compound filter that uses multiple reference tables. In this case, the filter will only apply to data tables that look up to both reference tables. For example, imagine you define a general filter of `Dept.Region='West' and Acct.Category='Revenue'`. If the report contains a table that only looks up to the Acct table but not the Dept table, then the filter will not apply to that table and no error will occur.
- If you define a general filter and then change the primary table of the report to a table that has different dimension tables, the filter will not cause an error. If the existing filter does not apply to any tables in the report, it will simply be ignored.
- If the report uses process management columns, you can create a general filter with these columns.

Table-specific filters

Table-specific filters apply only to the selected table for the filter. All other tables are unaffected by the filter.

The table-specific filter can use any column in the table or its dimension tables. For example, if the selected table is BGT2020, the filter could be `BGT2020.m1<>0` or `BGT2020.Acct.Category='Revenue'` or `Dept.Region='West'`.

Table-specific filters can be defined on any table used in the report, except for the following tables. General filters can be defined for these tables instead.

- Reference tables that are Dimension Tables for the report.
- The primary table, if the primary table is a reference table.

NOTE: If you define a table-specific filter and then later edit the report configuration so that the table no longer has any columns in the report, the filter will not cause an error. It will simply be ignored.

Create limit filters

You can use the new limit filter to broaden your ability to view data from any table in your organization. This powerful new filter lets you generate data sets in a single filter that wasn't possible before.

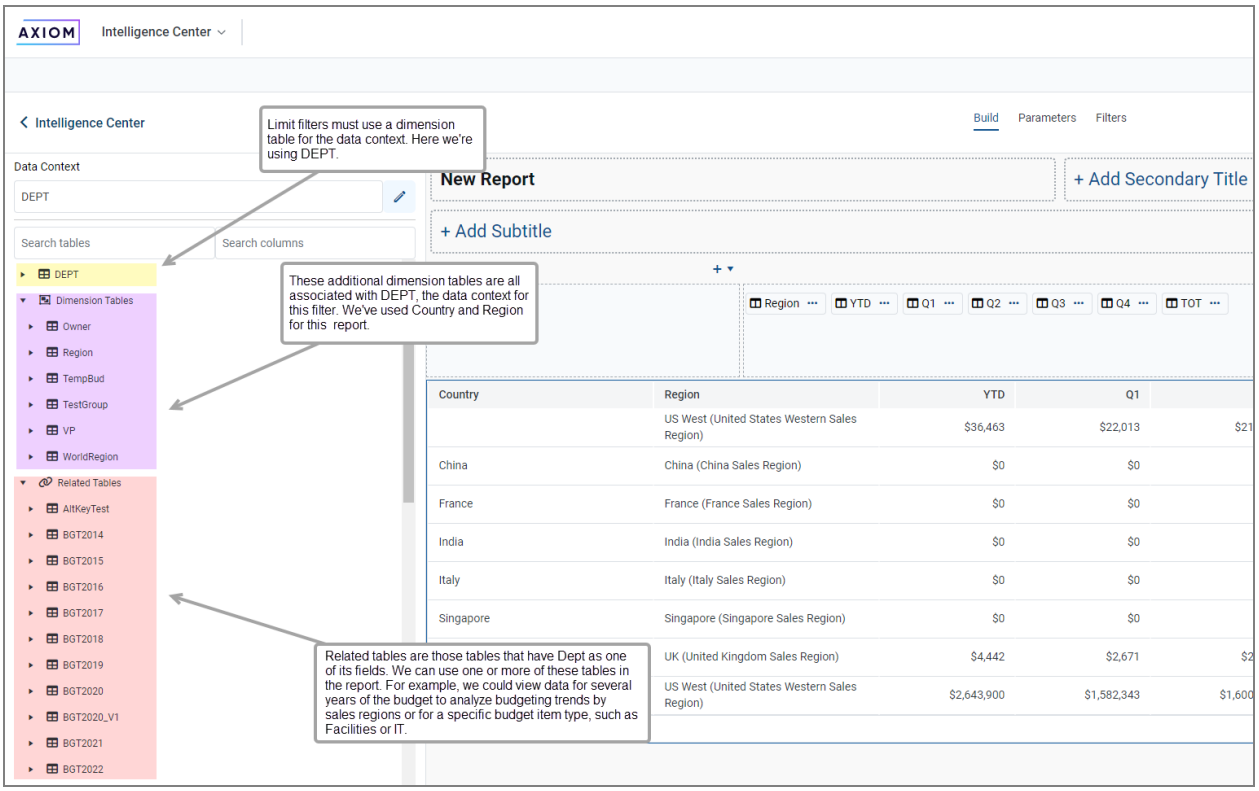
Axiom has two types of tables:

- Data tables contain transactional or budget data, such general ledger or budget tables.
- Reference tables (also called lookup or dimension tables) are single-key tables with values that point to other values.

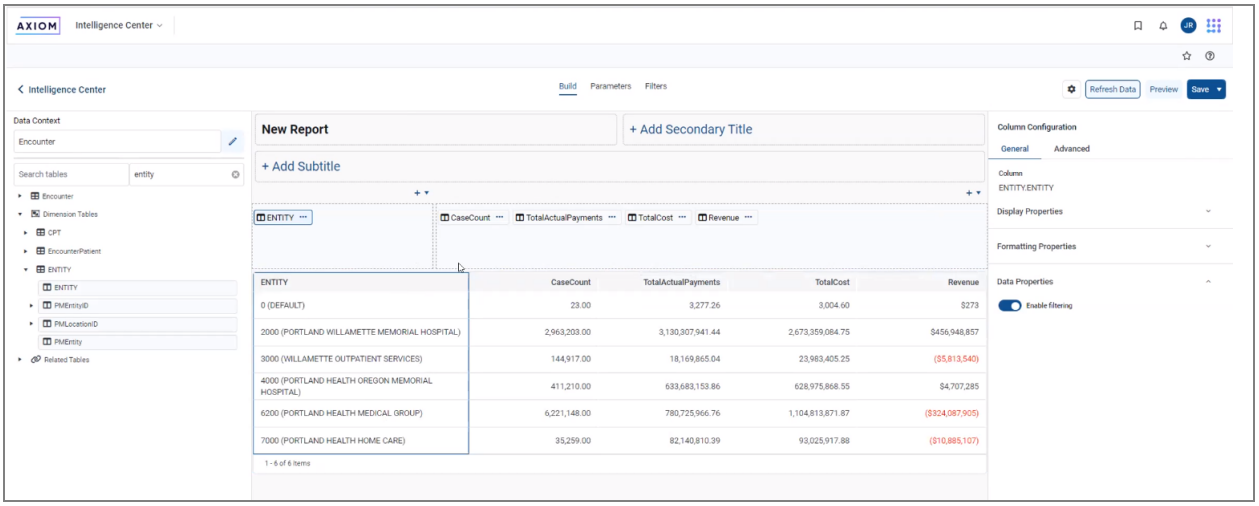
An example of a reference table is the DEPT table, which contains keys for department-related data, such as department name, department description, and locations, such as WorldRegion and Country. Data tables contain data that is linked to a key.

A key in a dimension table can point to many data tables.

When you create a report, the tables you can use in the report are listed on the left side:



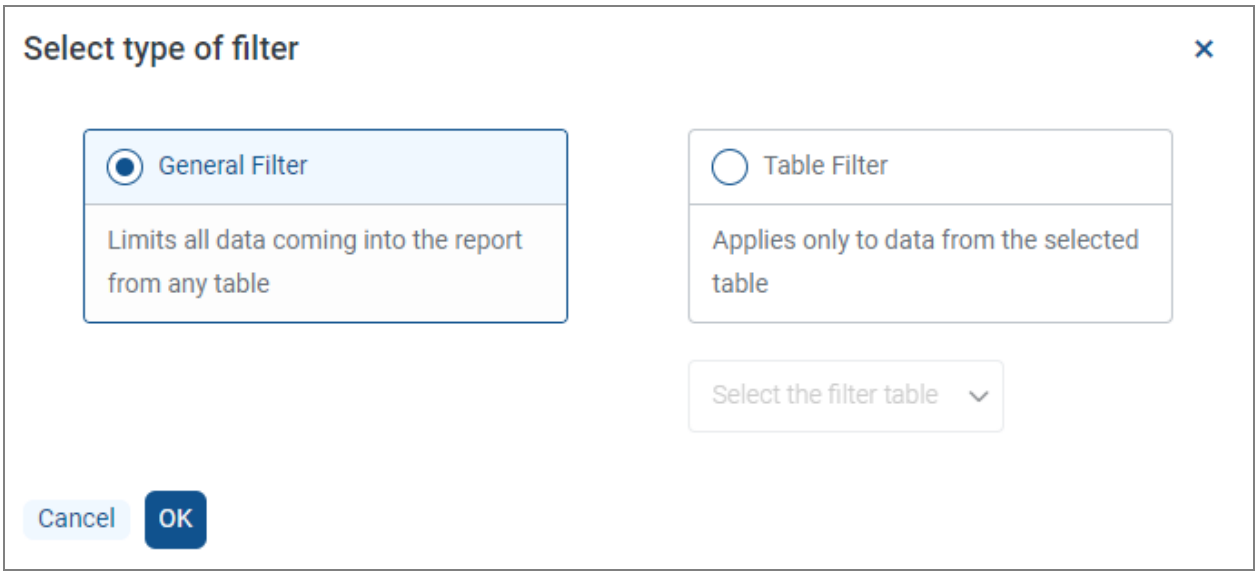
You can create a report based on the EDS Encounter table, but without any filters.



Report without filters

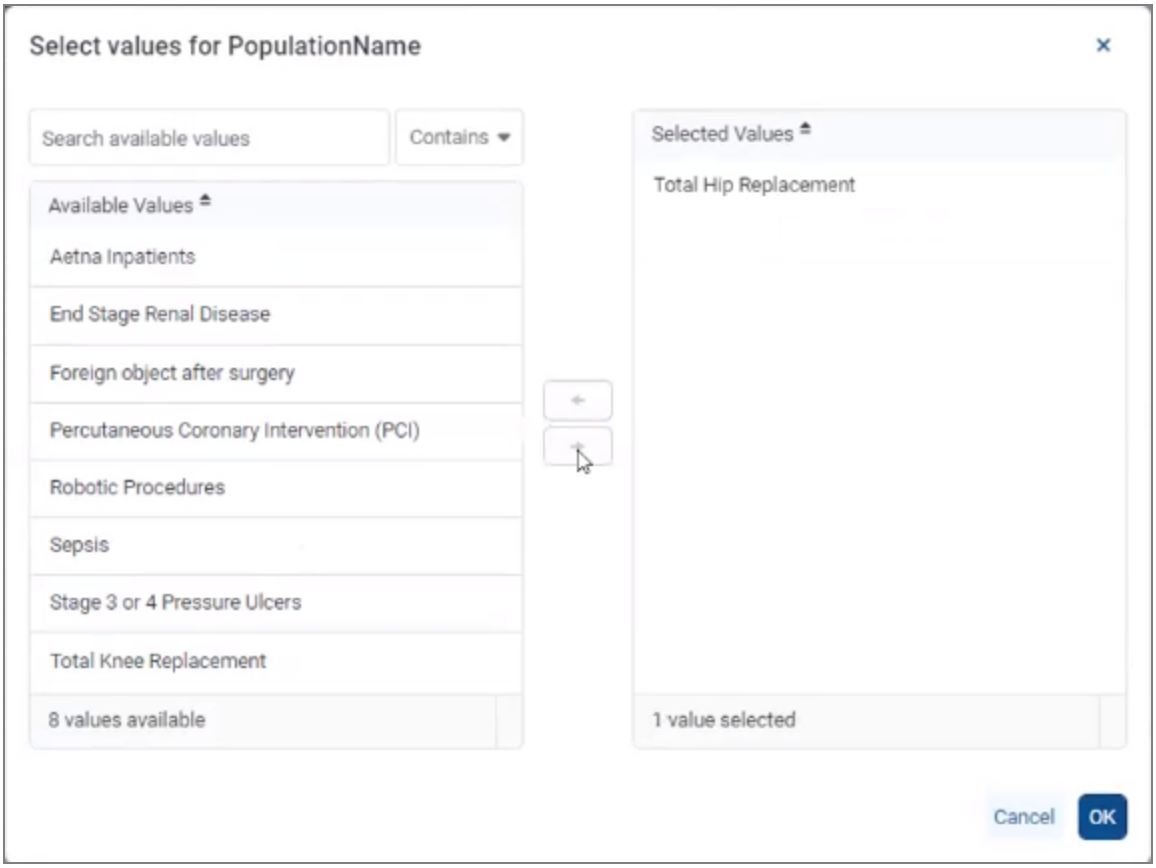
For this report, you can view information about a specific population group, such as patients who have had a total hip replacement.

For a limit report, select the **General Filter** option, which lets you limit data from any table.



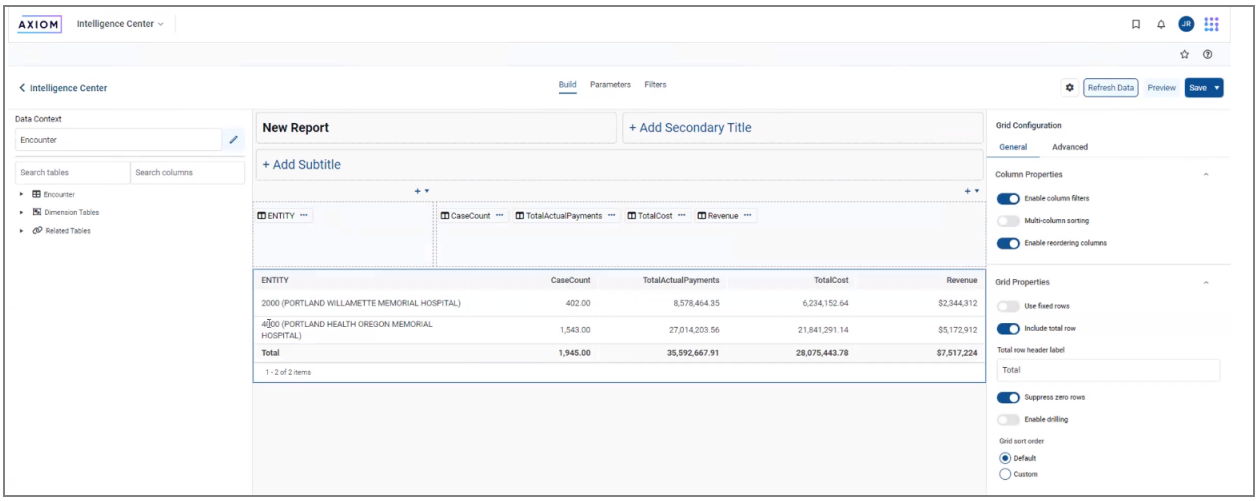
Filter selection dialog

Here we define the population group of patients who've had total hip replacements:



Selecting value for PopulationName

After you finish creating the filter, review how the results have changed:



Completed limit filter report

The previous example uses a simple limit filter; however, filters can be as complex and detailed required.

Notes to remember about filters:

- You cannot directly edit the SQL statement; instead use the filter and selection tools.
- Make sure the data context for your report is a dimension table, so that your report can pull data from multiple tables. If you use data table as context, the report can only contain data from that data table.
- Always use the **General Filter** option when creating a limit filter.

Using report parameters in web reports

Using report parameters, you can enable end users to dynamically change the data showing in the report. The advantages of using report parameters include:

- You can more efficiently cover your reporting needs using fewer reports, which means less time needed to develop and maintain reports.
- Report users are more in control over the data they want to see in the report.

What can report parameters impact in the report?

Report parameters can be used to dynamically impact the following items in the report:

- The row dimensions used in the report can change dynamically by using Column List report parameters. For example, the user can dynamically change the row dimension to show data by different groupings such as department, account, region, entity, and so on.

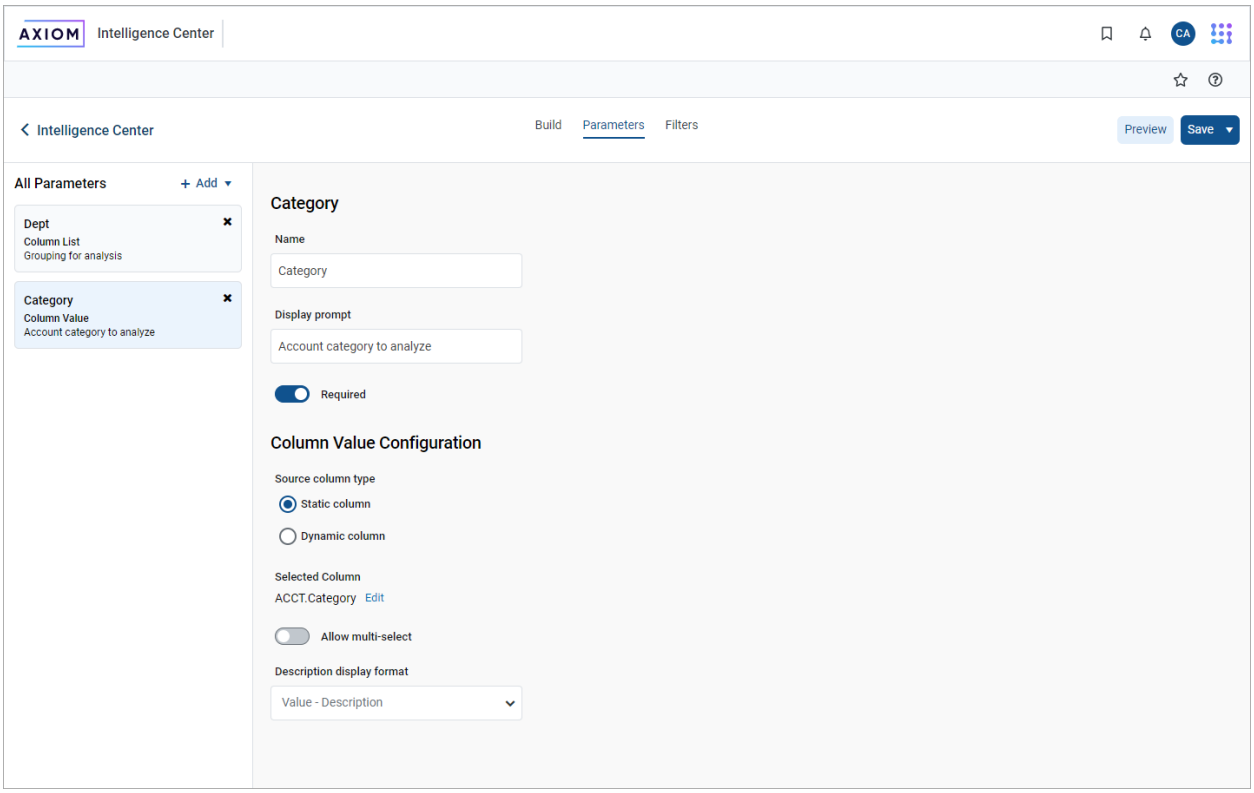
- The data in the report can be dynamically filtered by using Column Value report parameters. For example, the user can select one or more values in a column—such as departments, accounts, or entities—and the report is dynamically filtered to show only the data for the selected values.

Reports can use either or both types of parameters as needed to provide the desired level of interactivity.

How are report parameters defined?

Report parameters are defined in the Report Builder using the **Parameters** tab. Using this tab, you can create, configure, and delete parameters as needed. When configuring parameters, you define properties such as:

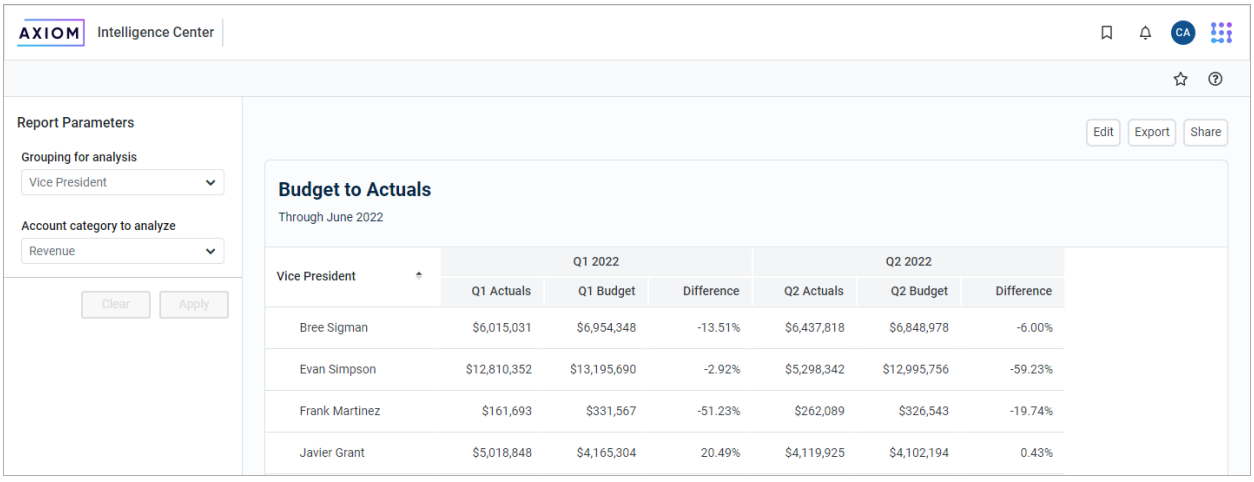
- The type of parameter, Column List or Column Value
- The name of the parameter and the display text to use when presenting parameters to report users
- Whether the parameter is optional or required—if required, then the report does not display data until the user makes a selection
- For Column List parameters, the list of table columns to associate with the parameter, and an optional default column selection
- For Column Value parameters, the column to associate with the parameter:
    - You can select a specific column or you can tie the Column Value parameter to a Column List parameter, so that Column Value parameter dynamically uses the selected column
    - You can specify whether users can select a single value in the column or multiple values



Example Parameters tab to define report parameters in the Report Builder

How do users interact with report parameters?

When users view a report with report parameters, the parameters display in a panel along the left-hand side of the report. Users can make selections and apply them to dynamically refresh the report with data that meets their selections. If a parameter is required, then the user must interact with the report parameter panel before the report shows any data.

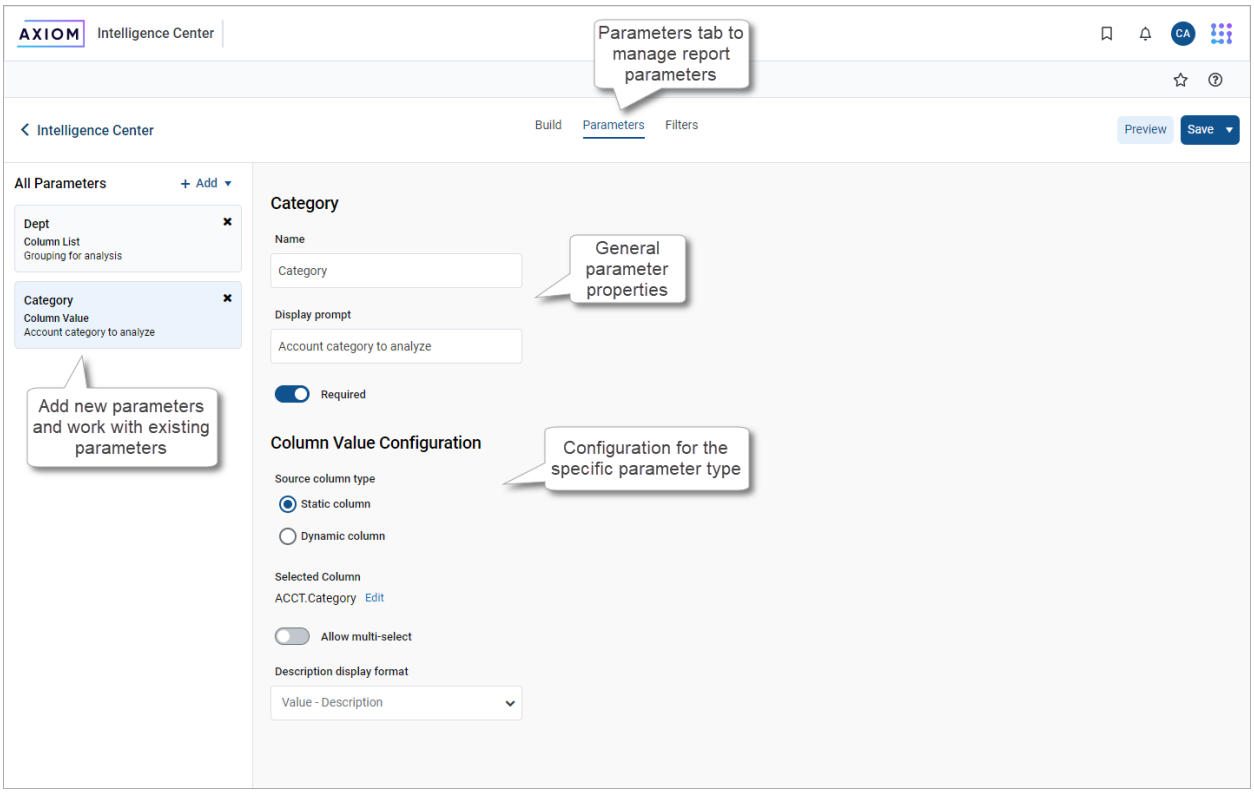


Example web report using report parameters

Managing report parameters

Using the **Parameters** tab in the Report Builder, you can add, edit, reorder, and delete report parameters. Report parameters enable reports to update dynamically based on selections made by report users.

When you select the Parameters tab in a report, any existing parameters display in the **All Parameters** panel along the left-hand side. You can select a parameter box to view the properties for that parameter.



Example Parameters tab in the Report Builder

This topic describes the basic features available to manage report parameters in a report. For more information on how to configure and use specific parameter types, see the following topics:

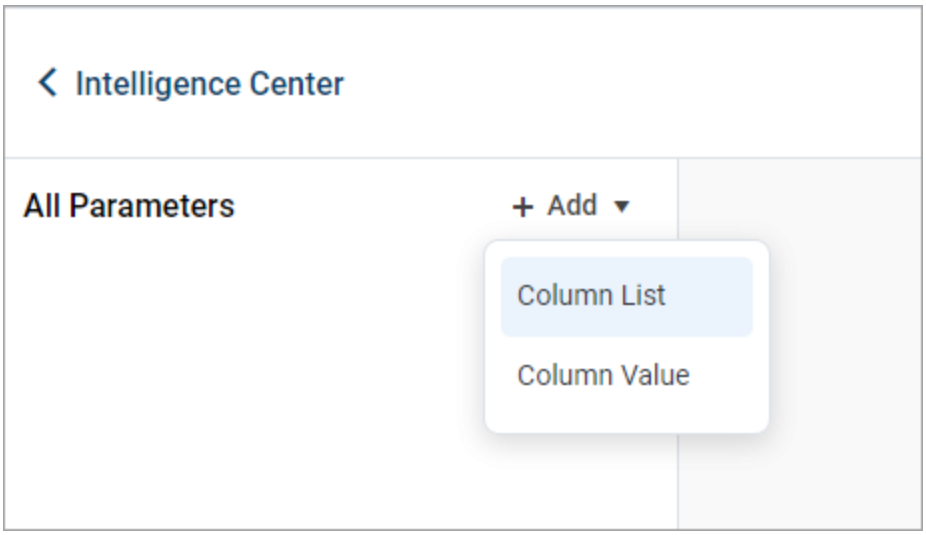
- Using Column List report parameters
- Using Column Value report parameters

Adding report parameters

You can add as many report parameters as needed to provide the desired interactivity for the report. Keep in mind that all report parameters in the report are active and will display to end users.

To add a report parameter:

- On the **Parameters** tab of the Report Builder, click **Add**, then select the type of parameter to create.
    - **Column List**: Define a list of columns that report users can select from. The selected column can be used as dynamic row dimension in the report, or as the column for a Column Value parameter.
    - **Column Value**: Select a column that report users can select values from. The selected values are then applied to the report as a report filter.



The new parameter is added to the **All Parameters** panel along the left-hand side. You can now configure the properties for the parameter, which display in the main area to the right.

General parameter properties

Item	Description
Name	The name of the parameter. By default, this is set to **Report Parameter (Type)**. You can edit this name as needed. The parameter name does not display to report users; it is solely for use in the Report Builder. You should give the parameter a name that indicates its purpose.
Display prompt	The prompt text to display to report users in the Report Parameters panel. By default, this is set to **Report Parameter (Type)**. You can edit this name as needed. You should define display prompt text that helps users understand the purpose of the parameter. For example, "Select a department".

Item	Description
Required	Specifies whether the parameter is required. • If enabled, then the report does not refresh with data until this parameter has a value. The message "Waiting for input" displays in the report grid until all required parameters have a value. In the Report Parameters panel, the **Apply** button does not become available until all required parameters have a value. Additionally, required parameters cannot be cleared. • If disabled (default), then users can optionally leave this parameter blank (unset) when applying parameter values. The report can refresh data without this parameter.

Parameter-specific properties

The remaining parameter properties depend on the parameter type. For more information, see:

- Using Column Value report parameters
- Using Column List report parameters

Editing report parameters

You can edit existing report parameters as needed.

To edit a report parameter:

- On the **Parameters** tab of the Report Builder, select the parameter that you want to edit in the **All Parameters** panel.

The current configuration for the parameter displays in the main area. You can edit the parameter properties as needed.

Reordering report parameters

When users view a report with parameters, the parameters are listed in the Report Parameters panel in the order that they display in the Report Builder. You can reorder the parameters as needed to change how they display to report users.

To reorder report parameters:

- On the **Parameters** tab of the Report Builder, select the parameter box that you want to move, then drag and drop the box to a new location in the list.

NOTE: If you have a Column Value parameter that is dependent on a Column List parameter, the Column List parameter should be located before (above) the Column Value parameter.

Deleting report parameters

You can delete existing report parameters if they are no longer needed. Remember that all parameters are active and will display to report users, so if a parameter is not needed the only option to hide it from report users is to delete it.

To delete a report parameter:

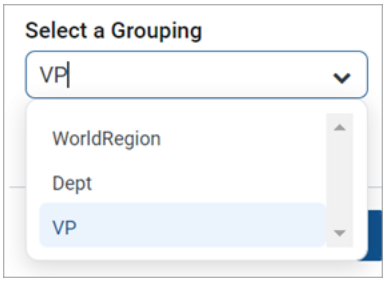
- On the **Parameters** tab of the Report Builder, in the **All Parameters** panel, click the **X** icon in the right-hand corner of the parameter that you want to delete.

Using Column List report parameters

When you use a Column List report parameter, you define a list of table columns to allow the report user to select a column. The user's selected column can then be applied to the report in one of the following ways:

- The selected column can be applied to the report as a row dimension. This allows the report user to dynamically change the row dimension for the report, so that the same report can be used to view data by different dimensional groupings such as department, region, or entity. In order to do this, you must configure the report with a dynamic column for the row dimension, and then link the dynamic column to the Column List report parameter.
- The selected column can be applied to a Column Value parameter. This allows the report user to select a value or values from the column to be dynamically applied as a report filter and change the data shown in the report. In order to do this, you must configure the report with a Column Value parameter, then link the Column Value parameter to the Column List parameter.

When a user views the report with a Column List report parameter, the list of columns is displayed in a drop-down list, using the header text as defined for the column.



Example Column List parameter in the Report Parameters panel

Defining a Column List report parameter

Column List report parameters are defined on the **Parameters** tab of the Report Builder. You can define as many Column List parameters as needed for the report.

To create a Column List parameter:

1. In the Report Builder, select the **Parameters** tab.
2. Click **Add > Column List**.

The new parameter is added to the **All Parameters** panel along the left-hand side. The properties for the parameter now display in the main area.

3. Complete the following general properties for the parameter:

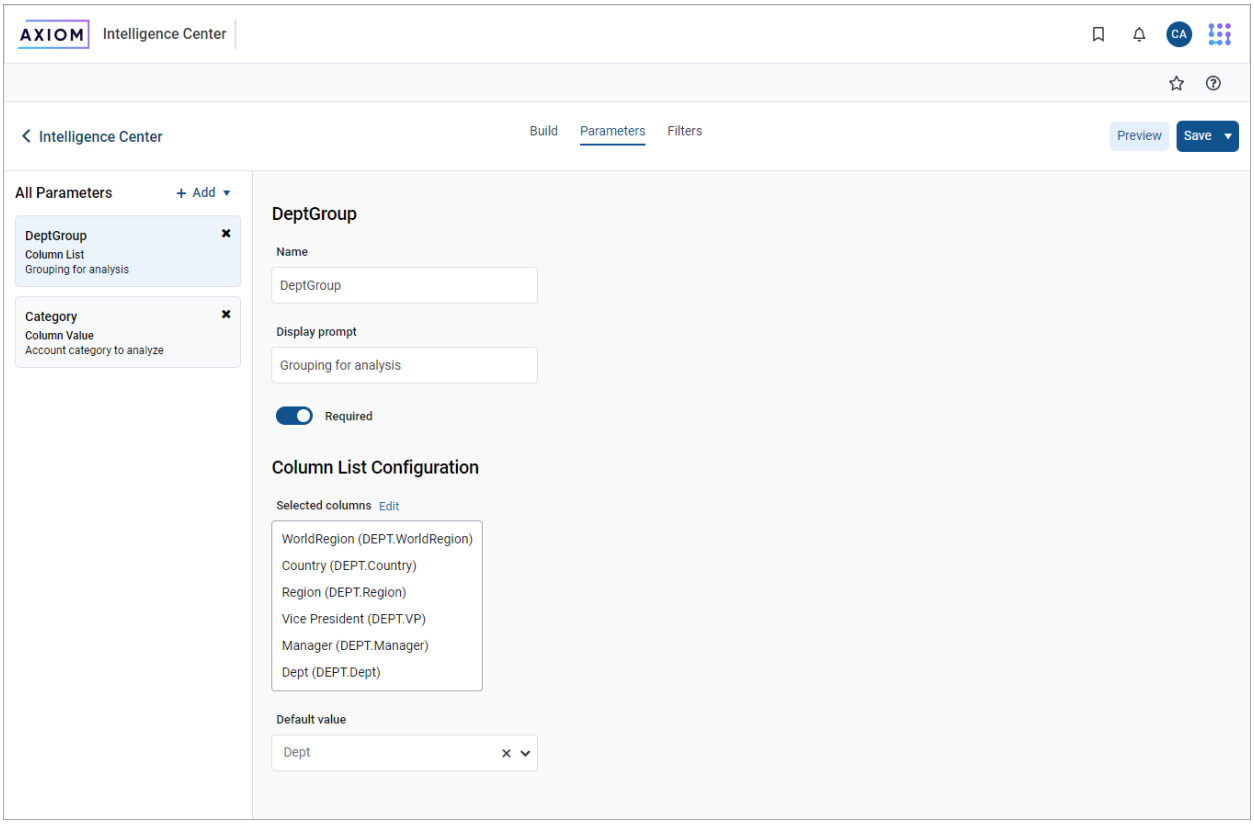
Item	Description
Name	The name of the parameter. By default, this is set to **Report Parameter (Type)**. You can edit this name as needed. The parameter name does not display to report users; it is solely for use in the Report Builder. You should give the parameter a name that indicates its purpose.
Display prompt	The prompt text to display to report users in the Report Parameters panel. By default, this is set to **Report Parameter (Type)**. You can edit this name as needed. You should define display prompt text that helps users understand the purpose of the parameter. For example, "Select a department".
Required	Specifies whether the parameter is required. • If enabled, then the report does not refresh with data until this parameter has a value. The message "Waiting for input" displays in the report grid until all required parameters have a value. In the Report Parameters panel, the **Apply** button does not become available until all required parameters have a value. Additionally, required parameters cannot be cleared. • If disabled (default), then users can optionally leave this parameter blank (unset) when applying parameter values. The report can refresh data without this parameter.

NOTE: If the Column List parameter is linked to a dynamic column, the parameter must have a value in order to refresh data, regardless of whether the parameter is configured as required.

4. In the **Column List Configuration** section, complete the following parameter-specific properties:

Item	Description
Selected columns	The selected columns for the parameter. Click **Edit** to select columns in the **Select Columns** dialog. • Use the table treeview in the left-hand panel of the dialog to locate the columns that you want to use. You can select any column from the primary table, a dimension table, or a related table. You can use the search boxes at the top of the panel to search by table names or by column names. • Once you locate a column that you want to use, drag the column to the middle **Selected Columns** panel. • For each selected column, define **Header** text in the right-hand **Column Properties** panel. This header text is displayed in the Column List drop-down when users select a column from the list. If the Column List parameter is linked to a dynamic column, this text is also used as the header text for the dynamic column within the report grid. • When the columns are presented to report users in a drop-down list, they will be displayed in the order listed here (top to bottom). To reorder columns, click on the drag handle in the left-hand side of the column box, and then drag and drop the column to a new location within the list. • After selecting and configuring the columns, click **OK** to return to the Report Builder. The selected columns now display in the **Selected columns** box. **NOTE:** If the primary table is a data table, and a selected column looks up to a dimension table for the primary table, the column reference is automatically "elevated" so that it uses the lookup dimension table instead of the source table. For example, if the primary table is GL2021, and you select either GL2021.Acct or BGT2021.Acct, the column reference is elevated to Acct.Acct. This elevation is done so that the column is valid for use as a row dimension, and so that any filter resulting from the column is applied as a general filter affecting all tables that look up to the dimension table.
Default value	Optional. The default value for the parameter. When a report user opens the report, the parameter will use this value by default. You can select any of the columns in the **Selected columns** list to use as the default value, or you can leave it blank to have no default value.

IMPORTANT: The columns selected for the Column List parameter must be valid within the context of how you intend to use the parameter. If the parameter will be used with a dynamic column, then all of the selected columns must be valid as row dimensions within the report configuration. If the parameter will be used with a Column Value parameter, then all of the selected columns must be valid to be used as filters within the report configuration. If a column in the list is not valid for use as a row dimension or a filter, an error message will display when the user attempts to apply that parameter selection to the report. As the report designer, you should test your parameters to verify that they work as intended within the report.



Example Column List parameter with a list of columns and a specified default value

Using a Column List parameter with a dynamic column

In order to use a Column List parameter to dynamically change the row dimension of the report, you must:

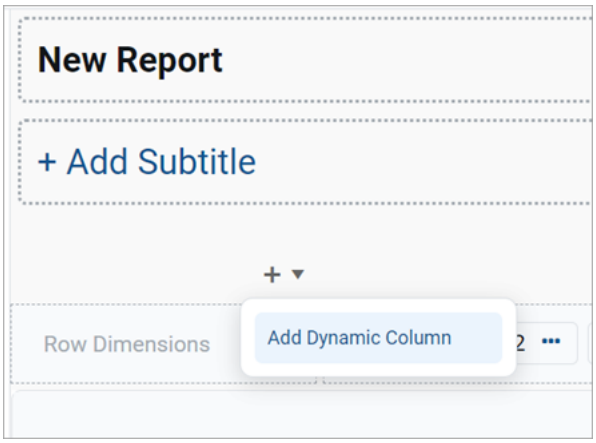
- Add a dynamic column as a row dimension for the report
- Link the Column List parameter to the dynamic column

This configuration is only possible when using row dimensions, meaning the report rows are dynamically generated based on the row dimension columns. If you are using a fixed row structure in the report, then the option to add a dynamic column is not available.

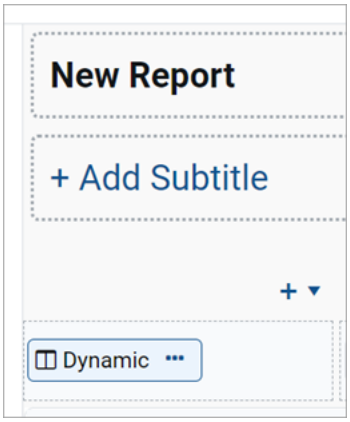
Web reports can use one or more row dimension columns. When using dynamic columns, all of the row dimensions can be dynamic, or you can have a mix of dynamic and fixed row dimensions.

To define a dynamic column:

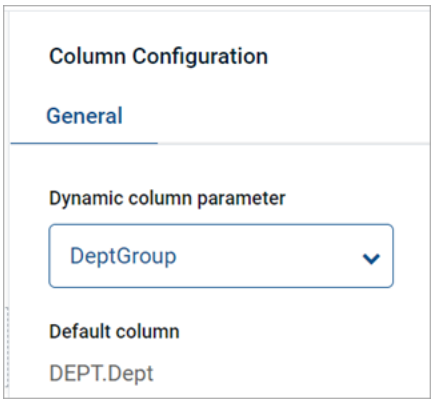
1. In the Report Builder, select the **Build** tab.
2. Click the plus icon over the Row Dimensions box, then select **Add Dynamic Column**.



A column box labeled Dynamic is added to the **Row Dimensions** box.



3. In the right-hand **Column Configuration** panel, from the **Dynamic column parameter** list, select the Column List parameter to use with the dynamic column. Parameters are listed by name as defined on the Parameters tab.

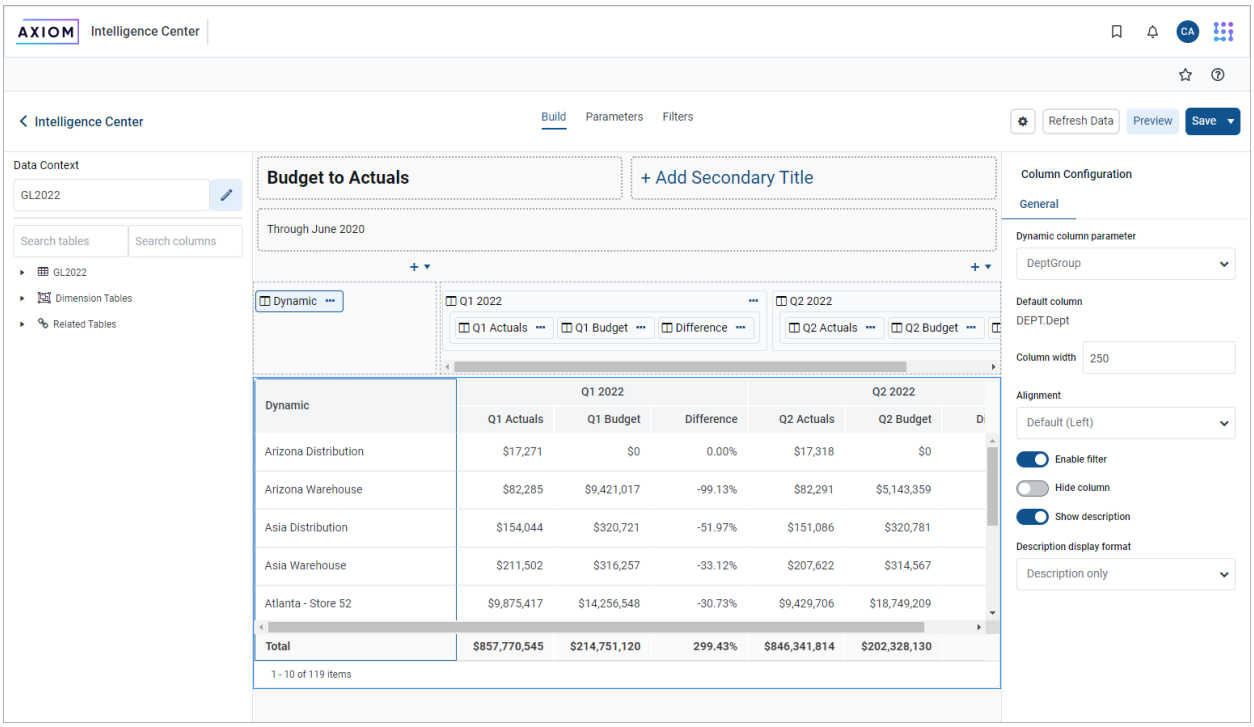


By default, Axiom Capital Tracking automatically selects the first available Column List parameter and uses the default value defined for that parameter. If the parameter does not have a defined default value, the Report Builder uses the first column in the list of columns defined for the parameter. This is because the Report Builder must be able to associate the dynamic column with an actual table column in order to refresh data.

If no Column List parameters are defined, or if the Column List parameter does not have a defined list of columns, then the report cannot be refreshed with data until this issue is resolved.

4. Complete the remaining Column Configuration properties as needed. Note the following:
    - The **Header** property and the related header properties on the Advanced tab are not available for dynamic columns. The column header text for each column in the column list is defined when configuring the Column List parameter.
    - You can optionally enable **Show description** and select a **Description display format** for the dynamic column. These options will apply if the selected column for the Column List parameter has an associated description column.

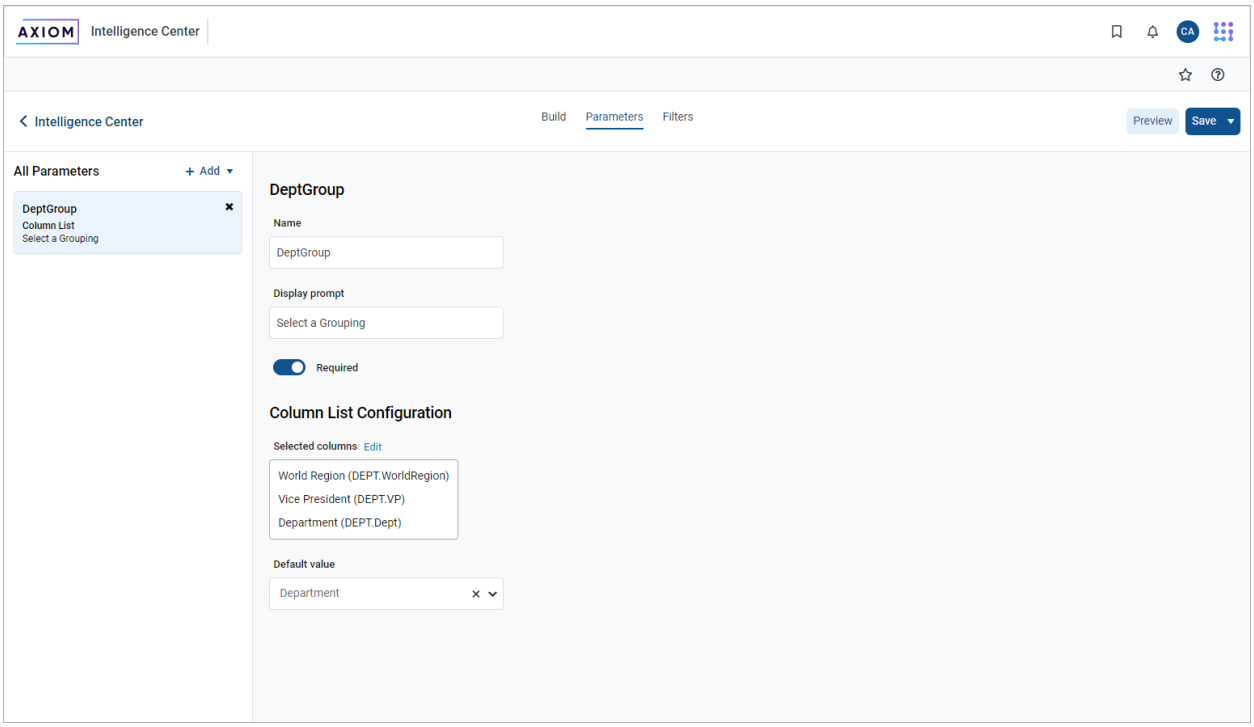
The following example shows a web report configured with a dynamic row dimension column, linked to a Column List report parameter. The grid is refreshed with data using the default column specified for the report parameter.



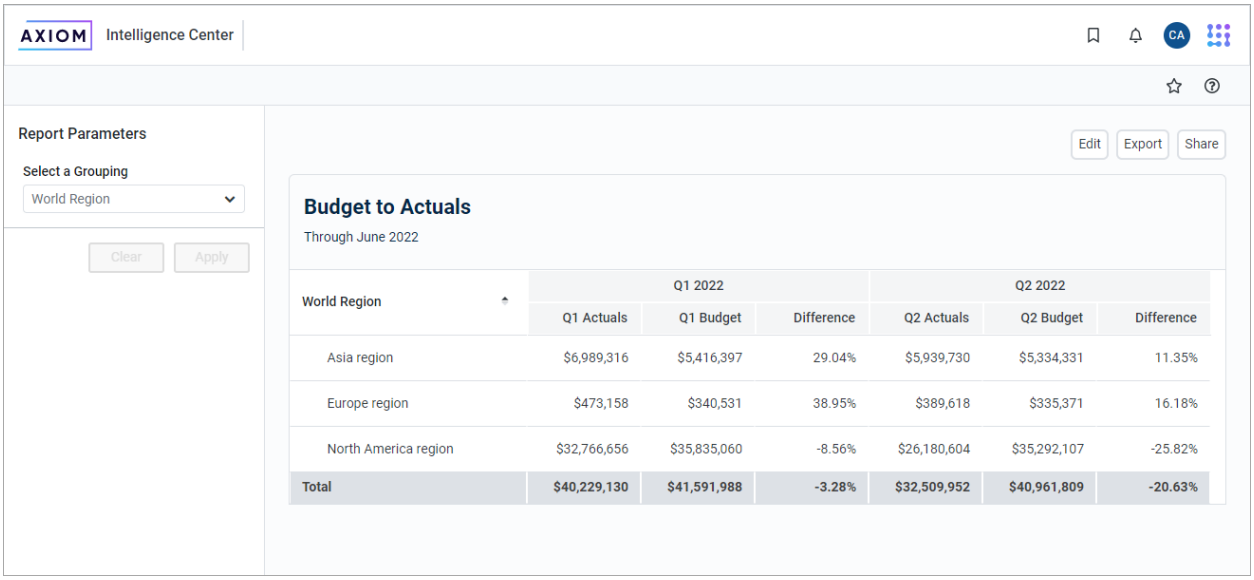
Example Report Builder with dynamic row dimension

NOTE: In the Report Canvas, the dynamic column displays in the grid using the header text **Dynamic**. This only occurs in the Report Builder, so that you know which column is the dynamic column. When previewing or viewing the report, the dynamic column uses the header text defined for the currently selected column, as defined in the Column List parameter configuration.

In this example the Column List report parameter lets the user select from three different grouping levels—Dept.Dept, Dept.WorldRegion, or Dept.VP. The report will refresh with data and use the selected column as the row dimension.



Example Column List parameter providing column options for the dynamic row dimension



Example end user experience to select and change the row dimension

Design considerations for the report user experience

When using a dynamic column with a Column List parameter, you must decide whether you want the report to refresh using a default column selection, or if you want to require the user to make a selection before the report refreshes with data.

- If the Column List parameter does not have a specified default column, then when a user opens the report, it will not refresh with data and instead displays the message "Waiting for input". The user must select a value for the Column List parameter and apply before the report is refreshed with data.
- If the Column List parameter has a specified default column, then when a user opens the report, it refreshes with data using the default column. The user can then optionally change the selected column in order to refresh the report using a different row dimension.

NOTE: If the Column List parameter that drives the dynamic column does not have a default value, then the report cannot be exported or shared because it does not have a column to use as the row dimension. Although report parameter selections made by users are not honored when exporting or sharing web reports, the default value is honored for the dynamic column when exporting or sharing the report.

Design considerations for drilling

If you want to use a dynamic column and also enable directed drilling for the report, you must be careful to ensure that all of the drill columns are compatible with the Column List columns. If the user can select a column for the Column List parameter that is not compatible with the drill columns, an error will occur when the user attempts to drill the report.

Alternatively, you can enable drilling and use key column drilling, which will continue to work as long as all of the columns defined the Column List parameter are valid as row dimension columns.

▶ Using DateParts in a Column List parameter

You can use DateParts when setting parameters for a ColumnList. Click **Parameters** from your report and click **Add** to add a Column List.

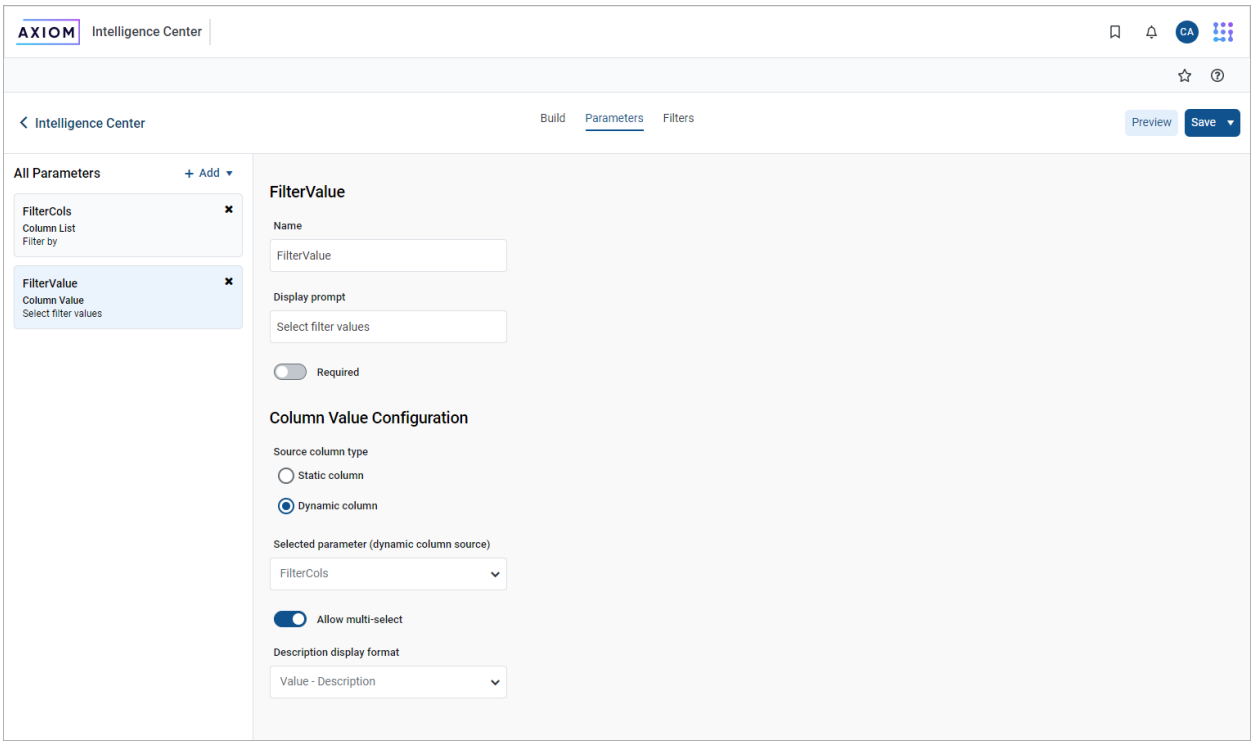
In the Column List Configuration section, click **Edit** to select a column and then drag the column name to the Selected columns section. Then use the **Date part to retrieve** menu to select a date part and click **OK**.

▶ Using a Column List parameter with a Column Value parameter

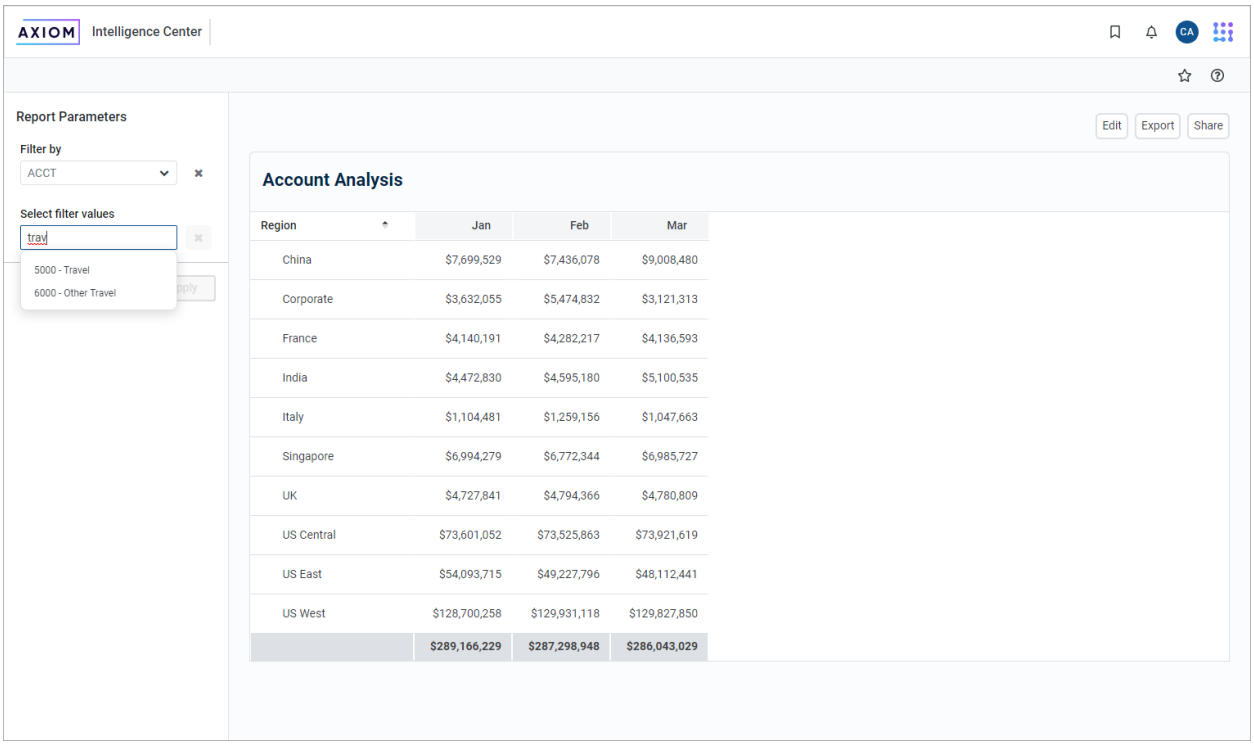
In order to use a Column List parameter to populate the source column for a Column Value parameter, you must:

- Define a Column Value parameter
- Configure the parameter as dynamic and select the Column List parameter as the source

In the following example, the Column Value parameter is configured to use the FilterCols Column List parameter. First the user will select a column from the Column List parameter, then the user will select a value or values in that column from the Column Value parameter.



Example Column Value parameter using a Column List parameter to provide the source column



Example end user experience to choose the filter column and values

For more information on how to configure Column Value parameters and how the selected values are applied as report filters, see Using Column Value report parameters.

Design considerations for the report user experience

When a Column Value parameter is linked to a Column List parameter, the Column Value parameter is automatically dependent on the other parameter. This means that the Column Value parameter will not become active in the Report Parameters panel until a value has been selected for the Column List parameter. The Column Value parameter will then become active and allow the user to select a value or values from the column selected for the Column List parameter.

NOTE: Because of this automatic dependency, you should make sure that the Column List parameter is ordered before (above) the Column Value parameter.

Additionally, you must decide whether you want the Column Value parameter to start with a default column or not:

- If the Column List parameter does not have a specified default column, then the Column Value parameter will be disabled until a value is selected for the Column List parameter.
- If the Column List parameter has a specified default column, the Column Value parameter is enabled and uses the default column. The user can optionally select a different value for the Column List parameter to change the column used by the Column Value parameter.

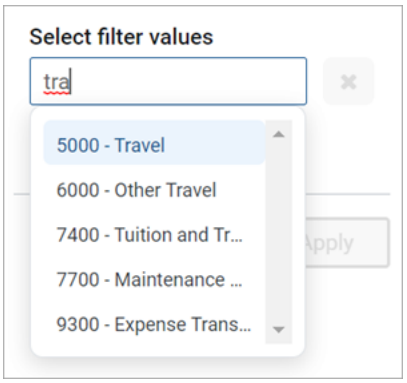
Using Column Value report parameters

When you use a Column Value report parameter, you specify a column from which the user can select one or more values. The user's selected values for the column are then applied to the report as a report filter. This allows the user to dynamically change the data shown in the report.

For example, you may design a report that is intended to display financial results for a selected department or entity. You can create a Column Value report parameter that uses the department or entity column. The user can select the departments or entities that they want to view, and then apply the parameter values to refresh the report with the selected data.

When users view the report with a Column Value report parameter, the column values are displayed in a drop-down list:

- Column values are displayed with descriptions if applicable.
- Users can type text into the drop-down list to filter the list and find a specific value.
- Users can select one value from the list, or multiple values, depending on the parameter configuration.



Example Column Value parameter in the Report Parameters panel

Defining a Column Value report parameter

Column Value report parameters are defined on the Parameters tab of the Report Builder. You can define as many Column Value parameters as needed for the report.

To create a Column List parameter:

1. In the Report Builder, select the **Parameters** tab.
2. Click **Add > Column Value**.

   The new parameter is added to the **All Parameters** panel along the left-hand side. The properties for the parameter now display in the main area.
3. Complete the following general properties for the parameter:

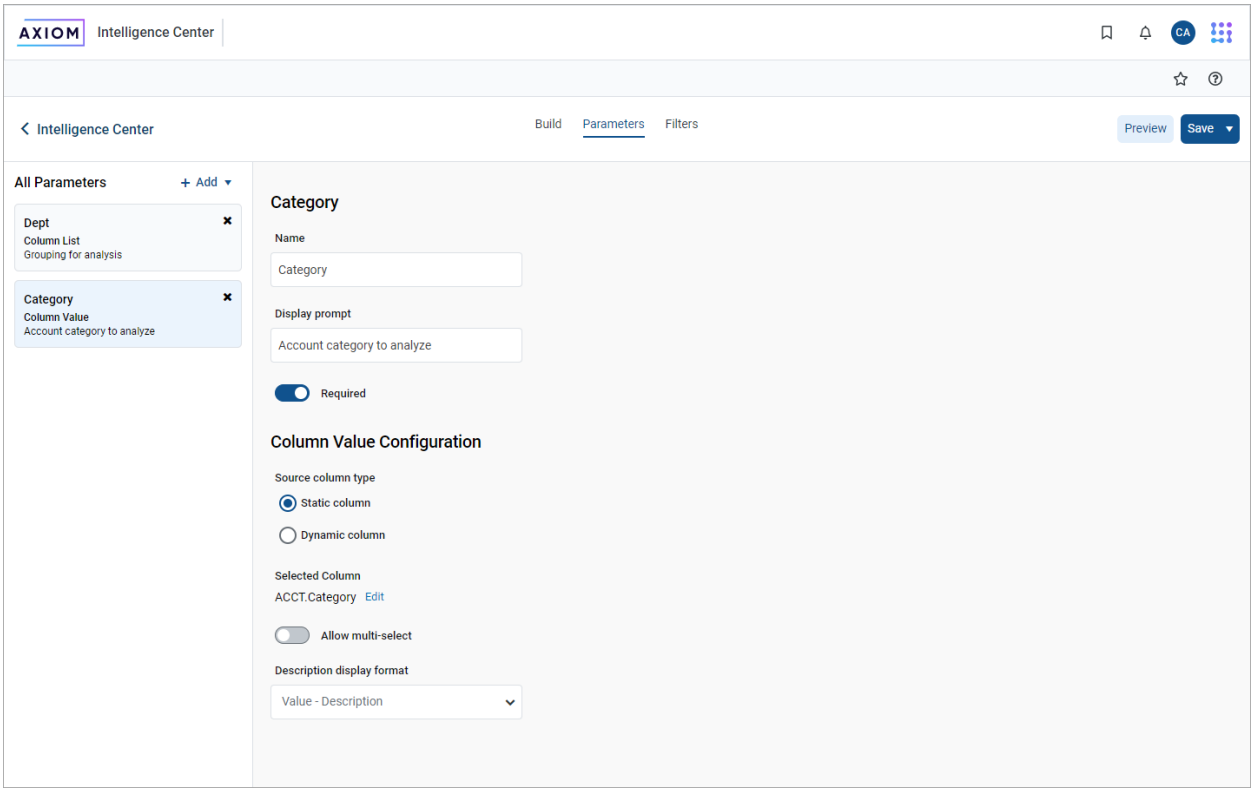
Item	Description
Name	The name of the parameter. By default, this is set to **Report Parameter (Type)**. You can edit this name as needed. The parameter name does not display to report users; it is solely for use in the Report Builder. You should give the parameter a name that indicates its purpose.
Display prompt	The prompt text to display to report users in the Report Parameters panel. By default, this is set to **Report Parameter (Type)**. You can edit this name as needed. You should define display prompt text that helps users understand the purpose of the parameter. For example, "Select a department".
Required	Specifies whether the parameter is required. • If enabled, then the report does not refresh with data until this parameter has a value. The message "Waiting for input" displays in the report grid until all required parameters have a value. In the Report Parameters panel, the **Apply** button does not become available until all required parameters have a value. Additionally, required parameters cannot be cleared. • If disabled (default), then users can optionally leave this parameter blank (unset) when applying parameter values. The report can refresh data without this parameter.

4. In the **Column List Configuration** section, complete the following parameter-specific properties:

Item	Description
Source column type	Select one of the following to determine the source of the column for the Column Value parameter: • **Static column**: Select this option if you want to select a specific column to use as the source column. • **Dynamic column**: Select this option if you want to dynamically use the selected column for a Column List parameter as the source column.

Item	Description
Selected column	If the specified **Source column type** is **Static column**, click the **Edit** link to select a column from the **Select Column** dialog. • Use the table treeview in the left-hand panel to locate the column that you want to use. You can select any column from the primary table, a dimension table, or a related table. You can use the search boxes at the top of the panel to search by table names or by column names. • Once you locate a column that you want to use, select it and then click **OK**. The selected column name now displays under the **Selected column** header. **NOTE:** If the primary table is a data table and the selected column looks up to a dimension table for the primary table, the column reference is automatically "elevated" so that it uses the lookup dimension table instead of the source table. For example, if the primary table is GL2021, and you select either GL2021.Acct or BGT2021.Acct, the column reference is elevated to Acct.Acct. This elevation is done so that the column is applied as a general filter affecting all tables that look up to the dimension table.
Selected parameter (dynamic column source)	If the specified **Source column type** is **Dynamic column**, then select the desired Column List parameter to use as the source. This means that the user will first select a column from the designated Column List parameter, then the user can select one or more values from that column using the Column Value parameter. The Column Value parameter will not be active until the Column List parameter has a selected value. If the Column List parameter has an assigned default value, this value will be used as the initial source column for the Column Value parameter when the report is opened.
Allow multi-select	Specifies whether the parameter allows selecting multiple values from the column. By default, this is disabled, which means users can only select a single value at a time.
Description display format	The display format to use for the column values in the drop-down list. By default, this is set to **Description only**. This setting applies when the column used by the Column Value parameter has an associated description column. If the column used by the parameter does not have an associated description column, then this setting is ignored and the column values will display as is.

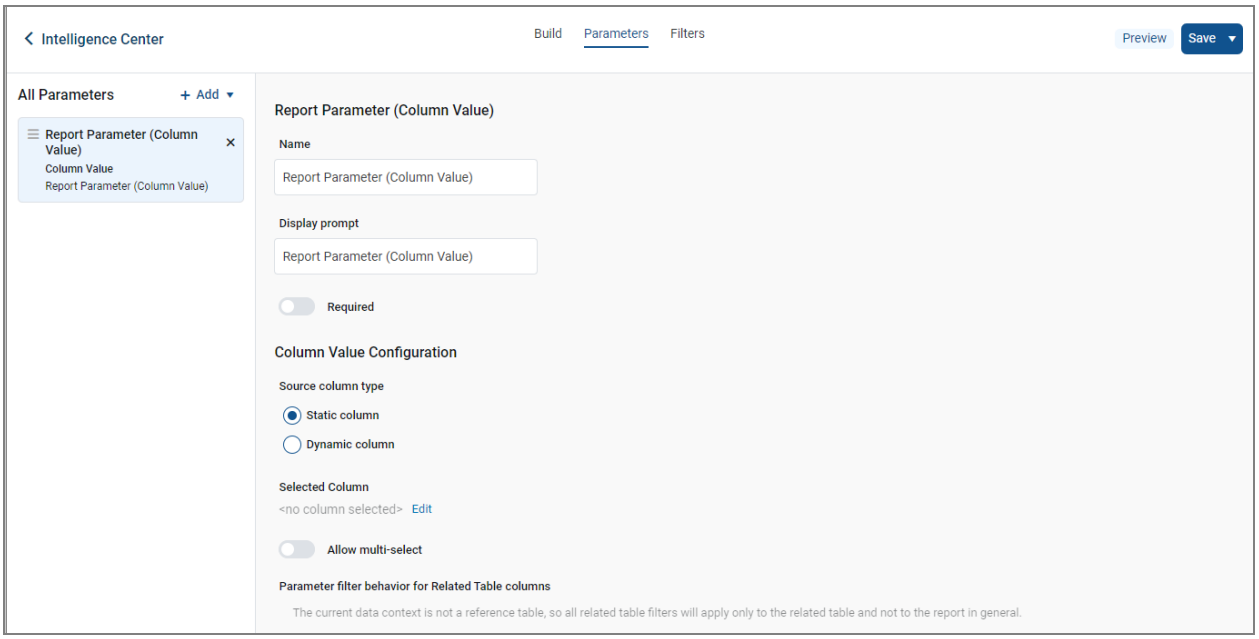
IMPORTANT: The column used by the Column Value parameter must be valid as a filter column for the current report configuration. If a column in the list is not valid for use as a filter column, then an error message will display when the user attempts to apply the parameter selection to the report. As the report designer, you should test your parameters to verify that they work as intended within the report.



Example Column Value parameter allowing report users to filter the report by the source column

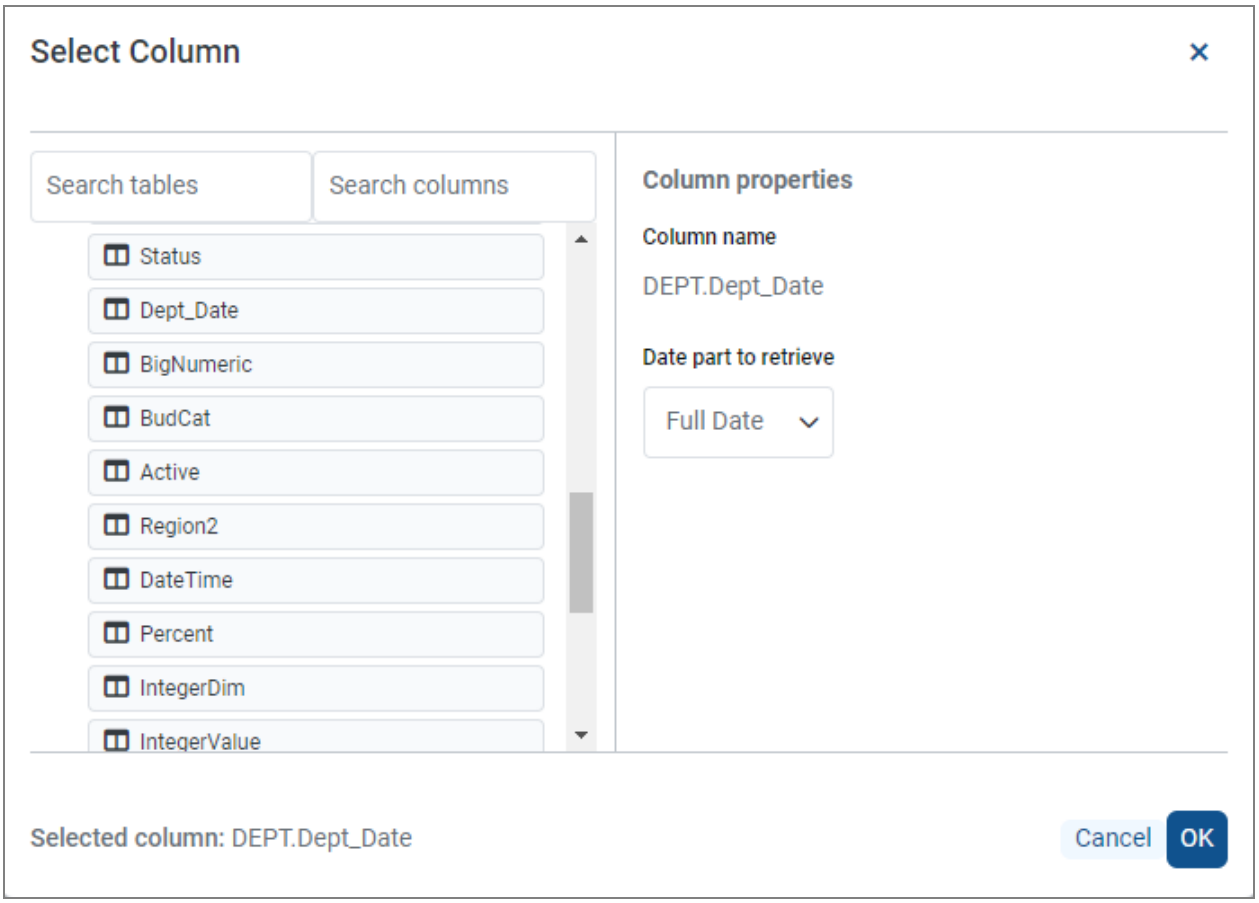
Using DateParts with ColumnValue parameters

You can use DateParts when setting parameters for a ColumnValue. Click **Parameters** from your report and click **Add** to add a Column Value.



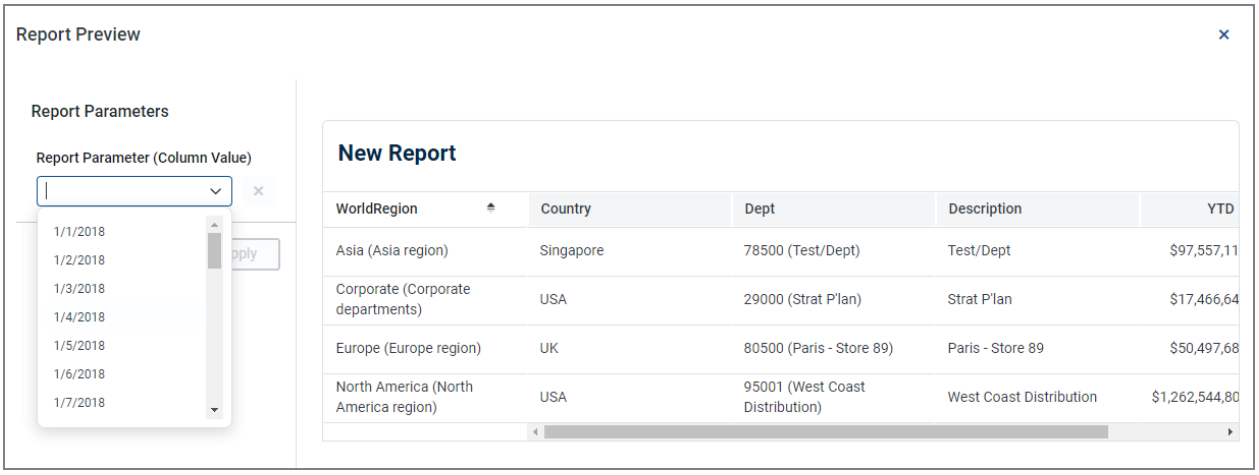
Parameters view

In the Column Value Configuration section, select **Static column**. In the Selected Column section, click **Edit** and the select the column you want to use. Then, select which date part to use, such as Full Date.



Specifying column and date part

When you view the report, you can select a date to apply to the results of the report.



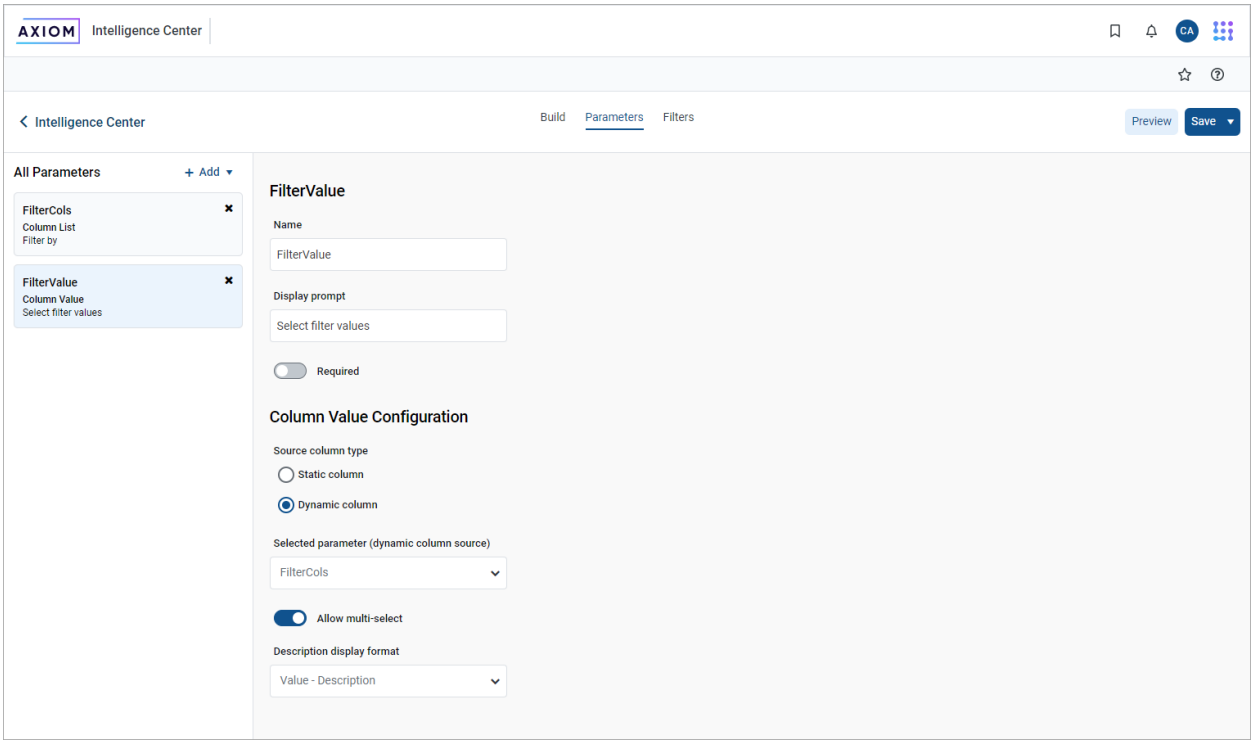
Report with column value drop-down list

Using a Column List parameter with a Column Value parameter

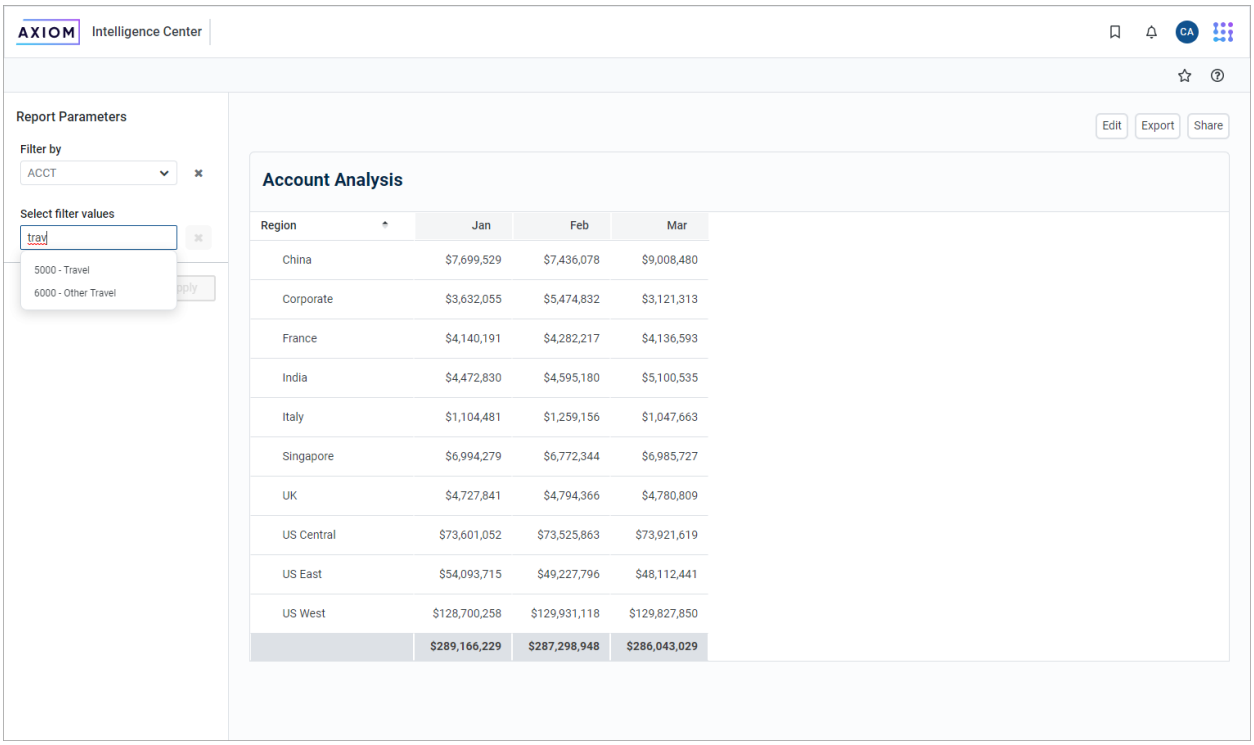
In order to use a Column List parameter as the source for a Column Value parameter, you must:

- Create and configure a Column List parameter
- Configure the Column Value parameter as dynamic and select the Column List parameter as the source

In the following example, the Column Value parameter is configured to use the FilterCols Column List parameter. First the user will select a column from the Column List parameter, then the user will select a value or values in that column from the Column Value parameter.



Example Column Value parameter using a Column List parameter to provide the source column



Example end user experience to choose the filter column and values

For more information on how to configure Column List parameters, see Using Column List report parameters.

Design considerations for the report user experience

When a Column Value parameter is linked to a Column List parameter, the Column Value parameter is automatically dependent on the other parameter. This means that the Column Value parameter will not become active in the Report Parameters panel until a value has been selected for the Column List parameter. The Column Value parameter will then become active and allow the user to select a value or values from the column selected for the Column List parameter.

NOTE: Because of this automatic dependency, you should make sure that the Column List parameter is ordered before (above) the Column Value parameter.

Additionally, you must decide whether you want the Column Value parameter to start with a default column or not:

- If the Column List parameter does not have a specified default column, then the Column Value parameter will be disabled until a value is selected for the Column List parameter.
- If the Column List parameter has a specified default column, the Column Value parameter is enabled and uses the default column. The user can optionally select a different value for the Column List parameter to change the column used by the Column Value parameter.

How Column Value parameter selections are applied as filters

When a Column Value parameter selection is applied to the report, the filter is applied as follows:

- If the source column is from a related table, or if the source column is from the primary table when the primary table is a data table, then the filter is applied as a table-specific filter.
- Otherwise, the filter is applied as a general report filter.

NOTE: Because columns that look up to dimension tables are automatically "elevated" to the dimension table when the primary table is a data table, it is not possible to apply table-specific filters with these columns when using a Column Value parameter. For example, it's not possible to use BGT2021.Acct in a Column Value parameter, because the column reference is always elevated to Acct.Acct and therefore applied as a general filter. In the majority of use cases involving columns that look up to dimension tables, the general filter is the intended filter.

The filters resulting from Column Value parameter selections are applied in the same way as report-level filters defined in the Report Configuration panel. For more information on the difference between table-specific filters and general report filters, see Filtering data in web reports.

The syntax used for filters depends on whether the parameter allows single selection or multiple selection. For example, if the source column is Dept.Dept, filters are created as follows:

- **Single selection**: A filter will be created such as `Dept.Dept=20000`.
- **Multiple selection**: A filter will be created such as `Dept.Dept IN (20000,21000,45000)`.

To make your variable narrow the list displayed to only the departments used in a single table (for example, GL 2020), enter `GL2020.Dept.Dept`.

This filter statement is not visible to report users—the users only see their selected value(s) for the column.

Keep in mind the following:

- It is possible that the source column used by the Column Value parameter is not valid as a filter column for the report, depending on the report configuration. In this case an error will occur when the user attempts to apply the parameter.
- It is possible that the Column Value parameter uses a source column that is valid as a filter column for the report, however, the filter has no effect. For example, if the column is applied as a table-specific filter but the report does not use any columns from that table, then the table-specific filter will have no effect and no error will occur.

All report parameters should be tested by the report designer to ensure that they are working as intended, before rolling out the report to end users.

Configuring grid properties in a web report

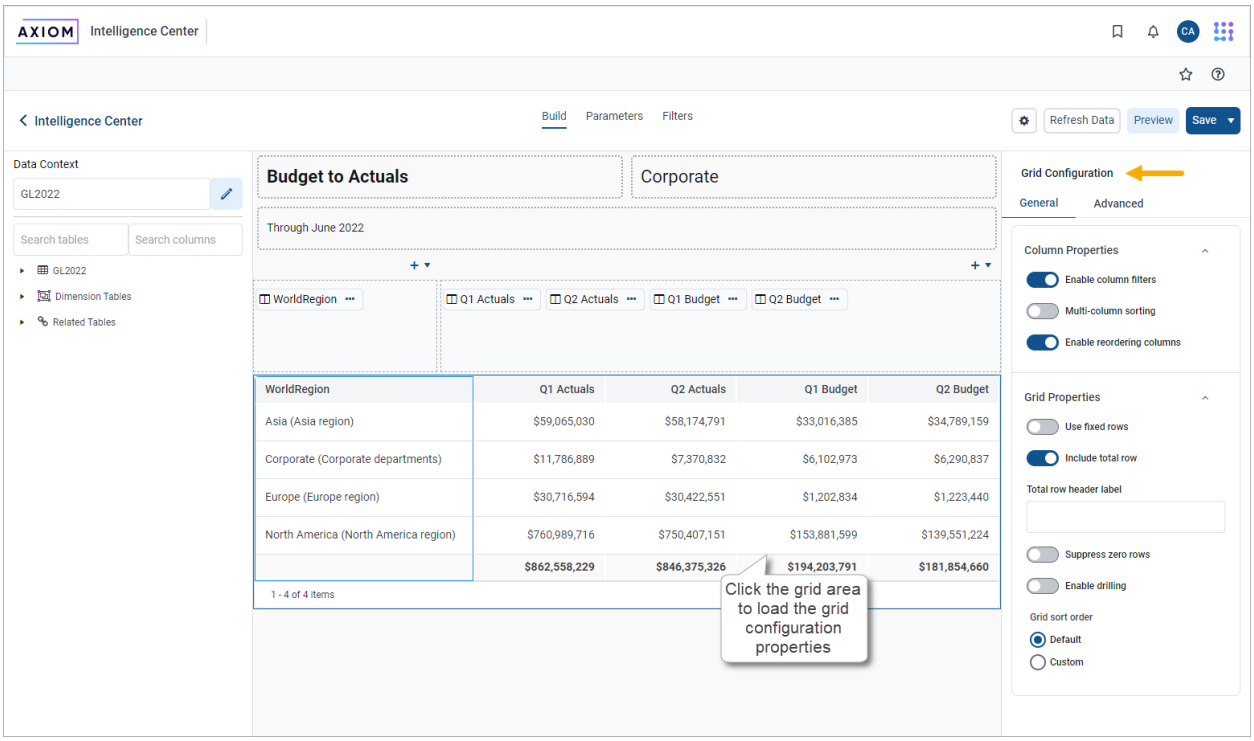
The grid properties define the available features and the overall presentation of data in a web report. Using the grid properties, you can configure:

- User interaction properties such as whether users can filter columns, sort columns, and reorder columns
- Display properties such as whether the grid has a total row and whether rows with all zero values display
- Drilling properties such as what type of drilling is enabled and configuration for directed drilling

In the Report Builder, the grid properties are defined in the right-hand Configuration Panel.

To configure grid properties for a web report:

1. On the **Build** tab of the Report Builder, in the Report Canvas, click the grid that displays below the column setup boxes.
2. In the right-hand Configuration Panel, complete the **Grid Configuration** properties as needed.



Example Grid Configuration properties

The grid configuration properties are separated into two tabs:

- **General**: Basic grid properties that should be reviewed and configured for all web reports.
- **Advanced**: Advanced grid properties such as default column formats for the grid.

General grid properties

The following grid properties are available for web reports on the **General** tab of the **Grid Configuration** panel:

Column Properties

Item	Description
Enable column filters	Specifies whether users can filter columns in the grid. Only applies to grids with dynamic rows; users cannot filter columns in grids where **Use fixed rows** is enabled. • If enabled (default), then filter icons display on columns where **Enable filter** is enabled in the column configuration properties. Report users can use these icons to filter the data shown in the column. If **Enable filter** is disabled on a column, the filter icon is not available for that column. • If disabled, then filter icons do not display on any columns, regardless of whether **Enable filter** is enabled for the column.
Multi column sorting	Specifies whether users can sort by multiple columns in the grid. Only applies to grids with dynamic rows; users cannot filter columns in grids where **Use fixed rows** is enabled. • If enabled, then users can sort the grid by multiple columns. If the grid is already sorted by a column and a user clicks another column to sort, then the grid is first sorted by the most recent column and then sorted by the original column. Columns will remain sorted until the user toggles the sort disabled for that column. • If disabled (default), then users can sort the grid by a single column. If the grid is already sorted by a column and a user clicks another column to sort, then the sort is disabled on the original column and the grid becomes sorted by the most recent column. Users can sort columns by clicking on the column header. Each click toggles through sort ascending, sort descending, and no sort. **NOTE:** The ability to clear the sort is only available if multi-column sorting is enabled. Otherwise, clicking a column header will toggle between sort ascending and sort descending. You can click a different column header to sort by that column, but you cannot clear the sort.
Enable reordering columns	Specifies whether users can reorder columns in the grid. • If enabled (default), then users can drag and drop columns within the grid to temporarily reorder them. • If disabled, then users cannot reorder columns in the grid.

Grid Properties

Item	Description
Use fixed rows	Specifies whether the grid uses dynamic rows or a fixed row structure. • If enabled, then the grid uses a fixed row structure to define the rows. Select the structure using the **Fixed row structure** field. For more information, see Specifying the fixed row structure for a web report. • If disabled (default), then the grid dynamically generates rows based on a table column specified as the row dimension. The row dimension is specified by dragging and dropping the desired table column into the Row Dimensions box at the top of the Report Canvas. For more information, see Specifying the row dimension for a web report.
Fixed row structure	Specifies the fixed row structure to use in the grid. Only applies when **Use fixed rows** is enabled. Select an existing fixed row structure to define the rows of the grid. You can type into the box to filter the list of fixed row structures by name. Fixed row structures can be created from the Intelligence Center. For more information on creating fixed row structures, see Managing Fixed Row Structures.
Include total row	Specifies whether a total row is present on the grid. Only applies to grids with dynamic rows; if **Use fixed rows** is enabled then the grid uses subtotal and total rows as defined in the fixed row structure. • If enabled, then a total row displays at the bottom of the grid. If the grid data is paged, the total row shows the total of all rows across all pages. Use the **Total row header label** field to define label text for the total row, such as "Total". This text displays in the last row dimension column. Columns displaying numeric, non-dimensional data are included in the total row by default. If desired, you can exclude a numeric column from the total row using the column configuration properties. • If disabled (default), then the grid does not have a total row.

Item	Description
Suppress zero rows	Optional. Specifies whether data rows with all zeros are suppressed from showing in the grid. Only applies to grids with dynamic rows; all zero rows cannot be suppressed in grids where **Use fixed rows** is enabled. Non-key columns that meet both of the following criteria are evaluated to determine whether a row should be hidden: • The column data type is Integer (all types) or Numeric. • The column is from the primary table or an additional data table. If the primary table is a data table, Integer and Numeric columns on lookup reference tables are ignored—meaning these columns may have values, but the row is still suppressed if all applicable data table columns have zero values. There is one exception: reference table columns are considered if the column classification is Values and the numeric type is Currency. Calculated columns defined in the grid are not evaluated for this purpose and do not prevent a row from being suppressed.
Enable drilling	Specifies whether users can drill down rows in the grid to view the underlying data. • If enabled, then users can drill rows in the grid. Use the **Drilling type** property to specify what type of drilling options are present: ◦ **Key columns** (default): Users can drill down to the key column level of the data. These drilling options are automatically generated based on the validated key columns of the primary table. No additional setup is required. ◦ **Directed**: Users can drill down predefined drilling paths. Use the **View/Edit Configuration** link underneath the **Directed** option to configure the drilling paths. For more information, see Configuring drilling for web reports. • If disabled (default), then users cannot drill rows in the grid.

Item	Description
Grid sort order	Specifies the sort order for data in the grid. • **Default**: Data is sorted by the row dimension columns specified for the grid, in ascending order. If multiple row dimension columns are present, the first row dimension column is the primary sort column, followed by the second row dimension column, and so on. • **Custom**: Specify one or more columns to sort the grid data, in either ascending or descending order. Use the **View/Edit Configuration** link underneath the **Custom** option to select the drill columns. ◦ The **Edit Sorting Configuration** dialog lists all columns in the grid. It is not currently possible to sort by a column that is not present in the grid. If necessary, you can add a column to the grid in order to sort by that column, then configure the column as hidden so that it does not show in the grid. ◦ To add a column to the sorting configuration, drag the column from the left-hand panel to the right-hand panel, and then select **Asc** (default) or **Desc** for the sort order. To remove a column from the sorting configuration, click the **X** icon on the right-hand side of the column box. ◦ If multiple columns are added to the sorting configuration, the top-most column is the primary sort column, followed by the next column, and so on. You can reorder the columns in the list by clicking the drag handle on the left-hand side of the column box and then dragging and dropping it to a new location. If a custom sort is specified but no columns are added to the sorting configuration, the grid will revert to using the default sort order. **NOTES:** • If **Multi column sorting** is not enabled for the grid, the grid will still honor a multi-column sort configuration when the report is initially rendered. However, if a user sorts by any column, the grid reverts to single-column sorting with no way to return to the previous sort configuration other than by reloading the report. • Process columns cannot be added as custom sort columns. • If a dynamic column is added to the sort configuration, it displays in the list with its assigned Column List report parameter name in parenthesis. If you hover your cursor over the column name in the sort configuration, the current column used by the dynamic column is shown in the tooltip.

NOTE: If you created a web report using the Report Builder in version 2021.1, that report may have had a defined **Data Filter** in the Grid Configuration properties. These filters are now defined at the report level, on the Filters tab. Any existing grid filter will be automatically converted to a general report filter. In rare cases, this conversion may result in report errors if the grid-level filter is not valid as a general report filter. If this occurs, you can delete the converted filter and re-create it as a table-specific filter.

Advanced grid properties

Using the properties on the **Advanced** tab of the **Grid Configuration** panel, you can view and edit **Default column formats** for columns in the current report. Select a column **Data type** that you want to configure, and this section will populate with the properties for the selected data type.

All columns added to the report will inherit the settings defined here. By default, columns will continue to inherit any changes made to the default column formats unless the format has been overridden at the column level.

For example, the default alignment for String columns is Left. When String columns are added to the grid, they are configured to use the Default alignment, meaning Left. If desired, you can change the default alignment for String columns to Center, and all String columns in the grid that are using the Default alignment will now update to use Center alignment. However, if you have manually configured a particular String column to use Right alignment instead of the Default alignment, that column will continue to use its configured alignment of Right.

Item	Description
Data type	Select a column data type to view and edit the default column formats for that type. The following data types are available: • **String**: Columns containing text or alphanumeric values. Includes table columns using the String data type. • **Date**: Columns containing dates. Includes table columns using the Date data type. • **DateTime**: Columns containing date-time values. Includes table columns using the DateTime data type. • **Boolean**: Columns containing True or False values. Includes table columns using the Boolean data type. • **Dimension**: Columns containing numeric dimension codes. Includes table columns using Numeric, Integer, or Identity data types, where the Column Classification is Dimension. • **Decimal**: Columns containing decimal numeric values. Includes table columns using the Numeric data type, where the column has a Numeric Type of Number. • **Number**: Columns containing whole integer numeric values. Includes table columns using Integer or Identity data types, where the Column Classification is Value. • **Currency**: Columns containing currency numeric values. Includes table columns using the Numeric or Integer data types, where the column has a Numeric Type of Currency. • **Percent**: Columns containing percent numeric values. Includes table columns using the Numeric or Integer data types, where the column has a Numeric Type of Percent. Additionally, when you create a calculated column, you can specify its data type as one of the numeric data types. The column will then use the default column formats for that data type. The default data type for calculated columns is Currency. **NOTE:** Columns that would normally be treated as Number data type are treated as Dimension data type if they are used as row dimension columns or drill columns.

Item	Description
Column width	The default column width for the selected **Data Type**, in pixels. Enter the desired column width as a whole integer between 30 and 600. The default width for each data type is as follows: • Currency, Decimal, Percent, Date, Boolean: 120 • Number: 150 • DateTime, String, Dimension: 200
Alignment	The default alignment of the column values for the selected **Data Type**. If you want to change the default alignment for a data type, select one of the following: **Left**, **Right**, **Center**. The default alignment for each data type is as follows: • String, Date, DateTime, Boolean, Dimension: Left • Decimal, Number, Currency, Percent: Right

Numeric default properties

The following default properties only display if the selected **Data type** is a numeric data type. These properties can be used to define the default numeric format by column data type.

For example, the default number format for the Currency data type uses 0 decimal places, with a thousands separator, and a negative number format of red parentheses. When a Currency column is added to the grid, the contents automatically display using this number format. If desired, you can change the default number format for Currency so that it uses 2 decimal places, and all Currency columns in the grid will now update to show 2 decimal places. This applies to columns that use the Currency number format by default, as well as columns that you have manually configured to use the Currency format. However, if you have manually configured a particular Currency column so that it now uses a Custom number format instead of the Currency number format, then it will continue to use its custom configuration.

Item	Description
Decimal places	The number of decimal places used by the selected **Data Type**. Enter any whole number from 0 to 10. You can also use the arrow keys to move the number up or down. The default number of decimal places for each numeric data type is as follows: • Currency: 0 • Decimal, Percent: 2 The Number data type does not use decimals.

Item	Description
Use 1000's separator	Specifies whether the selected **Data Type** uses a thousands separator: • If enabled (default), numbers show with a thousands separator, such as 1,000. • If disabled, numbers do not use a thousands separator, such as 1000.
Negative number format	The format used by the selected **Data Type** to display negative numbers. Select the desired format from the drop-down list. Available formats use the minus sign, or parentheses, or red text (or a combination of these formats). The default negative number format for each numeric data type is as follows: • Decimal, Number, Percent: Minus sign • Currency: Red text in parentheses

Date and Date Time default properties

The following default properties only display if the selected **Data type** is a date data type. These properties can be used to define the default date format by column data type.

For example, the default format for Date columns is Month/Day/Year (such as "10/152022"). When a Date column is added to the grid, the contents automatically display using this format. If desired, you can change the default format for Date so that it displays as "October 15, 2022" instead, and all Date columns in the grid will now update to use this format. However, if you have manually configured a particular Date column so that it uses a different date format instead of the default format, then it will continue to use its custom configuration.

Item	Description
Date format or Date Time format	The format used by the selected **Data Type** to display date or date-time values. You can select any of the "full date" formats supported by Date and DateTime columns, including custom formats. By default, the formats are: • Date: 10/15/2020 • Date Time: 10/15/2020 13:25 **NOTE:** Only "full date" formats are supported as the default format. If you configure an individual Date or DateTime column to use a different date part, such as Year or Quarter, then the default date format no longer applies, and the column is treated as a Dimension data type.
Custom Date format or Custom Date Time format	Use this field to define the custom date or date-time format, if **Custom** is specified as the **Date format** or **Date Time format**. For more information on the syntax to define custom date and date-time formats, see Custom formats.

Frequently asked questions

Can I disable paging for a dynamic row grid?

Currently, if the grid uses dynamic rows then the grid is automatically paged if it exceeds 25 rows. This paging cannot be disabled.

How do I define a grid-level filter to limit the data in the report?

If you want to filter the data in the grid, you can define a report-level filter. Select the **Filters** tab of the Report Builder to define one or more report-level filters.

Configuring column properties for a web report

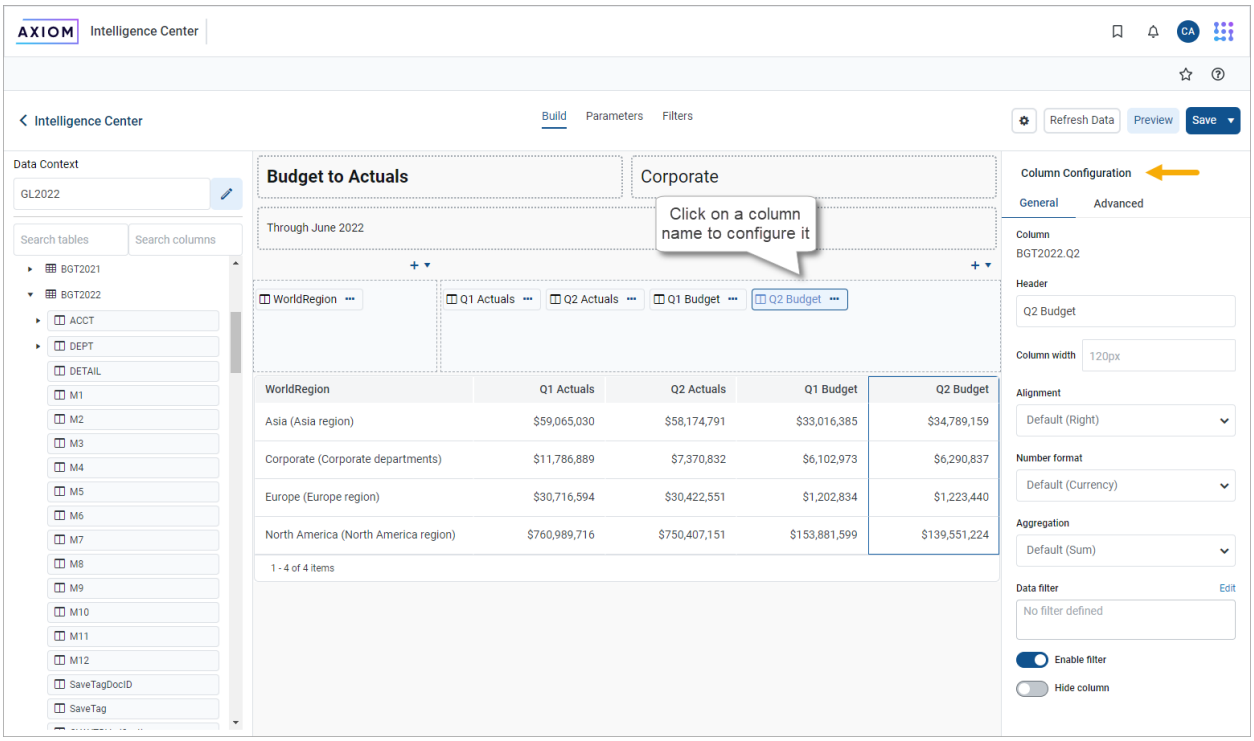
The column properties define the presentation of each column in the grid. Using the column properties, you can configure:

- Display properties such as header text, column width, alignment, and number formatting
- Data properties such as column filters, alternate aggregation, and display formats for data
- Grid behavior properties such as inclusion in the total row, and whether end users can sort and filter using the column

In the Report Builder, the column properties are defined in the right-hand Configuration Panel. The column properties can be defined for both table columns and calculated columns.

To configure column properties for a column in a web report:

1. On the **Build** tab of the Report Builder, in the Report Canvas, click a column name in either the Row Dimensions box or the Column Definitions box to select that column.
2. Complete the **Column Configuration** properties that display in the Configuration Panel.

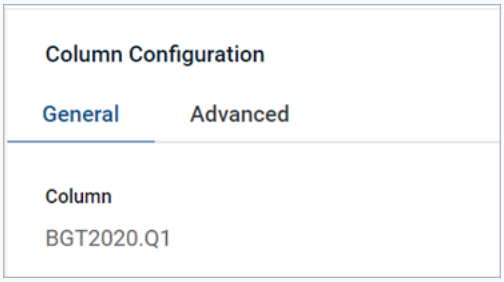
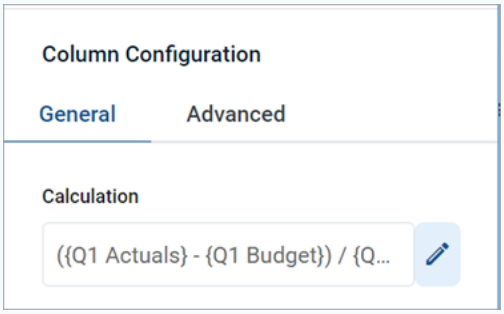
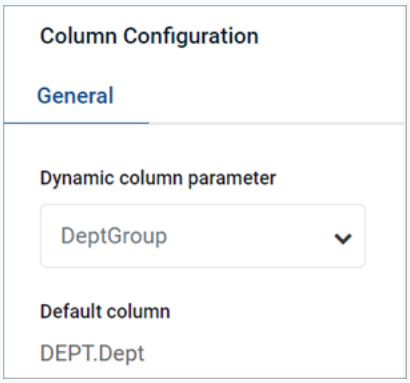


The column configuration properties are separated into two tabs:

- **General**: Basic column properties that should be reviewed and configured for all columns in the grid.
- **Advanced**: Advanced column properties to be configured as needed.

General column properties

The following column properties are available for web reports on the **General** tab of the **Column Configuration** panel. These properties apply to table columns, calculated columns, and dynamic columns.

Item	Description
Column or Calculation or Default Column	The following information displays at the top of the panel to identify the column: • **Column**: If the column is a table column, the full Table.Column path displays for your reference.  • **Calculation**: If the column is a calculated column, a text representation of the calculation displays for your reference. You can click the Edit icon to the right of the box to open the **Edit Calculated Column** dialog and edit the calculation as needed.  • **Default column**: If the column is a dynamic column, the currently used Table.Column path displays for your reference. This column is determined by the configuration for the Column List parameter that is associated with the dynamic column. 

Item	Description
Dynamic column parameter	The Column List report parameter to associate with the dynamic column. Only applies when the current column is a dynamic column. For more information, see Using Column List report parameters.
Header	The header text to display on the column header. Enter the desired header text. • If the column is a table column, the column name is used as the header text by default. • If the column is a calculated column, the text "Calculation" is used as the header text by default. If the column is a dynamic column, the header text is defined in the Column List parameter settings, for each column that is available to be selected. Within the Report Canvas only, the dynamic column displays using the header **Dynamic**.
Column width	The width of the column in the grid, in pixels. Enter the desired column width as a whole integer between 30 and 600. The default width depends on the column data type, and is configured at the grid level. If you do not enter a custom width, then the default width displays in the **Column width** box in gray text. If you leave this default width and the grid-level defaults are changed, then column will update to use the new default width. For more information, see Configuring grid properties in a web report.
Alignment	The alignment of the column values. Select one of the following: **Default**, **Left**, **Right**, **Center**. The default alignment depends on the column data type, and is configured at the grid level. If a column is set to use Default and the grid-level defaults are changed, the column will update to use the new default alignment. For more information, see Configuring grid properties in a web report.

Item	Description
Number Format	Select **Formatting Properties** to work with number formats. The number format used by the column. Only applies to columns that hold numeric data. Select one of the following: • **Default**: The column uses the default number format as defined for the column's data type at the grid level. If a column is set to use **Default** and the grid-level defaults are changed, the column will update to use the new default number format. For more information, see Numeric default properties. • **Currency**, **Decimal**, **Number**, **Percent**, or **Dimension**: The column uses the default number format as defined for the selected data type. For example, you may have a column that is natively a Decimal column, but you want it to display using Currency format in a particular report. If a column is assigned to a different number format, it will also inherit the default column width and alignment set for the associated data type, if the column is using the default column with and alignment. • **Custom**: The column uses a custom number format as defined in the column properties. Click **Override default formatting** to work with custom number formats. When Custom is selected, then several additional properties become available to configure the number format. In this case, the column is no longer tied to any particular default number format. ◦ **Decimal places**: Specify the number of decimal places to display, from 0 to 10. ◦ **Use 1000's separator**: Specify whether the number uses a thousands separator or not. ◦ **Negative number format**: Specify the format to use for negative numbers. This option is not available for use with dynamic columns.
Aggregation	Select **Data Properties** to configure Aggregation. The aggregation type used to aggregate data queried from the database column. Does not apply to calculated columns or to columns used as row dimensions. If you want to override the default aggregation type for a database column, select an aggregation type.
Data filter	Select **Data Properties** to configure the optional Data filter. Defines a filter to limit the data shown in this column. The column-level data filter should be used instead of a grid-level data filter when you want the filter to impact just this column. For more information, see Using column filters.

Item	Description
Enable filter	Specifies whether report viewers can filter the report based on the column contents. • If enabled (default), and if **Enable Column Filters** is enabled in the Grid Configuration properties, then a filter icon is available on the column in the rendered report. Report viewers can use this column to filter the grid based on the column contents. • If disabled, then the filter icon is not available on the column. This property does not apply to any column in the grid if **Use fixed rows** is enabled in the Grid Configuration properties. Fixed row reports do not support end-user column filtering.
Hide column	Specifies whether the column is hidden in the report. Does not apply to columns used as row dimensions. • If enabled, then the column is hidden. The column remains visible in the Report Builder so that you can continue to configure the column as needed. • If disabled (default), then the column is visible.
Show description	Select **Display Properties** to work with configure the description text. Specifies whether you want descriptions to display for dimension values. This option only applies to key columns, alternate key columns, and validated columns that have an associated description column. • If enabled (default), then descriptions display alongside the dimension values or instead of the dimension values. For example, if the column is Acct then you likely want the account descriptions to display along with the account codes. When this option is enabled, the **Description display format** field becomes available. Select the desired display format from this list. By default, the format **Description (Value)** is used. • If disabled, then only the dimension values display. For example, if the column is Acct then only the account codes will display. **NOTE:** If the dimension table has multiple description columns (meaning columns where **Describes Key** is **True**), then the first description column is used. If the column is a dynamic column, then this option will be applied when the currently selected column has a description column, and ignored when it does not.

Item	Description
Include in total row	Specifies whether the column is included in the total row, if a total row is enabled in the Grid Configuration properties. Does not apply to columns used as row dimensions. Select one of the following: • **Default**: The column is included or not based on its data type. All numeric columns are included by default unless they are the Dimension data type. All other non-numeric columns are not included by default, unless you change the aggregation so that the column returns a number (such as using Count aggregation on a String column). • **Include**: Override the default behavior and include the column in the total row. • **Exclude**: Override the default behavior and exclude the column from the total row. If a column is included in the total row, it is treated as follows: • Table columns use their default or configured aggregation in the total row. For example, if a numeric column uses the default aggregation of sum, the column will be summed in the total row. • Calculated columns apply their calculation to the total row. This option does not apply if **Use fixed rows** is enabled in the Grid Configuration properties. Columns will be included or excluded in subtotal or total rows using the default behavior.
Date part to retrieve	Specifies the date or date-time part to retrieve, if the column is a Date or Date Time column. For example, you can return the full date value, or just the year or month, or the fiscal year or month. For more information, see Date part and format options.
Date format	Specifies the format to display the date values, if the column is a Date or Date Time column. The available format options depend on the specified **Date part to retrieve**. For more information, see Date part and format options. The label and visibility of this setting varies depending on the selected date part. For example, if you select **Month** as the date part, then the label for this setting is **Month format**. If you select a date part that does not have any formatting options, such as **Year**, then this setting is hidden.

Advanced column properties

The following column configuration properties are available for web reports on the **Advanced** tab of the **Column Configuration** panel. These properties apply to table columns and calculated columns. Dynamic columns do not use these properties.

Header Properties

Item	Description
Header text (row 1)	The header text to display on the column header. Enter the desired header text. **NOTES:** • This is the same property that displays on the **General** tab as **Header**. The header text can be edited from either tab. • The **(row 1)** label only displays if **Multi-row header** has been enabled. In this case, the property defines the header text for the top row of the multi-row header.
Header text (row 2)	The header text to display on the second row of the column header. Enter the desired header text. This property is only available if **Multi-row header** has been enabled.
Multi-row header	Specifies whether the column header has multiple rows: • If enabled, then the header text property updates so that there are two properties: **Header text (row 1)** and **Header text (row 2)**. The default header text populates row 1. You can define additional text to display on row 2. • If disabled (default), then only one row of header text can be defined. Keep in mind that enabling a multi-row header is different than wrapping header text. If you enable multi-row headers, then you can define two separate rows of header text. A line break separates each row. If autowrap is enabled, then each row of header text wraps individually. If you just want a single row of header text that wraps, you can leave this option disabled and then enable **Autowrap header text**.
Autowrap header text	Specifies whether header text wraps: • If enabled, then header text that exceeds the column width will wrap. If **Multi-row header** is enabled, both rows of header text will wrap individually. • If disabled (default), then header text that exceeds the column width is truncated. The user can resize the column wider to view the full header text.

Item	Description
Header alignment	The alignment of the header text. Select one of the following: **Default**, **Left**, **Right**, **Center**. All column headers use **Default** alignment by default. By default, the header text uses the same alignment as the column contents (as determined by the **Alignment** property on the **General** tab). If you leave the header alignment set to Default, then the header alignment will adjust to match the column alignment. If, however, you want the header alignment to be different than the column alignment, you can configure this property.

Link Properties

For more information on using hyperlink columns in web reports, see Displaying hyperlinks in web reports.

Item	Description
Enable link	Specifies whether the column displays hyperlinks. Select this option if you want each row of this column to contain a hyperlink that dynamically incorporates the current column value. If this option is enabled, then the additional link properties in this section become available; otherwise they are hidden.
Link type	Specifies the type of link to display in the column: • **Custom**: You specify the relative URL for the hyperlink, including using variables to dynamically incorporate the current column value in the URL. • **Plan file**: Axiom Capital Tracking dynamically generates a hyperlink to the plan file associated with each row. In order to use this option, the report must have a specified **File group context** in the Report Configuration properties, and the row dimension must be the key column of the plan code table for that file group. **NOTE:** This option only displays if the report meets the requirements to support plan file links. Otherwise, all links are custom links by default, and this option does not display.

Item	Description

URL	Specifies the URL to use in the hyperlink column. Enter a relative location in the Axiom Capital Tracking system. The URL can use variables as needed so that the URL value is dynamic per row of the report.
	
	For example, imagine that the report contains the key column of a plan code table (such as Dept), and you want each plan code to link to the Process Routing page for a particular plan file process. The full URL to the Process Routing page uses the following syntax:
	
	`https://mycompany.axiom.cloud/process/`
	`processdefinitionID/planfile?planvalue=plancode`
	
	The process definition ID will be constant for the URL, but the plan code value needs to be the current row's department value. The `{value}` variable can be used for this purpose. The following relative URL with a variable would be entered into the URL field:
	
	`/process/16682/planfile?planvalue={value}`
	
	NOTE: The relative URL can be entered with or without the beginning forward slash.
	
	When the report is viewed, the column will resolve to use the full URL with the current column value. For example, the row showing Dept 22000 will have the following URL:
	
	`https://mycompany.axiom.cloud/process/16682/planfile?planvalue=22000`
	
	When the user clicks on the hyperlink in this row, they will be taken to the Process Routing page for Dept 22000, for the plan file process associated with process definition ID 16682.
	
	NOTE: The URL property only displays if the specified link type is custom, or if the **Link type** option is not present because all links in the report are custom. When using the plan file link type, the URL to the plan file is automatically generated by Axiom Capital Tracking.

Item	Description
Link text	Specifies the display text for the hyperlink column. Enter the desired text, using variables as needed. Keep in mind the following: • If you want the link text to be the column value—meaning the same value that would display in the column if the column was not enabled as a link column—then you can leave this field blank. The current column value is automatically used as the link text. • The variable `{value}` displays the raw column value from the database. For example, if the column is a numeric column, the value will not have numeric formatting and will show all decimal places. • The variable `{formattedvalue}` displays the column value with formatting—such as default formatting based on the column type, or applied formatting in the Column Configuration properties. It is only necessary to use the `{formattedvalue}` variable if you want to display the formatted column value along with other link text. If you just want to display the formatted value by itself, you can leave the field blank as previously noted.
Link tooltip	Specifies the tooltip to show when a user hovers the cursor over the hyperlink. Enter the desired text, using variables as needed. The same variable behavior noted previously for the **Link text** property also applies to this property.
Open link in new tab	Specifies whether the hyperlink opens in the same tab (replacing the report) or in a new tab. By default, the hyperlink opens in the same tab. Enable this option if you want the hyperlink to open in a new tab.

Using column filters

The **Data filter** property can be used to filter the data coming into a particular column. This filter only impacts the data in the current column; it has no impact on the rest of the report.

To filter the data in the current column:

1. Click the **Edit** link over the **Data filter** box to open the Filter Wizard.
2. In the Filter Wizard, create the filter as needed. For more information on how to use the Filter Wizard to create a filter, see Using the Filter Wizard in the Report Builder.

   The tables available in the Filter Wizard depend on whether the current column is a table column or a calculation, and the primary table specified as the Data Context of the report:

   - If the current column is a table column, the Filter Wizard shows that table and its dimension tables.
   - If the current column is a calculated column, the Filter Wizard shows the following tables:
     - If the calculated column only uses columns from a single table, the Filter Wizard shows that table and its dimension tables.

- If the calculated column uses columns from multiple tables, and the primary table is a data table, the Filter Wizard shows the common dimension tables for the tables involved in the calculation.

  EXCEPTION: If the calculation includes a column from a dimension table, then the Filter Wizard shows the common dimension tables for all related tables used in the report, regardless of whether the related table is used in this particular calculation.

- If the calculated column uses columns from multiple tables, and the primary table is a reference, the Filter Wizard shows the primary table and its dimension tables.

  EXCEPTION: If the calculation only consists of columns from related tables (no columns from the primary table or dimension tables), then the Filter Wizard shows the common dimension tables for all related tables used in the calculation.

You can create a filter using any column on the available tables. If you choose to use a predefined global filter from the Filter Library, the global filter must be based on the same eligible table columns.

3. Once the filter statement is complete, click **OK** to close the Filter Wizard and add the filter to the **Data filter** box.

Once a filter has been defined for a column, you can modify it as follows:

- To edit the filter, click the **Edit** link over the **Data filter** box again and change the filter within the Filter Wizard.
- To delete the filter, click the **Clear** link over the **Data filter** box.

Data filters defined at the column level are combined with any filters defined at the column group level and at the grid level. All relevant filters are combined using AND to determine the data that can display in a particular column.

If a column has a defined filter, then a filter icon displays next to the column name in the sample grid of the Report Canvas. This icon is intended to let report builders know about the column filter at-a-glance. The icon does not display in the report viewer.

NOTES:

- If a data filter is defined for a calculation, the filter is applied to the columns referenced in the calculation, then the calculation occurs.
- Column-level data filters cannot be defined for columns used as row dimensions. To limit the rows shown in the grid, use a report-level filter in the Report Configuration properties.

Frequently asked questions

I defined a column filter but it isn't impacting the grid data as I expected—why do I still see rows that don't match the column filter?

A column filter only filters the data coming into that specific column. If you want to define a filter that impacts the entire report, including the row data, then you should define a filter at the report level. Select the report title and then use the Report Configuration properties to define one or more **Report filters**.

To illustrate the difference, imagine the following uses of a filter to only show data from the West region:

- **Report**: When the general filter `Dept.Region='West'` is defined for the report, the entire grid is filtered to only show data from the West region. Row dimension values (such as departments) will only display if they belong to the West region, and column data is limited to only show data for the West region.
- **Column**: When the filter `Dept.Region='West'` is defined on a column, that single column is filtered to only show data from the West region. Other columns and row dimension values are not limited by this filter. You might do this if you want to create a report that shows the different region data in different columns, such as to compare data from the West, East, North, and South regions side-by-side.

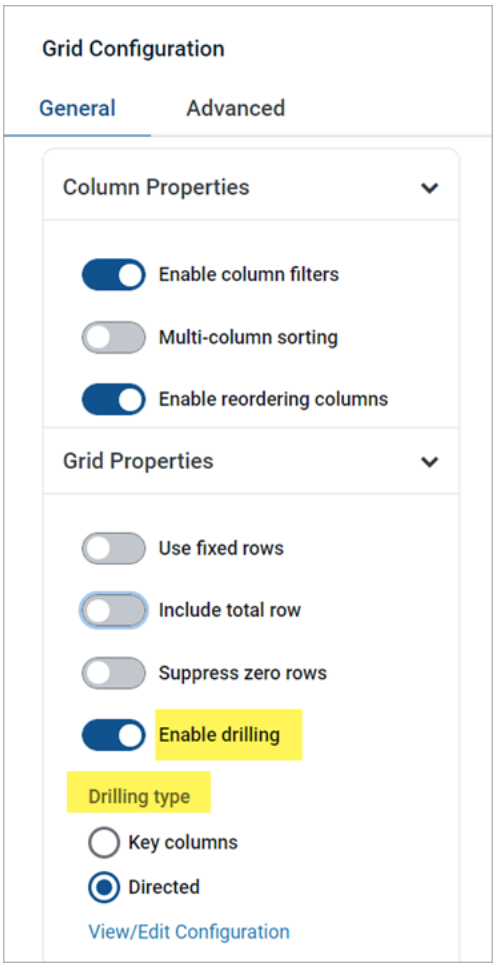
Configuring drilling for web reports

You can enable two types of drilling for web reports:

- **Key columns**: Users can drill to view the underlying data based on the key columns of the table specified as the **Data Context**. This option provides limited "out-of-the-box" drilling functionality that does not require any further setup.
- **Directed**: Users can drill to view the underlying data based on predefined drilling paths. The report designer defines the available drilling paths and can configure certain display attributes for the drill.

To enable either drilling option:

1. On the **Build** tab of the Report Builder, in the Report Canvas, select the grid so that the **Grid Configuration** properties display in the Configuration Panel.
2. On the **General** tab of the **Grid Configuration** properties, enable **Enable Drilling**.
3. For **Drilling type**, select either **Key columns** or **Directed**.
4. If you selected **Directed**, click the **View/Edit Configuration** link to define the directed drilling paths.



Example drill options enabled for the grid

Configuring directed drilling paths

Use the **Edit Drilling Configuration** dialog to define the drilling paths for directed drilling.

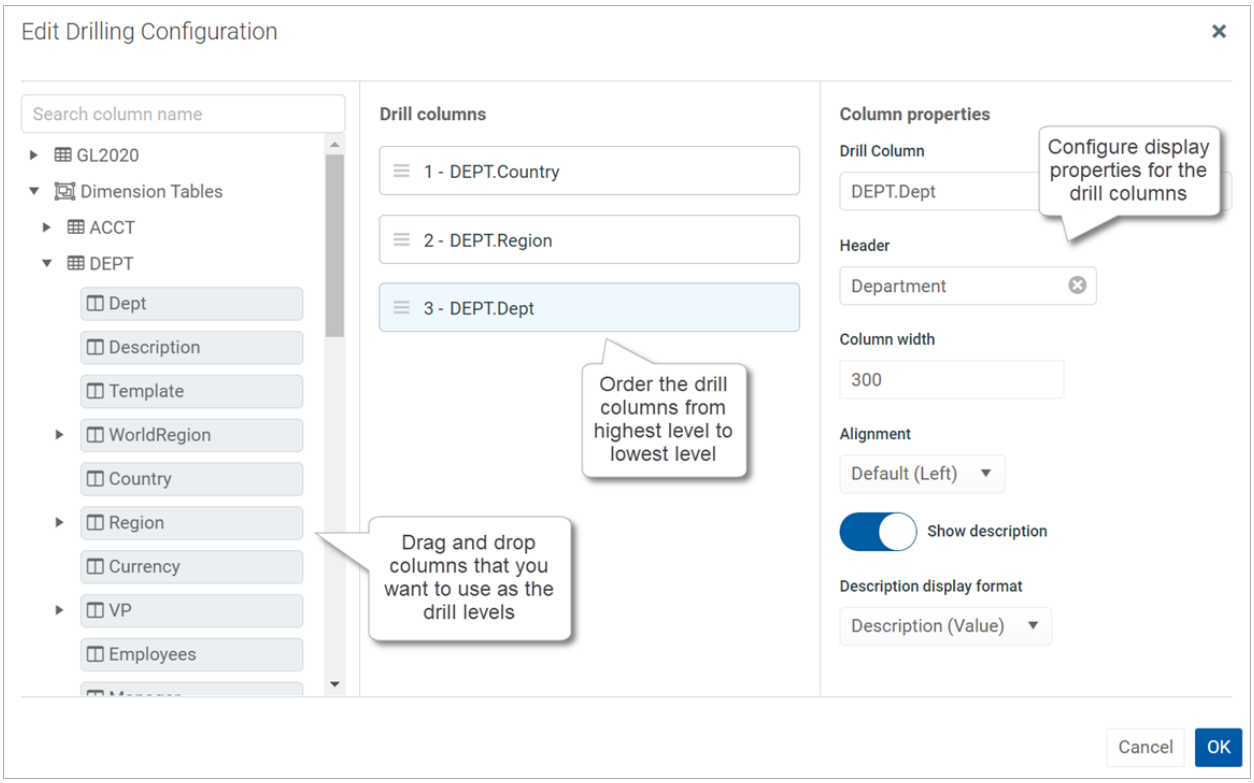
To define drilling paths:

1. In the **Grid Configuration** properties, click the **View/Edit Configuration** link under the **Directed** drilling option.
2. Drag and drop columns from the table tree to the **Drill Columns** area in the middle of the dialog. The available columns for drilling depend on the table specified as the primary table for the data context:
    - If the primary table is a data table, then you can use any column on the primary table or on a lookup reference table (the Dimension Tables).

- If the primary table is a reference table, then you can use either of the following:
  - Any column on the primary table, including multiple-level lookup references to the dimension tables.
  - Any column on a table that looks up to the primary table (the Related Tables). This option is not available if the report uses a fixed row structure.

    NOTE: If you use a column from a related table, you are effectively using *upstream grouping columns* in your drilling path. This means that any special considerations and limitations that apply to upstream grouping columns also apply to the drill results. For more information, see Using upstream grouping columns as row dimensions in web reports.

3. Place the drill columns in the desired order for the directed drilling. Users can drill from the column at the top of the list down to the column at the bottom of the list. Generally speaking, the lowest level of detail should be at the bottom—for example: VP > Director > Manager > Dept.
   - To reorder columns, click the handle on the left side of the column box to drag and drop the column to a new position.
   - To remove a column, hover your cursor over the column and then click the **X** on the right side of the column box.
4. Select each drill column and configure the drill properties in the right side of the dialog. See the following table for information on these properties.
5. Click **OK** to complete the drill configuration and return to the Report Builder.



Example drilling configuration dialog

Drill Column Properties

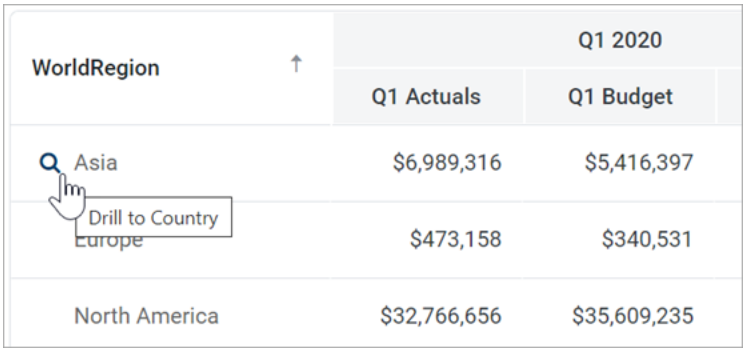
Item	Description
Drill column	The full Table.Column path of the drill column displays for your reference, so that you know which column you are configuring.
Header	Header text for the column in the drill results. Enter the desired text. The column name is used by default.
Column width	The width of the column in the drill results, in pixels. Enter the desired column width as a whole integer between 30 and 600. By default, the width is 300 for all drill columns, regardless of data type.
Alignment	The alignment of the column values. Select one of the following: **Default**, **Left**, **Right**, **Center**. The default alignment depends on the column data type. If a column is set to use Default and the grid-level defaults are changed, the column will update to use the new default alignment. For more information, see Configuring grid properties in a web report.

Item	Description
Show description	Specifies whether you want descriptions to display for dimension values. This option only applies to key columns, alternate key columns, and validated columns that have an associated description column. • If enabled (default), then descriptions display alongside the dimension values or instead of the dimension values. For example, if the column is Acct then you likely want the account descriptions to display along with the account codes. When this option is enabled, the **Description display format** field becomes available. Select the desired display format from this list. By default, the format **Description (Value)** is used. • If disabled, then only the dimension values display. For example, if the column is Acct then only the account codes will display. **NOTE:** If the dimension table has multiple description columns (meaning columns where **Describes Key** is **True**), then the first description column is used.

Using directed drilling

If directed drilling is enabled and configured, you can drill down the predefined drilling paths to view the underlying data. Directed drilling works as follows:

- When you view the report, you can hover your cursor over a row to show the magnifying glass icon on the left side of the row.



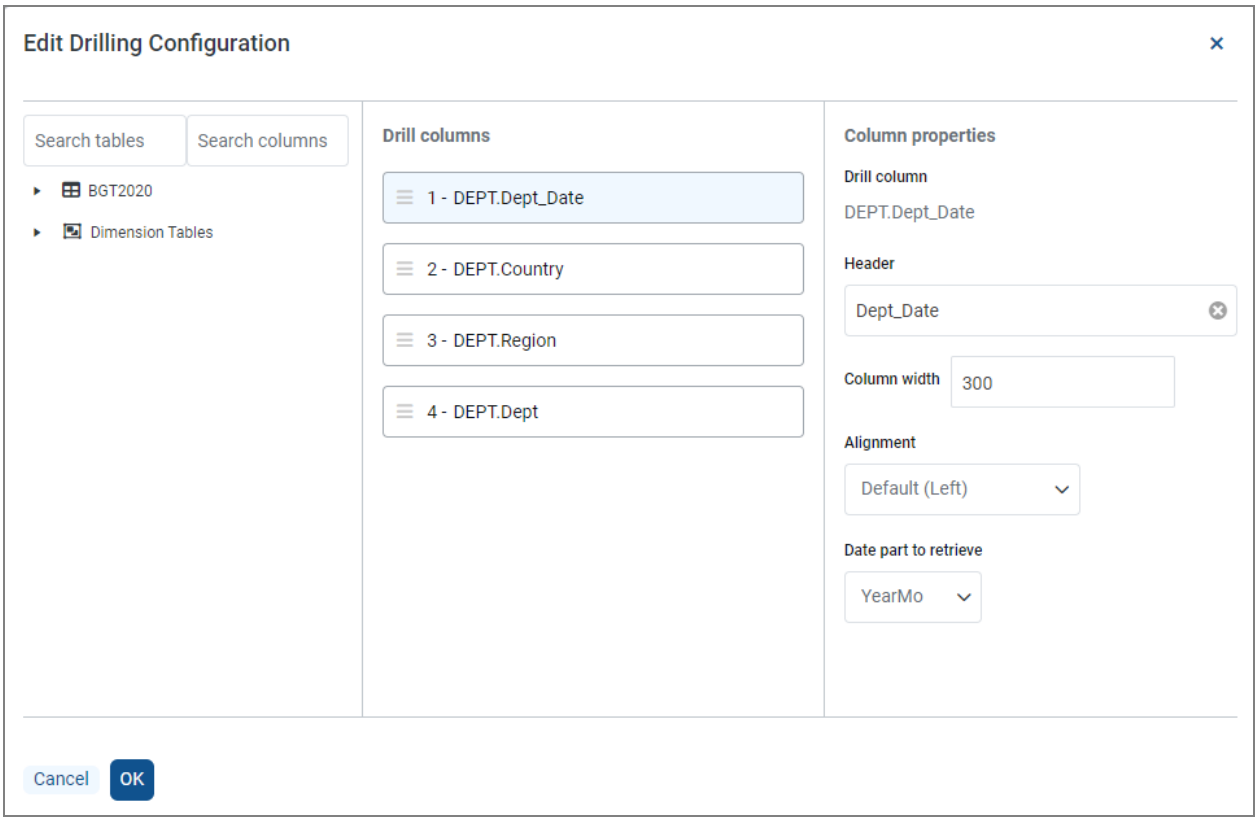
- Click the magnifying glass to drill to the first level of the drill. This is the column positioned at the top of the **Drill Columns** list in the **Edit Drilling Configuration** dialog. The drill results open in a new browser tab.
- From here, you can continue to drill by hovering over a row and clicking the magnifying glass to go to the next level of the drill. All subsequent drills are performed in the same browser tab.
- Once you reach the final level of the drill, no more drilling options are available and the magnifying glass no longer displays.

NOTE: If a particular drill level has data that cannot be associated with any grouping values, then the drill results contain a row labeled **<No value>**. This row cannot be further drilled. This situation may occur if the drill level contains records with a blank or empty string value, or if some of the underlying data in the row being drilled does not have a reference to the current drill level.

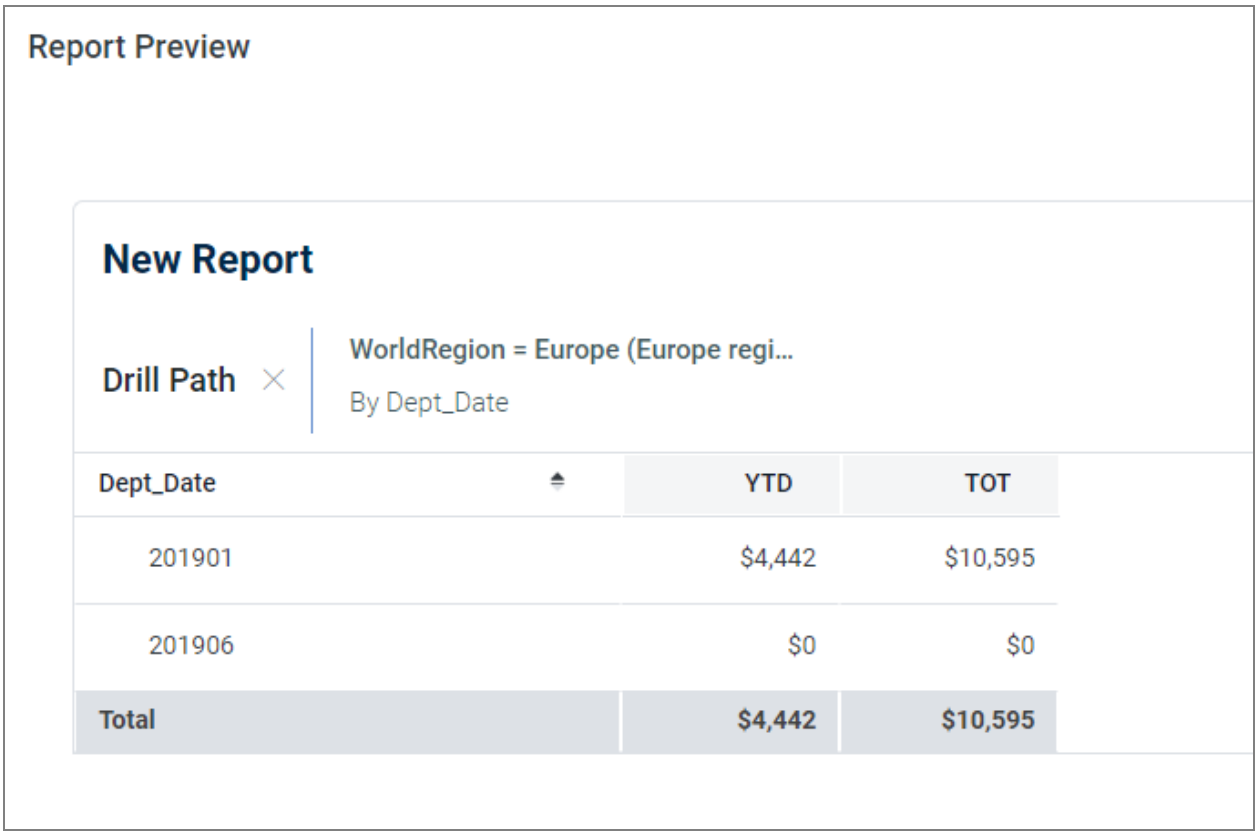
UsingDateParts in drill column configurations

Use directed drilling to configure a datepart in a drill column configuration.

In Grid Properties in the right sidebar, enable drilling and select the **Directed** drilling type to configure. Choose the **Directed** option and click **View/Edit Configuration**to open the Edit Drilling Configuration dialog box. This example shows how DEPT.Dept_Date was configured to retrieve by YearMo.



Once configured, the values are shown by the year and month.



Using key column drilling

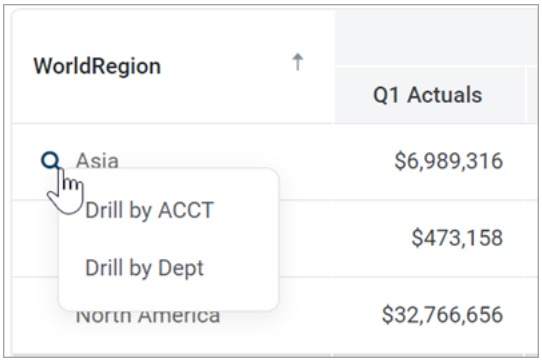
If key column drilling is enabled, you can automatically drill to the key column level to view the underlying data. The available key columns are determined as follows:

- If the primary table used as the data context is a data table, you can drill to the validated key columns on the table. However, any key column used as a row dimension will not be available for drilling, since the report already shows data at that level.
- If the primary table used as the data context is a reference table, you can drill to the key of the reference table, unless the key is used as the row dimension.

When you view the report, you can hover your cursor over a row to show the magnifying glass icon on the left side of the row. From here you can drill as follows:

- If there is only one available key for drilling, click the magnifying glass to drill.

- If multiple keys are available for drilling, click the magnifying glass to show a list of the available keys, then click on the key you want to drill.



The drill results open in a new browser tab. If multiple keys were available for drilling, you can optionally drill the drill results to view the other key(s).

If no keys are available for drilling, then the magnifying glass does not display when you hover your cursor over the row.

Presentation of drill results

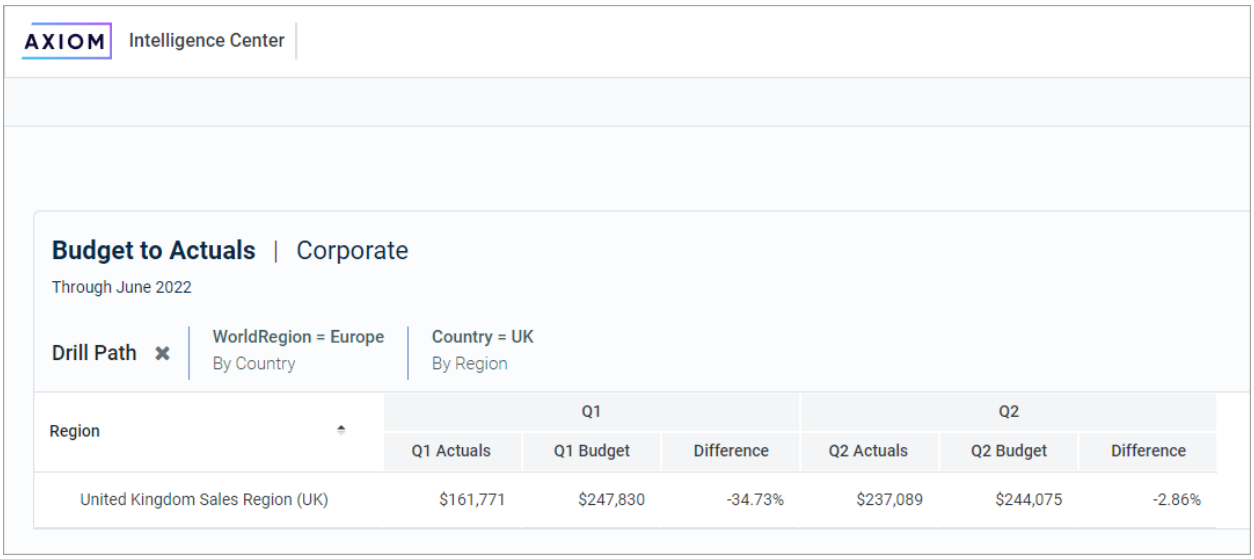
When you drill, the drill results display in the same browser tab, replacing the original report grid. The data contents of the drill results are as follows:

- The row dimension(s) of the original report are removed from the grid and replaced with the current drill column. The drill column is either the current column of a directed drilling path, or the selected key column.
- All other columns of the report are included in the drill results and show data for the current drill level.
- If the drill results contain multiple rows of data, the grid includes a total row. If the drill results contain a single row of data, the total row is omitted.
- Drill results are paged if the results contain many rows.

The current drill path displays along the top of the page. The drill path identifies the row that was drilled and the current drill level. If you have drilled the drill results, the previous drill levels also display in the drill path. You can click a previous drill level to return to that level, or you can click the **X** icon to clear the drill and return to the original report grid.

The drill column displays as follows:

- For key column drilling, the column alignment and width are determined by the column data type. The header text is the key column name. Key column values are presented as Description (Value).
- For directed drilling, the column alignment, width, and header text are as configured in the **Edit Drilling Configuration** dialog.



Example drill results with drilling path displayed at the top

Reporting on process information in web reports

You can include process columns in a web report in order to display status information for plan files in a plan file process. You can display information such as:

- Current process status for a plan file, including the current step name and number
- Process step history per plan file, including the name and number of each step the plan file has been active in, the plan file's step status, and the time spent in the step
- Step statistics, such as average time spent in each step and number of workbooks in each step

In order to report on process information, the web report must be associated with a file group. The process columns are then available to be added to the report, and will return information on the designated plan file process for the file group.

▶ Configuring a web report to use process columns

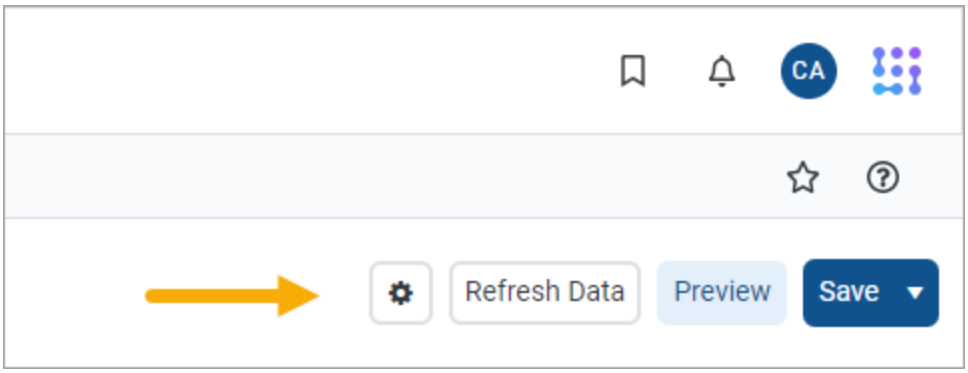
Process columns are not available for use in the Report Builder unless the report is associated with a file group. This association is made in the Report Configuration properties.

Primary table prerequisite

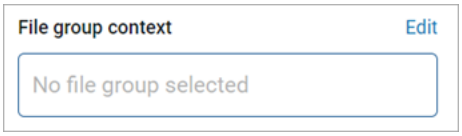
Process reporting will only work if the primary table selected as the **Data Context** for the report is compatible with the plan code table for the file group. In the majority of cases you should select the plan code table itself. For example, if the plan code table is Dept, then you should select Dept as the primary table for the report. However, if needed you can use a table with a lookup to the plan code table instead.

To associate a web report with a file group:

1. On the **Build** tab of the Report Builder, click the gear button at the top of the page to load the Report Configuration properties.

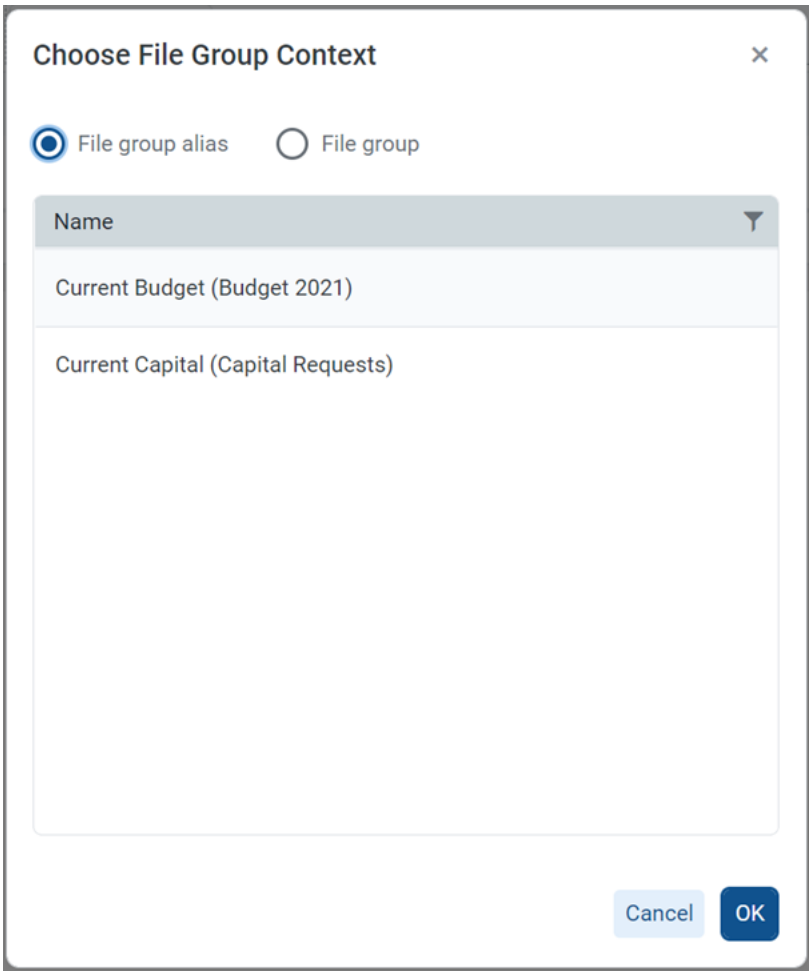


2. In the **Report Configuration** properties, click the **Edit** link above the **File group context** box.



3. In the **Choose File Group Context** dialog, select a file group or a file group alias, then click **OK**.

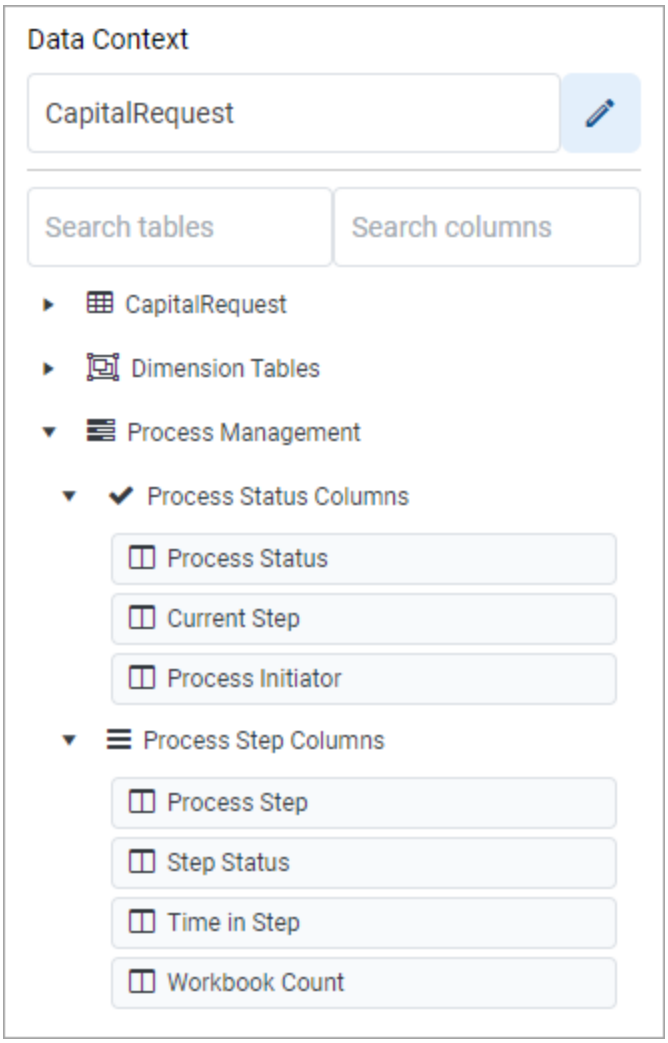
   Use the radio buttons at the top of the list to toggle between viewing file group aliases or file groups. When viewing file group aliases, the name of the file group that is currently assigned to the alias displays in parentheses after the alias name.



Selecting a file group alias means the report will be dynamically associated with the file group that is currently assigned to the alias. For example, if the Current Budget alias is updated so that it points to the Budget 2023 file group instead of the Budget 2022 file group, the report will update to show the process information for the Budget 2023 file group.

NOTE: The selected file group must have a designated **Plan File Process** in the file group properties.

Once a file group context has been selected, a new node appears in the Data Panel named **Process Management**. The process columns are listed under this node, organized into **Process Status Columns** and **Process Step Columns**. To use a process column in the report, drag and drop it to the setup boxes at the top of the Report Canvas just like any other column.



Process columns available in the Data Panel

Using process columns

The following tables detail what each process column returns, as well as usage and configuration guidance for each column. Additionally, note the following:

- When a process column is used in a report, the plan code values are automatically filtered to only return codes that have any activity in the plan file process. It is not necessary to filter the report by a ShowOnList column in order to suppress plan code values that are not active in the file group.
- Process columns can be used as row dimensions or as column definitions, however, only certain process columns make sense to use as row dimensions. See the column details for more information.

Process status columns

The process status columns can be used to display current process status information for plan codes in the file group. These columns are best used if you want to create a report that shows the current step and status for each plan file.

When using the process status columns, the row dimension for the report should be just the key column of the plan code table for the file group. For example, if the plan code table is Dept, the row dimension should be the Dept key column of that table. This means that each row of the report will be a plan code in the file group, showing the process status for that plan code. Note the following:

Column Name	Description
Process Status	Returns the current process status for each plan code. For example: Active, Stalled, Completed, or Aborted.
Current Step	Returns the name and/or number of the current step of the plan file. • By default, the column is configured to show as Value (Description), where Value is the step number and Description is the step name. • You can use the **Description display format** option in the **Column Configuration** panel to change the display format—for example, to display as Description Only or as Value - Description. • If you want to display just the step number, disable the **Show description** option in the **Column Configuration** panel.
Process Initiator	Returns the name of the user who initiated the process for the plan file. This column is only available if the associated file group is an on-demand file group.

NOTE: Reports created prior to version 2022.1 may have a column named Current Step Number—this column has been deprecated but it will continue to work in existing reports.

Process step columns

The process step columns can be used to return process information for each step that a plan file has been active in. When using process step columns, you should set the row dimension as follows, depending on the goal of the report:

- If the goal of the report is to see step detail by plan code, then the row dimension should be set to both the key column of the plan code table and the Process Step column. This means that the report will contain a separate row for each combination of plan code and step.
- If the goal of the report is to see grouped information about the step, then the sum level for the query should be set to just the Process Step column. This is useful to see information such as average time in step, and the count of workbooks that have been active in the step.

Column Name	Description
Process Step	Returns the name and/or number of the step. When using process step columns, this column should be a row dimension for the report. • By default, the column is configured to show as Value (Description), where Value is the step number and Description is the step name. • You can use the **Description display format** option in the **Column Configuration** panel to change the display format—for example, to display as Description Only or as Value - Description. • If you want to display just the step number, disable the **Show description** option in the **Column Configuration** panel. Sub-steps are returned using decimals, such as 2.1 and 2.2. Even though this column is a string column, if the report is sorted by the Step Number column the numbers will be sorted in the correct order.
Step Status	Returns the status of the step per plan file. This column is only useful when the row dimension is set to both the key column of the plan code table and the Process Step column.
Time In Step	Returns the time spent in each step per plan file. Although the raw value for this column is seconds, the total seconds are translated into the highest useful time value for display in the report—whether that is seconds, minutes, hours, or days. Therefore, one plan file may list the time in step as "25 minutes" while another plan file may list the time in step as "2 days". If the row dimension for the report is set to just the Process Step column, then the **Aggregation** for the Time In Step column should be changed to **Average** so that the column returns the average time spent in the step (for all plan codes that were ever active in the step). Otherwise the column will return the total time spent by all plan codes in the step, which is likely not a useful value. **NOTE:** If you use this column in a calculation, the calculation will be based on the raw seconds value. Therefore if you want to return the time in step using the same time unit for all plan codes, regardless of how long they have been in the step, you can use a calculation to do so. For example, divide the time in step by 86400 to convert the seconds to days.

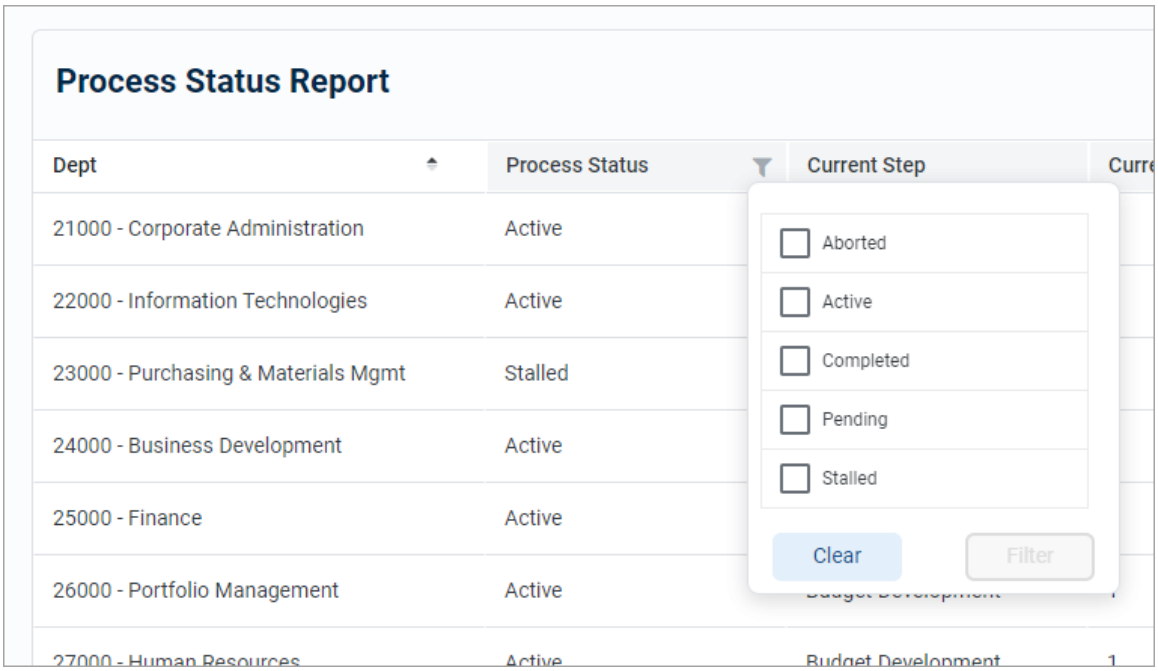
Column Name	Description
Workbook Count	Returns the count of workbooks that have been active in the step. This column is only useful when the row dimension is set to just the Process Step column, so that you can see the count for all plan codes that have been active in the step. If the key column of the plan code table is included as the row dimension, then the Workbook Count will always return 1 for each plan code / step combination, which is likely not a useful value. This column always uses Count aggregation and cannot be changed.

NOTE: Reports created prior to version 2022.1 may have columns named Step Number and Step Name—these columns have been deprecated but will continue to work in existing reports.

Filtering based on process columns

When a report uses process columns, the report can be filtered based on these columns.

- **End user filtering**: If a process column is enabled for end user filtering (**Enable filter** is enabled for the column), then users viewing the report can filter it on the fly. For example, a user may want to filter the Process Status column to only see plan files that are currently stalled in the process.



Example end user filtering on process columns

- **Report filtering**: Process columns can be used to define a general report filter or a table-specific report filter, to limit the data shown in the report. For example, you may want to filter the report to only show plan files in a certain step or with a certain status. The Process Management columns are only available in the Filter Wizard dialog when the report is configured to enable use of process columns.

  Example filter using process columns

  Process Management columns cannot be used as column filters on columns or calculations, or on groups. The Process Management columns node is hidden when the Filter Wizard is opened in these contexts.

  NOTES:
  - When filtering by process columns, you should base the filter on the same set of columns that you are using in the report (Process Status Columns or Process Step Columns). Although it is possible to cross-filter, the results may not be as expected since these two sets of columns are looking at the process information from two different angles.
  - If you are filtering by Time in Step, input the number as seconds. The Filter Wizard will then convert that number to the largest relevant time unit for display in the dialog.

Example process reports

The following screenshots show some of the reports that can be created using process columns. These examples only use process columns, but the reports could contain additional columns from the plan code table or from related data tables, in cases where it makes sense to show this additional information.

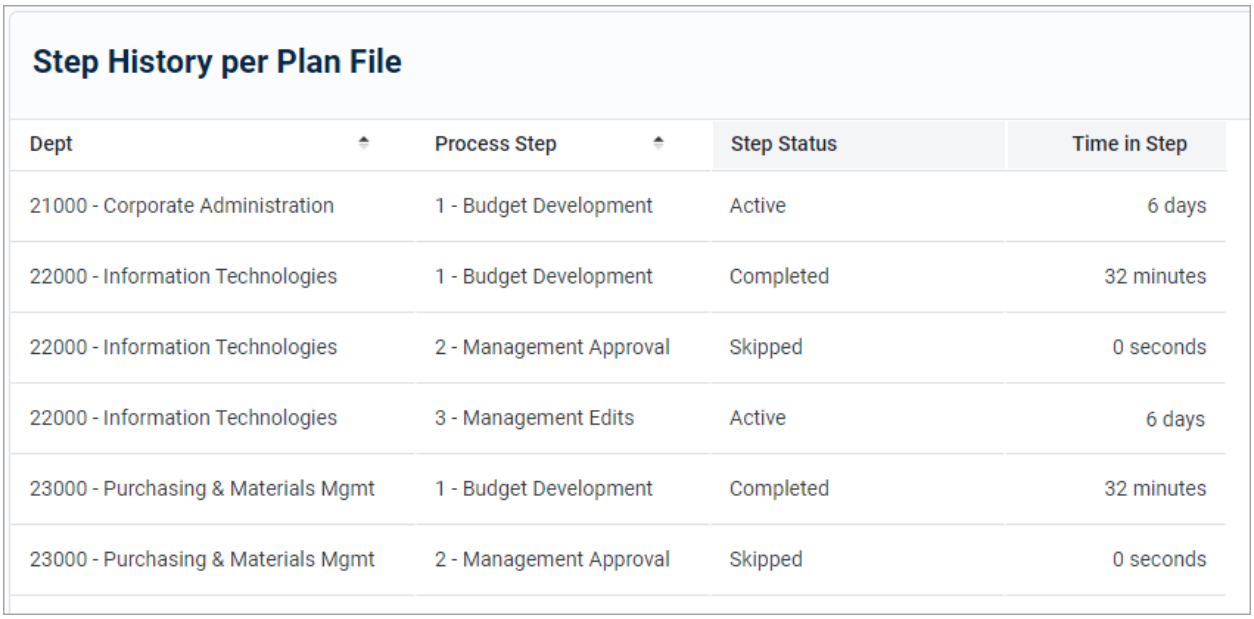
The first example shows a report using process status columns, for the purpose of viewing the current status of each plan code. The row dimension is the key column of the plan code table (CapitalID).

Process Status

Capital Request	Process Status	Current Step	Process Initiator
11 - New machinery	Active	1 - Initial Request	Wendy Hunter
13 - Equipment maintenance	Active	2 - Manager Inputs	Wendy Hunter
14 - Warehouse remodel	Active	1 - Initial Request	Rufus Xavier Sasparilla
16 - Computer upgrades	Active	4 - Executive Approval	Wendy Hunter

Web report with process status columns

The second example shows a report using process step columns, for the purpose of viewing process history for each plan code. The row dimension is set to the step name and the key column of the plan code table (Dept). The end user could filter the Dept column to view the history for a specific plan code.

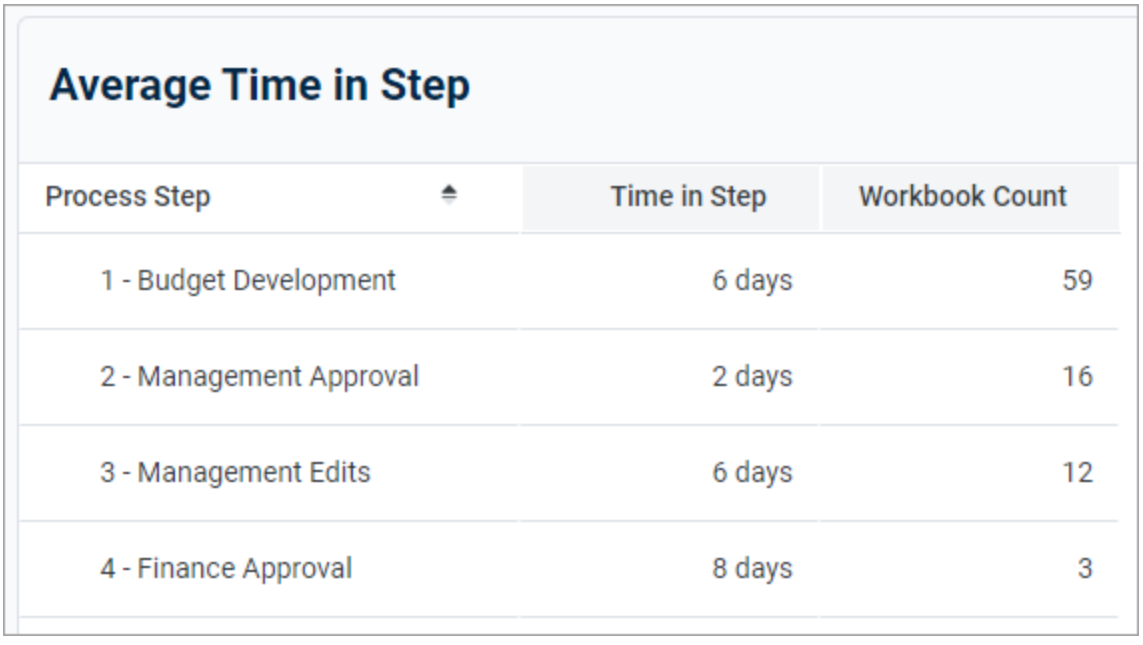


Step History per Plan File

Dept	Process Step	Step Status	Time in Step
21000 - Corporate Administration	1 - Budget Development	Active	6 days
22000 - Information Technologies	1 - Budget Development	Completed	32 minutes
22000 - Information Technologies	2 - Management Approval	Skipped	0 seconds
22000 - Information Technologies	3 - Management Edits	Active	6 days
23000 - Purchasing & Materials Mgmt	1 - Budget Development	Completed	32 minutes
23000 - Purchasing & Materials Mgmt	2 - Management Approval	Skipped	0 seconds

Web report with process step columns, grouped by key column and step

The third example shows a report using process step columns, for the purpose of viewing process statistics. The row dimension is set to the step number only, so that the process data is aggregated at the step level. The columns show the count of workbooks that have been active in each step, as well as the average time in step per workbook.



Average Time in Step

Process Step	Time in Step	Workbook Count
1 - Budget Development	6 days	59
2 - Management Approval	2 days	16
3 - Management Edits	6 days	12
4 - Finance Approval	8 days	3

Web report with process step columns, grouped by step

Displaying date and date-time values in web reports

When using Date or DateTime columns in web reports, you can display the values in a variety of different ways:

- You can choose to report on the full date or date-time value, or you can choose to report on just a part of the value by selecting a *date part*. When you use a date part you are extracting a specific portion of the date, such as Year, Month, Quarter, and so on.
- You can choose various formatting options for the date or date-time value. For example, you can display the full date as 10/10/2022 or as October 10, 2022. Many of the date part options also support various formats. For example, you can display the Month date part as 10 or Oct or October.

Using date formatting versus date parts

There is a significant difference between defining a display format for a date or date-time value, versus using a date part. When you choose a date part, then for the purposes of this report you are effectively changing the column data type and contents to match the selected date part. For example, if you specify the date part as Month, the column is now treated as if it contains values from 1 to 12 representing each month. All of the other information about the date or date-time value is ignored. This means that you can use the column as a row dimension, and the values will be grouped by month instead of by the underlying date or date-time value.

Date formatting, on the other hand, is primarily for display only. The display format does not fundamentally change the way the values are treated. For example, you can choose to format a full date value as simply October 2022, but in this case the column values in the report are still the full date. If you use this column as a row dimension, you will likely see multiple instances of October 2022 as rows, because the underlying column values are different dates in October 2022 such as 10/102022, 10/11/2022, and so on. You are really grouping the report by the full date values and not by the display format. If instead you want to group the report by month and year (or "yearmo"), then you can select the YearMo date part. Now the column values are effectively transformed to integer yearmo values for purposes of the report, enabling the report data to be grouped by unique yearmo combinations.

Other benefits of using date parts include:

- Column values are sorted by the date part and its chosen display format. For example, if the date part is Month, the column will be sorted as expected whether you choose to display the month as 1-12 or as January-December. Full date or date-time values are always sorted by the full date or date-time regardless of display format.
- If end-user filtering is enabled for the column, the filtering options match the configured date part. For example, if the date part is Quarter, the user can filter by selecting from the list of Q1-Q4 values.

- Date parts can also be used when defining filters for the report data, such as general filters or column filters. This makes it easier to construct filters based on a portion of the date or date-time value. For more information, see Using date part filtering.
- Date parts support the concept of a fiscal year calendar. For example, you can choose to return the calendar month or the fiscal month, if they are different for your organization.

Configuring date parts and display formats for Date and DateTime columns

Use the Column Configuration properties to specify the date part and display format for any Date or DateTime columns in your report.

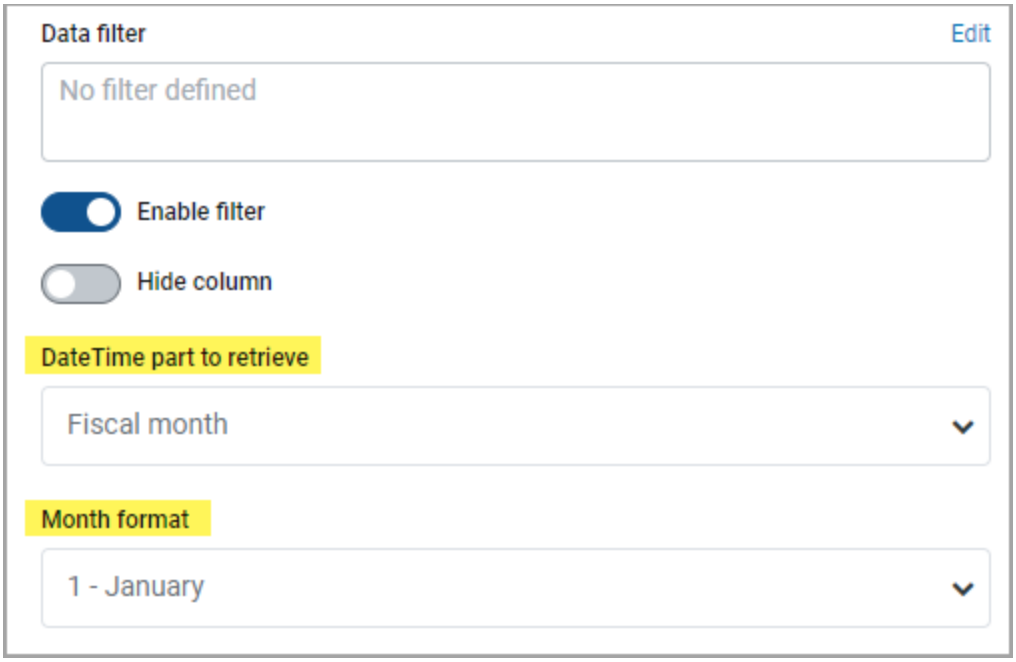
To configure the date part and display format for a Date or DateTime column:

1. On the **Build** tab of the Report Builder, in the Report Canvas, click a column name in either the Row Dimensions box or the Column Definitions box to select that column.
2. Complete the following **Column Configuration** properties in the Configuration Panel, on the **General** tab:

Item	Description
Date part to retrieve	Specifies the date or date-time part to retrieve for this column. For example, you can return the full date value, or just the year or month, or the fiscal year or month. By default, this property is set to **Full Date** or **Full DateTime**, which means the column will return the full date or date-time value. You can then use the **Date format** property to specify how this value should display in the report. You can optionally chose a different date part in order to extract and retrieve a specific aspect of the date or date-time value. When a date part is selected, the column data is effectively transformed into the date part values for purposes of this report. For more information on the available date part options, see Date part and format options.
Date format	Specifies the display format for the date or date-time values. The available formatting options depend on the specified **Date part to retrieve**. Some date parts, such as Year, do not have additional formatting options, in which case this property does not display. The label of this property varies depending on the selected date part. For example, if you select **Month** as the date part, then the label for this setting is **Month format**. For more information on the available formats for each date part, see Date part and format options.

Item	Description
Custom Date Format	Specifies the custom format to use for the full date or date-time value, if the **Date format** property is set to **Custom**. For more details on the available options to define default custom formats, see Custom formats.

NOTE: The labels for these properties vary depending on whether the column is a Date or DateTime column. For example, if the column is DateTime, then the properties are labeled **DateTime part to retrieve**, **DateTime format**, and **Custom DateTime Format**.



Example date part and format properties in the Column Configuration panel

Date part and format options

You can configure Date and DateTime columns to display in various ways using the date part and format options:

- **Date part**: Specify the part of the date or date-time value that you want to display—such as the full date or date-time, the year or fiscal year of the date, the month or fiscal month of the date, or the hour or minute from the time.
- **Format**: Specify the format to display the selected date part. For example, if you select full date, you can display it as 10/15/2022 or October 2022 or Thursday, October 15, 2022. If you select Month, you can display it as 10 (the month number), Oct, or October.

The following tables detail the date part and format options. Where multiple formats are available, the default format is shown in bold. If only one format is available for a particular date part, then the **Date format** property does not display.

Standard date and time options

Date Part	Description	Format
Full Date	Use the full date stored in the column. Only applies to Date columns. This option is the default date part for Date columns.	• **Default** • Custom • ShortMonth Year (Oct 2022) • Month Year (October 2022) • Month/Date/Year as Date (10/15/2022) • Day, Month Date, Year (Thursday, October 15,2022) • YearMonth as Number (202210) • YearMonthDay as Number (20221015) Date data types have a configured default that is set at the grid level. If a column is set to use Default and the grid-level defaults are changed, the column will update to use the new default format. For more information, see Configuring grid properties in a web report.
Full DateTime	Use the full date-time stored in the column. Only applies to DateTime columns. This option is the default date part for DateTime columns.	Same as Full Date, plus the following additional options: • Month/Date/Year Hour:Minute as DateTime (10/15/2022 13:25) • Month/Date/Year Hour:Minute:Second DayPeriod as DateTime (10/15/2022 1:25:00 PM) • Day, Month Date, Year Hour:Minute:Second DayPeriod (Thursday, October 15, 2022 1:25:00 PM) • YearMonthDate Hour:Minute as Number (20221015 13:25) Date Time data types have a configured default that is set at the grid level. If a column is set to use Default and the grid-level defaults are changed, the column will update to use the new format. For more information, see Configuring grid properties in a web report.
Date Only	Use the date part of the date-time. Only applies to DateTime columns.	Same formats that are available for Full Date.

Date Part	Description	Format
YearMo	Use the combined year and month of the date.	Year and Month combined (202210)
Year	Use the year part of the date.	Full year (2022)
Quarter	Use the quarter for the date.	• Number of the Quarter (1-4) • **Number of the Quarter with Prefix (Q1)** • Text Description (1st quarter)
Month	Use the month part of the date.	• Number of the Month (1-12) • Number of the Month with 2-Digits (01) • Short Name of the Month (Jan) • **Name of the Month (January)**
Week	Use the number of the week for the date, within the year.	Number of the Week (1-52)
Day of Year	Use the day of the year for the date.	Number of the Day (1-365)
Day of Month	Use the day of the month for the date.	Number of the Date (1-31)
Day of Week	Use the day of the week for the date. The first day of the week is Sunday.	• Number of the Day (1-7) • 2-Letter Abbreviation for the Day (Su) • Short Name of the Day (Sun) • **Name of the Day (Sunday)**
Hour	Use the hour of the date-time. Only applies to DateTime columns.	• 24-Hour Clock Number (0-23) • **12-Hour Clock with Day Period (1 AM)** • 24-Hour Clock as Hundreds (100)
Minute	Use the minute of the date-time. Only applies to DateTime columns.	Number of the minute (0-59)

NOTES:

- If a column is configured to display the full date or date-time, but the selected format only shows a part of it, the column sorting and filtering remains based on the full date or date-time value.
- If a DateTime column is configured to display the hour, the column filtering is always based on 0-23, regardless of the display format. For example, if the display format is a 12-hour clock with day period, filtering by 13 displays values of 1 PM.
- If a Date or DateTime column is configured to use a date part that is not the full date part—such as Year, Quarter, or Month—the column becomes a Dimension date type for purposes of inheriting the default alignment and column width.

Fiscal year options

The fiscal year for your system is determined by the system configuration setting **ClientFiscalYearEndMonth**. By default, this is set to 12, which means the fiscal year is the same as the calendar year. If your organization uses a different fiscal year end, your implementation consultant should adjust this setting accordingly.

For example, if your organization's fiscal year ends in June, the **ClientFiscalYearEndMonth** setting should be changed to 6. This means:

- A date of 6/1/2022 is in fiscal year 2022 and represents month 12 of the 2022 fiscal year.
- A date of 7/12022 is in fiscal year 2023 and represents month 1 of the 2023 fiscal year.

When the fiscal year is different than the calendar year, the fiscal year options will return different date information than the corresponding standard date options. Continuing the example where the fiscal year end is June, the following return values apply to a date of 7/1/2022:

- The Year part will return 2022, whereas the Fiscal Year part will return 2023.
- The Quarter part will return Q3, whereas the Fiscal Quarter part will return Q1.
- The Month part will return 7, whereas the Fiscal Month part will return 1.

Date Part	Description	Format
Fiscal YearMo	Use the combined fiscal year and month that the date belongs to.	Year and Month combined (202310)
Fiscal Year	Use the fiscal year that the date belongs to.	Full year (2023)
Fiscal Quarter	Use the fiscal quarter that the date belongs to.	• Number of the Quarter (1-4) • **Number of the Quarter with Prefix (Q1)** • Text Description (1st quarter)

Date Part	Description	Format
Fiscal Month	Use the fiscal month that the date belongs to.	• **Number of the Month (1-12)** • Number of the Month with 2-Digits (01) • Number And Short Name of the Month (1 - Jan) • Number And Name of the Month (1-January)

Custom formats

When using the Full Date or Full DateTime parts, you can optionally specify a custom format to display the date or date-time value. When you select **Custom** as the format, a **Custom Date Format** box becomes available so that you can enter the custom format syntax. The following case-sensitive syntax can be used in the custom format:

Desired Date/Time Part	Syntax	Notes
Day Period	a	Returns the day period AM or PM.
Day of Month	d	For the day number (1), use one or two letters (d or dd). dd enforces 2 digits.
Day of Week	E or e	• For the abbreviated day name (Sun), use one upper-case letter (E). • For the full name (Sunday), use four upper-case letters (EEEE). • For the numerical day of the week (1), use one lower-case letter (e). Sunday is the first day.
Hour	H or h	• For the hour in the 12-hour clock (1-12), use one or two lower-case letters (h or hh). hh enforces two digits. • For the hour in the 24 hour clock (0-23), use one or two upper-case letters (H or HH). HH enforces two digits. **NOTE:** Use k if you want to display the 24 hour clock as 1-24 instead of 0-23.
Minutes	m	For the minutes number (1), use one or two letters (m or mm). mm enforces 2 digits.
Month	M	• For the numerical month (1), use one or two letters (M or MM). MM enforces 2 digits. • For the short name (Jan), use three letters (MMM). • For the wide name (January), use four letters (MMMM).

Desired Date/Time Part	Syntax	Notes
Seconds	s	For the seconds number (1), use one or two letters (s or ss). ss enforces 2 digits.
Quarter	Q	• For the numerical quarter (1), use one or two letters (Q or QQ). QQ enforces 2 digits. • For the abbreviation (Q1), use three letters (QQ). • For the text description (1st quarter), use four letters (QQQQ).
Year	y	• To render the full year (2022), use one letter (y). • To render a two-digit year (20), use two letters (yy).

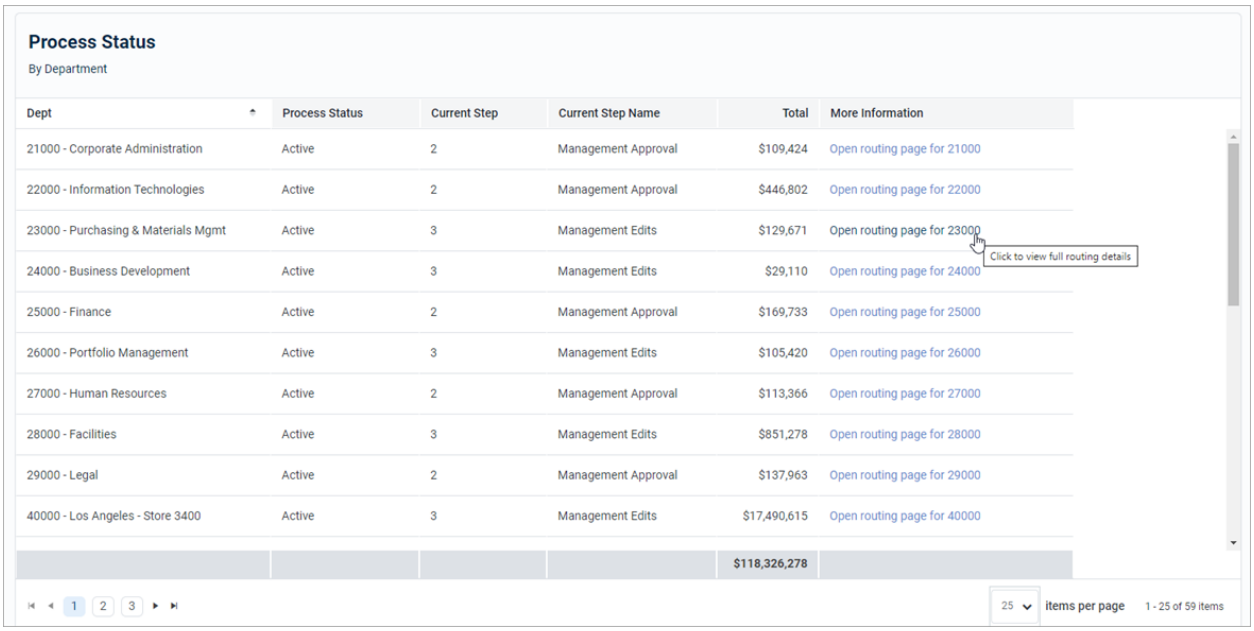
For example, to render a date as 2022 Oct 10, you would enter the following into the **Custom Date Format** box: `y MMM d`.

Example custom date format

Displaying hyperlinks in web reports

Web reports can display hyperlinks within a column, so that each row can link to a designated page or plan file relating to the current row of the report. You can define two different types of links:

- **Custom**: Link to any page in the Axiom Capital Tracking system by entering a relative URL. Variables can be used in the URL so that it is unique per row of the report.
- **Plan File**: Link to any set of plan files in the Axiom Capital Tracking system. When using this option, Axiom Capital Tracking dynamically generates the URL to each plan file on a per row basis, given a file group context. The row dimension of the report must be the key column of the plan code table in order to generate the links.



Example report with a hyperlink column

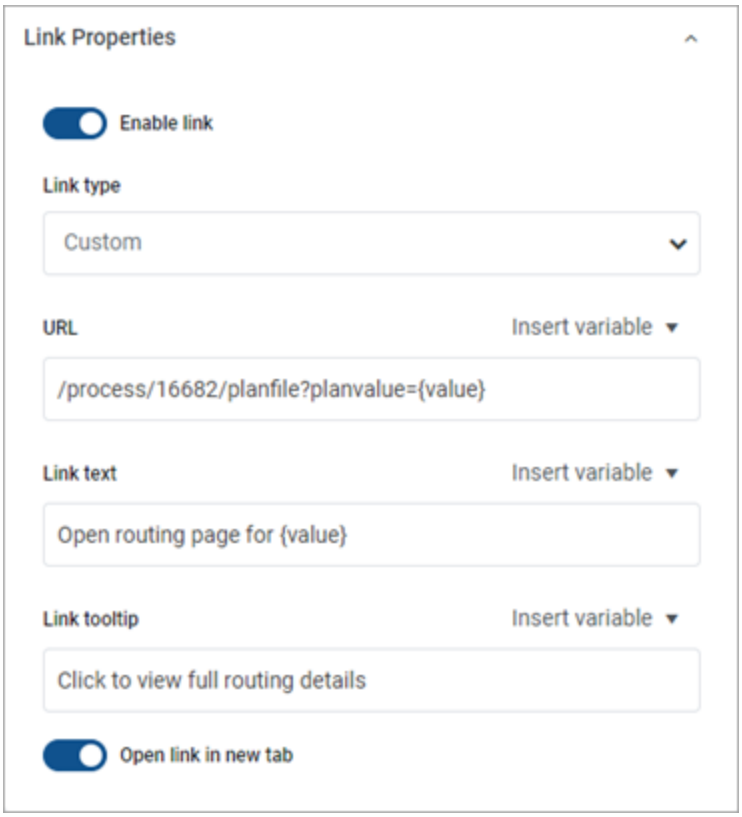
To configure a column in a web report to show hyperlinks:

1. On the **Build** tab of the Report Builder, in the Report Canvas, click a column name in either the Row Dimensions box or the Column Definitions box to select that column.

   You must select the column name in the setup boxes and not the column name in the grid below. Selecting a column name in the preview grid causes the Grid Configuration to display instead of the Column Configuration.

   NOTE: The ability to display hyperlinks within a column is not available if the report uses fixed rows. Additionally, the following column types cannot be enabled to display hyperlinks: dynamic columns and process columns.

2. In the **Column Configuration** panel, select the **Advanced** tab.
3. In the **Link properties** section, select **Enable links**.
4. Complete the **Link properties** as needed.



Example hyperlink properties

Once a column is enabled to show links, the column will display the contents of the **Link text** property. If the **Link text** property is left blank, the normal column contents display. Column contents are styled as hyperlinks with blue underlined text when the report is viewed in Preview mode or in the report viewer.

NOTES:

- Hyperlinks do not show on the column within the Report Canvas grid. You must view the report in Preview mode or the report viewer in order to see and interact with the hyperlinks.
- If you click a hyperlink while viewing the report in Preview mode, the link always opens in a new tab, regardless of the link property configuration. This is done so that clicking the hyperlink does not cause you to exit the Report Builder.
- Hyperlinks are not preserved when exporting a report. If you export to PDF, the column displays the link text without an active hyperlink. If you export to Excel or a delimited file, the link configuration is ignored, and the regular column value is exported (as if the column were not enabled to show links).

▶ Link properties

The following properties are available in the **Advanced** tab of the **Column Configuration** panel when **Enable links** is enabled.

Item	Description
Link type	Specifies the type of link to display in the column: • **Custom**: You specify the relative URL for the hyperlink, including using variables to dynamically incorporate the current column value in the URL. • **Plan file**: Axiom Capital Tracking dynamically generates a hyperlink to the plan file associated with each row. In order to use this option, the report must have a specified **File group context** in the Report Configuration properties, and the row dimension must be the key column of the plan code table for that file group. For more information, see Setting up a report for plan file links. **NOTE:** This option only displays if the report meets the requirements to support plan file links. Otherwise, all links are custom links by default, and this option does not display.

Item	Description

URL	The URL to link on each row. The URL must be to a relative location within the Axiom Capital Tracking system. When the report is viewed, the full URL will be generated by appending the relative URL to the current Axiom Capital Tracking system address.
	
	To make the link dynamic, use the **Insert Variable** menu above the box to insert a variable for use within the URL. For more information, see Using variables in the link properties.
	
	For example, imagine that the report contains the key column of a plan code table (such as Dept or CapReq), and you want each plan code to link to the Process Routing page for a particular plan file process. The full URL to the Process Routing page uses the following syntax:
	
	`https://mycompany.axiom.cloud/process/`
	`*processdefinitionID*/planfile?planvalue=*plancode*`
	
	The process definition ID will be constant for the URL, but the plan code value needs to be the current row's department value. The `{value}` variable can be used for this purpose. The following relative URL with a variable would be entered into the URL field:
	
	`/process/16682/planfile?planvalue={value}`
	
	NOTE: The relative URL can be entered with or without the beginning forward slash.
	
	When the report is viewed, the column will resolve to use the full URL with the current column value. For example, the row showing Dept 22000 will have the following URL:
	
	`https://mycompany.axiom.cloud/process/16682/planfile?planvalue=22000`
	
	When the user clicks on the hyperlink in this row, they will be taken to the Process Routing page for Dept 22000, for the plan file process associated with process definition ID 16682.
	
	NOTE: The URL property only displays if the specified link type is custom, or if the **Link type** option is not present because all links in the report are custom. When using the plan file link type, the URL to the plan file is automatically generated by Axiom Capital Tracking.

Item	Description
Link text	Optional. Specifies the display text for the hyperlink column. Enter the desired text, using variables as needed. For more information, see Using variables in the link properties. If you want the link text to be the regular column value—meaning the same value that would display in the report if the column was not enabled as a link column—then you can leave this field blank. The regular column value is automatically used as the link text.
Link tooltip	Optional. Specifies the tooltip to show when a user hovers the cursor over the hyperlink. Enter the desired text, using variables as needed. For more information, see Using variables in the link properties.
Open link in new tab	Specifies whether the hyperlink opens in the same tab (replacing the report) or in a new tab. By default, the hyperlink opens in the same tab. Enable this option if you want the hyperlink to open in a new tab. **NOTE:** If the link type is **Plan file** and the plan files are spreadsheets that will open in the Axiom Capital Tracking Desktop Client, then you should *not* enable this option because it does not apply. The links will work either way, but if you enable the option to open in a new tab, then Axiom Capital Tracking will first open an empty browser tab and then launch the Desktop Client.

Using variables in the link properties

The following variables can be used in the **URL**, **Link text**, and **Link tooltip** properties, so that these values can be unique per row of the report. To insert a variable, use the **Insert Variable** menu above each field. Once the variable has been inserted into the field, you can enter any additional text as needed.

Item	Description
`{value}`	Resolves as the raw column value for the current row. For example, if the column is a numeric column, the value will not have numeric formatting and will show all decimal places. This variable is most appropriate for use in the URL property, when the URL contains the column value. For example, the URL to the Process Routing page contains the plan code value.
`{formattedvalue}`	Resolves as the formatted column value for the current row, honoring any default formats for the column type and applied formatting in the Column Configuration properties.

Item	Description
`{column:` `TableName.ColumnName}`	Resolves as the raw value in the specified table column, for the current row. This can be used if you need to reference a value from a different column than the current column in any of the URL properties. Edit the variable to replace the *TableName.ColumnName* text with the desired table column name. For example: `{column:Dept.Description}`

`{column:`
`TableName.ColumnName`
`:format}`
	Resolves as a formatted value in the specified table column, for the current row. This can be used if you need to reference a numeric value from a different column than the current column in any of the URL properties, and you need to apply formatting to that numeric value.
	
	Edit the variable as follows:
	• Replace the *TableName.ColumnName* text with the desired table column name.
	• Replace the *format* text with syntax that indicates the desired numeric format. See the following table for details on this syntax.
	
	For example: `{column:BGT2022.m1:$#,#}`

NOTE: If you use a variable to display values from a different column as the **Link text**, the total row will continue to display the total of the actual column values. It is recommended to omit the column from the total row in this case.

Number format syntax

Number format syntax is case-sensitive. All examples assume the raw value is 1234.5678

Syntax	Description	Examples
0 (zero)	The zero placeholder replaces the zero with the corresponding digit if such is present. Otherwise, zero appears in the result string.	0 returns 1234 00000 returns 01234
# (pound)	The digit placeholder replaces the pound sign with the corresponding digit if one is present. Otherwise, no digit appears in the result string.	# returns 1234 ##### returns 1234
. (period)	The decimal placeholder determines the location of the decimal separator in the result string.	0.00 returns 1234.57 #.## returns 1234.57

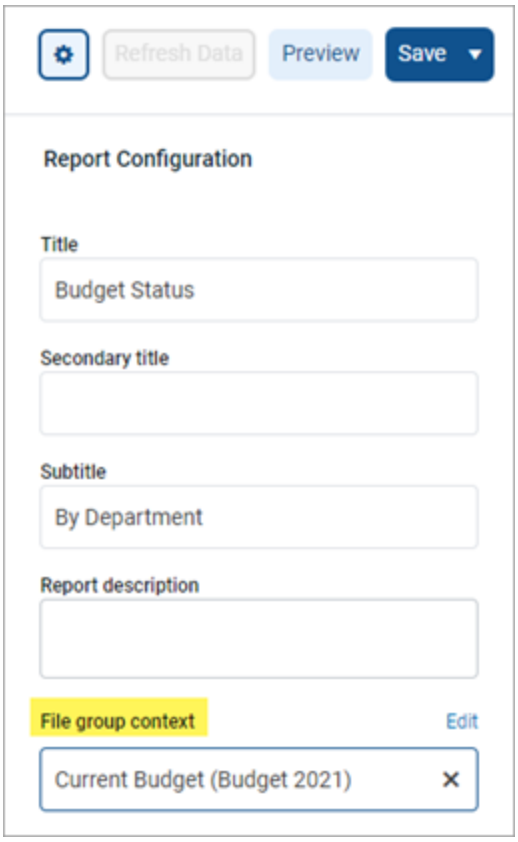
Syntax	Description	Examples
, (comma)	The group separator placeholder inserts a localized group separator between each group.	0,0 returns 1,234 #,# returns 1,234
% (percent)	The percentage placeholder multiplies a number by 100 and inserts a localized percentage symbol in the result string.	#% returns 123456%
$ (dollar)	The currency placeholder specifies that the number will be formatted by using the currency culture settings. The $ symbol is replaced with the localized currency symbol. $ is interpreted as a format specifier in the format string.	$#,#.00 returns $1234.57

Setting up a report for plan file links

You can enable a column to link to plan files in a file group, without needing to manually create the necessary URLs to the plan files. The application will automatically generate the correct URL syntax to each plan file.

In order to do this, the report must be set up as follows:

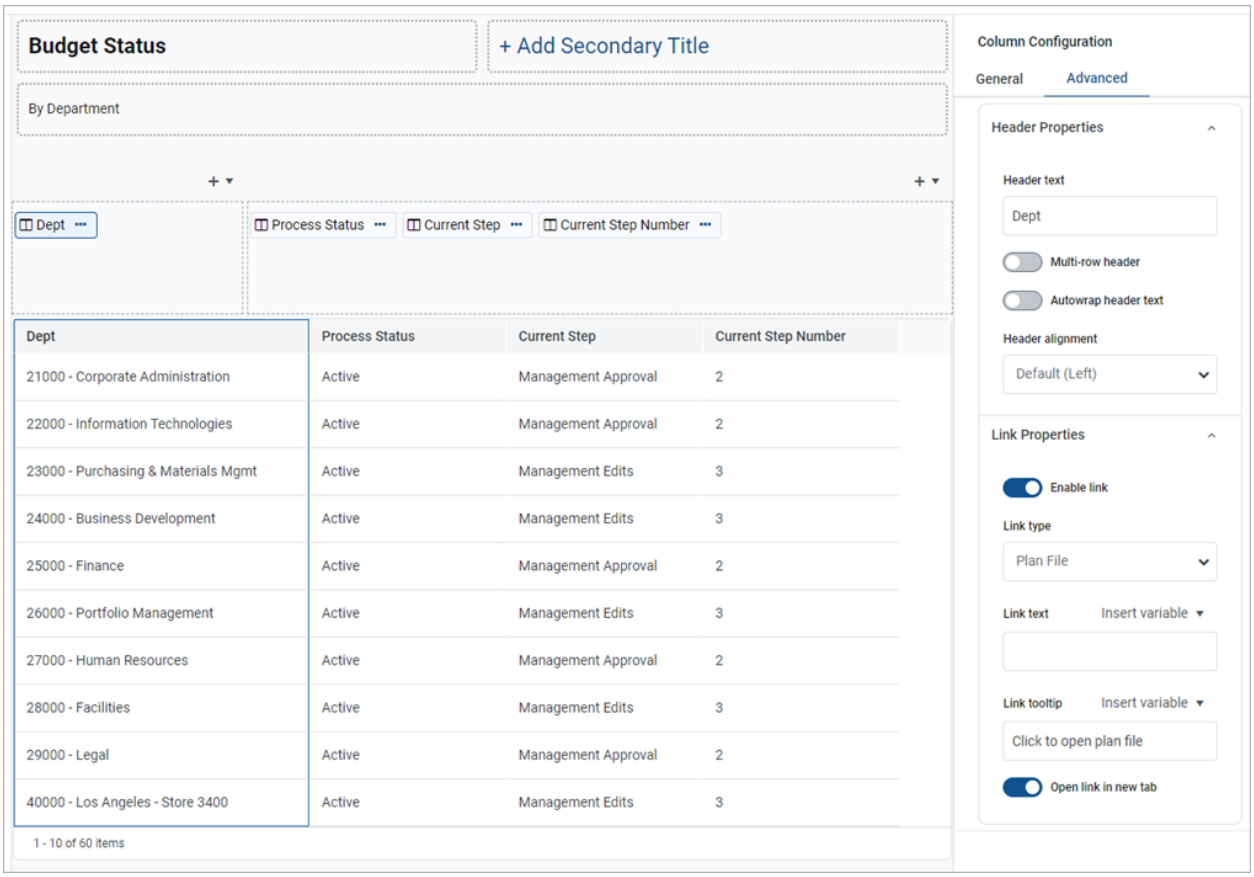
- A file group must be specified as the **File group context** for the report. The plan file hyperlinks will open the plan files in the designated file group.
    - Click the gear icon to view the **Report Configuration** panel.
    - Click **Edit** over the **File group context** field.
    - Select a file group or file group alias, then click **OK**. Selecting a file group alias means the report will be dynamically associated with the file group that is currently assigned to the alias. For example, if the Current Budget alias is updated so that it points to the Budget 2023 file group instead of the Budget 2022 file group, the report will update to link to plan files in the Budget 2023 file group.
- The row dimension for the report must be the key column of the plan code table. For example, if the plan code table of the file group is Dept, the row dimension for the report must be Dept.Dept.



Example Report Configuration panel with a designated file group context

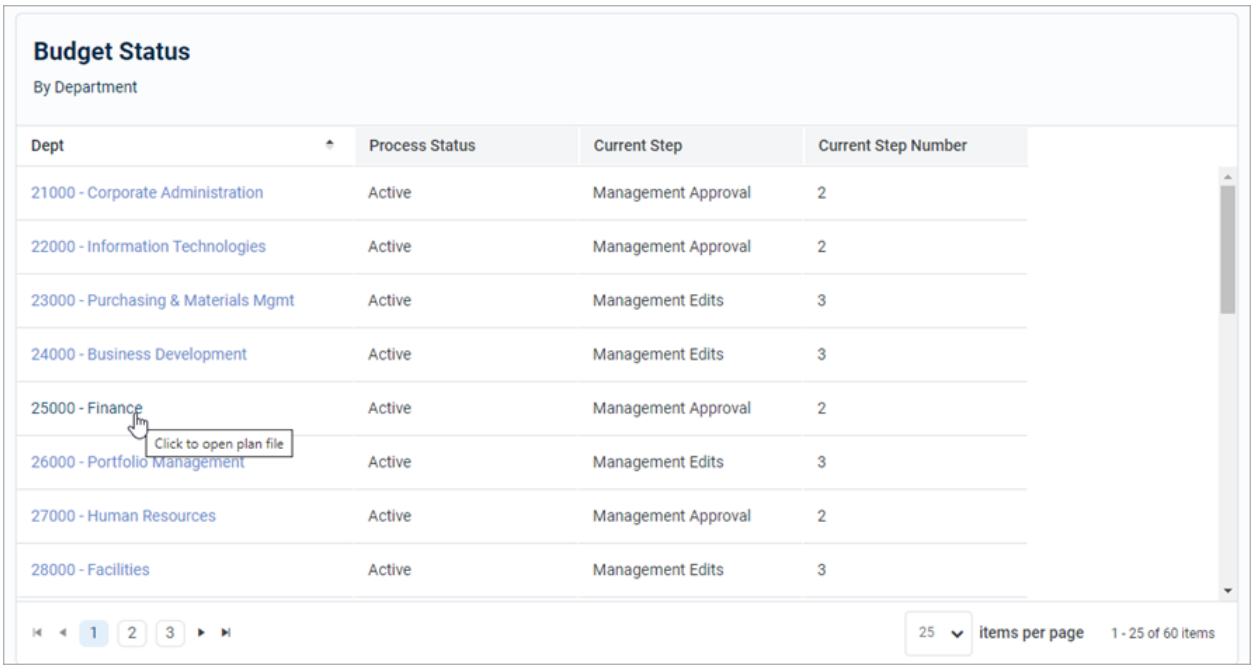
Once the report is configured so that plan file links are possible, then the **Plan file** link type becomes available as an option in the **Link properties**. Once this option is selected, the URL field becomes hidden because Axiom Capital Tracking will automatically generate the necessary URL to the plan files.

In the following example, the Dept column has been enabled to contain hyperlinks to plan files. The **Link text** field has been left blank to use the column values in the Dept column, which have been configured to show descriptions.



Example link properties to use plan file links

When the report is viewed, the column enabled for plan file links will contain hyperlinks to the plan files in the designated file group. If the plan files are web-enabled, the hyperlinks open the plan files in the browser. If the plan files are spreadsheet-based, the hyperlinks open the plan files in the Axiom Capital Tracking Desktop Client.



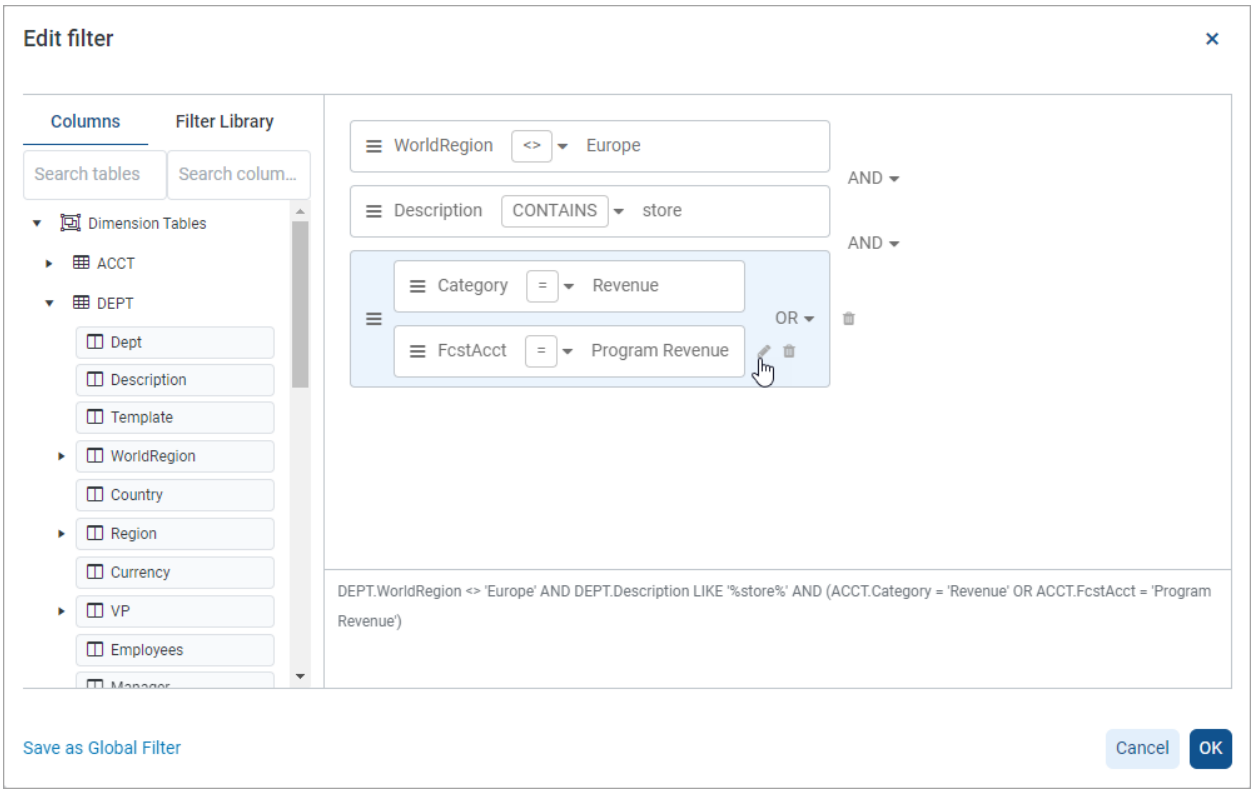
Example report with a column enabled for plan file links

NOTES:

- If the designated file group has a Show On List column, the row dimension is *not* automatically filtered to only show plan codes where the Show On List column is true (1). You should define a general filter for the report to exclude plan codes where the Show On List column is false (0). The row dimension will only be filtered automatically if you have also chosen to include process management columns in the report.
- If a plan file has not been created for a plan code, the row will still contain a hyperlink but the hyperlink will fail with a "plan file has not been created" error.
- You can select the **Plan file** link type for any column in the report that you want to link to the plan files. The column with the hyperlinks does not have to be the key column of the plan code table.

Using the Filter Wizard in the Report Builder

The Filter Wizard displays when you create or edit a filter in the Report Builder. The same dialog is used for report filters, column filters, and column group filters. The dialog provides a user-friendly way to build data filters using your current system's data structures.



Example Filter Wizard in the Report Builder

Using the Filter Wizard, you can:

- Browse and search table columns to create a new filter, or, use a global filter from the Filter Library.
- Select the operator for the filter such as equals, not equals, greater than, less than, and so on.
- Select existing column values to filter by, or manually enter values.
- Easily combine and group multiple filter statements using AND and OR.

Creating a filter

Each filter that you create in the Filter Wizard can consist of one or more *filter statements*. Multiple filter statements are combined using OR or AND to create compound filters. Each filter statement consists of a Table.Column name, an operator, and one or more values. For example, the following are all filter statements:

```
Dept.Region='US West'

Acct.Acct IN (1250, 1300, 1400)

Encounter.AdmitDate BETWEEN 1/1/2020 and 12/31/2021

GL2022.M1 > 0
```

The following steps describe the general process of creating a new filter from scratch. For more information on specific aspects of the Filter Wizard, see the other sections in this topic.

To create a filter in the Filter Wizard:

1. In the Filter Wizard dialog, on the **Columns** tab, use the table tree to find the column that you want to use for the first column filter statement. Note the following:
    - The table tree is automatically filtered to only show tables that are relevant to the current context. For example, if you are creating a table-specific report-level filter, the table tree is filtered to only show the selected table.
    - You can use the search boxes over the table tree to search for a particular table or column by name.
2. Select the column and drag it over to the right-hand area of the dialog. This area is known as the *filter canvas*. Once you drop the column to the filter canvas, it creates a filter statement "box" that is structured as follows:

    ColumnName *Operator* *Values*

3. If the column is a Date or DateTime column, select the date part that you want to use for the filter. For more information on this choice, see Using date part filtering.

    By default, when you drag over a Date or DateTime column, the date part menu automatically opens. If you press the Escape key or otherwise close the date part menu without making a selection, the default is Full Date or Full DateTime. If you select a date part from the menu, the operator menu automatically opens next.
4. From the operator menu, select the operator that you want to use for the filter statement. By default, when you drag over the column, the operator menu automatically opens. The data type of the column determines the default operator and the list of available operators. For more information, see Using operators.
5. Select or input one or more values for the column filter statement. If you selected an operator from the operator menu, the following occurs:
    - If the operator is equals or not equals, the **Select Values** dialog automatically opens so that you can select one or more values. If you select multiple values, the operator will automatically adjust to IN or NOT IN to accommodate the multiple values. For more information on using this dialog, see Using the Select Values dialog.
    - If the operator is anything else, an input box becomes focused so that you can input or select one or more values. In most cases, this will be a single input box where you can type the desired value. Note the following:

- If the column is a String column and you are manually typing in text instead of selecting values in the column, do not type quotation marks or wildcard characters. The Filter Wizard will automatically add quotation marks or wildcard characters as needed.
- If the operator is BETWEEN or NOT BETWEEN, two input boxes become available so that you can input or select both values.
- If the column is a Boolean column, the input becomes a drop-down menu for selecting True or False.
- If the column is a Date or Date time column, the input becomes a calendar control to select a date or date/time from a calendar.

If instead you closed the operator menu without making an explicit selection, then the default operator is used and the column filter statement is set to `<no values>`. You can manually click on the `<no values>` text to specify one or more values using the same behavior described previously.

6. Repeat the previous steps as needed to create more filter statements.

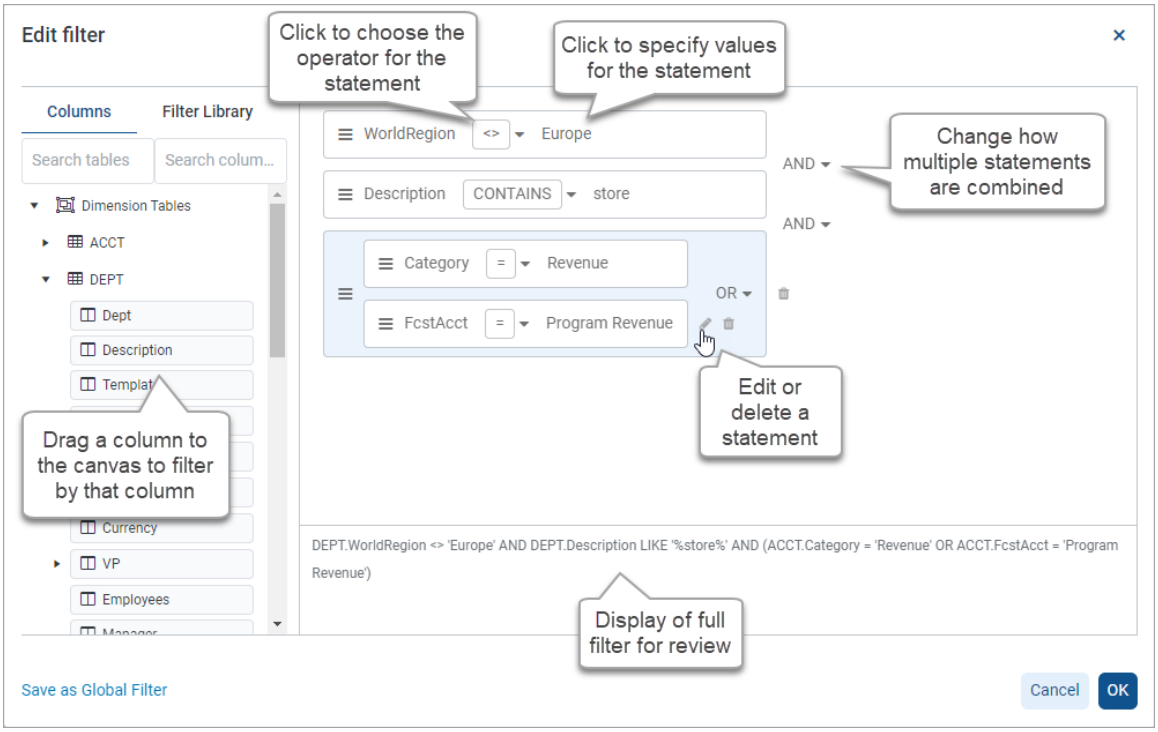
   NOTE: You can use preexisting global filters instead of creating filter statements, or use global filters in combination with filter statements. Select the **Filter Library** tab, locate the desired filter, and drag and drop it to the filter canvas. For more information, see Using global filters in the Report Builder.

7. If your filter consists of multiple filter statements and/or global filters, these are combined using AND or OR. By default, all statements in the filter are combined using AND. You can group multiple statements together and change the compound operator as needed. For more information, see Creating compound filters.
8. Review the complete filter as shown at the bottom of the Filter Wizard.
9. Click **OK** to complete the filter and apply it to the current context.

When building a filter, or when editing an existing filter, you can:

- **Change the operator:** Click on the operator to open the operator menu and select a different operator. In most cases your current value or values are preserved and will apply to the new operator if applicable.
- **Change the value(s):** Click on the value to select or input a different value or values. You can also hover your cursor to the right of the filter statement and click the pencil icon to edit the value.
- **Add more statements:** Drag additional columns or global filters to the canvas, then specify how these statements are combined. You can group and reorder statements by selecting and dragging them.

- **Remove statements:** Hover your cursor over an existing filter statement or global filter, then click the trash can icon to remove it from the filter. Note that if you want to clear a filter, this is not achieved by deleting all the filter statements within the filter. Instead you should delete the filter from the current context. For example, if the filter is a column filter, click the **Clear** option for the filter in the **Column Properties**.



- **Add values manually:** You can type values manually or paste from other sources, such as spreadsheets. For pasted content, the filter wizard will recognize most filter delimiters (such as spaces and semi-colons) and correctly create the SQL statement. However, if you are typing values manually, use commas. When you enter simple string values, you do not have to place the quotes around the string because they are added automatically. In this example, the string contains several countries (France, Italy, US, UK) without quotes. In the case of Costa Rica, you must add quotes because that country has two words.

Filter wizard with manually entered strings

Notes about manual entries:

- If your string has leading or trailing spaces, use quotes that include those spaces (for example, ' a ').
- If you search for a value in a large table (such as the EDS Encounters table), you can type the first few characters or numbers in the search field to retrieve those results more quickly.
- You cannot directly edit the SQL statement for your filter. If you need to make changes or additions, use the filter options to select or manually enter the values needed.

Using operators

When you initially drag and drop a column to the filter canvas, it is assigned a default operator based on the column data type. For example, Integer and String columns default to equals, while Date, DateTime, and Numeric columns default to greater than. You can accept the default or choose any valid operator from the operator menu. At any time, you can click the operator to open the operator menu.

The available operators depend on the column data type. Most columns can use the following operators:

- Equals (=) and not equals (<>)

- IN and NOT IN
- Greater than (>) and greater than or equals to (>=)
- Less than (<) and less than or equals to (<=)
- BETWEEN and NOT BETWEEN (both inclusive of the specified values)

In addition, Numeric columns has this operator:

- IS NULL AND IS NOT NULL

Additionally, String columns have the following options—all of which generate LIKE or NOT LIKE filter statements with the appropriate wildcard syntax:

- STARTS WITH and DOES NOT START WITH
- ENDS WITH and DOES NOT END WITH
- CONTAINS and DOES NOT CONTAIN
- IS EMPTY and IS NOT EMPTY

For example, if you select CONTAINS and then specify a value of `store`, the filter will be created such as `Description LIKE '%store%'`. You can see the created filter at the bottom of the Filter Wizard dialog.

NOTES:

- CONTAINS and ENDS WITH (and the DOES NOT versions) are not available for tables that use the Large Data index scheme, for performance reasons.
- The operator menu displays equals/not equals or IN/ NOT IN depending on whether multiple values are currently selected. The operator will be automatically adjusted for single or multiple values depending on your selections. It is not necessary to manually select the appropriate operator.

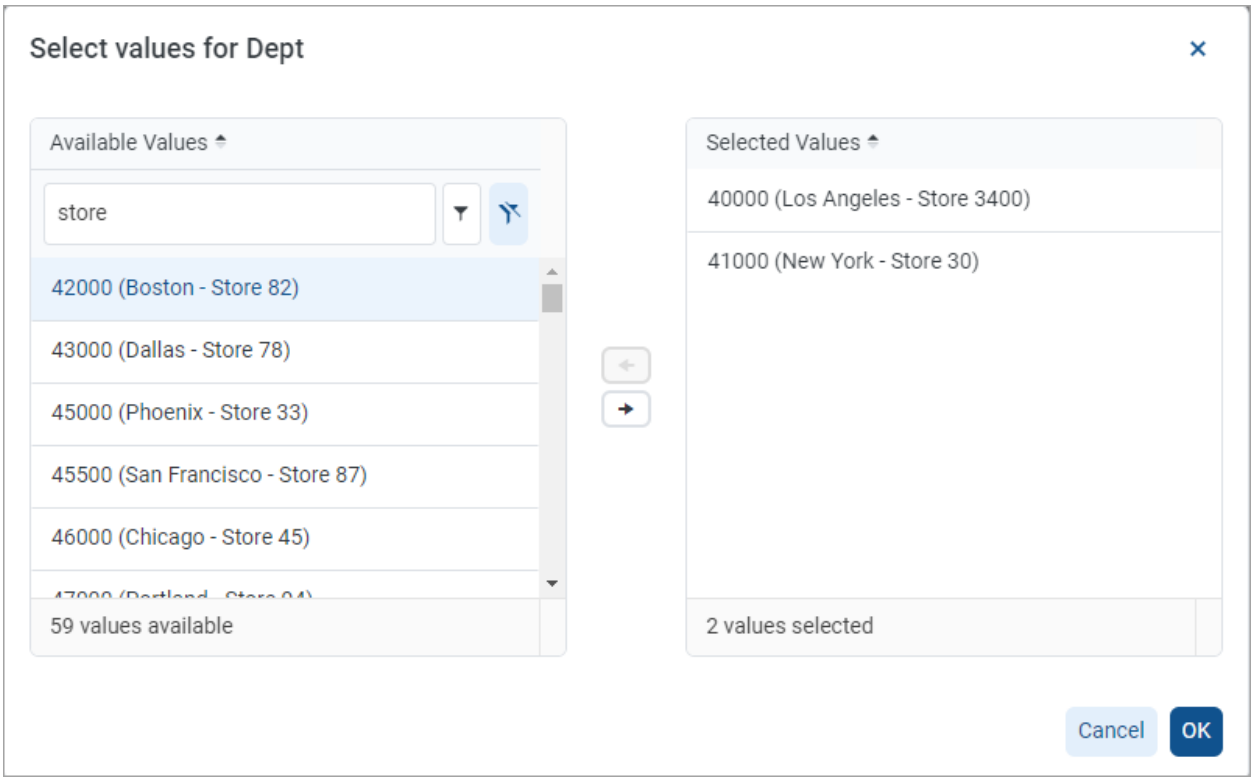
Using the Select Values dialog

When creating an equals or not equals filter statement, the **Select Values** dialog is available to select one or more values in the column. This dialog opens automatically when you initially select the equals or not equals operator. You can manually open the dialog by clicking the currently selected values (or the `<no values>` placeholder text), or by hovering your cursor to the right of the filter statement and clicking the pencil icon.

The available values in the column display in the left-hand side of the **Select Values** dialog, and the currently selected values for the filter statement display in the right-hand side of the dialog. You can:

- Search for a particular value using the search box over the **Available Values** list. Only the first 100 column values show in the dialog for performance reasons, but you can find any value in the column using the search box.
    - You can use the filter icon to the right of the search box to change how the search matches values. The default matching behavior depends on the column type. String columns and validated columns with descriptions default to "contains" matching, while numeric columns default to "equals" matching.
    - To clear the search text, use the Clear icon to the right of the filter icon. This icon only displays when search text is present. You can also manually select and delete the search text.
- Select values by moving them from the **Available Values** list to the **Selected Values** list. You can double-click values to move them between lists, or you can use the arrow keys in the middle to move values. You can select multiple values in either list using the SHIFT or ALT keys, and then move those values using the arrow keys.

When you click **OK**, all values in the **Selected Values** list are included in the filter statement. The operator automatically adjusts as needed for single or multiple values—for example, if you selected the equals operator but then chose multiple values, the operator automatically changes to IN (and vice versa).



Example Select Values dialog for the Filter Wizard

NOTES:

- If you want to use an equals operator but the value does not currently exist in the column, then you must first switch the operator to greater than or less than, manually type the value, then switch back to equals. It is not currently possible to manually type multiple values for use with the IN operator.
- If the column is a validated column with descriptions, the descriptions display next to the column values in parentheses. You can search for values using the actual column values or the descriptions. However, when you select values, keep in mind that you are selecting the actual column values and not the descriptions. If you want to create a filter that is based on the description values, you must base this filter on the actual Description column.
- The Select Values dialog is not available for calculated fields from the database. When the equals operator is used with a calculated field, you can type the desired value for the filter. Currently, it is not possible to create an IN filter for multiple values in a calculated field. If necessary, you can create multiple filter statements and combine them with OR as a workaround.

Creating compound filters

You can drag any number of columns over to the filter canvas and create filter statements for each one. When multiple filter statements are present, they are combined using either AND or OR to create a compound filter.

- AND means that records must match both filter statements to be included or excluded by the filter.
- OR means that records must match one of the filter statements to be included or excluded by the filter.

By default, filter statements are combined using AND. You can change this to OR as needed by using the drop-down menu on the AND/OR operator to the left of the filter statements.

If the operator change could create an ambiguity in how the statements are combined, you will be prompted to choose whether to group or split the statements when changing the operator. For example, if you choose to group the statements, the two statements associated with the operator will become grouped. If you choose to split the statements, one statement will be separated while the other statement is grouped with the statement next to it. Grouped statements are the equivalent of using parentheses in SQL.

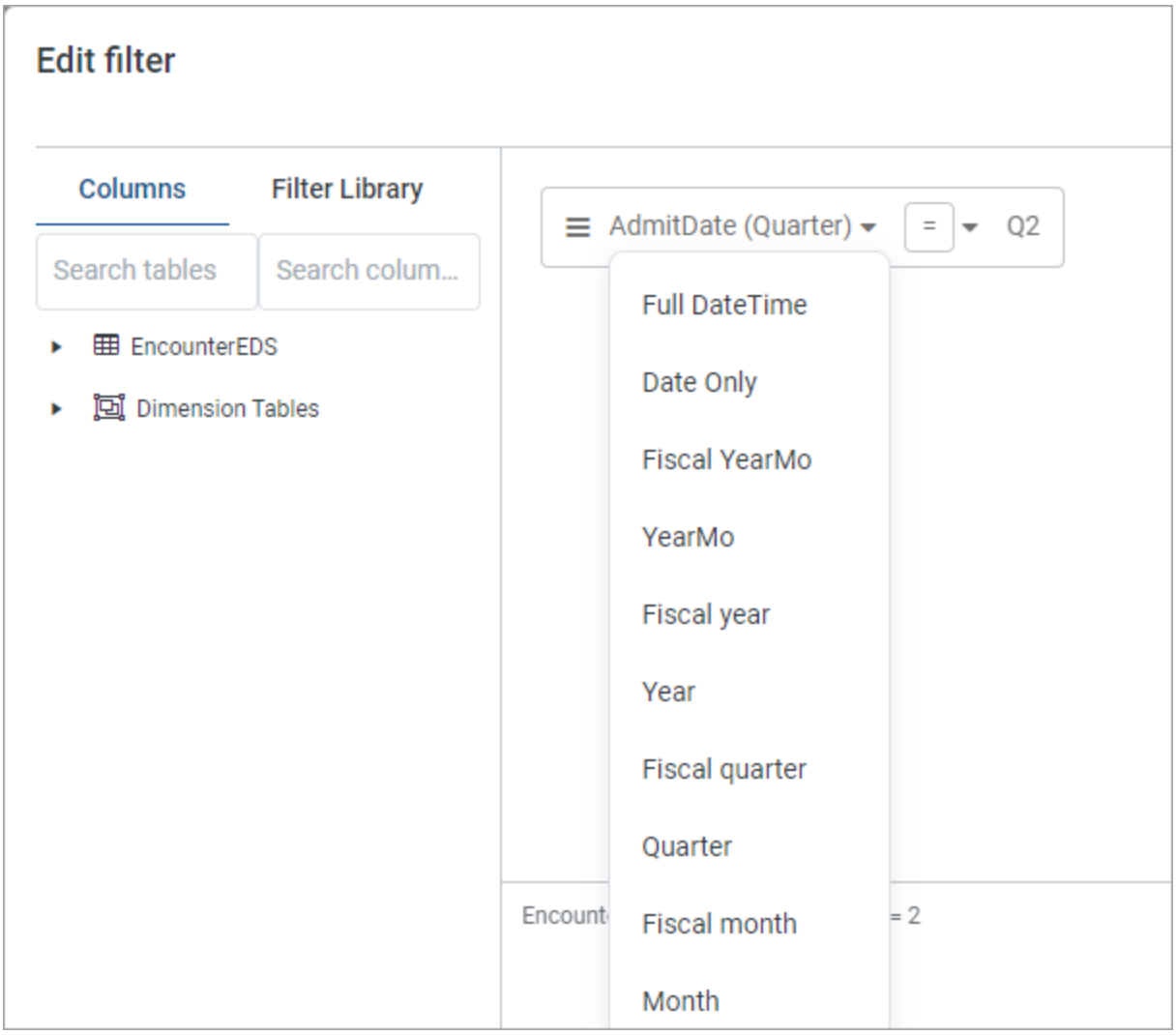
Multiple filter statements can be grouped, combined, and reordered by dragging and dropping the statements, and by changing the AND/OR operator.

NOTE: The Filter Wizard will automatically place parentheses as needed in filters that use multiple filter statements. There is no way to manually add or remove parentheses.

Using date part filtering

When the column used in the filter is a Date or DateTime column, you can filter based on the full date or date-time as saved in the column, or you can filter based on a date part such as the year or quarter. For example, you can create a filter statement such as StartDate > 2019, when the StartDate column contains full date or date-time values. Using date parts makes it easier to construct filters that restrict data based on a particular aspect of the date or date-time value.

- By default, the filter is based on the full date or date-time.
- You can click the name of the column to open the date part menu and select a specific date part for filter. The same date part options that are available in the **Column Configuration** properties for Date and DateTime columns are available for use in filter statements.
- If you select a date part other than the Full Date or Full DateTime, the selected date part displays in parentheses next to the column name. For example: **StartDate(Year)** when Year is the selected date part.
- If you select a date part with a finite set of available values—such as Quarter or Month—then the **Select Values** dialog displays those values.
- If you select a date part with an open-ended set of available values—such as Year or YearMo—then the **Select Values** dialog converts the actual dates or date-times in the column into the selected date part and displays those values. This means that if you want to create an equals or not equals filter which uses a value that is not currently present in the column, you must first change the operator to greater than, type the desired value using the correct format for the date part, and then change the operator back to equals or not equals.
- When using the following date parts, only the equals/not equals and IN/NOT IN operators are available: Quarter, Fiscal Quarter, Month, and Day of Week. For example, it is not possible to create a filter such as StartDate(Quarter)>Q2. Instead you would select the specific values of Q3 and Q4, which would create the filter StartDate(Quarter) IN (Q3,Q4). For all other date parts, the normal set of operators can be used.



Example date part menu for Date and DateTime columns

Limitations and known issues

The following limitations and known issues currently apply to the Filter Wizard:

- If a String column has a blank entry (empty string), this displays in the **Select Values** dialog as a blank entry. This blank entry cannot be selected, and it is not currently possible to create a filter statement that includes or excludes empty strings. However, if a report with an empty string filter statement was created in a previous version, this filter statement will be preserved and will continue to work.

- If a column contains null values, this displays in the **Select Values** dialog as `<no value>`. This no-value entry cannot be selected, and it is not currently possible to create a filter statement that includes or excludes null values. However, if a report with a null value filter statement was created in a previous version (using operators IS NULL or IS NOT NULL), this filter statement will be preserved and will continue to work.
- If you want to create a filter statement using equals/not equals or IN/ NOT IN, it is not currently possible to manually type the desired value or values. You must use the **Select Values** dialog. For single values, a workaround is available as follows: you can change the operator to greater than, type the desired value, then change the operator back to equals or not equals. There is no equivalent workaround for multiple values.
- Filter statements that directly compare two columns, such as `Column1 > Column2`, are not currently supported in the Filter Wizard. However, if a report with a column comparison statement was created in a previous version, this filter statement will be preserved and will continue to work.

When viewing reports that were created in previous versions, you may find other filter statements that use syntax which is not currently supported in the Filter Wizard. Generally speaking, if the report does not error and the filter statement is not flagged as invalid, these filter statements will continue to work as they did in previous versions, although you may not be able to edit the filter statement or newly create it in exactly the same way.

Using global filters in the Report Builder

A *global filter* is a report filter that is stored in the Filter Library. These filters can be referenced in various reports as needed. Storing the filters separate from the reports has the following advantages:

- A filter that is commonly used can be defined once and then used in all reports that need it.
- If the filter needs to be modified, you can edit the global filter once, instead of needing to modify all of the reports that use the filter.

When you are defining filters for a web report, you can use an existing global filter, or you can build a filter in the report and then save it as a global filter so that it is available for others to use. If a web report references a global filter, and that filter is modified, the report automatically uses the current version of the global filter.

Global filters can also be used as starting points to create a local report-level filter. For example, there may be an existing global filter that is almost exactly what you need to filter the current report. In this case you can do either of the following:

- Add the global filter to the report, then convert the filter to a local filter. This conversion breaks the reference with the global filter and copies the filter statement into the current report. You can then edit the filter as needed for use in the current report.

  OR

- Add the global filter to the report, then combine that filter with additional filter statements in the report to arrive at the overall desired filter. In this case the global part of the filter will continue to be linked to the Filter Library and will update as needed, while the rest of the filter provides the additional context needed in the report. This approach only works if you need to extend the global filter, not fundamentally change the global filter to use a different operator or values.

All of these global filter actions can be done in the Filter Wizard dialog in web reports. The Filter Wizard is available when defining report-level filters on the Filters tab, or when defining filters for individual columns or column groups on the Build tab.

Global filter features in the Filter Wizard

Using a global filter in a web report

When you are creating or editing a filter in a web report using the Filter Wizard, you can add a global filter to the filter statement. You can add any of the following filter types that are stored in the Filter Library:

- **Report filters**: Filters created in web reports using the new Filter Wizard.
- **Legacy standard filters**: Filters created using the legacy Filter Wizard (in any location of the application). Basically, a "standard filter" means any regular Axiom Capital Tracking filter that is not a limit filter and not a visualization filter.

Limit filters and visualization filters cannot be used as global filters in web reports. Visualization filters do not display in the Filter Wizard. Limit filter statements display in the Filter Wizard, however, if you attempt to use one as a global filter, an error will occur regarding the unsupported filter format.

You can use a global filter on its own, or in combination with locally defined filter statements and other global filters. In order to use a global filter, you must have read-only access to at least one filter in the Filter Library, as determined by your security permissions.

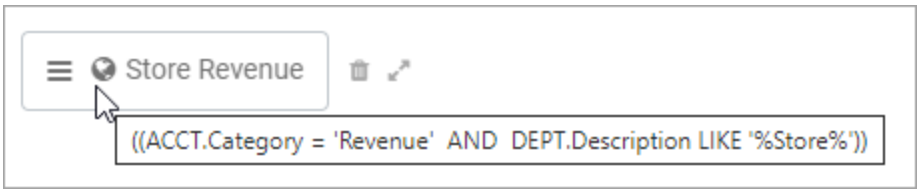
To add a global filter to a filter statement:

1. In the Filter Wizard, in the left-hand pane, select the **Filter Library** tab.
2. Locate the global filter that you want to use in the Filter Library. You can use the search box above the folder tree to search for a specific filter by name.

   This area shows all folders and filters that you have permission to access in the Filter Library. If you do not have access to the Filter Library, then the tab is still present in the dialog but it will be empty.
3. Drag the desired filter over to the right-hand pane (the filter canvas).

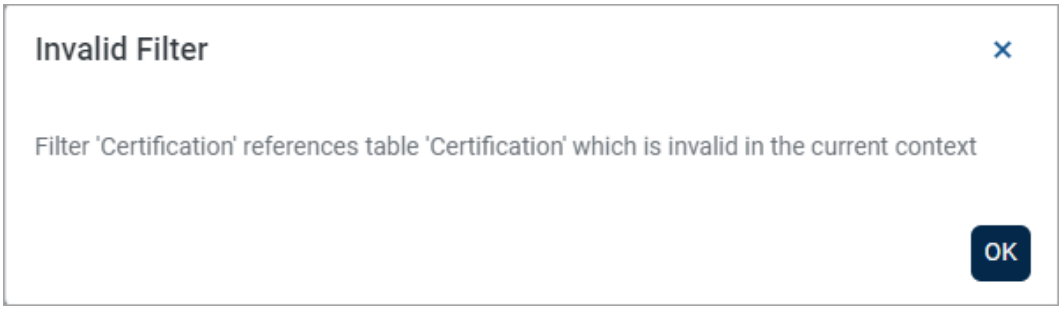
Before the global filter is added to the filter canvas, it is validated to make sure the contents of the global filter are valid in the current context.

- If the filter is valid, then the filter is added to the filter canvas. The filter box displays the filter name with a globe icon. You can see the actual underlying filter statement in the tooltip, or by viewing the filter shown at the bottom of the dialog.



NOTE: When displaying the filter statement for a global filter in the Filter Wizard, the statement is always wrapped in parentheses, even if it is the only statement used in the filter. If the global filter itself is a compound filter statement that is wrapped in parentheses, you may see double parentheses displayed in the Filter Wizard. These "extra" parentheses do not cause an issue and only serve to identify the global filter statement within the overall filter.

- If the filter is not valid, an error message will display and the global filter will not be added to the canvas. Generally speaking, the global filter must use columns from the same tables that display on the **Columns** tab of the Filter Wizard.



Once the global filter is added to the filter canvas, it becomes a filter statement that can be combined and rearranged just like the locally defined filter statements. The only difference is that you cannot modify the contents of the global filter, unless you want to break the association with the global filter in the Filter Library and convert it to a local filter (see the next section).

Although security permissions to the Filter Library are required in order to add a global filter to a report, once the filter is present in the report it is treated like part of the report and governed by the report's permissions. It is not necessary to grant filter permissions to users who only need to view or edit the report.

Converting a global filter to a local report filter

Once a global filter has been added to the Filter Wizard, you can optionally convert the filter to a "local" filter. This will break the association with the global filter and copy the filter statement into the report. You can then edit the filter statement as needed.

To convert a global filter to a local filter:

1. In the Filter Wizard, locate the global filter that you want to convert.
2. Hover your cursor to the right of the global filter, then click the Convert icon.

3. At the confirmation prompt, click **Yes** to convert the filter.

The filter statement for the global filter is copied into the report, and now displays like a regular filter statement created in the Filter Wizard. The filter statement is no longer associated with the global filter, and will not update if the global filter is changed. You can now edit the filter statement as needed for use in the report.

Saving a global filter to the Filter Library

After creating a filter in the Filter Wizard, you can optionally save that filter to the Filter Library. Saving the filter to the Filter Library allows the filter to be used by other web reports, so that all of the reports reference the same global filter.

Currently, filters created in the Report Builder's Filter Wizard and saved to the Filter Library can only be used in web reports. Future releases may expand the use of this Filter Wizard, so that its filters can be used in other places.

Any filter that can be created in the Filter Wizard can be saved as a global filter. The filter can contain multiple filter statements, and can even contain references to other global filters. The context where the filter was created does not matter for purposes of saving it as a global filter. For example, you can create a filter for use as a General report-level filter, save the filter as a global filter, then later use the global filter as a column filter in a different report. As long as the filter statement is valid in both contexts, it does not matter where the global filter was initially created.

In order to save a global filter to the Filter Library, you must have read/write access to at least one folder in the Filter Library. If you do not have this permission, then the **Save as Global Filter** option is not present in the Filter Wizard.

To save a global filter:

1. In the Filter Wizard, create the filter that you want to save to the Filter Library.

2. Click **Save As Global Filter** in the bottom left of the dialog.
3. In the **Save As Global Filter** dialog, complete the following fields and then click **Save**:

Item	Description
File name	The name of the filter. This is the name that users will see when finding filters in the Filter Library, and when editing web reports that use the global filter. Keep in mind that when users add the global filter to a report, they cannot see the actual filter statement—they can only see the filter name. Because of this, it is recommended to include the table name used by the filter statement in the filter name, so that users can understand whether the filter will be valid in the current context.
Description	Optional. A description of the filter. Currently, filter descriptions do not display in Filter Wizard, but they can be viewed in the Axiom Capital Tracking Desktop Client using Axiom Explorer.
Save to folder	The folder in the Filter Library where you want to save the filter. • Click the folder icon to the right of the field. • In the **Choose output folder** dialog, select a folder in the Filter Library. You can only select folders where you have read/write access to the folder. If a folder name displays with a lock icon, this means you have read-only access to that folder and therefore cannot save a new report there. • Click **OK** to choose the folder and return to the save dialog. The path to your selected folder now displays in the field.

   If you use a name that already exists in the target folder, you will be prompted to choose whether or not to overwrite the existing filter. If you choose not to overwrite, the save operation is canceled and you are returned to the Filter Wizard.
4. After the filter is saved to the Filter Library, you are prompted to copy the global filter into the report to replace the current filter. Click **Yes** if you want to reference the newly created global filter in the current report. If you do not want to reference the global filter in this report, click **No**.

The global filter is saved to the Filter Library and is now available for use in other web reports. Additionally, if you chose Yes at the prompt after saving, the current filter in the Filter Wizard is replaced with a reference to this newly created global filter.

Editing an existing global filter

If a global filter is edited, all web reports that reference this global filter will now use the updated filter statement. For example, a healthcare organization may have a filter that limits the report to codes associated with COVID-19. If later a new code is added, you can edit the filter to include the new code,

and this new code will now be applied to all reports that reference the global filter.

Currently, there is no user interface to edit a global filter directly. Instead, global filters can be edited as follows:

- Open the Filter Wizard and add the global filter to the filter canvas.
- Convert the global filter to a local filter.
- Edit the local filter as needed.
- Save the local filter as a global filter, using the same name as the existing global filter.

This process will overwrite the existing global filter with the newly saved version of the filter. All reports that reference the global filter will now use the updated version of the filter statement.

NOTE: If a web report is being viewed or edited when the global filter is changed, the report will not reflect the changed filter until the report is closed and reopened (or until it is reloaded by refreshing the browser).

Deleting a global filter

If a global filter is no longer needed within a particular report, you can delete it from the filter. Hover your cursor to the right of the global filter and then click the Delete icon. This action simply removes the reference to the global filter from the current filter. It has no impact on the global filter in the Filter Library.

If a global filter is no longer needed at all, you can delete it from the Filter Library. Currently, this can only be done from the Desktop Client. In order to delete a global filter, you must have permission to use the Windows Client or the Excel Client, and read/write permission to the folder that the global filter resides in.

To delete a global filter from the Filter Library:

1. From the **Area** menu  , click **Windows Client** or **Excel Client** to launch the Desktop Client.
2. On the **Axiom** tab, in the **Administration** group, click **Manage > Axiom Explorer**.

   NOTE: In systems with installed products, this feature may be accessible from the **Admin** tab. Click **System Browser** to open Axiom Explorer.

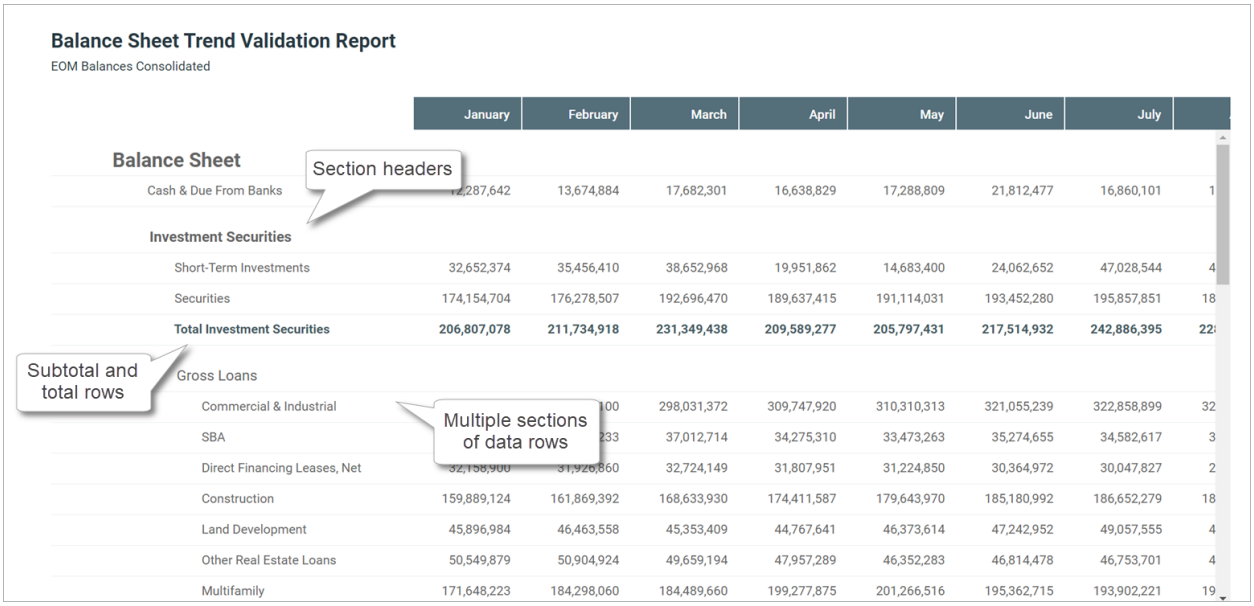
   TIP: You can also use the Explorer task pane to delete a global filter.
3. Navigate to the **Filter Library**, and then locate the filter that you want to delete.
4. Right-click the filter and then select **Delete**.

If any web reports reference the deleted filter, these reports will display an error about the missing global filter. You must edit the reports to remove the reference in order to refresh the reports again.

Managing Fixed Row Structures

Fixed row structures can be used to define data sections for a web report, including section headers, data rows, subtotals, and totals. Fixed row structures are defined separately so that you can reuse them with different web reports, and so that you can update the row structure in one place and have the changes propagate to all reports that reference the structure.

Fixed row structures can be used with "custom" web reports created in the Report Builder, and with web report templates provided by installed Axiom Capital Tracking products. The fixed row structure defines the data sections in the report, while the web report defines other report properties such as the data columns, filters, and drilling options.



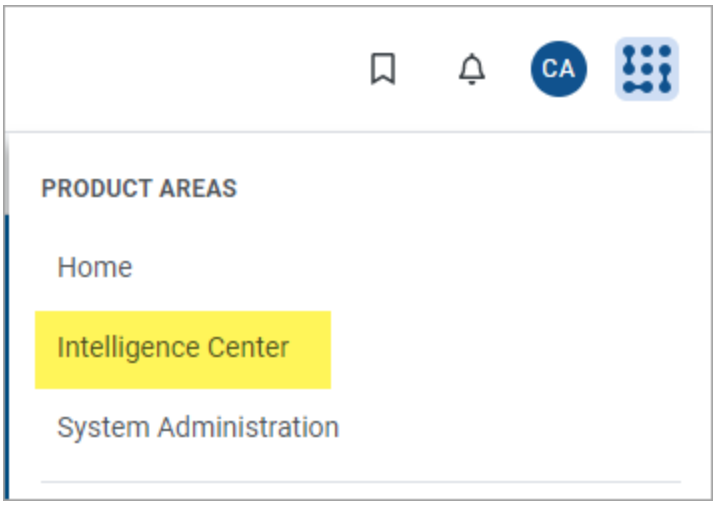
	January	February	March	April	May	June	July
Balance Sheet							
Cash & Due From Banks	12,287,642	13,674,884	17,682,301	16,638,829	17,288,809	21,812,477	16,860,101
Investment Securities							
Short-Term Investments	32,652,374	35,456,410	38,652,968	19,951,862	14,683,400	24,062,652	47,028,544
Securities	174,154,704	176,278,507	192,696,470	189,637,415	191,114,031	193,452,280	195,857,851
Total Investment Securities	**206,807,078**	**211,734,918**	**231,349,438**	**209,589,277**	**205,797,431**	**217,514,932**	**242,886,395**
Gross Loans							
Commercial & Industrial			298,031,372	309,747,920	310,310,313	321,055,239	322,858,899
SBA			37,012,714	34,275,310	33,473,263	35,274,655	34,582,617
Direct Financing Leases, Net			32,724,149	31,807,951	31,224,850	30,364,972	30,047,827
Construction	159,889,124	161,869,392	168,633,930	174,411,587	179,643,970	185,180,992	186,652,279
Land Development	45,896,984	46,463,558	45,353,409	44,767,641	46,373,614	47,242,952	49,057,555
Other Real Estate Loans	50,549,879	50,904,924	49,659,194	47,957,289	46,352,283	46,814,478	46,753,701
Multifamily	171,648,223	184,298,060	184,489,660	199,277,875	201,266,516	195,362,715	193,902,221

Example report using a fixed row structure

You can define as many different fixed row structures as you need. A row structure can be used with any web report where the structure's row dimensions are compatible with the report's columns, filters, drilling options, and any other report property that impacts queried data. Row structures can be created, edited, and deleted using the Intelligence Center.

To access the Intelligence Center:

- Click the Syntellis icon in the Navigation bar. From the Area menu, select **Intelligence Center**.



Fixed row structures are not file-based—they are stored directly in the database. There is no file type or library folder for fixed row structures, and you cannot see them in Axiom Explorer. The only place to view and manage fixed row structures is using the Intelligence Center.

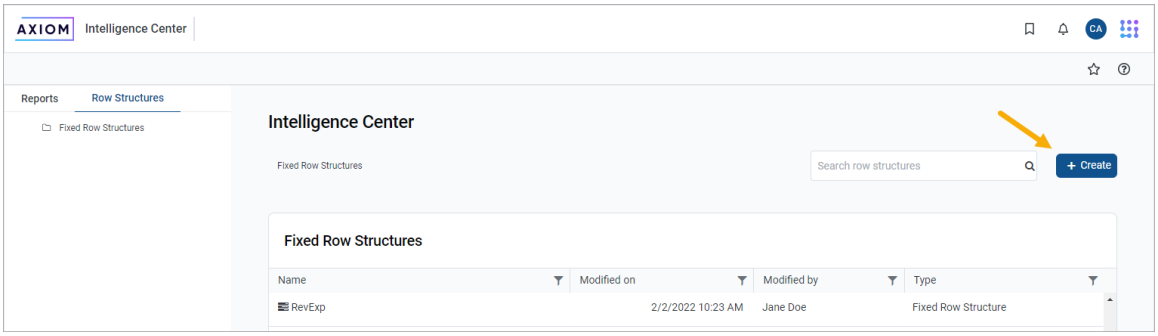
Creating fixed row structures

You can create new fixed row structures as needed for use in web reports.

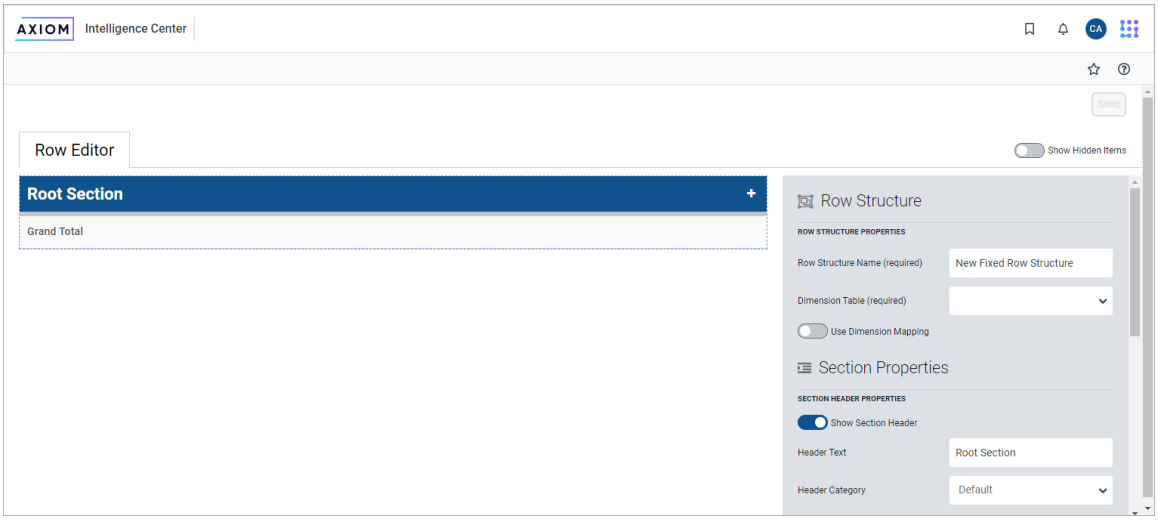
In order to create a fixed row structure, you must be an administrator or have the **Create Web Reports** security permission. If you do not have permission to create web reports, then the option to create a new fixed row structure will not be available in the Intelligence Center.

To create a new fixed row structure:

1. In the Intelligence Center, select the **Row Structures** area from the left-hand panel, then click **Create**.



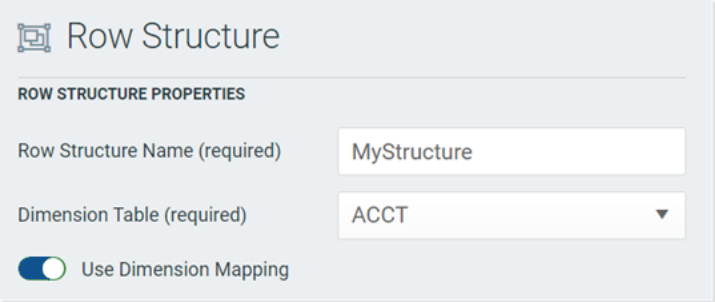
The row structure editor opens in the current browser tab, showing a new blank row structure. The row structure starts with just a top-level section header and a grand total row.



Example new blank row structure

2. In the top of the right-hand panel, complete the following required properties for the row structure:

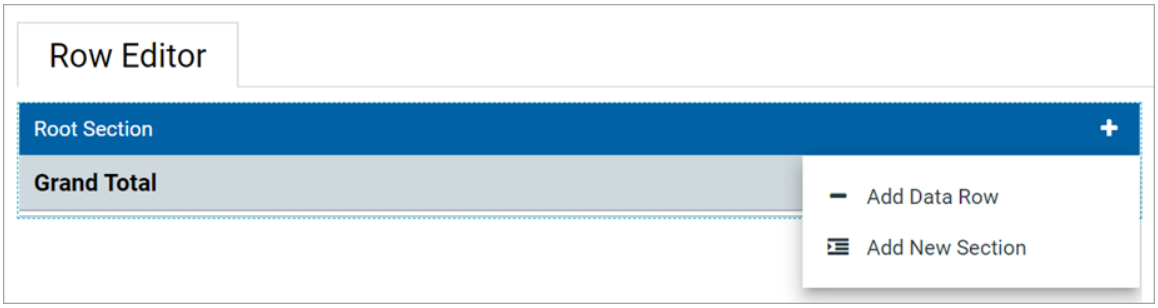
Item	Description
Row Structure Name	Enter the name of the row structure. The name identifies the row structure so that users can select it when creating a new fixed report.
Dimension Table	Specify the dimension table to use for the Filter Wizard when defining row data. For example, if rows will be defined using accounts or account groupings, select the ACCT table.
Use Dimension Mapping	Enable this toggle switch if you want to map specific items in the dimension table to specific rows in the structure. When using dimension mapping, all row data is defined at the key column level of the dimension table, and each dimension item can only be assigned to a single row. The toggle switch shows as green when enabled and as gray when disabled. If this option is not enabled, then row data is determined by defining filter criteria statements at the row and section level. For more information, see Using dimension mapping versus row filters in a fixed row structure.



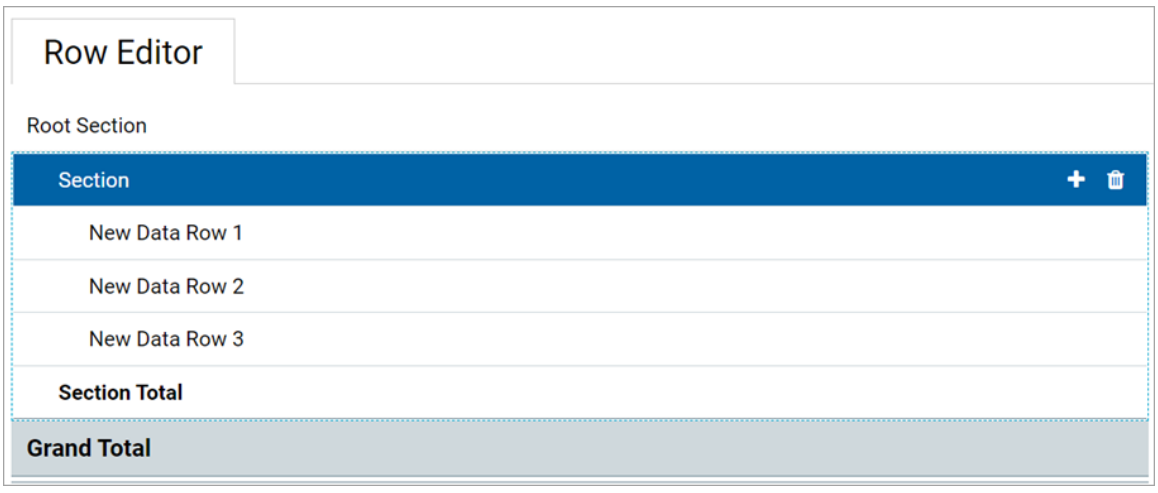
Example required properties with dimension mapping enabled

Once these items are completed, you can use the **Save** button to save the row structure.

3. In the left-hand row editor, add sections and data rows as desired to create the overall row structure. Think of the Root Section as the overall "wrapper" in which all row sections are placed. To create the first row section, click the plus icon on the **Root Section** header and then select **Add New Section**.



Your row structure will now look like this:



You can then continue to add data rows or additional sections:

- **To add a section**, select the section header where you want to add the section, then click the plus icon > **Add New Section**. The new section is added as a subsection to the current section. By default, all new sections contain a section header row, three data rows, and a total row. You can add or remove data rows as needed.
- **To add a data row within a section**, select the section header where you want to add the data row, then click the plus icon > **Add Data Row**. The new data row is added to the current section.

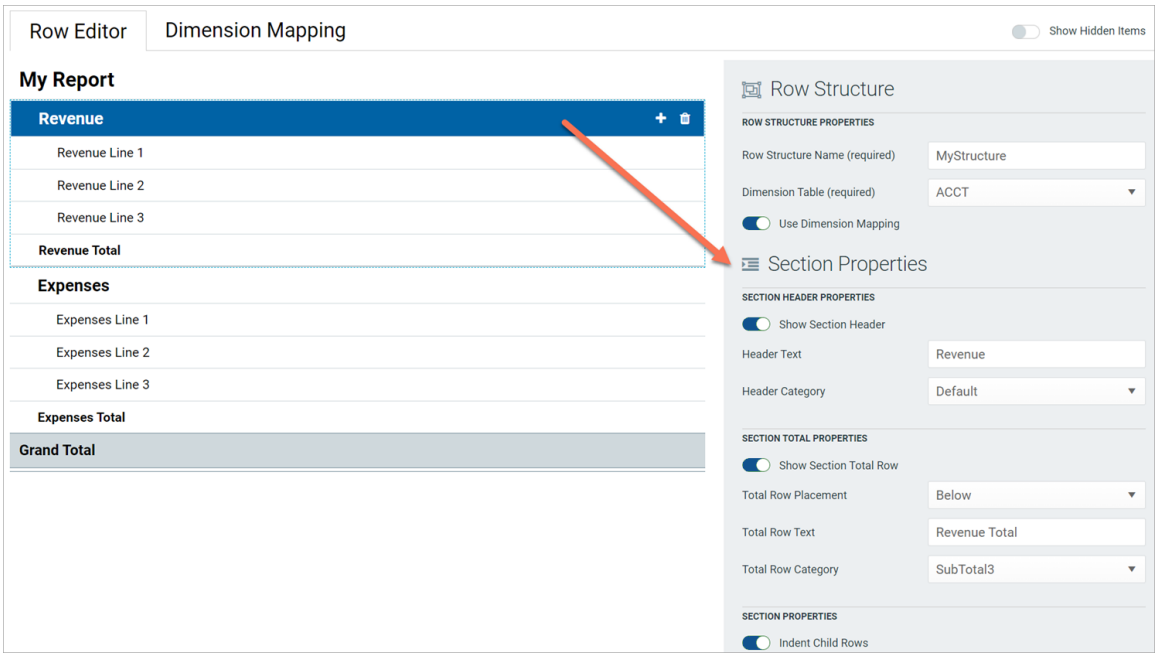
When you add a new data row or section, it is always added at the bottom of the current section. You can drag and drop the row or section to a different location within the section as needed (but not to a different section).

If a data row or a section is not needed, select the row or section header and then click the trash can icon. The row or section is deleted from the row structure.

NOTE: Header rows and total rows cannot be deleted from a section. The trash can icon on a section header row is used to delete the entire section, not the header row. If you do not want a particular section to display a header row or a total row, you can hide these rows on a per section basis using the Section Properties.

4. For each section in the report—including the Root Section—configure the properties for that section. To configure a section, select the section header and then complete the **Section Properties** in the right-hand panel. The section properties control the following:
   - Visibility, text, and style of the section header row
   - Visibility, text, placement, and style of the section total row
   - Whether data rows are indented from the parent section
   - Whether section data is added or subtracted when calculating the parent total
   - An optional data filter to apply to all data rows in the section (only available if the structure does not use dimension mapping)

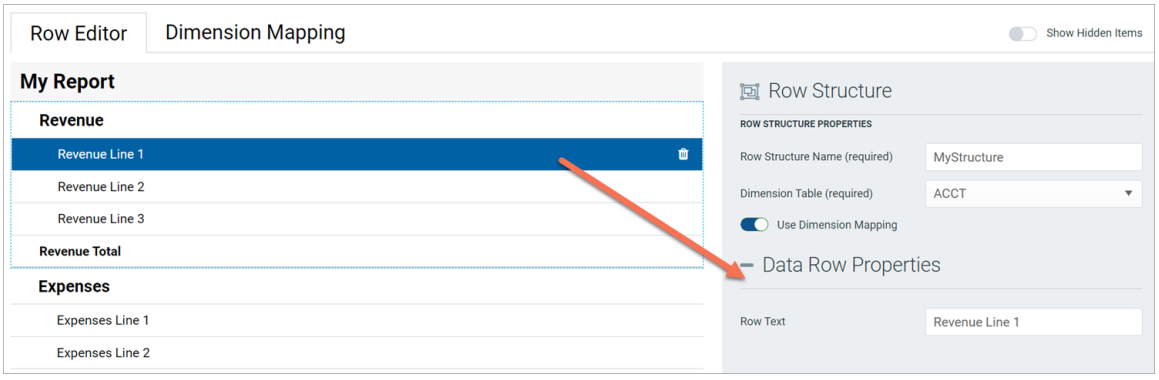
   For more information on all of the section properties, see Section properties.



In most cases, the row structure immediately updates to reflect section properties that affect the display. For example, if you define header text, that text is immediately shown on the row structure. However, if you hide the section header row, the row will continue to display in the row structure unless you disable the option **Show Hidden Items**. This option is located at the top right of the row editor, under the Save button. By default, the row editor continues to show hidden section headers so that you can use the Add Data Row and Add New Section actions on the header row.

5. For each data row in the report, configure the properties for that row. To configure a row, select the row and then complete the **Row Properties** in the right-hand panel.

   At minimum, the row properties define the label text for the row. If the structure does not use dimension mapping, then the row properties also define a data filter to determine the data to be shown on the row. For more information on defining the row properties, see Row properties.



6. If **Use Dimension Mapping** is enabled for the row structure, click the **Dimension Mapping** tab to map dimension elements to each row. This mapping determines the data to be shown on each row, instead of defining a filter. For more information on mapping dimension elements, see Using the Dimension Mapping editor.
7. Click **Save** to save the row structure.

The new row structure can now be used when creating or editing web reports.

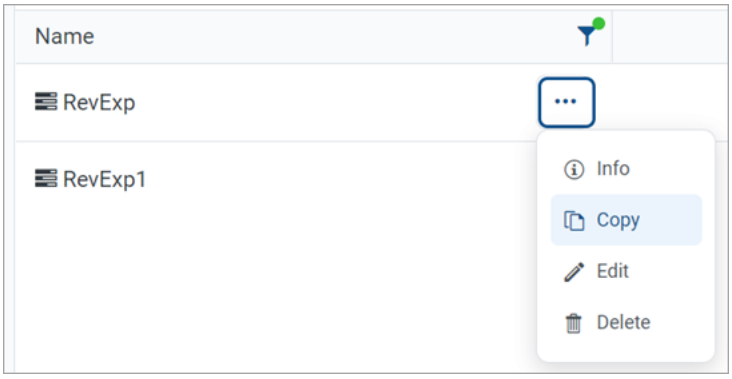
Copying fixed row structures

You can copy existing fixed row structures as needed to create additional fixed row structures.

In order to copy a fixed row structure, you must be an administrator or have the **Create Web Reports** security permission. If you do not have permission to create web reports, then the Copy action is disabled.

To copy a fixed row structure:

1. In the Intelligence Center, select the **Fixed Row Structure** area from the left-hand panel.
2. Locate the fixed row structure that you want to copy, then hover your cursor over the **Name** column to make the three dots icon visible. Click the icon then select **Copy** from the menu.



3. In the **Copy Fixed Row Structure** dialog, enter a **Name** for the new fixed row structure, then click **OK**. By default, the name is **Copy of *OriginalName***.

The fixed row structure is copied with the specified name. You can now open this fixed row structure for editing.

Editing fixed row structures

Any user can edit a fixed row structure. The **Create Web Reports** permission is not required.

Keep in mind that when a row structure is assigned to a report, that report always uses the most current version of the row structure. Any edits that you make to a row structure are immediately available in any reports that use the row structure.

To edit a fixed row structure:

1. In the Intelligence Center, select the **Fixed Row Structure** area from the left-hand panel.
2. Locate the fixed row structure that you want to edit, then click on the row structure name to open it.

   > **TIP:** You can also select **Edit** from the actions menu (using the three dots icon) to edit the fixed row structure.

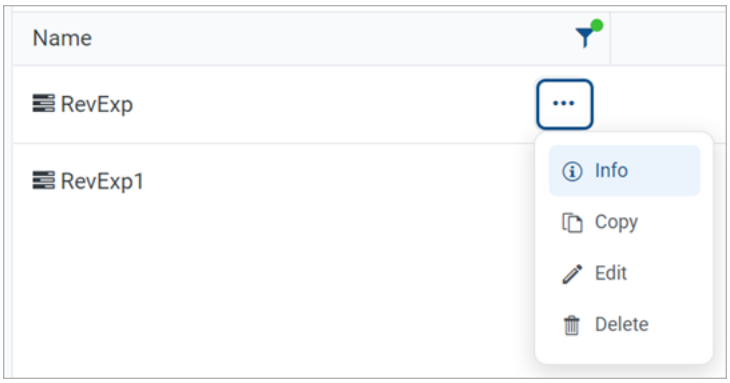
   The row structure opens in the row structure editor, in the current browser tab.
3. Using the row structure editor, make changes to the row structure as needed.
4. Click **Save** to save your changes.

Changing fixed row structure names and descriptions

You can rename a fixed row structure or change its description. If existing reports use the fixed row structure, those reports will continue to reference the renamed structure.

To change a fixed row structure name and/or description:

1. In the Intelligence Center, select the **Fixed Row Structure** area from the left-hand panel.
2. Locate the fixed row structure that you want to edit, then hover your cursor over the **Name** column to make the three dots icon visible. Click the icon then select **Info** from the menu.



   The Information panel opens along the right-hand side of the page.
3. In the Information panel, edit the fixed row structure **Name** or **Description** as needed, then click **Apply**.

   The name can be up to 250 characters, and the description can be up to 2000 characters.

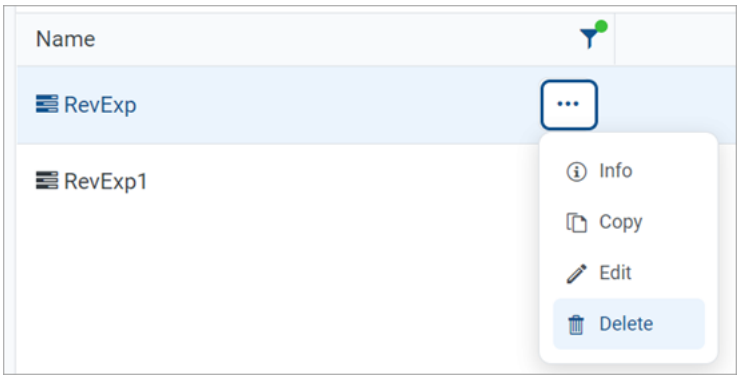
Deleting fixed row structures

Any user can delete a fixed row structure. The **Create Web Reports** permission is not required. If the fixed row structure was used by any web reports, those reports will no longer function correctly until they are edited to use a different fixed row structure.

IMPORTANT: If the deleted fixed row structure was used by a web report built from a template, that report will no longer work. Currently, there is no way to edit the row structure assignment for template-based reports. If the report is still needed, it must be re-created from template with a different fixed row structure.

To delete a fixed row structure:

1. In the Intelligence Center, select the **Fixed Row Structure** area from the left-hand panel.
2. Locate the fixed row structure that you want to delete, then hover your cursor over the **Name** column to make the three dots icon visible. Click the icon then select **Delete** from the menu.



3. When you are prompted to confirm that you want to delete the structure, click **OK**.

The structure is deleted from the system and no longer displays in the Intelligence Center.

Using the Row Editor

Using the Row Editor, you can define fixed row structures for use in web reports. Fixed row structures define the following:

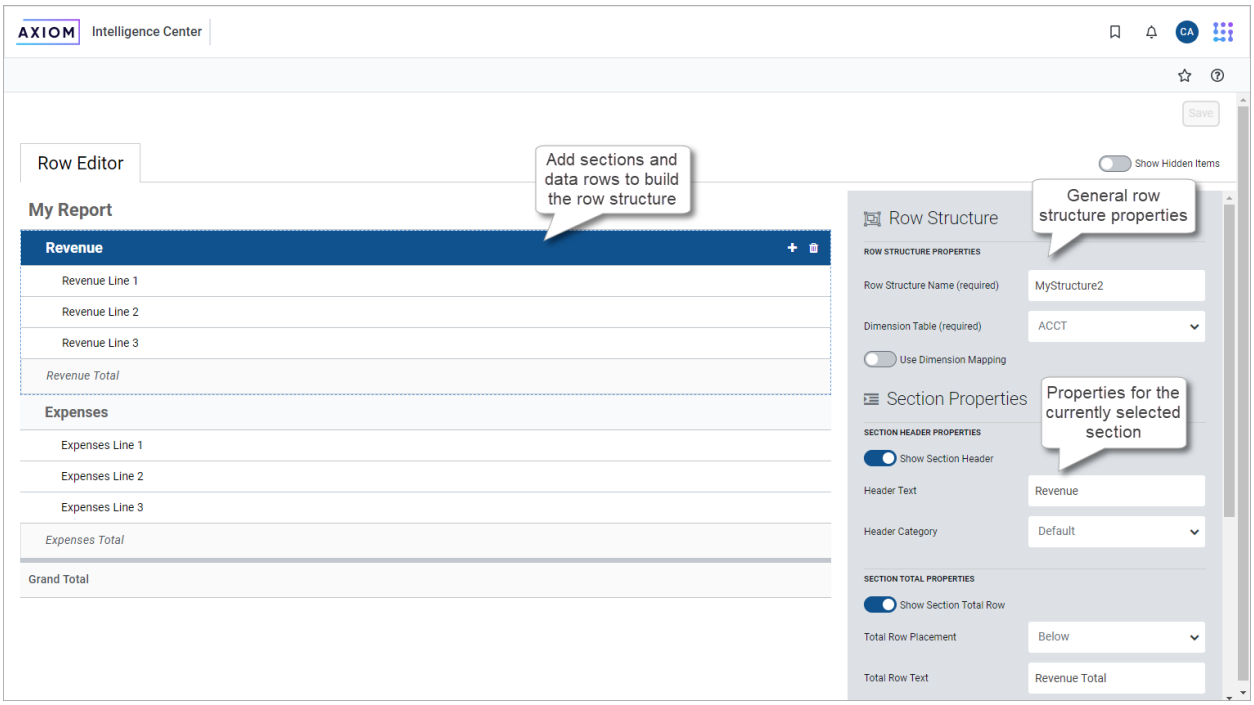
- The sections to be displayed in the report, including section titles and subtotal rows
- The data rows to be displayed within each section

When you use the Intelligence Center to create a new fixed row structure or to edit an existing fixed row structure, it opens in the fixed row structure editor.

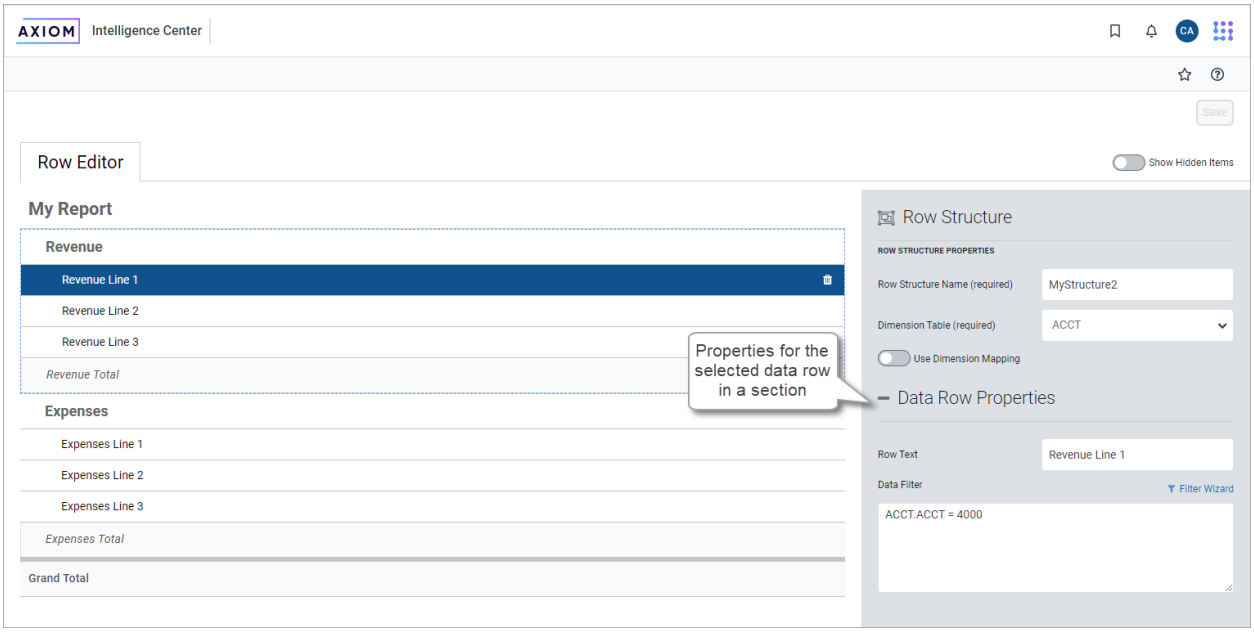
Overview

By default, the Row Editor consists of two primary areas:

- The section editor on the left-hand side, where you can add, reorder, and remove sections and data rows
- The property editor on the right-hand side, where you can define properties for the overall row structure, the selected section, or the selected row

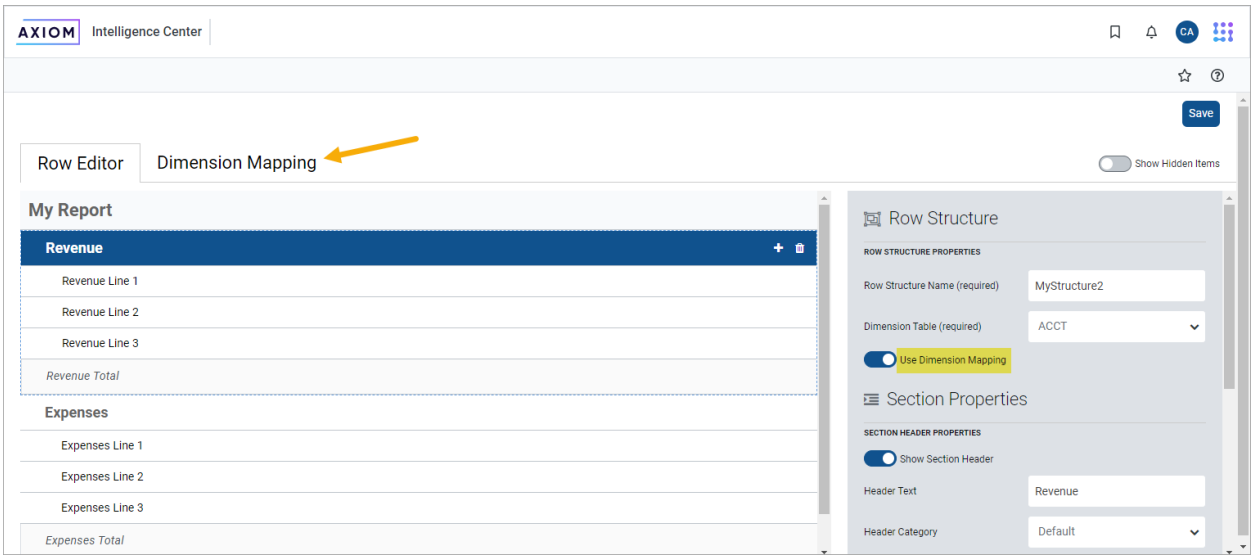


Row structure editor with a selected section



Row structure editor with a selected data row

If the row structure is configured to **Use Dimension Mapping** to define the row data, then another area is available via the **Dimension Mapping** tab. You can use the Dimension Mapping area to map dimension items to individual data rows. For more information on using dimension mapping, see Using the Dimension Mapping editor.



Row structure editor with Dimension Mapping tab

To save the row structure after making changes, use the **Save** button located at the top right of the editor.

Certain parts of the row structure can be configured as hidden, such as section header rows or total rows. By default, these hidden items no longer display in the editor. If you need to view these items so that you can work with them and configure them, you can toggle the option **Show Hidden items** at the top right of the editor.

Using dimension mapping versus row filters in a fixed row structure

When you build a fixed row structure, there are two different ways to define the data to be shown each in row:

- **Filters**: Each row can have a filter criteria statement that defines the data for that row. For example, `Acct.Acct=4100` or `Acct.Category='Revenue'`.
- **Dimension mapping**: Each row can be assigned one or more items in a specified dimension. For example, if Acct is the specified row dimension, then you can view the list of accounts and map them to specific rows in the report as needed.

The filter option is the most flexible way to build a fixed row structure, because:

- You can use any valid filter criteria statement to define the data in each row, including compound statements using AND or OR, and referencing any table (not just the specified dimension table).
- You can define filters at the section level, which then combine with all row-level filters in the section.
- You can repeat dimension elements within the row structure—for example, to create multiple sections that show revenue for different regions or lines of business.

However, because the filter option is more flexible, it also requires a more advanced level of knowledge about your data structures. You must take care not to create invalid or conflicting filters, and make sure that your filters result in the data that you want to display in the report.

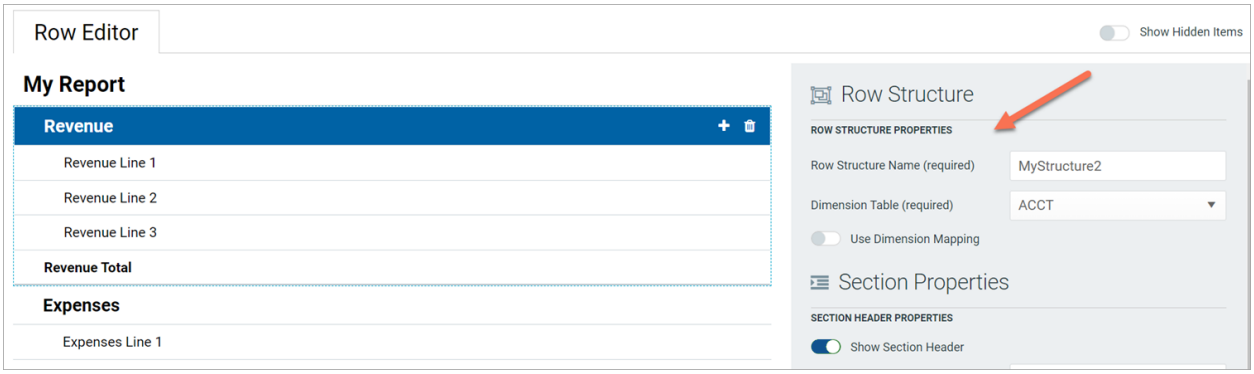
In contrast, the dimension mapping option is the easiest to set up, because:

- You are presented with a full list of all items in the specified dimension, which you can search and filter as needed.
- To assign an item to a row in the report, you simply select the item and then click the arrow button to move it over to the row. Each row can be assigned as many items in the dimension as needed.
- It is very easy to see exactly which dimension items will display on each row, and to see which items have not yet been assigned to rows.

However, the dimension mapping option is less flexible. Rows can only display data from the specified row dimension, and each item in the dimension can only be assigned to a single row.

Row structure properties

The following required properties at the top of the right-hand pane apply to the entire row structure.



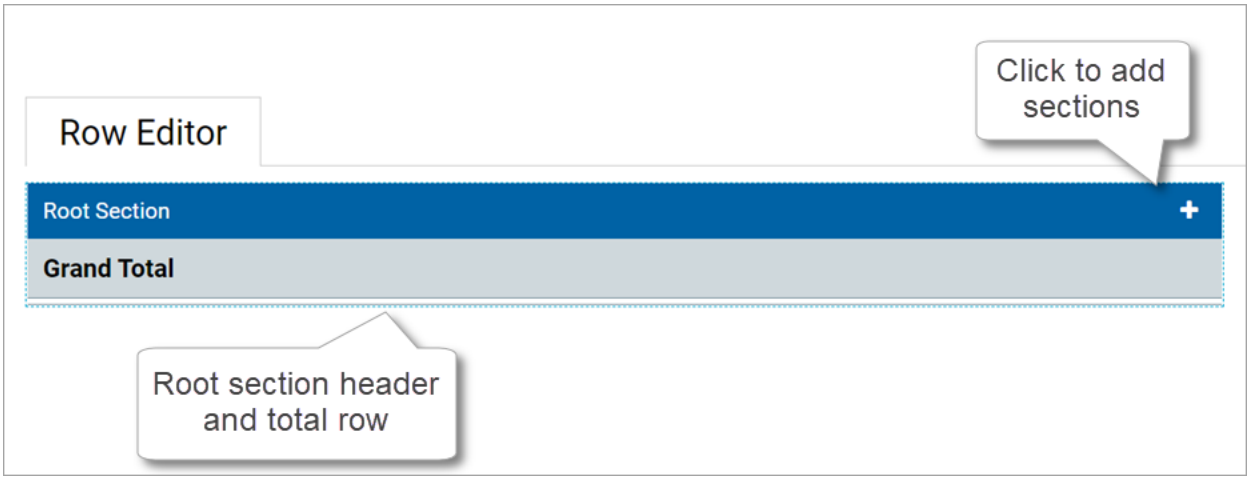
Example Row Structure properties area

Item	Description
Row Structure Name	The name of the row structure. The name identifies the row structure so that it can be selected when creating or editing a web report.

Item	Description
Dimension Table	The primary dimension table to be used on the data rows. You can select any reference table in your system. This selection is used as follows: • By default, it determines the table available to the Filter Wizard when defining filters for sections and data rows. For example, if the dimension table is Acct, then you can use the Filter Wizard to build filters based on Acct. **NOTE:** When using filters to define the data in sections and rows, the dimension table is simply a default table. If you want to define a filter using a different dimension, then you can manually enter a filter criteria statement using that dimension. • If **Use Dimension Mapping** is enabled, then it determines the dimension table for the row mappings. For example, if the dimension table is Acct, then you can map one or more accounts to each data row. In this case, data rows can only use the dimension table.
Use Dimension Mapping	Specifies whether the data in data rows is defined by using filters or by using dimension mapping. By default, this is disabled, so data is defined using filters. If instead you want to use dimension mapping for the rows, click the toggle switch to enable this option. The toggle switch shows as green when enabled and as gray when disabled. If **Use Dimension Mapping** is enabled, the row structure editor updates as follows: • A new tab named **Dimension Mapping** becomes available next to the **Row Editor** tab. You can use this tab to define dimension mappings for the rows. Typically, you should define the sections and rows in the structure first, then go to the **Dimension Mapping** tab to assign mappings to each row. • The **Filter** fields in the **Section Properties** and the **Row Properties** become hidden, because they do not apply when using dimension mapping. If a filter is defined for a section or a row before dimension mapping is enabled, the filter is retained in the properties (assuming it was saved) but it will be ignored in reports. For more information on the differences between using filters or dimension mapping to define data rows, see Using dimension mapping versus row filters in a fixed row structure.

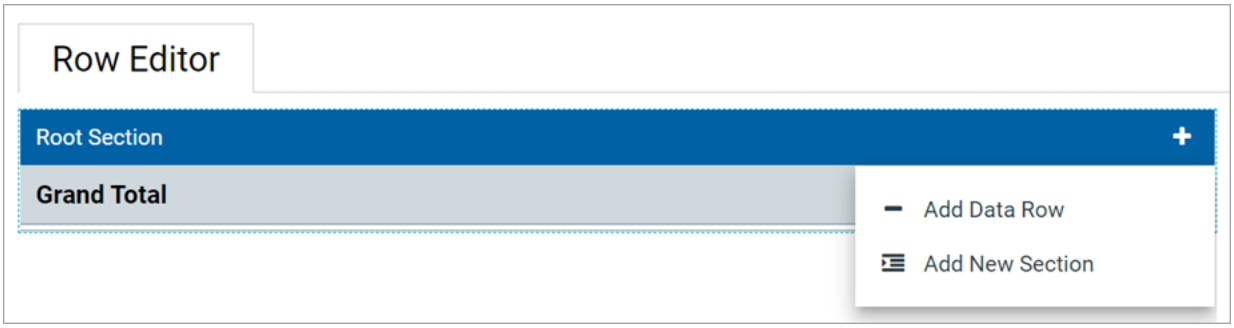
Adding, removing, and reordering sections

Using the **Row Editor** tab, you can build your row structure by adding, removing, or reordering sections. Each row structure starts with a top-level root section that includes an optional header and an optional grand total.



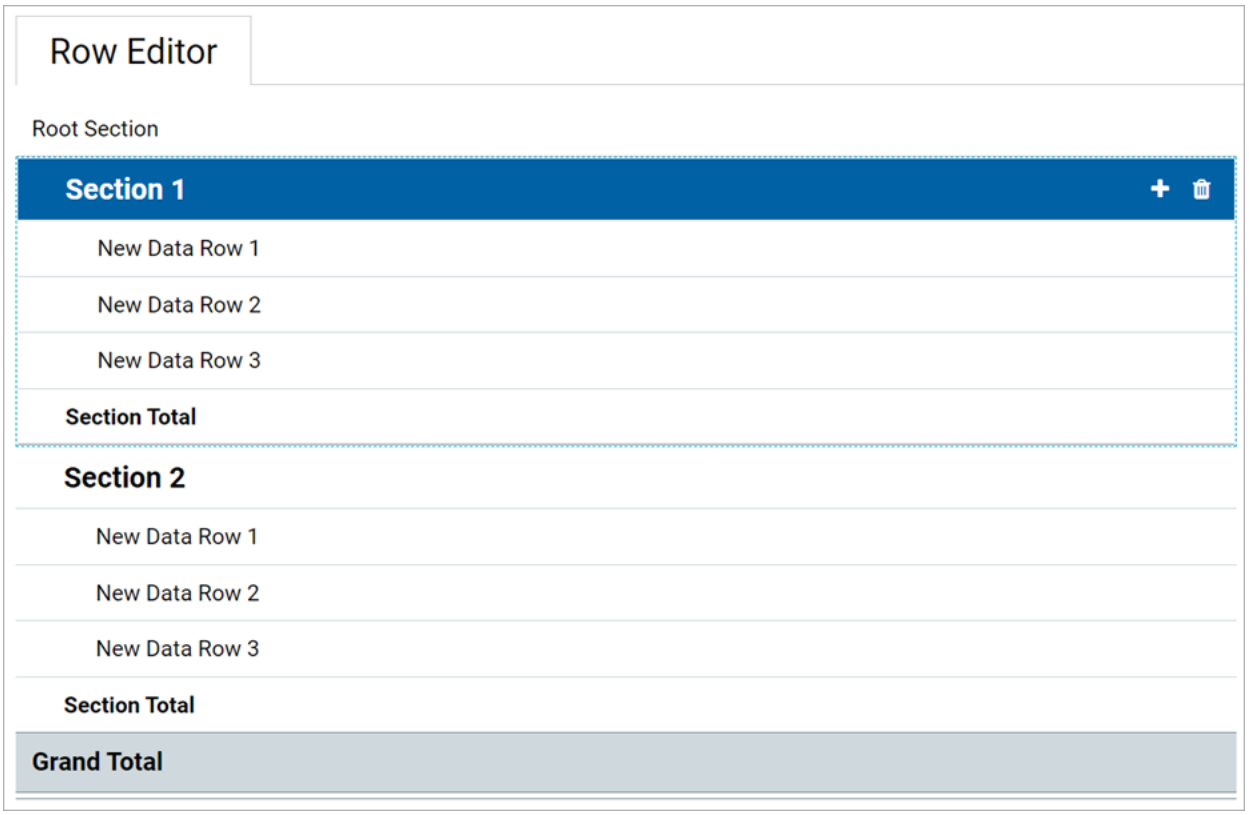
Row editor with starting root section

To add new sections to the row structure, select the section header row—the **Root Section** row—and then click the plus sign and select **Add New Section**.



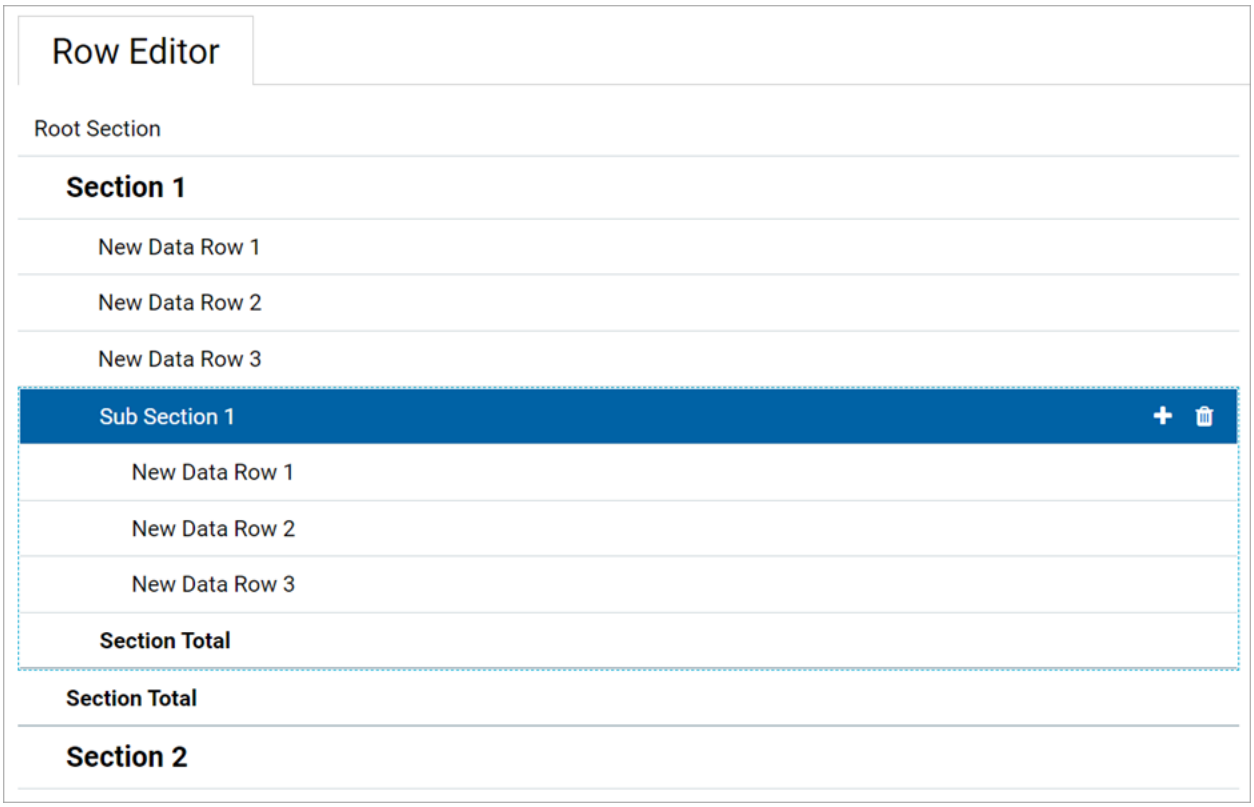
Option to add a new section

The new section is added within the root section. You can continue to add as many sections as needed at this level.



Row editor with two newly added sections

To add subsections within a section, select the section header row for any section, and then click the plus sign and select **Add New Section**. The new subsection is added to the current section. You can nest as many section levels as you need by adding subsections to sections.



Row editor with newly added subsection

Newly added sections use default text and styling, which can be configured for each section. Each newly added section consists of the following by default:

- A **header row** to display optional header text for the section. If you do not want a header row to display for a particular section (including the root section), you can hide it by disabling **Show Section Header** when configuring the section properties.
- Three **data rows** to display queried data in the section. You can add or remove data rows as needed.
- A **total row** to display the totaled data for the section. If you do not want a total row for this section (including the root section), you can hide it by disabling **Show Section Total Row** when configuring the section properties.

Once you have added sections, you can make further section changes as follows:

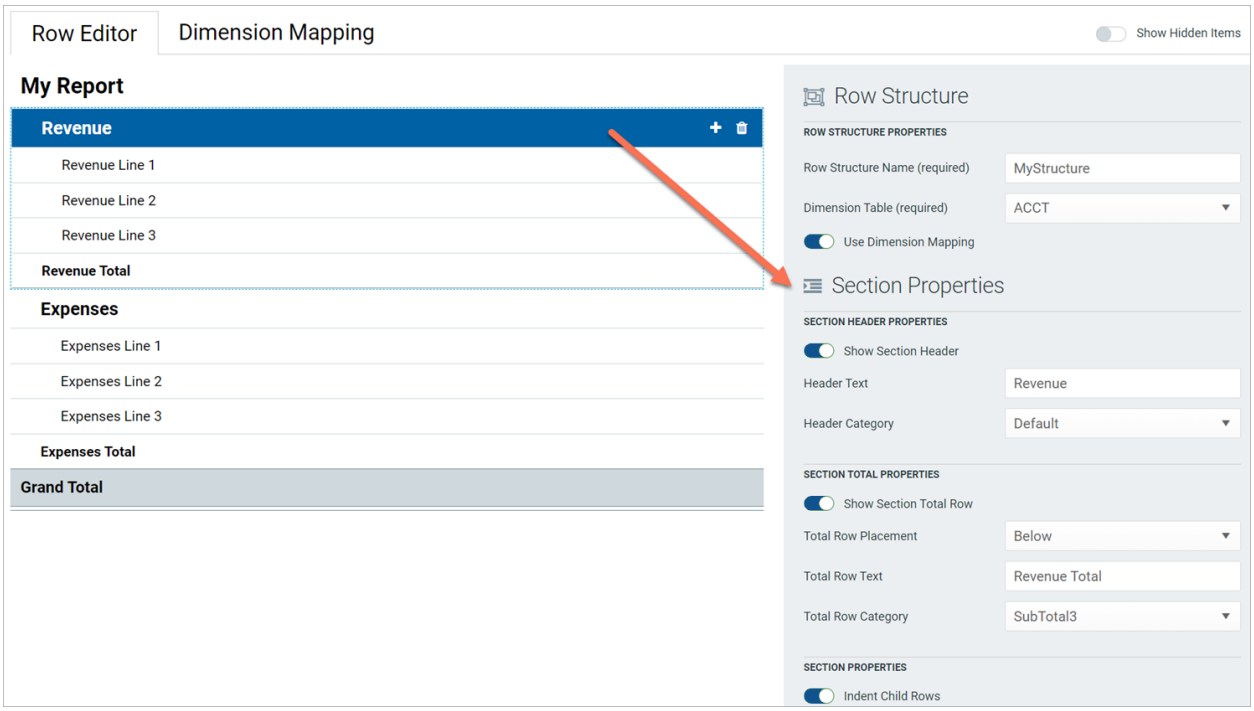
- **To reorder sections**: Select the header row of a section and then drag and drop it to a new location within the same level of the structure. For example, if you have three sections at the same level, you can drag and drop these three sections to change their order. But you cannot drag and drop one of these three sections to a lower level or a higher level.

- **To delete a section**: Select the header row of the section and then click the delete icon (trash can). The section and all of its subsections are deleted. Note that the root section is required and cannot be deleted.

  IMPORTANT: Make sure you no longer need the section before clicking the delete icon. The section will be deleted immediately with no confirmation prompt. If you deleted a section by accident, then you can exit the row structure editor without saving, but you will also lose any other unsaved changes that you have made during the current session.

Section properties

To configure the properties for a section, select the section header and then complete the **Section Properties** in the right-hand pane.



Example Section Properties area

Section Header Properties

Item	Description
Show Section Header	Specifies whether the section header row is visible when the row structure is used in a report. By default, this option is enabled, so the section header row is visible. If you do not want this section to have a header row, disable this option. The toggle switch shows as green when enabled and as gray when disabled. If this option is disabled, then the remaining section header properties become hidden because they do not apply. Note that you may want to define header text before disabling the option, to make it easier to identify the section when working within the row structure editor. **NOTE:** If you hide the section header, then you will no longer be able to select the header row in the editor for purposes of adding rows or subsections, configuring the section, reordering the section, or removing the section. If you need to work with the section header row, you can enable the option **Show Hidden Items**, located at the top right of the editor. This will cause all hidden items to show in the row structure, so that they can be selected and configured.
Header Text	The text to display on the section header row. By default, this is set to "Root Section" for the root section header and "Section" for all other newly added sections. The header text should be edited to reflect the data shown in this section.
Header Category	The style to use on the section header row. The style determines display attributes such as font size and font weight. Select one of the following: • **Header1** through **Header6**: These styles apply specific formatting to the header row. Although Header1 is designed to be used as the top-level section header, followed by Header2, and so on, you can assign these styles to any section header row as needed. • **Default**: Axiom Capital Tracking automatically applies the appropriate header style depending on the section's placement in the row structure hierarchy. The header row for the root section uses Header1, sections in the next level use Header2, and so on. By default, the header category is set to **Header1** for the root section header, and **Default** for all newly added sections.

Section Total Properties

Item	Description
Show Section Total Row	Specifies whether the section total row is visible when the row structure is used in a report. By default, this option is enabled, so the section total row is visible. If you do not want this section to have a total row, disable this option. The toggle switch shows as green when enabled and as gray when disabled. If this option is disabled, then the remaining section total properties become hidden because they do not apply.
Total Row Placement	The location of the total row in the section, either **Below** the data rows or **Above** the data rows. The total row is located below the data rows by default.
Total Row Text	The text to display on the section total row. By default, this is set to "Grand Total" for the root section total and "Section Total" for all other newly added sections.
Total Row Category	The style to use on the section total row. The style determines display attributes such as font size, font weight, shading, and borders. Select one of the following: • **Grand Total** or **Total**: These styles are intended to be used for "final" total rows. Both styles use shading and top and bottom borders. The bottom border of the Grand Total is a double border. • **SubTotal1** through **SubTotal4**: These styles are intended to be used for subtotal rows. These options provide varying combinations of bold and regular text, shading or no shading, and border or no border. By default, the total row category is set to **Grand Total** for the root section total row, and **Subtotal3** for all newly added sections.

Section Properties

Item	Description
Indent Child Rows	Specifies whether the rows in this section are aligned with the section header row or indented. By default, this is enabled, so the rows are indented. If instead you want the rows to be aligned with the section header row, disable this option. The toggle switch shows as green when enabled and as gray when disabled.

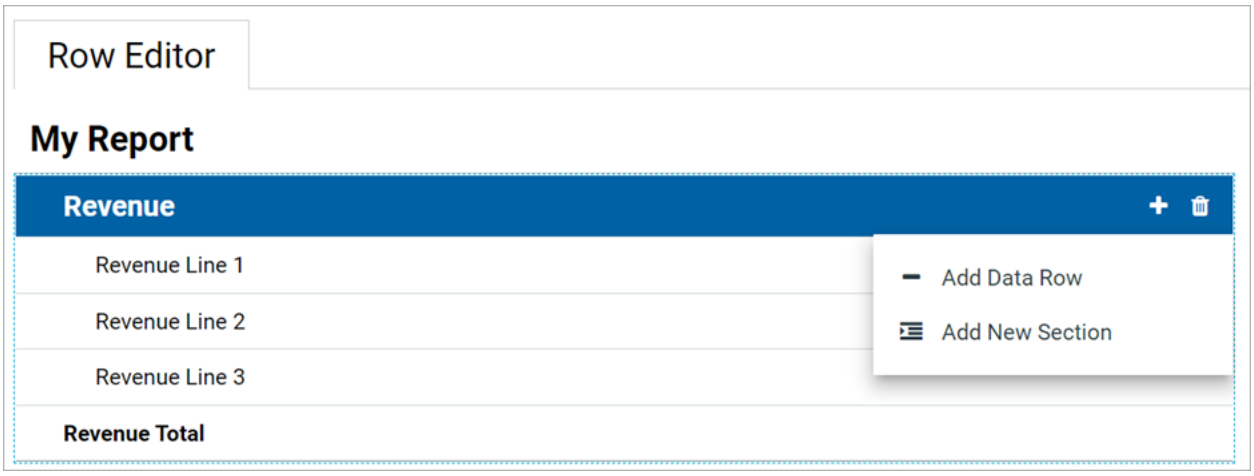
Item	Description
Parent Total Row Behavior	Specifies how the data in this section is treated when computing the total row of the parent section. Select one of the following: • **Add**: The data in this section is added when computing the parent total. This is the default behavior. • **Subtract**: The data in this section is subtracted when computing the parent total. • **Ignored**: The data in this section is ignored when computing the parent total. You might do this if the rows in this section contain supporting detail that should not impact the overall totals. Although this option displays on the root section, it does not apply because the root section does not have a parent section. For example, imagine that you have a parent section with two subsections. Subsection A totals 5000, and Subsection B totals 1000. • If both subsections are set to add, then the total of the parent section is 6000. • If Subsection A is set to add but Subsection B is set to subtract, then the total of the parent section is 4000. • If Subsection A is set to add but Subsection B is set to ignore, then the total of the parent section is 5000.
Section Data Filter	Optional. A data filter to apply to all of the data rows in this section, including any subsections. This is intended to be used when all rows in the section need to be filtered by a particular dimension or grouping, so that you do not need to repeat that dimension grouping on each individual data row. Only applies when **Use Dimension Mapping** is disabled. Enter the filter criteria statement to apply to the data rows in this section. Section data filters use normal filter syntax for Axiom Capital Tracking. Although you can use the Filter Wizard to create the filter criteria statement, it is limited to creating filters based on the specified dimension table for the row structure. In many cases the section data filter needs to use a different dimension, so you must manually create the filter criteria statement. For example, imagine that you want to show revenue accounts in the rows of your report, but you want to split the data into two sections reflecting two different sales regions. You can create two sections and define section filters for each, such as `Dept.Region='East'` and `Dept.Region='West'`. All of the data rows in those sections will be filtered by the specified region in addition to the specific account filters listed on each row.

Adding, removing, and reordering data rows

Using the **Row Editor** area, you can add data rows to a section, remove unneeded rows, and reorder rows. Each data row represents a record of data that you want to query from the database and display within the report.

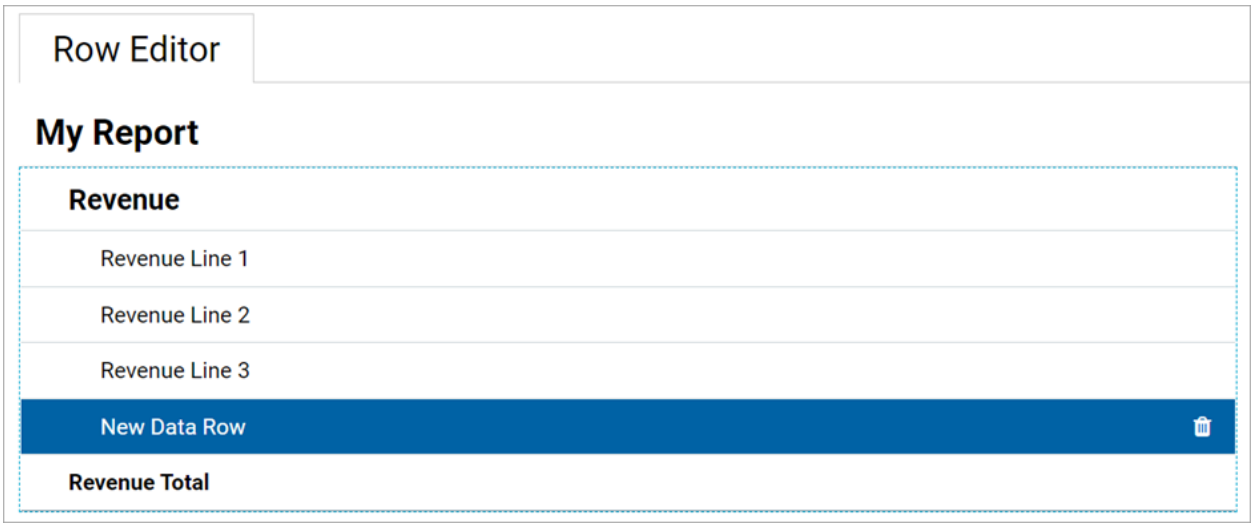
To add new data rows to a section:

- Select the section header row, then click the plus sign and select **Add Data Row**.



Option to add a new data row

The new row is added to the bottom of the section. You can continue to add as many new rows to the section as needed.



Section with a newly added data row

Once you have added data rows, you can make further row changes as follows:

- **To reorder rows**: Select the data row that you want to move, and then drag and drop it to a new location within the same section. For example, if you want a newly added row to be at the top of the section instead of the bottom, then you can drag and drop it to that location. But you cannot drag and drop the row to a different section, not even to subsections of the current section.
- **To delete a row**: Select the data row that you want to delete and then click the delete icon (trash can). The row is deleted.

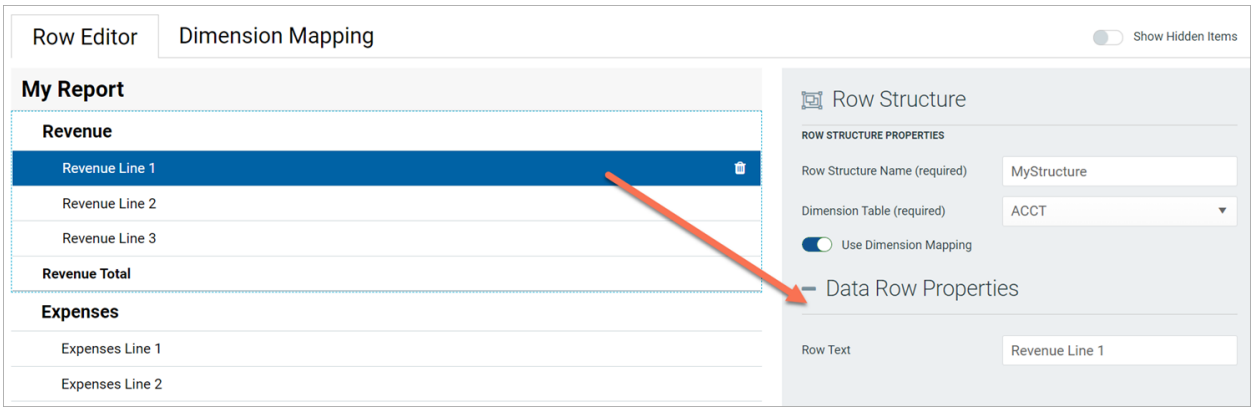
  IMPORTANT: Make sure you no longer need the row before clicking the delete icon. The row will be deleted immediately with no confirmation prompt. If you deleted a row by accident, then you can exit the row structure editor without saving, but you will also lose any other unsaved changes that you have made during the current session.

Only data rows can be individually added, deleted, and reordered. Section header rows and section total rows are not considered to be data rows and are managed as part of the section. Note the following:

- The delete icon on section header rows does not delete the header row; it deletes the entire section. If you do not want a particular section to have a header row, you can configure the section to hide the header row.
- Section total rows do not have delete icons. If you do not want a particular section to have a total row, you can configure the section to hide the total row.
- Section header rows are always located at the top of the section. When you drag and drop a section header row you are moving the entire section, not just the header row. It is not possible to move just the header row.
- Section total rows can be located at either the top or bottom of the section, but not by dragging and dropping. When you configure the section, you can specify the location of the total row.

Row properties

To configure the properties for a data row, select the row and then complete the **Row Properties** in the right-hand pane.



Example Row Properties area

Item	Description
Row Text	The text to display on the data row. By default, this is set to "New Data Row". The row text should be edited to reflect the data shown on this row. For example, if this row is going to display data for the Travel account, the row text should be something like "Travel" or "Account 5000 - Travel".
Data Filter	A filter criteria statement to define the data to query into this row. Only applies when **Use Dimension Mapping** is disabled. If dimension mapping is enabled, then use the Dimension Mapping tab to map the data for this row. Row filters use normal filter syntax for Axiom Capital Tracking. You can type the filter, or you can use the Filter Wizard to create a filter based on the specified Dimension Table for the row structure. For example, if the data filter is `Acct.Category='Revenue'`, then this row will display data for all revenue accounts when this row structure is used in a report. The specific data returned will depend on the data columns used in the report, and any other filters applied to the report. Each row's data filter is independent from any other row, and does not need to use the same grouping level or even the same dimension as other rows. For example, one row can be `Acct.Acct=4000`, while another row is `Acct.Category='Marketing'`, and a third row is `Fcst.Acct=670`. However, keep in mind the following: • If you use the Filter Wizard to make the filter, it is limited to the table selected as the **Dimension Table** for the row structure. If you want to use a different table for a particular row, you must manually write the filter. • Although there are no restrictions on the individual row filters, all of the filters used must be compatible with the eventual primary table selected for the report, when the fixed row structure is used in a report.

If the row uses a data filter, then the row's data filter will be combined with any upstream section data filters (using AND). For example, imagine the row structure has sections and rows configured as follows:

Parent Section Filter	`Dept.Company='Company A'`
Current Section Filter	`Dept.Region='US West'`
Row Filter	`Acct.Acct=4000`

Then the data for this row is determined as follows:

```
Dept.Company='Company A' AND Dept.Region='US West' AND Acct.Acct=4000
```

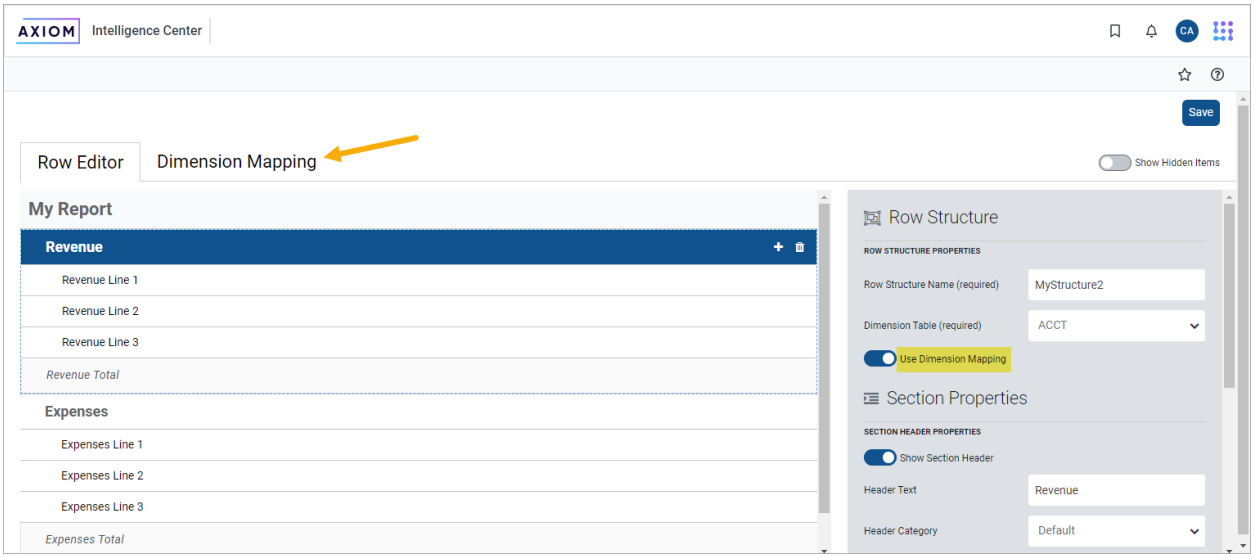
Using the Dimension Mapping editor

Using the Dimension Mapping editor, you can assign dimension items to specific rows of a fixed row structure. When the row structure is used in a web report, the rows will display data for the assigned dimension items.

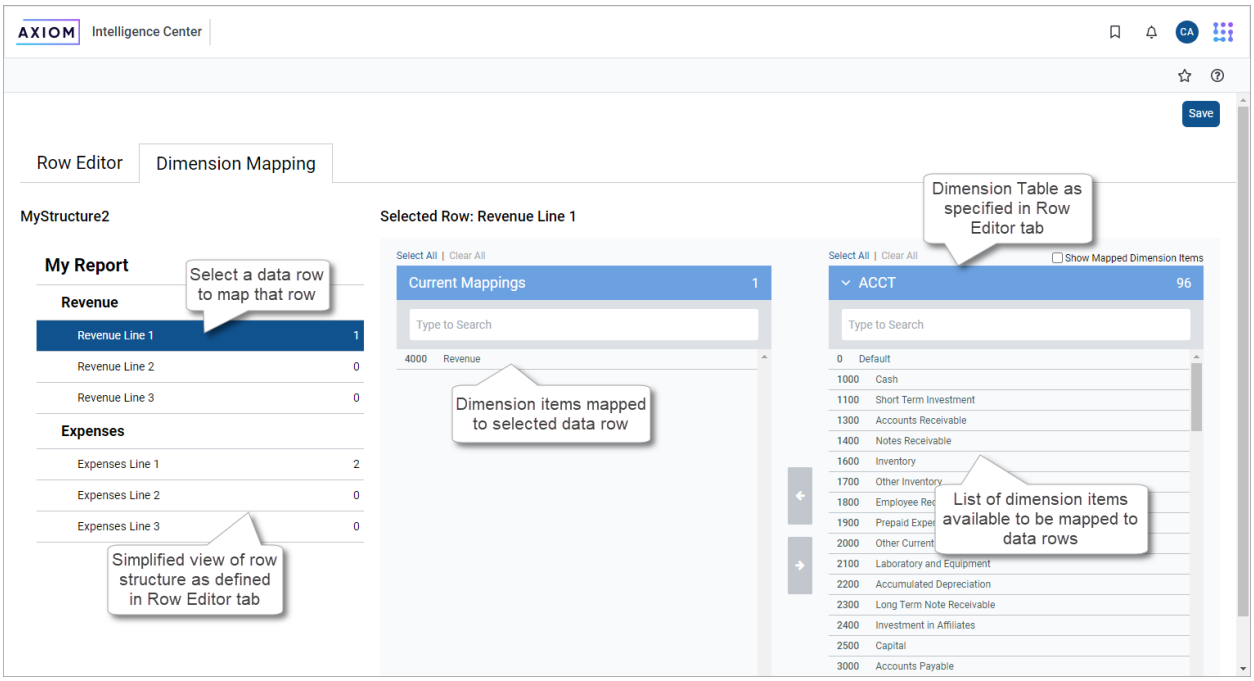
For example, if the row dimension is Acct, you can assign one or more accounts to each row in the row structure. If a row is assigned Acct 4000, then that row will display data for Acct 4000, for each of the columns used in the report.

Dimension Mapping editor overview

The Dimension Mapping editor is only accessible when creating or editing a row structure. If **Use Dimension Mapping** is enabled for the row structure, then a **Dimension Mapping** tab displays next to the **Row Editor** tab. You can click this tab to open the Dimension Mapping editor and assign dimension items to each row.



Dimension Mapping tab available in row structure when Use Dimension Mapping is enabled



Example Dimension Mapping editor

- The left side of the Dimension Mapping editor displays a simplified view of the row structure defined on the **Row Editor** tab. You can select a data row in the row structure in order to map dimension items to that row.
    - Each data row must be assigned at least one dimension item when using dimension mapping. It is not possible to mix use of data filters and dimension mappings.
    - The number to the left of the row label shows how many dimension items have been assigned to that row.
- The two columns on the right side of the Dimension Mapping editor are used to map dimension items.
    - The **Current Mappings** column in the middle of the page shows the dimension items mapped to the currently selected data row.
    - The dimension column on the right side of the page shows the remaining unmapped dimension items. The dimension used for the mappings is determined by the specified **Dimension Table** in the **Row Editor** tab. In this example, the dimension table is **Acct** and the column shows the list of accounts defined in that table.
    - You can use the arrow buttons between the columns to move dimension items from the dimension column to the Current Mappings column and vice versa.

Each dimension item can only be assigned to a single row in the row structure. Once a dimension item is moved to the Current Mappings column, it is removed from the list of unmapped dimension items and cannot be assigned to another row.

NOTE: When building a fixed row structure with large tables (such as the EDS Encounter table) dimension mapping is disabled, as it can cause performance issues. Instead, you can use the filter wizard to define that row in a report. See Specifying the row dimension for a web report for more information.

Assigning dimension items to data rows

Each data row in the row structure must be assigned at least one dimension item. When the row structure is used in a report, the dimension mappings determine what data displays in each row.

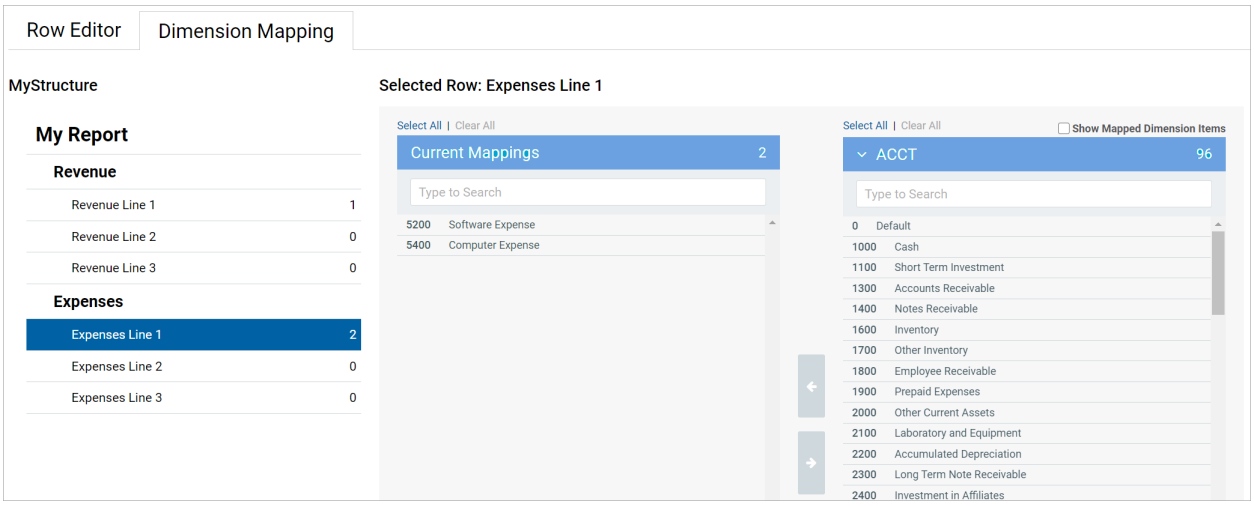
To assign one or more dimension items to a data row:

1. In the row structure on the left side of the page, select the data row that you want to map. If any dimension items are already mapped to this row, those dimension items display in the **Current Mappings** column.
2. In the dimension column on the right side of the page, select the dimension item or items that you want to map to the data row.
    - Click a dimension item once to select it. If you select a dimension item by accident, click it again to de-select it.
    - Note that using the Shift key or the CTRL key to select multiple dimension items at once does *not* work here. You must individually click on each dimension item that you want to assign.

    You can search and filter the dimension list to help find the desired dimension items.
3. Once all of the dimension items that you want to assign are highlighted, click the left arrow to move the selected dimension items to the **Current Mappings** column.

If you want to remove a mapped dimension item from a data row, you can select the item in the Current Mappings column and then click the right arrow to move it back to the dimension column.

In the following example, two accounts have been mapped to the Expenses Line 1 data row. When this row structure is used in a report, this row will display summed data for the Software Expense and Computer Expense accounts. (In a real report, the label text for this data row would likely be defined as "Software and Computer Expenses" or something similar.)



Example data row with mapped dimension items

The two accounts that are mapped to this data row no longer display in the dimension column and cannot be mapped to any other row. You can optionally enable **Show Mapped Dimension Items** to see all items in the dimension column, but mapped items will display as grayed out and cannot be selected.

Searching and filtering the dimension column

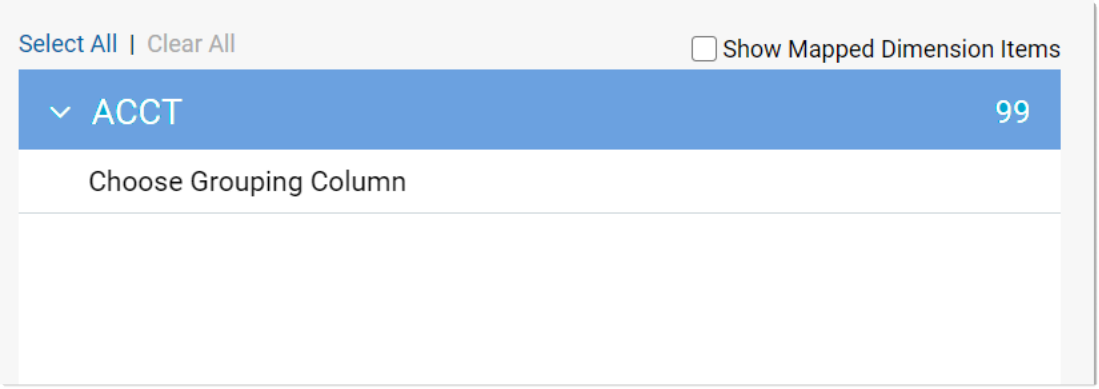
You can search and filter the dimension column to more easily find the dimension items that you want to map.

- You can type into the search box at the top of the column to find items by dimension value. The search matches any dimension value that contains the search text. Currently, the description text is not included in the search.
- You can select a grouping column so that the dimension column is filtered to only show values for a particular grouping. For example, you may have a grouping column of Category, which you can use to show accounts within a particular category—such as Revenue, Capital, or Marketing.

If you use **Select All** when the list is filtered by a search or by a grouping value, then only the currently visible items are selected. This can be a convenient way to find, select, and map multiple dimension items at a time.

To filter the dimension column by a grouping value:

1. Click the down arrow icon in the column header, and then click **Choose Grouping Column**.

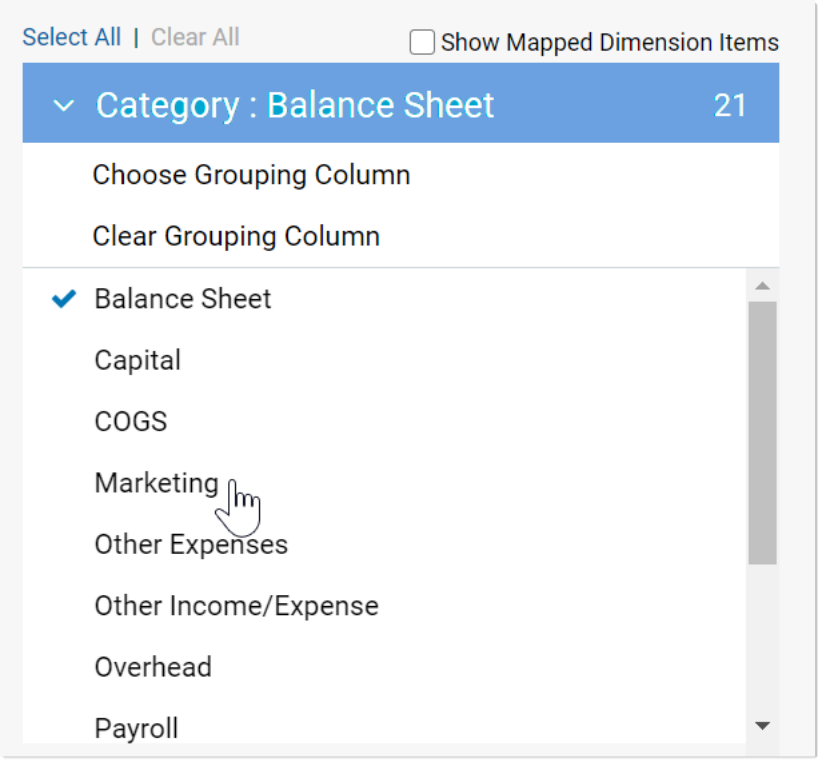


2. In the **Choose a Grouping Column** dialog, select the grouping column that you want to use, and then click **OK**.

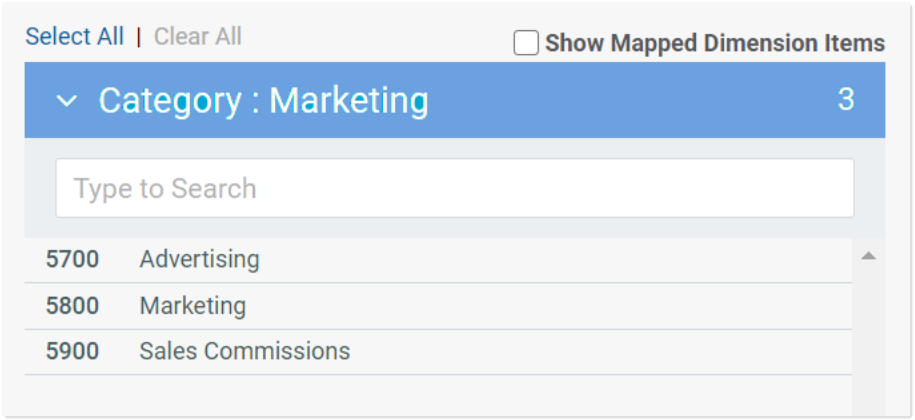
   The dimension column becomes filtered by the first value in the selected grouping column. This value displays in the column header.

3. To filter the dimension column by a different value in the grouping column, click the down arrow icon in the column header, and select the desired value.

   In the following example, "Balance Sheet" was the automatically-selected value from the grouping column, and we are now going to select "Marketing" instead.



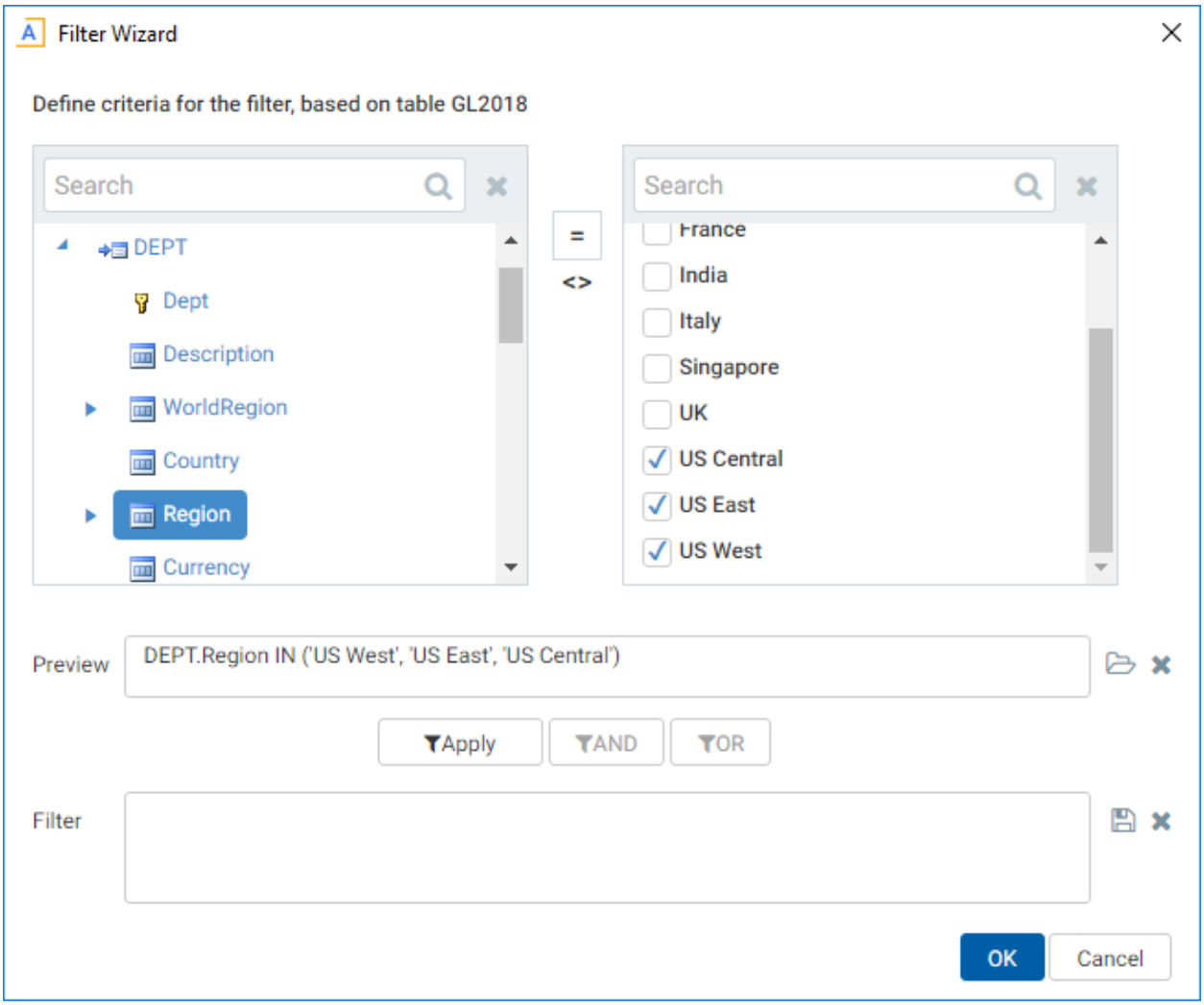
   The dimension column is now filtered to only show accounts that belong to the Marketing category.



If you want to clear the grouping column filter, click the down arrow icon in the column header, and select **Clear Grouping Column**.

Using the Filter Wizard in the Fixed Row Structure editor

The Filter Wizard is available in the Fixed Row Structure editor to assist you in building a valid filter criteria statement.



Example Filter Wizard

The tables available in the wizard depend on the table specified as the dimension table for the fixed row structure.

To create a filter:

1. In the left-hand side of the dialog, select the table column on which you want to base the filter.

   For example, if you want to create a filter such as `DEPT.DEPT>=5000`, then you must select the DEPT column from the DEPT table.

   To find the desired table and column, you can filter the list by typing into the Search box. The filter matches based on table and column names.

   Once you select a table column, the values in that column display in the right-hand side of the dialog.

TIP: Alternatively, you can use the folder icon to the right of the **Preview** box to load a previously saved filter from the Filters Library. If you do this, your selected filter is placed in the Preview box, overwriting any current content in the preview. Skip to step 4.

2. In the right-hand side of the dialog, select the value(s) on which you want to base the filter. You can type into the filter box above the list of values to filter the list.
3. In the space between the two selection boxes, select the operator to use for the filter criteria statement, such as equals, not equals, greater than, or less than. By default, the filter statement uses equals (=).

   Note the following about filter operators:

   - Greater than / less than options are only available if the column data type holds numbers or dates.
   - If multiple items are selected, then IN and NOT IN syntax is automatically used for equals and not equals respectively.
   - If the column is a string column and the value contains an apostrophe (such as O'Connor), the wizard automatically converts this value to double apostrophes so that it is valid for use in the filter (O''Connor). Apostrophes in string values must be escaped this way so that they are not interpreted as the closing apostrophe for the filter criteria statement.
   - The LIKE operator is supported, but is not available for selection in the Filter Wizard. You must manually edit the filter criteria statement if you want to use it. Only advanced users with knowledge of valid SQL LIKE syntax should do this.
4. Review the filter criteria statement in the **Preview** box to ensure that it is as intended. If you need to make changes, you can manually edit the statement, or you can start again with a new statement. If you want to clear the statement, click the **X** icon to the right of the Preview box.
5. If no filter is currently present in the **Filter** box, click **Apply** to move the filter down to the Filter box. If a filter is currently present in the Filter box, you can do one of the following:
   - Click **Replace** to overwrite the current filter with the preview filter.
   - Click **AND** or **OR** to add the preview filter to the current filter. This creates a compound criteria statement.

   You can repeat the filter creation process as many times as necessary to create the desired statement. You can also manually modify the filter in the Filter box as needed, such as to add parentheses to group statements.
6. When the filter in the Filter box is complete, click **OK**.

TIP: If you want to save the filter you have created for future use, click the save icon to the right of the Filter box. You can select a folder location in the Filters Library (or My Documents if applicable), and specify a name for the filter. This option is only available if you have read/write access to at least one location where filters can be stored.

Opening web reports

In order to open an existing web report, you must have at least read-only access to the report, as defined in Axiom Capital Tracking security. Web reports can be opened from either the Web Client or the Desktop Client.

This topic discusses the default ways to access and view web reports. Your system may be designed so that you can open web reports in other ways, such as:

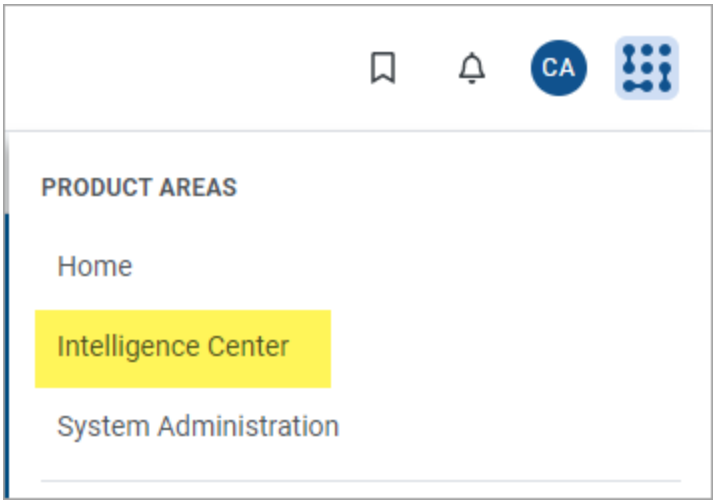
- Using the Navigation menu in the Web Client
- Using links within your home page or product pages
- Using links within a task pane or ribbon tab in the Desktop Client

Opening web reports from the Intelligence Center

The Intelligence Center in the Web Client is a hub where you can access all of your available reports, regardless of the report type. The Intelligence Center is automatically filtered to show only the reports that you have access to.

To open a web report from the Intelligence Center:

1. Click the Syntellis icon in the Navigation bar. From the Area menu, select **Intelligence Center**.



2. In the left-hand panel, select the **Reports** tab if it is not already selected.
3. Do one of the following to locate the report that you want to open:
    - Use the folder tree in the left-hand panel to navigate to the folder where the report is located.

      OR

    - Use the Search box to search for the report by name.

For more information on how to search, filter, and sort the Intelligence Center, see Intelligence Center overview.

4. Once the report displays in the Intelligence Center grid, click on the report name to open it.

The report opens in the current browser tab. You can now view and explore the data using various features. For more information, see Viewing and exploring data in web reports.

Opening web reports from the Desktop Client

You can open a web report from the Reports Library in the Desktop Client (Excel Client or Windows Client). You can differentiate web reports from other types of Axiom Capital Tracking reports using the following icons:

 Web report

 Visualization report

 Axiom form

 Spreadsheet Axiom file

To open a web report from the Desktop Client:

1. On the **Axiom** tab, in the **Reports** group, click **Reports** to bring up the Reports menu.

   NOTE: In systems with installed products, this feature may be present on a different ribbon tab, such as the **Main** tab.

   TIP: You can also open reports from the Explorer task pane or Axiom Explorer.

2. Use the Reports Library folders at the bottom of the menu to navigate to the specific web report that you want to open, and then click on it.

The web report opens in the Web Client using your default browser. You can now view and explore the data using various features. For more information, see Viewing and exploring data in web reports.

Viewing and exploring data in web reports

Once a web report is opened, you may have access to a variety of features to view and explore the data in the report, including filtering, sorting, and drilling. Additionally, web reports may be configured with report parameters, which can be used to dynamically change the data shown in the report.

NOTE: The features described in this topic apply to web reports created in the Report Builder. Web reports created from template may have similar features, but do not work in exactly the same way. For more information on viewing and exploring data in a web report created from template, consult the product documentation for the product that provided the template.

Drilling data

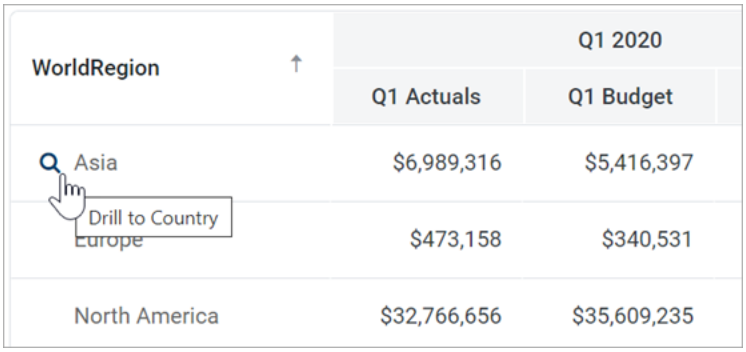
If the web report has been configured to enable drilling, you can drill any data row in the report. Total rows, subtotal rows, and section header rows are not drillable.

To drill a data row:

1. Hover your cursor over the far left column in the report so that a magnifying glass icon appears on the row.

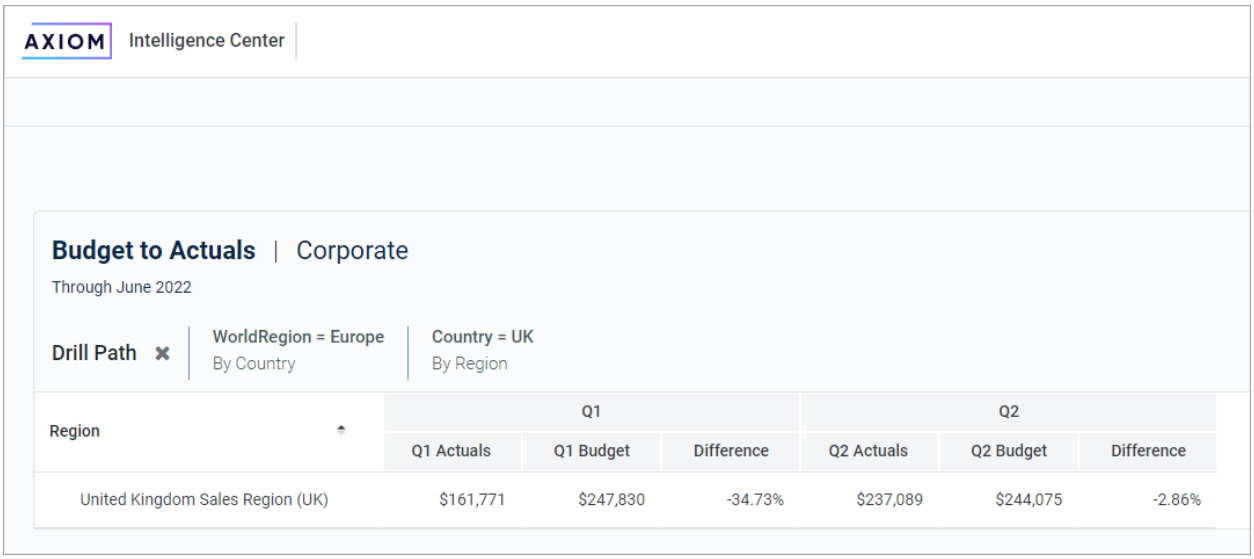
   The tooltip for the magnifying glass will be either "Drill" (if multiple drill paths are available) or "Drill to <path>" (if a single drill path is available). For example, the tooltip will say "Drill to Acct" if the Acct drill path is the only available drill path.

2. Click the icon to drill the row.
   - If multiple drill paths are available, these paths display in a menu when you click the icon. Click the drilling path that you want to view.
   - If a single drill path is available, that path is automatically used when you click the icon to drill.



Hover and click to drill

The drill results are presented within the current tab, replacing the original report. The current row being drilled and the current drill level display at the top of the drill results.

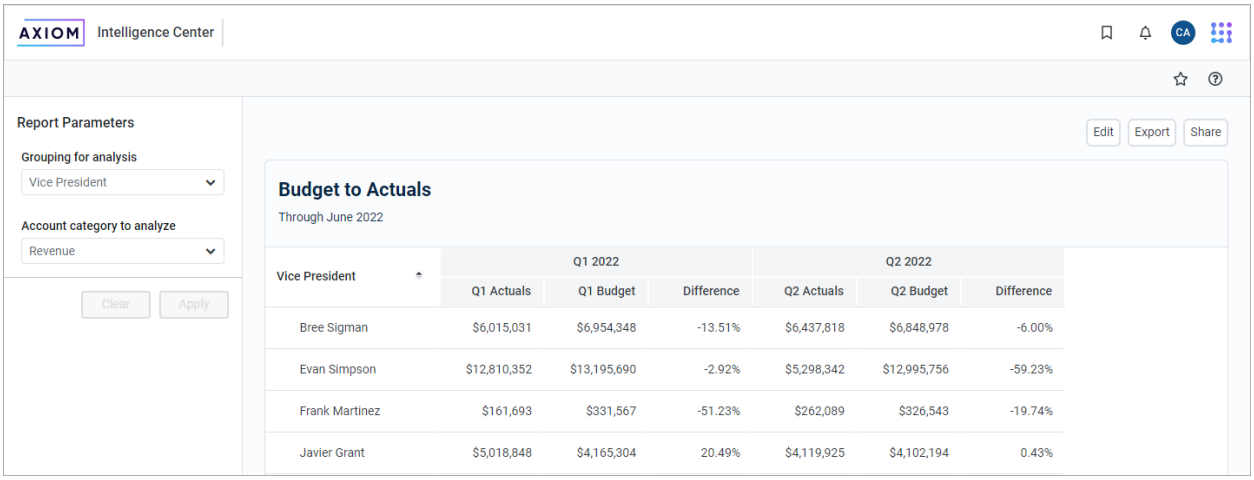


Example drill results with drilling path displayed at the top

You can continue drilling the drill results if additional drill paths are available. You can return to a previous path by clicking on that path name in the header. When you are finished viewing the drill results, you can click the **X** icon in the drill path to clear the drill and return to the original report.

Using report parameters

If the web report is configured with report parameters, you can use the **Report Parameters** panel along the left-hand side of the report to dynamically change the data shown in the report.

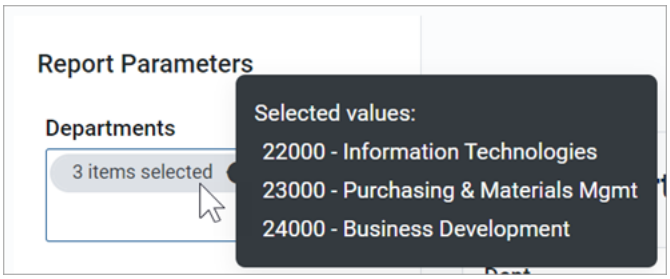


Example report with report parameters

The Report Parameters panel contains one or more parameters that you can set as needed. If the report requires you to select a parameter value in order to refresh data in the report, then when you open the report the message "Waiting for input" displays in the report grid. Otherwise, the report opens and refreshes data using default values defined for report parameters as needed.

You can interact with report parameters as follows:

- You can select one or multiple values for each parameter, depending on the parameter type and configuration. If a parameter allows multiple values to be selected, the parameter box shows text such as "3 items selected". You can hover your cursor over this text to view the selected values in a tooltip.



  If the parameter allows selection of multiple values, and some values are already selected, then using the drop-down list to select more items will add to the current list of items. If instead you want to clear the list of items and start over, click the **X** icon in the selection text.

- A parameter may start out blank (unset), or it may start with a default value, depending on the parameter type and configuration.
- Some parameters may be dependent on other parameters. In this case, the dependent parameter will not become available for use until its parent parameter has a selected value.
- Parameters may be required or optional:
  - If a parameter is optional, then you can leave it unset, or you can clear its value using the **X** icon to the right of it.
  - If a parameter is required, then it cannot be cleared. You can select a different value, but you cannot fully clear the parameter. Exception: If the parameter allows selection of multiple values, then you can click the **X** icon in the selection text to clear the current selections.

Once you have made selections for the parameters, you can apply and clear them as follows:

- Click **Apply** to refresh the report using your parameter selections. The Apply button is not active until all required parameters have selected values.
- Click **Clear** to clear all optional parameters. You can then click Apply to refresh the report with the optional parameters unset.

NOTES:

- When you share or export a report, it does not honor the report parameter selections, with one exception. If the report parameter determines the row dimensions of the report, and the parameter has a default value, the exported report will use that default value.
- The specific parameters available and how they impact the report depends on the report configuration. Contact your system administrator or the report designer if you have any questions about how the parameters affect the report data.

Adjusting column width and order

You can make minor adjustments to the column display as follows:

- To change the column width, hover your cursor along the right edge of the column header, then drag to make the column thinner or wider.
- To reorder columns, click on a column header and then drag it to a new location. Note that columns cannot be moved in or out of a column group (meaning a set of columns grouped under header text). If a column belongs to a column group, you can change its order within the group but you cannot drag it out of the group.

Sorting data

If the web report uses a data grid with dynamic rows, then you can sort the data by any column in the grid. To sort the grid by a column, click on the column header. Each click toggles between ascending sort, descending sort, and no sort. If the grid is currently sorted by a column, the sort direction is indicated by an arrow on the column header (up for ascending, down for descending).

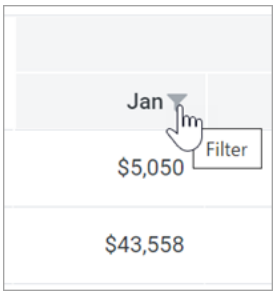
The web report may only allow sorting by a single column, or it may allow sorting by multiple columns. This is configured by the report designer. If the grid uses single-column sorting, then it is not possible to clear the sort on a column. Instead you must click on a different column to change the sort to use that column.

If the web report uses a fixed row structure, then the row values are fixed in position and cannot be sorted.

Filtering by column data

If the web report uses a data grid with dynamic rows, you may be able to filter the report by the column data. For example, you might want to filter a column to hide zero-value records, or to show all records above or below a certain value. You might want to filter a dimension column to hide or show certain dimensions (such as departments, accounts, and so on). The report designer determines whether a column is enabled for filtering.

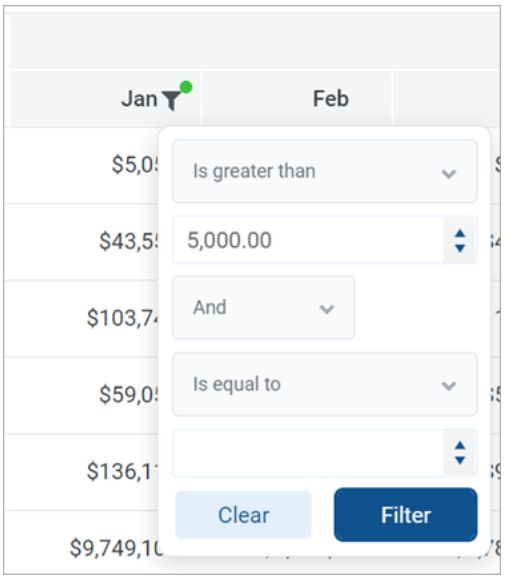
If a column allows filtering, the filter icon displays in the column header when you hover your cursor over the column header.



Filter icon for a column with filtering enabled

To filter the report based on a column:

1. Click the filter icon in the column header to show the filter options.
2. Set the filter options as desired. The options vary depending on the column type.



Example filtering options

3. Click **Filter**.

The report updates to only show records that meet the filter. Additionally, the filter icon in the column header remains visible to indicate that the grid is filtered by this column.

The filter is retained until you clear it, or until the report is refreshed with new data.

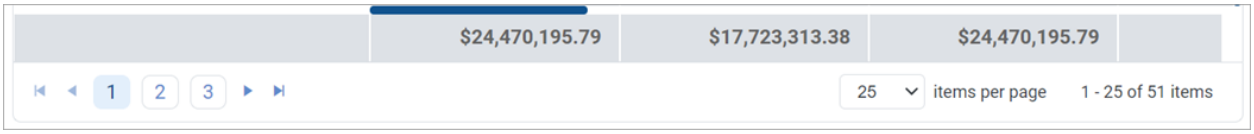
To clear a filter:

1. Click the filter icon in the column header to show the filter options.
2. Click **Clear**.

The grid updates to clear the filter. The filter icon is now only visible when hovering over the column header.

Viewing paged data

If the web report uses dynamic rows, the data is paged to show a specified number of records per page. If the data in the grid exceeds the page limit, you can move between pages using the page controls at the bottom left of the grid.



Page controls for data grids

- Click a page number to move directly to that page.
- Click the single arrow buttons to move one page back or forward.
- Click the double arrow buttons to move to the first page or the last page.

By default, the data grid shows 25 records per page. You can use the drop-down list next to the page controls to change this to 50, 100, or 500 as needed.

Web report sharing, export, and distribution

The information in web reports can be distributed throughout the organization using a variety of features:

- You can export a web report as a PDF, Excel, or delimited file, and save it locally or to the Axiom Capital Tracking repository.
- You can share a web report via email to other users, by sending a link to the live file in the system, or by attaching a PDF or Excel file.
- You can process web reports iteratively over a dimension, and then automatically save and/or email the report to designated recipients.

Exporting a PDF copy of a web report

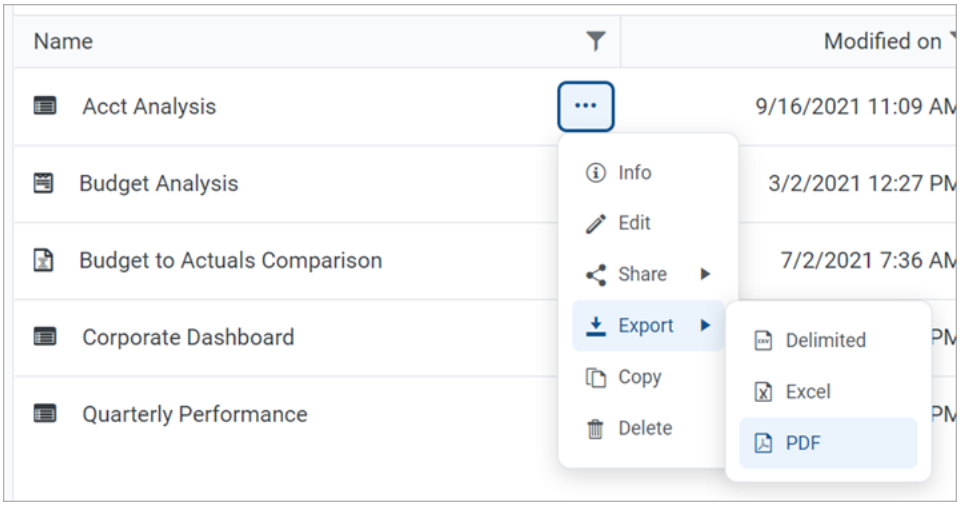
You can export a web report as a PDF file, and save the file locally or to the Axiom Capital Tracking repository. The export can be performed while viewing the report, or from the Reports Library in the Intelligence Center.

- When exporting the report from the Intelligence Center, it is exported using default settings. If the report requires user input to return data, you should instead open the report and export from the report viewer.
- When exporting the report from the report viewer, the export honors the current report state such as sorting, filtering, and drilling.

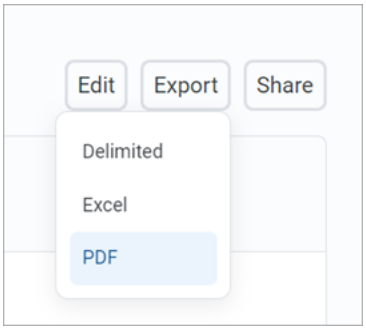
Any user who can view the report can export to PDF and save it to a local folder location. In order to save a PDF copy to the Axiom Capital Tracking repository, you must have read/write access to at least one folder in the Reports Library.

To export a web report as a PDF file:

1. In the Intelligence Center, locate the report in the folder tree, or search to find it.
2. Do one of the following:
   - Hover your cursor over the **Name** column to make the three-dots icon visible. Click the icon then select **Export > PDF** from the menu.



   - Click the report name to open the report. In the top right corner of the report, click **Export > PDF**.



3. In the **Export Report** dialog, enter a file name into the **File name** field. By default, the file name is the same as the web report file name.
4. Select the export destination from the **Export to** drop-down:
   - **My computer**: Save the PDF to your computer.
   - **Axiom repository**: Save the PDF to a folder in the Axiom Capital Tracking Reports Library, or to your My Documents folder.

NOTES:

- If you save the PDF to a folder in the Reports Library, any user with at least read-only access to that folder will be able to view the PDF. You should be sure that it is acceptable for users with permission to the target folder to view the data in the PDF.
- If you do not have read/write access to any folders in the Axiom repository, then the **Export to** option is not available and does not display in the dialog. The PDF will be automatically saved to your computer.
- If you save the PDF to your computer, keep in mind that Axiom Capital Tracking does not enforce any security on the exported file.

5. If you are saving to the Axiom repository, select an **Output folder**:
   - Click the folder icon to the right of the field.
   - In the **Choose output folder** dialog, select a folder in the Reports Library. The dialog only shows folders where you have read/write access to that folder or a child folder.

     NOTE: If you have access to the My Documents folder, then you can also save reports to that location for your personal use.

   - Click **OK** to choose the folder and return to the **Export to PDF** dialog.

   The path to your selected folder now displays in the **Output folder** field.
6. In the **Configuration Settings** section, select the following:

Item	Description
Pages	If you are exporting from the report viewer and the report has paged data, select one of the following: • **Current Page**: The export will contain the current page of data only. For example, if you are currently viewing page 2 of the data in the report, the export will contain that data only. • **All Pages**: The export will contain all pages of data, up to 10 pages maximum. A "page" refers to a page of data as displayed in the report, not PDF pages. Report pages can be configured to show 25 (default), 50, or 100 rows. For example, if you select to export the current page and the page size is 100, the PDF will contain those 100 rows which may span several PDF pages. **NOTES:** • If you are exporting from the Intelligence Center, this option does not display and the PDF will contain all data pages (up to the maximum). • If the report uses a fixed row structure, data is not paged and this option does not apply. The PDF will contain the full contents of the report.
Layout	Select the page size for the PDF. You can choose from the following standard page sizes: **A3**, **A4**, **A5**, **Legal**, **Letter**, or **Tabloid**. Letter is the default size.
Orientation	Select the orientation for the PDF, either **Portrait** or **Landscape**. Portrait is the default orientation.
Margin	Specifies the PDF page margins. Select one of the following: • **None**: No margin • **Narrow**: 0.5 inch margins all around • **Normal**: 1 inch margins all around (default)
Header Footer	Specify optional header and footer text. The variables `{page_number}` and `{total_pages}` can be used in the header or footer. You can select from several predefined header and footer options using variables, or you can type text into the Header or Footer box. **NOTE:** If the margin is set to None, then the Header, Footer, and Alignment options are not available because there is no room to display a header or footer.
Alignment	Specify the alignment of the header and footer text, if defined: **Left**, **Center** (default), or **Right**.

7. Click **Export** to create the PDF.

    - If you are saving to the Axiom repository, and you used a file name that already exists in the target folder, you are prompted to choose whether or not to overwrite the existing file. If you choose not to overwrite, you are returned to the Export to PDF dialog so that you can use a different name and/or output folder.
    - If you are saving to your computer, the exact behavior is determined by your browser settings. The default behavior for most browsers is to save the file to the **Downloads** folder on your computer.
    - In either case, a notification message displays at the top of the page to indicate whether the PDF creation succeeded or failed.

Export behavior

When you create the PDF, the web report contents are handled as follows:

- If the grid in the web report has paged data, the PDF will contain either all rows shown on the current page, or all rows in the report up to 10 pages of data. The number of rows in a page of data depends on the paging selection in the report (25, 50, or 100).
    - Column headers are present on the first PDF page only; headers do not repeat on PDF pages.
    - If the report has a total row, that row is always included in the PDF and always displays the full total, even if the PDF only contains a partial set of data.
    - If exporting from the Intelligence Center, the PDF contains all data pages up to the maximum, using the default of 25 rows per page.
- If you have sorted, filtered, or drilled the data displayed in the report, these changes are reflected in the PDF. The exception is if you have reordered columns—columns display in their original order.

  NOTE: Drill results can only be saved as a PDF if the report was created in the Report Builder. Web reports created from template display drill results slightly differently, and these results cannot be saved to PDF.

- If the report uses report parameters, those parameter selections are not reflected in the export. Exception: If the report uses a dynamic column tied to a Column List report parameter, the default value for that parameter will be used for the export.

  NOTE: For reports created from template, refresh variable selections are applied to the export.

- If the report contains a column with links, the column displays the link text without an active hyperlink.

Exporting grid data in a web report to Excel

You can export grid data in a web report to a spreadsheet, so that you can further examine the data using spreadsheet features. You can save the spreadsheet locally, or save it to the Axiom Capital Tracking repository.

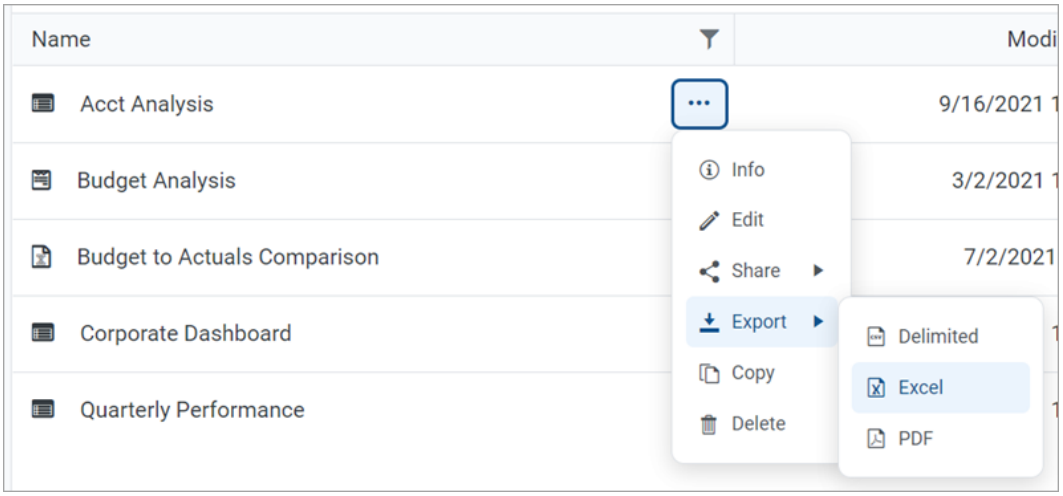
The export can be performed while viewing the report, or from the Reports Library in the Intelligence Center.

- When exporting the report from the Intelligence Center, it is exported using default settings. If the report requires user input to return data, you should instead open the report and export from the report viewer.
- When exporting the report from the report viewer, the export honors the current report state such as sorting, filtering, and drilling.

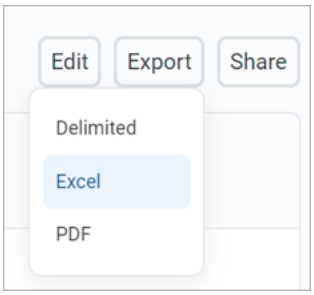
Any user who can view the report can save the spreadsheet export locally. In order to save the spreadsheet export to the Axiom Capital Tracking repository, you must have read/write access to at least one folder in the Reports Library.

To export grid data to an Excel spreadsheet:

1. In the Intelligence Center, locate the report in the folder tree, or search to find it.
2. Do one of the following:
   - Hover your cursor over the **Name** column to make the three-dots icon visible. Click the icon then select **Export > Excel** from the menu.



   - Click the report name to open the report. In the top right corner of the report, click **Export > Excel**.



3. In the **Export to Excel** dialog, enter a file name into the **File name** field. By default, the file name is the same as the web report file name.
4. Select the export destination from the **Export to** drop-down:
   - **My computer**: Save the spreadsheet to your computer.
   - **Axiom repository**: Save the spreadsheet to a folder in the Axiom Capital Tracking Reports Library, or to your My Documents folder.

   NOTES:
   - If you save the spreadsheet to a folder in the Reports Library, then any user with at least read-only access to that folder will be able to view the spreadsheet. You should be sure that it is acceptable for users with permission to the target folder to view the data in the spreadsheet.
   - If you do not have read/write access to any folders in the Axiom repository, then the **Export to** option is not available and does not display in the dialog. The spreadsheet will be automatically saved to your computer.
   - If you save the spreadsheet to your computer, keep in mind that Axiom Capital Tracking does not enforce any security on the exported file.

5. If you are saving to the Axiom repository, select an **Output folder**:
   - Click the folder icon 🗁 to the right of the field.
   - In the **Choose output folder** dialog, select a folder in the Reports Library. The dialog only shows folders where you have read/write access to that folder or a child folder.

     NOTE: If you have access to the My Documents folder, then you can also save reports to that location for your personal use.

   - Click **OK** to choose the folder and return to the **Export to Excel** dialog.

   The path to your selected folder now displays in the **Output folder** field.

6. If the current report is enabled for directed drilling, you can optionally choose to **Export all drill levels**. If this option is enabled, then the report data is "flattened" using all drill levels. For example, if the report is currently showing rows by Acct, and the report has configured drilling levels of Region and Dept, then the exported report contains data rows by unique combination of Acct/Region/Dept.

   NOTES:
   - If this option is enabled, the export ignores any sorting, filtering, or drilling in the report. The directed drilling columns are added to the report as row dimensions, and all data is exported at this level.
   - This option is not available if the report uses a fixed row structure, or if the report is built from template.

7. Click **Export** to create the spreadsheet.
   - If you are saving to the Axiom repository, and you used a file name that already exists in the target folder, you are prompted to choose whether or not to overwrite the existing file. If you choose not to overwrite, you are returned to the Export to Excel dialog so that you can use a different name and/or output folder.
   - If you are saving to your computer, the exact behavior is determined by your browser settings. The default behavior for most browsers is to save the file to the **Downloads** folder on your computer.
   - In either case, a notification message displays at the top of the page to indicate whether the spreadsheet creation succeeded or failed.

Export behavior

When the grid data is exported, the behavior is as follows:

- If the data is paged in the report, the export contains all pages of data.
- By default, the basic number format applied to the column is preserved in the export. The exception is negative numbers, which will always be shown using a minus sign regardless of the configured format. Other formats such as background colors and borders are not applied to the exported data.
- Date and DateTime columns are exported as follows:
  - Columns configured to display the full date part are exported using the default date or date-time format, regardless of the format configured to display in the report.
  - Columns configured to display other date parts display the numeric value of the date part only. For example, if the column is configured to display the Quarter part as Q1 format, the value is exported as only the number (1 for Q1).

- If you have sorted, filtered, or drilled the data displayed in the report, these changes are reflected in the export. The following exceptions apply:
    - Reordered columns are ignored. Columns are exported in their original order.
    - Drill results can only be exported to Excel if the report was created in the Report Builder. Web reports created from template display drill results slightly differently, and these results cannot be exported.
    - If **Export all drill levels** is enabled, the export ignores any sorting, filtering, or drilling in the report. The directed drilling columns are added to the report as row dimensions, and all data is exported at this level.
- If the report uses report parameters, those parameter selections are not reflected in the export. Exception: If the report uses a dynamic column tied to a Column List report parameter, the default value for that parameter will be used for the export.

  NOTE: For reports created from template, refresh variable selections are applied to the export.

- Column group headers are omitted from the export. Additionally, if a column has a 2-row header, only the first row of that header is exported.
- If the report contains a column with links, the link configuration is ignored, and the regular column value is exported (as if the column were not enabled to show links).
- Export to Excel is capped at 150,000 rows. If a report contains over 150,000 rows, only partial data is exported, and the total row is omitted.

Exporting grid data in a web report to a delimited file

You can export grid data in a web report to a delimited file such as comma-separated (CSV). You can save the delimited file locally, or save it to the Axiom Capital Tracking repository.

The export can be performed while viewing the report, or from the Reports Library in the Intelligence Center.

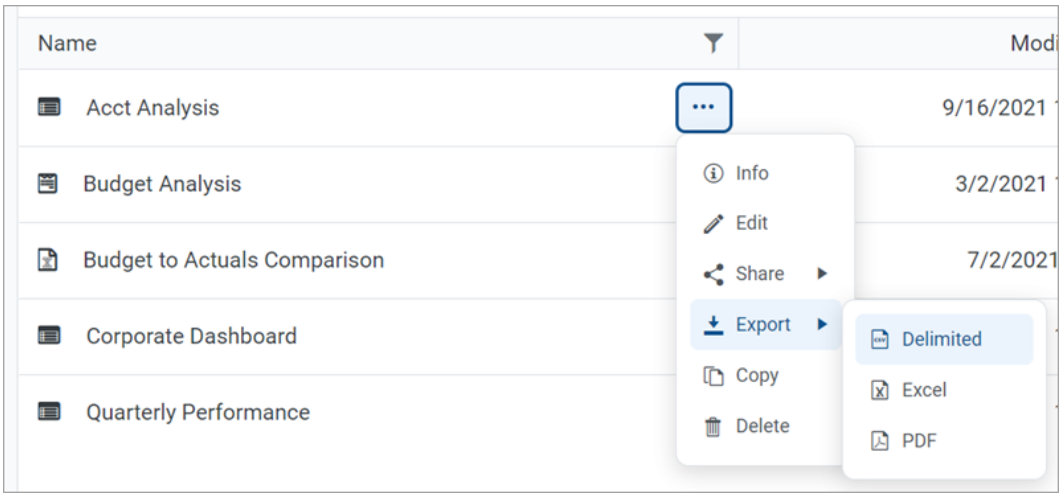
- When exporting the report from the Intelligence Center, it is exported using default settings. If the report requires user input to return data, you should instead open the report and export from the report viewer.
- When exporting the report from the report viewer, the export honors the current report state such as sorting, filtering, and drilling.

Any user who can view the report can save the delimited file locally. In order to save the delimited file to the Axiom Capital Tracking repository, you must have read/write access to at least one folder in the Reports Library.

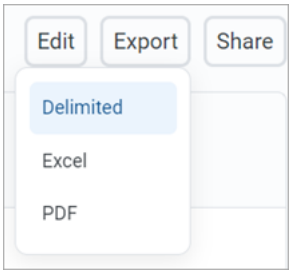
To export grid data to a delimited file:

1. In the Intelligence Center, locate the report in the folder tree, or search to find it.

2. Do one of the following:
    - Hover your cursor over the **Name** column to make the three-dots icon visible. Click the icon then select **Export > Excel** from the menu.



    - Click the report name to open the report. In the top right corner of the report, click **Export > Excel**.



3. In the **Export Report** dialog, enter a file name into the **File name** box. By default, the file name is the same as the web report file name.
4. For **Export to**, select the export destination:
    - **My computer**: Save the delimited file to your computer.
    - **Axiom repository**: Save the delimited file to a folder in the Axiom Capital Tracking Reports Library, or to your My Documents folder.

NOTES:

- If you save the delimited file to a folder in the Reports Library, then any user with at least read-only access to that folder will be able to view the file. You should be sure that it is acceptable for users with permission to the target folder to view the data in the file.
- If you do not have read/write access to any folders in the Axiom repository, then the **Export to** option is not available and does not display in the dialog. The file will be automatically saved to your computer.
- If you save the file to your computer, keep in mind that Axiom Capital Tracking does not enforce any security on the exported file.

5. If you are saving to the Axiom repository, select an **Output folder**:
   - Click the folder icon to the right of the field.
   - In the **Choose output folder** dialog, select a folder in the Reports Library. The dialog only shows folders where you have read/write access to that folder or a child folder.

     NOTE: If you have access to the My Documents folder, then you can also save reports to that location for your personal use.

   - Click **OK** to choose the folder and return to the **Export to Excel** dialog.

   The path to your selected folder now displays in the **Output folder** field.
6. In the **Configuration options** section, select the desired **Delimiter**. You can select any of the following: **Comma** (default), **Space**, **Period**, **Pipe**, **Tab**, **Semi-Colon**, **Colon**.

   If the delimiter is a comma, the file format for the exported file is CSV. For any other delimiter, the file format is TXT.
7. If the current report is enabled for directed drilling, you can optionally choose to **Export all drill levels**. If this option is enabled, then the report data is "flattened" using all drill levels. For example, if the report is currently showing rows by Acct, and the report has configured drilling levels of Region and Dept, then the exported report contains data rows by unique combination of Acct/Region/Dept.

NOTES:

- If this option is enabled, the export ignores any sorting, filtering, or drilling in the report. The directed drilling columns are added to the report as row dimensions, and all data is exported at this level.
- This option is not available if the report uses a fixed row structure, or if the report is built from template.

8. Click **Export** to create the delimited file.

    - If you are saving to the Axiom repository, and you used a file name that already exists in the target folder, you are prompted to choose whether or not to overwrite the existing file. If you choose not to overwrite, you are returned to the Export Report dialog so that you can use a different name and/or output folder.
    - If you are saving to your computer, the exact behavior is determined by your browser settings. The default behavior for most browsers is to save the file to the **Downloads** folder on your computer.
    - In either case, a notification message displays at the top of the page to indicate whether the file creation succeeded or failed.

Export behavior

When the grid data is exported, the behavior is as follows:

- If the data is paged in the report, the export contains all pages of data.
- If the report uses row dimensions, then the first row of data in the file contains the column headers. Group headers are omitted from the export. Additionally, if a column has a 2-row header, only the first row of that header is exported. The total row is excluded from the export.
- If the report uses a fixed row structure, all rows are included in the delimited file, including header rows and subtotal rows.
- The raw data is exported to the delimited file. No formatting is applied. For example, this means number formats are not applied, date formats are not applied, and the Show Description option is not applied. The Description will only display if you click the **Show description** toggle in the **Formatting Properties** area of your report's column configuration settings.
- If a data value in the export contains the delimiter, that value is escaped in double quotation marks. For example, if the delimiter is a space character, then values with spaces are wrapped in double quotation marks (such as "Finance Department").
- If the report contains a column with links, the link configuration is ignored, and the regular column value is exported (as if the column were not enabled to show links).

- If you have sorted, filtered, or drilled the data displayed in the report, these changes are reflected in the export. The following exceptions apply:
    - Reordered columns are ignored. Columns are exported in their original order.
    - Drill results can only be exported to file if the report was created in the Report Builder. Web reports created from template display drill results slightly differently, and these results cannot be exported.
    - If **Export all drill levels** is enabled, the export ignores any sorting, filtering, or drilling in the report. The directed drilling columns are added to the report as row dimensions, and all data is exported at this level.
- If the report uses report parameters, those parameter selections are not reflected in the export. Exception: If the report uses a dynamic column tied to a Column List report parameter, the default value for that parameter will be used for the export.

  NOTE: For reports created from template, refresh variable selections are applied to the export.

Sharing a web report via email

You can share a web report with other Axiom Capital Tracking users via email. The report can be shared as a link to the live report, or as a PDF or Excel attachment. Sharing can be done while viewing the report, or from the Reports Library in the Intelligence Center.

- When sharing the report from the Intelligence Center as a PDF or Excel attachment, the attachment is generated using default settings. If the report requires user input to return data, you should instead open the report and share from the report viewer.
- When sharing the report from the report viewer as a PDF or Excel attachment, the attachment honors the current report state such as sorting, filtering, and drilling. Exception: report parameter selections are not honored unless the report is built from template.
- When sharing the report as a link, the email recipient can click the link to log in to Axiom Capital Tracking and view the report within the application. The recipient must have at least read-only security permission to the report in order to view it. When using the link, the report is opened in its default state, and the user can explore the report as needed.

Any user who can view the report can share it. The report can be shared with any user in Axiom Capital Tracking, or any email address that the Axiom Capital Tracking system can send email to.

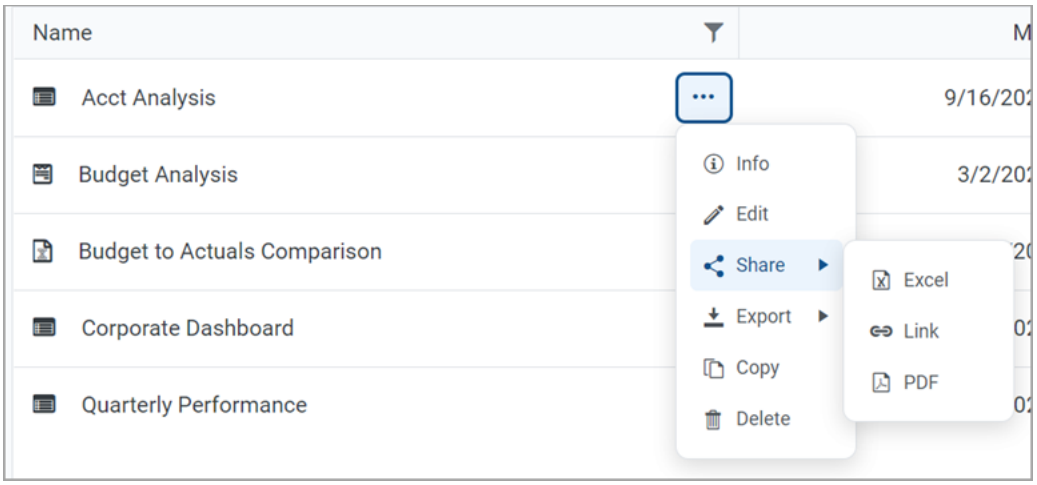
NOTE: When sharing a web report as a PDF or Excel attachment, keep in mind that Axiom Capital Tracking does not enforce any security on these attachments. Any user who receives the email can view the attachment.

To share a web report via email:

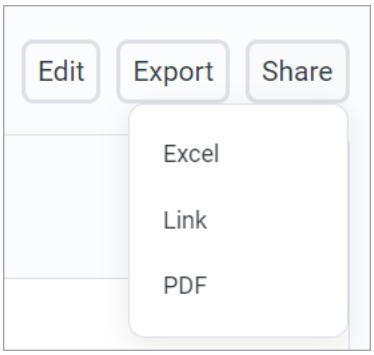
1. In the Intelligence Center, locate the report in the folder tree, or search to find it.

2. Do one of the following:

   - Hover your cursor over the **Name** column to make the three-dots icon visible. Click the icon and select **Share** from the menu, then select either **Excel**, **Link**, or **PDF**.



   - Click the report name to open the report. In the top right corner of the report, click **Share**, then select either **Excel**, **Link**, or **PDF**.



3. If you selected to share as either **Excel** or **PDF**, then complete the settings in the **Share Report** dialog, and then click **Share**. The settings are the same as when exporting to Excel or PDF, except that you do not specify a location to save the exported file—the file will be attached to the sharing email. For example:

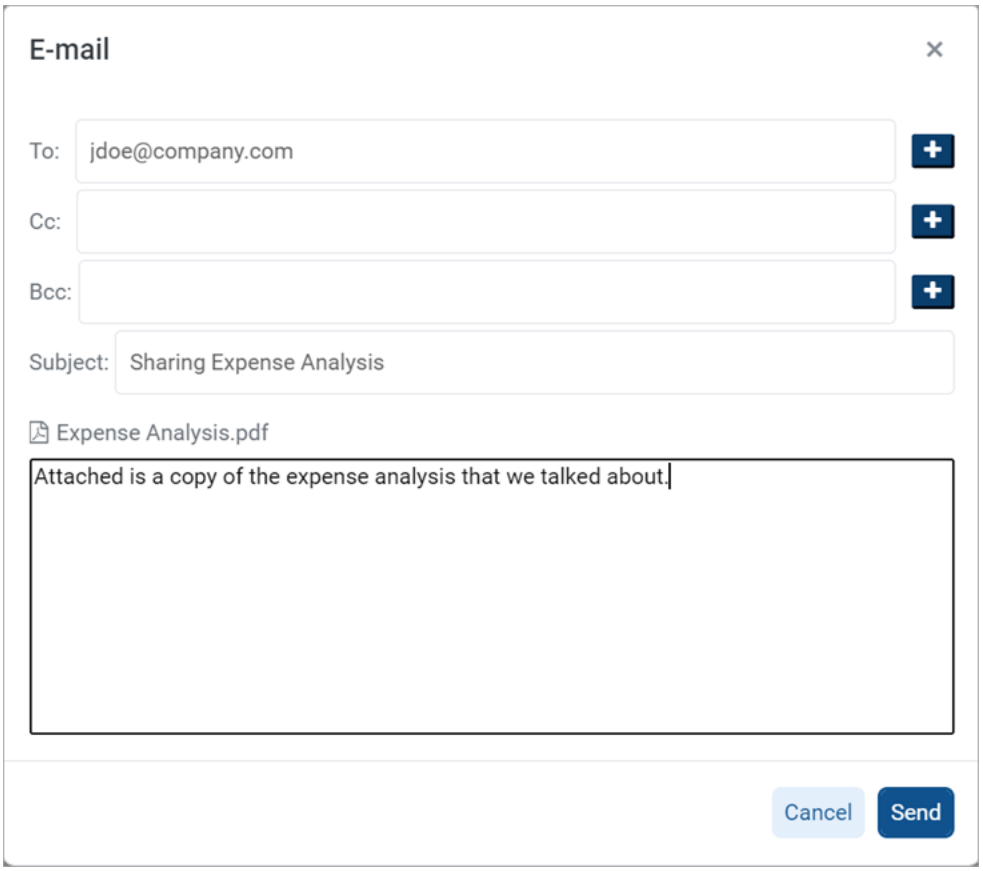
   - For PDF, you can specify the file name, layout, orientation, margin size, and header/footer content.
   - For Excel, you can specify the file name and whether to export all drilling levels.

NOTES:

- The Share Report dialog for Excel only displays if you are sharing from within the report viewer, and only if the report is configured for directed drilling. Otherwise, the dialog does not display and the file name of the Excel attachment will always be the report file name.
- The PDF or Excel attachment is generated using the same behavior as when exporting the file to PDF or Excel. For more information, see Exporting grid data in a web report to Excel or Exporting a PDF copy of a web report.
- If you selected to share as a link, this dialog does not display and you are taken directly to the E-mail dialog.

4. In the **E-Mail** dialog, select the recipients of the email. You can type email addresses into the **To**, **CC**, and **BCC** boxes, or you can click the plus icon next to the recipient box to look up email addresses for Axiom Capital Tracking users:
    - In the **Select Users** dialog, select the check boxes next to the users that you want to share the report with.
    - You can search on the user first or last name to find users.
    - Once you have selected one or more users, click **OK**. The recipient box is populated with the email addresses for the selected users. If the box already contained one or more email addresses, the newly selected addresses will be added to the existing list.

    If you are manually typing email addresses, separate multiple addresses with semicolons.



Example E-mail dialog

5. In the **E-Mail** dialog, complete the **Subject** and body text as needed.
    - By default, the subject is set to "Sharing *FileName*".
    - If you are sharing a link, the link is pre-populated into the body text.
6. Click **Share** to share the report and send the email.
    - If you are sharing the report as a PDF or Excel file, the attachment is generated at this point. If the report is large, there may be a delay while the attachment is generated.
    - A notification message displays at the top of the page to indicate whether the email and its attachment (if applicable) was generated successfully. Once the email is generated, it will sent by the Axiom Capital Tracking server using the standard System.SMTPMessageDelivery job.

Production reporting for web reports

Using production reporting features with web reports, you can generate and deliver report "snapshots" to various audiences as needed.

- You can perform multipass processing on a web report over a specified dimension, such as by department, region, or entity. The report is iteratively refreshed—one "pass" for each value of the dimension—and during each pass a filter is automatically applied to limit the data to the current dimension value.
- The output of each pass is a filtered PDF or Excel "snapshot" of the report. This static snapshot is then saved to a target folder location—either a local folder in your network or the Axiom repository—and/or emailed to a specified recipient. Folder locations and email recipients can be determined dynamically so that the location and recipient changes as needed for each pass.
- Multiple PDF or Excel snapshots can be optionally collected into larger "report books" and then dynamically saved and/or emailed as needed. For example, you might process three different web reports by entity, and then collect the three resulting entity snapshots into a single file per entity.

To perform multipass processing on a web report, use the Scheduler task **Web Report Processing**. This task will process a target report by a specified dimension, and then save and/or email the output files as configured in the task.

To collect output files into report books, use the File Collect option of File Processing. To do this, you must create a spreadsheet report, enable it for file processing, and then configure file collect options. Once it is configured, file collect processing can be run manually in the Desktop Client, or can be run using the Scheduler task **File Processing**.

IMPORTANT: In phase one of production reporting for web reports, processing is only supported for web reports created from product-delivered templates. Ad hoc web reports created in the Report Builder cannot be processed yet. Support for ad hoc report processing may be added in a future release.

Setting up web report processing

You can perform production reporting for web reports using multipass processing. The report can be processed multiple times over a dimension, generating a filtered PDF or Excel copy of the report for each value of the dimension. The report copies can be saved to a designated location and/or emailed to designated recipients.

To perform multipass processing on a web report, use the Scheduler task **Web Report Processing**. When you set up this task, you configure the following:

- The web report to process. You can process any web report created from a product-delivered template.

- The output format of the processing. Each pass will generate a filtered PDF or Excel output file. The name of the file can be set dynamically using processing variables and job variables.
- The delivery option for the processing. Each output file can be saved to a folder location, emailed to a recipient, or both.
    - If the output is saved, you specify the location of the target folder (local or Axiom repository) and the folder path. The folder path can be set dynamically using processing variables and job variables.
    - If the output is emailed, you specify the recipients of the email, and the email subject and body text. The recipients can be manually entered into the task settings (and can optionally use job variables), or you can specify a table column to dynamically look up the recipients. Recipients can be email addresses, or you can list user and role names to look up email addresses from Axiom security. The email subject and body text can be set dynamically using processing variables and job variables.
- The dimension to process. You can specify any dimension that will be compatible against the data queried in the target web report. The web report will be processed once for each value in the dimension. If desired, you can define a filter to limit the dimension values to process.

Configuring a web report processing task

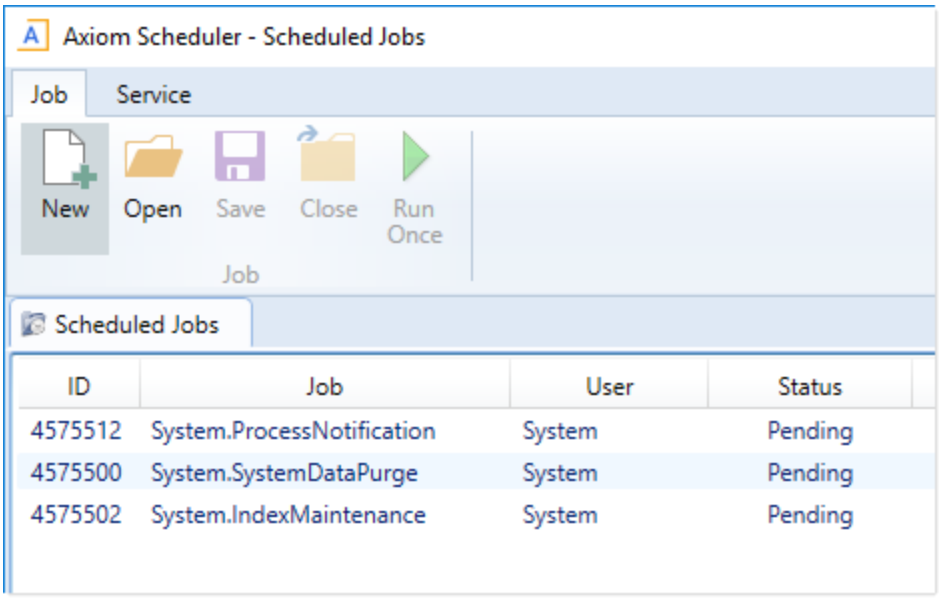
In order to create a Scheduler job with a Web Report Processing task, you must be an administrator or a user with the **Scheduled Jobs User** permission. You must also have read/write access to at least one folder in the Scheduler Jobs Library to save the job. Scheduler jobs can only be created in the Desktop Client.

To create a Scheduler job with a web report processing task:

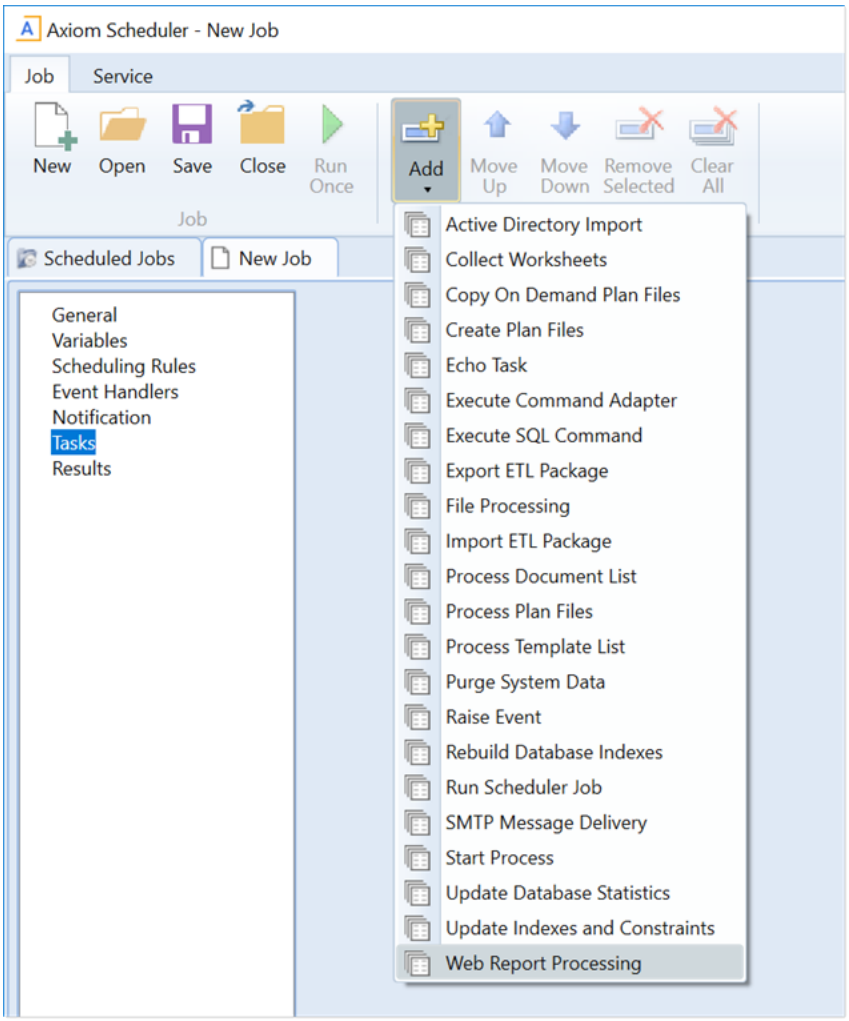
1. On the **Axiom** tab, in the **Administration** group, click **Manage > Scheduler**.

    NOTE: In systems with installed products, this feature may be located on the **Admin** tab. In the **System Management** group, click **Scheduler**.

2. In the **Scheduler** dialog, on the **Job** tab, click **New**.



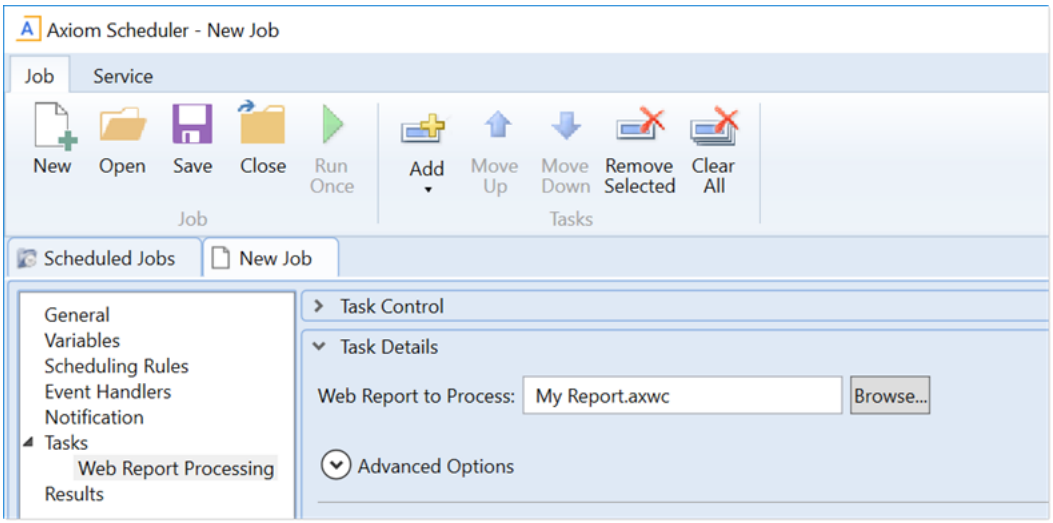
3. Select the **Tasks** section of the job, then on the **Job** tab, click **Add > Web Report Processing**.



4. Select the **Web Report to Process**. This is the report that will be processed by the task.
    - Click the **Browse** button to open the Axiom Explorer dialog.
    - Navigate to the web report that you want to process, then select the report and then click **Open**.

    The selected report is listed in the Web Report to Process box.

> **IMPORTANT:** Remember, only web reports that are created from a product-delivered template can be processed. The Axiom Explorer dialog is filtered to only show reports that were created from template.



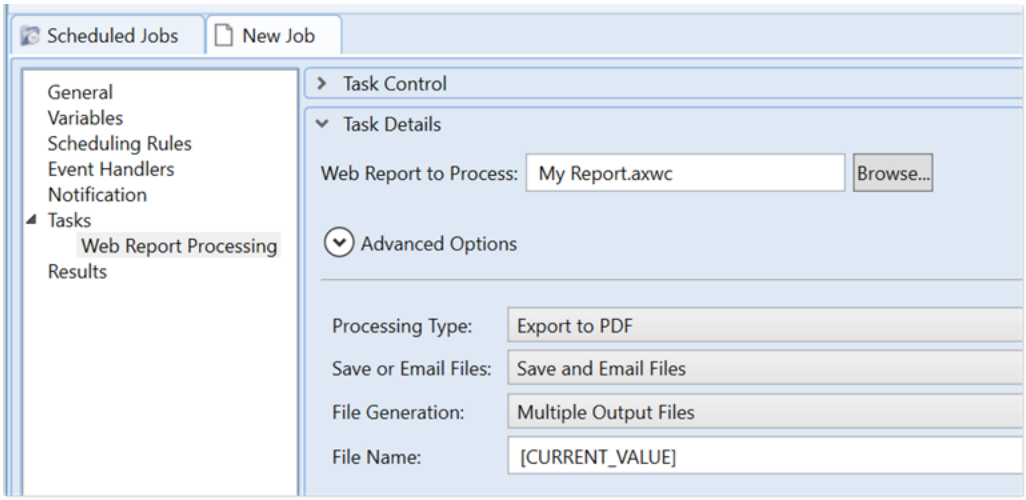
Example task with report selected for processing

5. Complete the general processing properties that determine the processing type and the output:

Item	Description
Processing Type	Select one of the following to determine the output format of each pass: • **Export to Excel** (default): The contents of the report are exported to a spreadsheet (XLSX) file. The output uses the same behavior as when you export to spreadsheet while viewing the web report. • **Export to PDF**: The report is saved as a PDF file. The output uses the same behavior as when you save to PDF while viewing the web report.
Save or Email Files	Select one of the following to determine the delivery method for the output: • **Save Files** (default): The output files are saved to the specified output folder. • **Email Files**: The output files are emailed to the specified recipients. The output files are not saved anywhere on the file system. • **Save and Email Files**: The output files are both saved and emailed.

Item	Description
File Generation	Select one of the following to determine whether the output is saved as a single file or multiple files: • **Multiple Output files** (default): The results of each pass are saved as individual output files. For example, if the multipass settings result in 10 passes, then 10 output files are created (one file for each pass). • **Single Output File**: The results of each pass are collected into a single output file. For example, if the multipass settings result in 10 passes, then the results of all 10 passes are placed in a single output file. If the output type is Excel, then each pass is a separate sheet in the Excel file. If the output type is PDF, then the PDF for each pass is combined into one large PDF file.
File Name	Specify how the output file (or files) should be named. You can do the following: • You can use processing variables and/or Scheduler job variables to generate dynamic file names. • You can type a "hard-coded" file name. If the task will generate multiple output files, then the file name (or the output folder path) must use a processing variable so that the output of each pass is unique. If the task will generate a single output file, then variables are not required. To use a processing variable, you can type the variable or you can click the pencil icon to open a text editor. From the **Insert Variable** list, select the variable that you want to use. For example, you could set the file name to `Income Statement [Current_Value]`. If the report is being processed by region to multiple output files, this will generate file names such as `Income Statement West`, `Income Statement East`, and so on (where "East" and "West" are region names). **NOTE:** Processing variables and Scheduler variables use different syntax. Processing variables are enclosed in square brackets. Scheduler job variables are enclosed in curly brackets.

Item	Description
Sheet Name	Specify how the sheet for each pass should be named. This property only applies when the processing type is **Export to Excel**. You can do the following: • You can use processing variables and/or Scheduler job variables to generate dynamic sheet names. • You can type a "hard-coded" sheet name. If the task will collect all of the output into a single spreadsheet file, then the sheet name must use a processing variable so that the output of each pass is unique. If the task will generate multiple output files, then variables are not required. To use a processing variable, you can type the variable or you can click the pencil icon to open a text editor. From the **Insert Variable** list, select the variable that you want to use. For example, you could set the sheet name to `[Current_Value]`. If the report is being processed by region, this will generate sheet names such as `West`, `East`, and so on (where "East" and "West" are region names). **NOTE:** Processing variables and Scheduler variables use different syntax. Processing variables are enclosed in square brackets. Scheduler job variables are enclosed in curly brackets.



Example task with general processing properties configured

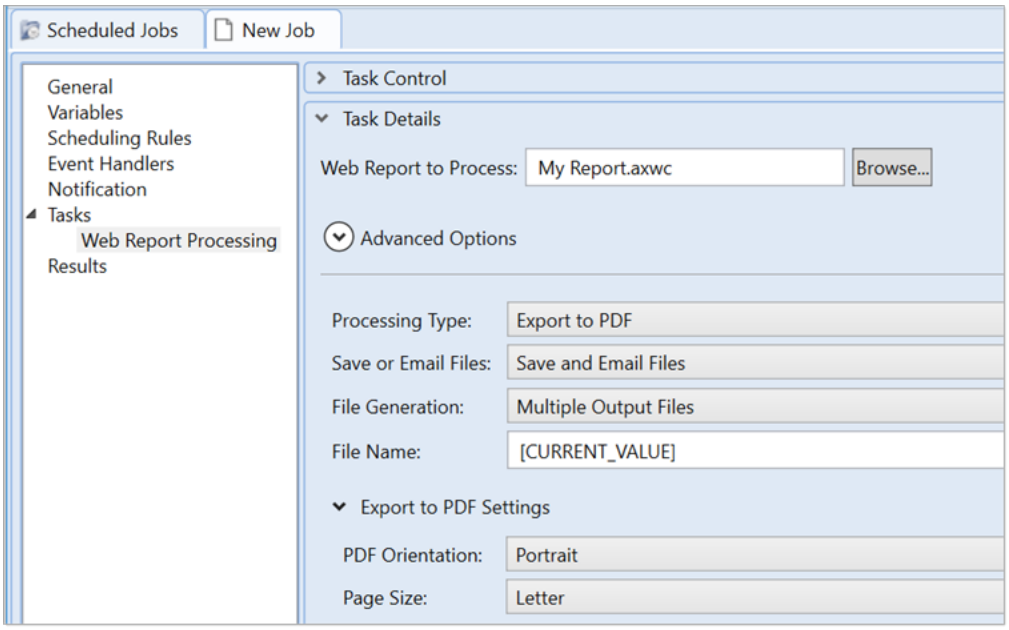
6. Depending on the selected processing type (PDF or Excel), complete the properties specific to that processing type:

Export to PDF Settings

Item	Description
PDF Orientation	Select the orientation for the PDF, either **Portrait** or **Landscape**. Portrait is the default orientation.
Page Size	Select the page size for the PDF. You can choose from the following standard page sizes: **A3**, **A4**, **A5**, **Legal**, **Letter**, or **Tabloid**. Letter is the default size.

Export to Excel Settings

Item	Description
Include Column Headers	Specifies whether column headers are included in the file output. By default this is set to **On**, which means column header text is included in the first row of the spreadsheet. Column grouping headers and multi-row headers are not included. If this option is set to **Off**, then column headers are omitted from the file output and the data starts in the first row of the spreadsheet.
Include total row	Specifies whether the total row is included in the file output. By default this is set to **On**, which means that the total row is included in the spreadsheet. If this option is set to **Off**, then the total row is omitted from the file output. **NOTE:** This option only applies when the web report being processed is a dynamic row report with the total row enabled. If the web report being processed uses a fixed row structure, then the total and subtotal rows defined in the fixed row structure are always included in the spreadsheet.



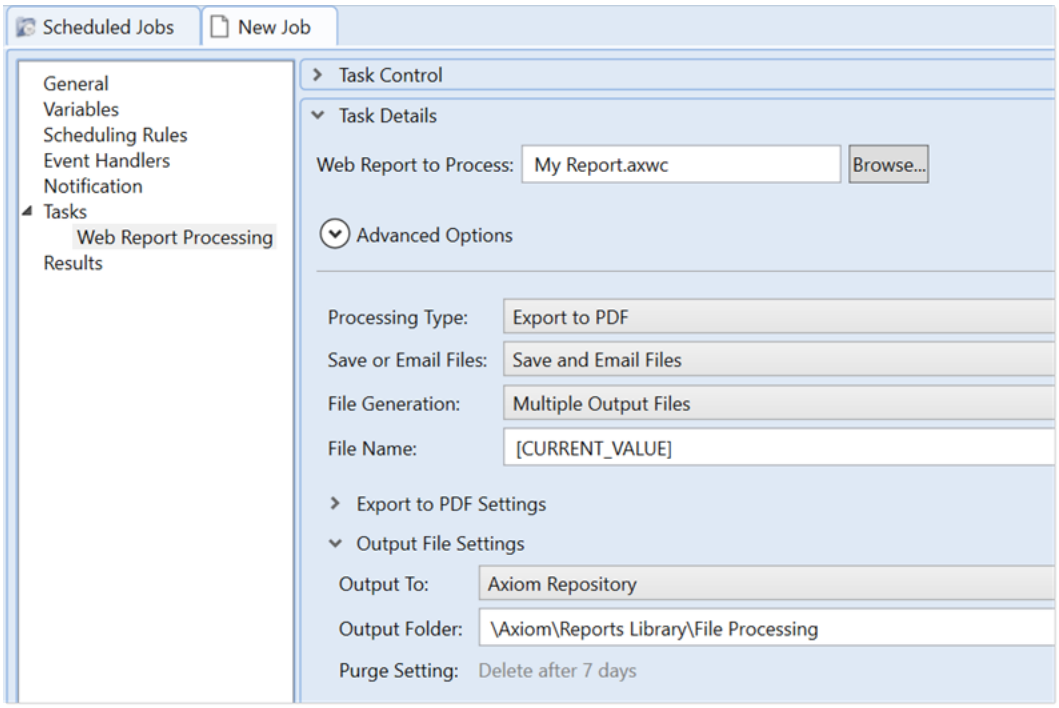
Example task with PDF-specific settings

7. If the processing is set to **Save Files** or **Save and Email Files**, complete the **Output File Settings**:

Item	Description
Output To	Select one of the following: • **Local File System** (default): The output location is outside of Axiom Capital Tracking, to a location on your local network share. The specific path is detailed in the **Output Folder** setting. Access to output files is not controlled by Axiom Capital Tracking. • **Axiom Repository**: The output location is the Axiom Capital Tracking file system, within the Reports Library. The specific path is detailed in the **Output Folder** setting. Access to output files is controlled by security access to the designated folder within Axiom Capital Tracking.

Item	Description
Output Folder	Specify the folder location for the file output. You can type a folder path, or you can click the folder icon to browse to the folder location. The browse dialog will display either your local file system or the Axiom file system, depending on what you selected for **Output To**. The output folder can be made dynamic as follows: • If **File Generation** is set to **Multiple Output Files**, then processing variables can be used in the output folder path. For example, you can include `[Current_Value]` in the output folder path, and this will be replaced with the current multipass value. Processing variables are not valid in the output folder path if the task is configured to generate a single output file. • Scheduler job variables can be used in the output folder path. **NOTE:** Processing variables and Scheduler variables use different syntax. Processing variables are enclosed in square brackets. Scheduler job variables are enclosed in curly brackets. **Local file system** The output folder location must be entered as a UNC path, and must be accessible by the Scheduler service user account (for on-premise systems) or the Axiom Cloud Integration Service (for cloud systems). The ability to save files to the specified location and access them after saving is controlled by local network security. **Axiom repository** The specified location in the Axiom file system must be within the Reports Library, and the location must use the full path (meaning: `\Axiom\Reports Library\...`). The ability to save files to the specified location and to create new folders (if necessary) depends on the Axiom Capital Tracking security permissions for the user processing the file. Users can only create new folders if they have read/write permissions to the parent folder, and they can only create new files if they have read/write permissions to the target folder. Once the files are created within the Axiom file system, access to those files is dependent on the user's permissions to the output folder. Typically you should create the output folder in advance (or if you want to create output folders on-the-fly, create a parent folder to hold the output folders), and then set permissions for that folder as appropriate in Axiom Capital Tracking security, so that the appropriate users will be able to access the files after they are created.

Item	Description
Remote Data Connection	This option only applies when the file output is being saved to your local file system, and only for Axiom Cloud systems that are using remote data connections. Select the name of the remote data connection to use for the file processing operation. The designated remote data connection will be used to access the local file system and save output file(s) to the designated location. A remote data connection is required to save files locally from an Axiom Cloud system. For more information, see the section on remote data connections in the *Scheduler Guide*.
Purge Setting	This option only applies when the file output is being saved to the Axiom Repository. If you want the file output to be automatically deleted after a specified period of time, then click the pencil icon to open the **Choose Date** dialog. • **No purge date** (default): File output is not automatically deleted. • **Static purge date**: Select a specific date, after which the output will be deleted. • **Relative purge date**: Specify a number of days to keep the output after it has been generated. The output will be deleted after the specified number of days have passed.



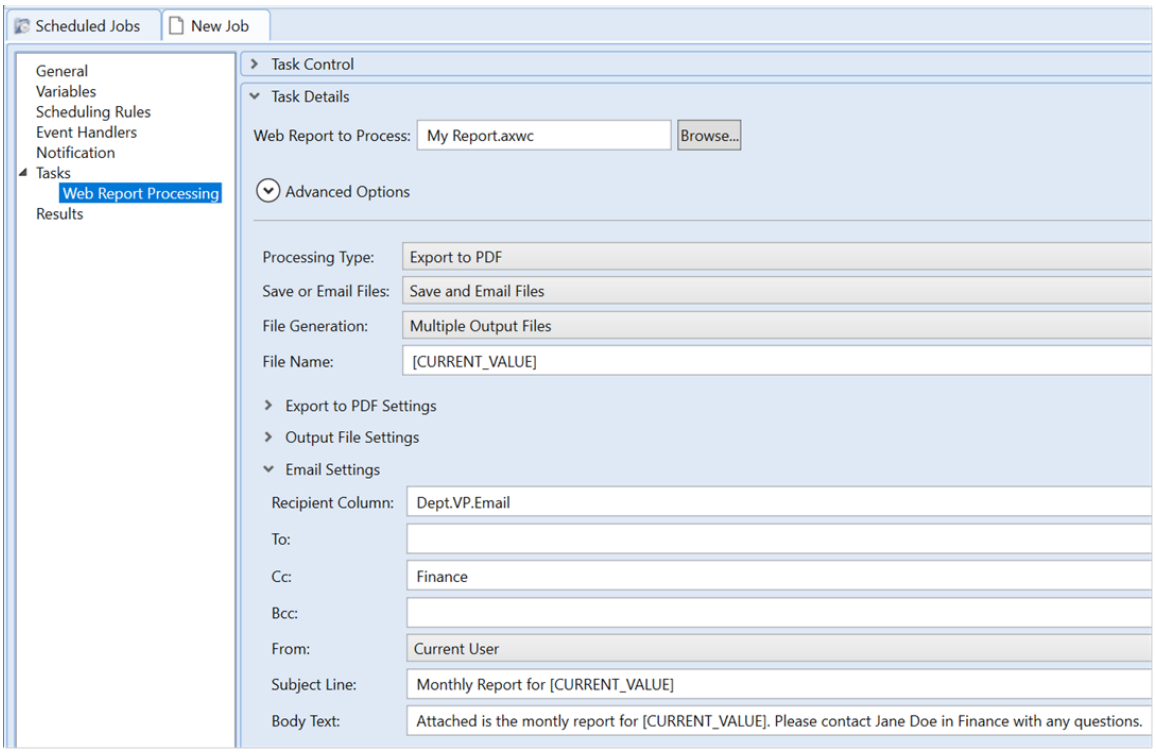
Example task saving output to the Axiom Repository

8. If the processing is set to **Email Files** or **Save and Email Files**, complete the **Email Settings**:

Item	Description
Recipient column	Optional. Specify a table column that holds the desired email recipients for each pass. This option only applies if **File Generation** is set to **Multiple Output Files**, so that each pass will be sent a separate email. You can type the name of a table column, or click the column button to select a column from the multipass table or a lookup table. (You must select a multipass column first before you can use the column button to select a column.) For example, if the multipass column is Dept.VP, the recipient column might be Dept.VP.Email. The specified column can contain any of the following: email addresses, user login names, and/or role names. The column can contain multiple values separated by a semicolon. The recipients listed in the column will be used as the To address for the email (in addition to any recipients listed directly in the To field). If the column contains a user login name, that user's email address as defined in security will be used. If the column contains a role name, the email will be sent to all users in the role. To verify that the recipient column will resolve as you expect for each pass, you can click the **Preview Multipass List** button in the **Multipass Data Settings** section. The specified recipient column displays in this preview so that you can see the recipient column values associated with the multipass column values. **NOTE:** The recipient column must have a one-to-one relationship with the values in the specified multipass column.
To	Specify the To recipient(s) for the email. This is required if a recipient column is not specified. If a recipient column is specified, the recipients listed here will be added to the recipients listed in the column for each pass. You can type one or more email addresses, user login names, and/or role names. Separate multiple recipients with semicolons. If a user login name is listed, that user's email address as defined in security will be used. If a role name is listed, the email will be sent to all users in the role. **NOTE:** If **File Generation** is set to **Multiple Output Files**, the recipients in the To field will receive a separate email for each pass. The only way to dynamically send the emails to different recipients per pass is to use the **Recipient Column** option.
CC	Optional. Specify the CC recipient(s) for the email. This field follows the same rules as the To field.

Item	Description
BCC	Optional. Specify the BCC recipient(s) for the email. This field follows the same rules as the To field.
From	Select one of the following to specify the From address for the email: • **Current User**: The email will be sent from the user who executes the Scheduler job. • **System User**: The email will be sent from the designated From user for Scheduler. This is the same value returned by the `{Scheduler.FromEmailAddress}` job variable.
Subject Line	Enter the subject line for the email. Processing variables can be used in the subject line when **File Generation** is set to **Multiple Output Files**. To use a processing variable, you can type the variable or you can click the pencil icon to open a text editor. From the **Insert Variable** list, select the variable that you want to use. For example, you could set the subject line to `Monthly report for [Current_Value]` in order to include the current pass value in the subject line.
Body Text	Enter the body text for the email. Processing variables can be used in the body text when **File Generation** is set to **Multiple Output Files**. To use a processing variable, you can type the variable or you can click the pencil icon to open a text editor. From the **Insert Variable** list, select the variable that you want to use.

Scheduler job variables can be used in any of the email settings except the From setting.



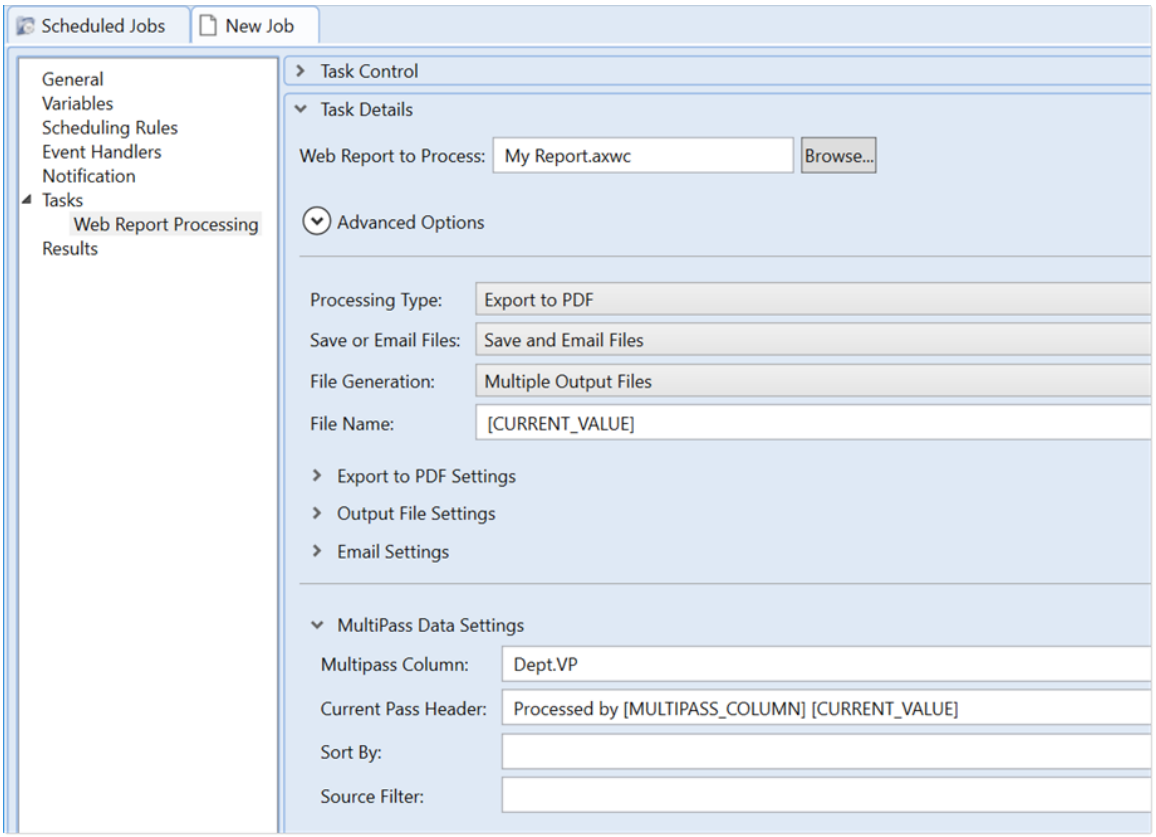
Example task looking up email addresses from a recipient column

9. Complete the multipass settings for processing:

Item	Description
Multipass Column	Specify the column to use for multipass processing. You can type a Table.Column name, or click the column icon to select the column from a dialog. You can select any column on a data or reference table, though typically processing is performed by a dimension such as Dept.Dept, or a grouping such as Dept.Region. The report will be processed once for each unique value in the specified column (except for any values excluded by the Source Filter). A filter is applied to the data query in the report so that the data is limited to the current pass value. For example, if you are processing by Dept.Dept, then the report will be processed once for each department, and the report data will be limited to only the data for that department. Keep in mind the difference between processing by a data table column such as GL2022.Dept, versus a dimension table column such as Dept.Dept. When processing by GL2022.Dept, the report will be processed by each department with data in the GL2022 table. When processing by Dept.Dept, the report will be processed by each department in the Dept table. To verify the list of values for processing, click the **Preview Multipass List** button to view the list of items. The first 100 values are shown, in the order they will be processed. If the task configuration includes a **Recipient Column** (in the email settings) or a **Sort By** column, these columns are also shown in the preview.

Item	Description
Current Pass Header	Optional. Define a header to display in the report output file. This option only applies if the processing type is **Export to PDF**. The current pass header should use processing variables to display information about the current pass. To use a processing variable, you can type the variable or you can click the pencil icon to open a text editor. From the **Insert Variable** list, select the variable that you want to use. For example, you can define a header such as: `Processed by [MULTIPASS_COLUMN] [CURRENT_VALUE]` When processing by Dept.Dept, this would resolve such as **Processed by Dept 22000** By default, if the current pass header is left blank, then the PDF output will not include a header to indicate the current pass information. However, it is possible that the template used to create the report may have been designed with a dynamic header that will display this information.
Sort By	Optional. Specify one or more sort columns for the list of multipass values. You can type a Table.Column name, or click the column icon to select the column from a dialog. You can also optionally specify `Asc` or `Desc` after the column name (ascending order is used if not specified). For example: `Dept.Dept Desc`. Separate multiple values with semicolons. By default, the values are sorted by the multipass column in ascending order. The Sort By field only needs to be used if you want the values to be sorted in descending order instead, or if you want the values sorted by a different column in the same table. The processing order is only relevant when **File Generation** is set to **Single Output File**, since it determines the order of each individual pass within the single file. When outputting to **Multiple Output Files**, the order is still used during processing but it has no useful impact on the outcome.
Source Filter	Optional. Specify a filter to limit the multipass list of items. You can type a filter, or you can click the filter icon to use the Filter Wizard. When the multipass list of values is generated, any value that does not meet the source filter will be excluded from processing. By default, all values in the specified multipass column are processed if the source filter is left blank.

Scheduler job variables can be used in any of the multipass settings.



10. Complete the remaining task and job settings as desired. For more information, see the Scheduler documentation. Note the following:
    - Generally speaking, the **Advanced Options** displayed at the top of the Web Report Processing task should only be modified as advised by Axiom Support.
    - If you want to schedule the job for execution at a later date and/or time, including setting up recurring execution, use the **Scheduling Rules** section of the job.
    - If you want to use Scheduler job variables in any task settings, these variables should be defined in the **Variables** section of the job.
    - It is recommended to review the **Notification** settings for the job and adjust them as needed. By default, Scheduler jobs are configured to send an email to the user who executed the job when the job completes, regardless of the job status.
11. On the **Job** tab, click **Save** to save the job.
12. In the Axiom Explorer dialog, select a folder location in the Scheduler Jobs Library and define a name for the job, then click **Save**.

If the job settings included an active scheduling rule, this rule is evaluated when the job is saved and the next scheduled execution is added to the Scheduler job queue.

Executing web report processing

Once you have set up a Scheduler job with a Web Report Processing task, you can execute the web report processing by executing the Scheduler job. Scheduler jobs can be executed on demand by using the **Run Once** feature within Scheduler, or you can schedule the job for future execution by defining and saving a scheduling rule in the job. Scheduler jobs can also be executed on demand using RunEvent, such as to kick off the Scheduler job from a custom task pane, Axiom form, or spreadsheet Axiom report.

When web report processing is executed, the following occurs:

- The list of multipass values to process is obtained using the Multipass Column limited by the Source Filter, sorted in the default or specified sort order.
- The specified report is processed once for each value in the multipass list.
    - The report data query is filtered by the current pass value and the report data is refreshed.
    - A PDF or Excel copy of the report is generated, depending on the specified Processing Type.
- If the File Generation is Multiple Output Files, then the output file for each pass is saved and/or emailed according to the task configuration.
- If the File Generation is Single Output File, then the result of each pass is saved in temporary storage and then merged into a single file once all passes are complete. This single file is then saved and/or emailed according to the task configuration.

Each pass of multipass processing can succeed or fail independently without affecting the other passes. For example, imagine the multipass list has 10 items. Pass 1 fails because the specified recipient column does not contain a valid email address, user name, or role for the pass 1 value. This pass-level failure does not stop passes 2-10 from being processed. The job status will report partial success in this case.

A Scheduler job can contain multiple Web Report Processing tasks, followed by a File Processing task to collect the various output files into "report books", and then save and/or deliver the collected books. For more information, see Setting up file collect with web report processing.

Using processing variables

The following processing variables can be used in various settings within the Web Report Processing task, in order to dynamically change the setting using information for the current pass.

Item	Description
[CURRENT_VALUE]	This variable returns the current multipass processing value. For example, if you are processing by Dept.Dept, and the current pass is for department 20000, the variable will be replaced by the value "20000" for this pass. This variable is typically used in settings such the file name, sheet name (when generating Excel output), and folder path.
[CURRENT_PASSNUMBER]	This variable returns the current pass number. For example, if the current pass is number 20 of 35 passes, the variable will be replaced by the value "20" for this pass.
[MULTIPASS_COLUMN]	This variable returns the name of the multipass column. For example, if you are processing by Dept.Dept, the variable will be replaced by the value "Dept" for all passes. This variable could be used whenever you want to reference the name of the dimension processed. For example, instead of just referencing the current value in the file name, you might want to reference the column name and the value. A variable construction like `[MULTIPASS_COLUMN] [CURRENT_VALUE]` would resolve to "Dept 20000" when processing by Dept.Dept and the current pass is for department 20000.

Processing variables can only be used in certain settings, and sometimes only when the output is multiple files (versus a single file). See the documentation for each individual setting to see if processing variables are supported in that setting.

NOTE: Processing variables and Scheduler variables use different syntax. Processing variables are enclosed in square brackets. Scheduler job variables are enclosed in curly brackets.

Using Scheduler job variables in task settings

Scheduler job variables can be used in any Web Report Processing task setting that you can directly type into, such as the file name, sheet name, folder path, and various email settings. To use a Scheduler job variable, you first define the variable on the **Variables** tab of the job, then you enter the variable in the desired setting using curly brackets. For example, if the variable name as defined on the Variables tab is `columnname`, then enter `{columnname}` in the task setting. When the job is executed, the variable in curly brackets will be replaced by the current value of the variable.

Scheduler job variables are useful when you want a task setting to change dynamically based on a variable value that gets passed to the Scheduler job. Various processes in Axiom Capital Tracking can trigger a Scheduler job for execution and pass variable values to the job. Additionally, previous tasks in the job can set a variable value that is then passed to subsequent tasks in the job.

NOTE: Processing variables and Scheduler variables use different syntax. Processing variables are enclosed in square brackets. Scheduler job variables are enclosed in curly brackets.

Using Scheduler job variables to pass refresh variable values

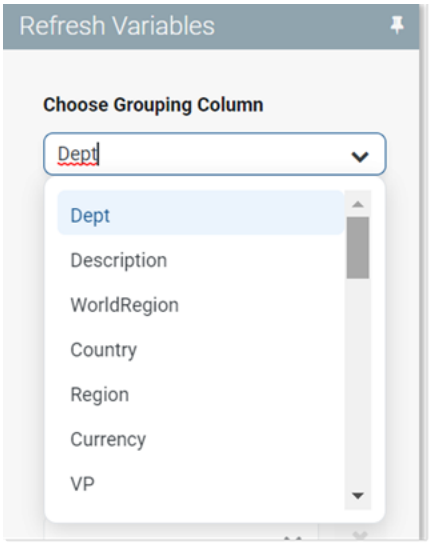
If the web report uses refresh variables, Scheduler job variables can be used to pass variables to these variables. For example, in some cases the report may require certain refresh variables to be set before data can be queried. In this case, the Scheduler job must pass values for these required refresh variables. The refresh variables will be used to refresh data for each pass, in addition to the multipass filter for the current pass.

In order to pass a Scheduler job variable value to the report as a refresh variable value, special syntax is used for the job variable:

`ReportVariable.`*`VariableID`*

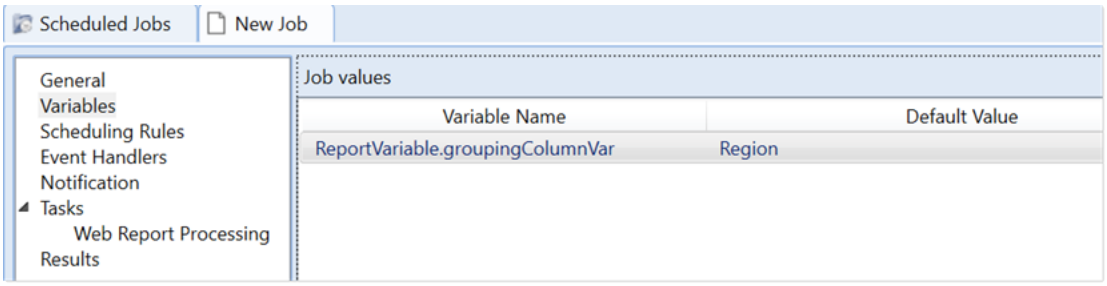
Where ReportVariable is a dedicated keyword that tells processing to apply the variable as a report parameter, and VariableID is the name of the specific report parameter.

For example, the report may contain a refresh variable that specifies the grouping level (row dimension) of the report. This refresh variable takes values such as Dept, WorldRegion, Country, and so on.



Example refresh variable

In this example, the ID of this refresh variable is `groupingColumnVar`. Therefore to pass a value to this refresh variable, a Scheduler job variable named `ReportVariable.groupingColumnVar` can be used. This variable must be assigned a value that exactly corresponds to a value that can be selected for the refresh variable within the Refresh Variables panel.



When this report is processed, the value for this refresh variable will be set to Region.

NOTES:

- The processing variable `[Current_Value]` can be used as the variable value, if it will resolve to a valid value for the refresh variable. In this case, the value of the variable will change dynamically for each pass.
- Because the variable IDs are not exposed on the report, this feature is primarily useful for product developers to deliver a pre-configured Scheduler job with a product.

Setting up file collect with web report processing

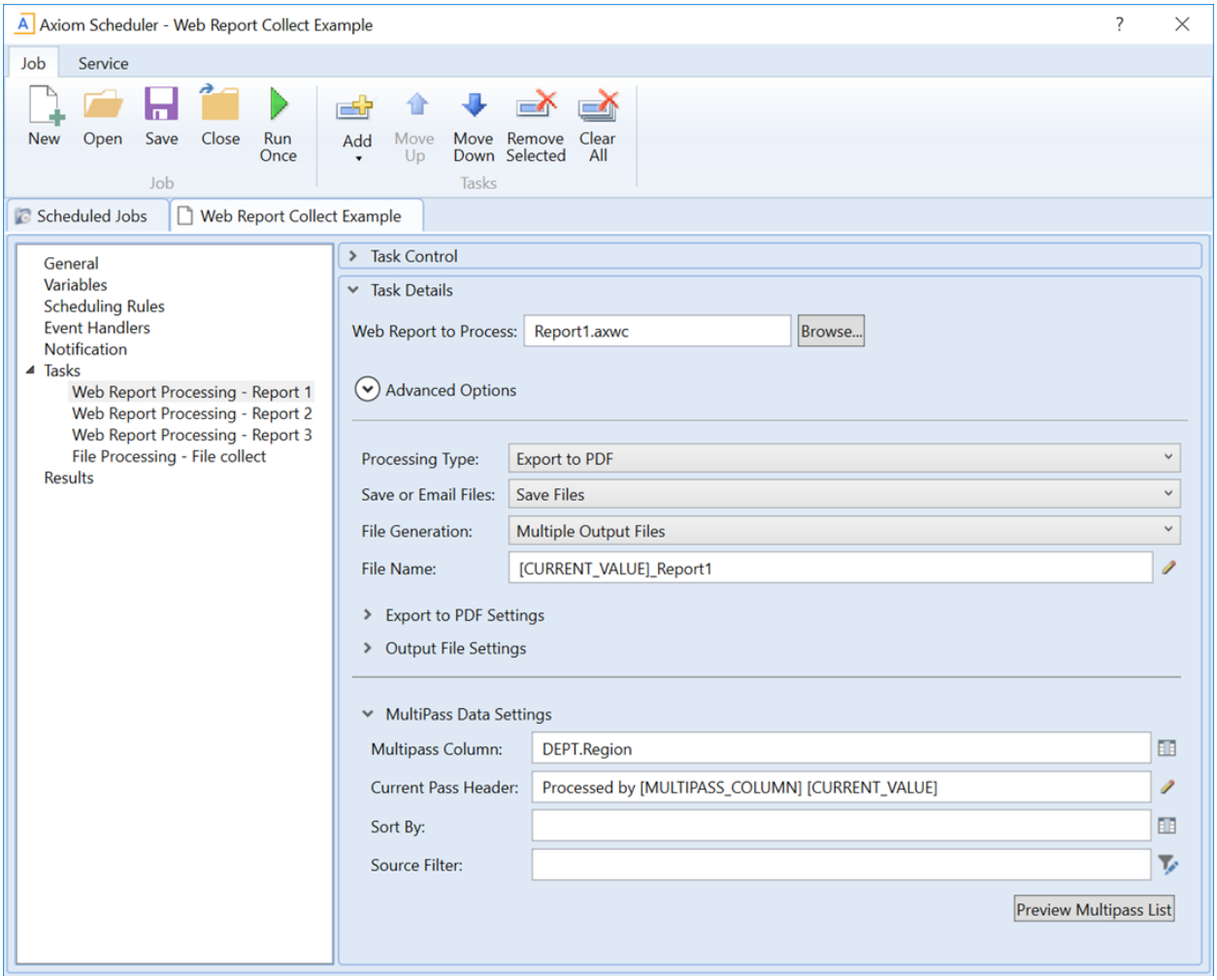
You can combine web report processing with the File Collect feature to create and deliver "report books". For example, you may have three different reports that you want to process by region, then you want to collect the output into region-specific report books to deliver to each regional manager.

This process works as follows:

- You set up multiple Web Report Processing tasks in Scheduler to process the web reports and save the output to a designated location. The output can be PDF or Excel.
- You set up File Collect in a separate spreadsheet utility to collect the output from the Web Report Processing tasks. This configuration specifies:
  - The type of files to collect, PDF or Excel.
  - The source folder(s) from which to gather the files to collect.
  - The file filter to specify the files to collect.
  - The file name of the output file, and the file type if applicable—PDF files can only be collected as PDF, but Excel files can be collected as either PDF or Excel.
  - The delivery method of the output file—save only, email only, or save and email—as well as the output folder and email settings (as applicable).
  - Optional common files to include in each output file, such as a cover page.
  - Optional multipass column to perform the file collect operation iteratively over a dimension
- You set up a File Processing task in Scheduler and configure it to run the File Collect report utility. Typically all of the tasks would be in a single Scheduler job, so that the Web Report Processing tasks are run first, then the File Processing task runs afterward to perform the final collect operation.

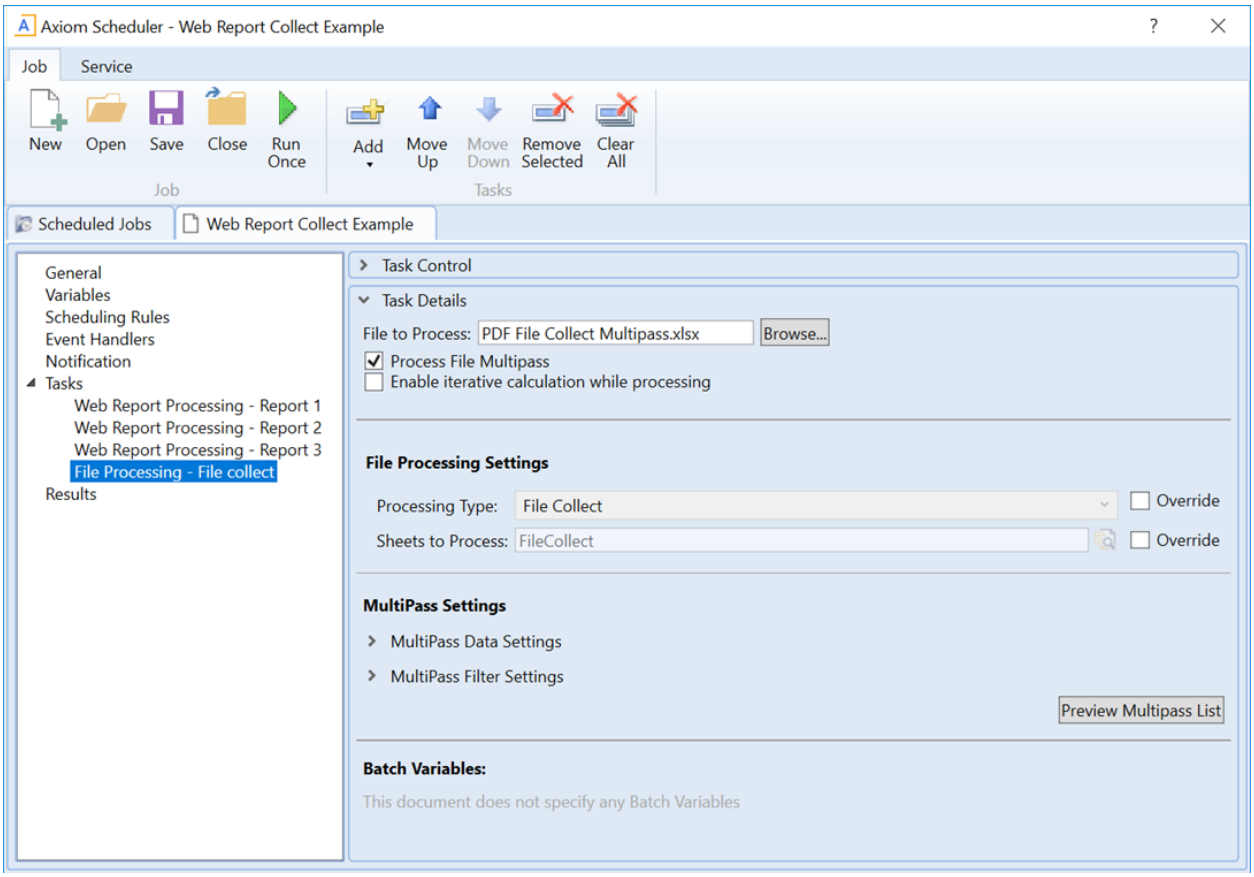
File Collect is an option of File Processing. It can be used to collect any PDF or Excel files, regardless of how they are generated. For more information on how to configure file collect, see the File Collect documentation.

The following example shows a Scheduler job with three Web Report Processing tasks and one File Processing task. The three Web Report Processing tasks are used to process three different web reports by region and then save the output files to a designated folder in the Axiom Capital Tracking repository.



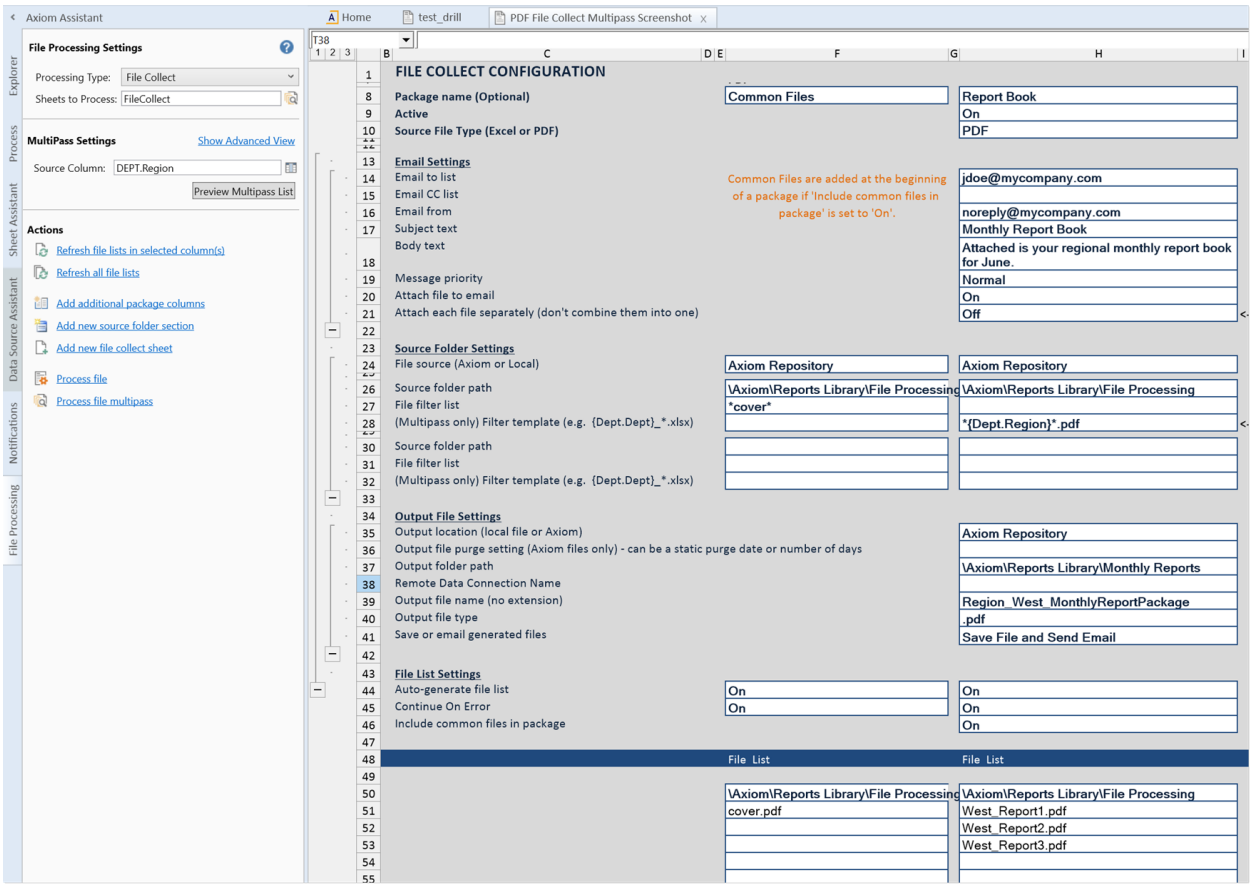
Example Scheduler job with multiple Web Report Processing tasks

The File Processing task is used to run the File Collect report utility once all of the Web Report Processing tasks are completed. Note that the File Processing task simply points to the spreadsheet report that contains the File Collect configuration; the settings are not defined within the Scheduler job.



Example Scheduler job with File Processing task to run the File Collect operation

The following screenshot shows an example of how the File Collect settings could be configured within the spreadsheet report. The File Collect operation will be performed using multipass processing by region. The file filter will collect all files in the source folder location based on the current pass region name, then save and email the output file. The email address and file name settings use a formula with a GetCurrentValue function in order to dynamically set the email address and file name for each pass.



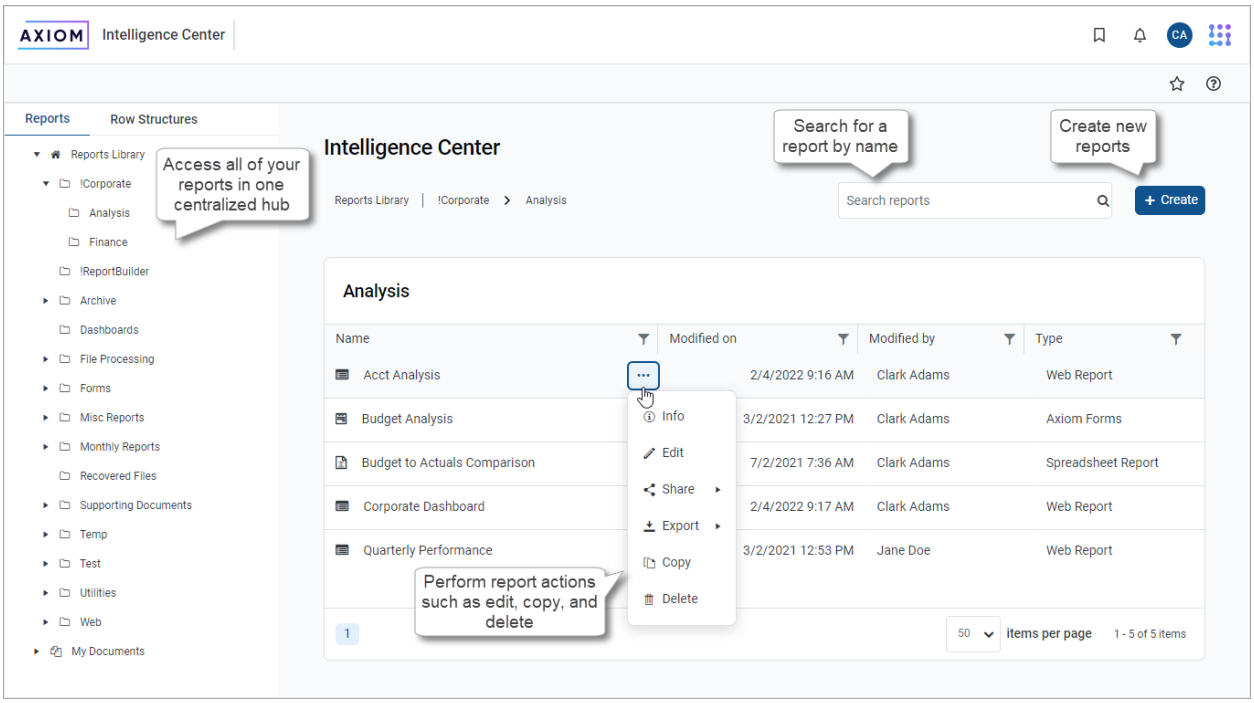
Example File Collect configuration to collect the PDF output into a PDF report book

Intelligence Center

The Intelligence Center is a centralized hub where you can view any report that you have access to in the Axiom Reports Library—including web reports, Axiom forms, visualization reports, and spreadsheet reports.

Using the Intelligence Center, you can:

- View any report you have access to, regardless of the report type
- Create new web reports (all clients) and visualization reports (clients with certain product licenses)
- Open reports for editing, in the appropriate editor for the report type
- Export and share web reports
- Perform other report management activities, such as creating and deleting folders, copying and deleting reports, and editing report names and descriptions

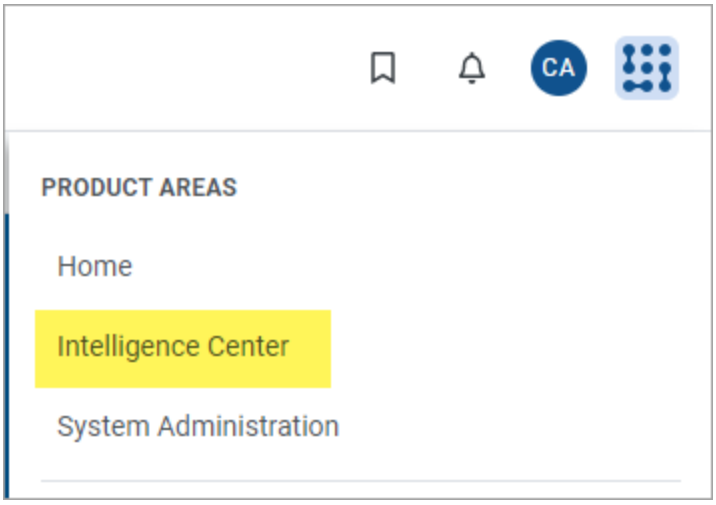


Example Intelligence Center

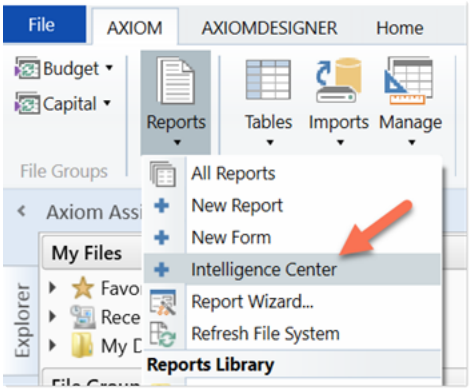
Accessing the Intelligence Center

All users can access the Intelligence Center in the Web Client browser:

- Click the Syntellis icon in the Navigation bar. From the Area menu, select **Intelligence Center**.



In the Desktop Client, you can open the Intelligence Center from the **Reports** menu. By default this menu is present on the **Axiom** tab. If your system has installed products, it may be available to you on the **Main** tab.



Intelligence Center on the default Reports menu

Opening reports

You can open any report that displays in the Intelligence Center. The Intelligence Center is automatically filtered to only show the reports that you have access to.

To open a report from the Intelligence Center:

1. In the left-hand panel, select the **Reports** tab if it is not already selected.
2. Do one of the following to locate the report that you want to open:
   - Use the folder tree in the left-hand panel to navigate to the folder where the report is located.

     OR
   - Use the Search box to search for the report by name.

   For more information on how to search, filter, and sort the Intelligence Center, see Intelligence Center overview.
3. Once the report displays in the Intelligence Center grid, click on the report name to open it.
   - Web reports open in the same browser tab.
   - Other web-enabled reports open in a new browser tab. This applies to Axiom forms, visualization reports, and deprecated web reports.
   - If the report is a spreadsheet report, Axiom Capital Tracking attempts to launch the Axiom Desktop Client and open the report. This works as follows:
     - The launch routine uses the Axiom Windows Client by default.
     - If an Axiom Capital Tracking client is already open, the launch routine is skipped and the report is opened in that client—regardless of whether the open client is the Excel Client or the Windows Client. Therefore, if you want to open reports in the Excel Client, you must launch the Excel Client first using the Quick Launch menu, then you can open spreadsheet reports from the Intelligence Center.

NOTE: You must have the appropriate security permissions to use the Axiom Capital Tracking Desktop Client in order to open a spreadsheet report. If you do not have either the **Windows Client Access** permission or the **Excel Client Access** permission, then spreadsheet reports are hidden in the Intelligence Center because you cannot launch the client to view them.

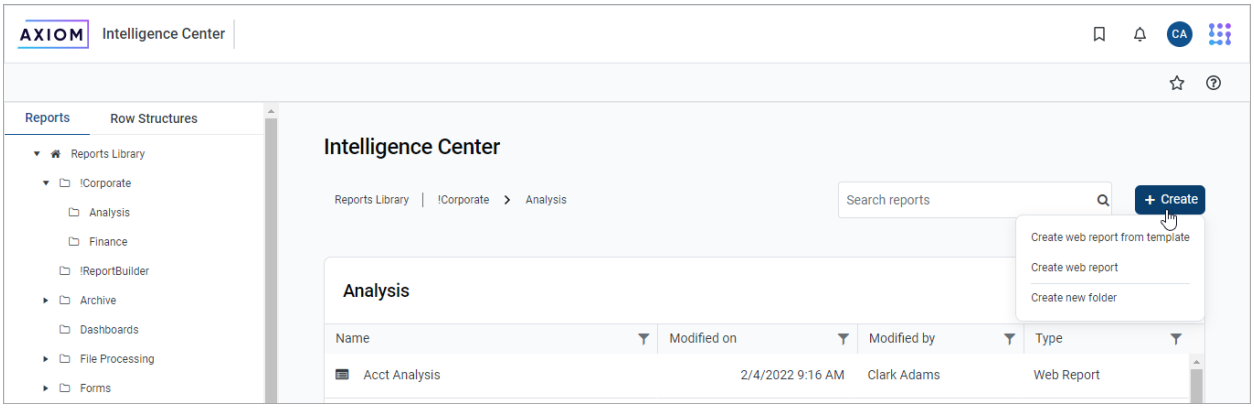
If other types of files are present in the Reports Library—such as PDF, Word, or PowerPoint—these files can also be opened from the Intelligence Center if you have a program capable of reading the file type. Axiom Capital Tracking attempts to open the file using the same routine that opens the Axiom Desktop Client.

Creating new reports

Using the **Create** button at the top right of the Intelligence Center, you can create new reports and new fixed row structures for use in web reports. This button is context-sensitive, depending on what area you have selected from the left-hand panel.

To create a new report, select the **Reports** area from the left-hand panel, then click the **Create** button. Select one of the following:

- **Create web report**: This option opens the web Report Builder so that you can create a new web report from scratch. For more information, see Creating new web reports.
- **Create web report from template**: This option creates a new web report using a template provided by an installed product. See Creating new web reports from template.
- **Create new visualization**: This option creates a new visualization report. This option is only available in systems where visualization reporting is licensed and enabled.

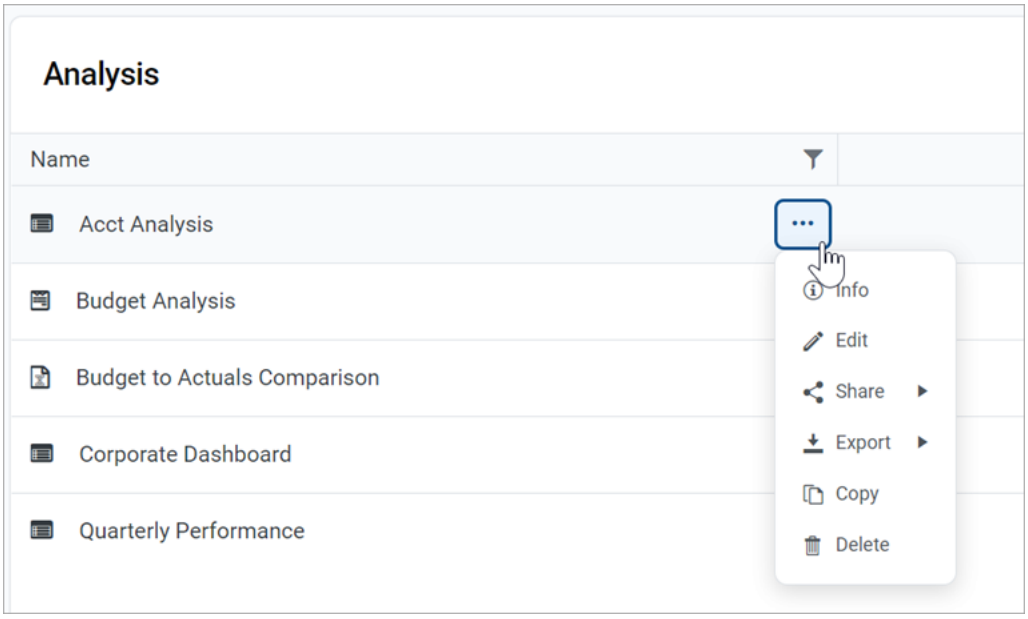


Example Create button to create a new report

To create a new fixed row structure, select the **Row Structures** area from the left-hand panel and then click **Create**. For more information, see Creating fixed row structures.

Other Intelligence Center actions

In the Intelligence Center, you can use the Actions menu to perform other report and folder management activities. To view the available actions, navigate to the item that you want to work with, then hover your cursor over the three dots icon in the right-hand side of the **Name** column. Actions are available for report files, report folders, and fixed row structures.



Example Actions menu

The following actions are available:

Action	Description	More Information
Info	Opens the Settings panel for the current item, displaying the item name and description.	• Changing folder names and descriptions • Changing report names and descriptions • Changing fixed row structure names and descriptions
Edit	Opens the current item in the appropriate editor.	• Editing reports • Editing fixed row structures
Share	Share the current report with other users via email. Only available for web reports.	• Sharing a web report via email

Action	Description	More Information
Export	Export the current report as a PDF, Excel, or Delimited file. Only available for web reports.	• Exporting grid data in a web report to a delimited file • Exporting grid data in a web report to Excel • Exporting a PDF copy of a web report
Copy	Generates a copy of the current item. Only available for fixed row structures and web reports.	• Copying web reports • Copying fixed row structures
Delete	Deletes the current item.	• Deleting reports • Deleting folders • Deleting fixed row structures

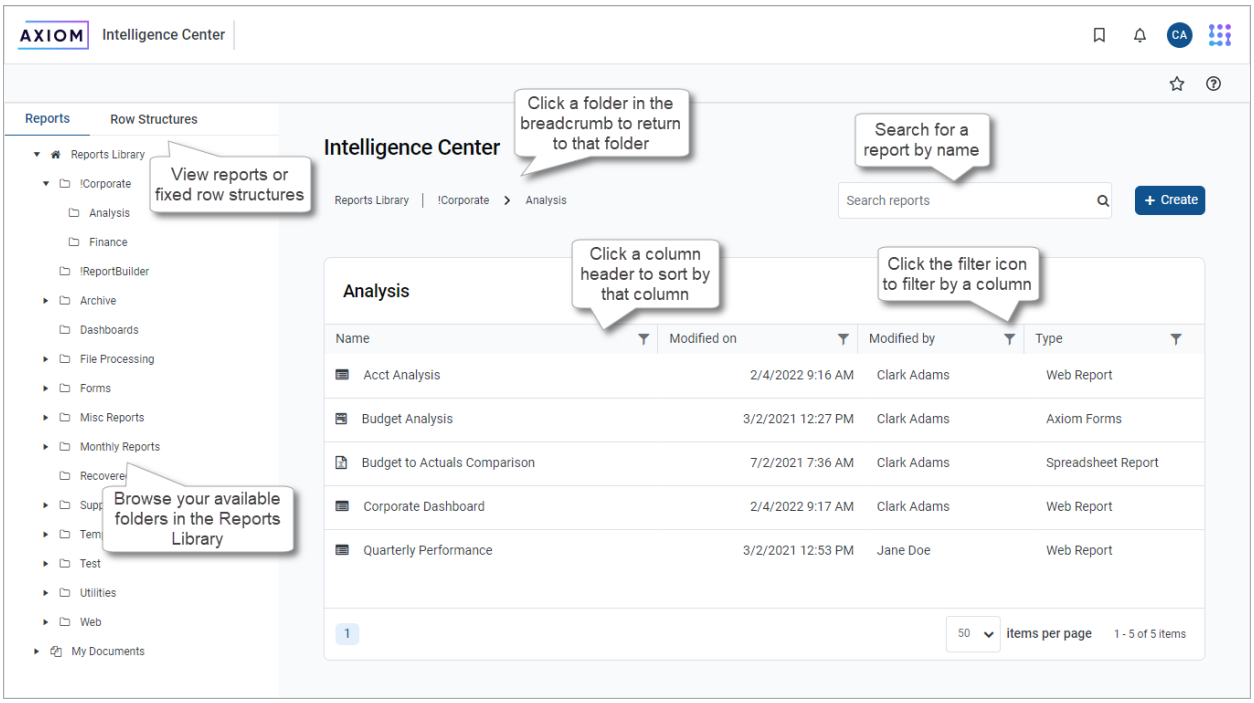
You can also create new folders by clicking **Create** > **Create new folder** while you are in the Reports area.

Intelligence Center overview

The Intelligence Center is organized into two main areas. To view an area, select the area name from the left-hand panel:

- The **Reports** area, which contains the **Reports Library** folder tree and your **My Documents** folder (if you have access to it). You can click on folders in this section to navigate through the folder tree. Once a folder is selected, the contents of that folder display in the report grid. You can click on a subfolder name to open that subfolder, or you can click on a report name to open that report.
- The **Row Structures** section, which contains fixed row structures for use in web reports. This section does not have subfolders. You can click on the parent **Fixed Row Structures** folder to view the available fixed row structures, and click on a name to open that structure.

As you navigate, a breadcrumb displays at the top of the report grid. You can click on a folder name in the breadcrumb to move to that folder location.



Navigating the Intelligence Center

Searching the Intelligence Center

You can use the Search box at the top right of the Intelligence Center to find a report or a fixed row structure. The search matches on name only. The search box is context-sensitive as follows:

- If the currently selected area is Reports, then the search can be used to find reports in the Reports Library and your My Documents folder.
- If the currently selected area is Row Structures, then the search can be used to find fixed row structures.

To search for an item by name:

- Type your search text into the Search box, and then click the magnifying glass or hit the Enter key to search.

The grid updates to show a list of all reports or fixed row structures that match your search text. You can open an item or perform other actions using this list. You can also filter and sort this list as described in the following sections.

To clear a search:

- Click the **X** icon in the right side of the Search box.

Your search text is cleared, and you are returned to the folder location that you were viewing when you started the search.

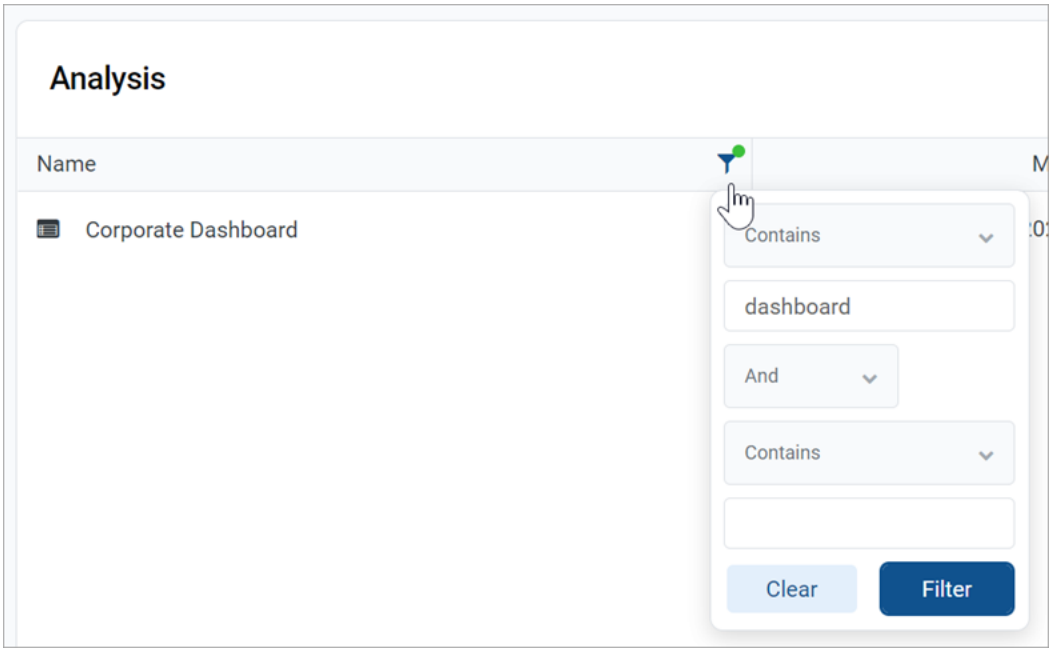
Filtering the grid

When you are viewing a folder in the Intelligence Center (or when viewing search results), you can filter the contents by any column in the grid. For example, you can filter to show all reports of a certain type, or to show all reports created after a certain date.

To filter the grid based on a column:

1. Click the filter icon in the column header to show the filter options.
2. Set the filter options as desired. You can set up to two filter options, combined with either AND or OR.
3. Click **Filter**.

The grid updates to only show items that meet the filter. Additionally, a green dot displays by the filter icon in the column header to indicate that the grid is filtered by this column.



Example Intelligence Center column with a defined filter

If multiple columns are filtered, the filters are combined using AND—meaning the grid only shows items that match all of the filters.

The column filter is retained until you clear it, or until you navigate to a new folder location. If you have filtered the search results, clearing the search results also clears the filter.

To clear a filter:

1. Click the filter icon in the column header to show the filter options.
2. Click **Clear**.

The grid updates to clear the filter.

Sorting the grid

When you are viewing a folder in the Intelligence Center (or when viewing search results), you can sort the list by any column in the grid.

To sort the grid by a column, click on the column header. Each click toggles between ascending sort, descending sort, and no sort. If the grid is currently sorted by a column, the sort direction is indicated by an arrow on the column header (up for ascending, down for descending).

The sort is reset when you move to a new folder location. If you have sorted the search results, clearing the search results also clears the sort.

NOTE: The grid can only be sorted by one column at a time. If you have sorted by a column and then you click the column header of a different column, the sort on the original column is cleared and replaced by the new column sort.

Managing report files in the Intelligence Center

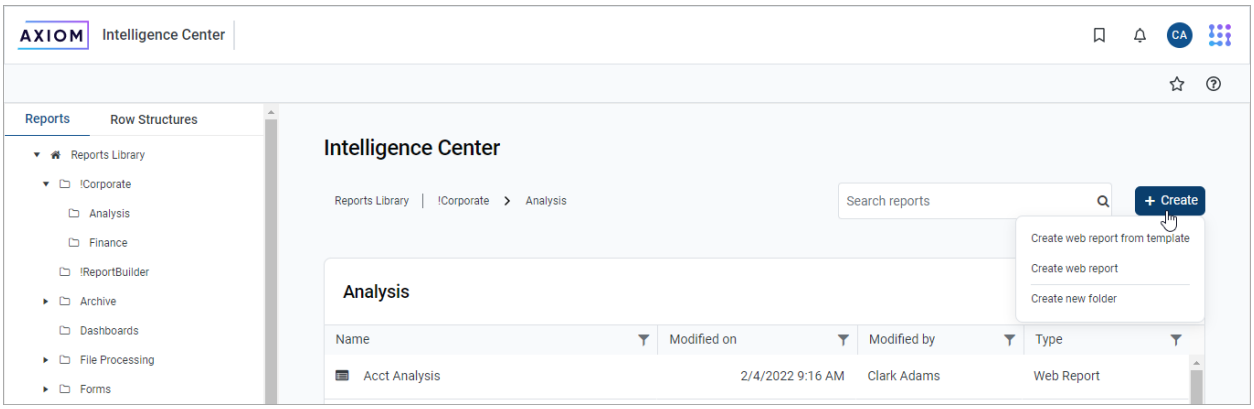
Using the Intelligence Center, you can create, edit, copy, and delete reports in the Reports Library. You can also edit report names and descriptions.

Creating new reports

Using the **Create** button at the top right of the Intelligence Center, you can create new reports and new fixed row structures for use in web reports. This button is context-sensitive, depending on what area you have selected from the left-hand panel.

To create a new report, select the **Reports** area from the left-hand panel, then click the **Create** button. Select one of the following:

- **Create web report**: This option opens the web Report Builder so that you can create a new web report from scratch. For more information, see Creating new web reports.
- **Create web report from template**: This option creates a new web report using a template provided by an installed product. See Creating new web reports from template.
- **Create new visualization**: This option creates a new visualization report. This option is only available in systems where visualization reporting is licensed and enabled.



Example Create button

To create a new fixed row structure, select the **Row Structures** area from the left-hand panel and then click **Create**. For more information, see Creating fixed row structures.

Different security permissions are required to create new web reports versus visualization reports. These security requirements are noted in the relevant topics.

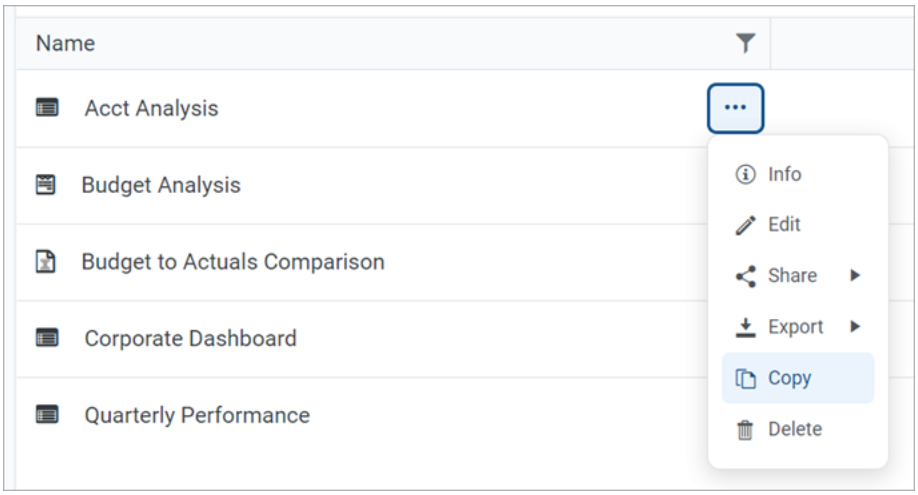
Copying reports

In the Intelligence Center, you can copy existing reports to create new reports. Currently, this functionality is only available for web reports, and only web reports that were created in the Report Builder. Web reports created from template cannot be copied.

In order to copy a web report, you must be an administrator or have the **Create Web Reports** security permission. You must also have read/write access to the current folder, because the copy is created in the current folder.

To copy a report from the Intelligence Center:

1. In the Intelligence Center, locate the web report that you want to copy. You can use folder navigation to find the report, or use the Search box at the top of the page.
2. Once the web report displays in the Intelligence Center grid, hover your cursor over the **Name** column to make the three-dots icon visible. Click the icon then select **Copy** from the menu.



If the Copy action is present but disabled, then you cannot copy this report because you do not have the appropriate security permissions.

3. In the **Copy Report** dialog, enter a name for the copy. By default, the name is **Copy of *OriginalReportName***.
4. Click **OK**.

The copy is created in the current folder, with the specified name.

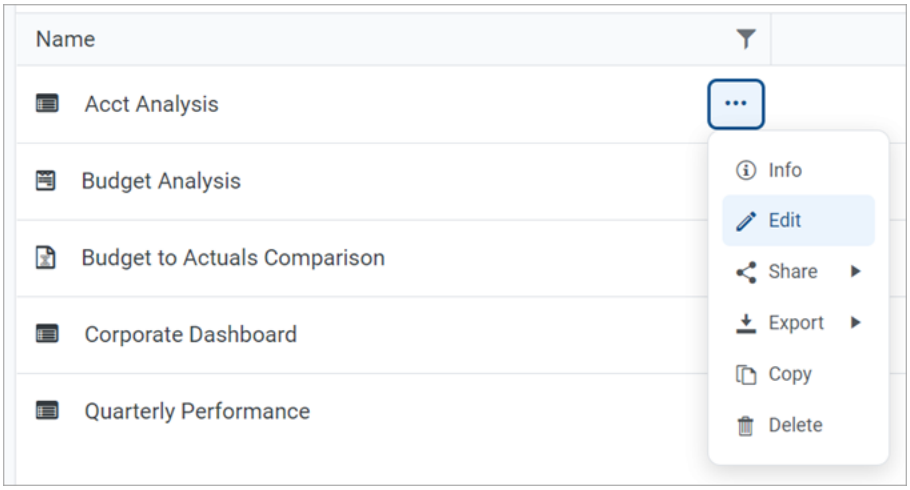
Editing reports

You can open a report for editing from the Intelligence Center if the report is eligible to be edited, and you have read/write permissions to the report.

To edit a report from the Intelligence Center:

1. In the Intelligence Center, locate the report that you want to edit. You can use folder navigation to find the report, or use the Search box at the top of the page.

2. Once the report displays in the Intelligence Center grid, hover your cursor over the **Name** column to make the three-dots icon visible. Click the icon then select **Edit** from the menu.



3. The report is opened for editing as follows, depending on its file type:
   - **Web reports** are opened in the Report Builder, in the current browser tab.
   - **Visualization reports** are opened in the Visualization Report Editor, in a new browser tab.
   - **Spreadsheet reports** and **Axiom forms** are opened in the Axiom Desktop Client, as spreadsheet report files. This works as follows:
     - The launch routine uses the Axiom Windows Client by default.
     - If an Axiom Capital Tracking client is already open, the launch routine is skipped and the report is opened in that client—regardless of whether the open client is the Excel Client or the Windows Client. Therefore, if you want to open reports in the Excel Client, you must launch the Excel Client first using the Quick Launch menu, then you can open spreadsheet reports from the Intelligence Center.

   NOTE: You must have the appropriate security permissions to use the Axiom Capital Tracking Desktop Client in order to open a spreadsheet report. If you do not have either the **Windows Client Access** permission or the **Excel Client Access** permission, then spreadsheet reports are hidden in the Intelligence Center because you cannot launch the client to view them.

Why is the Edit action missing for some reports?

The following report types *cannot* be opened for editing from the Intelligence Center. The Edit action does not display for these files:

- **Web reports built from template**: If a web report is built from a template, the report is tied to that template and cannot be separately edited. For more information, see Creating new web reports from template.

- **Deprecated web reports**: The prior implementation of web reporting is deprecated. To edit a deprecated web report, click the file name to open the report, then click the wrench icon in the toolbar to open the legacy web report editor.
- **Other non-report file types**: The Reports Library can be used to store other non-report, non-Axiom file types, such as PDF, DOC, PPT, JPG, and others. These file types cannot be edited in Axiom Capital Tracking.

Why is the Edit action disabled for some reports?

If the Edit action is present but disabled, this means that although the report type is eligible to be edited, it is not possible for you to edit this particular report. One of the following reasons may apply:

- You do not have edit permissions (Read/Write access) to the file.
- The file is product-controlled and therefore cannot be edited.
- The file is configured to prevent editing (applies to certain visualization reports).

Changing report names and descriptions

If you have read/write access to a report, then you can rename the report or change its description.

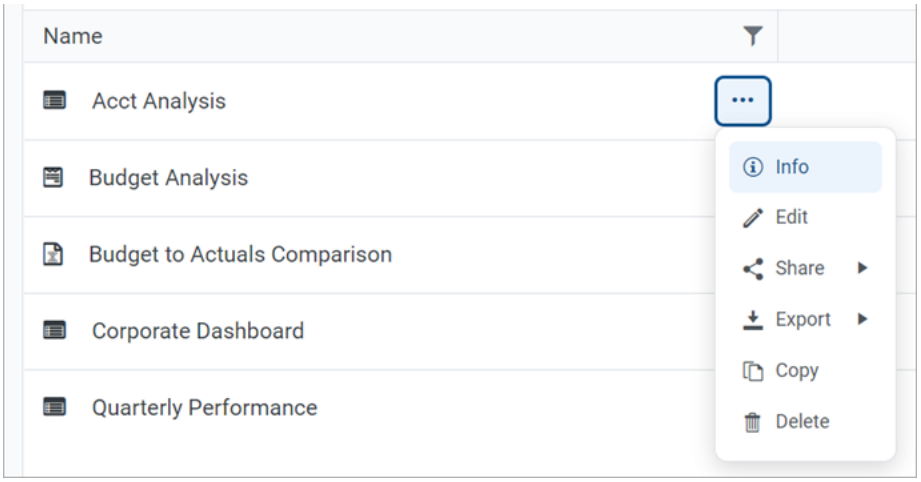
NOTES:

- In systems with installed products, the names and descriptions of product-controlled reports cannot be edited.
- If you have read/write access to a report file, but read-only access to its folder, then you cannot edit the report name.

To change a report name and/or description:

1. In the Intelligence Center, locate the report that you want to edit. You can use folder navigation to find the report, or use the Search box at the top of the page.

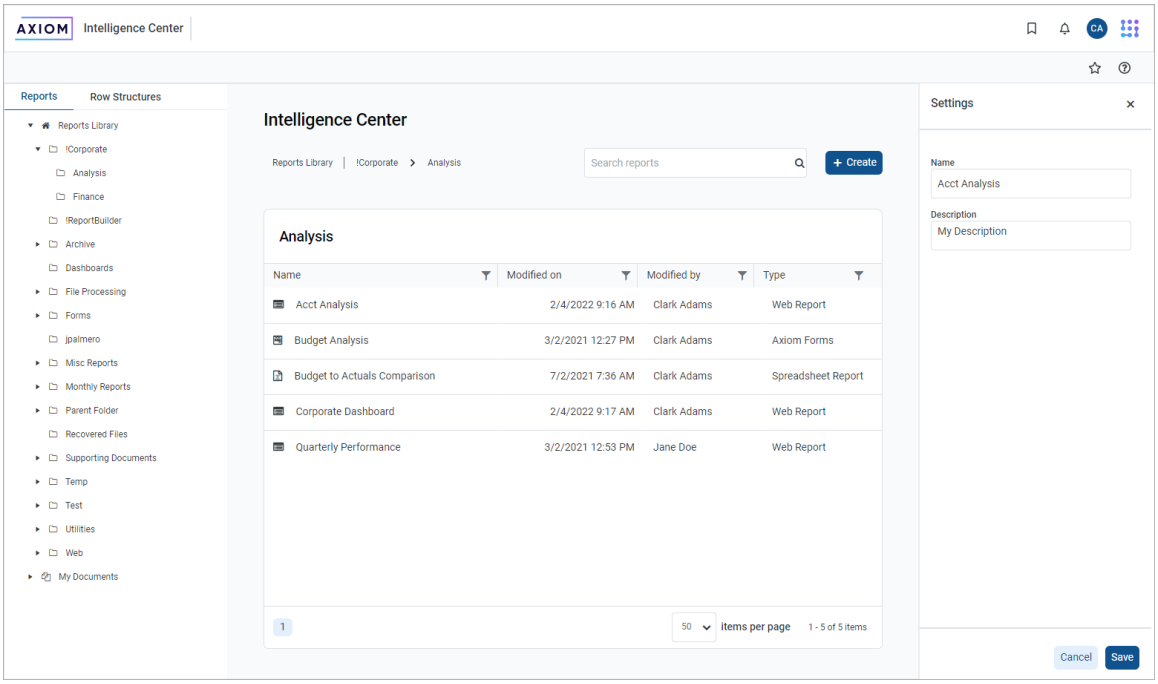
2. Once the report displays in the Intelligence Center grid, hover your cursor over the **Name** column to make the three-dots icon visible. Click the icon then select **Info** from the menu.



The Settings panel opens along the right-hand side of the page.

3. In the Settings panel, edit the report **Name** or **Description** as needed, then click **Save**.

   The name can be up to 250 characters, and the description can be up to 2000 characters.



Example Settings panel

If the report name and description cannot be edited, then the **Apply** button is not available. This may occur because you do not have the necessary permissions, or because the report belongs to an installed product.

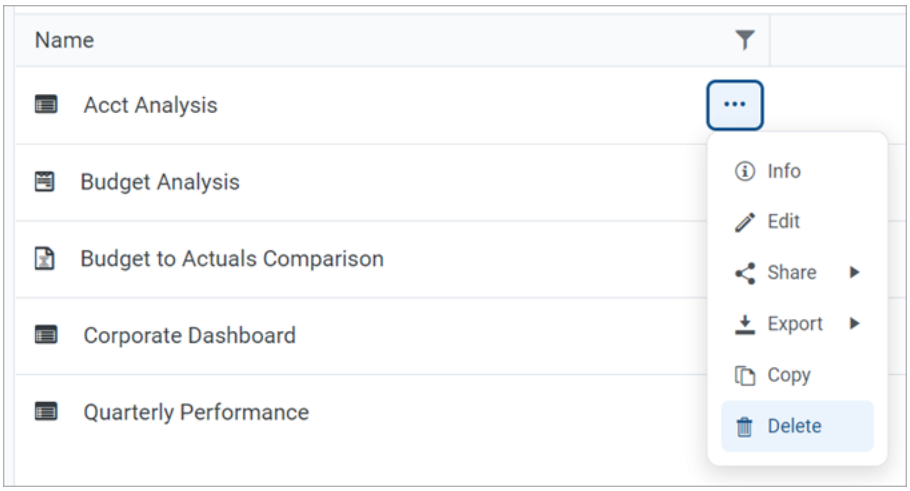
Deleting reports

If a report is no longer needed, you can delete it using the Intelligence Center. In order to delete a report (or any other file that resides in the Reports Library), you must have read-write access to the file and to the folder it resides in.

NOTE: In systems with installed products, product-controlled reports cannot be deleted.

To delete a report:

1. In the Intelligence Center, locate the report that you want to delete. You can use folder navigation to find the report, or use the Search box at the top of the page.
2. Hover your cursor over the row with the report, hover your cursor over the **Name** column to make the three-dots icon visible. Click the icon then select **Delete** from the menu.



   If the report cannot be deleted, the Delete action is disabled. This may occur because you do not have the necessary permissions to delete the report, or because the report belongs to an installed product.

3. When you are prompted to confirm that you want to delete the report, click **OK**.

The report is deleted from the system and no longer displays in the Intelligence Center. If the report was deleted in error, an administrator may be able to restore the report using the **Restore Deleted Files** feature in the Desktop Client.

Managing folders in the Intelligence Center

Using the Intelligence Center, you can create, rename, and delete folders in the Reports Library.

Creating new folders

You can create new folders as needed in the Intelligence Center. In order to create a folder, you must have read-write access to the parent folder.

To create a folder:

1. In the Intelligence Center, navigate to the folder location where you want to create a new folder.

   For example, if you want to create a new top-level folder in the Reports Library, select the Reports Library. If you want to create a new subfolder within a folder, then select that folder.

2. Click **Create > Create new folder**.

3. In the **Create new folder** dialog, enter a name for the new folder, then click **OK**.

The new folder is created in the current location.

Changing folder names and descriptions

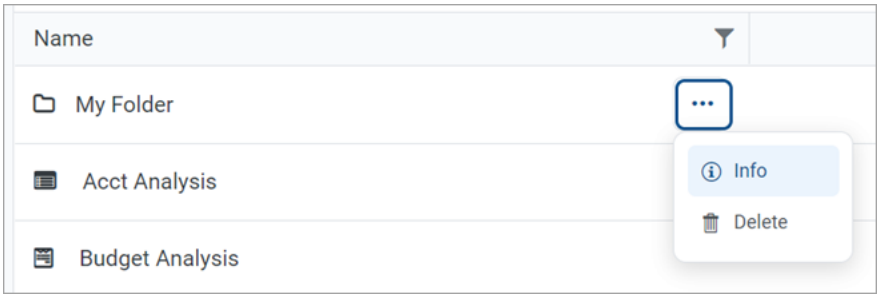
If you have read/write access to a folder, then you can rename the folder or change its description.

NOTE: In systems with installed products, the names and descriptions of product-controlled folders cannot be edited.

To change a folder name and/or description:

1. In the Intelligence Center, navigate to the parent folder of the folder that you want to rename, so that the folder you want to rename displays in the Intelligence Center grid.

2. Hover your cursor over the row with the folder, so that the three dots icon is visible the **Name** column. Click the icon then select **Info** from the menu.



   The Settings panel opens along the right-hand side of the page.

3. In the Settings panel, edit the folder **Name** or **Description** as needed, then click **Apply**.

   The name can be up to 250 characters, and the description can be up to 2000 characters.

   If the folder name and description cannot be edited, then the **Apply** button is not available. This may occur because you do not have the necessary permissions, or because the folder belongs to an installed product.

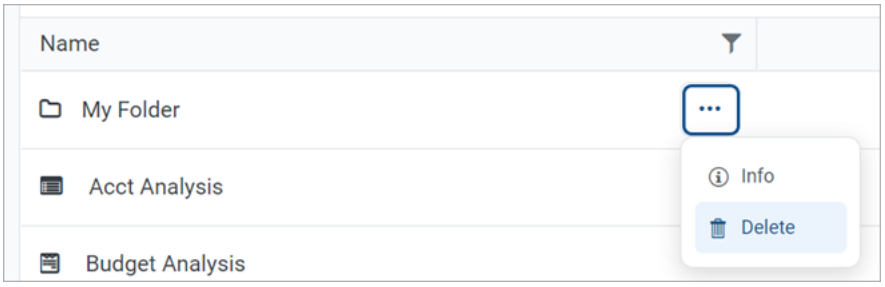
Deleting folders

If a folder is no longer needed, you can delete it using the Intelligence Center. In order to delete a folder, the folder must be empty and you must have read-write access to the folder.

NOTE: In systems with installed products, product-controlled folders cannot be deleted.

To delete a folder:

1. In the Intelligence Center, navigate to the parent folder of the folder that you want to delete, so that the folder you want to delete displays in the Intelligence Center grid.
2. Hover your cursor over the row with the folder, so that the three dots icon is visible the **Name** column. Click the icon then select **Delete** from the menu.



   If the folder cannot be deleted, the Delete action is disabled. This may occur because you do not have the necessary permissions to delete the folder, or because the folder belongs to an installed product.

The folder is deleted from the system and no longer displays in the Intelligence Center. There is no confirmation dialog before deleting an empty folder. If the empty folder was deleted in error, you can create a new folder with the same name.

8

Rolling Forward to a new capital budget year

To roll forward from one year to the next, complete the following steps:

Step 1: Create a new file group

Step 2: Configure the new file group for next year's planning cycle

Step 3: Confirm configuration of Axiom Capital Tracking for next year's planning cycle

Step 4: Configure security for the new file group

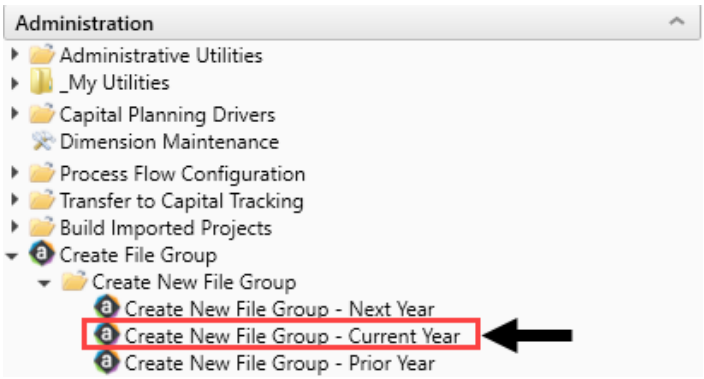
Step 5: Run the CP Annual Rollforward utility

Creating a new file group

The Create New File Group utility automatically creates a new file group by copying specified tables and saving the drivers. When you create a new file group, the system automatically changes the CP_ NextYear, CP_CurrentYear, or CP_PriorYear file group alias.

To create a new file group:

1. In the Cap Plan Admin task pane, in the **Administration** section, click **Create File Group > Create New File Group**, and double-click **Create New File Group - Next Year**.



2. In the **New File Group Year** field, type the year to assign the new file group, and click **Next**.

3. In the **General Properties** dialog, click **Finish**.
4. The system then displays a list of the tables it will create as part of the new file group for the next year. To continue, click **OK**.

> **TIP:** The table names include the next year somewhere in the file name.

> **NOTE:** This may take a few minutes to complete.

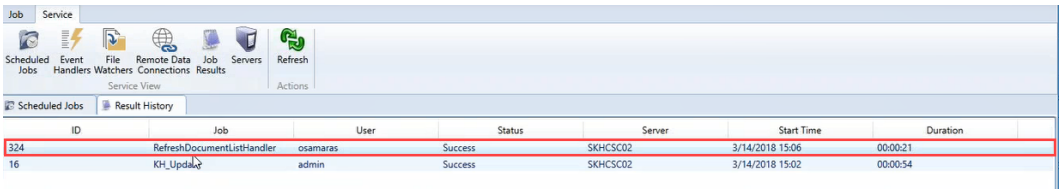
5. The system displays a confirmation prompt that the file group saved successfully. Click **OK**.
6. In the **Edit File Group** dialog, to continue creating the file group, click **OK**.

> **IMPORTANT:** Do NOT make changes to any of the fields in this dialog. If you click **Cancel**, the system will not create the file group.

7. In the **Cap Plan Admin** task pane, double-click **Create New File Group - Current Year**, and repeat Steps 3-5.
8. In the **Cap Plan Admin** task pane, double-click **Create New File Group - Prior Year**, and repeat

Steps 3-5.

9. Close and then re-open the **Cap Plan Admin** task pane.
10. After the file group is created, the system runs the RefreshDocumentListHandler Scheduler job that saves the default Axiom information to the Default Data driver. For this step, do the following to check that the job runs successfully:
    a. In the **Admin** ribbon tab, click **Scheduler**.
    b. Click **Job Results**.
    c. Check that **Success** displays in the **Status** column.



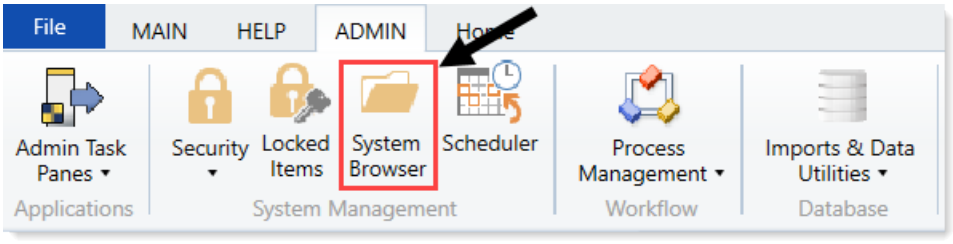
If you are setting up your system for a new planning year, proceed to Step 2: Configure the new file group for next year's planning cycle.

Step 2: Configure the new file group for next year's planning cycle

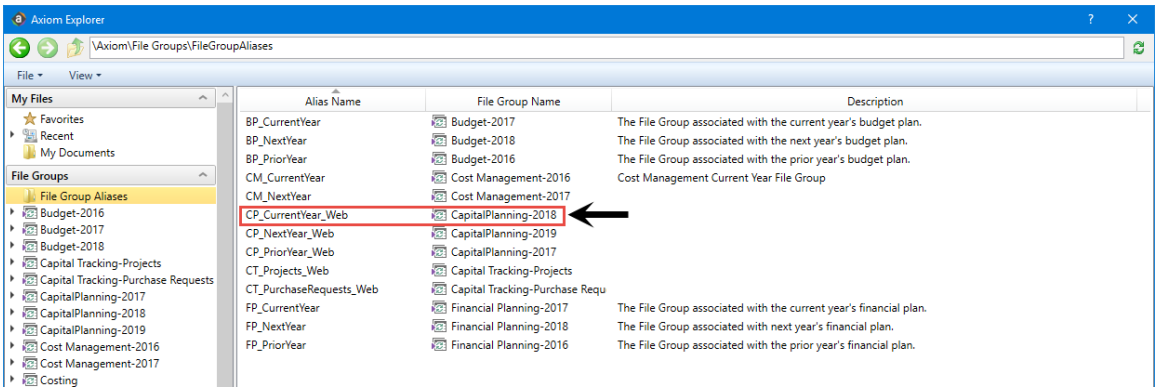
After the Axiom Capital Planning update is installed, complete the following steps to set up the new file group for the next year's capital planning cycle.

To configure the new file group for next year's planning cycle:

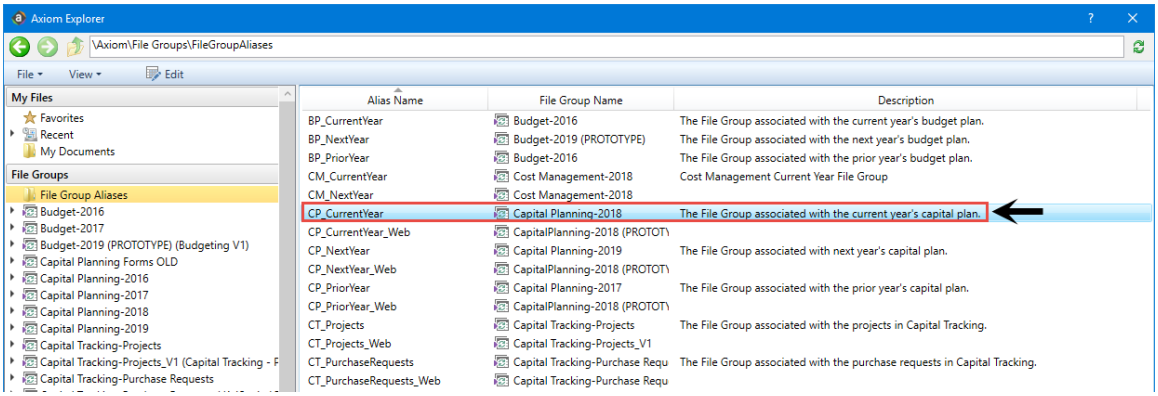
1. In the **Admin** ribbon tab, in the **System Management** group, click **System Browser**.



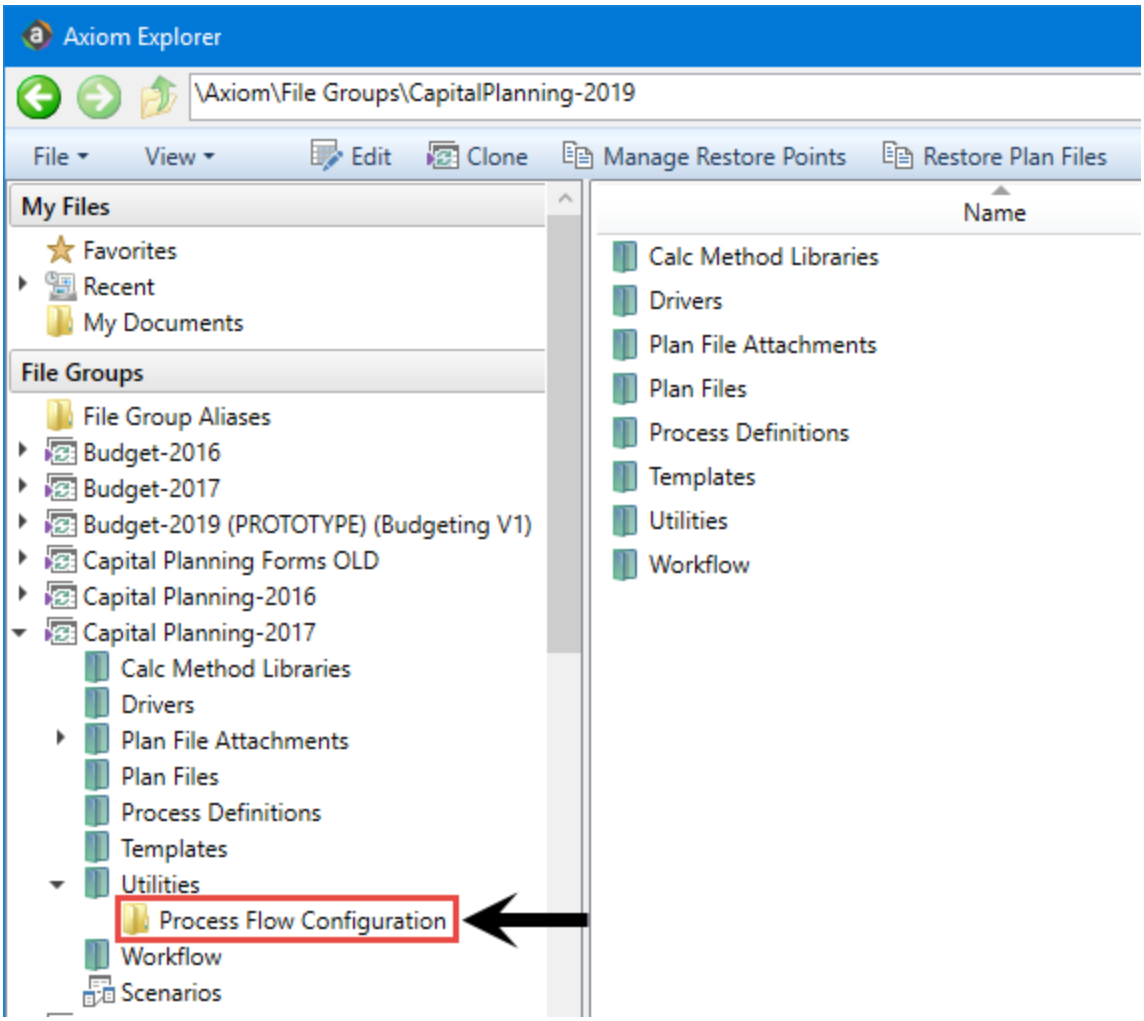
2. In Axiom Explorer, select the **File Group Aliases** folder, and double-click **CP_CurrentYear_Web**.



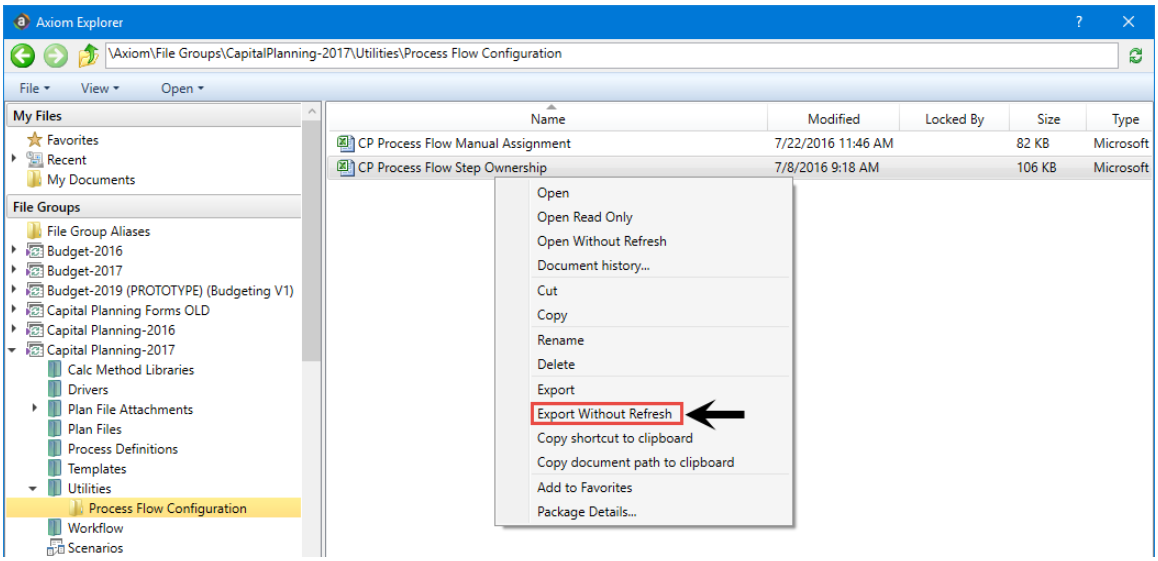
3. In Axiom Explorer, select the **File Group Aliases** folder, and double-click **CP_CurrentYear**.



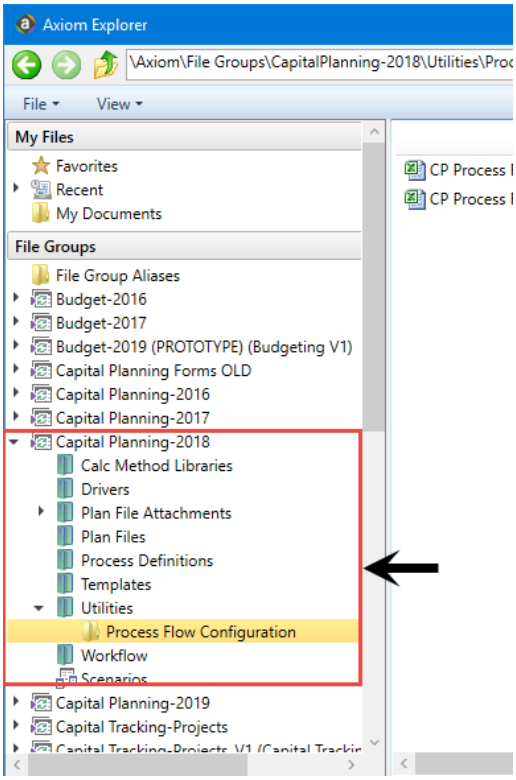
4. In the **Edit File Group Alias** dialog, next to the **File Group** field, click the folder icon.
5. In the **Choose File Group**, select the new file group to use for next year, and click **OK**.
6. Repeat Steps 2-5 for the following:
    - **CP_PriorYear_Web** – Select the file group alias to use for the prior year's planning cycle.
    - **CP_NextYear_Web** – Select the file group alias to use for the next year's planning cycle.
    - **CP_PriorYear** – Select the file group alias to use for the prior year's planning cycle.
    - **CP_NextYear** – Select the file group alias to use for the next year's planning cycle.
7. In Axiom Explorer, expand the selection for the most recent file group used, and click **Utilities > Process Flow Configuration**.



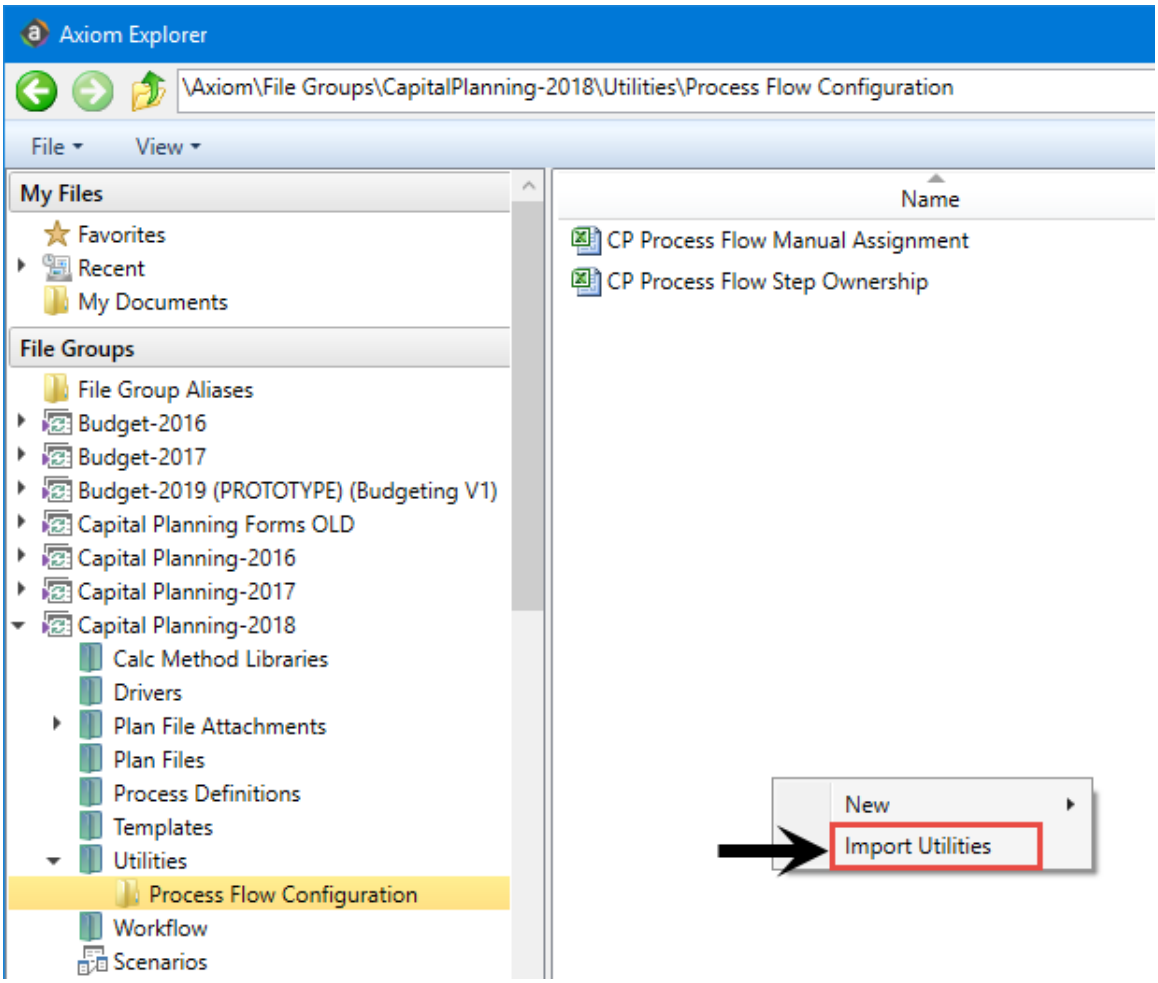
8. Right-click the Process Flow Step Ownership workbook, and click **Export Without Refresh**.



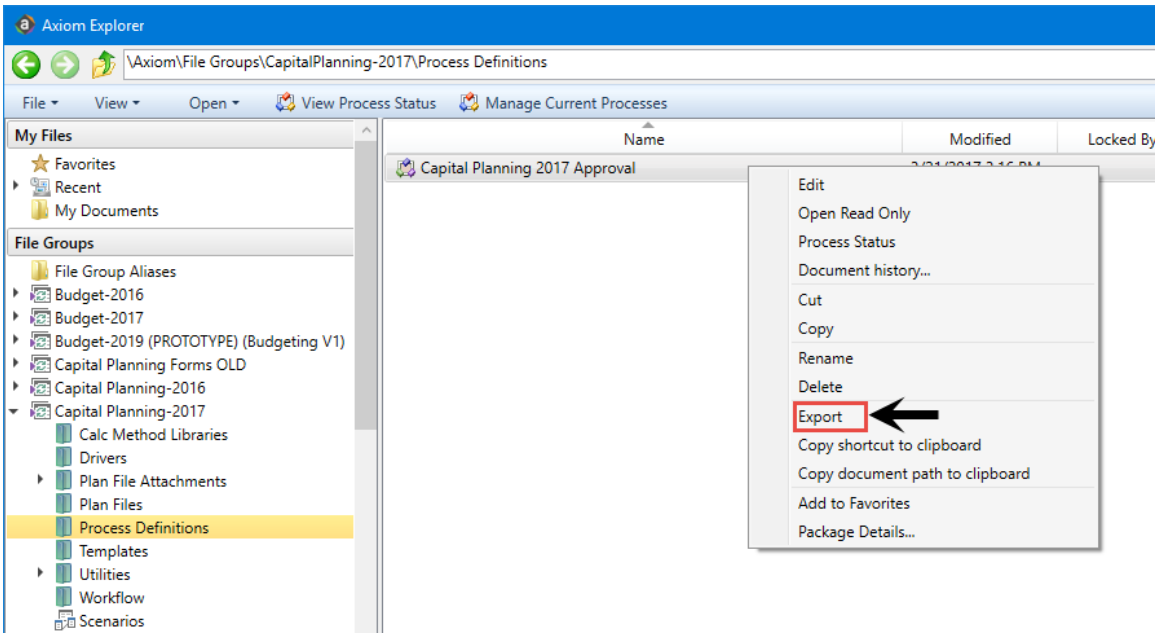
9. Save the CP Process Flow Step Ownership workbook to your computer or any network folder.
10. In Axiom Explorer, expand the selection for the next year's file group, and select the **Utilities > Process Flow Configuration** folder.



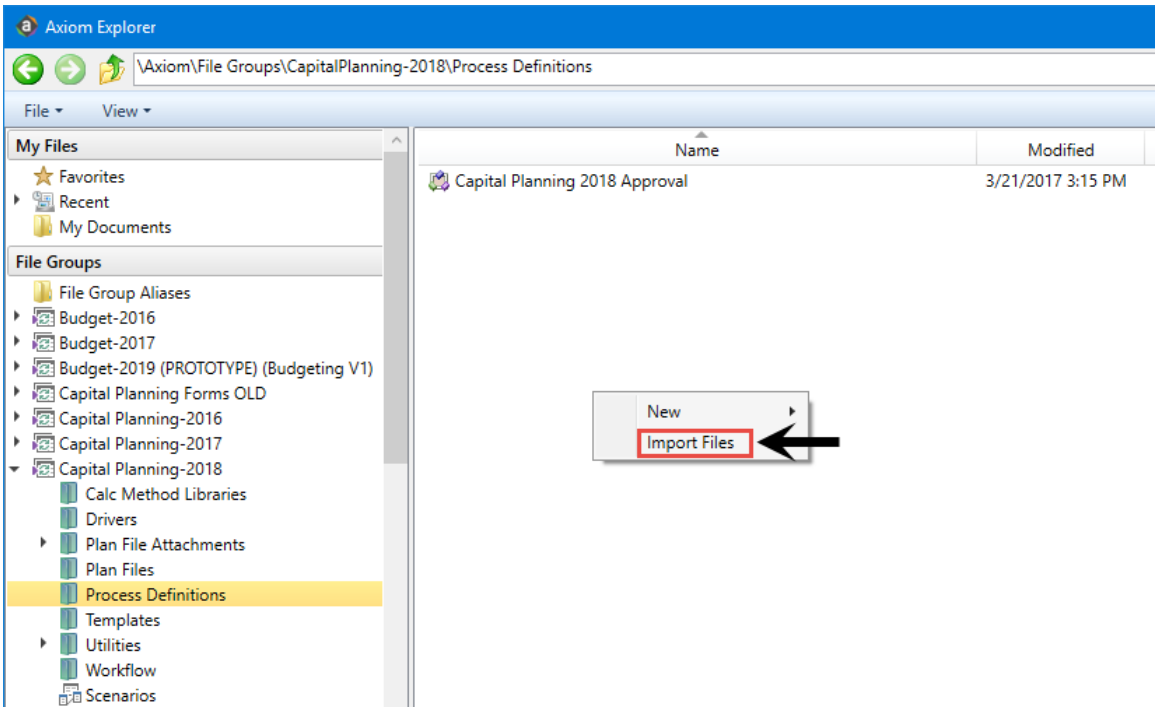
11. Right-click on any blank white space, and select **Import Utilities**.



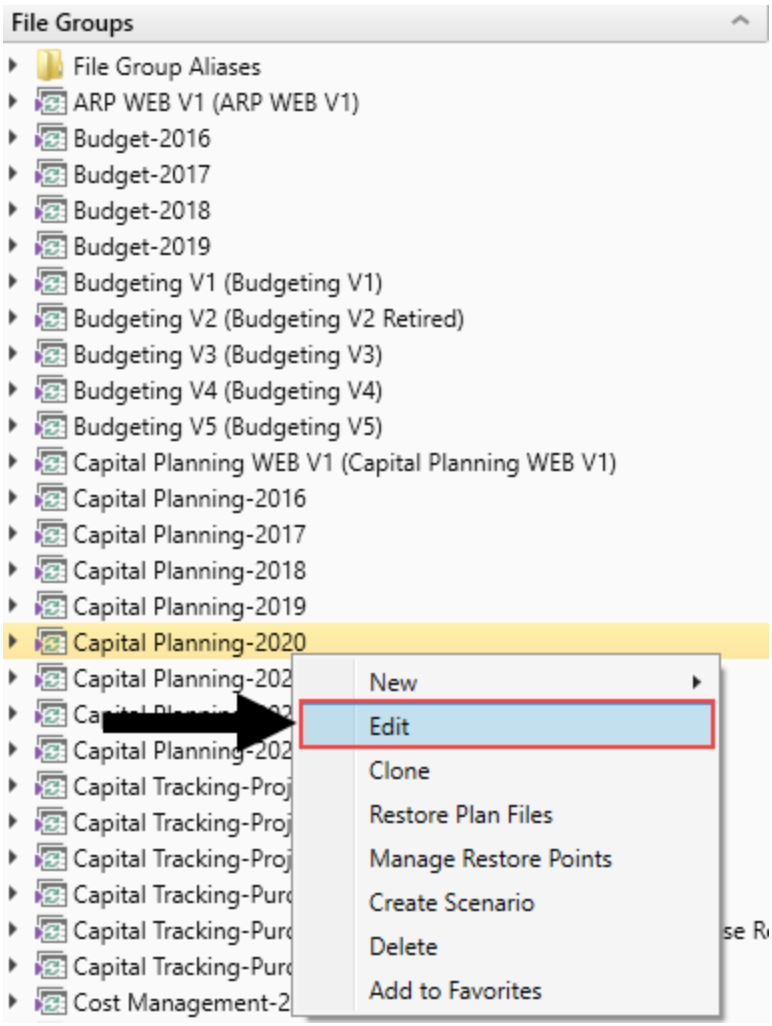
12. Browse your computer, and select the CP Process Flow Step Ownership workbook that you recently exported.
13. At the Confirmation prompt, click **Yes**.
14. In Axiom Explorer, expand the selection for the most recent file group used, and click **Process Definitions > Process Flow Configuration**.
15. Right-click the Capital Planning 20XX Approval definition, and select **Export**.



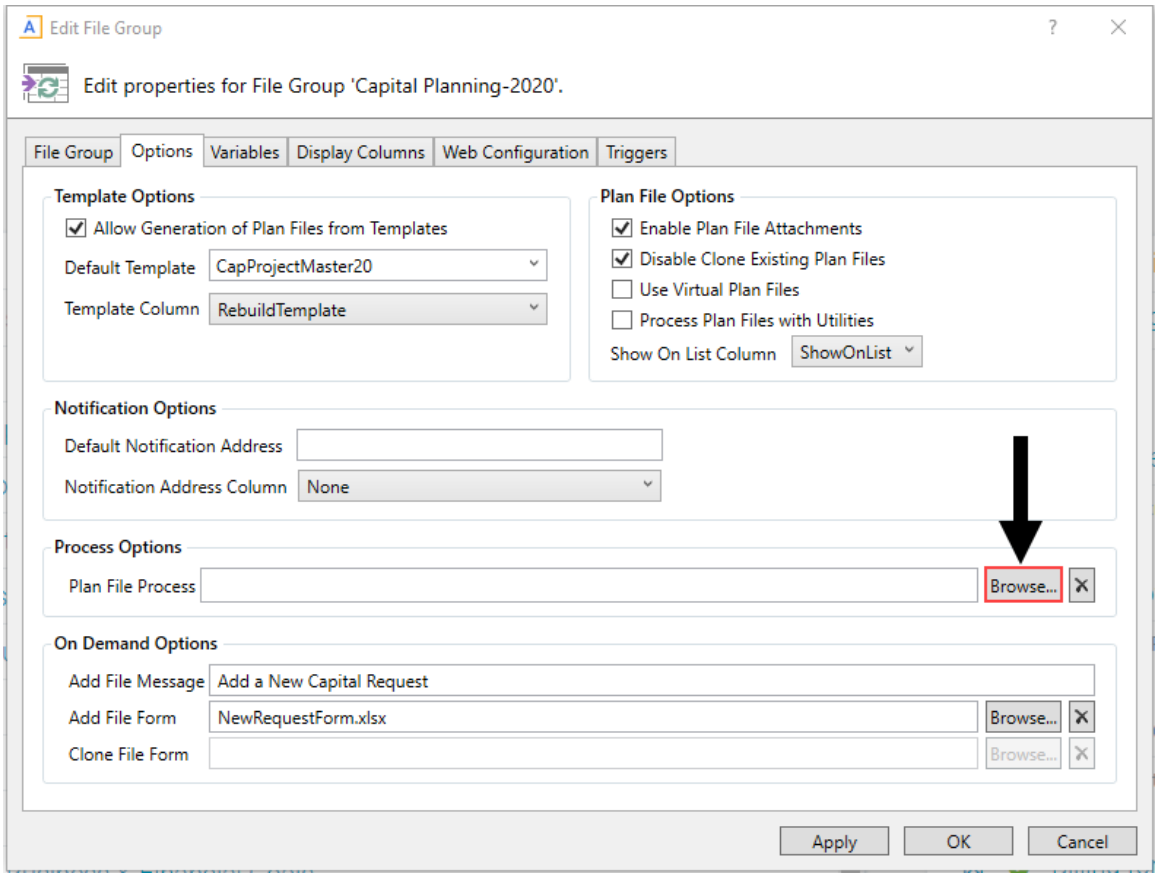
16. Save the Capital Planning 20XX Approval Process to your computer or any network folder.
17. Go to the file that was exported on your computer/network, and change the name of the file to increase the year by one. For example, change Capital Planning 2017 Approval to Capital Planning 2018 Approval.
18. In Axiom Explorer, expand the selection for the next year's file group, and select the **Process Definitions** folder.
19. Right-click on any blank white space, and select **Import Files**.



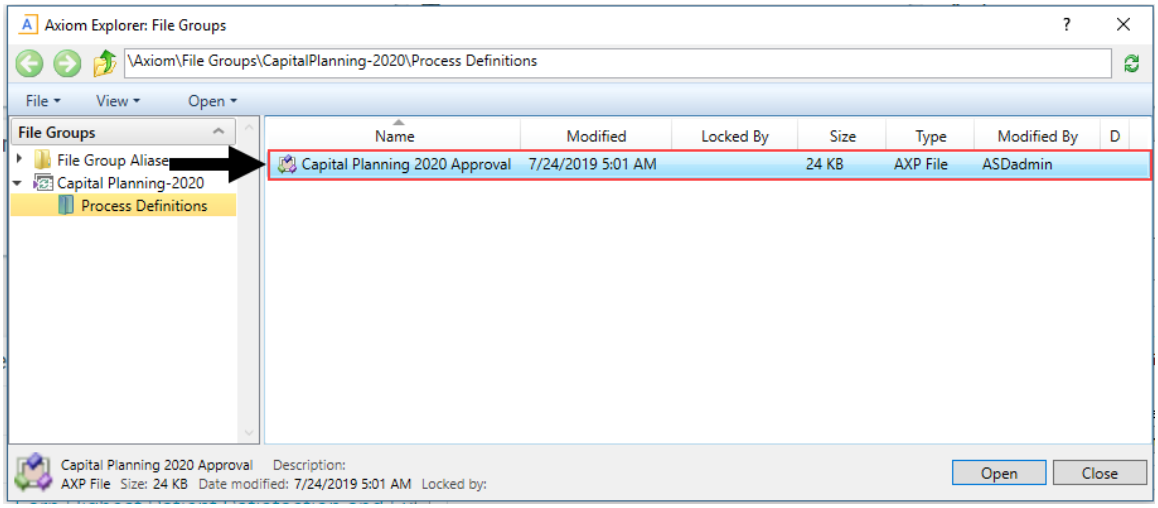
20. Browse your computer, and select the Capital Planning 20XX Approval Process that you recently exported and renamed.
21. At the Confirmation prompt, click **Yes**.
22. In Axiom Explorer, right-click the new file group, and click **Edit**.



23. In the **Edit File Group** dialog, in the **Process Options > Plan File Process** field, click **Browse** .

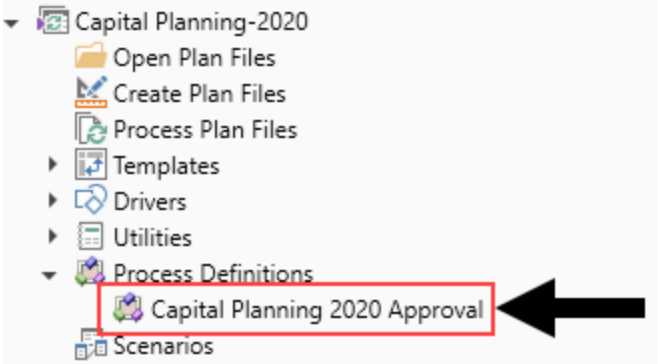


24. In the **Axiom Explorer: File Groups** dialog, select the newly imported process, and click **Open**.

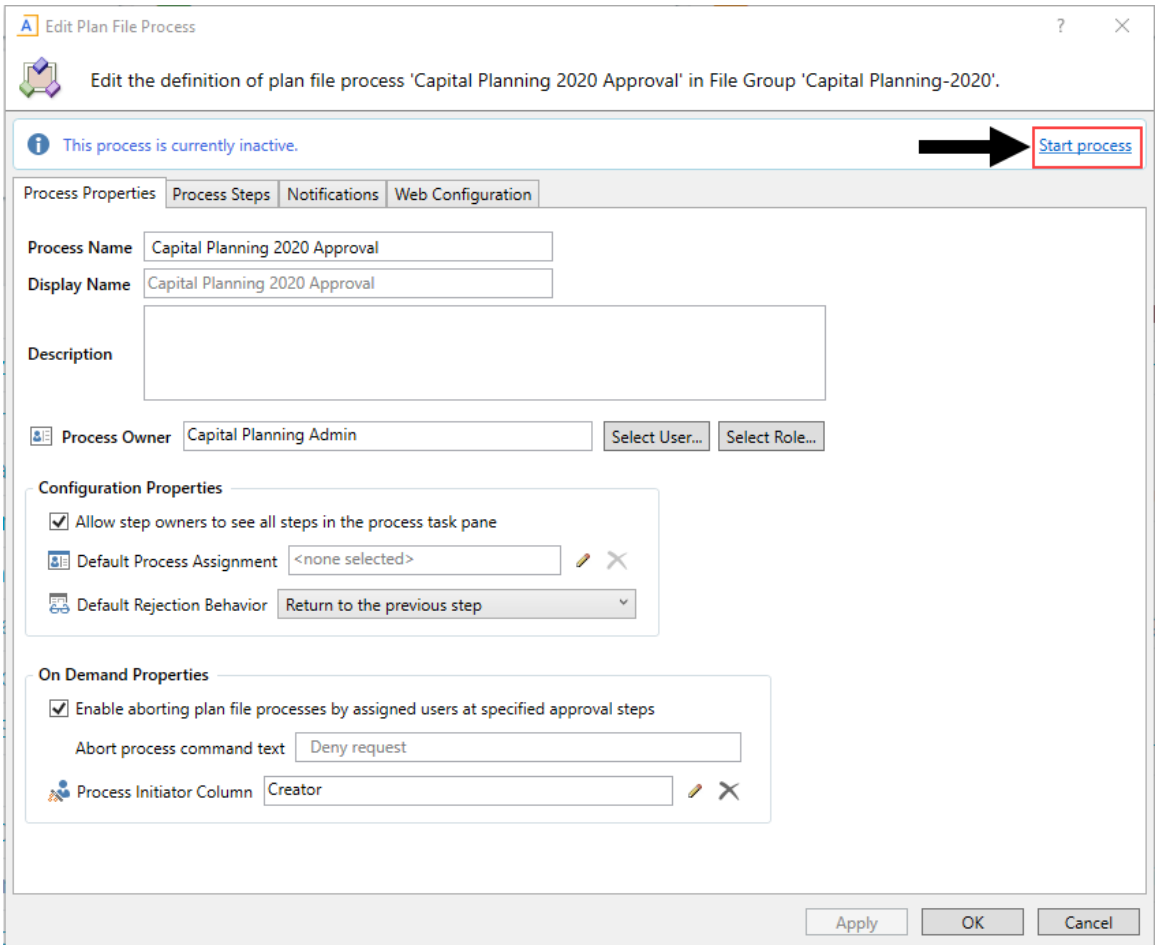


25. In the **Edit File Group** dialog, click **OK**.

26. In Axiom Explorer, navigate to the file group that includes the new Capital Planning 20XX Approval Process you just imported, and double-click it.



27. On the right side of the dialog, click **Start Process** to enable the workflow in the system.



28. At the Confirmation prompt, click **OK**.

Proceed to Step 3: Confirm configuration of Axiom Capital Tracking for next year's planning cycle.

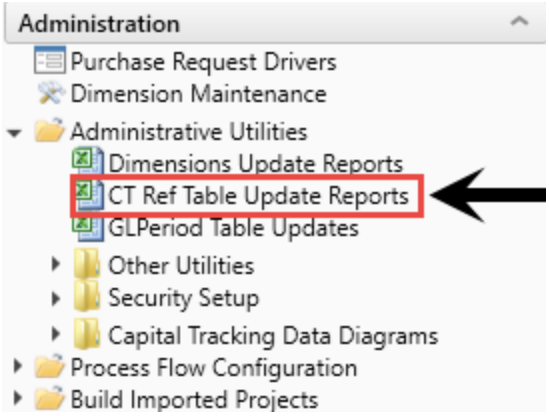
Step 3: Confirm configuration of Axiom Capital Tracking for next year's planning cycle

There are two worksheets in the CT Ref Table Update Reports workbook that - while not drivers themselves - are functionally similar. Each of these worksheets allow you to select the fields that a user is required to complete to submit a purchase request.

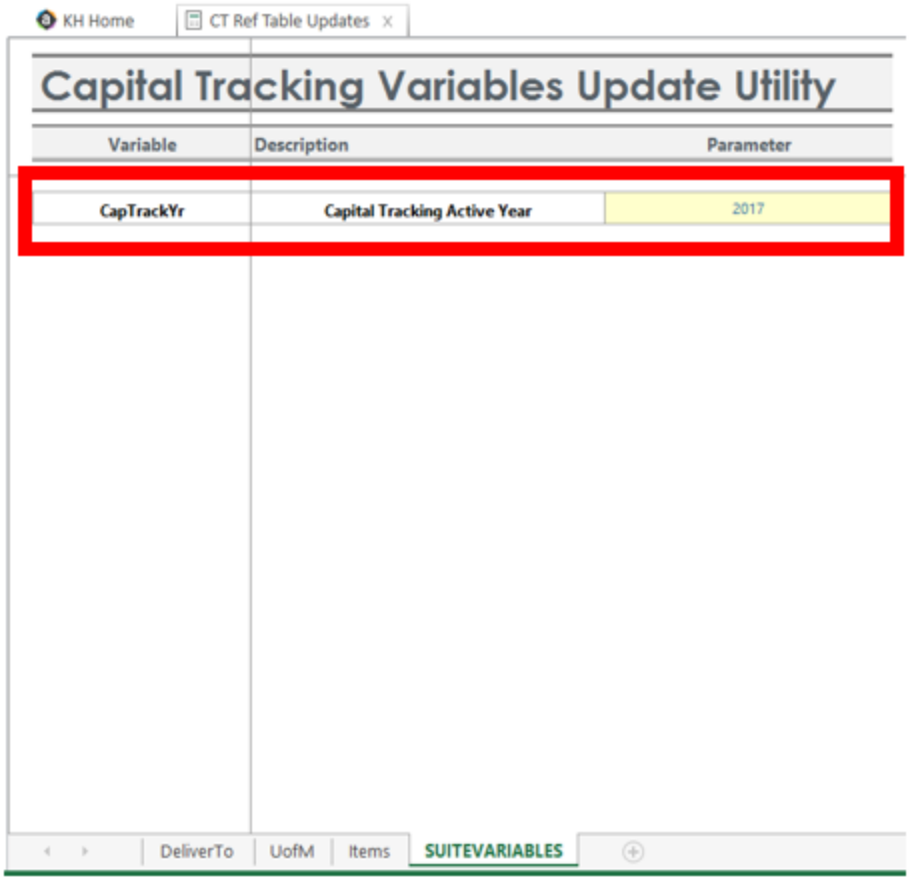
NOTE: Your organization normally updates this table at the beginning of each fiscal year.

To configure capital tracking for next year's planning cycle:

1. In the **Cap Track Admin** task pane, in the **Administration** section, click **Administrative Utilities**, and double-click **CT Ref Table Update Reports**.



2. Select the SUITEVARIABLES worksheet, and update the **CapTrackYr** to the current fiscal year. You should only make this update after the new fiscal year begins.



3. To update the Capital Tracking Active Year in the system, click **Save**.

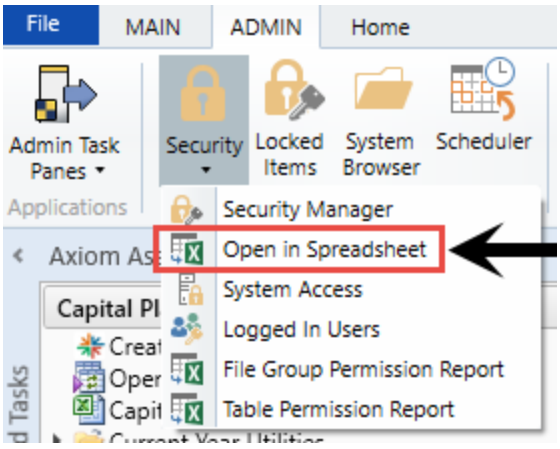
Proceed to Step 4: Configure security for the new file group.

Step 4: Configure security for the new file group

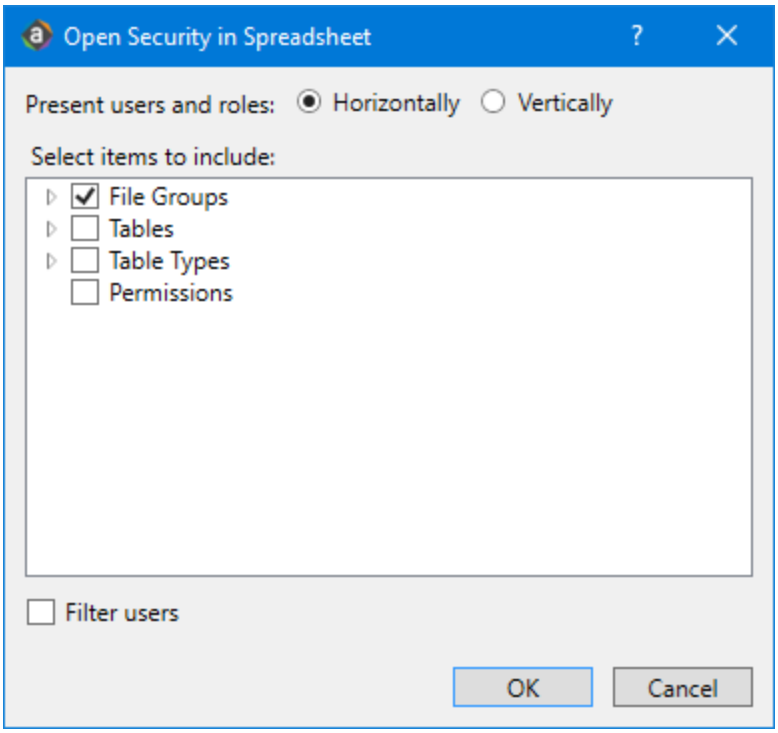
You do not need to update the security for the user filters, but you do need to update the security for the new file group added with the installation.

To configure security for the new file group:

1. In the **Admin** ribbon tab, in the **System Management** group, click **Security > Open in Spreadsheet**.



2. In the **Open Security in Spreadsheet** dialog, select the **File Groups** check box, and unselect all other check boxes, and then click **OK**.



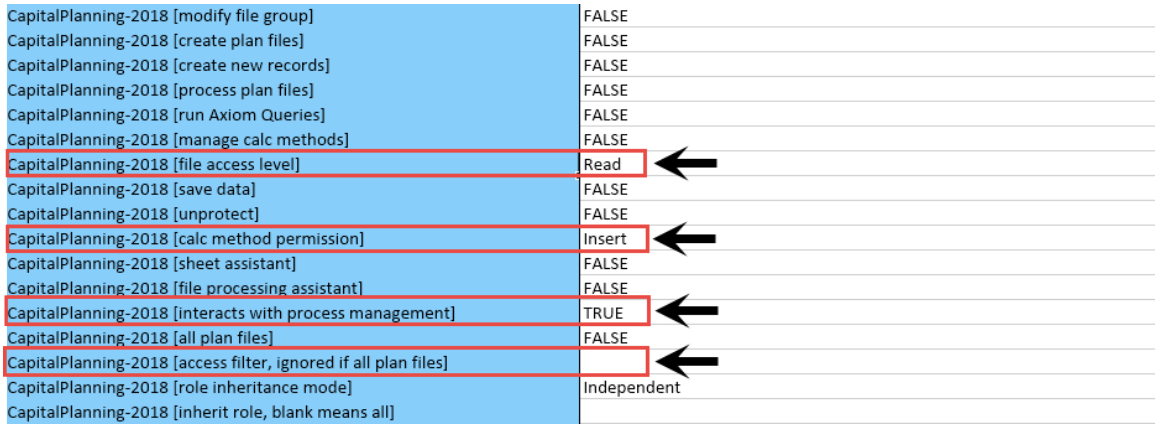
3. Set up the new file group security with the same settings and user filters used for the previous file group. Copy the entire row from the previous file group, and paste to the same row for the new file group.

   [file access level] = Read

   [calc method permission] = Insert

   [interacts with process management] = TRUE

[access filter, ignored if all plan files] = should be the same as previous File Group



4. After you are done making changes, in the **Main** ribbon tab, click **Save**.

Proceed to Step 5: Run the CP Annual Rollforward utility.

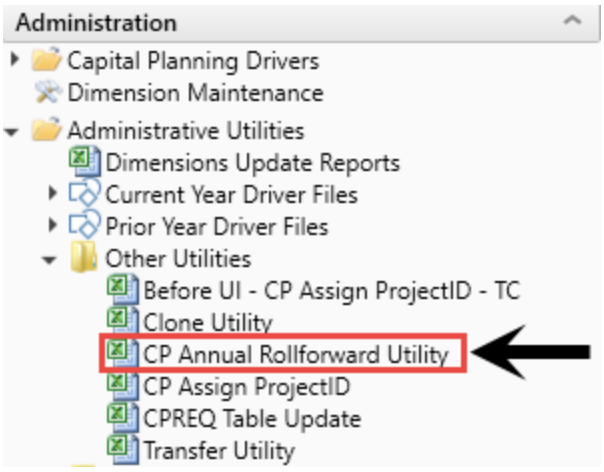
Step 5: Run the CP Annual Rollforward utility

Use this utility to copy all driver file settings and configurations to the next planning year.

IMPORTANT: Saving the data after you run this utility will overwrite existing data in the CP_Next Year file group drivers. Be sure that you have performed the previous roll forward instructions before saving this report.

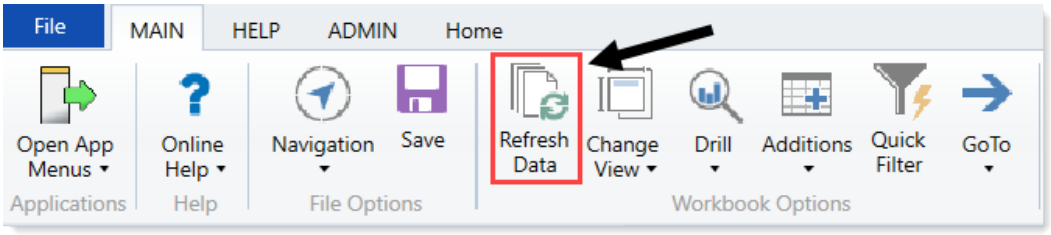
To run the CP Annual Rollforward utility:

1. In the Cap Plan Admin task pane, in the **Administration** section, click **Administrative Utilities > Other Utilities**, and double-click **CP Annual Rollforward Utility**.



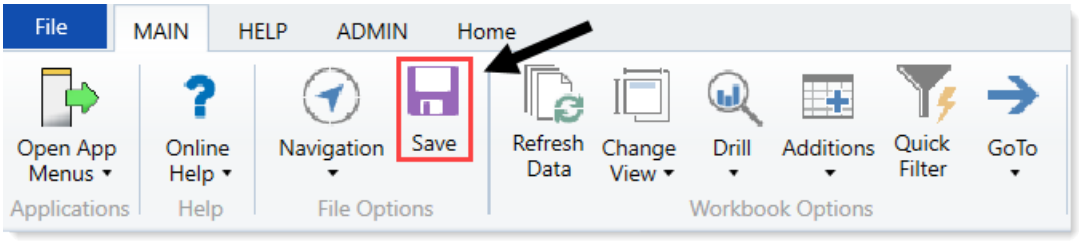
2. Refresh the data by doing one of the following:

- In the **Main** ribbon tab, in the **Workbook Options** group, click **Refresh Data**.



- Press **F9**.

3. Verify that the data loaded correctly.
4. When you are ready to save the data to the database, in the **Main** ribbon tab, click **Save**.



9

Managing System Administration

This section includes topics related to system administration tasks for Axiom Capital Tracking.

Working with Dimensions

Dimensions represent the key index fields for the Axiom Software database. All data in the system is associated with one or more dimensions. When first implementing Axiom Capital Tracking, a Syntellis Implementation Consultant helps you configure the dimension tables to reflect the structure and processes of your organization.

A few examples of dimension tables include:

- **DEPT** – Similar to Entity, the DEPT dimension table contains records for each department within an organization (For example, radiology, emergency, finance, and so on).
- **CAPACCT** – The CAPACCT dimension table contains records for capital GL accounts used in capital planning calculations.
- **PAYOR** – The PAYOR dimension table includes records for records to be used in capital planning pro forma templates.
- **CODE** – The CODES dimension table contains records for storing back input fields in both pro forma and summary plan files.
- **VENDOR** – The VENDOR dimension table contains vendor records to be used in both Capital Planning and Capital Tracking for both purchasing and reporting. While this table is not truly a dimensions table, it is heavily utilized in Capital Tracking and therefore warrants a specific call out as tables that must be maintained.

Working with the Dimension Maintenance Utility

Your organization may use multiple distinct Entity Management branches within your structure to help manage your Axiom products. It might be the responsibility of each local product administrator to maintain their own elements within dimensions for each Axiom product that your organization is licensed for. Additionally, and ideally, each administrator should not be able to modify elements outside of their area, otherwise, reports and processes could be negatively impacted.

The Dimension Maintenance Utility allows the administrator for a local branch to manage only grouping columns within a dimension and limits this dimension to only the elements that the administrator has access to.

IMPORTANT: Version 2017.1 and higher includes a variety of security changes to enable this tool. The dimension tables have been restricted to read-only access until the system administrator configures a user for dimension maintenance security. For more information, see Editing the security rights for a user.

The Dimension Maintenance Utility allows administrators to:

- Have multi-user and filtered access to key universal dimensions.
- Restrict dimension grouping column maintenance to specified product grouping columns.
- Create dimension grouping columns, and assign them to products.
- Add new records and update all validated grouping columns, even when they are outside of that product range.
- Create dimension grouping columns that automatically display in an organized manner.

To enable the Dimension Maintenance functionality described above, the following features were created:

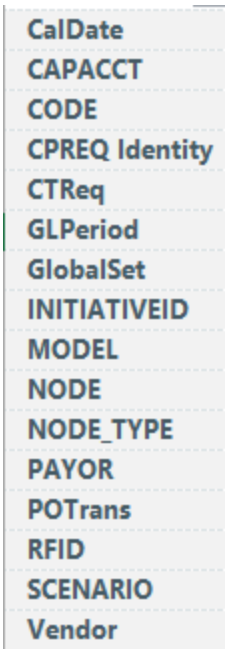
- In the Edit Data Structure mode, administrators can manage grouping columns using datasets.
- In the Dimension Maintenance Utility, depending on their roles, users can select the products and dimensions to maintain.
- Using the security feature in the Dimension Maintenance Utility, for each product, administrators can quickly assign write filters to those users who have an administrator role assigned to them.

The following table represents which dimensions are part of each product. A check mark means users can access the dimension using the Dimension Maintenance Utility, but the records each user can edit depends on the security filter applied to each.

	Management Reporting Admin	Budgeting Admin	Rolling Forecast Admin	Capital Planning Admin	Capital Tracking Admin	Cost Management Admin	Costing Admin	DSS Admin	Financial Plan Admin
ACCT	✓	✓	✓			✓	✓		✓
CDMCode	✓	✓					✓	✓	
COSTCAT							✓	✓	
COSTITEM							✓	✓	
COSTMETHOD							✓		
COSTPOOL							✓	✓	
CPT	✓	✓					✓	✓	
DATATYPE	✓	✓							
DEPT	✓	✓	✓	✓	✓	✓	✓	✓	✓
ENTITY	✓	✓	✓	✓	✓	✓	✓	✓	✓
FINCLASS	✓	✓						✓	
ICATEGORY						✓			
INSPLAN							✓	✓	
IRESULTS						✓			
ITYPE						✓			
JOBCODE	✓	✓				✓	✓		✓
LOCATION	✓	✓					✓	✓	
METRICID						✓			
PAYTYPE	✓	✓				✓	✓		
PROVIDER	✓	✓					✓	✓	
REVCODE							✓	✓	
RFCODE			✓						✓
RFGROUP			✓						✓
YRMO							✓	✓	

The following dimension tables are not affected by this update and are not part of the Dimension Maintenance Utility. Each of these dimensions retain:

- Full edit rights, per authorized user.
- Ability for direct table edit.
- Leverage existing edit tools as you have used in the past.



Configuring the Dimension Maintenance Utility

To configure the Dimension Maintenance Utility, do the following:

1. Configure the utility to assign any custom dimension grouping column to their respective products. For more information, see Assigning an existing grouping column to a dataset (product).
2. Configure the security for each administrator user in the utility. You must apply a dimension filter to any member that you want to have edit rights. If **NotConfigured** displays, then the user does have edit ability. A filter grants users edit abilities for those records within the assigned filter. For more information, see Editing the security rights for a user.
3. Review and test the Dimension Maintenance Utility.

Editing the security rights for a user

You can only access the security management feature of the Dimension Maintenance Utility if you are assigned the security administrator role.

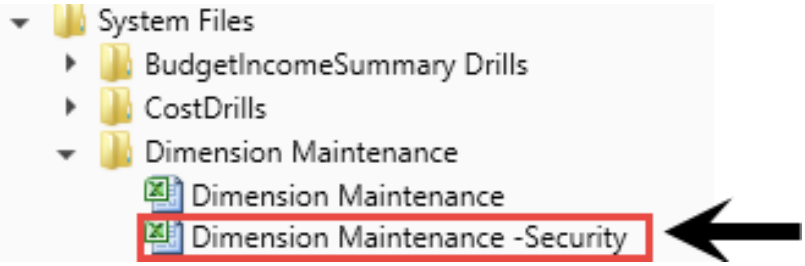
With Dimension Maintenance - Security, you can set in bulk the security rights for all users assigned a product administrator role for all dimensions for a specific dataset (product).

NOTE: If a user is assigned as an administrator for a product and as a user for another product, the user can only access the tables for the product they are administrator of. For example, if a user is a product administrator for Axiom Cost Accounting and a user for Axiom Budgeting and Performance Reporting, the user would only be able to edit the dimensions for Axiom Cost Accounting.

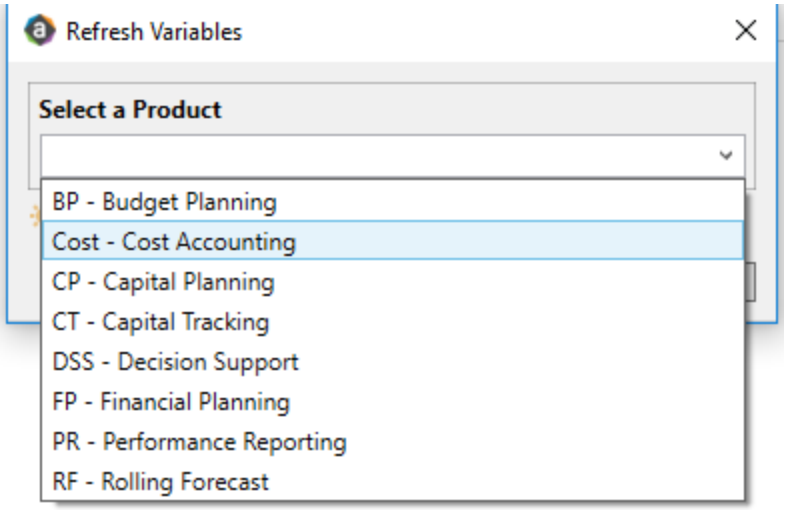
IMPORTANT: For a user (with a product administrator role) to edit a dimension, you must first assign them security rights using this utility.

To edit the security rights for a user:

1. From the **Explorer** task pane, in the **Reports Library** section, select **System Files > Dimension Maintenance**, and double-click **Dimension Maintenance - Security**.



2. In the **Select a Product** drop-down, select the product to display the respective product administrators, and click **OK**.

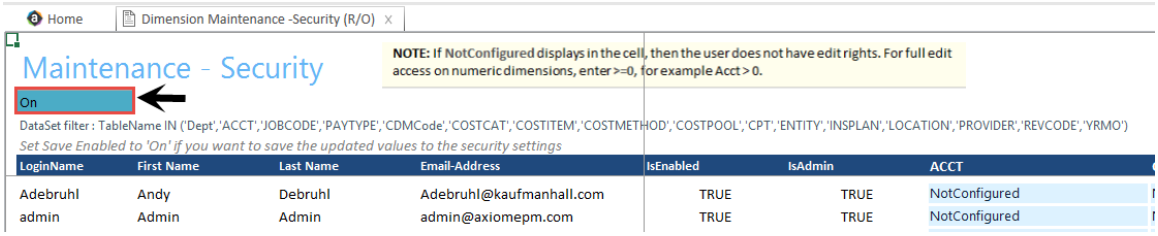


3. Select a user, and do one of the following:

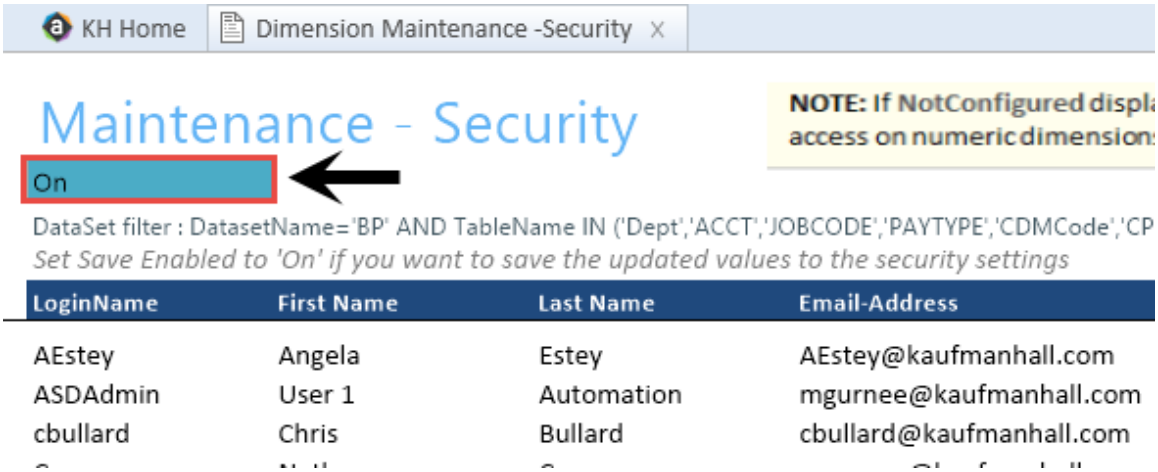
IMPORTANT: If **NotConfigured** displays in the cell, then the user does not have edit rights. For full edit access on numeric dimensions, enter **>= 0**, for example Acct > 0.

To...	Then...
Use the filter wizard to specify the security rights	a. Right-click the cell to edit. b. Select **Axiom Wizards > Filter Wizards**. c. Use the **Filter Wizard** to select and specify the security rights for a product administrator. For more information on using the Filter Wizard, do the following: i. On the **Main** ribbon tab, click **Help**. ii. In the left navigation pane, click **Reference > Filters > Filter Wizard**.
Enter the security rights manually	Click in a cell, and type the rights.

In the following example, Angela is not authorized to edit the ACCT dimension. She can, however, edit the DEPT dimension records for departments that belong to Entity 2.



4. In the **Maintenance - Security** table, at the top of the utility, **On** indicates saving will post changes to the database.



NOTE: The ability to save is initially enabled (On). Clicking **Save** on the **Main** ribbon tab posts any changes to the database.

5. In the **Main** ribbon tab, click **Save**.

Assigning an existing grouping column to a dataset (product)

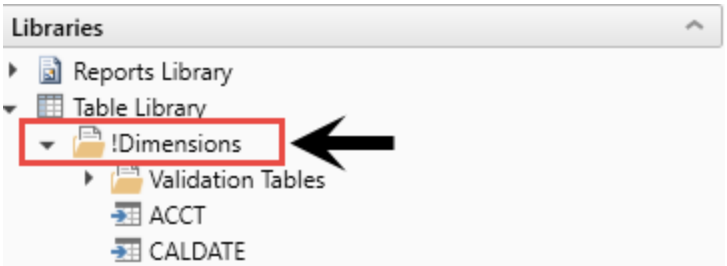
You can associate each grouping column you create with multiple licensed products. The assignment determines which product each column gets displayed under within the Data Maintenance utility.

NOTE: You can only perform assignments for custom columns that your organization has added. We recommend that you do not change the assignments of any standard columns included with the product.

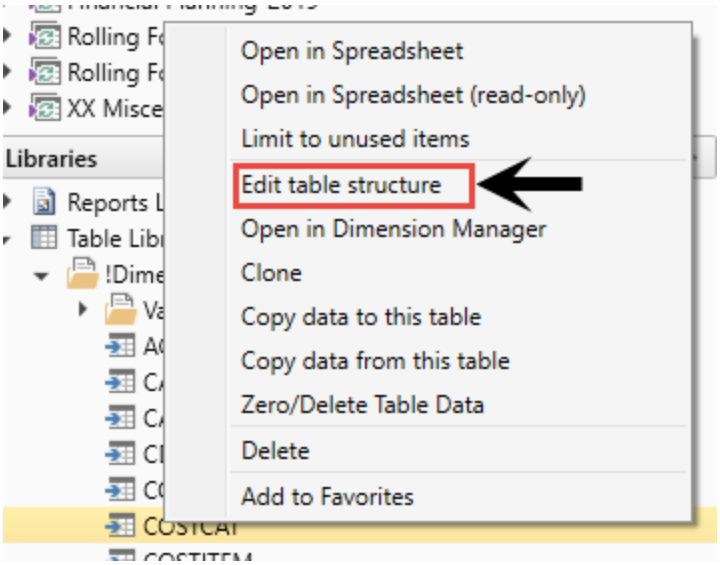
IMPORTANT: Make sure to define a default value entry for the column. To do this, complete steps 1-8 of Creating a grouping column.

To assign an existing dimension grouping column to a dataset (product):

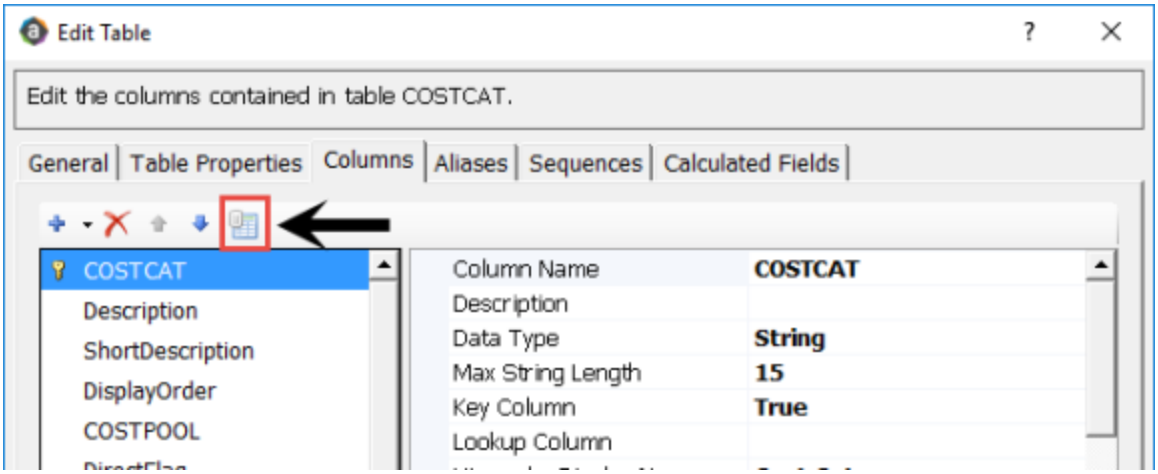
1. From the **Explorer** task pane, in the **Libraries** section, click **Table Library > !Dimensions**.



2. Right-click a dimension, and select **Edit table structure**.

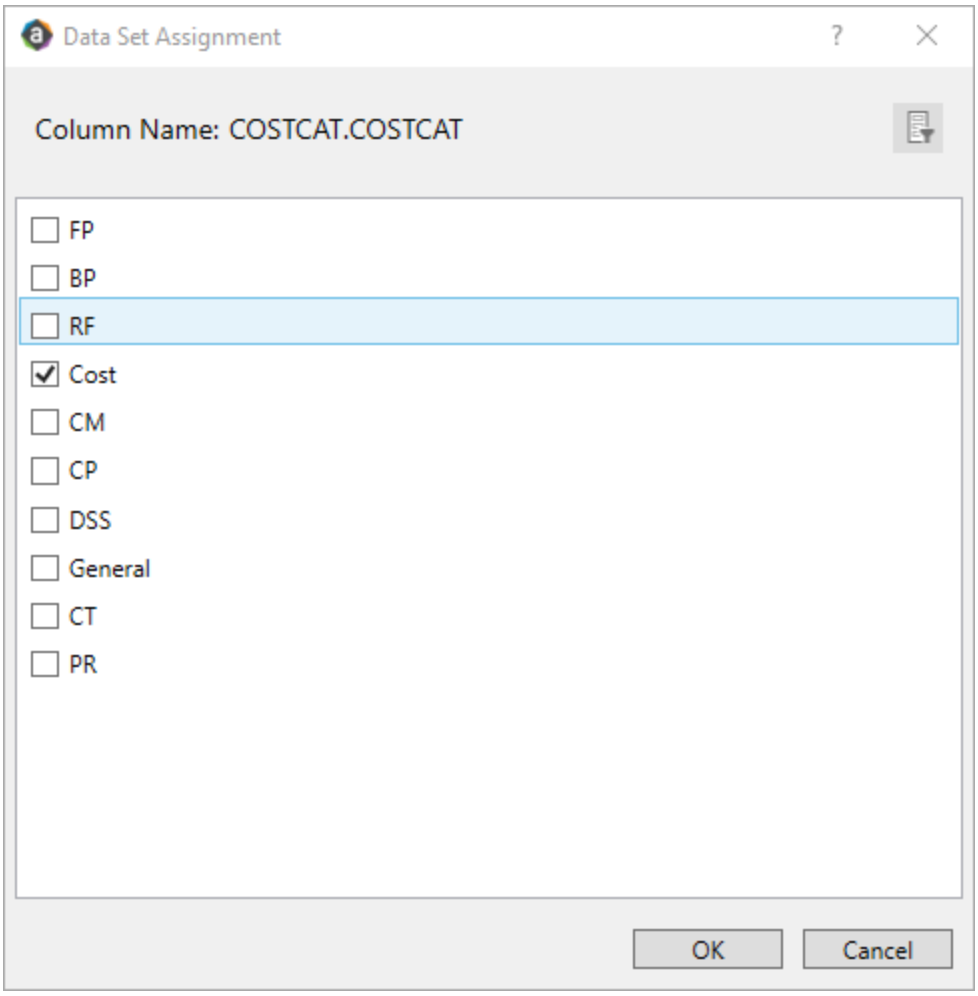


3. In the **Edit Table** dialog, click the **Columns** tab.
4. In the list of columns, select a column to assign, and click the **Assign Column to Data Sets** button.



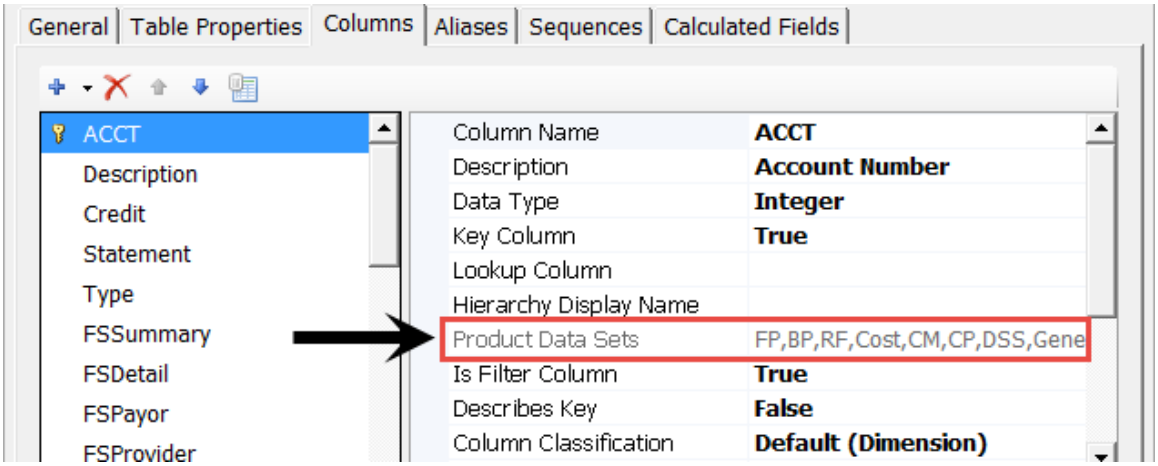
5. In the **Data Set Assignment** dialog, in the list of data sets (products) that have predefined for you, select the checkbox next to the products to assign this grouping column to, and click **OK**.

> **NOTE:** The list that displays will vary depending on the Axiom Healthcare Suite products you are licensed to use.



Product	Product Node
Budget Planning	BP
Financial Planning	FP
Rolling Forecast	RF
Cost Accounting	Cost
Cost Management	CM
Capital Planning	CP
Decision Support	DSS
Capital Tracking	CT
Performance Reporting	PR
Available to all related products	General

After you select the products, they display in the **Edit Table** dialog in the **Product Data Sets** field.



6. In the **Edit Table** dialog, click **OK**.

Managing dimensions

After you configure the Dimension Maintenance Utility and set the security rights for the appropriate users, they can access the utility from the Administrator task pane to manage and configure dimensions. The products and dimensions a user can access will vary depending on their role. As an administrator, you can select all of the Axiom Software products.

Many dimensions are shared across multiple Axiom Healthcare products, which you can edit using the Dimensions Maintenance Utility (as long as you have the proper permissions). However, some dimensions that are specific to Axiom Capital Tracking can only be modified using the Dimension Update Reports utility. These dimensions include the following:

- CAPACCT
- CODE
- PAYOR
- SUITEVARIABLES
- VENDOR

Creating a grouping column

Some dimension tables include grouping columns that allow data associated with those records to share common settings or be rolled up into larger groups for calculation or reporting purposes.

NOTE: If you created a custom grouping column in Axiom Capital Tracking version 2016.4 or earlier, you need to assign it to a data set (product). For instructions, see Assigning an existing grouping column to a dataset (product).

Here are a few guidelines for naming your columns:

- Keep the descriptions of grouping columns short and simple.
- Avoid using common English words in your grouping column names, such as Interface or Union. Instead, combine words to come up with column titles such as IntGroup.
- It is good practice to fill out each grouping column for every element (table row).
- Spaces are not allowed. Use the underscore to separate upper/lower case words.
- Grouping columns cannot start with a number, but they may include a number.

To create a grouping column:

1. In the **Explorer** task pane, in the **Libraries** section, click **Table Library > !Dimensions**.
2. Right-click the dimension table to add the grouping column to, and select **Edit table structure**.
3. In the **Edit Table** dialog, click the **Columns** tab.
4. Above the list of column names on the left side of the tab, click the **+** button.
5. In the **Column Name** field, type a name for the new column.

   IMPORTANT: Use only alphanumeric characters in group column labels.

6. In the **Data Type** field, click the drop-down button, and select **String**.
7. In the **Default Value** field, type a default value that displays to the user.
8. Click **Apply**.
9. In the list of columns, select the column you just added.
10. Above the list of columns, click the **Assign Columns to Data Sets** button.
11. In the **Data Set Assignment** dialog, select the checkbox for any Axiom Healthcare Suite products to add to the column to, and click **OK**.
12. In the **Edit Table** dialog, click **OK**.
13. To view the new column, in the **Main** ribbon tab, click **Refresh Data**.

The new grouping column now displays in the dimension.

Editing a dimension

The Dimension Maintenance Utility allows you to edit the grouping columns for one or more products, but the product options available to you depend on the role assigned to you. Axiom Financial Planning administrators have rights to Financial Planning dimensions, Axiom Capital Planning and Capital Tracking administrators have rights to Capital dimensions, and so on.

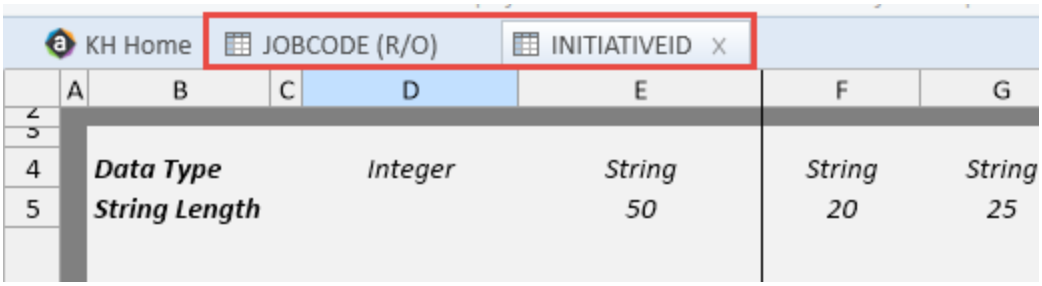
TIP: You never edit database tables directly in the database. Instead, data is pulled into spreadsheets, where you can edit the data and then subsequently save it back to the database.

The columns that display depend on what products each column is assigned to using the Data Set Assignment.

When editing dimensions, keep in mind the following:

- The products you select determine the columns you can view.
- The dimension you select determines the table you can edit.
- Your role determines the records you can edit.

Some dimensions are not included in the Dimension Maintenance Utility. You can continue to access and modify these dimensions from the Axiom product's Admin task pane, as usual. If the dimension you open displays as read-only, this means that you need to use the Dimension Maintenance Utility to modify it. For example, in Axiom Budgeting, when you open the DEPT dimension from **Bud Admin task pane > Budget System Maintenance > View Dimension Tables**, the tab displays DEPT R/O. Though you can view the dimension, you need to use the Dimension Maintenance Utility to edit it. On the other hand, if you open the INITIATIVEID dimension, the tab does not display R/O. This means that you can modify the dimension as usual. This is because the INITIATIVEID table is not included in the list of tables that are maintained via the Dimension Maintenance Utility. For a list of dimensions not included in the Dimension Maintenance Utility, see the Overview section.



IMPORTANT: Edit dimension data with extreme care, as any errors introduced could cause problems throughout the system. Do not modify fields not described in Axiom documentation.

After you select the product(s) and dimension to edit, the Dimension Maintenance Utility refreshes itself and displays the different products and the columns that belong to them for the dimension. As seen in the following example, the columns display in groups.

TIP: It is not always necessary to populate every field. Enter as much information in the dimension table as you have available.

Maintenance

Dimension : PAYTYPE

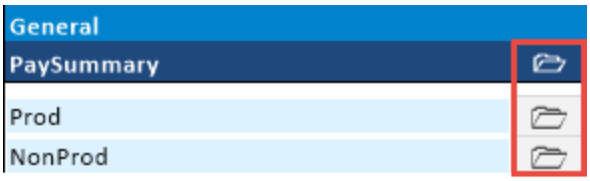
DataSet filter : (DataSetname IN ('General','BP') OR DataSetName = '')

(*) the column is duplicate. Only the first instance will be saved back

		General						BP			
PAYTYPE	Description	PaySummary		PayDetail		FTE		Empl_Detail		KHAInt	
P0001	Regular	Prod		Regular		Yes		Z_Employee		JobCode	
P0004	Paid Time Off	NonProd		NonProd		Yes		Z_Employee		JobCode	
P0006	Sick Pay	NonProd		NonProd		Yes		Z_Employee		JobCode	
P0008	Jury Duty	NonProd		NonProd		Yes		Z_Employee		JobCode	
P0009	Education	Prod		Regular		Yes		Z_Employee		JobCode	
P0011	Payroll Adjustments	Prod		Regular		Yes		Z_Employee		JobCode	
P0014	Personal Development	Prod		Regular		Yes		Z_Employee		JobCode	
P0015	Med Tech Pay	Prod		Regular		Yes		Z_Employee		JobCode	
P0016	Extra Shift	Other		Other		No		Z_Employee		Dollars	
P0019	Education	Prod		Regular		Yes		Z_Employee		JobCode	
P0020	Call Pay	Other		Other		No		Z_Employee		Dept	
P0022	Call-Back	Prod		Overtime		Yes		Z_Employee		JobCode	
P0024	Sick Pay	NonProd		NonProd		Yes		Z_Employee		JobCode	
P0028	PDO Cash-In	Other		Other		No		Z_Employee		NA	
P0030	Additional Pay	Other		Other		No		Z_Employee		Dept	
P0031	Retroactive Pay	Prod		Regular		Yes		Z_Employee		JobCode	
P0035	Hol/Flt Pool Bonus	Prod		Regular		No		Z_Employee		Dollars	
P0037	Suppl Staff-Hourly	Prod		Regular		Yes		Z_Employee		JobCode	
P0039	Additional Pay	Other		Other		No		Z_Employee		Dollars	
P0050	Recognition Pay	Other		Other		No		Z_Employee		Dollars	
P0051	Sign On Bonus	Other		Other		No		Z_Employee		Dollars	
P0054	Incentive Pay	Other		Other		No		Z_Employee		Dollars	

In the blue cells, you can do the following:

- Choose from a list of validated values by double-clicking the folder in the column next to the grouping column.



- Enter free-form values, though we recommend that you take into consideration any existing values or rules for that column.

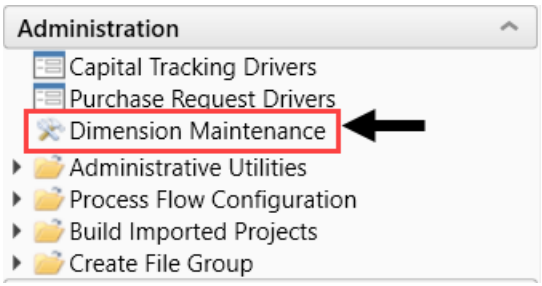
Grouping columns tagged as General display first, as shown in the previous example. General columns are typical reference fields leveraged by multiple products. Each subsequent grouping displays based on the products you selected. Records display depending on the security assigned to you. For example, if a no write filter is assigned for that member, the dimension will return no records. For more information, see Editing the security rights for a user.

IMPORTANT: If you are not sure whether to edit a cell, contact your system administrator.

Some columns in dimensions tables are validated, allowing only certain predefined values. If you enter an invalid value, an error will occur when you save, specifying the cell so you may make a correction and save again.

To edit a dimension:

1. Launch the Dimension Maintenance Utility.
2. In the Cap Track Admin task pane, in the **Administration** section, double-click **Dimension Maintenance**.



3. In the **Refresh Variables** dialog, do the following, and click **OK**:

    a. In the **Select The Product To Edit** drop-down, select the product.

    > **NOTE:** The list of products that display is determined by the Axiom product licenses that your organization owns.

    b. In the **Select a Dimension to Edit** drop-down, select the dimension.

    c. In the **Optional Data Filter** field, do one of the following:

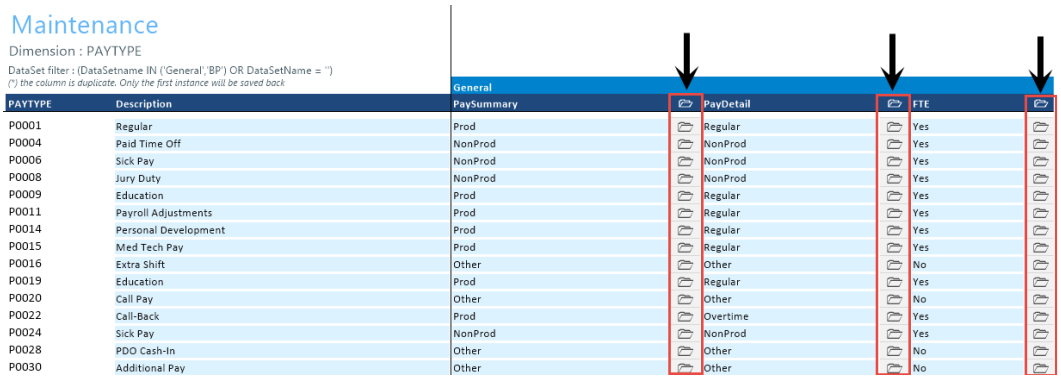
    - Type a filter syntax.
    - To select an existing filter or create a filter that you can save for later use, click **Select Filter**.

4. To retrieve a smaller subset of data, you can use the **Quick Filter** in the **Workbook Options** of the **Main** ribbon tab.

    For detailed instructions on how to use the feature, see Applying a Quick Filter to a report.

5. Enter the dimension member attribute information in the appropriate cells. You can type a value in the cell free-form or select from a list of existing validated values. These are represented with a folder icon next to the grouping column. You can do one of the following to enter validated values:

    - Next to the column, double-click the folder icon. In the **Choose Value** dialog, select the value, and click **OK**.



- If you have a large number of entries to make, instead of opening each folder, you can copy and paste the validated value to other cells in the same column.

IMPORTANT: Do not change the format of cells in dimensions (e.g., number, date, percentage, and so on).

6. After you finish making your changes, in the **Main** ribbon tab, click **Save**.

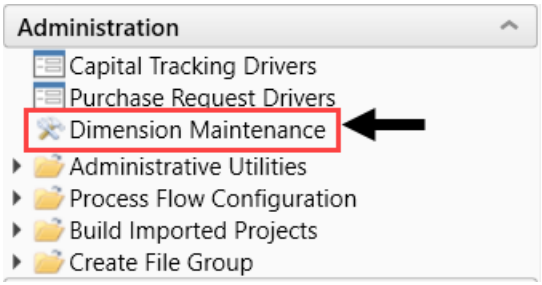
NOTE: If a column is missing, then it is assigned to a different dimension or not assigned. For more information, see Assigning an existing grouping column to a dataset (product).

Adding a dimension record

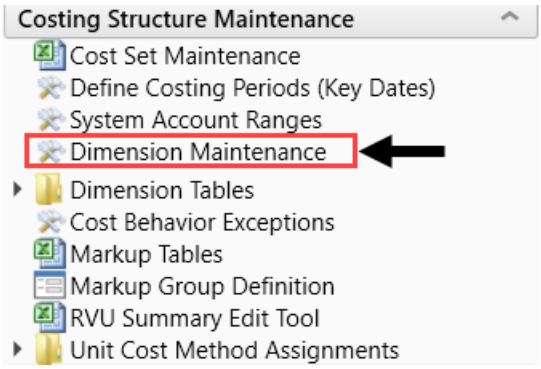
When you save the new dimension record, it displays in the existing table on the next utility refresh.

To add a dimension record:

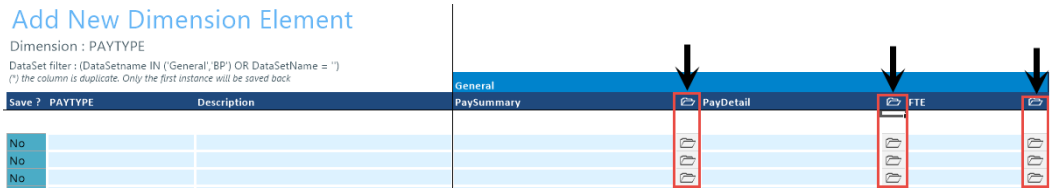
1. Launch the Dimension Maintenance Utility.
2. In the Cap Track Admin task pane, in the **Administration** section, double-click **Dimension Maintenance**.



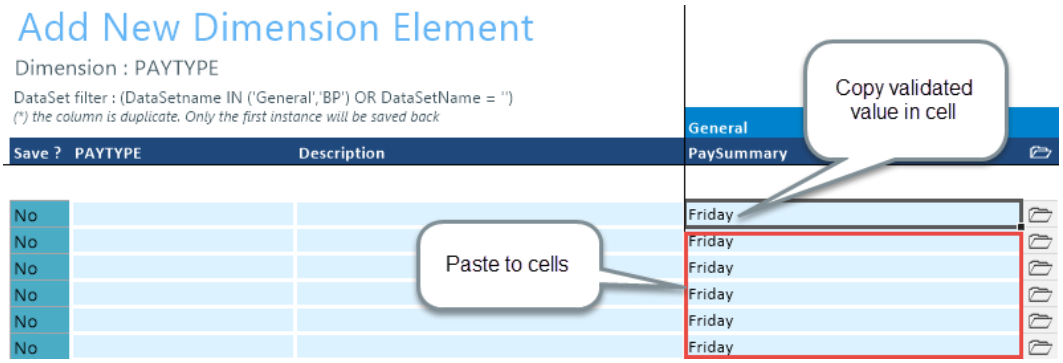
3. In the Cost Accounting Admin task pane, in the **Costing Structure Maintenance** section, double-click **Dimension Maintenance**.



4. To select the product to add the new dimension record, do the following:
    a. Press **F9** or in the **Main** ribbon tab, in the **Workbook Option** group, click **Refresh Data**.
    b. In the **Refresh Variables** dialog, from the **Select The Product To Edit** drop-down, select the Axiom Healthcare Product.
    c. From the **Select a Dimension to Edit** drop-down, select the dimension.
    d. Click **OK**.
5. At the bottom of the workbook, click the **Add_New_Dimension** tab.
6. You can type a value in the cell free-form or select from a list of existing validated values. These are represented with a folder icon next to the grouping column. You can do one of the following to enter validated values:
    - Next to the column, double-click the folder icon. In the **Choose Value** dialog, select the value, and click **OK**.

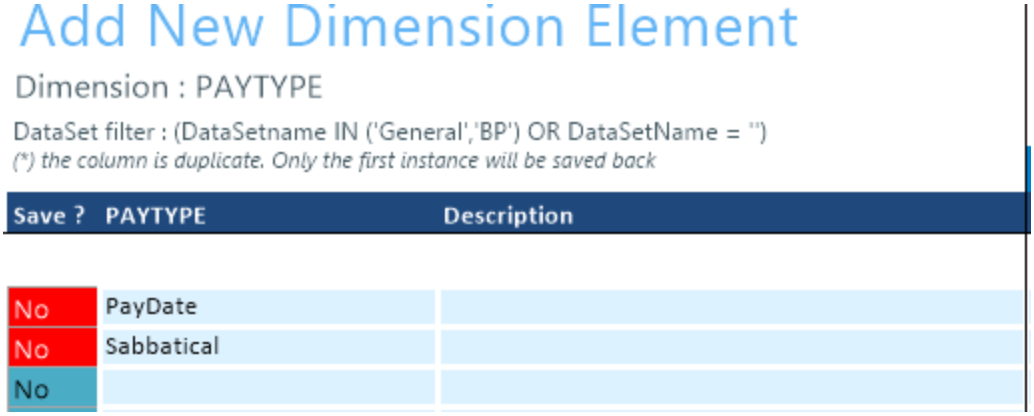


    - If you have a large number of entries to make, instead of opening each folder, you can copy and paste the validated value to other cells in the same column.



7. For each record to create, in the **Save?** cell, click the drop-down box, and select **Yes**.

   If you do not select Yes, the **Save ?** cell for the new dimension displays No with a red background as a reminder that you need to save your changes. If you do not save your changes, the default values you enter will not display. If you leave the values unpopulated, the system will populate the defaults using those defined in the column properties in the dimension table.



8. In the **Main** ribbon tab, click **Save**.

Upon Save, the new record posts to the database and the utility refreshes, moving the newly saved record to the **Dimension Maintenance** tab.

IMPORTANT: When adding new records, the field used as that user's security filter must be completed and within their filter before it will save successfully. If it is not, the system displays a message that you cannot post this record to the database because it is outside of your write filter. For example, if a security administrator using the Dimension Maintenance Security provides a filter for Angela to grant her edit rights to the Department dimension for Entity =2, then Angela must enter 2 in the Entity column before saving. For more information about setting up security for the Dimension Maintenance Utility, see Editing the security rights for a user.

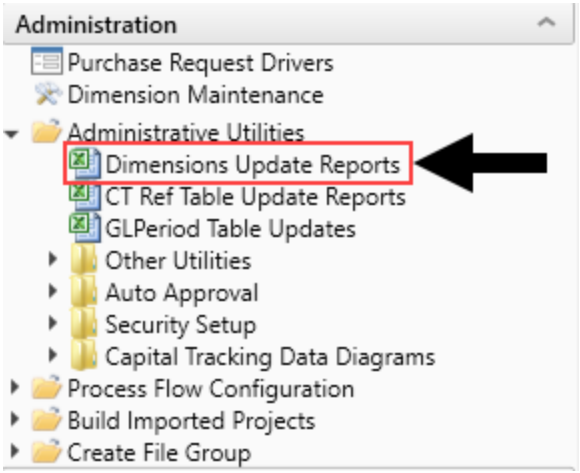
Updating the CAPACCT dimension

While the Dimension Maintenance Utility allows you to modify many of the dimensions shared across Axiom Healthcare Products, many of the dimensions specific to Axiom Capital Tracking can only be modified using the Dimensions Update Reports utility. One of these dimensions is CAPACCT.

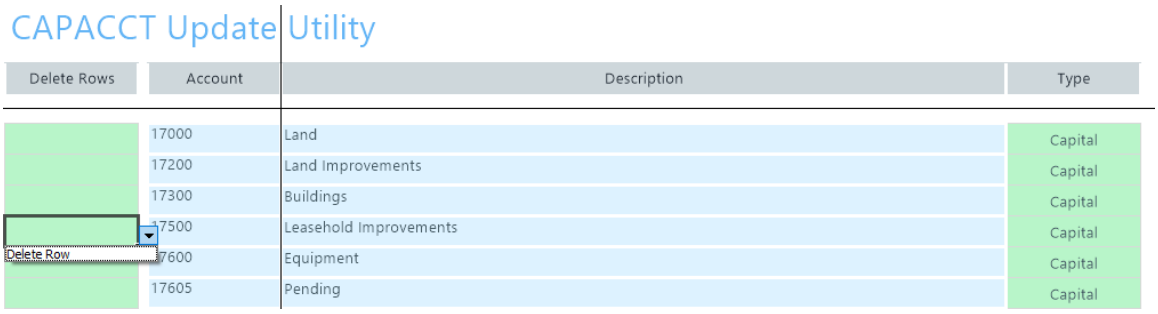
The CAPACCT dimension table contains all of the available capital and operating accounts used in the Axiom Capital Planning and Capital Tracking systems.

To update the CAPACCT dimension:

1. In the Cap Track Admin task pane, in the in the **Administration** section, click **Administrative Utilities**.



2. Double-click **Dimensions Update Reports**.
3. Edit the following columns, as needed:
    - **Account** - The Axiom Software account number used for the Axiom Capital Planning and Capital Tracking systems. This can be the combination of the prime account and sub account, if that is how your GL system is set up. This number is set up by your Implementation Consultant and cannot be edited.
    - **Description** - The account description from the GL. Do not enter a description in all capital letters. To remove the all-caps format in the spreadsheet, use the Proper formula =Proper ().
    - **Type** - From the drop-down, select **Capital** or **Operating** to differentiate between the two types of accounts used in the Axiom Capital Planning and Tracking systems.
4. To delete a row, click the **Delete Rows** cell for the row to delete, and from the drop-down select **Delete Row**. The system will delete the row after you save the utility.



5. After making your changes, in the **Main** ribbon tab, click **Save**.

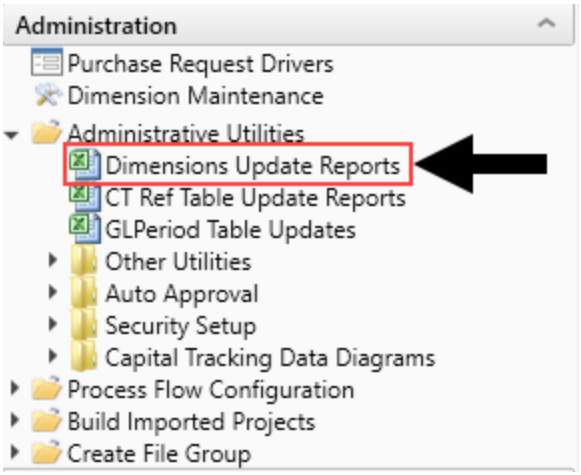
Updating the CODE dimension

While the Dimension Maintenance Utility allows you to modify many of the dimensions shared across Axiom Healthcare Products, some of the dimensions specific to Axiom Capital Tracking can only be modified using the Dimensions Update Reports utility. One of these dimensions is CODE.

The CODE dimension table contains all of the valid CODE items used in the Axiom Capital Planning, Axiom Capital Tracking, and Axiom Financial Planning systems.

To update the CODE dimension:

1. In the Cap Track Admin task pane, in the in the **Administration** section, click **Administrative Utilities**.



2. Double-click **Dimensions Update Reports**.
3. Edit the following columns, as needed:
    - **Capital Categories** - The code numbers are system generated and cannot be edited.
    - **Description** - A description for the code.
    - **Active** - From the drop-down, select to activate (**Yes**) or disable (**No**) the code.

NOTE: Codes cannot be deleted. They must be disabled if you not longer want to use them.

- **BPAcct** - Use to transfer capital projects to Axiom Budgeting by mapping the capital category codes to specific accounts. For more information, see Integration with Axiom Budgeting.

4. After making your changes, in the **Main** ribbon tab, click **Save**.

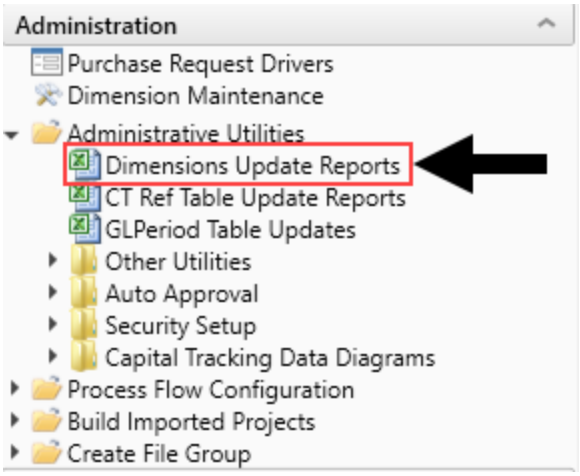
Updating the PAYOR dimension

While the Dimension Maintenance Utility allows you to modify many of the dimensions shared across Axiom Healthcare Products, many of the dimensions specific to Axiom Capital Tracking can only be modified using the Dimensions Update Reports utility. One of these dimensions is PAYOR.

The PAYOR dimension lists all of the defined payors used in Axiom Capital Planning, Axiom Capital Tracking, and Axiom Financial Planning systems.

To update the PAYOR dimension:

1. In the Cap Track Admin task pane, in the in the **Administration** section, click **Administrative Utilities**.



2. Double-click **Dimensions Update Reports**.
3. Edit the following columns, as needed:
   - **PAYOR** - The preset number associated with the payor. This number cannot be edited.
   - **Description** - A description for the payor.
   - **Capitated** - Select whether the provider is capitated (**Yes**) or not (**No**).

> **TIP:** Capitation is a payment arrangement for health care service providers. It pays a set amount for each enrolled person assigned to them, per period of time, whether or not that person seeks care.

4. After making your changes, in the **Main** ribbon tab, click **Save**.

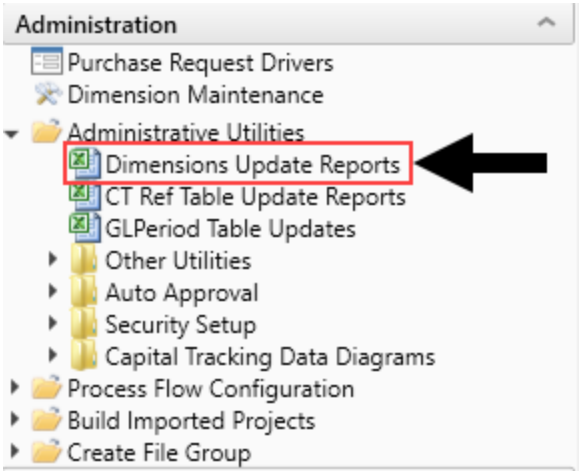
Updating the SUITEVARIABLES dimension

While the Dimension Maintenance Utility allows you to modify many of the dimensions shared across Axiom Healthcare Products, many of the dimensions specific to Axiom Capital Tracking can only be modified using the Dimensions Update Reports utility. One of these dimensions is SUITEVARIABLES.

The SUITEVARIABLES dimension includes a central table that each product can access to assist in mapping to the correct file group and/or table.

To update the SUITEVARIABLES dimension:

1. In the Cap Track Admin task pane, in the in the **Administration** section, click **Administrative Utilities**.



2. Double-click **Dimensions Update Reports**.
3. Edit the following columns, as needed:
    - **Variable** - The component name for the variable to be accessed by product and used as the lookup for the Variables page in reports and plan files.
    - **Description** - A description for the variable.
    - **Parameter** - The value to be accessed by a product to associate with a particular file group or table.
4. After making your changes, in the **Main** ribbon tab, click **Save**.

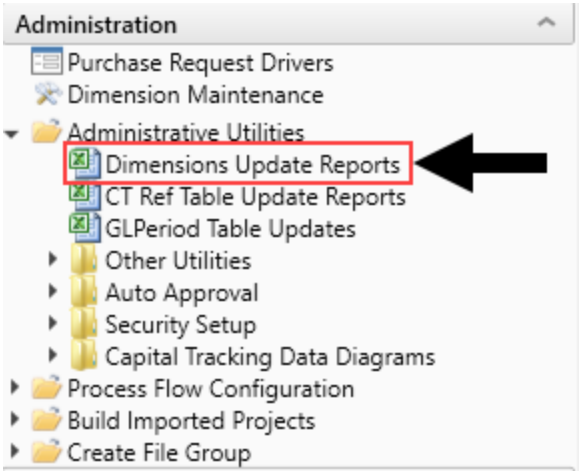
Updating the VENDOR dimension

While the Dimension Maintenance Utility allows you to modify many of the dimensions shared across Axiom Healthcare Products, some of the dimensions specific to Axiom Capital Tracking can only be modified using the Dimensions Update Reports utility. One of these dimensions is VENDOR.

The VENDOR dimension contains the list of the vendors used in the Axiom Capital Planning and Axiom Capital Tracking systems. Using the Dimensions Update Reports utility, you can not only configure the list of vendors but also determine if and how to display the list to users.

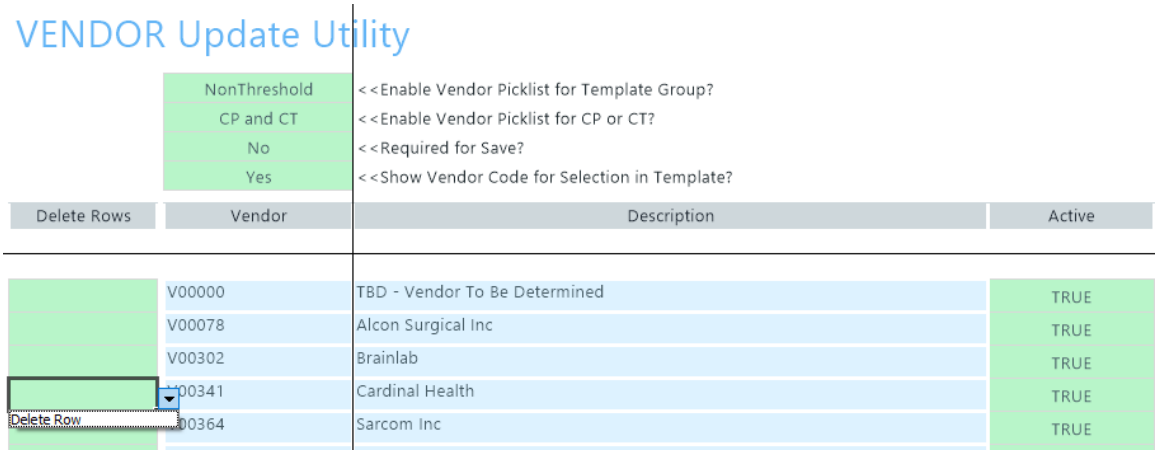
To run the Dimension Update Reports:

1. In the Cap Track Admin task pane, in the in the **Administration** section, click **Administrative Utilities**.



2. Double-click **Dimensions Update Reports**.
3. Edit the following cells and/or columns, as needed:
    - **Enable Vendor Picklist for Template Group?** - From the drop-down, select the template in which to use the vendor picklist.
    - **Enable Vendor Picklist for CP or CT?** - From the drop-down, select whether to use the vendor picklist in Capital Planning (**CP**), Capital Tracking (**CT**), or both (**CP and CT**).
    - **Required for Save?** - To require the user to select a vendor before saving the plan file, select **Yes**; otherwise, click **No**.
    - **Show Vendor Code for Selection in Template?** - To display the vendor code to the user, select **Yes**; otherwise, click **No**.
    - **Vendor** - The code used for the vendor.
    - **Description** - The name of the vendor.
    - **Active** - To include the vendor from the picklist that displays to users, from the drop-down, select **TRUE**. To exclude the vendor, select **FALSE**.

4. To delete a row, click the **Delete Rows** cell for the row to delete, and from the drop-down select **Delete Row**. The system will delete the row after you save the utility.



5. After making your changes, in the **Main** ribbon tab, click **Save**.

Dimension Tables

This section includes a description of all the dimensions used in Axiom Capital Tracking.

CAPACCT

The CAPACCT dimension table contains all of the available capital and operating accounts used in the Axiom Capital Planning and Capital Tracking systems. This table should only be updated using the Dimensions Update Utility in the Capital Planning Admin or Capital Tracking Admin task pane.

The following table lists all of the options available in this dimension table:

Column	Description
Acct	The Axiom Software account number used for the Axiom Capital Planning and Capital Tracking systems. This can be the combination of the prime account and sub account, if that is how your GL system is set up.
Description	The account description from the GL. Do not enter a description in all capital letters. To remove the all-caps format in the spreadsheet, use the Proper formula =Proper().
Type	The Capital or Operating to differentiate between the two types of accounts used in the Axiom Capital Planning and Tracking systems.

CODE

The CODE dimension table contains all of the valid CODE items used in the Axiom Financial Planning, Capital Planning, and Capital Tracking systems. This table should only be updated using the Dimensions Update Utility in the Capital Planning Admin, the Capital Tracking Admin task pane, or the Financial

Planning Admin task pane.

The following table lists all of the options available in this dimension table:

Column	Description
Code	The preset code used in Axiom Financial Planning.
Description	Identifies the Code description. Try to be as explicit as possible, avoid abbreviations, and use layman's terms. Descriptions should not be in all capital letters. To remove the all-caps format in the spreadsheet, use the Proper formula =Proper().
CodeUpdate	The mapping to code structure used in Hospital Advisor XI.
FSDetail	Used to identify line-item Financial Statement categories. For the naming convention, use the first letter of the type category with an underscore and then the category name. For example, R_IPRev, R_OPRev.
FSSummary	Used to identify summary-level Financial Statement categories. For the naming convention, use the first letter of the type category with an underscore and then the category name. For example, R_PatientRev or E_ Salaries.
Type	Used to identify the major Financial Statement category.
Category	Used to identify the detailed Financial Statement category.
SummaryCode	Identifies the code that each code summarizes to.
InterfaceCode	Reserved for future use.
Credit	Reserved for future use.
ActiveCode	Designates whether a CODE is active (**Yes**) or inactive (**No**) and can be added into a node.
Picklist	Used to determine which codes are available in each category within a node.
CalcMethod	Designates the associated calc method with the code, when applicable.
Allocation	Identifies codes designated as allocation specific.
AcuteCM	Designates if a CODE item is used as a calc method in Axiom Financial Planning.
CapitalCM	Designates if a CODE item is used as a calc method in Axiom Capital Planning and Axiom Capital Tracking.
BPAcct	Used to identify Axiom Budgeting accounts from the ACCT dimension.

CPREQ

The CPREQ dimension table lists all of the attributes for a capital project in the Axiom Capital Planning.

The following table lists all of the options available in this dimension table:

Column	Description
CAPREQ	The unique Identity number assigned to each capital project.
Description	The capital project description.
SOURCE	CP for Axiom Capital Planning, CT for Axiom Capital Tracking
Entity	The entity assigned to the capital project from the ENTITY table.
Dept	The department assigned to the capital project from the DEPT table.
ShortDescription	The short project description.
ProjType	The project type.
ProjTypeDetail	The project-type detail.
ProjID	The unique project identification number for the project.
Creator	The username for project creator.
Template	The template selected for the project.
Class	The class selected for the project from the Class picklist.
Reason	The reason selected for the project from the Reason picklist.
Priority	The priority selected for the project from the Priority picklist.
Category	The category selected for the project from the Category picklist.
SubCategory	Not used.
Justification	The project justification entered for the project.
StartYear	The capital planning year from the file group where the project is created.
PurchasePeriod	The purchase period selected for the project from the Purchase Period picklist.
RankExec	The executive rank entered from the Project Ranking report.
RankMgr	The manager rank entered from the Project Ranking report.
StatusComment	The Approval Status Comments entered from the Project Approval report.
Complete	The designation for the project completion. Valid entries include the following: • **Yes** • **No**
UnitCost	The unit cost for first year of capital project.
UnitQty	The Unit Quantity for first year of capital project.

Column	Description
S_UnitQty	The Unit Quantity for first year of capital project from the Project Selection report.
Vendor	The vendor selected for the project from the Vendor picklist.
Matrix	The matrix score calculated from the Decision Matrix selections.
ProjectGroup	The project group selected for the project from the Project Group picklist.
TaxRate	The tax rate entered for the capital project.
PickList01 - PickList16	The Picklist01-16 selected for the project from the Picklist01-16 picklists.
TextField01 - TextField10	The text entries for the TextField01-10 fields.
MatrixValue01 - MatrixValue05	The Matrix Values01-05 selected for the Decision Matrix fields.
MatrixDriver01 - MatrixDriver05	The Matrix Driver Values01-05 selected for the Decision Matrix fields.
AddCapResponse01 - AddCapResponse20	The Yes or No selections for each of the Additional Capital Questions 01-20.
LongDescription	The long description for the capital project.
Include_Commit	Designates if the capital project is included in the Project Selection report for the Actual results.
NonDisc_Commit	Designates if the capital project is non-discretionary in the Project Selection report for the Actual results.
NonDisc_NoCommit	Designates if the capital project is non-discretionary in the Project Selection report for the Scenario results.
Lock_NoCommit	Designates if the capital project is locked in the Project Selection report for the Scenario results.
Selection	Used to identify the selection.
PresentOrder	The presentation order for the Evaluator Scoring report.
AdjBudgetAvailable	Designates if the Adjusted Budget Available is greater than zero and the capital project has been marked as Approved.
ShowOnList	Designates if the project is shown in the workflow and the Open Capital Project window.
SaveTagDocID	Not used.
RebuildTemplate	Designates which template to use if the project was created using the Capital Project Import utility.

Column	Description
OrigBudget2014 - OrigBudget2040	The Original Budget 2014-2040 used in Axiom Capital Tracking.
CP_PM_Routing01 - CP_PM_Routing30	Used for the Manual Process Flow Assignment utility.
FPNode	The node mapping for the integration to Axiom Financial Planning.
FPMode	The model mapping for the integration to Axiom Financial Planning.
FPXfer	Designates whether the project is available for transfer to Axiom Financial Planning.
BPXfer	Designates whether the project is available for transfer to Axiom Budgeting and Performance Reporting.

CTREQ

The CTREQ dimension table lists all of the attributes for a capital project in Axiom Capital Tracking.

The following table lists all of the options available in this dimension table:

Column	Description
CAPREQ	The unique identity number assigned to each capital project.
ProjectID	The unique project identification number for the project.
Description	The capital project description.
SOURCE	CP for Axiom Capital Planning, CT for Axiom Capital Tracking.
CPCAPREQ	The CAPREQ identity from Axiom Capital Planning.
Entity	The entity assigned to the capital project from the ENTITY table.
Dept	The department assigned to the capital project from the DEPT table.
ShortDescription	The short project description.
ProjType	The project type.
ProTypeDetail	The project-type Detail.
Creator	The username for project creator.
Template	The template selected for the project.
Class	The class selected for the project from the Class picklist.
Reason	The reason selected for the project from the Reason picklist.
Priority	The priority selected for the project from the Priority picklist.
Category	The category selected for the project from the Category picklist.

Column	Description
SubCategory	Reserved for future use.
Justification	The justification for the capital project.
StartYear	The capital planning year from the file group where the project is created.
PurchasePeriod	The purchase period selected for the project from the Purchase Period picklist.
RankExec	The executive rank entered from the Project Ranking report.
RankMgr	The manager rank entered from the Project Ranking report.
CTRankMgr	The executive rank entered from the Project Ranking report in Axiom Capital Tracking.
CTRankExec	The manager rank entered from the Project Ranking report in Axiom Capital Tracking.
Status	The status of the request.
CTStatus	The approval status in Axiom Capital Tracking.
StatusComments	The approval status comments entered from the Project Approval report.
CTStatusComments	The approval status comments in Axiom Capital Tracking.
Complete	The designation for the project completion. Valid entries include the following: • Yes • No
UnitCost	The unit cost for first year of capital project.
UnitQty	The unit quantity.
S_UnitQty	The unit quantity for first year of capital project from the Project Selection report.
Vendor	The vendor selected for the project from the Vendor picklist.
Matrix	The matrix score calculated from the Decision Matrix selections.
ProjectGroup	The project group selected for the project from the Project Group picklist.
TaxRate	The tax rate entered for the capital project.
PickList01 - PickList16	The Picklist01-16 selected for the project from the Picklist01-16 picklists.
TextField01 - TextField10	The text entries for the TextField01-10 fields.

Column	Description
MatrixValue01 - MatrixValue05	The Matrix Values01-05 selected for the Decision Matrix fields.
MatrixDriver01 - MatrixDriver05	The Matrix Driver Values01-05 selected for the Decision Matrix fields.
AddCapResponse01 - AddCapResponse20	The **Yes** or **No** selections for each of the Additional Capital Questions 01-20.
LongDescription	Long description of the project.
IncludeCommit	Designates if the capital project is included in the Project Selection report for the Actual results.
NonDisc_Commit	Designates if the capital project is non-discretionary in the Project Selection report for the Actual results.
Lock_Commit	Designates if the capital project is Locked in the Project Selection report for the Scenario results.
Include_NoCommit	Designates if the capital project is not included in the Project Selection report for the Actual results.
NonDisc_NoCommit	Designates if the capital project is non-discretionary in the Project Selection report for the Scenario results.
Lock_NoCommit	Designates if the capital project is locked in the Project Selection report for the Scenario results.
Selection	Used in project selection; value is passed from Capital Planning when project is transferred.
PresentOrder	The Presentation Order for the Evaluator Scoring report.
AdjBudgetAvailable	Designates if the Adjusted Budget Available is greater than zero and the capital project has been marked as Approved.
SaveTagDocID	Reserved for future use.
RebuildTemplate	Designates which template to use if the project was created using the Capital Project Import utility.
OrigBudget2012 - OrigBudget2040	The Original Budget 2012-2040 used in Axiom Capital Tracking.
CT_PM_Routing01 - CT_PM_Routing30	Used for the Manual Process Flow Assignment utility.
Archive	Designates if the capital project is set as Archived in Axiom Capital Tracking.
ShowOnList	Designates if the project is shown in the workflow and the Open Capital Project window.

Column	Description
SentStatus	The sent status for the capital request.
RFXfer	Determines if the project is to be transferred to Axiom Rolling Forecasting.

GLPERIOD

Use the GLPERIOD dimension to define a time period when loading GL transaction-level detail (JE, AP, MM, AR) to the data tables. Each time a record is loaded, it is tagged with the appropriate GLPeriod.

The following table lists all of the options available in this dimension table:

Column	Description
GLPERIOD	The GLPeriod used in Axiom Capital Planning and Capital Tracking when importing monthly transaction data. This is a numeric field, and the syntax is YYYYMM.
Description	Identifies the GLPeriod description to use for reporting.
FiscalYear	Identifies the Fiscal Year for each GLPeriod. Must be a numeric field.
FiscalMonth	Identifies the Fiscal Month for each GLPeriod. Must be a numerical field.
GLMonthName	Identifies the month name for each GLPeriod.
CalYear	Defines the calendar year, which may be different than the fiscal year.
CalQtr	Defines the calendar quarter, which may be different than the fiscal quarter.
CalPeriod	Defines the calendar period, which may be different than the fiscal period.
DaysInMth	Defines the number of days in the month, which will be different from month to month.
LongName	Defines the long name of the month and year (ex. December, 2019).
ShortName	Defines the short name of the month and year (ex. Dec-2019).

PAYOR

The PAYOR dimension lists all of the defined payors used in Axiom Financial Planning, Axiom Capital Planning, and Axiom Capital Tracking systems. This table should only be updated using the Dimensions Update Utility in the Capital Planning Admin or Capital Tracking Admin task pane or the Fin Plan Admin task pane.

The following table lists all of the options available in this dimension table:

Column	Description
Payor	The preset payor number used in Axiom Financial Planning.
Description	The description of each payor.
ENUFF	Reserved for future use.
Type	Identifies type of payor. Gov is used in third-party payables calculation.
Revenue	Identifies the revenue type for each payor.
Bad_Debt_Grp	Allows grouping of bad debt to up to five groups of specific payors.
Charity_Grp	Allows grouping of charity to up to five groups of specific payors.
Capitated	Identifies capitated payors.
Picklist	Utilized to select available payors to be added in a node.
HlthPlan_RX	Allows grouping of covered lives to up to two groups of specific health plan payors.
HlthPlan_Other	Allows second grouping of covered lives to up to two groups of specific health plan payors.

POTRANS

The POTRANS dimension table lists all of the attributes for a purchase request in Axiom Capital Tracking.

The following table lists all of the options available in this dimension table:

Column	Description
POTRANS	The unique Identity number assigned to each purchase requisition.
Description	The purchase request description.
CAPREQ	The unique identity number for the capital project assigned to each purchase requisition.
PurchReqID	The unique purchase request identification number linked to the ProjectID.
GLPERIOD	The GLPERIOD assigned to the purchase request.
Creator	The username for purchase request creator.
Status	The approval status for the purchase request.
StatusComment	The approval status comments for the purchase request.
ApprovalDate	The approval date for the purchase request.
PO	The PO number assigned for the purchase request.
Vendor	The vendor selected for the purchase request from the Vendor picklist.

Column	Description
RequestNotes	The purchase request notes (same as Description).
DeliverTo	The Deliver To location selected for the purchase request from the Deliver To picklist.
ReqDate	The creation date for the purchase request.
NeedDate	The need-by date for the purchase request.
AttachNotes	The attachment notes for the purchase request.
SentStatus	The sent status for the purchase request. Designates if the purchase request has been sent to the purchasing system when using the integration.
POPicklist01 - POPicklist10	The Picklist01-10 selected for the purchase request from the Picklist01-10 picklists.
POTextField01 - POTextField10	The purchase request header text entries for the TextField01-10 fields.
PR_PM_Routing01 - PR_PM_Routing30	Used for the Manual Process Flow Assignment utility.
Archive	Designates if the purchase request is set as Archived in Axiom Capital Tracking.
ImportRebuild	Designates if the purchase request should be rebuilt if the data was imported into the system from an external data source.
ShowOnListCT	Designates if the purchase request is shown in the workflow and the Open Purchase Request window.

SUITEVARIABLES

The SUITEVARIABLES dimension includes a central table that each product can access to assist in mapping to the correct file group and/or table.

The following table lists all of the options available in this dimension table:

Column	Description
Suite_INFO	The name of the variable.
Description	The description for the different variables.
Parameter	The value to be accessed by a product to associate with a particular file group or table.
Product	The Axiom product that uses the variable.
Default	The default value used for the variable.

Scheduler Overview

Using Scheduler, you can schedule certain Axiom Capital Tracking tasks to be processed on a Scheduler server at a specific date and time. For example, you can schedule plan file processing or data imports.

Processing tasks using Scheduler has advantages over manual processing, such as:

- Leverages the server's processing power and frees up your computer's resources.
- Enables recurring scheduling of ongoing tasks.
- Allows tasks to be scheduled during "off hours," during periods of low network and system activity.
- Allows tasks to be performed in batch, including enforcing task dependencies.

Scheduler processes tasks using jobs. Each job is a scheduled unit that can contain one or more tasks. The tasks in a job can be processed sequentially or concurrently as appropriate.

Only system administrators and users with the **Scheduled Jobs User** security permission can access Scheduler.

Most Scheduler setup activities can only be performed in the Desktop Client (Excel or Windows Client). Therefore, the Desktop Client Scheduler is the primary focus of this document. However, some job management activities can be performed in the Web Client, such as monitoring the job schedule, viewing job results, and running jobs manually on demand. For more information, see Web Scheduler.

About Scheduler

This section contains conceptual information about the Scheduler feature in Axiom Capital Tracking.

Scheduler jobs and tasks

The primary unit of Scheduler processing is a *job*. Each Scheduler job can contain one or more *tasks* to be performed as part of that job.

Each Scheduler job defines the following basic properties:

- The tasks to perform for the job and the properties of those tasks
- The schedule of the job, including recurrence (if any)
- The priority of the job
- The notification options for the job

The tasks define the actual activities to be performed by the job, such as importing data or processing plan files. Some Scheduler tasks correspond to existing features that can also be processed manually (such as Process Plan Files), while other tasks are Scheduler-specific and can only be processed via Scheduler. Each task has a unique set of options that are specific to that task and to the activity to be performed. For more information on the available task types, see Scheduler Task Reference.

The tasks in a job can be processed sequentially or concurrently as appropriate. Tasks can be dependent on other tasks in the job as needed—for example, you can configure a job so that if a task fails, the job stops and does not process the next task. Tasks can also be processed iteratively, to perform the same task repeatedly over a defined set of values.

The Scheduler jobs in your system fall into the following basic categories:

- **Client-created**: You can create Scheduler jobs as needed to perform tasks in your system.
- **System jobs**: Axiom Capital Tracking provides a set of system jobs to perform necessary system tasks.
- **Product-controlled**: When a product is installed, it may include one or more Scheduler jobs to support the use of that product. Generally speaking, these jobs should not be changed unless the product documentation says customization is allowed, or as advised by Axiom Support.

How Scheduler jobs are run

Once a Scheduler job has been created, it can be run using any of the following options:

- The job can be scheduled for execution at a future date and time using a scheduling rule. Scheduling rules can be one-time only, or recurring.
- The job can be run "one time" manually as needed through Scheduler.
- The job can be triggered for execution using an event handler. This allows Scheduler jobs to be triggered in various ways, such as by clicking a button in an Axiom form.

Scheduler jobs are processed by one or more servers running the Scheduler service. For Axiom Cloud systems, the Scheduler service is part of your cloud system and managed by Axiom Support. For on-premise systems, the Scheduler service is installed on one or more servers in your environment. The Scheduler service polls the Axiom Application Server periodically to check for any jobs that are ready to be run. Eligible jobs are then executed on the server, based on their processing priority.

When a job is executed by Scheduler, it is run using a particular user identity. In order for a job to be executed successfully, the user must be an active user defined in Axiom Capital Tracking security, and the user must have the appropriate security permissions to perform the tasks in the job. The user identity for a job is determined as follows:

- If a job is a system job, then it is run as the system-managed identity of **System** instead of a user identity.
- If a job is run by using **Run Now**, then it is run as the user who placed the job on the schedule.
- If a job is run by an active scheduling rule, then it is run as the *job owner*. The job owner is the user who last saved the job.
- If a job is run via an event handler, then the job may be run as either the job owner, or the job requester (the user who raised the event).

System jobs

System jobs are automatically created by Axiom Capital Tracking to support necessary system functionality. Some system jobs are created as part of the initial installation and are intended to run on an ongoing basis, while other system jobs are created on-demand in response to system events. Only administrators can edit these system jobs.

System jobs have two defining characteristics:

- System jobs are run using the system-managed identity of **System** instead of a user identity. The System identity has full rights to the system as necessary to perform system tasks.
- System jobs are run by the default System Scheduler service. For on-premise systems, this service is created and started automatically on the Axiom Application Server, and does not require a separate installation. This service is exclusively for running system jobs.

  Axiom Cloud systems may or may not have a separate System Scheduler service, depending on the system configuration (as determined by Axiom Support). If your cloud system does not have a System Scheduler service, then your system jobs are run using the available Scheduler services for the cloud system.

  In the Scheduler dialog (Desktop Client), the System Scheduler service is listed on the **Servers** tab using the following naming convention: ***<ServerName>*-System**.

If necessary, a product-controlled or client-created job can be flagged as a system job, so that it can be run using the System identity instead of a user identity. To designate a job as a system job, enable **Mark as System Job** in the **General** job properties. The following rules apply to manually-created system jobs:

- Only system administrators can designate a job as a system job.
- The job cannot contain any tasks that are designated as “non-system” tasks. Non-system tasks are any tasks that might involve spreadsheet processing, such as Process Plan Files.

Processing priority for scheduled jobs

Once a job reaches its start time, it is eligible to be processed by Scheduler and joins the processing queue. For scheduled jobs, the start time is based on the scheduling rule that placed it on the schedule. For other jobs, the start time is the time that the job was placed on the schedule using **Run Once** or triggered by an event handler.

Each Scheduler service has a configured number of *threads* that are used to process jobs. As a Scheduler thread becomes available, it takes the next job in the processing queue. The priority of jobs in the processing queue is determined by the combination of the job's priority category, and its **Priority Elevation** setting.

Each job has a priority category, based on how the job execution was initiated. The priority categories are as follows:

1. **Manual**: The job was executed manually.
2. **Event Handler**: The job was executed by a Scheduler event handler.

3. **Scheduled Job**: The scheduled instance of the job results from an active scheduling rule.
4. **Subordinate Job**: The job was generated as a subordinate job, from a currently executing job.

Manual jobs are highest priority and are processed first, and subordinate jobs are lowest priority and are processed last. Within each category, jobs are processed according to their **Priority Elevation** setting.

For example, imagine that Scheduler has 2 available threads and the following jobs are eligible to be processed:

Job	Priority Category	Priority Elevation
A	Manual	Default
B	Event Handler	Default
C	Scheduled	Default
D	Scheduled	Elevated

- Scheduler will execute jobs A and B first, because those are the highest priority jobs based on their priority category.
- When the next thread becomes available, Scheduler will execute job D. Although job C may have entered the queue first, and the two jobs have the same priority category, job D's priority elevation is set to **Elevated** so it takes precedence within the category. If instead both jobs were set to **Default**, then job C would be executed first if it entered the queue before job D.
- When the next thread becomes available, Scheduler will execute job C.

NOTE: If a job's **Priority Elevation** is set to **Interrupt**, then it is run as soon as it is eligible, regardless of its priority category and regardless of whether any Scheduler threads are currently available to process the job. If no Scheduler threads are available, a new one is created to process the job, even if this temporarily exceeds the number of configured threads for the server.

The Scheduler dialog

The **Scheduler** dialog is used to create and manage Scheduler jobs.

To access Scheduler:

- On the **Axiom** tab, in the **Administration** group, click **Manage > Scheduler**.

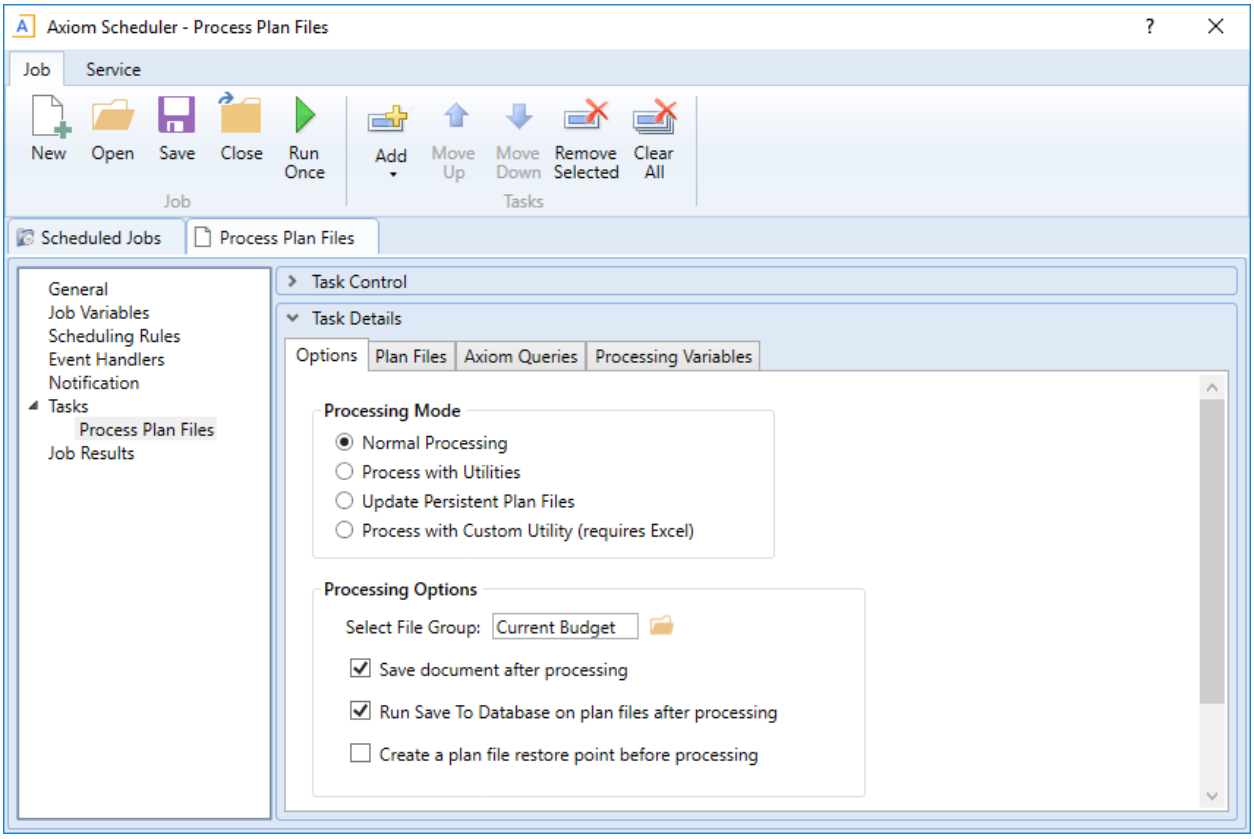
  NOTE: In systems with installed products, this feature may be located on the **Admin** tab. In the **System Management** group, click **Scheduler**.

The top section of the **Scheduler** dialog contains a ribbon-style toolbar with two tabs: **Job** and **Service**.

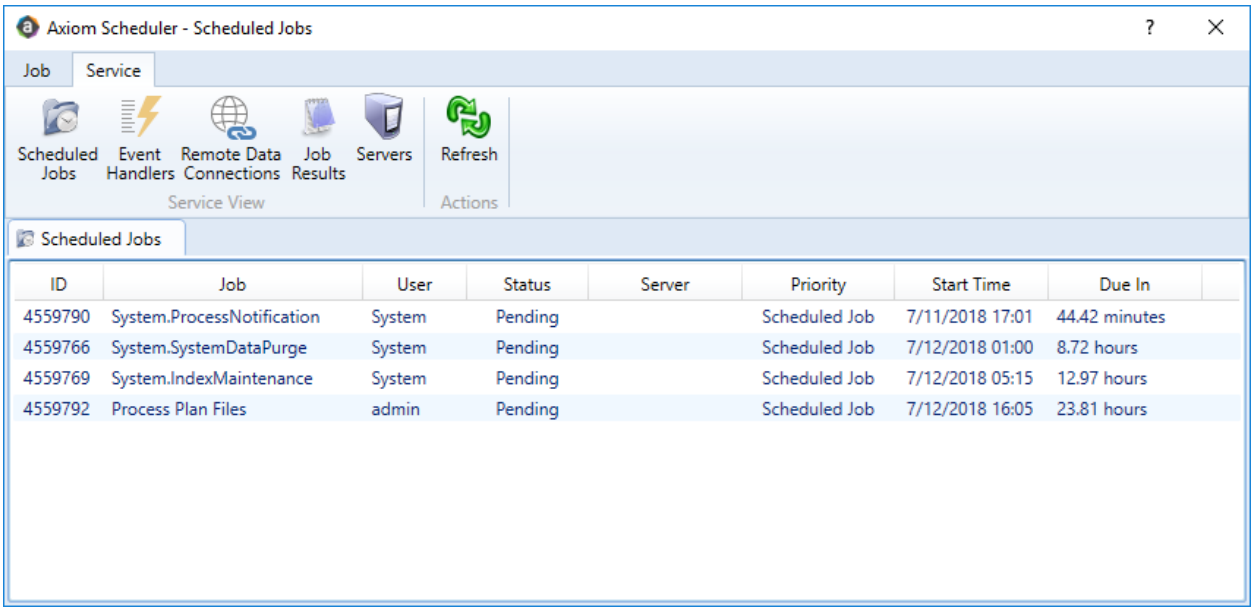
- On the **Job** tab, you can create, run, and edit jobs.

- On the **Service** tab, you can manage scheduled jobs, view job results, and perform other Scheduler management activities.

As you perform actions on the **Job** and **Service** tabs, additional tabs are opened in the navigation pane of the dialog. For example, clicking the **Scheduled Jobs** button on the **Service** tab opens the **Scheduled Jobs** tab in the navigation pane. You can move between any open tab in the navigation pane, regardless of which tab is selected in the ribbon. The ribbon updates to show the related commands for the selected item.



Example Job tab



Example Service tab

When you right-click a tab in the dialog's navigation pane, you can close or save items as follows:

- For all items, you can **Close**, **Close All**, or **Close All But This**.
- For jobs, you can **Save** or **Save As**. Selecting **Save As** allows you to save a copy of the job to the **Scheduler Jobs Library** in the Axiom Capital Tracking file system.

The **Scheduler Jobs Library** is also accessible via Axiom Explorer.

10

Scheduler Job Setup

To perform Axiom Capital Tracking tasks using Scheduler, you must create jobs. Each job can execute one or more tasks. This section discusses how to set up jobs, including how to schedule jobs for future execution and how to be notified when a job has been completed.

Managing Scheduler jobs and tasks

Using the **Axiom Scheduler** dialog, administrators can create and edit Scheduler jobs. To access this dialog:

- On the **Axiom** tab, in the **Administration** group, click **Manage > Scheduler**.

  NOTE: In systems with installed products, this feature may be located on the **Admin** tab. In the **System Management** group, click **Scheduler**.

This section discusses how to create, edit, and delete jobs and tasks, not how to manage the Scheduler queue once jobs have been placed on the schedule. If you need to stop or reschedule a scheduled job, see Managing scheduled jobs.

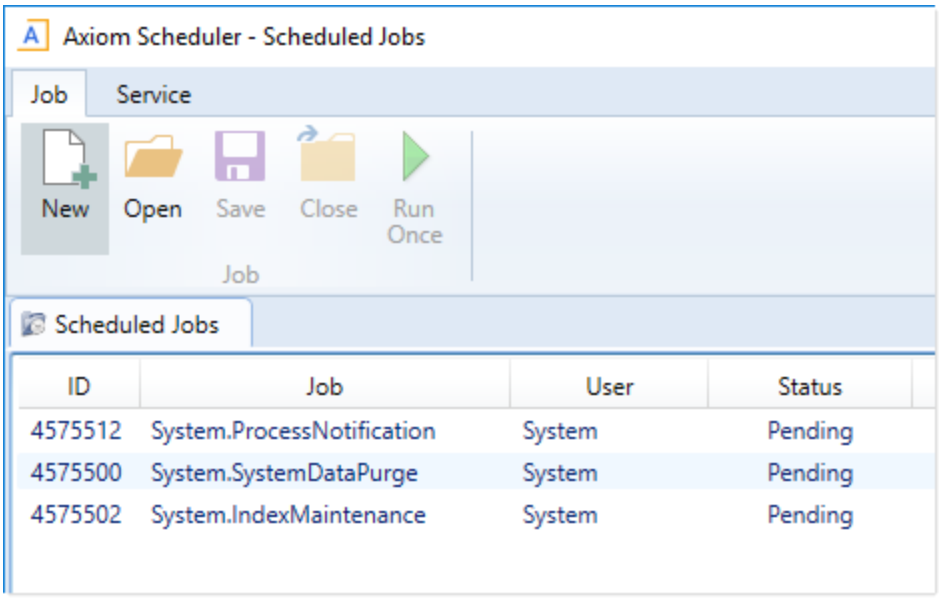
Scheduler jobs are saved as XML files and are stored in the Axiom Capital Tracking file system at `\Axiom\Scheduler Jobs Library`.

▶ Creating a Scheduler job

You can create a new Scheduler job to perform one or more tasks.

To create a new job:

1. In the **Scheduler** dialog, on the **Job** tab, click **New**.



A new tab appears in the navigation pane, labeled **New Job**. The left-hand side of the job lists sections for which you can define various job settings. When you click a section name, the settings for that section display in the right-hand side of the job.

2. In the **General** section, define general job settings as desired.

   For detailed information on the available settings for a job, see Job properties.

3. In the **Scheduling Rules** section, specify scheduling details for the job.

   You can schedule the job for future execution, for one time or on a recurring basis.

   NOTE: If you are always going to run the job manually, and do not need to schedule it for future execution, then you do not need to define scheduling rules.

   For more information, see Defining scheduling rules for a job.

4. In the **Notification** section, specify email notification options for the job.

   You can send email notifications every time the job completes, or only when the job experiences errors. By default, the job is configured to notify on completion.

   For more information, see Setting up notifications for jobs.

5. In the **Tasks** section, add one or more tasks to the job.

   a. On the **Job** tab of the ribbon, in the **Tasks** group, click **Add**. This brings up a list of available tasks. Select the task that you want to add.

      The task is added to the **Tasks** section, and the settings for the task display in the right-hand side of the job.

b. Complete the settings for the task as desired.

   The **Task Control** section of the task contains standard task settings, and the **Task Details** section contains settings unique to the task type. For more information, see Task Control properties.

   If a required setting is not completed, the setting is highlighted in red and error text appears in the bottom of the dialog. Make sure to complete all required settings for the task before saving.

Repeat this process until you have added all desired tasks to the job. Tasks are processed in the order listed. If you need to change task order, select a task and then click **Move Up** or **Move Down**.

6. In the **Job** tab of the ribbon, click **Save**.
7. At the bottom of the **Save As** dialog, in the **File name** box, type a name for the job, and then click **OK**.

   The job is saved as an XML file in the Scheduler Jobs Library.

If the job was saved with an active scheduling rule, Axiom Capital Tracking determines the next scheduled date of execution and schedules the job. You can view the job in the **Scheduled Jobs** list (on the **Service** tab of the ribbon, click **Scheduled Jobs**).

Advanced job settings

This procedure covers the basic steps of creating a job. Jobs also support the following advanced options:

- **Event handlers**: You can create event handlers for the purposes of running the job using the RunEvent function. This allows users to trigger job execution from within an Axiom file.
- **Job variables**: You can create job variables and then use those variables within certain job settings. You can then dynamically pass in values for those variables when using the RunEvent function to execute the job.

For more information, see Advanced options, Using job variables, and Using RunEvent to execute a Scheduler job.

▶ Editing a job

You can edit a job at any time to change job settings, add or remove tasks, change scheduling rules, or change notification options.

This section describes the general process of opening a job for editing. For more details on the impacts of editing scheduling rules, see Defining scheduling rules for a job.

To edit a job:

1. In the **Scheduler** dialog, in the **Job** tab, click **Open**.

The **Axiom Explorer** dialog opens, showing the Scheduler Jobs Library only.

2. Select the job and then click **Open**.

   The job opens in the **Scheduler** dialog. Make sure the job is the active tab in the navigation pane (the most recently opened tab is the active tab by default).

3. Edit the job and task properties as desired.

   For detailed information on the available settings for a job, see Job properties. For detailed information on task settings, see Task Control properties.

4. In the **Job** tab of the ribbon, click **Save**.

Deleting a job

Deleting a job removes any scheduled executions of the job from the scheduled jobs list.

To delete a job:

1. In the **Scheduler** dialog, in the **Job** tab, click **Open**.

   The **Axiom Explorer** dialog opens, showing the Scheduler Jobs Library only.

2. Navigate to the job that you want to delete, then right-click the job and select **Delete**.

You can also delete Scheduler jobs from Axiom Explorer or the Explorer task pane.

Defining scheduling rules for a job

Once a job has been created, you can run it on demand, or you can schedule it for future execution. Jobs can be scheduled to be run one time, or on a recurring basis. To schedule a job, you define scheduling rules for the job.

You can add, edit, and remove the scheduling rules for a job at any time using the **Scheduling Rules** section of the job properties. You can also flag a rule as active or inactive. If a job has no scheduling rules, or if all of its scheduling rules are inactive, then it will not be run unless it is run manually by a user.

If a job is saved with an active scheduling rule, then Axiom Capital Tracking determines the next scheduled instance of the job and places it in the scheduled jobs list. Once that instance has been processed, the next scheduled instance is determined and scheduled, and so on. Each time the job is run using an active scheduling rule, it is run as the current job owner (unless the job is a system job, in which case it is run as the Scheduler Service System identity).

If a job has multiple active scheduling rules, Axiom Capital Tracking evaluates all of the rules and schedules a single instance of the job, for the earliest time allowed by the rules. Multiple scheduling rules do not result in multiple scheduled instances of the job.

NOTE: If a time zone is listed on the Scheduling Rules section of the job, then the defined rules will be evaluated in the context of that listed time zone. Otherwise, scheduling rules are evaluated in the context of the local time zone for the Scheduler Server. If necessary, the system configuration setting **SchedulingBehaviorTimezone** can be used to specify a particular time zone for evaluating scheduling rules.

Adding a Scheduling rule

You can add a scheduling rule to a job to schedule it for future execution, either one time or on a recurring basis.

If you only plan to run the job manually on demand, then you do not need to create a scheduling rule.

To add a scheduling rule to a job:

1. In the **Scheduler** dialog, open a job to edit or create a new job.
2. In the left-hand side of the job, select **Scheduling Rules**.

   By default, this area is empty. You must add a rule in order to define scheduling for the job.
3. On the **Job** tab of the Scheduler ribbon, in the **Scheduling Rules** section, click **Add**.

   A new row appears in the right-hand side of the job. By default, the new row is active, but does not have start / end dates or any specific recurrence settings.
4. Complete the following settings within the row as needed:

Item	Description
Active	If you want the job to be placed on the schedule as soon as you save the job with the new scheduling rule, then you should leave this option checked. However, if you just want to save your schedule settings but you are not ready to begin scheduling the job, then you can clear the **Active** check box for the rule. The job will not be scheduled until it is saved with an active scheduling rule.

Item	Description
Starting On Ending On	Optional. These dates specify the time frame for the scheduling rule. The starting date defines the earliest point in time that the job can be scheduled, and the ending date defines the latest point in time that the job can be scheduled. If these dates are not defined (left blank), then the job will be perpetually scheduled according to the rule settings, as long as the rule is active. If you want to schedule a one-time job, then set the starting / ending dates to the same date and time. **NOTE:** Your system locale determines the format of dates.
Day of Week	Specify the day(s) of the week that you want the job to be run: • `*` (Default): The job will be run on all days within the start / end range. • `0-6`: The job will be run on the specified day or days, where 0 is Sunday and 6 is Saturday. Use a comma or a hyphen to separate multiple days (hyphen if the days are contiguous, commas if not). For example, you can enter `1,3,5` for Monday, Wednesday, and Friday, or enter `1-5` for Monday through Friday.
Hours	Specify the time of day (hours) that you want the job to be run, in relation to the specified days: • `*` (Default): The job will be run on all hours. • `0-23`: The job will be run on the specified hour or hours, where 0 is midnight and 23 is 11:00 PM. Use a comma or a hyphen to separate multiple hours (hyphen if the hours are contiguous, commas if not). For example, you can enter `0,12` to run at midnight and noon, or enter `0-12` to run every hour from midnight to noon.

Item	Description
Minutes	Specify the time of day (minutes) that you want the job to be run, in relation to the specified hours: • `*` (Default): The job will be run on all minutes (essentially the job is run continuously, once per minute). • `0-59`: The job will be run on the specified minute or minutes of the hour, where 0 is the first minute of the hour and 59 is the last minute of the hour. Use a comma or a hyphen to separate multiple minutes (hyphen if the hours are contiguous, commas if not). For example, you can enter `0,30` to run at the top of the hour and the half hour, or enter `0-30` to run every minute from the top of the hour to the half hour. **NOTE:** If you specify an hour, then in most cases you should also specify a minute (such as 0 to run the job at the top of the specified hour). If you enter an hour but leave the minutes at the default asterisk, then the job will run every minute in that hour.

If the Active check box for the rule is selected when the job is saved, then Axiom Capital Tracking will calculate the date and time of the first scheduled execution and will place the job on the schedule.

Editing a scheduling rule

You can edit a scheduling rule at any time, to toggle between active and inactive, and to change the start / end dates and recurrence settings.

NOTES:

- If a pending instance of this job is currently on the schedule, and you edit the scheduling rule, the pending instance will be updated to match the new schedule.
- If you inactivate a scheduling rule, any currently scheduled instances of the job will be automatically removed from the schedule.

To edit a scheduling rule:

1. In the **Scheduler** dialog, open a job to edit or create a new one.
2. In the left-hand pane of the job, select **Scheduling Rules**.

   The defined rules display in the right-hand pane of the job.
3. Make any desired changes directly within the scheduling rules grid.

Deleting a scheduling rule

You can delete a scheduling rule at any time. If a job has no active scheduling rules, it will not be processed unless it is manually run.

To delete a scheduling rule:

1. In the **Scheduler** dialog, open a job to edit.
2. Select the **Scheduling Rules** section of the job, and then select the rule that you want to delete.
3. On the **Job** tab of the Scheduler ribbon, in the **Scheduling Rules** group, click **Remove Selected**.

   Alternatively, if you want to delete all scheduling rules for the job, click **Clear All**.

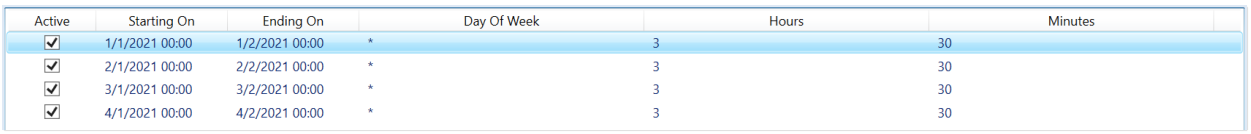
Any jobs in the scheduled jobs queue that were related to the deleted rule(s) are also deleted.

Scheduling rule examples

The following are some example schedules and the rules used to achieve them:

Schedule	Start/End	Day of Week	Hours	Minutes
Weekdays at 11:00 PM	<optional>	1,2,3,4,5	23	0
Every 15 minutes	<optional>	*	*	0,15,30,45
Mondays at 11:30 PM	<optional>	1	23	30
One time (6/30/2022) at 1:30 PM (Option 1)	Start: 06/30/2022 00:00 End: 07/01/2022 00:00	*	13	30
One time (6/30/2022) at 1:30 PM (Option 2)	Start: 06/30/2022 13:30 End: 06/30/2022 13:30	*	*	*
Every Wednesday in July at noon	Start: 07/01/2022 00:00 End: 08/01/2022 00:00	3	12	0
Continuous	<optional>	*	*	*

To schedule a job to execute monthly, create twelve active scheduling rules, one for each month. This is necessary because scheduling rules do not have a property for day of month, so it is not possible to use a single scheduling rule to create a monthly schedule. In the following example, the job will be executed on the first day of each month, at 3:30 AM:



Active	Starting On	Ending On	Day Of Week	Hours	Minutes
☑	1/1/2021 00:00	1/2/2021 00:00	*	3	30
☑	2/1/2021 00:00	2/2/2021 00:00	*	3	30
☑	3/1/2021 00:00	3/2/2021 00:00	*	3	30
☑	4/1/2021 00:00	4/2/2021 00:00	*	3	30

Example scheduling rules to execute a job monthly

When you save the job, the rules will be evaluated and the first scheduled execution will be placed on the schedule—in this example, the January 1 execution. Once that scheduled execution is complete, the rules will be evaluated again, which will cause the next scheduled execution (Feb 1) to be placed on the schedule, and so on.

Setting up notifications for jobs

Scheduler can be configured to send an email notification when a job completes, or when a job has errors. In order for an email notification to be sent for a particular job, the following must be set up:

- The job must be configured to send a notification on completion or error. The notification settings must include valid To and From email addresses (or use system variables).
- The System.SMTPMessageDelivery system job must be configured with a valid SMTP server for your environment. For more information, see Scheduler setup.

When a job creates an email notification, the notification is first saved to the database. When notifications are detected in the database, the System.SMTPMessageDelivery system job is triggered to deliver the notifications.

NOTES:

- By default, all new Scheduler jobs are configured to send an email notification on completion, to the user who created the job. You only need to edit the notification settings if you want the job to use different notification behavior.
- Currently, it is not possible to configure a Scheduler job to send notifications within the application only, instead of by email. However, when a job is run manually, the user who ran the job may receive an in-application notification of the job status in addition to any configured email notifications. See Application notifications for Scheduler jobs that are run manually.

To configure a job to send email notifications:

1. In the **Scheduler** dialog, open a job to edit or create a new job.
2. In the left-hand side of the job, select **Notification**.
3. In the **Job Notification Level** section, select one of the following:
    - **Send all email notifications**: (Default) An email notification is always sent when the job is executed, regardless of the job status (success, failure, aborted, etc.).

- **Send email notification only when the job has errors**: An email notification is only sent if the job experiences errors. If the job completes successfully with no errors, no email notification is sent.
- **None**: No email notifications are sent for this job. The only way to check the status of the job execution is to view the job history.
- **Send email notification to different email addresses when the job has errors or succeeds**: This option works the same way as **Send all email notifications**, except that a separate email address can be specified to receive the error notifications.

4. In the **Notification Message Content** section, complete the following for the notification email:

Item	Description
To	The email address(es) to receive the notification email. Separate multiple addresses with a semicolon. For example: • To send the email to two recipients, enter the addresses such as: `jdoe@company.com;dsmith@company.com` • To use a Scheduler job variable to define a notification recipient, enter the variable name with curly brackets. You can combine regular email addresses and variables, such as: `{JobOwner.EmailAddress};jdoe@company.com` By default, the notification is configured to be sent to the user who executed the job, using the variable `{CurrentUser.EmailAddress}`. The entries in the To field must be valid email addresses, or Scheduler job variables that will resolve to valid email addresses. Currently, it is not supported to list user or role names, or to look up email addresses from Axiom Security. **NOTE:** When using **Send email notification to different email addresses when the job has errors or succeeds**, this user will be notified if the job completes successfully (including partial success), but not if the job fails. Job failure notifications are sent to the **To (on error)** recipients.

Item	Description
From	The email address that the message is sent from. This can be something like `axiomscheduler@company.com`, so that the recipient can easily tell that the message has been generated by Scheduler. By default, this is set to the Scheduler "from" email address as defined in the system configuration settings, using the system variable `{Scheduler.FromEmailAddress}`. **NOTE:** For installations that are using subsystems, the system variable `{Scheduler.FromEmailAddress}` may resolve to a subsystem administrator email address instead of the Scheduler "from" email address.
Subject	The subject of the message. By default, this is set to "Axiom Scheduler Notification."
User Message	Optional body text for the email. This text is included in addition to the Scheduler auto-generated text regarding the job status.

If **Send email notification to different email addresses when the job has errors or succeeds** is enabled, the following additional options are available:

Item	Description
To (on error)	The email address(es) to receive the notification email when the job result is **Failed**. Separate multiple addresses with a semicolon. This user only receives a notification if the job fails. If the job result is **Success** or **Partial Success**, this user will not receive a notification (only the To user will).
Subject (on error)	The subject of the job failure message. By default, this is set to "Axiom Scheduler Notification."

Job variables can be used in all notification settings.

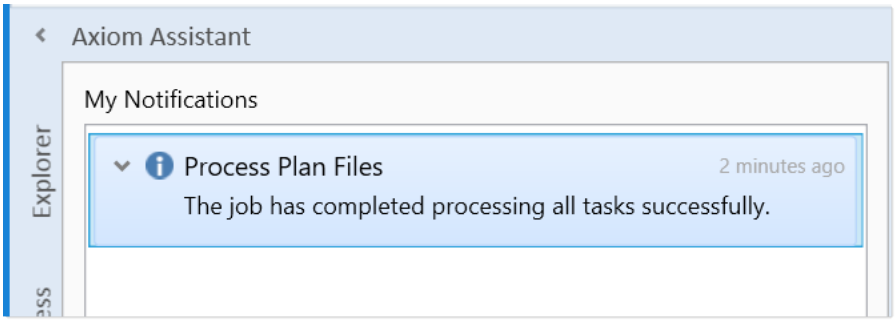
Application notifications for Scheduler jobs that are run manually

If you run a Scheduler job manually, you can receive a notification within the application to let you know the status of the job. This notification will display in the Notifications task pane of the Desktop Client, and in the Notifications panel of the Web Client. This notification works as follows:

- The in-application notification is only sent if the Scheduler job is run manually using the **Run Now** option in Scheduler (or by using an equivalent "run now" action within a product-specific web page). In-application notifications are *not* sent if the job is run via a scheduling rule or an event handler.

- The in-application notification honors the Notification settings defined for the job to determine whether the notification is sent. For example, if the job is set to **None**, then the in-application notification is not sent. If the job is set to **Send all email notifications**, then both an email notification and an in-application notification will be sent when the job completes.
- The in-application notification only reports the status of the job—success, failure, or partial success. It does not contain any error or success details, and does not include any messaging as defined in the Notification settings for the job. For more information, view the job results within the Scheduler dialog in the Desktop Client, or the Scheduler page of the Web Client.
- The in-application notification is always sent to the user who ran the job manually.

NOTE: If the job is configured to **Send email notification to different email addresses when the job has errors or succeeds**, this is treated as **Send all email notifications** for purposes of sending the in-application notification. The user who ran the job will be notified when the job is completed, regardless of the job status.



Example success notification

Job properties

This topic is a reference for the settings that can be defined for a Scheduler job.

General

This section defines general settings for the job.

Item	Description
Description	Optional. The description of the job. The job description can also be edited in Axiom Explorer, in the Scheduler Jobs Library.

Item	Description
Job Restart Behavior	Specifies whether and how the job should be restarted if it is interrupted prior to completion. Select one of the following: • **Do not reschedule this job.** In this case, you must manually reschedule the job if it needs to be run before its next scheduled execution. • **Restart the job from the first task.** The entire job is run again, even if some of the tasks were completed successfully before the job was interrupted. • **Resume the job beginning with the first uncompleted task.** (Default) The job resumes and only the uncompleted tasks are run. A job would be interrupted if the Scheduler server processing it was restarted, or if the Scheduler service on the server was stopped or restarted, or if the Scheduler server was disabled from the **Servers** tab (**Service > Servers**) of the **Scheduler** dialog.
Job Results Cleanup	Specifies whether historical job results are purged when the job is run. To purge job results: 1. Select **Purge historical job results whenever this job runs**. 2. In **Number of days to keep results for this job**, specify the number of days to keep when purging results. By default this is set to 0, which means all job results will be purged except the result for the current job execution. A day is counted as 24 hours from the time the cleanup task is executed. So if you specify 1 day, and the task is run at 11:00 PM on Tuesday, then all results prior to 11:00 PM Monday are purged. If this option is not selected, then historical job results remain in the database until the system's **Purge System Data** task is run.

Item	Description
Priority Elevation	Specifies the priority of the job in the scheduled jobs queue, within the job's priority category. Select one of the following: • **Default**: (Default) This job is run on a "first come, first served" basis. The total number of jobs that can be run at one time is determined by the configured number of Scheduler threads for the installation. • **Reduced**: The job is designated as a low priority job, and remains at the bottom of the queue until other jobs with Default and Elevated priority have been run. • **Elevated**: The job is designated as a high priority job, and is moved to the top of the queue to be run before Default and Reduced priority jobs. • **Interrupt**: The job is run immediately, regardless of any jobs currently waiting in the scheduled jobs queue, and regardless of whether any Scheduler threads are currently available to run it. If no Scheduler threads are currently available, a new thread is created, even if this exceeds the configured thread limit for the installation. Job execution order also depends on the priority category of a specific job execution. See Processing priority for scheduled jobs.
Mark as System Job	Specifies whether the job is run as a system job. Only administrators can edit this check box. If this check box is selected, the job is run under the "Scheduler Service" system identity instead of a user identity, and the job is run by the system Scheduler server which operates on the Axiom Application Server. Generally, this check box should only be selected for system "support" tasks that should not depend on individual user rights. This check box is not available if the job contains non-system tasks (generally, spreadsheet-related tasks). For more information, see System jobs.

Item	Description
Put the system in 'admin only' mode during this job	If this option is selected, then the system will be placed into administrator-only mode at the start of the job, and then placed back into full access mode when all tasks are completed (including any sub-jobs). This is the same behavior as going to **Manage > Security > System Access** and selecting **Administrators Only**. **NOTES:** • You should make sure that any jobs using admin-only mode do not overlap. For example, imagine that job A starts and places the system in admin-only mode. While job A is still running, job B starts and finishes. If job B also uses admin-only mode, then when job B finishes the system will be placed back into full access mode, meaning the remainder of job A will be processed in full access mode. • Any job using admin-only mode must be run by an administrator. Generally speaking, any job set to run using admin-only mode should be run at a time when no end users will be logged into the system and no other Scheduler jobs will be running.

Job Variables

This tab has two sections for job variables:

- In the **Job values** section at the top of the tab, you can manage user-defined variables for use in the current job.

  To add or remove variables, use the **Add**, **Remove Selected**, or **Clear All** commands in the **Job Variables** group of the **Job** tab. This group is only available when you have selected the **Job Variables** section in the left-hand side of the job.

  When creating user-defined variables, do not add curly brackets to the variable name. Curly brackets are only required when you use the variable in a job or task setting.

- In the **System defined values** section at the bottom of the tab, you can view the system variables available for use in the job.

You can right-click any variable in this section (user-defined or system-defined) and select **Copy variable name to clipboard**. You can then navigate to the setting where you want to use the variable, and then paste it. The variable will be pasted with the necessary curly brackets.

For more information, see Using job variables.

Scheduling Rules

Each row in this section defines a scheduling rule for the job. Jobs will be automatically scheduled according to the settings in this section.

To add or remove scheduling rules, use the **Add**, **Remove Selected**, or **Clear All** commands in the **Scheduling Rules** group of the **Job** tab. This group is only available when you have selected the **Scheduling Rules** section in the left-hand side of the job.

For more information, see Defining scheduling rules for a job.

Item	Description
Active	Specifies whether the scheduling rule is active. If this check box is not selected, then the rule is ignored for purposes of scheduling the job.
Starting On	Optional. Specifies the earliest date and time for the scheduling rule to take effect. If you want the job to run one time only, set **Starting On** and **Ending On** dates to the same date/time.
Ending On	Optional. Specifies the expiration date and time for the scheduling rule. Once this date is past, no further executions will be scheduled for this rule.
Day of Week	Specifies the day(s) of the week that you want the job to be run: • `*` (Default): The job will be run on all days within the start / end range. • `0-6`: The job will be run on the specified day or days, where 0 is Sunday and 6 is Saturday. Use a comma or a hyphen to separate multiple days (hyphen if the days are contiguous, commas if not).
Hours	Specifies the time of day (hours) that you want the job to be run, in relation to the specified days: • `*` (Default): The job will be run on all hours. • `0-23`: The job will be run on the specified hour or hours, where 0 is midnight and 23 is 11:00 PM. Use a comma or a hyphen to separate multiple hours (hyphen if the hours are contiguous, commas if not).
Minutes	Specifies the time of day (minutes) that you want the job to be run, in relation to the specified hours: • `*` (Default): The job will be run on all minutes (essentially the job is run continuously, once per minute). • `0-59`: The job will be run on the specified minute or minutes of the hour, where 0 is the first minute of the hour and 59 is the last minute of the hour. Use a comma or a hyphen to separate multiple minutes (hyphen if the hours are contiguous, commas if not).

Event Handlers

If an event handler is associated with the job, it is listed here. There are two types of event handlers:

- System event handlers, for completing system-triggered tasks. See Managing event handlers.
- User-defined event handlers, for running jobs via RunEvent. See Advanced options.

To add or remove event handlers, use the **Add**, **Remove Selected**, or **Clear All** commands in the **Event Handlers** group of the **Job** tab. This group is only available when you have selected the **Event Handlers** section in the left-hand side of the job.

Item	Description
Active	Specifies whether the event handler is active or not within the current job. If inactive, then actions that trigger the event handler will ignore this job.
Event Name	The name of the event handler. Multiple jobs can have an event handler with the same name; all those jobs will be affected when the event handler is triggered.
Execute As	The user identity under which the job will be run when the event handler is triggered. • **Owner**: For system-managed event handlers, the owner is the system Scheduler identity. For user-defined event handlers, the owner is the user who last saved the job. • **Requester**: For all event handlers, the requester is the user who caused the event handler to be triggered.

▶ Notification

This section defines email notification settings for the job. For more information, see Setting up notifications for jobs.

Job variables can be used in this section. For more information, see Using job variables.

Item	Description
Job Notification Level	Specifies when email notifications are sent for the job. Select one of the following: • **Send all email notifications** (Default) • **Send email notification only when the job has errors** • **None** • **Send email notification to different email addresses when the job has errors or succeeds** If anything other than **None** is selected, then you must complete the remaining fields.
To	The email address(es) to receive the notification email. Separate multiple addresses with a semicolon.

Item	Description
To (on error)	The email address(es) to receive the notification email when the job fails. Separate multiple addresses with a semicolon. Only applies when **Send email notification to different email addresses when the job has errors or succeeds** is enabled.
From	The email address to use as the "From" address for the notification email.
Subject	The subject text for the notification email.
Subject (on error)	The subject text for the notification email when the job fails. Only applies when **Send email notification to different email addresses when the job has errors or succeeds** is enabled.
User Message	Optional. The body text for the notification email. Text entered here will be appended to the body text generated by Scheduler.

Tasks

This section defines the tasks in the job. In the ribbon, task commands are available on the **Job** tab, in the **Tasks** group.

- To add a task, click **Add**.
- To change the order of tasks, select a task and then click **Move Up** or **Move Down**.
- To delete a task, select the task and then click **Remove Selected**.
- To delete all tasks, click **Clear All**.
- To copy a task, right-click the task and then click **Copy**. You can copy the task within the same job, or to another open job in the Scheduler window. Right-click any task (or the **Tasks** section header) and then select **Paste**. The job is pasted underneath the job you right-clicked (or at the end of the list if you right-clicked the **Tasks** section header).
- To rename a task, double-click the task name to make it editable, and then type the new name. For example, if you have a job with multiple File Processing tasks, then you may want to edit the name of each task so that you know which file each task relates to at a glance. (You can also right-click and select **Rename**.)

Tasks are processed in the order they are listed in the job. By default, when you add a new task to a job, it is placed at the bottom of the list. Make sure to move the new job if it should not be processed last.

Tasks can be processed concurrently instead of sequentially if they are configured to be run as a subordinate job within the parent job.

Each task type has its own unique settings in addition to the standard task settings. For more information, see Scheduler Task Reference.

Job Results

Displays historical results for the job. This section is blank if the job has never been run.

Job results may be purged periodically by using the **Job Results Cleanup** option for the job, or by the system **Purge System Data** task.

NOTE: Users with the **Scheduled Jobs User** security permission only see results for jobs that they executed. Administrators see results for all executions.

For more information on job results, see Viewing job results.

Advanced options

Creating event handlers for a job

You can create user-defined event handlers in a job, for the purposes of automatically triggering the job for execution when the event name is called by another feature. Axiom Capital Tracking supports several features that can be used to raise an event:

- The RunEvent function and command
- File Group triggers
- The Raise Event Scheduler task

Event handlers are defined by name. Multiple jobs can have an event handler with the same name. When that event handler is called, it will affect all jobs that contain the event handler with the matching name.

To create an event handler in a job:

1. In the **Scheduler** dialog, open a job to edit or create a new job.
2. In the left-hand side of the job, select **Event Handlers**.
3. On the **Job** tab of the ribbon, in the **Event Handlers** group, click **Add**.

   A new event handler is added to the job.
4. Double-click the **Event Name** field so that the field becomes editable, and then type the desired event handler name.

   For example, if the event handler will be used to trigger Process Plan Files jobs, you might name the event handler ProcessPlanFiles.

   This event name is the name that will be used in features such as RunEvent to trigger this job for execution.
5. In the **Execute As** field, select one of the following to determine the user identity that will be used to run the job when it is executed via the event handler:
   - **Owner**: The job will be run under the identity of the job owner.

     The job owner is the user who last saved the job. If you are not sure who the current job owner is, you can check the **Job Variables** tab. The current job owner is listed in the **System defined values** section.

- **Requester**: The job will be run under the identity of the user who triggered the event handler.

By default, event handlers are set to run as the **Owner**. You should carefully consider this option as it may affect whether the job can be run and how the job is run.

For example, if the event handler is set to **Requester**, but the user who triggered the job does not have access to the file group specified for a Process Plan Files task, then the task will fail.

This may be the desired outcome—you may want the job to be dependent on the user's rights, and therefore you should specify **Requester**. On the other hand, you may want the job to run in the same way every time, regardless of the user that triggers the job. In that case you should specify **Owner**.

By default, the event handler is set to **Active**, which means it will be found by any process that triggers the event handler. If you want to temporarily exclude this job from event handler processing, you can clear the Active check box.

Associating an event handler with a file group

If a Scheduler job with an active event handler is stored in a file group Utilities folder, then the event handler is associated with that file group. When using RunEvent to trigger jobs for execution, you can optionally specify a file group context so that only event handlers associated with that file group (or no file group) are considered.

In order to store a Scheduler job within a file group, you must first create and save the job within the Scheduler Jobs Library. Then, you can use Axiom Explorer to move the job from the Scheduler Jobs Library to the file group Utilities folder. If the file group and its utilities are later cloned using any process—such as regular file group cloning, scenario creation, or file group rollover—then the event handler is also cloned and will be associated with the new file group.

Deleting an event handler

If you no longer need an event handler, you can delete it from the job. Select the event handler and then click **Remove Selected**. You can also **Clear All** to remove all event handlers from the job.

User-defined event handlers display along with the system event handlers in the **Event Handlers** tab (**Service > Event Handlers**). If you right-click a user-defined event handler in this location and select **Remove event handler**, it does not delete the event handler from any jobs that use it, but it does set the event handler to inactive.

Using job variables

You can use job variables within a Scheduler job, to define the value of the variable when the job is run. Job variables are managed in the **Job Variables** section of the job.

There are two types of variables:

- **User-defined variables:** You can create a variable and then use it within any job or task setting that supports variables, but only within that particular job. The primary use for user-defined variables is to run a job via RunEvent (either the function or the command), and pass in a variable value at that time.
- **System variables:** Axiom Capital Tracking provides a number of system variables that can be used within relevant job and task settings. For example, instead of specifying a "hard-coded" email address for the job notification, you can use a system variable to specify that whoever ran the job should receive the notification.

In all cases, to use a variable within a job or task, enter the variable name into the desired setting, enclosed in curly brackets. For example: {variable}

TIP: If you want to use a variable in a job, you can right-click the variable and then select **Copy variable name to clipboard**. Navigate to the setting where you want to use the variable, and then paste it into the setting (the curly brackets are added automatically).

At the job level, variables can be used in any of the **Notification Message Content** settings in the **Notification** tab. At the task level, in general, variables can be used in any task field that accepts typed user input.

When the job is run, the variable values used for the job display in the job results under **Job Values**, and also in the email notification (if applicable).

User-defined variables

User-defined variables are created in the **Job Variables** tab. You define the name of the variable (without brackets), and if desired, define a default value for the variable.

When the job is run, the user-defined variable will be replaced with a value as follows:

- If the job was scheduled using RunEvent (function or command), and RunEvent sent a name / value pair that matches the name of the job variable, that value is used.
- If the job was scheduled as a result of a file group trigger, and the trigger has a defined variable that matches the name of the job variable, that value is used. Multiple values are returned as a comma-separated list.
- If the job contains a Process Document List task or a Process Plan Files task with a defined post-processing variable that matches the name of a job variable, that value is used after that task has been processed.
- Otherwise, the default value defined in the Job Variables tab is used.

If the value is blank, then the job or task setting using the variable will be evaluated as blank. If the setting cannot be blank, then an error will result when the job is executed.

System variables

The available system variables are listed at the bottom of the **Job Variables** tab. Most of these variables relate to user names and addresses, for use within the job notification settings.

When the job is run, the system variable is replaced with the applicable system value.

The following values are available:

Variable	Description

`{CurrentUser.EmailAddress}`
`{CurrentUser.LoginName}`
`{CurrentUser.FullName}`
	Returns the current user's email address, login name, or full name.
	The current user is the user identity under which the job is currently being run. Generally, this is the user who executed the job. If the job was executed via an event handler and the event handler is set to owner, then the current user will be the job owner.

`{JobOwner.EmailAddress}`
`{JobOwner.LoginName}`
`{JobOwner.FullName}`
	Returns the job owner's email address, login name, or full name.
	The job owner is the user who last saved the job.

`{Scheduler.ConfiguredFromEmailAddress}`	Returns the system's default "from" address, as defined in the system configuration settings.
`{Scheduler.FromEmailAddress}`	This returns a value as follows: • If the current user belongs to a subsystem, this returns the subsystem administrator's email address. • If the current user does not belong to a subsystem, this returns the default configured "from" address.

Variable	Description
{CurrentSubsystem.AdminEmailAddress}	Returns the email address of the subsystem administrator for the subsystem that the current user belongs to. • If the subsystem has multiple administrators, the email is sent to the first administrator. • If the user belongs to multiple subsystems, the first returned subsystem for the user will be used. No specific logic is applied to determine the "correct" subsystem for any particular job. • If the user does not belong to a subsystem, then no email address is returned.
{EventHandler.EventName}	Returns the name of the event handler that caused the job to be scheduled, if applicable. Otherwise the variable returns blank.
{NotificationAddress}	Returns the notification address defined for the plan codes that triggered a Scheduler job. This variable only applies when the job is executed as a result of a file group trigger, and only if the optional notification address settings are defined for the file group. Otherwise, no email address is returned.
{Task.CurrentIterationValue} {Task.IterationNumber}	Returns the current iteration value and the current iteration number. These variables only apply when using the **Iteration** feature for a task. For more information, see Using iterative task processing.

Processing tasks in parallel

Each Scheduler job can have multiple tasks. By default, each task in the job is processed sequentially, in the order that the tasks are listed in the job.

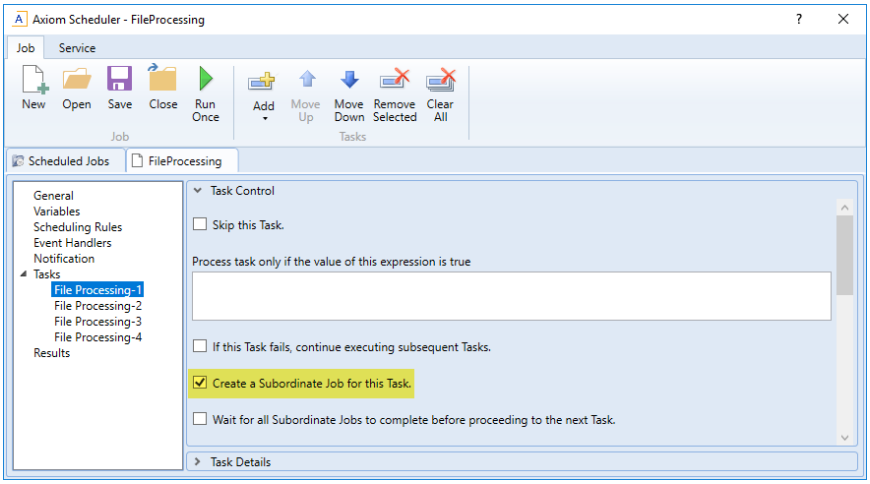
If desired, you can configure tasks so that they are processed concurrently (in parallel) instead of sequentially. If appropriate, this may speed up the processing of the job.

Configuring tasks for parallel processing

In order to process tasks in parallel, the tasks must be configured to run as subordinate jobs (sub-jobs). To do this, edit the following settings in the **Task Control** section for each task:

- Select **Create a Subordinate Job for this Task**.
- Ensure that the following setting is *not* selected: **Wait for all Subordinate Jobs to complete before proceeding to the next Task**.

In the following example, if all four tasks are configured to be run as subordinate jobs, then they can be run in parallel (depending on the available Scheduler threads).



Scheduler task configured to run as a subordinate job to enable parallel processing

How parallel processing works

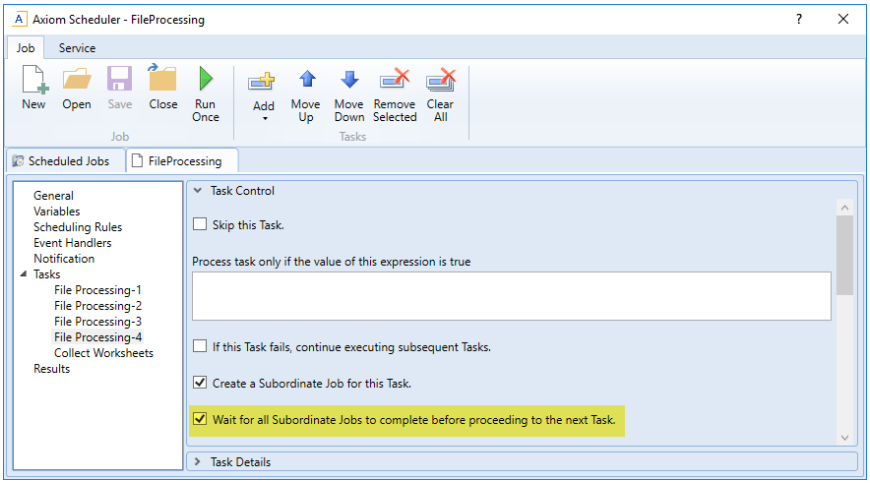
When a task is configured to execute as a subordinate job, then it is not processed within the "parent" job. Instead, a sub-job is created for the task. The sub-job joins the Scheduler queue and is eligible for processing according to the normal Scheduler processing rules. For more information, see Processing priority for scheduled jobs.

For example, imagine that you have a job with four tasks, and these tasks are not dependent on each other. If you use the default settings, Scheduler takes the first task in the list and starts processing. The second task is not started until the first task is complete, and so on.

If instead you configure each task as a sub-job, then when the "parent" job is processed, it will create four sub-jobs. If two Scheduler threads are available for processing, then two of the sub-jobs are processed at the same time. If four Scheduler threads are available, then all four sub-jobs are processed at the same time. Once all of the sub-jobs are complete, the parent job is completed, and its status reflects the overall status of all of the sub-jobs.

If tasks are dependent on each other, then you should not process them as sub-jobs, or you should use the **Wait** setting as appropriate. For example, imagine that the first four tasks in the job can be run in any order, but the fifth task must be processed last. In that case, you can configure the first four tasks to run as sub-jobs, but on the fourth task you must enable **Wait for all Subordinate Jobs to complete before proceeding to the next Task**. This will cause Scheduler to wait for all sub-jobs to finish before it proceeds to the fifth, final task.

In the following example, the file processing tasks are configured as sub-jobs so that they can be run in parallel. The last file processing task is configured to wait, so that all of the file processing tasks will be finished before the file collection task begins.



Scheduler task configured to wait for all subordinate jobs to complete

Using an Echo task to control jobs with sub-jobs

By default, if a sub-job fails, this failure status will not prevent the parent job from continuing to process tasks. If you want the parent job to stop processing on sub-job failure, you can use an Echo task to do this.

If the **Task Control** option **Wait for all Subordinate jobs to complete before proceeding to the next task** is enabled for an Echo task, then the Echo task will inherit the status of the sub-jobs when they are completed. If one of the sub-jobs fails, then the Echo task will inherit that failed status. By default, this means that the job will not process any further tasks due to the sub-job failure.

In the previous example, if one of the file processing tasks being run as a sub-job fails, this will not stop the final file collection task from being processed. To work around this, you can place an Echo task after the file processing tasks and configure it to wait, and then if any of the file processing sub-jobs fail the Echo task will fail. This task failure within the parent job will stop the final file collection task from being processed. (When using this configuration, the fourth file processing task does not need to be configured to wait, because the job will wait on the Echo task instead.)

Using iterative task processing

You can configure a Scheduler task to use iterative processing, so that the task is repeated multiple times using a designated list of values. Each iteration of the task uses a different item in the list, until all items have been processed.

When you enable iterative processing for a task, you define the list of values by specifying a table column and an optional filter. The task will then be processed for each unique item in the table column. You can reference the column values within the task properties by using a built-in Scheduler job variable. As each iteration of the task is processed, the variable is replaced with the column value for the current iteration. Using this approach, the task can dynamically change for each iteration.

For example, you may have an import that you want to perform for four different entities in your organization. The import configuration is exactly the same except that the source file or query is different for each entity. If the import uses entity as a variable, then you can set up a single import task and configure it to iterate over the list of entities. Each iteration uses a different entity name or code, which you can pass into the import variables so that the import uses the correct source file or query for the current entity.

Enabling iterative processing

Iterative processing is enabled in the Task Control properties of the task. Select the task within the Scheduler job, then click **Task Control** to expand that section. Any task can use iterative processing, though it is more useful for certain task types such as Import ETL Package.

Complete the following properties in the **Iteration** section of the Task Control properties.

Item	Description
Iterate this Task	Specifies whether iterative processing is enabled for the task. If enabled, then the task will be performed N times, where N is the number of unique items in the specified iteration column. Job variables can be used to apply the current iteration value and iteration number to the task.
Create a Subordinate Job for each iteration	Specifies whether each iteration is processed as a separate subordinate job. By default, this is disabled, which means that all iterations are processed sequentially within the overall subordinate job created to process the iterations. If enabled, then each iteration is processed as a separate subordinate job, enabling concurrent execution of multiple iterations. This option should only be enabled if the order of iteration processing is not important.

Item	Description
Column	The column that contains the values to iterate over. Use Table.Column syntax to specify the column. Multiple-level lookups can be used. For example, if you specify `Dept.Region`, then the task will be processed once for each unique region value in the column (after applying any filter to limit the list of values).
Group By	Optional. By default, the group by column is the same as the iteration column, so that the task is processed once for each unique value in the iteration column. However, if needed, you can specify a different grouping level. You can use any column or columns that would be valid as the "sum by" level for an Axiom query, where the primary table is the table specified for the iteration column.
Order By	Optional. By default, the values are sorted based on the iteration column, in ascending order. You can specify a different sort column, or use the same sort column but change the order to descending. The sort order is ascending unless the keyword `desc` is used to specify descending order. For example: `Dept.Dept desc`
Filter	Optional. A filter criteria statement to limit the list of values for the iterative processing. You can use any filter that is valid against the source table (the table of the iteration column).

When iterative processing is enabled for a task, the iterations are always processed within a subordinate job. Therefore, enabling the Task Control option of **Create a Subordinate Job for this Task** is unnecessary.

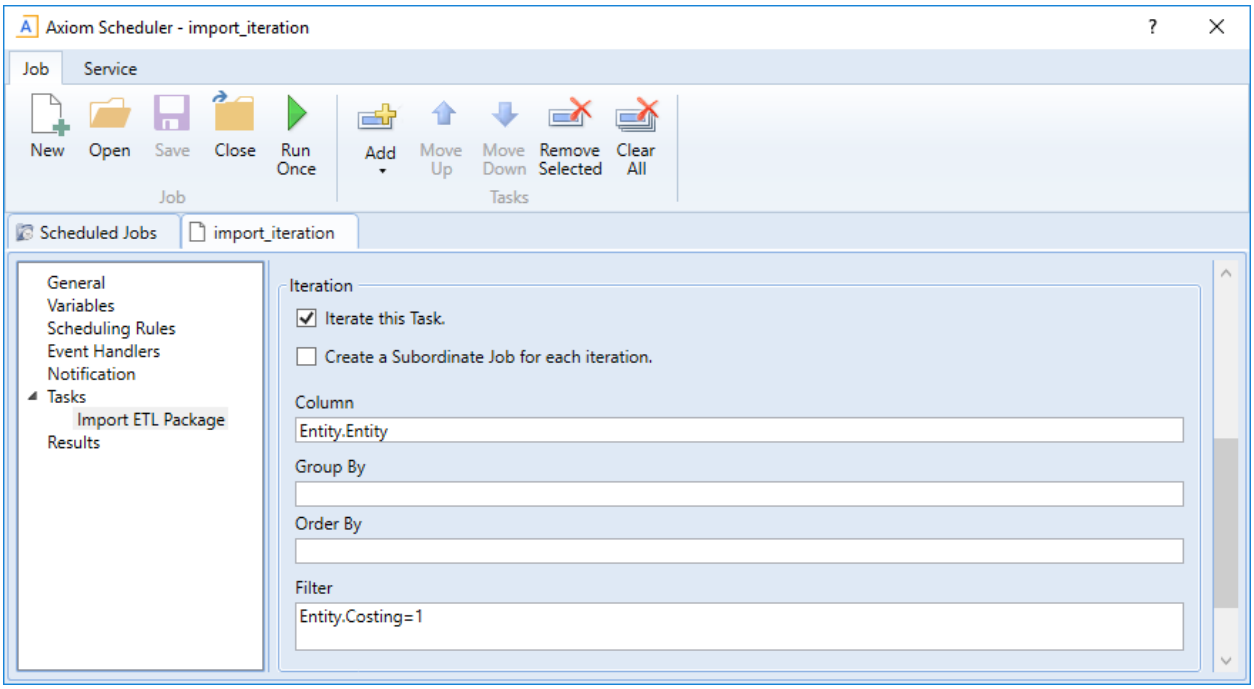
If your job has multiple tasks, and you want the tasks after the iterative task to wait for all iterations to complete before executing, then you must enable the following Task Control option for the iterative task: **Wait for all Subordinate Jobs to complete before proceeding to the next Task**.

▶ Configuring the task to change for each iteration

In order for the Scheduler task to apply the current iteration value to each iteration, you must use the built-in iteration variables within the task. These variables are job variables, and can be used like any other job variable. The following variables are available:

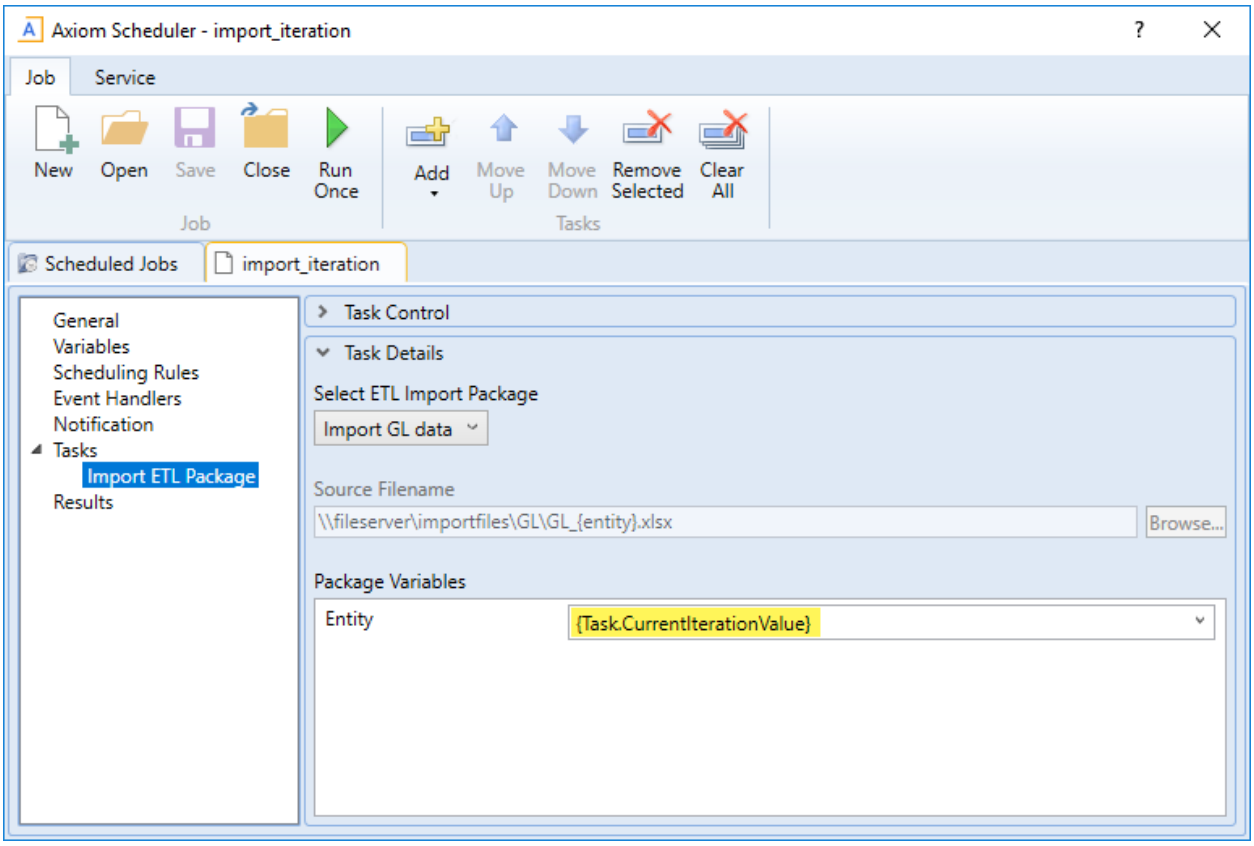
Variable	Description
`{Task.CurrentIterationValue}`	Returns the current value from the iteration list.
`{Task.IterationNumber}`	Returns the number of the current iteration.

To continue the previous example, imagine that you are setting up an import for iterative processing by entity. To define the list of entities, you set up the Iteration settings in the Task Control section like the following:



This example will iterate over the list of entities in the Entities column, limited to only those entities where the Costing column is set to True. If this resolves to 4 entities, then the task will be processed 4 times, once for each entity.

The import is configured with a variable `{Entity}`, which it uses to process the correct entity source file. In order to pass the current task iteration value to the import variable, you can use the job variable `{Task.CurrentIterationValue}` in the import task settings. For example:

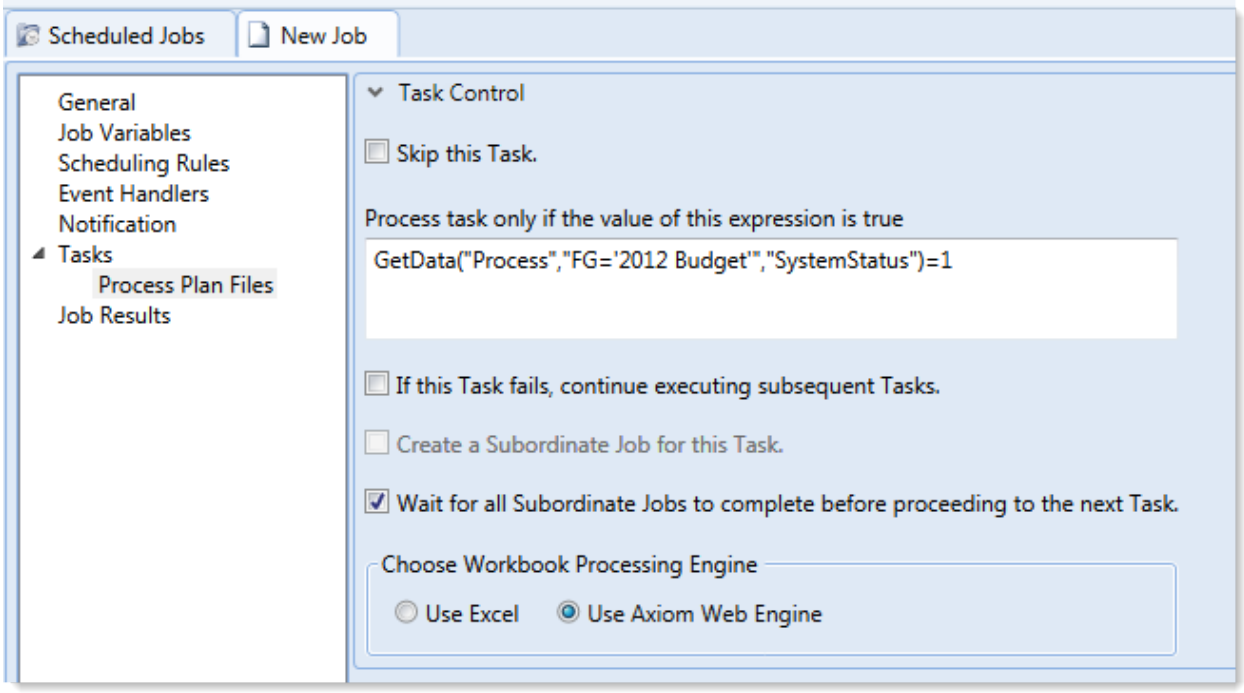


When the first iteration is performed, the `{Task.CurrentIterationValue}` will be resolved as Entity_1, so the import will be processed using Entity_1 as the value for the `{Entity}` import variable. For the second iteration, the value Entity_2 will be used, and so on. Using this approach, the import will be processed for all entities in the iteration column.

Conditionally processing tasks in a job

You can configure a task so that it is only processed if a particular condition is met. This feature is configured in the task settings, in the **Task Control** section, under **Process task only if the value of this expression is true**.

To enable conditional processing, you must specify a logical expression that will resolve to either true or false when the job is executed. If true, then the task is processed as normal. If false, then the task is skipped.



The logical expression is evaluated using an IF function on the Scheduler server as follows:

```
=IF(Expression, 1, 0)
```

You can enter any expression that would be valid in an IF function. You can use Excel functions, Axiom functions, and Scheduler job variables in the expression. If you use a job variable, it must be placed in quotation marks unless you expect the variable value to be resolved and evaluated as a number.

If the task is not processed because the condition resolves to false, this is not considered a failed task. If there are other tasks in the job, they will be processed. If you want an entire job to be conditional, you can do either of the following:

- Repeat the condition in each individual task settings. Keep in mind that the condition will be evaluated for each individual task, which means that if it is possible for the condition to change in between tasks, some tasks might be processed while others aren't.
- Use the condition on a Raise Event task that then triggers another job for processing. For more information, see Raise Event task.

Examples

The following are some example expressions for conditional processing:

```
GetData("Process","FG='2012 Budget'","SystemStatus")=1
```

If this GetData function returns 1, the expression resolves to true and the task is processed. If not, it is false and the task is skipped.

```
AND("{EventHandler.EventName}"="ProcessPlanFiles",{Dept}=1000)
```

If this job was triggered for execution by the ProcessPlanFiles event handler, and if the job variable Dept resolves to 1000, then this expression is true and the task is processed. Note that in the first part of the expression, the event handler variable will return a string value so it must be placed in double quotation marks. In the second part of the expression, the department variable will return a number so it is not placed in quotation marks.

```
AND(Day(Now())<=7,Weekday(Now())=2)
```

This expression will return true if it is the first Monday of the month, otherwise it will return false.

Using RunEvent to execute a Scheduler job

Using RunEvent, you can trigger the execution of a Scheduler job from various contexts, such as within Axiom files, task panes, or Axiom forms. There are two different versions of RunEvent:

- **RunEvent function**: The RunEvent function can be used in Axiom files to trigger the execution of a Scheduler job from a spreadsheet.
- **RunEvent command**: The RunEvent command can be used in task panes or Axiom forms to trigger the execution of a Scheduler job.

Both the function and the command work in the same way and use similar parameters. Some limitations apply depending on the context where RunEvent is being used. It is assumed that an administrator (or a power user with the necessary rights) sets up the desired jobs within Scheduler, and then sets up RunEvent in the appropriate context so that end users can trigger it.

The end user who triggers the job using RunEvent does *not* need to have file permission to the job or any access to Scheduler. The job itself can be configured to execute its tasks using the permissions of the job owner or using the permissions of the end user who triggered the job (the requester). If the job is run as the requester, then the end user must have the appropriate permissions to the files impacted by the job (for example to the target file for File Processing, or to the target file group and plan files for Process Plan Files).

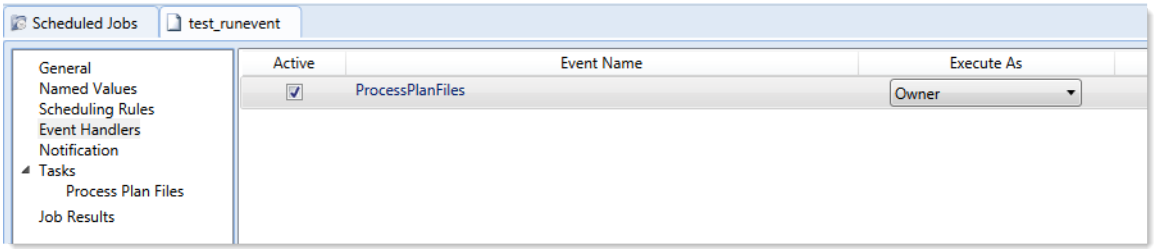
NOTE: You can also use the Raise Event Scheduler task to trigger the execution of a Scheduler job from a different Scheduler job. This works in a similar manner as the RunEvent features.

Setting up a Scheduler job for RunEvent

All uses of RunEvent require the same job setup in Scheduler:

- The job that you want to execute via RunEvent must already be created within Scheduler. When setting up the job, consider items such as the notification settings. Do you want the notifications to go to the user that executed the job, or to the job owner, or both?

- The job must contain an event handler that will be used to trigger the job execution. When creating the event handler, consider whether you want the job to run as the job owner, or as the requester (the user who clicks on the RunEvent function). This may impact email notifications and determines the user rights under which the job will run.



  For more information, see Advanced options.

- Optionally, the job can use variables. Variable values can be defined in the RunEvent function or command and passed to the job. You would do this if aspects of the job need to be dynamic; for example, if you want to use a different filter depending on which user is running the job or based on a user selection in the file. For more information see the *Variable example* section below.

Setting up RunEvent

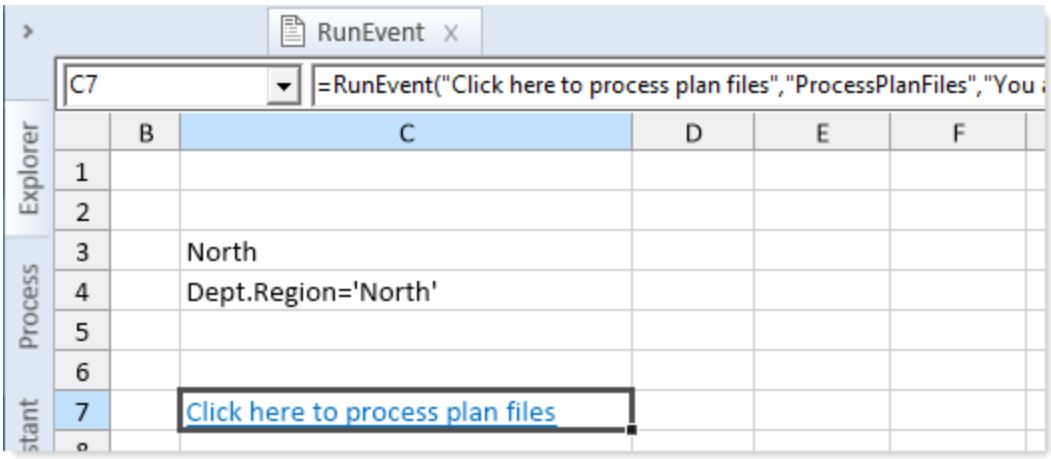
RunEvent uses the following properties to trigger Scheduler jobs:

- The event handler name that identifies the Scheduler job(s) to trigger for execution.
- An optional confirmation message to present to the user before proceeding with the event. Not available when using the command within an Axiom form.
- An optional success message to present to the user after the event has been raised.
- An optional file group context to target the job execution to only event handlers that are associated with a particular file group (or no file group). For the RunEvent command, this is an optional parameter. For the RunEvent function, the current file group context is automatically applied if the file with the function belongs to a file group.
- If variables are being used, one or more variable names and values to pass to the Scheduler job. This is available in all contexts, however, task panes do not currently support the ability to determine the variable values dynamically.

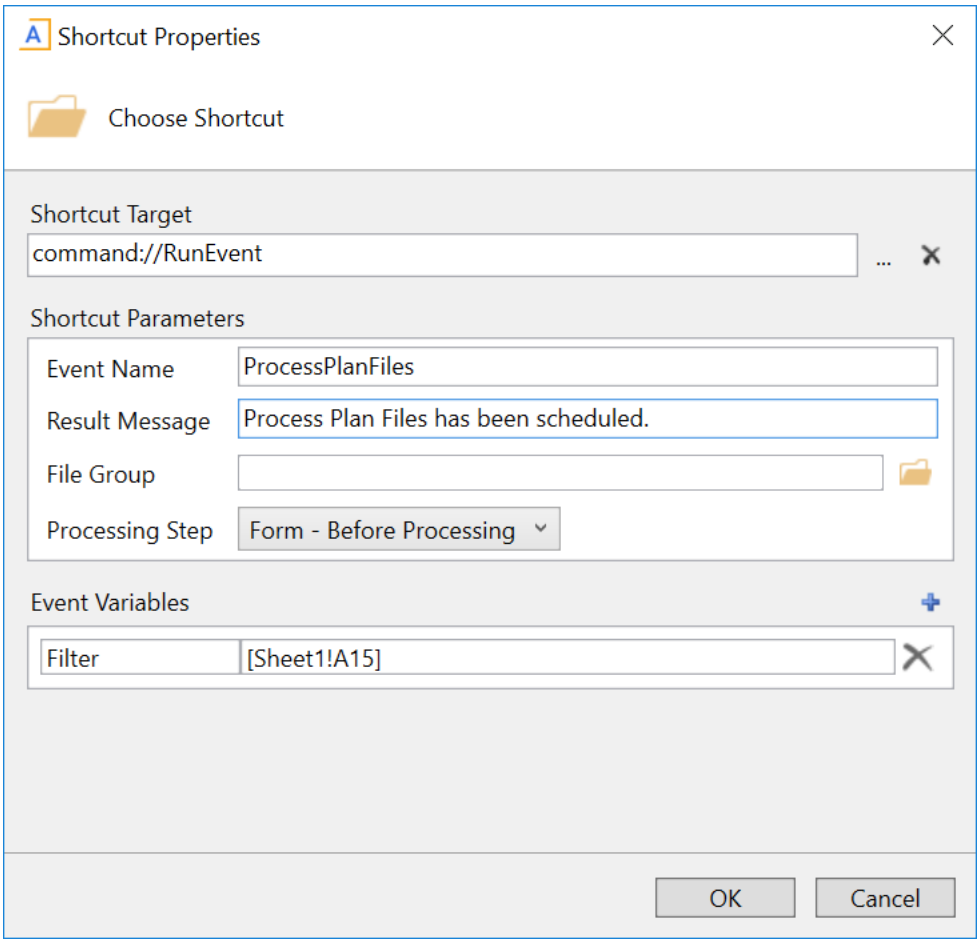
The following shows an example RunEvent function for use in an Axiom file:

```
=RunEvent("Click here to process plan files","ProcessPlanFiles","You are
about to process plan files for the "&C3&" region. Do you want to
continue?",,"filter = "&C4)
```

The first parameter defines the display text for the function, while the second parameter specifies the event handler name. In this example we have also defined a custom confirmation message for the user and a variable value to pass a filter to the job. The following screenshot shows the function in the spreadsheet:



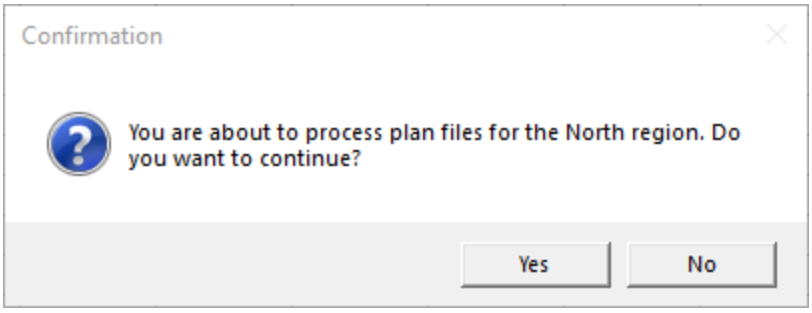
The next screenshot shows a RunEvent command set up on a Button component for an Axiom form. You can see the same event name and the filter variable also being read from a sheet location.



RunEvent behavior and user experience

The behavior and user experience for RunEvent depends on the context and whether you are using optional custom messages.

- The user starts the process by doing one of the following:
  - Double-clicking the RunEvent function in the spreadsheet.
  - Clicking the Button component that is configured for RunEvent in the Axiom form.
  - Double-clicking the RunEvent item in the task pane.
- A confirmation prompt displays to the user, asking them to confirm that they want to proceed. The user can click **Yes** to proceed, or **No** to cancel. Default text is used if no custom text is defined in the RunEvent properties.



NOTE: This step does not apply when executing RunEvent from an Axiom form. The Axiom form context does not support a confirmation message. However, you can configure the Button component to display a confirmation message before executing the RunEvent command.

- Axiom Capital Tracking checks the list of event handlers in Scheduler to see if any match the specified event handler name in RunEvent. This check works as follows:
  - If RunEvent has a file group context, then Axiom Capital Tracking only tries to match with event handlers that are associated with the same file group, or with no file group. Any event handlers associated with a different file group are ignored. The RunEvent command has a file group context if a file group is specified in the shortcut parameters, whereas the RunEvent function automatically has a file group context if the file with the function belongs to a file group.
  - If RunEvent does not have a file group context, then all event handlers are eligible to match.

  If any matching event handler names are found, then all Scheduler jobs that reference the event handler are triggered for execution. If multiple jobs reference the matching event handler, then all of those jobs will be executed.

  If variable values are defined in the RunEvent properties, those values are passed to the job and are used when the job is executed.

- A confirmation message displays to the user as follows:
  - If no jobs were found that contained the specified event handler, the user is notified that no jobs were found.
  - If jobs were placed on the schedule, the user is notified that the specified event was scheduled. Default text is used if no custom text is defined in the RunEvent properties.

NOTE: If executing RunEvent from an Axiom form, this message displays in the bottom left corner of the form, not in a separate message dialog.

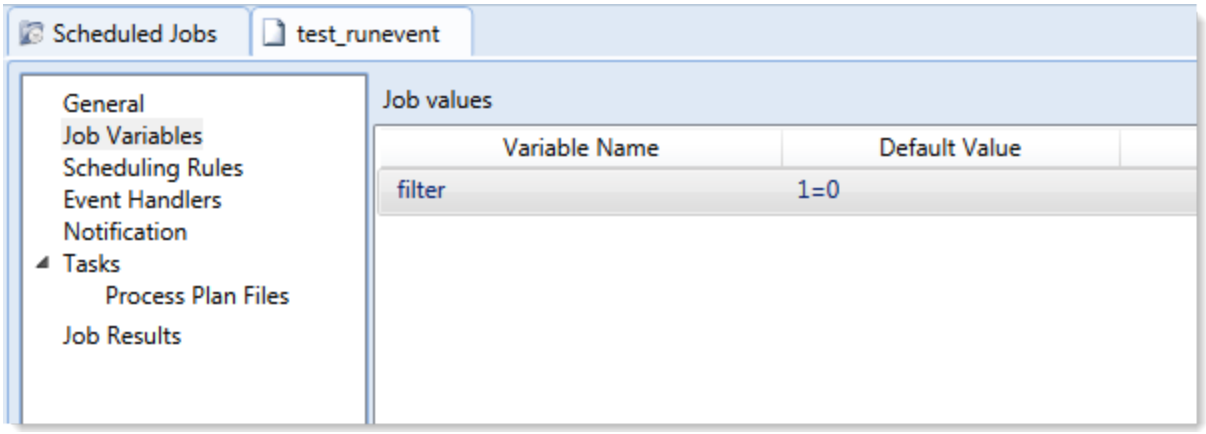
When the job is finished processing, email notifications are sent according to the settings in the job.

Variable example

When using RunEvent to execute a Scheduler job, you can pass a variable value to the job. For example, imagine that you want to execute a Process Plan Files job, and you want to send a filter value to the job.

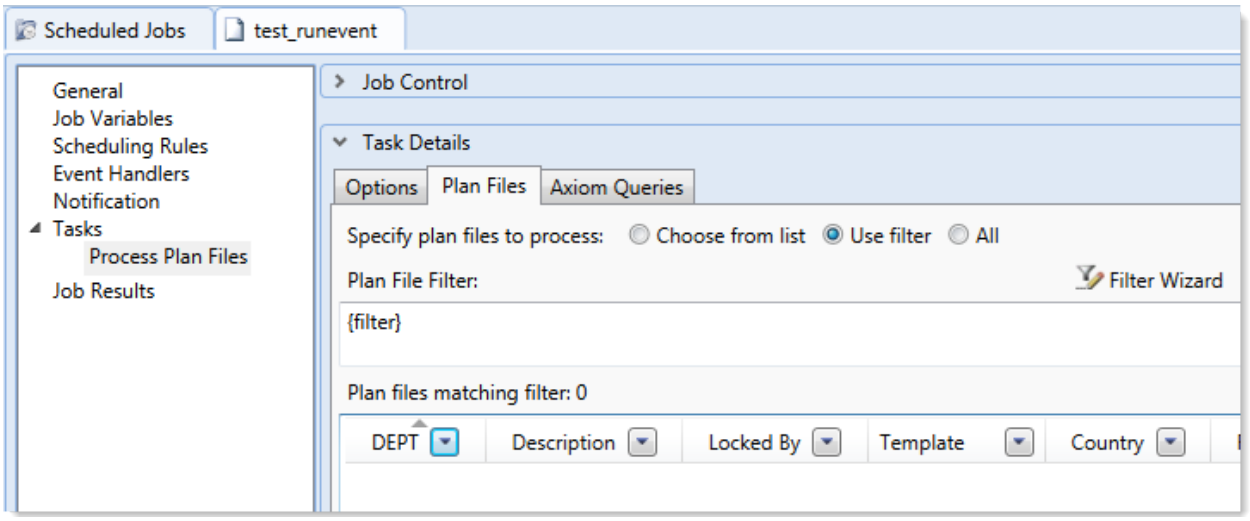
Step 1: Set up the variable in the job

The first step would be to create a job variable in the job, and then use the job variable in the filter setting.



Example job variable

NOTE: In this case, we have defined a default value for the filter variable (1=0) that does not result in any plan files. This is because we do not want to process any plan files unless a filter is provided by RunEvent. If we left the default value blank, that would mean all plan files would be processed if no filter was provided by RunEvent.



Example use of variable in job settings

For more information on Scheduler job variables, see Using job variables.

Step 2: Configure RunEvent to use the Variable

Now that the job is set up to use the filter variable, you must configure RunEvent to pass in a value for that variable. If you are using the RunEvent function in an Axiom file, you use the following syntax within the function parameters:

```
variablename=variablevalue
```

These name / value pairs can be placed in the RunEvent function starting in the fifth parameter of the function. If you have two name / value pairs to pass to the job, you can use the fifth and sixth parameters, and so on.

For example, to pass the filter `DEPT.Region='North'` to the job, the RunEvent function would be constructed as follows:

```
=RunEvent("Double-click to process plan
files","ProcessPlanFiles",,,"filter=dept.region='North'")
```

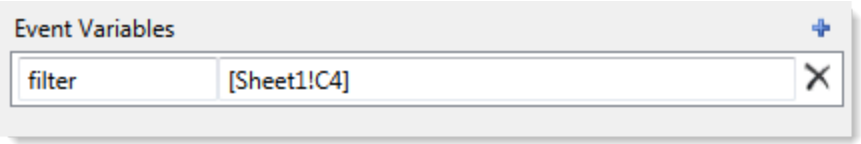
More likely, you would be reading the variable value from another place in the sheet, so the function would look something like:

```
=RunEvent("Double-click to process plan
files","ProcessPlanFiles",,,"filter="&C4)
```

Where the filter value is read from cell C5.

When the job is executed by use of this RunEvent function, the value `DEPT.Region='North'` will be placed in the **Plan File Filter** box of the Process Plan Files task, and the job will be run using that filter.

When using RunEvent in an Axiom form, the variables and their values are defined in the Event Variables section. In this context you place the name of the variable in the left-hand box, and then in the right-hand box you enter the cell reference (in brackets) where the variable value will be read.



The Event Variables section is also present when configuring RunEvent for use in a task pane, however in this context the only option is to "hard-code" the values in the RunEvent properties.

Run another Scheduler job from within a Scheduler job

Scheduler jobs have two ways to run another Scheduler job:

- Raise Event task: This task uses an event handler name to trigger one or more Scheduler jobs for execution. The jobs triggered by the event handler are run independently from the job containing the Raise Event task.
- Run Scheduler Job task: This task runs a specified Scheduler job as a subordinate job within the current "parent" job. Essentially, the tasks in the target job are run within the parent job, which means that other tasks in the parent job can reference the results of those tasks.

The decision of which task to use depends on several factors, but the most important is whether the Scheduler jobs are independent or dependent. If the first job is dependent on the execution of the second job, then you must use the Run Scheduler Job task. When the Raise Event task is used, the triggered jobs are run independently.

The following chart details some comparison points between the two tasks:

Comparison	Raise Event	Run Scheduler Job
Can pass variables to target job	Yes	Yes
Can execute target job as requester or owner	Yes	No
Can wait for target job to complete before continuing	No	Yes
Can use results of target job in subsequent tasks	No	Yes

Using the Raise Event task

The Scheduler Raise Event task is typically used when you need to trigger another job for execution once the current job is complete. The Scheduler job(s) triggered by the event handler are added to the schedule and then executed independently from the current job. For example, you might place the Raise Event task at the end of the task list, so that all tasks in the current job must complete successfully before the Raise Event task is run.

Because the jobs triggered by the event handler are run independently, you cannot perform additional tasks in the current job that depend on the results of the triggered jobs. The current job will not wait for the triggered jobs to be run.

Event handlers can be configured to run a job as either the job owner or as the requester (meaning the user that triggered the event). This allows some additional flexibility in how the triggered jobs are run. For example, you may want to trigger a job that needs to be run using administrator permissions. As long as the event handler is configured to run as job owner (and the owner is an administrator), then that triggered job will always have the necessary permissions, regardless of the user who is running the job with the Raise Event task.

Using the Run Scheduler Job task

The Run Scheduler Job task is typically used when you need to run another job and then perform additional tasks once that job is complete. Because the target job is run as a subordinate job within the "parent" job, the parent job can wait for the "child" job to complete before it continues processing tasks. Later tasks in the parent job can reference the results of the completed child job, such as querying data saved from the child job, processing plan files created by the child job, and so on.

Keep in mind that if you want the parent job to stop processing tasks if the target job fails, then **Wait for all Subordinate Jobs to complete before proceeding to the next Task** must be enabled for the task and **If this Task fails, continue executing subsequent Tasks** must be disabled for the task. This is the default configuration.

The child job is run using the same user permissions as the parent job. The user running the parent job must have the appropriate permissions to complete all tasks in both the parent job and the child job.

Chaining multiple Scheduler jobs

You can "chain" multiple Scheduler jobs together using either approach. For example, you may have three Scheduler jobs that you want to run, in a particular order.

You can place multiple Run Scheduler Job tasks in a parent job, where each task triggers a separate job. Because these tasks run as subordinate jobs, and the parent job can wait for each child job to complete, it is easy to run the jobs in order.

To chain jobs using Raise Event, the last task in each job can be a Raise Event task. Each job will perform its tasks and then trigger the next job in the chain. When using this approach, the chain automatically stops if failure occurs, because if a task in the job fails then the job stops and will not proceed to the Raise Event task. The disadvantage of this approach is that the jobs cannot also be run separately, unless you manually disable the Raise Event tasks or configure the Raise Event tasks to not run based on a condition.

Running a job

If a job is saved with an active scheduling rule, then the job is automatically placed on the schedule to be run according to that rule. Each time the job is run according to the rule, it is run as the current job owner (unless it is a system job, in which case it is run as the System identity).

However, you can also choose to run a job manually. If you run a job manually, the job is added to the **Scheduled Jobs** list with a start time of now, to be processed according to its job priority settings. The job will be run using your user identity (again, unless it is a system job).

Running a job manually does not impact any scheduled executions of the job as determined by scheduling rules. For example, if a job is scheduled to be run at 10:00 PM tonight, and you run the job manually at 2:00 PM, the job will still be run as scheduled at 10:00 PM.

To manually run a job:

1. In the Scheduler dialog, in the **Job** tab, click **Open**.

   The **Axiom Explorer** dialog opens, showing the Scheduler Jobs Library only.

2. Select the job and then click **Open**.

   The job opens in the **Scheduler** dialog. Make sure the job is the active tab in the navigation pane (the most recently opened tab is the active tab by default).

3. In the **Job** tab of the ribbon, click **Run Once**.

A confirmation message informs you that the job has been placed on the schedule.

NOTE: When you click **Run Once**, any unsaved changes to the job are automatically saved. This save will designate you as the job owner (if you are not already the job owner).

You can also run jobs manually using the Scheduler area of the Web Client. For more information, see Running a job manually in the Web Client.

Scheduler Task Reference

Each Scheduler task in a job has two sections of task properties:

- **Task Control**: Common task properties that apply to all task types. For more information, see Task Control properties.
- **Task Details**: Properties specific to the current task type. For more information, see the topics for each individual task type.

The following task types are available:

Task	Description
Active Directory Import	Import users from Active Directory into Axiom Capital Tracking. This task adds new users, and can also disable users that no longer exist in the Active Directory domain.
Collect Worksheets	Collect worksheets from multiple files into a single file.
Copy On Demand Plan Files	Copy plan files from one on-demand file group to another.
Create Plan Files	Create new plan files (same as the **Create Plan Files** utility for file groups).
Echo Task	Test the Scheduler server. This task sends a message to the Scheduler server and asks it to send the message back.
Execute Command Adapter	Execute a command from the Command Library.
Export ETL Package	Export data to an external database, using an export utility defined in the Exports Library.
File Processing	Perform file processing actions on a report. You can use the report's native file processing settings, or override the settings.
Import ETL Package	Import data into Axiom Capital Tracking, using an import utility defined in the Imports Library.
Process Document List	Process any set of Axiom files—for example, driver files or report utilities. The task calculates and saves the files, and can also refresh Axiom queries and save data to the database.
Process Plan Files	Process plan files (same as the **Process Plan Files** utility for file groups).
Process Template List	Process a template file. The task runs designated Axiom queries, time-stamps the queries, and saves the template.
Purge System Data	Purge old Scheduler results and system temp tables.
Raise Event	Trigger another Scheduler job for execution, using a named event handler.
Run Scheduler Job	Run another Scheduler job as a subordinate job.
SMTP Message Delivery	Deliver email notifications resulting from Scheduler jobs.
Start Process	Start a process definition for Process Management.
Update Indexes and Constraints	Update the indexes and constraints in your Axiom Capital Tracking database.
Web Report Processing	Process web reports for production reporting.

Task Control properties

The following task properties are available for all Scheduler task types. To edit these properties, select the task in the Scheduler job, then expand the **Task Control** section.

Item	Description
Skip this Task	If selected, the task will not be run when the job is processed. By default, this option is not selected, which means this task will be run.
Process task only if the value of this expression is true	Optional. Enter a logical expression to conditionally process this task depending on whether the expression resolves to true or false at the time the job is executed. If true, the task is processed as normal. If false, the task is skipped. The logical expression is evaluated by the Scheduler server using an IF function. The expression can be any statement that would be valid within an IF function. You can use Excel functions, Axiom functions, and Scheduler job variables in the expression. If you use a job variable in the expression, you must place the variable in double quotation marks unless you expect it to be resolved and evaluated as a number. For more information, see Conditionally processing tasks in a job.
If this Task fails, continue executing subsequent Tasks	If selected, the job will continue processing even if this task fails. By default, this option is not selected. If a task in a job fails, the job is canceled and no further tasks are processed.
Create a Subordinate Job for this Task	If selected, this task will be processed as a subordinate job to the current job. Selecting this check box enables concurrent processing of different tasks, if the option to **Wait for all Subordinate Jobs to complete before proceeding to the next Task** is not selected. **NOTE:** This option is not available for **Process Plan File** tasks.
Wait for all Subordinate Jobs to complete before proceeding to the next Task	If selected, the job will wait for any subordinate jobs to complete before moving to the next task. If this check box is not selected, and the option **Create a Subordinate Job for this Task** is selected, then tasks can be processed concurrently instead of sequentially. This check box is selected by default for **Plan File Refresh** and **File Processing** tasks. For other task types, this option is not selected by default.

Item	Description
Override Log Level for this Task	By default, Scheduler jobs perform logging at the same level that is specified for the application. If necessary, you can override the logging level for a particular task, so that it always runs at a specified logging level. You may want to do this if you encounter performance issues for tasks that generate a lot of logged messages. To do this, select the check box for **Override Log Level for this Task**, then select the desired logging level from the drop-down list. **NOTE:** This option is only available for File Processing tasks.

NOTE: Older systems may see a setting named **Workbook processing engine to use**. If this option is present, it should always be set to **Axiom Web Engine**. Use of Excel for processing on the Scheduler server is no longer supported. All Scheduler tasks that involve spreadsheet processing are processed using the same spreadsheet emulation engine as the Windows Client.

Iteration

This section can be used to optionally enable iterative processing for the task. For more information, see Using iterative task processing.

Item	Description
Iterate this Task	Specifies whether iterative processing is enabled for the task. If enabled, then the task will be performed N times, where N is the number of unique items in the specified iteration column. Job variables can be used to apply the current iteration value and iteration number to the task.
Create a Subordinate Job for each iteration	Specifies whether each iteration is processed as a separate subordinate job. By default, this is disabled, which means that all iterations are processed sequentially within the overall subordinate job created to process the iterations. If enabled, then each iteration is processed as a separate subordinate job, enabling concurrent execution of multiple iterations. This option should only be enabled if the order of iteration processing is not important.
Column	The column that contains the values to iterate over. Use Table.Column syntax to specify the column. Multiple-level lookups can be used. For example, if you specify `Dept.Region`, then the task will be processed once for each unique region value in the column (after applying any filter to limit the list of values).

Item	Description
Group By	Optional. By default, the group by column is the same as the iteration column, so that the task is processed once for each unique value in the iteration column. However, if needed, you can specify a different grouping level. You can use any column or columns that would be valid as the "sum by" level for an Axiom query, where the primary table is the table specified for the iteration column.
Order By	Optional. By default, the values are sorted based on the iteration column, in ascending order. You can specify a different sort column, or use the same sort column but change the order to descending. The sort order is ascending unless the keyword `desc` is used to specify descending order. For example: `Dept.Dept desc`
Filter	Optional. A filter criteria statement to limit the list of values for the iterative processing. You can use any filter that is valid against the source table (the table of the iteration column).

Active Directory Import task

This task imports users from Active Directory groups into Axiom Capital Tracking security. For more information on using Active Directory integration with Axiom Capital Tracking, see the *Security Guide*.

This task has three tabs of settings: **Source Directory**, **Notification**, and **Preview Import**.

NOTE: The user running this task must be an administrator or have the **Administer Security** permission.

For Axiom Cloud systems, the Active Directory Import task can import users from your local Active Directory by use of the Axiom Cloud Integration Service. If you have a remote data connection that is enabled for user authentication, this task will use that connection when the job is executed by Scheduler.

▶ Source Directory tab

On this tab, you specify the domain to import from and the groups to import.

Item	Description
Domain or Server	Select either **Domain** or **Server** to specify the source domain for the import. • If you select Domain, enter the name of the domain. • If you select Server, enter the name of the domain controller server. The server option is available in case you are not currently logged into the source domain, and your current domain does not have access to the source domain. In this case, you must use domain credentials in order to access the source domain. Only one domain can be selected per import task. If you want to import users from multiple domains into an Axiom Capital Tracking system, then you must create multiple import tasks.
Credentials	Specifies the credentials to use when accessing Active Directory for the import. Select one of the following: • **Use process credentials**: (Default) Use the credentials of the network service account for Axiom Scheduler Server (on-premise installations) or Axiom Cloud Integration Service (Axiom Cloud systems). • **Specify domain credentials**: Enter the credentials of a specified domain **User** and **Password**. This option is required if you identified the source domain using the server name instead of the domain name.
Never Enable Users	Specifies whether the import enables imported users as part of the process: • If unchecked (default), then newly imported users are enabled as part of the import. Additionally, any existing imported users who have been changed to disabled are re-enabled. • If checked, then newly imported users are not enabled as part of the import. A security administrator must modify the security settings after the import is complete to enable the new users. Existing imported users retain their current enabled status.
Groups to import	The Active Directory groups for which members will be imported into Axiom Capital Tracking Security. • Click **Add** to select from a list of groups for the specified domain. If the specified domain name is not valid or if Axiom Capital Tracking cannot connect to it, then an error will result when attempting to add groups. • If you need to remove a group, select the group and click **Remove**. • Click **Role Mapping** to define mappings for the selected groups. If a mapping exists for a group, then when users are imported for that group they are automatically assigned to the mapped role and subsystem. See the discussion following this table for more information.

Role mapping

In the **Role Mapping** dialog, click **Add mapping** (the plus icon) to add a role mapping for a group. Then complete the following:

- In the **Directory Group** column, select the Active Directory group to be mapped.
- In the **Axiom Role** column, select the role to be assigned to users in that group. If you want to map the group to more than one role, add another mapping row. You can select **None** if you do not want the users in the group to be assigned to any role.
- In the **Subsystem** column, select the subsystem for users in that group. If you want to map the group to more than one subsystem, add another mapping row. This option only displays if subsystems are enabled for your system.
- In the **User Type** column, select the license type for the imported users. The default license type is **Standard**.
- In the **Authentication Type** column, select the authentication type for the imported users, **Windows User** or **SAML**. The default authentication type is Windows User. Note that the selected authentication type will be assigned to users regardless of whether that authentication type is currently enabled for the system.

You can map each group to multiple roles and subsystems. If a group has no defined mappings, then the users will not be assigned to any roles or subsystems. If the import creates new users without mappings, the assigned user type is Standard and the assigned authentication type is Windows User.

To remove a mapping, select the mapping in the grid and then click **Remove mapping** (the X icon). If users have already been imported using this mapping, removing the mapping will not remove the users from the role or subsystem in subsequent imports (unless other group mappings in the import use the same role or subsystem, and the users are not also part of that group).

NOTE: If a user belongs to multiple mappings—either multiple mappings for a single group, or multiple mapped groups—then the user will be assigned to the user type and the authentication type for the last-processed mapping.

▶ Notification tab

On this tab, you specify users to be notified when changes are made in Axiom Capital Tracking Security due to the import.

Type in one or more email addresses to be notified. Separate multiple addresses with a semi-colon. For example:

```
jdoe@axiomepm.com;jsmith@axiomepm.com
```

When the import task is run, if any users are created or modified in the Axiom Capital Tracking system, an email notification will be sent to the addresses specified here. The email summarizes the changes made. This email notification is independent of any job-level notification settings (which notify based on overall job completion or failure).

We recommend setting up this task-level notification to send emails to the security administrator(s) responsible for maintaining the security settings in Axiom Capital Tracking, so that he or she can define security settings for newly added users, validate changes made to existing users, and perform any other follow-up tasks.

Scheduler job variables can be used in this setting.

▶ Preview Import tab

On this tab, you can preview the import results to test that the import is set up as desired.

To preview the results, click **Preview**. Axiom Capital Tracking processes the import task but does not actually make the changes to the system. Instead, the tab displays a summary of the changes that would result.

The preview shows a list of users that would be added, changed, or disabled.

NOTE: The preview is always executed locally, even for Axiom Cloud systems. The remote data connection to the Cloud Integration Service is only used when the task is executed by Scheduler.

Collect Worksheets task

This task collects sheets from multiple source workbooks and combines them into a single target workbook. You can then save the target workbook to a specified file location, and/or email the workbook.

NOTE: This task is primarily intended for backward-compatibility only. The main method of performing a file collect operation is to use the file processing feature with the File Processing Scheduler task. For more information on setting up a file collect report using file processing, see the *Axiom File Setup Guide*.

Typically, this task would be used at the end of a job with multiple File Processing tasks, to take the results of those tasks and collect them into a single workbook.

Item	Description
Save or Email Workbook	Specifies the delivery option for the target workbook. Select one of the following: • **Save Workbook**: The target workbook is saved to the specified output folder. • **Email Workbook**: The target workbook is emailed to the specified recipients. The file is not saved anywhere on the file system. • **Save and Email Workbook**: The target workbook is both saved and emailed.

Target Workbook

Complete the following settings to define the target workbook:

Item	Description
Output Folder	The folder location where the target workbook will be saved (if you are saving the workbook). Click the folder icon to select a folder location, or type a folder location. If the specified folder does not already exist, Axiom Capital Tracking attempts to create it. Job variables can be used in this setting.
Output File Name	The name of the target workbook. Job variables can be used in this setting.
File Type	The file type of the target workbook. Select **XLS**, **XLSX**, or **XLSM**. **NOTE:** PDF displays as an option, but it is not supported in this context.

Email Settings

This section only applies if you are emailing the target workbook. The "From" address is always the Scheduler default From address (as defined in the system configuration settings).

Item	Description
To	Enter the email addresses to receive the target workbook via email. Separate multiple addresses with a semicolon.
Subject Line	The subject line for the email.
Body Text	The body text for the email.

Source Workbooks

In this section, you specify one or more source workbooks from which to collect worksheets. Workbooks are identified by folder location. Within a folder location, you can specify one or more workbooks by name, or by using wildcards, or by using *.* to collect all workbooks at the location.

All sheets in each source workbook will be collected. Ideally, you will be collecting from workbooks that only contain relevant sheets (for example, no blank "Sheet2," etc.), and where the sheets have unique names. If multiple workbooks have sheets with the same name, the sheets will be incremented by number in the target workbook.

- To add a workbook, click the Add button. In the **Edit Workbooks Source** dialog, complete the settings as described below, then click **OK** to add the workbook to the list.
- To remove a workbook, select the workbook in the list and then click the Remove button. Only one workbook can be selected at a time.
- To change the order of workbooks, select the workbook in the list and then click the arrow buttons to move the workbook up or down. Source workbooks are processed in the order they are listed in the grid.

Item	Description
Folder Path	The folder location of the source workbook(s). Click the folder icon to select a folder location. **NOTE:** The **Folder Path** location must be accessible by the Scheduler service user account. If you specify a network folder location using the Browse button, the location is automatically entered as a UNC path. If you specify a C: drive location, that will be evaluated as the C: drive of the Scheduler server. Job variables can be used in this setting.
Workbooks	The workbooks from which you want to collect worksheets, within the specified folder path. • Specify *.* if you want to collect all files in the folder path. • Specify individual file names to collect from specific files. Separate multiple file names with semicolons. You can use wildcards (* or ?) to specify groups of files that share naming conventions. For example: `North*.xls` to collect all XLS files where the file name starts with "North". Only files with the following file types are valid to be collected: XLS, XLSX, XLSM. If you are using wildcards, the matches must be valid file types, or else the task will fail with an error. Job variables can be used in this setting.

Once you have saved a source workbook location, you can edit it by double-clicking the row.

Copy On Demand Plan Files task

This task copies on demand plan files from one file group to another. It performs the same actions as the **Copy On Demand Plan Files** command in the Command Library.

This is an advanced feature and should only be used if it is the only way to achieve the desired population of plan files between two related file groups. It is the responsibility of the solution designer to ensure that the copied plan files will behave as expected in the target file group. For example, the plan file must be designed to dynamically save to the appropriate tables and columns within the context of the new file group.

The Copy On Demand Plan Files task uses two tabs to define the properties of the task.

- **Options**: Defines the options to be used for the copy operation
- **Plan Files**: Specifies the plan files to copy

Options tab

The following options are available on the Options tab. Note that all of these options can be changed dynamically by using system variables.

Item	Description
Source File Group	The file group to copy plan files from. Click the folder icon to select a file group. You can select any on-demand file group, or any file group alias that currently points to an on-demand file group.
Destination File Group	The file group to copy plan files to. Click the folder icon to select a file group. You can select any on-demand file group, or any file group alias that currently points to an on-demand file group.
Keep original plan file creator	Specifies whether the plan file creator for the copied plan files is set to the same creator as the original plan files. By default, this option is enabled. If this option is disabled, then the plan file creator for the copied plan files is set to the user identity used by the Scheduler job when it is run.

Item	Description
Use default template	Specifies whether the copied plan files have the option to adopt the default template of the new file group. This is primarily intended to be used when copying plan files to a file group that uses virtual, form-enabled plan files, so that the copied plan files can be converted to virtual files and use the new template. • If disabled (default), then the target file group must contain copies of the original templates that were used to create the plan files from the source file group. If these templates are not present, then the copy process will fail. • If enabled, then the copied plan files will be assigned a template as follows: ◦ If the target file group contains copies of the original templates that were used to create the plan files from the source file group, the copied plan files use those templates. ◦ If the target file group does not contain copies of the original templates, the copied plan files use the default template specified for the target file group in the file group properties. If the target file group does not contain copies of the original templates and does not have a designated default template, then the copy process will fail.
Copy plan file attachments	Specifies whether plan file attachments are copied to the target file group when a plan file is copied. By default, this option is enabled. If this option is disabled, then plan file attachments will not be copied to the target file group.

Item	Description
Save plan files after copy	Specifies whether the new plan files are processed and saved in the target file group after the copy is performed. This is intended to perform a save-to-database within the context of the new file group. By default, this option is disabled. If you enable this option, then after the plan files are copied to the new file group, they are opened, refreshed, and saved (including a save-to-database). The refresh includes all active Axiom queries where **Refresh during document processing** is enabled. Regardless of whether this option is enabled, if it is ever intended to save the copied plan files in the target file group, then they must be designed so that they save data to the appropriate tables after being copied. **NOTES:** • If **Process with Utilities** is enabled for the target file group, then utility processing is performed instead of normal processing. The default data source is used. • If you enable this option but also specify a **Copy data utility**, then the new plan files are not processed and saved. Instead, the designated utility file is processed for each new plan file.
Copy data utility	Optional. Specifies a utility file to process for each copied plan file. You can select any file in the Utilities folder of the target file group, or a file in the Reports Library. The primary purpose of this option is to handle copying virtual plan files between file groups. Because the plan files are virtual, no data exists in the file itself and therefore saving the new plan file will not populate data for the new file group. Instead, you should create a utility file that queries in the necessary data for the original plan file, then saves the necessary data for the new plan file to the appropriate tables for the new file group. Reserved document variables are available to return information in the utility file such as the old plan file code and the new plan file code. For more information, see Copy data utility. **NOTE:** **Save plan files after copy** must be enabled in order to specify a copy data utility. If a utility is specified, then the new plan files are not saved and instead the utility file is processed for each new plan file.
Default Values	Optional. This section can be used to apply default values to any columns in the target plan code table, when the new record is created in the target file group. For more information, see Defining default values.

Plan Files tab

On the **Plan Files** tab, specify the plan files from the source file group that you want to copy to the target file group. There are three different options that you can use to specify the plan files: **Choose from list**, **Use filter**, and **All**.

The most common option when copying plan files using Scheduler is to define a filter. You can dynamically copy a subset of designated plan files using the filter. If the Scheduler task is triggered by using RunEvent, you can pass in the filter from the source of the RunEvent (such as an Axiom form).

Copy a filtered set of plan files

To use a filter to copy a subset of plan files, select **Use Filter**. When the Scheduler task is executed, Axiom Capital Tracking will process only the plan files that meet the filter. You can specify the filter directly, or use a job variable.

To specify the filter, click the Filter Wizard button. You can also manually type a filter criteria statement into the filter box. The filter must use the plan code table of the source file group, or a lookup table. For example: `CapReq2021.Transfer=1`, where CapReq is the plan code table.

Once you have entered a filter, you can click **Refresh plan file list** to show the plan files that currently match the filter. The refresh feature is intended to help you determine whether you have defined the filter correctly.

If you want to set the filter dynamically, you can use the Filter system variable to override the filter defined in the task. This is intended for use when running Scheduler jobs via RunEvent. If a variable value is specified when triggering the event, such as the value `CapReq2021.CapReq IN (45,67,98)`, then that filter statement is used to determine the plan files to be copied instead of the filter defined in the task.

Copy all plan files

To copy all plan files, select **All**. When the Scheduler task is executed, Axiom Capital Tracking will copy all plan files in the file group (except for those hidden via the Show on List column). This is not a common use case for the copy feature, but can be used if needed.

Copy selected plan files

To copy certain plan files, select **Choose from list**, and then select the check boxes for the plan files that you want to copy. When the Scheduler task is executed, Axiom Capital Tracking will copy only the selected plan files. This is not a common use case for the copy feature, but can be used if needed.

NOTE: This option is not available when using a file group alias as the source file group for the task. This is because the alias could change to point to any file group, which could result in a different list of plan files.

Defining default values

When the copy action is performed, the columns for the new record are populated as follows:

- If a value has been defined for a column in the **Default Values** section, that value is used.
- Otherwise, the value from the original record in the source file group is used. This only occurs if the column names match in the source and target tables, and if the column in the target table is a compatible data type to accept the copied value.

If a column exists in the source table but not the target table, that value is ignored and does not cause an error. If a column exists in the target table but not in the source table, then it is only populated during the copy action if a default value has been defined. If the target table contains columns with lookup relationships, those columns must be populated with valid values (either from the original record or by using default values) or else the copy action will fail.

To define default values for the new records:

- Click the plus button + to add a new column/value pair to the **Default Values** section.
- In the left-hand box, type the name of the column in the target plan code table. For example: `SourceID`. Do not use Table.Column syntax.
- In the right-hand box, type the value to be placed in this column. You can enter a "hard-coded" value, or you can enter the name of a column from the source plan code table in brackets to use the value from that column. For example, `[CapID]`. The column reference is only necessary if you want the source column value to be placed in a column that has a different name than the source column. If the columns have the same name, the value will be copied automatically as noted previously in this section.

For both the column name and the value, you can use file group variables via a file group alias. Axiom Capital Tracking looks up the current target of the alias, and finds the current value of the designated variable within that file group. Built-in variables and custom variables can both be used. To reference a variable, use the following syntax:

`{`*`FileGroupAliasName`*`.`*`VariableName`*`}`

For example: `{CP_CurrentYear.FileGroupYear}` returns the file group year for the file group that is currently the target of the CP_CurrentYear alias.

Scheduler job variables can also be used in the column name and in the value.

Overriding task settings using system variables

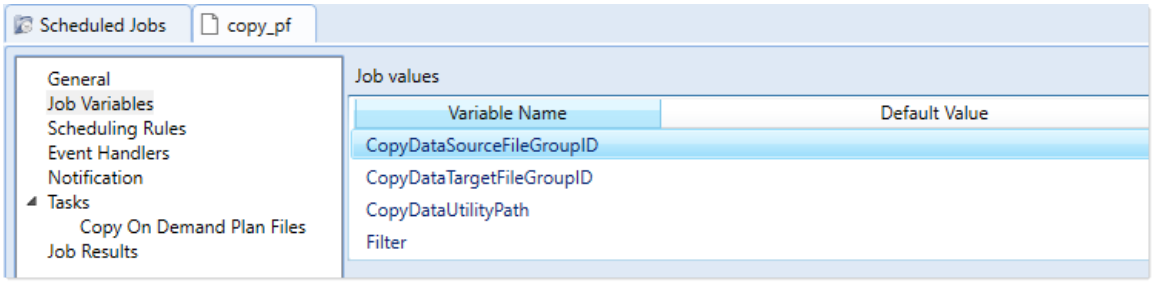
All of the settings for the Copy On Demand Plan Files task can be overridden using system variables. This is intended for use when the task is being triggered by RunEvent (such as from within an Axiom form), and you want to pass in variable values to determine how the task is run.

The variable names for this task are as follows:

Variable	Description
CopyDataSourceFileGroupID	Overrides the **Source File Group**. Must be set to a valid file group ID. File group names or alias names cannot be used.
CopyDataTargetFileGroupID	Overrides the **Destination File Group**. Must be set to a valid file group ID. File group names or alias names cannot be used.
CopyDataUtilityPath	Overrides the **Copy data utility**. Must be set to a valid document path in Axiom Capital Tracking.
Filter	Overrides the **Plan File Filter** to specify the plan files to copy. Must be set to a valid filter criteria statement.
KeepOriginalPlanFileCreator	Overrides the option **Keep original plan file creator**. Must be set to a valid Boolean value (True/False).
UseDefaultTemplate	Overrides the option **Use default template**. Must be set to a valid Boolean value (True/False).
CopyPlanFileAttachments	Overrides the option **Copy plan file attachments**. Must be set to a valid Boolean value (True/False).
SavePlanFilesAfterCopy	Overrides the option **Save plan files after copy**. Must be set to a valid Boolean value (True/False).

To override task properties using these variables:

- Add the variables that you want to use to the **Job Variables** tab. For example, if you want to override the source and target file groups, the copy data utility, and the plan file filter, then add those variables to the Job Variables tab. You do not need to add a variable name if you do not plan to override it.

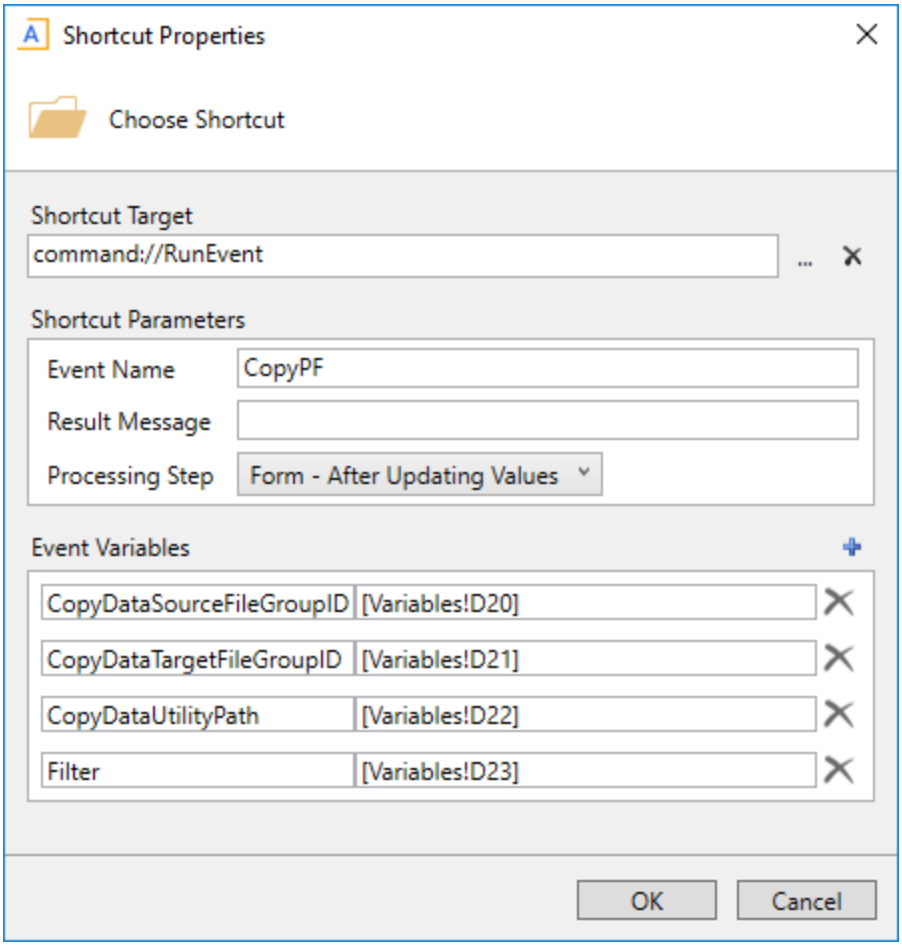


Example Job Variables tab to override certain settings for the copy task

  You do not need to define a default value for the variable. If the value is blank, then the setting defined in the task is used. The corresponding task property will only be overridden if the variable has a defined value.

- You do not need to add the variables to the task properties. The variables automatically overwrite the task properties if they have defined values.

- When configuring RunEvent, define values for the variables as needed. For example, you could have a form where you allow the user to select the source and target file group for the copy action. Based on the user's selected file group names, you can use the GetFileGroupID function to determine the IDs for those file groups. You can then pass those IDs as variable values for the variables CopyDataSourceFileGroupID and CopyDataTargetFileGroupID.



Example RunEvent properties to pass certain variable values to the copy task

Plan file process considerations

If the target file group has an active plan file process, the new plan file is started in that process as part of the plan file creation. The process initiator for the plan file is set as follows:

- If the plan file process has a designated Process Initiator Column, the user listed in that column is the process initiator.
- If the plan file process does not have a Process Initiator Column, or the column value is blank, then:
  - If **Keep original plan file creator** is enabled for the command, then the original plan file creator is the process initiator.
  - Otherwise, the user performing the copy operation is the process initiator.

Copy data utility

If a **Copy data utility** is specified, this processing is performed as follows:

- The selected plan files are first copied to the new file group. If the plan files are virtual, then the placeholder document records are copied instead of physical plan files.
- The utility file is opened once before processing begins. Any data lookups or Axiom queries that are configured to refresh on open are executed at that time.
- The utility file is then iteratively processed for each new plan file as follows:
  - Document variables are set in the utility, and the workbook is calculated.
  - Axiom queries set to **Refresh during document processing** are refreshed.
  - A save-to-database is executed.

The utility file is *not* closed and reopened for each new plan file. All processing occurs within the same file session, similar to when performing multipass file processing.

The following reserved document variables are available to the utility file, to be returned using GetDocumentInfo. These variables return necessary information about the copied plan files and the source and target file groups.

Variable	Description
SourceFileGroupID	The ID of the source file group. You can use this ID in functions such as GetFileGroupVariable—for example, to return the name of the data table to query from the source file group.
SourcePlanCode	The plan code of the original plan file from the source file group. You can use this code to filter Axiom queries to return data for the original plan file.
TargetFileGroupID	The ID of the target file group. You can use this ID in functions such as GetFileGroupVariable—for example, to return the name of the data table to save data to for the target file group.
TargetPlanCode	The plan code of the new plan file in the target file group. You can use this code to save data for the new plan file.

For example, `GetDocumentInfo("Variable","SourceFileGroupID")` returns the ID of the source file group.

Create Plan Files task

This task creates plan files for a file group. It works the same way as the **Create Plan Files** utility that is available from the file group menu.

This task has two tabs of settings in the **Task Details** area: **General** and **Plan Files**.

NOTE: If you are using Create Plan Files to create new on-demand plan files, those plan files will be automatically started in the designated **Plan File Process** for the file group. This only applies when creating a brand new plan file. If an existing plan file is overwritten, its process status will be left as is.

General tab

The following settings are available on the General tab:

Item	Description
Select File Group	The file group for which plan files will be created. You can select any file group or file group alias. If the Scheduler job is stored in a file group Utilities folder, then you can select **Use Current File Group** to automatically use the file group that the Scheduler job belongs to. This is the recommended approach when the Scheduler job belongs to a file group, so that it will automatically update to point to the current file group when the file group is cloned. **NOTE:** If the task uses an alias, then you cannot select individual plan files on the **Plan Files** tab. Only the **Use Filter** and **All** options are available.
Overwrite existing plan files?	By default, this option is not selected, which means that existing plan files will not be overwritten, even if the plan file is selected to be created. If selected, existing plan files will be overwritten.

Plan Files tab

On the Plan Files tab, specify the plan files that you want to create. This tab lists all plan codes that you have the right to access. (If a plan code has been set to **False** in the designated **Show On List Column** for the plan code table, then it is not available in this list.)

You can create plan files in any of the following ways:

- **Create all plan files:** To create all plan files, select **All**. This will cause all plan files to be created, for all existing and future plan codes.

  Alternatively, you can select **Choose from list** and then select the check box in the column header, causing all plan codes to be selected, but then the list of plan codes is fixed and will not adjust for any future changes. For example, if you add a new department in the future, that new department will only be created by this task if you use the **All** option.

- **Create selected plan files:** To create certain plan files, select **Choose from list** and then select the check boxes for the desired plan codes.

  To find the plan files you are looking for, you can sort, filter, and group the list using standard Axiom grid features. You can show additional columns and hide columns by right-clicking in the column header. If you have filtered the list, you can select the check box in the header to select only the plan codes that currently display in the dialog.

  NOTE: This option is not available if the file group for the task is an alias. This is because the list of plan files could change when the alias target changes.

- **Create a subset of plan files using a filter:** To use a filter to create a subset of plan files, select **Use filter**, and then type a filter into the filter box. You can also use the Filter Wizard to build the filter. The filter must use the plan code table or a reference table that the plan code table links to. For example: `DEPT.Region='West'`.

  Once you have entered a filter, you can click **Refresh plan file list** to show only those plan codes that currently match the filter. This feature is to help you determine whether you have defined the filter as intended. The filter will be applied to the list of plan codes when the Scheduler job is processed, so if changes have been made to the plan code table since then, the actual list of plan files processed will reflect those changes.

  You can also use a job variable for the filter. For example, you can define a job variable named "filter" and then place the text `{filter}` in the filter box. This is intended for use when running Scheduler jobs by using the RunEvent function. If a value is specified in the RunEvent function, such as "Filter=dept.region='west'", then that filter will be used in place of the `{filter}` variable to determine the list of plan files to be created.

  NOTE: If you use a variable, and you leave the default value for that variable blank within the **Job Variables** tab, then all plan codes will be created if no value is passed by the RunEvent function (or if the value is invalid). You may want to define a default filter that results in no values (such as 1=0), so that plan files are only created if a valid filter value is passed.

IMPORTANT: For all of these options, the **Overwrite existing plan files** option on the General tab determines whether all selected plan files are created, or only the plan files that do not already exist.

Echo task

This task is primarily used for testing purposes, to check whether a Scheduler server is running and operational. The task sends a message to the Scheduler server, and asks it to send the message back (an "echo"). If successful, the message displays in the job results. No other action is performed.

Item	Description
Message to Echo	The message to send to the Scheduler server for testing. Job variables can be used in this setting.
Sleep Time	The time to pause in between message echoes, in seconds. Scheduler will echo the message once, then wait the specified sleep time, then echo the message again.

Using an Echo task to control jobs with sub-jobs

If the **Task Control** option **Wait for all Subordinate jobs to complete before proceeding to the next task** is enabled for an Echo task, then the Echo task will inherit the status of the sub-jobs when they are completed. If one of the sub-jobs fails, then the Echo task will inherit that failed status. By default, this means that the job will not process any further tasks due to the sub-job failure. This behavior can be used to stop a job from processing tasks if previous sub-jobs fail.

For example, you could have a Scheduler job with several import tasks configured to run as sub-jobs, followed by some document processing tasks. Since the document processing tasks depend on the imported data, you do not want the document processing tasks to be run if any of the import tasks fail. However, because the import tasks are running as sub-jobs, the sub-job failure does not stop the parent job from continuing to process tasks. You can place an Echo task after the import tasks and configure it to wait, and then if any sub-jobs fail the Echo task will fail.

Execute Command Adapter task

This task executes a selected command from the Command Library.

Task properties

This task has one property named **Command Name** that specifies the command to execute.

To select a command to execute:

1. Click **Edit Command**.
2. In the **Shortcut Properties** dialog, click the browse button **[...]** to the right of the **Shortcut Target** box.
3. In the **Axiom Explorer** dialog, select the desired command from the **Command Library**, then click **Open**.

   This returns you to the Shortcut Properties dialog. The selected command is now listed in the Shortcut Target box, and the Shortcut Parameters section displays the parameters for the command.
4. Complete the **Shortcut Parameters** for the command as needed. The available parameters depend on the selected command.

You can later edit the shortcut parameters or select a different command by clicking **Edit Command**.

Supported commands

Only certain commands are available for execution in this context. The following commands are available:

- File Group Rollover
- Create File Group Scenario

- File Group Rollover
- Create File Group Scenario

Systems with installed products may have Scheduler jobs that use the following additional commands:

- Create File Group From Prototype
- Upgrade File Group To Prototype Version

These commands can only be configured by product developers. Clients looking for more information on how to use a particular product-delivered Scheduler job should consult their product documentation. Syntellis employees should consult internal resources for more information on this feature as needed.

Export ETL Package task

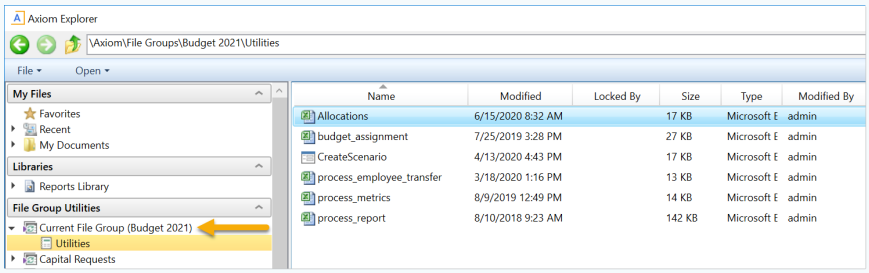
This task exports data from Axiom Capital Tracking to an external database (same as executing an export from the **Exports Library**).

This task has one setting, **Select ETL Export Package**. This is the name of the export package to process. You can select any export that is defined in the current system.

File Processing task

This task performs file processing on a specified report file or file group utility. The file must already be enabled for file processing. You can use the file processing settings that are already in the file, or you can override any setting.

The following settings must be completed for the task:

Item	Description
File to Process	The report to process for the task. Click the **Browse** button to open the **Axiom Explorer** dialog, and then select a report to process. You can select any report that you have access to within the Reports Library or a file group Utilities folder. Only one report can be selected for each File Processing task. If you want to process multiple reports, you can add multiple File Processing tasks to the Scheduler job. **TIP:** Once the file is selected, only the file name displays in the task. If you want to know the folder location of the selected file, hover your cursor over the field. The folder location is listed in the tooltip. If this Scheduler job is stored in a file group Utilities folder, then you can optionally navigate to the report through the **Current File Group** node at the top of the file groups list. When you do this, the path to the file is stored relative to the current file group, which means that it will automatically update when the file group is cloned. This is the recommended method of referencing the report to process when both the Scheduler job and the report belong to the file group. 

Item	Description
Override file to process	Optional. Specifies a Scheduler job variable to override the file to process. The override file will then be used for processing instead of the original file. This feature allows you to pass in an alternate file to process, when using Run Event or Raise Event to trigger the Scheduler job for processing. To use a job variable, enter the variable name in curly brackets, such as `{MyFile}`. When the job is executed, this variable must resolve to a valid file path in the Axiom Capital Tracking file repository. Note that it is not valid to leave the variable value blank (the task will *not* use the original file to process). **NOTES:** • The override feature is only exposed to product developers. It is only visible in client systems if the job is delivered as part of a product package and an override variable is specified in that job. • The **File to Process** field must point to a valid file for file processing when the override feature is used, even though that file will never actually be processed by the task. If the file to process is missing or invalid, then the task validation will fail.
Process Multipass	Specifies whether the report will be run using multipass processing. • If this option is selected, multipass processing is performed. This is equivalent to selecting **File Output > File Processing > Process File Multipass**. • Otherwise, multipass processing is not performed and multipass settings do not display in the task. This is equivalent to selecting **File Output > File Processing > Process File**. **NOTE:** If you select **Process Multipass**, but the file does not have any defined multipass settings, then you must override the blank multipass settings for the file and define them in the equivalent of "advanced mode." If you want to use "basic mode" settings (specify only a source column and Axiom Capital Tracking automatically completes the rest of the settings for you), then you should edit the file to define the basic mode multipass settings so that they can be inherited by the task.
Enable iterative calculation while processing	Specifies whether iterative calculations are enabled for the file during processing. In most cases you will leave this option disabled. If this option is selected, then iterative calculations are enabled for the file during the Axiom query refresh process. The iterative calculation settings are fixed at a maximum of 100 iterations and a maximum change value of .001. For more information on iterative calculations, see the Microsoft Excel Help.

Advanced options

This section only displays if multipass processing is enabled for the task, and the task uses settings that are eligible for parallel processing. Click on the down arrow next to the title to expand the section and view the options.

Parallel processing for file processing tasks is performed based on multipass passes. With certain task settings, multiple passes can be separated into sub-jobs, which can then be processed at the same time (in parallel). This can improve the performance of the task.

For example, imagine that you are multipass processing a file by department. If the task is processed sequentially, then the task would process Dept 100 and finish it, then move to Dept 110 and finish it, etc. When parallel processing is used instead, Depts 100-199 can be separated into one sub-job, Depts 200-299 into another sub-job, etc. Because the sub-jobs are processed in parallel, multiple departments are processed at the same time, so the overall task can complete more quickly.

Item	Description
Maximum Parallel Jobs	The maximum number of subordinate jobs to run in parallel. The default number is 4. This is the total number of sub-jobs that can be run at the same time for this task. Ultimately the number of sub-jobs that are run in parallel depends on the number of Scheduler threads that have been configured for use at your organization, and the number of Scheduler threads that are currently available (threads that are not processing other higher-priority jobs).
Processing Batch Size	The number of multipass passes to include in each sub-job at a time. The default number is 10 for eligible snapshot and export processes, and 7000 for eligible save-to-database processes (save once at end). Passes are determined based on the multipass list of items. For example, if you are processing by department (DEPT.DEPT), then each department is a separate pass. If the batch size is set to 10, then each sub-job would process 10 departments at a time. In most cases, the default settings are sufficient. If you are experiencing lengthy processing times and want to optimize performance, you can adjust this setting as follows: divide the number of passes by the number of available Scheduler threads. For example, if there will be 100 passes and there are 4 Scheduler threads, set the batch size to 25.

NOTES:

- For save processes, only "save once at end" processes are eligible for parallel processing. In this case, the records to be saved to the database are extracted after each pass to a central temporary table. Once all passes are complete, then all records are saved to the database from the temporary table. Save processes where data is saved directly after each pass are not eligible, because these processes may depend on sequential processing.
- There is no way to disable parallel processing if the task is eligible; however, you can adjust the parallel processing settings if desired.

File processing settings

Once you have selected a file to process, the file processing settings from that file display within the task as read-only. You can leave the settings as they are, or you can override any setting.

- To override a setting, select the **Override** check box to the right of the setting. The setting becomes editable, and you can change it. The change only applies to the file processing task—the setting remains unchanged within the file.
- If you override a setting, make sure that any related settings make sense in the context of the change. For example, if **File Generation** is set to **Multiple Output Files**, and you override it to be **Single Output File**, then you should also check the **Sheet Names** setting to make sure that you will end up with unique sheet names within the file.

NOTE: If the target file for the task uses **File Collect** or **Batch** processing, then it is not possible to override the settings on the File Collect Configuration Sheet or the Batch Control Sheet.

For more details on file processing settings, see the *Axiom File Setup Guide*.

Note the following requirements when running file processing using Scheduler:

- The **Output Folder** location must be accessible by the Scheduler service user account (for on-premise systems) or the Axiom Cloud Integration Service (for cloud systems). If you specify a network folder location using the Browse button, the location is automatically entered as a UNC path. If you specify a C: drive location, that location will be evaluated as the C: drive of the Scheduler server.
- If the file processing type is **Print**, the Scheduler server(s) must be configured to access the specified printer. This may require the assistance of your IT department.

Job variables can be used in any file processing setting that accepts a typed user input.

Batch variables

If the file has defined batch variables, you can specify variable values to be used for the file processing task. When the task is executed, any specified variable values are temporarily placed within the file, within the designated cell for that variable value. The file can be set up to use the variable value in some

way during processing.

Item	Description
Variable Names	The names of the variables, as defined in the File Processing Control Sheet for the source file. If no names are listed, then no variables are defined in the file.
Variable Values	The variable values to be placed within the file when the file processing task is executed.

Job variables can be used in the batch variable settings. For example, a job variable can be used as the value for a batch variable.

Import ETL Package task

This task imports data into Axiom Capital Tracking (same as executing an import from the **Imports** menu).

NOTE: If the import package is configured to **Ignore lookup and key errors**, then if errors are found the execution status of the job will be Partial Success. This will trigger an email notification if the job is configured to notify only on error.

Item	Description
Select ETL Import Package	The import package to process. You can select any import that is defined in the current system.
Source Filename	The path and name of the source file. This option only applies in the following situations: • The import is configured to pull data from a source file (instead of a database table). • The import is configured to prompt the user for the source file during execution. If the import is configured to always use the same source file, then that file displays for reference in the **Source Filename** box, but it is grayed out and cannot be changed. Job variables can be used in this setting.
Package Variables	Specifies values for any variables used in the import package. Variables are listed in the right-hand side of the grid. Use the drop-down list next to the variable name to select from the defined set of choices, or type in a value. Job variables can be used in this setting.

Process Plan Files task

This task processes plan files in a file group. It performs the same actions as the **Process Plan Files** utility available from the file group menu.

The Process Plan Files task uses several tabs to define different options. The available tabs and the options on those tabs depend on the selected **Processing Mode** on the **Options** tab.

- **Options**: Defines the overall processing mode and processing options
- **Plan Files**: Specifies the plan files to process
- **Axiom Queries**: Specifies which Axiom queries to run in plan files (only applies to Normal Processing)
- **Utilities**: Specifies which data source to use for utility processing (only applies to Process with Utilities)
- **Processing Variables**: Defines variables to pass into plan files from Scheduler, and to Scheduler from plan files

Options tab

The following options are available on the Options tab:

Item	Description
Processing Mode	Select the type of processing to perform: • **Normal Processing**: Plan files are opened, refreshed, and saved. You can configure which actions occur. • **Process with Utilities**: A list of utilities is iteratively processed per plan file. Utilities are opened, refreshed with data for each plan code, and saved. This is primarily intended for processing form-enabled plan files with embedded forms. • **Update Persistent Plan Files**: Update existing plan files for text, formatting, or formula fixes. This is an advanced feature. • **Process with Custom Utility**: Plan files are processed using a custom utility provided by Axiom Support. This is an advanced feature. The default processing mode is Normal Processing. However, if the file group has been configured so that utility processing is the default processing mode for that file group, then Process with Utilities is selected by default.

Item	Description
Select File Group	The file group for which plan files will be processed. You can select any file group or file group alias, including file group scenarios (click **Show Scenarios** in the **Choose File Group** dialog to show scenarios in the file group list). If the Scheduler job is stored in a file group Utilities folder, then you can select **Use Current File Group** to automatically use the file group that the Scheduler job belongs to. This is the recommended approach when the Scheduler job belongs to a file group, so that it will automatically update to point to the current file group when the file group is cloned. **NOTE:** If the task uses an alias, then you cannot select individual plan files on the **Plan Files** tab. Only the **Use Filter** and **All** options are available.
Advanced Options: Worker Batch Size	Optional. Specifies the number of plan files to be processed in each batch. The batch size must be a number between 10 and 100. By default this is left blank, which means that the batch size is automatically calculated based on the number of plan files to be processed divided by the total number of threads on all enabled Scheduler servers. Generally speaking, you should not customize this setting unless you are advised to by Axiom Capital Tracking Support. **NOTE:** Each batch of plan files is processed by a subordinate job. These subordinate jobs are automatically created for the Process Plan Files task and are processed in parallel, dependent on the number of Scheduler threads that are available at any one time.

Options for Normal Processing mode

If Normal Processing is the selected processing mode, the following additional options are available on the Options tab:

Option	Description
Save document after processing	Specifies whether plan files are saved during processing. This option is selected by default. This option does *not* cause a save-to-database to be performed—that option must be selected separately. **NOTES:** • If this option is not selected, then the utility will open the file as read-only and will not attempt to acquire the document lock before processing. • If the file group uses virtual plan files, this option does not apply because the plan files cannot be saved. However, if the option is enabled, Axiom Capital Tracking will attempt to acquire the document lock before processing, which is not necessary. This option should not be enabled when processing virtual plan files.
Run Save To Database on plan files after processing	Specifies whether a save-to-database is performed in plan files during processing. This option is selected by default. This option does *not* cause the file itself to be saved—that option must be selected separately. It is not required to save the file in order to perform a save-to-database.
Create a plan file restore point before processing	If selected, then a plan file restore point will be created before processing begins. This option is not selected by default. Restore points can be used to restore plan files to the state they were in before changes were made. **NOTE:** If the file group uses virtual plan files, this option does not apply. Plan files are not saved and therefore restore points are irrelevant.

Options for Process with Utilities

If **Process with Utilities** is the selected processing mode, there are no additional options on the Options tab.

Plan files are not saved when using Process with Utilities, and plan file restore points are not created. When using this mode, the processing is being performed in the utility files, not in the plan files, so it is not necessary to save the plan files. Additionally, in most cases the plan files used with this mode are virtual form-enabled plan files, so the save and restore options are irrelevant.

Options for Update Persistent Plan Files

If **Update Persistent Plan Files** is the selected processing mode, the following additional option is available on the Options tab:

Option	Description
Report File	Click the Browse button to select the report file that is configured with the PlanFileReconfig_ControlSheet. This file must be saved in the Reports Library. This control sheet contains the settings that will be applied to plan files during processing.

Plan files are always saved when using this processing option, and plan file restore points are always created before processing. A save-to-database is not performed in this mode, so if you need to save data, you should process plan files using Normal Processing after you have verified the results of the plan file update.

Options for Process with Custom Utility

If **Process with Custom Utility** is the selected processing mode, the following additional options are available on the Options tab:

Item	Description
Report File	Click the **Browse** button to select the Microsoft Excel spreadsheet file that contains the VBA custom utility. The file must be saved in the Reports Library.
VBA Module	Select the VBA module to run as part of this utility. The drop-down list shows the VBA modules available in the selected file.
VBA Function	Select the VBA function to run as part of this utility. The drop-down list shows the VBA functions available in the selected module.

Plan files are always saved when using this processing option, and plan file restore points are always created before processing. A save-to-database is not performed in this mode, so if you need to save data, you should process plan files using Normal Processing after you have verified the results of the custom utility processing.

▶ Plan Files tab

On the **Plan Files** tab, specify the plan files that you want to process. There are three different options that you can use to specify the plan files: **Choose from list**, **Use filter**, and **All**. You should use the option that corresponds to how many plan files you want to process—all plan files, or a subset of plan files. If you want to process a subset of plan files, you can select individual files to process or you can use a filter to define the subset.

NOTES:

- If a plan file is locked by another user when the task is executed, then processing for that file will fail. Failures are noted in the result history for the job.
- If a plan file has not yet been created for a particular plan code, then that plan code will not display in this list and will be ignored when processing. Scheduler does not support creating plan files as part of the Process Plan Files task (you must use the separate Create Plan Files task for this purpose).
- If the file group uses a **Show on List** column, then any plan code that is set to **False** will not display in the plan file list and will be ignored when processing.

Process all plan files

To process all plan files, select **All**. The list of all plan files is generated each time the Scheduler task is executed, so that if new plan files have been added then those new plan files will be included in the processing (the reverse is also true if any plan files have been removed).

Alternatively, you can select **Choose from list** and then select the check box in the column header, causing all current plan codes to be selected. However, in this case the list of selected plan codes is fixed and therefore will not automatically adjust for any future changes.

Process selected plan files

To process certain plan files, select **Choose from list**, and then select the check boxes for the plan files that you want to process. When the Scheduler task is executed, Axiom Capital Tracking will process only the selected plan files.

To find the plan files you are looking for, you can sort, filter, and group the list using standard Axiom grid features. You can show additional columns and hide columns by right-clicking in the column header. If you have filtered the list, you can select the check box in the header to select only the plan files that currently display in the dialog.

NOTE: This option is not available if the file group for the task is an alias. This is because the list of plan files could change when the alias target changes.

Process a filtered set of plan files

To use a filter to process a subset of plan files, select **Use Filter**. When the Scheduler task is executed, Axiom Capital Tracking will process only the plan files that meet the filter.

You can use the Filter Wizard to create the filter, or you can manually type a filter criteria statement into the filter box. The filter must use the plan code table or a lookup table. For example: `DEPT.Region='US West'` where Dept is the plan code table.

Once you have entered a filter, you can click **Refresh plan file list** to show the plan files that currently match the filter. The refresh feature is intended to help you determine whether you have defined the filter correctly.

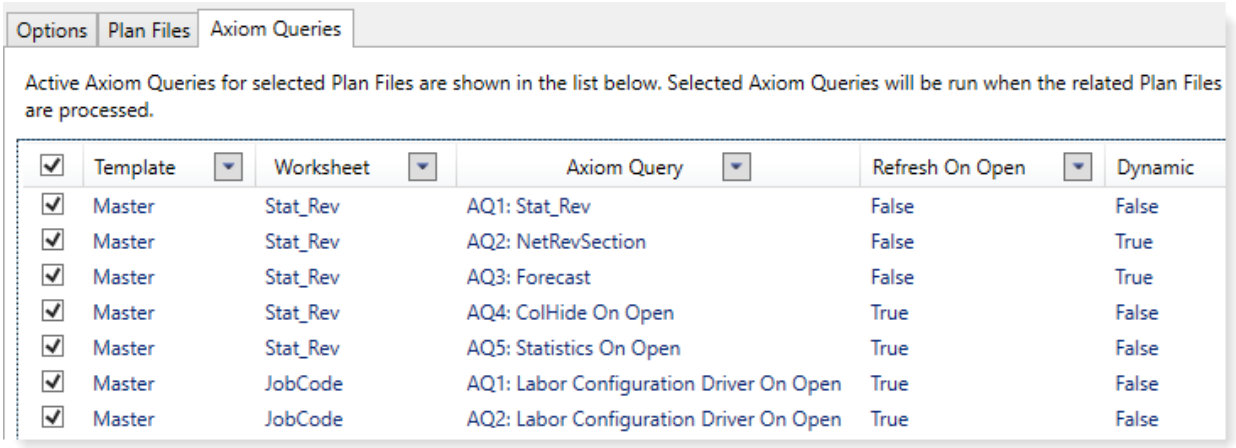
You can also use a job variable for the filter. For example, you can define a job variable named "filter" and then place the text `{filter}` in the filter box. This is intended for use when running Scheduler jobs via RunEvent. If a variable value is specified when the event is triggered, such as the value `dept.region='west'`, then that filter statement will replace the `{filter}` variable and will be used to determine the list of plan files to be processed.

NOTE: If you use a variable, and you leave the default value for that variable blank within the **Job Variables** tab, then all plan codes will be processed if no value is passed by the RunEvent function. You may want to define a default filter that results in no values (such as 1=0), so that plan files are only processed if a valid filter value is passed.

Axiom Queries

On the **Axiom Queries** tab, select the queries that you want to run in the plan files. By default, all listed queries are selected. This tab only applies when using **Normal Processing** mode.

If you do not want to run a particular query, you can clear the check box. You can select or clear individual check boxes, or you can use the check box in the header to select or clear all queries currently displayed in the list. You can sort, filter, and group the list using standard Axiom grid functionality.



Template	Worksheet	Axiom Query	Refresh On Open	Dynamic
Master	Stat_Rev	AQ1: Stat_Rev	False	False
Master	Stat_Rev	AQ2: NetRevSection	False	True
Master	Stat_Rev	AQ3: Forecast	False	True
Master	Stat_Rev	AQ4: ColHide On Open	True	False
Master	Stat_Rev	AQ5: Statistics On Open	True	False
Master	JobCode	AQ1: Labor Configuration Driver On Open	True	False
Master	JobCode	AQ2: Labor Configuration Driver On Open	True	False

Example Axiom Queries tab

The list of Axiom queries is based on the source templates that were used to create the plan files. Only Axiom queries that meet the following criteria are eligible for selection:

- **Active** is set to **On**, or the setting uses a formula.
- **Refresh during document processing** is set to **On**.

If a query uses a formula for the Active setting, this means the query is dynamic and may or may not be run, depending on how the formula resolves in each plan file to be processed. When a particular plan file is processed, each selected query will be evaluated based on the current settings in that plan file. If both **Active** and **Refresh during document processing** are **On** for that plan file, then the query will be run. If either or both settings are **Off** for that plan file, the query will not be run. You can tell whether a query is dynamic or not by looking at the **Dynamic** column in the query list.

If a query is *not* selected on this tab, then that query will not be run in any plan files during processing, regardless of whether **Active** or **Refresh during document processing** are enabled in the plan file.

The plan file selection on the **Plan Files** tab affects the Axiom query list as follows:

- If you have selected individual plan files, then only the eligible queries for the source templates of the selected plan files are shown.
- If you have selected **All** or **Use Filter**, then all eligible queries for all used templates are shown. If the file group has templates that have not been used to create any plan files, then those templates are not included in the list.

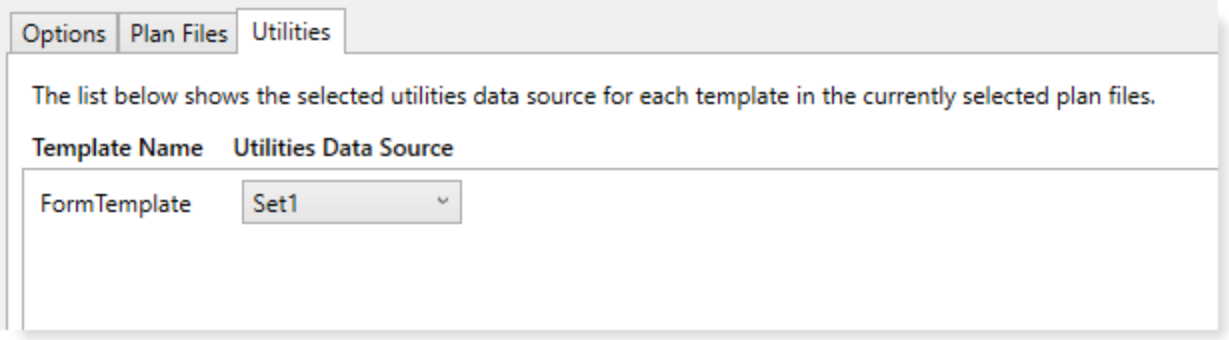
The listed queries are identified by template, worksheet, and query name. The following additional properties are also listed for each query:

- **Refresh On Open**: Indicates whether the Axiom query is configured to refresh automatically when the file is opened. This is for information purposes only, to help you determine whether the query needs to be included in the processing. The Refresh on Open status is ignored by Process Plan Files—if the query is selected it will be run along with the other selected queries, and if it is not selected it will not be run.
- **Dynamic**: Indicates whether the query is dynamically enabled. True means that the query uses a formula for the **Active** setting.

NOTE: If a query is listed on this tab but it is grayed out and unavailable for selection, that means that although the query is active (either directly or dynamically), the query is not eligible to be run using Process Plan Files (because the setting **Refresh during document processing** is set to **Off**). This query is listed for your information only, so that you understand the query cannot be run as part of the process.

Utilities tab

On the **Utilities** tab, select the ProcessPlanFileUtilities data source to use during processing. This data source determines which utility files are processed and the processing order. This tab only applies when using **Process with Utilities** mode.



Example Utilities tab

For each template listed, use the **Utilities Data Source** field to select the data source to use for plan files created from that template.

- If the template only has one data source, that data source is selected.
- If the template has multiple data sources, then the data source marked as the default data source is selected by default. If desired, you can use the drop-down list to select a different data source.

When plan files are processed, Axiom Capital Tracking reads the specified data source in each plan file to determine the utilities to be processed for that plan file.

The plan file selection on the **Plan Files** tab affects the Utilities list as follows:

- If you have selected individual plan files, then only the templates used to create the selected plan files are shown.
- If you have selected **All** or **Use Filter**, then all used templates are shown. If the file group has templates that have not been used to create any plan files, then those templates are not included in the list.

Processing Variables

This tab can be used to define variables to pass into plan files before processing begins, and to pass variables back to the Scheduler job after processing has been performed. This tab is optional and is only used in special situations.

Pre-Processing Document Variables

This section can be used to pass document variables into plan files before processing. This can impact the processing of plan files if the files are configured to use the variable values in some way.

For each pre-processing document variable, you can specify a variable name and a variable value. The plan files must be set up with GetDocumentInfo functions that return the values for the specified variables.

- To add a variable, click the Add button to add a row to the list. Complete the settings for the variable as described below.
- To remove a variable, select the variable in the list and then click the Remove button. Only one variable can be selected at a time.

To edit the variable settings, double-click the applicable cell to make the cell contents editable. When you are finished editing, you can press the Enter key or Tab key to exit the cell, or click outside of the cell.

Item	Description
Variable Name	The name of the variable. Do not enclose the variable name in curly brackets (you are not *using* the variable here, you are defining its value).
Variable Value	The value of the variable. The value can be a "hard-coded" value, or it can be a job variable that will be resolved at time of processing. If you use a job variable to define the value, the job variable must be enclosed in curly brackets.

Pre-Processing Workbook Variables

This section can be used to pass values into plan files before processing. This can impact the processing of plan files if the files are configured to use the values in some way.

For each pre-processing variable, you can specify a workbook location to place the value, and the value to be placed.

Item	Description
Workbook Location	The location in the workbook for the value to be placed. Any existing value in this location will be overwritten for the duration of the processing. If the file is saved as part of the processing, then the value will be saved in the file. The location can be specified using *`SheetName`*`!`*`CellRef`* syntax (for example: `Report!A13`), or by using a named location in the file.
Formula	The value to be placed in the specified workbook location. The value can be a "hard-coded" value, or a formula, or a job variable that will be resolved at time of processing. If the value is a formula, the formula is placed into the target cell and calculated in the plan file. The formula can be any formula that would be valid within a spreadsheet in the Axiom client. This includes using Excel functions and Axiom functions. The formula can also use job variables, which will be resolved before placing the formula in the target cell.

The specified location and value will apply to all plan files being processed by the task. If you are going to use pre-processing variables, the location should be predefined in the template and therefore available to all plan files built using that template. If the plan files will be built using multiple templates, then all templates should be set up with the same designated location, or you should set up separate processing tasks based on template type.

Post-Processing Workbook Variables

This section can be used to pass a value from plan files back to the Scheduler job after processing has been performed. This can impact the processing of subsequent tasks in the job if those tasks are configured to use the value in some way.

For each post-processing variable, you can specify the location in the workbook to find the value, and the job variable to use that value.

NOTE: If this task processes multiple plan files, the resulting variable value will be from the last file that was processed.

Item	Description
Workbook Location	The location in the workbook to find the value to be passed to Scheduler. This value will become the value for the assigned job variable for the duration of executing the current job (unless a later process within the same job overwrites the value for the same job variable). The location can be specified using `SheetName!CellRef` syntax (for example: `Report!A13`), or by using a named location in the file.
Job Variable	The job variable that you want to use the value in the specified workbook location. Do not enclose the variable name in curly brackets (you are not *using* the variable here, you are simply referencing the variable name). If the job variable does not already exist in the job (on the **Job Variables** tab), then it will be created. However, in most cases you will want the variable to be already set up with a default value, so that the job does not have validation errors that prevent saving.

The specified location and job variable will apply to all plan files being processed by the task. If you are going to use post-processing variables, the location should be predefined in the template and therefore available to all plan files built using that template. If the plan files will be built using multiple templates, then all templates should be set up with the same designated location, or you should set up separate processing tasks based on template type.

Even though the task may process many plan files, only the job variable value from the last-processed plan file will be used. The plan files must be set up so that all plan files result in the same value after processing, or else your results will vary depending on which plan file was the last file to be processed.

Process Document List task

This task processes a user-defined set of documents. The process operation always calculates the files. In addition, you can opt to run Axiom queries in the files, process alerts in the files, and then perform a save-to-database and/or save the files.

You can process any Axiom-managed Excel files by using this task. The primary intent of the task is to process files such as driver files or report utilities. For example, you may be using Axiom queries and GetData functions in your driver files that need to be updated regularly. Rather than opening, refreshing, and saving each driver file, you can use this task to define the set of files and schedule processing.

NOTES:

- Generally speaking, plan files should not be processed using this task. Instead, the Process Plan Files task should be used.
- This task does not perform *file processing* actions on the file. File processing can be set up for report files and driver files, and can be used to perform actions such as file delivery, using standard or multipass processing. If you want to perform file processing using Scheduler, use the File Processing task.

Documents to process

Specify the documents to be processed when the task is run. Documents are processed sequentially in the order listed.

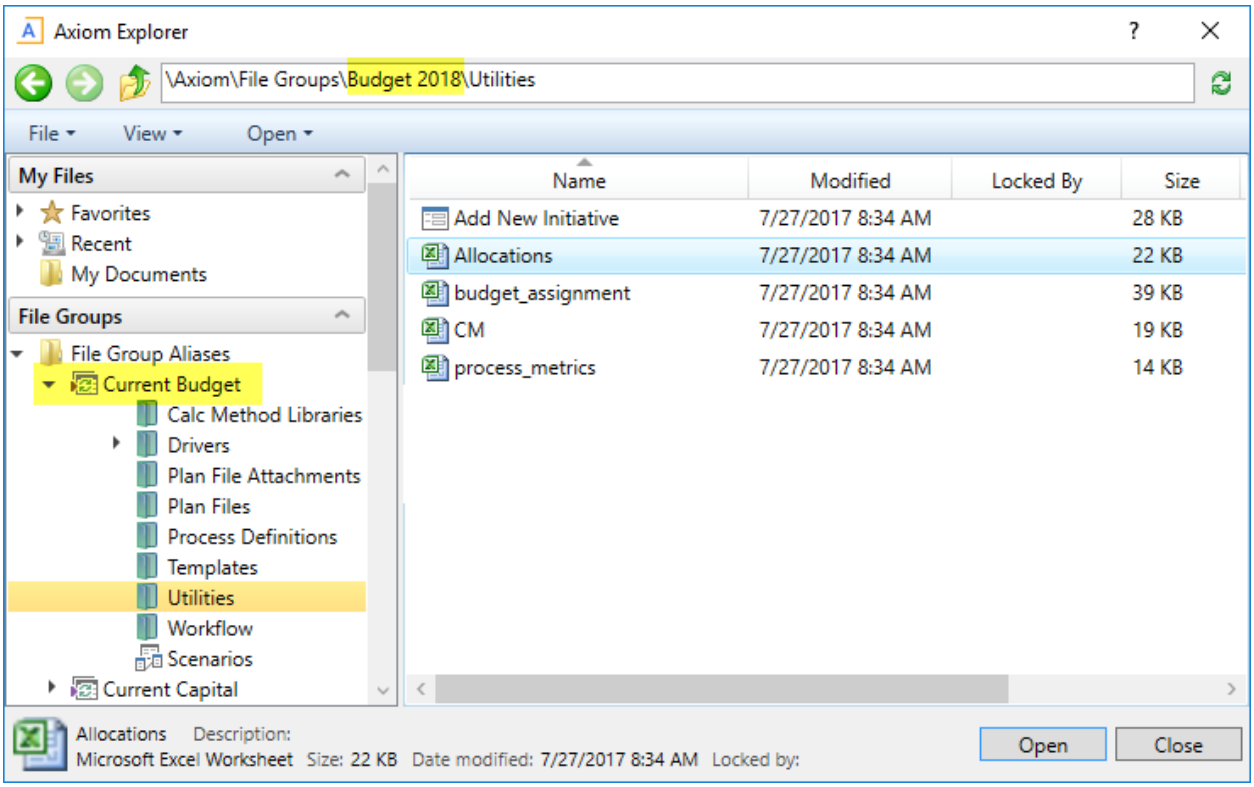
- To add a document, click the Add button. In the **Axiom Explorer** dialog, select the file or files that you want to add, and then click **Open**.
- To remove a document, select the document in the list and then click the Remove button. Only one document can be selected at a time.
- To change the order of documents, select the file in the list and then click the arrow buttons to move the file up or down.

Only Axiom-managed Excel files are valid to be processed in the task.

Selecting a document using a file group alias

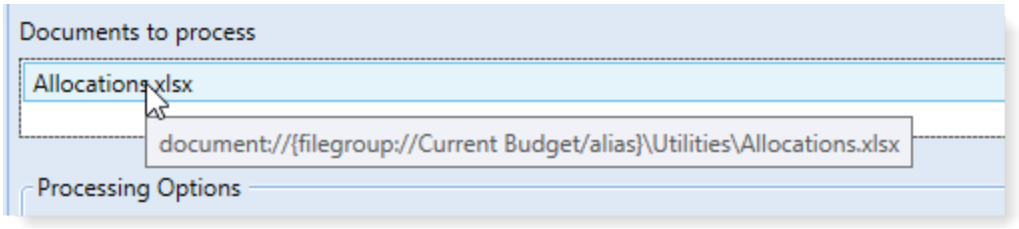
You may want to specify the document to process using a file group alias, so that the task does not have to be manually updated after rolling over to a new file group for a new year of planning. When you are selecting a document in the Axiom Explorer dialog, you can expand the file group alias to see all of the files in the current target of the alias.

For example, in the following screenshot, the file group alias Current Budget is expanded. Because the alias currently points to the file group Budget 2018, the folders and files under the alias are from Budget 2018. When you select a file or folder, you can see the real file path in the top of Axiom Explorer.



Selecting a document to process using a file group alias

When you select a document underneath an alias, the file path is written using alias syntax, so that the Scheduler task will look for the document within the current target of the alias. This path is visible in the tooltip that displays when you hover your cursor over a selected document.



File path using file group alias syntax

When the file group alias is updated to point to a new file group, the Scheduler task will use the file in the new file group automatically. If the file does not exist in the new file group, the task will fail with an error.

Processing Options

By default, both options are selected. Axiom queries are refreshed before the save-to-database occurs.

If neither option is selected, then the files are calculated and then saved.

Item	Description
Perform all enabled Axiom Queries in selected workbooks	If this option is selected, then all eligible Axiom queries in all selected files will be refreshed when the task is run. This option is selected by default. Axiom queries are eligible for processing if they are active and use either of the following refresh behaviors: **Refresh on File Open** and **Refresh During Document Processing**.
Enable iterative calculation while processing	Specifies whether iterative calculations are enabled for the file during processing. In most cases you will leave this option disabled. If this option is selected, then iterative calculations are enabled for the file during the Axiom query refresh process. The iterative calculation settings are fixed at a maximum of 100 iterations and a maximum change value of .001. For more information on iterative calculations, see the Microsoft Excel Help.
Save document after processing	If selected, then files will be saved after processing. This option is selected by default. The user executing the task must have Read/Write access to the files. This option does *not* cause a save-to-database to be performed—that option must be selected separately. **NOTE:** If this option is not selected, then the utility will open the file as read-only and will not attempt to acquire the document lock before processing.
Run Save To Database on plan files after processing	If selected, then a save-to-database will be performed after processing. This option is selected by default. The user executing the task must have the Allow Save Data permission to the files. This option does *not* cause the file itself to be saved—that option must be selected separately. It is not required to save the file in order to perform a save-to-database.
Process alerts in selected workbooks	If selected, then alerts in the file will be processed. The file must contain an Alert Control Sheet and one or more alerts must be defined in the file. If Axiom queries are enabled for processing as well, the queries will be run before alerts are processed.

Pre-Processing Document Variables

This section can be used to pass document variables into the target files before processing. This can impact processing if the files are configured to use the variable values in some way, such as to filter an Axiom query.

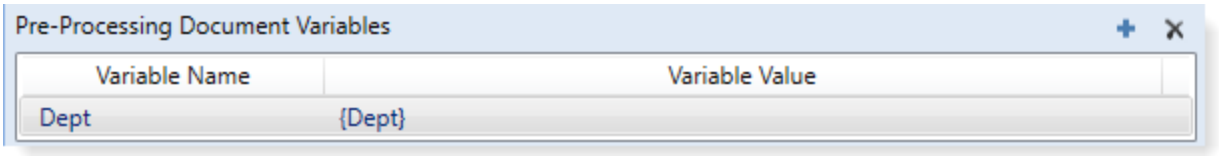
For each pre-processing document variable, you can specify a variable name and a variable value. The target file must be set up with GetDocumentInfo functions that return the values for the specified variables.

- To add a variable, click the Add button to add a row to the list. Complete the settings for the variable as described below.
- To remove a variable, select the variable in the list and then click the Remove button. Only one variable can be selected at a time.

To edit the variable settings, double-click the applicable cell to make the cell contents editable. When you are finished editing, you can press the Enter key or Tab key to exit the cell, or click outside of the cell.

Item	Description
Variable Name	The name of the variable. Do not enclose the variable name in curly brackets (you are not *using* the variable here, you are defining its value).
Variable Value	The value of the variable. The value can be a "hard-coded" value, or it can be a job variable that will be resolved at time of processing. If you use a job variable to define the value, the job variable must be enclosed in curly brackets.

The following example screenshot defines the value for the document variable Dept. The value is defined using the value of a Scheduler job variable `{Dept}`. A value for Dept can be passed into the Scheduler job when the job is started, and then passed into the target file using the document variable.



Pre-Processing Workbook Variables

This section can be used to pass values into the file before processing. This can impact processing if the files are configured to use the values in some way. For each pre-processing variable, you can specify a workbook location to place the value, and the value to be placed.

NOTE: The specified value will be placed in all files listed to process. Therefore, unless all files are set up to use the same location and the same way of deriving the value, you will need to create a separate Process Document List task for each file. If you are not using pre-processing variables, then this does not matter.

- To add a variable, click the Add button to add a row to the list. Complete the settings for the variable as described below.
- To remove a variable, select the variable in the list and then click the Remove button. Only one variable can be selected at a time.
- To change the order of variables, select the variable in the list and then click the arrow buttons to move the variable up or down.

To edit the variable settings, double-click the applicable cell to make the cell contents editable. When you are finished editing, you can press the Enter key or Tab key to exit the cell, or click outside of the cell.

Item	Description
Workbook Location	The location in the workbook for the value to be placed. Any existing value in this location will be overwritten for the duration of the processing. If the file is saved as part of the processing, the value will be saved in the file. The location can be specified using *SheetName*!*CellRef* syntax (for example: Report!A13), or by using a named location in the file.
Formula	The value to be placed in the specified workbook location. The value can be a "hard-coded" value, or a formula, or a job variable that will be resolved at time of processing. If the value is a formula, the formula is placed into the target cell and calculated in the target file. The formula can be any formula that would be valid within a spreadsheet in the Axiom client. This includes using Excel functions and Axiom functions. The formula can also use job variables, which will be resolved before placing the formula in the target cell.

Post-Processing Workbook Variables

This section can be used to pass a value from the file back to Scheduler after processing has been performed. This can impact the processing of subsequent tasks in the job if those tasks are configured to use the value in some way. For each post-processing variable, you can specify the location in the workbook to find the value, and the job variable to use that value.

NOTES:

- If this task processes multiple documents, the resulting variable value will be from the last document processed.
- If the task is run as a sub-job, then the post-processing variable is not passed back to the "parent" job. The task must be executed as a regular task within the job in order to pass the variable value back to the job.

- To add a variable, click the Add button to add a row to the list. Complete the settings for the variable as described below.
- To remove a variable, select the variable in the list and then click the Remove button. Only one variable can be selected at a time.
- To change the order of variables, select the variable in the list and then click the arrow buttons to move the variable up or down.

To edit the variable settings, double-click the applicable cell to make the cell contents editable. When you are finished editing, you can press the Enter key or Tab key to exit the cell, or click outside of the cell.

Item	Description
Workbook Location	The location in the workbook to find the value to be passed to Scheduler. This value will become the value for the assigned job variable for the duration of executing the current job (unless a later process within the same job overwrites the value for the same job variable). The location can be specified using `SheetName!CellRef` syntax (for example: `Report!A13`), or by using a named location in the file.
Job Variable	The job variable that you want to use the value in the specified workbook location. Do not enclose the variable name in curly brackets (you are not *using* the variable here, you are simply referencing the variable name). If the job variable does not already exist in the job (on the **Job Variables** tab), then it will be created when the job is executed. However, in most cases you will want the variable to be already set up with a default value, so that the job does not have validation errors that prevent saving.

Process Template List task

This task processes a user-defined list of file group templates. During processing, any Axiom queries with **Refresh during template processing** enabled are executed and time-stamped, and then the template files are saved.

The primary purpose of this task is to enable use of *time-stamped Axiom queries* with virtual plan files. Because virtual plan files are re-created from template each time they are accessed, Axiom queries cannot be time-stamped within the plan files. Virtual plan files can use the time stamp from the template, but under normal circumstances, Axiom queries are not time-stamped when they are run in templates. However, when Axiom queries are run during template processing, the **Last refresh time** for the query is updated, which means that the queries can be configured to only run if the primary table has changed.

To use this task to enable time-stamped Axiom queries for virtual plan files, do the following:

- In the template, enable **Refresh only if primary table changed since last refresh** and **Refresh during template processing** for the Axiom queries that you want to be time-stamped.
- In Scheduler, create a job with a **Process Template List** task and add the template to the task. Define a scheduling rule for the job as appropriate. For example, you might want the template to be processed nightly.

When the template is processed, the designated Axiom queries will be run if the primary table has changed, and the time stamps are updated. When a virtual plan file that uses this template is opened, the queries will not be run again if the primary table has not changed.

This task should only be used to process Axiom queries that meet the requirements of time-stamped queries.

Templates to process

Specify the templates to be processed when the task is run. Templates are processed sequentially in the order listed. If you have multiple templates to process (in the same or different file groups), you can run them all in the same task.

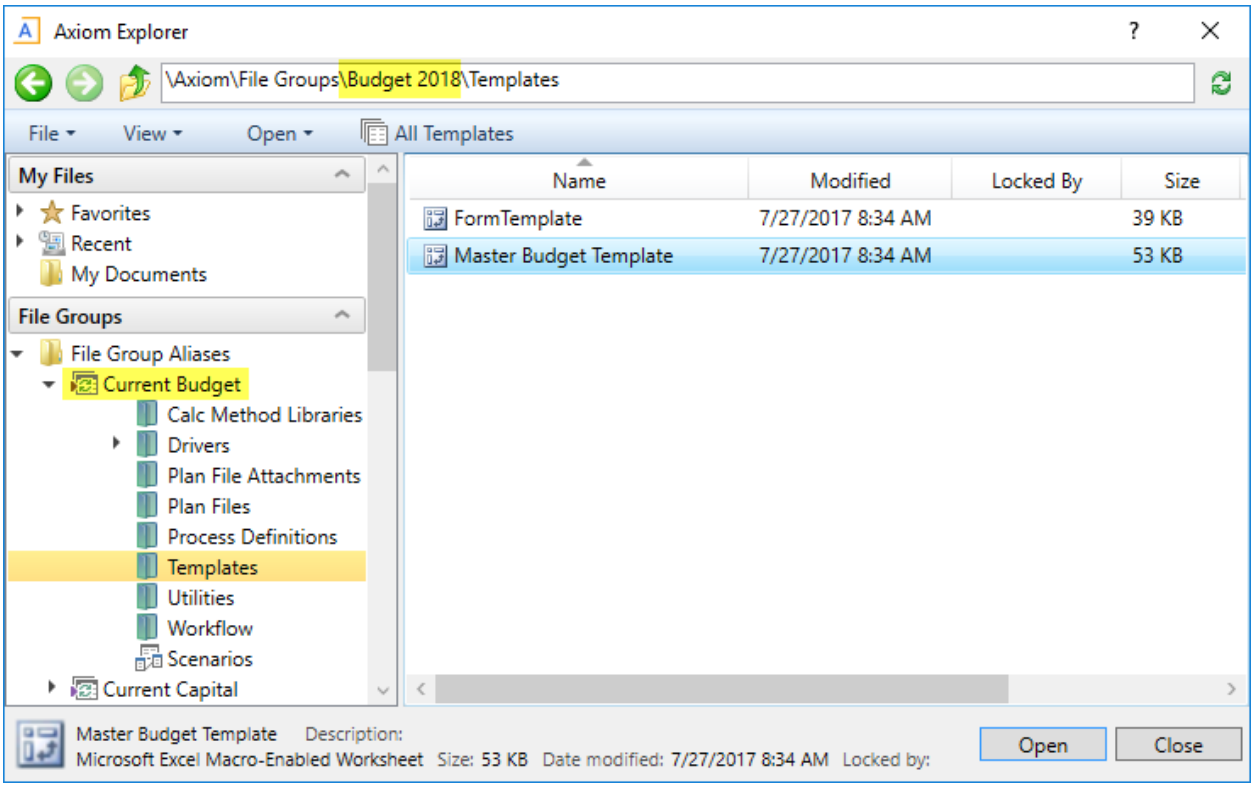
+	To add a template, click the Add button. In the **Axiom Explorer** dialog, select the file or files that you want to add, and then click **Open**.
✕	To remove a template, select the file in the list and then click the Remove button. Only one file can be selected at a time.
▲ ▼	To change the order of templates, select the file in the list and then click the arrow buttons to move the file up or down.

Normal template behavior rules apply during processing. For example, save-to-database and action codes are not run in templates. The only exception to normal template behavior during this task is that any executed Axiom queries will be time stamped.

Selecting a template using a file group alias

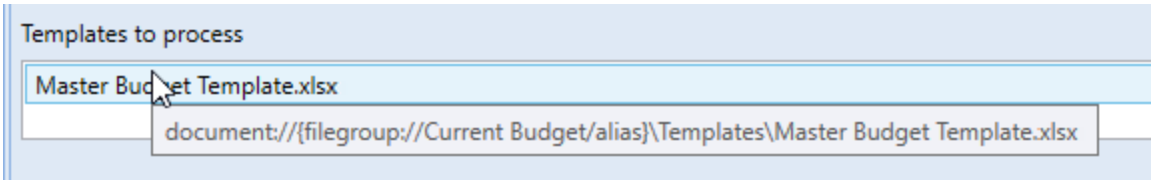
You may want to specify the template to process using a file group alias, so that the task does not have to be manually updated after rolling over to a new file group for a new year of planning. When you are selecting a template in the Axiom Explorer dialog, you can expand the file group alias node to see all of the files in the current target of the alias.

For example, in the following screenshot, the file group alias Current Budget is expanded. Because the alias currently points to the file group Budget 2018, the folders and files under the alias are from Budget 2018. When you select a file or folder, you can see the real file path in the top of Axiom Explorer.



Selecting a template to process using a file group alias

When you select a template underneath an alias, the file path is written using alias syntax, so that the Scheduler task will look for the template within the current target of the alias. This path is visible in the tooltip that displays when you hover your cursor over a selected template.



File path using file group alias syntax

When the file group alias is updated to point to a new file group, the Scheduler task will use the file in the new file group automatically. If the file does not exist in the new file group, the task will fail with an error.

Purge System Data task

The Purge System Data task is intended to clean up old data in your system, to help keep your system running efficiently.

NOTE: Scheduler automatically creates a system job for this task (System.SystemDataPurge), which administrators can edit as needed.

This task purges the following data when it is run:

- Scheduler job result history
- Scheduler and system email notifications
- System temp table data
- Audit history
- Alerts

For each category of data, you can specify a number of days of data to keep when the task is run. All results older than the specified number of days will be deleted. Note that 0 days means that no data is purged for that category.

Section	Item	Description
Scheduler Results	Number of days to keep result history	The number of days of job result history to keep when the task is run. By default, this is set to 15 days.
SMTP Messages	Number of days to keep delivered messages and attachment data	The number of days of delivered message data to keep when the task is run. By default, this is set to 15 days.
Temporary Tables	Number of days to keep temp table data	The number of days of temp table data to keep when the task is run. By default, this is set to 15 days.
Audit History	Number of days to keep system history	The number of days of system audit history to keep when the task is run. By default, this is set to 15 days. "System history" encompasses all audit data—including prior document versions and deleted documents—except table audit data.
Audit History	Number of days to keep table history	The number of days of table audit history to keep when the task is run. By default, this is set to 15 days. Table audit data is tracked for tables where **Audited** is set to **True**.
Alerts	Number of days to keep alerts	The number of days of alerts to keep when the task is run. By default, this is set to 60 days.
Announcements	Number of days to keep announcements after expiration date	The number of days of expired announcements to keep when the task is run. By default, this is set to 30 days.

Job variables can be used in all of these settings.

Each purge routine in the task is limited to purging a specific number of rows at a time (50000). If the number of rows to be purged exceeds this limit, then the excess data is retained until the next time the task is run. If you notice data in the database that you expected to be purged, most likely the amount of data to be purged exceeded the limit, and the data will be purged next time the task is run.

Other purged data

This task also cleans up the following items in your system:

- Deleted columns. When a column is deleted from a table in Axiom Capital Tracking, the column is immediately deleted from the associated view (which prevents it from being accessed in the system), but it remains in the base table. This task finishes the process of removing obsolete columns from the base tables.
- Orphaned user folders. If the system contains any user folders that do not match up with existing users, these folders are deleted. Although user folders are deleted when a user is deleted from security, orphaned user folders can result from other processes, such as migrating a system between different management databases.

These items are not associated with any specific task settings; the delete process is performed whenever the task is executed.

Raise Event task

The Raise Event task can be used to trigger other Scheduler jobs for execution, using a named event handler. This task has one required setting:

Item	Description
Event Name	Enter the name of the event that you want to raise for execution. This name must match a defined event handler name in one or more other Scheduler jobs. When this task is run, it looks for any jobs that contain the specified event handler name. These jobs are added to the schedule and are eligible to be processed immediately, depending on Scheduler thread availability and any other higher-priority jobs already in the queue. **NOTE:** It is not possible to specify a file group context for the event handler when using Raise Event. Axiom Capital Tracking will run all jobs that contain the specified event handler name, regardless of whether the event handler is associated with a file group.

Event Variables

This section can be used to pass variables into the jobs triggered by the event handler. If the jobs are configured to use the variables, these values can impact how the jobs are processed.

To add a variable, click the Add button to add a row to the list. Complete the settings for the variable as described below.

To remove a variable, select the variable in the list and then click the Remove button. Only one variable can be selected at a time.

For each variable, you can specify a variable name and a variable value. To edit the variable settings, double-click the applicable cell to make the cell contents editable. When you are finished editing, you can press the Enter key or Tab key to exit the cell, or click outside of the cell.

Item	Description
Variable Name	The name of the variable. Do not enclose the variable name in curly brackets (you are not *using* the variable here, you are defining its value).
Variable Value	The value of the variable. The value can be a "hard-coded" value, or it can be a job variable that will be resolved at time of processing. If you use a job variable to define the value, the job variable must be enclosed in curly brackets.

Run Excel Macro task

This task runs an Excel macro on an Axiom file.

NOTE: This task is no longer supported because it requires Excel processing on the Scheduler server. It is still available on the task list, but cannot be executed.

Please contact Axiom Capital Tracking support if you need assistance with this task.

Item	Description
Workbook Path	The path and name of the file to run the macro on. You can click the **Browse** button to navigate to the file.
Macro Name	The name of the macro to run.
Macro Arguments	If the macro takes arguments, you can enter the argument values here. Click **Add** to add an argument, **Remove** to delete the selected argument, or **Clear** to clear all arguments.

Job variables can be used in all of these settings.

Run Scheduler Job task

This task runs a specified Scheduler job as a subordinate job within the current job. The job containing the Run Scheduler job task is the parent job, and the target job for the task is the child job.

By default, the parent job waits until the child job is complete before continuing to the next task in the parent job. This means that tasks after the Run Scheduler Job task can be reference the results of the child job. For example, the child job may perform a save-to-database. The subsequent tasks in the parent job can access the data saved by the child job.

Task Control options

When you create the Run Scheduler Job task, the options in the **Task Control** section are pre-set as follows:

- The option **Create a Subordinate Job for this Task** is grayed out. This is because the target job is always run as a subordinate job.
- The option **Wait for all Subordinate Jobs to complete before proceeding to the next Task** is enabled by default. This means that tasks after the Run Scheduler Job task can be dependent on the target job and reference the results of that job. If you disable this option, then the parent job will continue to the next task in the job immediately after creating the subordinate job—it will not wait for the subordinate job to complete.

Keep in mind that if you want the parent job to stop processing tasks if the target job fails, then **Wait for all Subordinate Jobs to complete before proceeding to the next Task** must be enabled for the task and **If this Task fails, continue executing subsequent Tasks** must be disabled for the task. This is the default configuration.

If needed, you can use the option **Process task only if the value of this expression is true** to detect whether a subsequent task in the parent job should be processed. For example, if you know that the child job saves a particular value to the database, you can check for the existence of that value to determine whether to process the task. For more information on using this option, see Conditionally processing tasks in a job.

Target Scheduler job

In the **Task Details** section, use the Browse button to select the target **Scheduler Job**. You can select any job that you have access to in the Scheduled Jobs Library.

When the Run Scheduler Job task is executed, it creates one or more subordinate jobs as needed to execute the tasks in the target Scheduler job. As long as **Wait for all Subordinate Jobs to complete before proceeding to the next Task** remains enabled in the Task Control options, the parent job waits for all subordinate jobs to be completed before moving on to the next task in the parent job.

NOTE: The user executing the job does not need to have security access to the target Scheduler job for Run Scheduler Job. It is assumed that if the user can execute the parent job, the user should be able to execute the target job.

Child Job Values

If the target job for the Run Scheduler Job task has defined job variables, those variables and their default values are listed in this section. The default values are determined as follows:

- If the parent job and the child job have a variable with the same name, the default value is the value defined in the parent job. This value will be passed to the child job and used when the child job is run.
- Otherwise, the default value is the value defined in the child job.

To override a variable value, select the **Override** check box and then click inside the **Override Value** field to enter a value. You can enter a hard-coded value or use a job variable from the parent job. Enter the variable name in curly brackets to use that variable's value as the override value.

For example, imagine that both the parent job and the child job have a variable of `{Dept}`. In the parent job, the value of `{Dept}` is set to 20000, and in the child job the value is set to 40000. The Run Scheduler Job task will display the parent value of 20000 as the default value, and that value will be used when the child job is executed.

Now imagine that the parent job has a variable of `{StartDept}` set to 20000, and the child job has a variable of `{Dept}` set to 40000. In this case, the Run Scheduler Job task will display the value of `{Dept}` as defined in the child job (40000). If you want to use the parent job value for `{StartDept}` instead, then you must select the Override check box and enter `{StartDept}` as the Override Value. Now the value of `{Dept}` in the child job will be overridden and set to 20000.

SMTP Message Delivery task

This task delivers email notifications for Scheduler jobs.

NOTE: Scheduler automatically creates a system job for this task (System.SMTPMessageDelivery), which administrators can edit as needed.

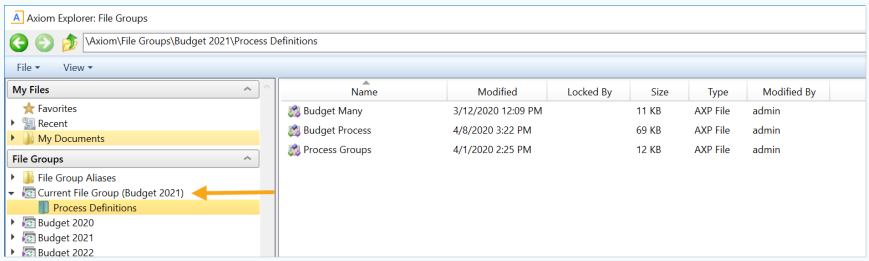
Item	Description
Server name	The server name of the SMTP email server.
Port number	The port number for the SMTP email server. By default, the port is 587, but you can specify a different port number if needed.
Server requires authentication	Select this check box if the SMTP email server requires authentication. If selected, type a **Username** and **Password**.

Item	Description
Test Mode	Specifies whether the task is run in test mode. If this check box is selected, the task verifies that it can successfully connect to the SMTP server to send email notifications, but no emails are actually sent. For the System.SMTPMessageDelivery job, new systems are automatically set to test mode. If you restore a database, the restore process also sets the system job to test mode. You must disable test mode before any emails will be sent.

Start Process task

This task starts a process for Process Management. You can use this task to automatically start a process at a specific point in time, including recurring schedules (such as to automatically start a monthly process).

This task can be used to start a generic process definition or a plan file process definition.

Item	Description
Process to start	The process definition to start. Click the **Browse** button to select the process definition file. You can select any process definition that you have access to within the Process Definition Library or within a file group Process Definitions folder. If the Scheduler job is stored in a file group Utilities folder, then you can optionally navigate to the process definition file through the **Current File Group** node at the top of the file groups list. When you do this, the path to the file is stored relative to the current file group, which means that it will automatically update when the file group is cloned. This is the recommended method of referencing the process definition file when the Scheduler job belongs to a file group. 

Item	Description
Restart process if it is already running	Specifies whether the Scheduler task will restart the process if it is already running, or if the process will be left as is. • Select this option if you want to start the target process regardless of whether it is already running. The current process instance will be aborted and a new process instance will start over at step 1. This option is selected by default. • Clear this option if you want to leave the existing process instance running. In this case, the Scheduler task will take no action if the target process is already running.

Web Report Processing task

This task performs multipass processing on a web report. The report is processed over a dimension with a filter automatically applied to limit the data in the report to the current dimension value. The result of each pass is either a PDF or Excel output file, which can be saved to a designated folder location and/or emailed.

IMPORTANT: Only web reports created from product-delivered templates can be processed by this task. Consult the separate product documentation for more information on any web report templates delivered with your product. Web reports that were created in the Report Builder cannot be processed at this time.

General task properties

The general task properties at the top of the task settings determine the report to process.

Item	Description
File to Process	The web report to process for the task. Click the **Browse** button to open the **Axiom Explorer** dialog, and then select a report to process. You can select any template-based web report that you have access to within the Reports Library. Only one report can be selected for each File Processing task. If you want to process multiple reports, you can add multiple File Processing tasks to the Scheduler job. **TIP:** Once the file is selected, only the file name displays in the task. If you want to know the folder location of the selected file, hover your cursor over the field. The folder location is listed in the tooltip.

Item	Description
Override file to process	Optional. Specifies a Scheduler job variable to override the file to process. The override file will then be used for processing instead of the original file. This feature allows you to pass in an alternate file to process, when using Run Event or Raise Event to trigger the Scheduler job for processing. To use a job variable, enter the variable name in curly brackets, such as `{MyFile}`. When the job is executed, this variable must resolve to a valid file path in the Axiom Capital Tracking file repository. Note that it is not valid to leave the variable value blank (the task will *not* use the original file to process). **NOTES:** • The override feature is only exposed to product developers. It is only visible in client systems if the job is delivered as part of a product package and an override variable is specified in that job. • The **File to Process** field must point to a valid file for file processing when the override feature is used, even though that file will never actually be processed by the task. If the file to process is missing or invalid, then the task validation will fail.

Advanced options

When the task is configured to output multiple files (**File Generation** is set to **Multiple Output Files**), then multiple passes can be separated into sub-jobs, which can then be processed at the same time. This parallel processing can improve the performance of the task.

For example, imagine that you are multipass processing a report by department. If the task is processed sequentially, then the task would process Dept 100 and finish it, then move to Dept 110 and finish it, and so on. When parallel processing is used instead, Depts 100-199 can be separated into one sub-job, Depts 200-299 into another sub-job, etc. Because the sub-jobs are processed in parallel, multiple departments are processed at the same time, so the overall task can complete more quickly.

Item	Description
Maximum Parallel Jobs	The maximum number of subordinate jobs to run in parallel. The default number is 4. This is the total number of sub-jobs that can be run at the same time for this task. Ultimately the number of sub-jobs that are run in parallel depends on the number of Scheduler threads that have been configured for use at your organization, and the number of Scheduler threads that are currently available (threads that are not processing other higher-priority jobs).

Item	Description
Processing Batch Size	The number of multipass passes to include in each sub-job at a time. The default number is 10. Passes are determined based on the multipass list of items. For example, if you are processing by department (DEPT.DEPT), then each department is a separate pass. If the batch size is set to 10, then each sub-job would process 10 departments at a time. In most cases, the default settings are sufficient. If you are experiencing lengthy processing times and want to optimize performance, you can adjust this setting as follows: divide the number of passes by the number of available Scheduler threads. For example, if there will be 100 passes and there are 4 Scheduler threads, set the batch size to 25.

NOTE: There is no way to disable parallel processing if the task is eligible; however, you can adjust the parallel processing settings if desired.

Report processing properties

The report processing properties in the middle of the task settings determine the output of the task.

Item	Description
Processing Type	Select one of the following to determine the output format of each pass: • **Export to Excel** (default): The contents of the report are exported to a spreadsheet (XLSX) file. The output uses the same behavior as when you export to spreadsheet while viewing the web report. • **Export to PDF**: The report is saved as a PDF file. The output uses the same behavior as when you save to PDF while viewing the web report.
Save or Email Files	Select one of the following to determine the delivery method for the output: • **Save Files** (default): The output files are saved to the specified output folder. • **Email Files**: The output files are emailed to the specified recipients. The output files are not saved anywhere on the file system. • **Save and Email Files**: The output files are both saved and emailed.

Item	Description
File Generation	Select one of the following to determine whether the output is saved as a single file or multiple files: • **Multiple Output files** (default): The results of each pass are saved as individual output files. For example, if the multipass settings result in 10 passes, then 10 output files are created (one file for each pass). • **Single Output File**: The results of each pass are collected into a single output file. For example, if the multipass settings result in 10 passes, then the results of all 10 passes are placed in a single output file. If the output type is Excel, then each pass is a separate sheet in the Excel file. If the output type is PDF, then the PDF for each pass is combined into one large PDF file.
File Name	Specify how the output file (or files) should be named. You can do the following: • You can use processing variables and/or Scheduler job variables to generate dynamic file names. • You can type a "hard-coded" file name. If the task will generate multiple output files, then the file name (or the output folder path) must use a processing variable so that the output of each pass is unique. If the task will generate a single output file, then variables are not required. To use a processing variable, you can type the variable or you can click the pencil icon to open a text editor. From the **Insert Variable** list, select the variable that you want to use. For example, you could set the file name to `Income Statement [Current_Value]`. If the report is being processed by region to multiple output files, this will generate file names such as `Income Statement West`, `Income Statement East`, and so on (where "East" and "West" are region names). **NOTE:** Processing variables and Scheduler variables use different syntax. Processing variables are enclosed in square brackets. Scheduler job variables are enclosed in curly brackets.

Item	Description
Sheet Name	Specify how the sheet for each pass should be named. This property only applies when the processing type is **Export to Excel**. You can do the following: • You can use processing variables and/or Scheduler job variables to generate dynamic sheet names. • You can type a "hard-coded" sheet name. If the task will collect all of the output into a single spreadsheet file, then the sheet name must use a processing variable so that the output of each pass is unique. If the task will generate multiple output files, then variables are not required. To use a processing variable, you can type the variable or you can click the pencil icon to open a text editor. From the **Insert Variable** list, select the variable that you want to use. For example, you could set the sheet name to `[Current_Value]`. If the report is being processed by region, this will generate sheet names such as `West`, `East`, and so on (where "East" and "West" are region names). **NOTE:** Processing variables and Scheduler variables use different syntax. Processing variables are enclosed in square brackets. Scheduler job variables are enclosed in curly brackets.

Export to Excel Settings

Complete the following properties if the processing type is Excel.

Item	Description
Include Column Headers	Specifies whether column headers are included in the file output. By default this is set to **On**, which means column header text is included in the first row of the spreadsheet. Column grouping headers and multi-row headers are not included. If this option is set to **Off**, then column headers are omitted from the file output and the data starts in the first row of the spreadsheet.
Include total row	Specifies whether the total row is included in the file output. By default this is set to **On**, which means that the total row is included in the spreadsheet. If this option is set to **Off**, then the total row is omitted from the file output. **NOTE:** This option only applies when the web report being processed is a dynamic row report with the total row enabled. If the web report being processed uses a fixed row structure, then the total and subtotal rows defined in the fixed row structure are always included in the spreadsheet.

Export to PDF Settings

Complete the following properties if the processing type is PDF.

Item	Description
PDF Orientation	Select the orientation for the PDF, either **Portrait** or **Landscape**. Portrait is the default orientation.
Page Size	Select the page size for the PDF. You can choose from the following standard page sizes: **A3**, **A4**, **A5**, **Legal**, **Letter**, or **Tabloid**. Letter is the default size.

Output File Settings

Complete the following properties if file output is being saved. These settings do not apply if the output is email only.

Item	Description
Output To	Select one of the following: • **Local File System** (default): The output location is outside of Axiom Capital Tracking, to a location on your local network share. The specific path is detailed in the **Output Folder** setting. Access to output files is not controlled by Axiom Capital Tracking. • **Axiom Repository**: The output location is the Axiom Capital Tracking file system, within the Reports Library. The specific path is detailed in the **Output Folder** setting. Access to output files is controlled by security access to the designated folder within Axiom Capital Tracking.

Item	Description
Output Folder	Specify the folder location for the file output. You can type a folder path, or you can click the folder icon to browse to the folder location. The browse dialog will display either your local file system or the Axiom file system, depending on what you selected for **Output To**. The output folder can be made dynamic as follows: • If **File Generation** is set to **Multiple Output Files**, then processing variables can be used in the output folder path. For example, you can include `[Current_Value]` in the output folder path, and this will be replaced with the current multipass value. Processing variables are not valid in the output folder path if the task is configured to generate a single output file. • Scheduler job variables can be used in the output folder path. **NOTE:** Processing variables and Scheduler variables use different syntax. Processing variables are enclosed in square brackets. Scheduler job variables are enclosed in curly brackets. **Local file system** The output folder location must be entered as a UNC path, and must be accessible by the Scheduler service user account (for on-premise systems) or the Axiom Cloud Integration Service (for cloud systems). The ability to save files to the specified location and access them after saving is controlled by local network security. **Axiom repository** The specified location in the Axiom file system must be within the Reports Library, and the location must use the full path (meaning: `\Axiom\Reports Library\...`). The ability to save files to the specified location and to create new folders (if necessary) depends on the Axiom Capital Tracking security permissions for the user processing the file. Users can only create new folders if they have read/write permissions to the parent folder, and they can only create new files if they have read/write permissions to the target folder. Once the files are created within the Axiom file system, access to those files is dependent on the user's permissions to the output folder. Typically you should create the output folder in advance (or if you want to create output folders on-the-fly, create a parent folder to hold the output folders), and then set permissions for that folder as appropriate in Axiom Capital Tracking security, so that the appropriate users will be able to access the files after they are created.

Item	Description
Remote Data Connection	This option only applies when the file output is being saved to your local file system, and only for Axiom Cloud systems that are using remote data connections. Select the name of the remote data connection to use for the file processing operation. The designated remote data connection will be used to access the local file system and save output file(s) to the designated location. A remote data connection is required to save files locally from an Axiom Cloud system. For more information, see the section on remote data connections in the *Scheduler Guide*.
Purge Setting	This option only applies when the file output is being saved to the Axiom Repository. If you want the file output to be automatically deleted after a specified period of time, then click the pencil icon to open the **Choose Date** dialog. • **No purge date** (default): File output is not automatically deleted. • **Static purge date**: Select a specific date, after which the output will be deleted. • **Relative purge date**: Specify a number of days to keep the output after it has been generated. The output will be deleted after the specified number of days have passed.

Email Settings

Complete the following properties if file output is being emailed. These settings do not apply if the output is saved only.

Item	Description
Recipient column	Optional. Specify a table column that holds the desired email recipients for each pass. This option only applies if **File Generation** is set to **Multiple Output Files**, so that each pass will be sent a separate email. You can type the name of a table column, or click the column button to select a column from the multipass table or a lookup table. (You must select a multipass column first before you can use the column button to select a column.) For example, if the multipass column is Dept.VP, the recipient column might be Dept.VP.Email. The specified column can contain any of the following: email addresses, user login names, and/or role names. The column can contain multiple values separated by a semicolon. The recipients listed in the column will be used as the To address for the email (in addition to any recipients listed directly in the To field). If the column contains a user login name, that user's email address as defined in security will be used. If the column contains a role name, the email will be sent to all users in the role. To verify that the recipient column will resolve as you expect for each pass, you can click the **Preview Multipass List** button in the **Multipass Data Settings** section. The specified recipient column displays in this preview so that you can see the recipient column values associated with the multipass column values. **NOTE:** The recipient column must have a one-to-one relationship with the values in the specified multipass column.
To	Specify the To recipient(s) for the email. This is required if a recipient column is not specified. If a recipient column is specified, the recipients listed here will be added to the recipients listed in the column for each pass. You can type one or more email addresses, user login names, and/or role names. Separate multiple recipients with semicolons. If a user login name is listed, that user's email address as defined in security will be used. If a role name is listed, the email will be sent to all users in the role. **NOTE:** If **File Generation** is set to **Multiple Output Files**, the recipients in the To field will receive a separate email for each pass. The only way to dynamically send the emails to different recipients per pass is to use the **Recipient Column** option.
CC	Optional. Specify the CC recipient(s) for the email. This field follows the same rules as the To field.
BCC	Optional. Specify the BCC recipient(s) for the email. This field follows the same rules as the To field.

Item	Description
From	Select one of the following to specify the From address for the email: • **Current User**: The email will be sent from the user who executes the Scheduler job. • **System User**: The email will be sent from the designated From user for Scheduler. This is the same value returned by the `{Scheduler.FromEmailAddress}` job variable.
Subject Line	Enter the subject line for the email. Processing variables can be used in the subject line when **File Generation** is set to **Multiple Output Files**. To use a processing variable, you can type the variable or you can click the pencil icon to open a text editor. From the **Insert Variable** list, select the variable that you want to use. For example, you could set the subject line to `Monthly report for [Current_Value]` in order to include the current pass value in the subject line.
Body Text	Enter the body text for the email. Processing variables can be used in the body text when **File Generation** is set to **Multiple Output Files**. To use a processing variable, you can type the variable or you can click the pencil icon to open a text editor. From the **Insert Variable** list, select the variable that you want to use.

Scheduler job variables can be used in any of the email settings except the From setting.

Multipass properties

The multipass properties at the bottom of the task determine how the report will be processed over a dimension.

Item	Description
Multipass Column	Specify the column to use for multipass processing. You can type a Table.Column name, or click the column icon to select the column from a dialog. You can select any column on a data or reference table, though typically processing is performed by a dimension such as Dept.Dept, or a grouping such as Dept.Region. The report will be processed once for each unique value in the specified column (except for any values excluded by the Source Filter). A filter is applied to the data query in the report so that the data is limited to the current pass value. For example, if you are processing by Dept.Dept, then the report will be processed once for each department, and the report data will be limited to only the data for that department. Keep in mind the difference between processing by a data table column such as GL2022.Dept, versus a dimension table column such as Dept.Dept. When processing by GL2022.Dept, the report will be processed by each department with data in the GL2022 table. When processing by Dept.Dept, the report will be processed by each department in the Dept table. To verify the list of values for processing, click the **Preview Multipass List** button to view the list of items. The first 100 values are shown, in the order they will be processed. If the task configuration includes a **Recipient Column** (in the email settings) or a **Sort By** column, these columns are also shown in the preview.
Current Pass Header	Optional. Define a header to display in the report output file. This option only applies if the processing type is **Export to PDF**. The current pass header should use processing variables to display information about the current pass. To use a processing variable, you can type the variable or you can click the pencil icon to open a text editor. From the **Insert Variable** list, select the variable that you want to use. For example, you can define a header such as: `Processed by [MULTIPASS_COLUMN] [CURRENT_VALUE]` When processing by Dept.Dept, this would resolve such as **Processed by Dept 22000** By default, if the current pass header is left blank, then the PDF output will not include a header to indicate the current pass information. However, it is possible that the template used to create the report may have been designed with a dynamic header that will display this information.

Item	Description
Sort By	Optional. Specify one or more sort columns for the list of multipass values. You can type a Table.Column name, or click the column icon to select the column from a dialog. You can also optionally specify `Asc` or `Desc` after the column name (ascending order is used if not specified). For example: `Dept.Dept Desc`. Separate multiple values with semicolons. By default, the values are sorted by the multipass column in ascending order. The Sort By field only needs to be used if you want the values to be sorted in descending order instead, or if you want the values sorted by a different column in the same table. The processing order is only relevant when **File Generation** is set to **Single Output File**, since it determines the order of each individual pass within the single file. When outputting to **Multiple Output Files**, the order is still used during processing but it has no useful impact on the outcome.
Source Filter	Optional. Specify a filter to limit the multipass list of items. You can type a filter, or you can click the filter icon to use the Filter Wizard. When the multipass list of values is generated, any value that does not meet the source filter will be excluded from processing. By default, all values in the specified multipass column are processed if the source filter is left blank.

Scheduler job variables can be used in any of the multipass settings.

Using processing variables

The following processing variables can be used in various settings within the Web Report Processing task, in order to dynamically change the setting using information for the current pass.

Item	Description
[CURRENT_VALUE]	This variable returns the current multipass processing value. For example, if you are processing by Dept.Dept, and the current pass is for department 20000, the variable will be replaced by the value "20000" for this pass. This variable is typically used in settings such the file name, sheet name (when generating Excel output), and folder path.
[CURRENT_PASSNUMBER]	This variable returns the current pass number. For example, if the current pass is number 20 of 35 passes, the variable will be replaced by the value "20" for this pass.

Item	Description
[MULTIPASS_COLUMN]	This variable returns the name of the multipass column. For example, if you are processing by Dept.Dept, the variable will be replaced by the value "Dept" for all passes. This variable could be used whenever you want to reference the name of the dimension processed. For example, instead of just referencing the current value in the file name, you might want to reference the column name and the value. A variable construction like `[MULTIPASS_COLUMN] [CURRENT_VALUE]` would resolve to "Dept 20000" when processing by Dept.Dept and the current pass is for department 20000.

Processing variables can only be used in certain settings, and sometimes only when the output is multiple files (versus a single file). See the documentation for each individual setting to see if processing variables are supported in that setting.

Scheduler tasks for database maintenance

Scheduler provides several built-in tasks that are intended for database maintenance. By default, these tasks are included in the System.IndexMaintenance job, which runs regularly to maintain your database.

The following database maintenance tasks are available:

- **Rebuild Database Indexes** task
- **Update Indexes and Constraints** task

You can use the **Source Axiom Database** field to specify whether the task is executed against the system database or the audit database.

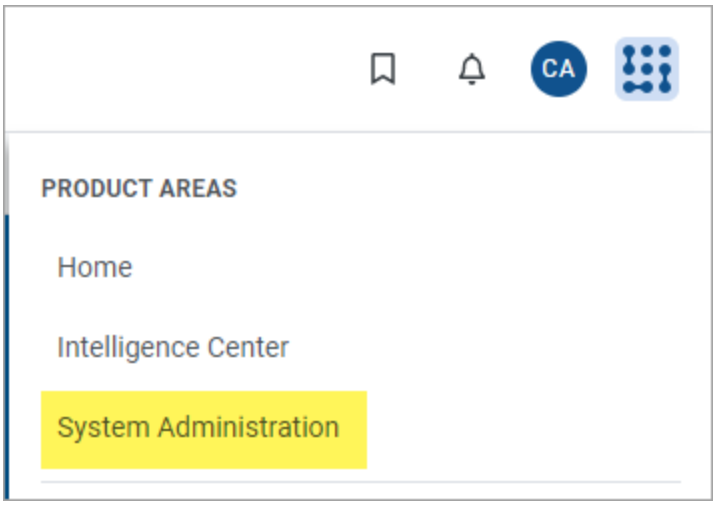
For the **SQL Command Text**, the actual SQL code used by each task is generated automatically by Axiom Capital Tracking when the task is executed. This ensures that the tasks always use the most current SQL code for each task as defined by Axiom Capital Tracking.

Web Scheduler

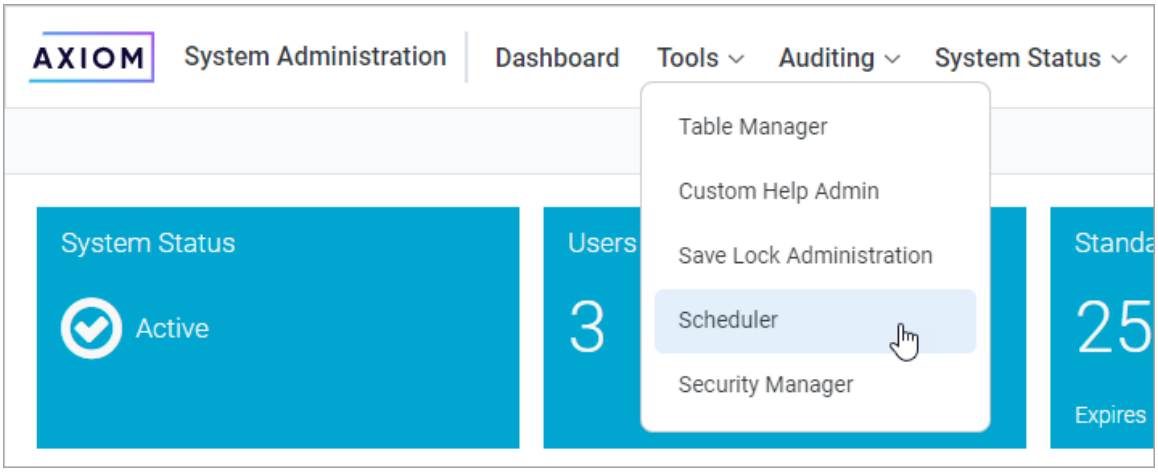
Although most Scheduler setup activities can only be performed in the Desktop Client, some job management can be performed in the Web Client. Using the "Web Scheduler", you can monitor and manage the job schedule, review job results, and process existing jobs on demand.

To access Scheduler in the Web Client:

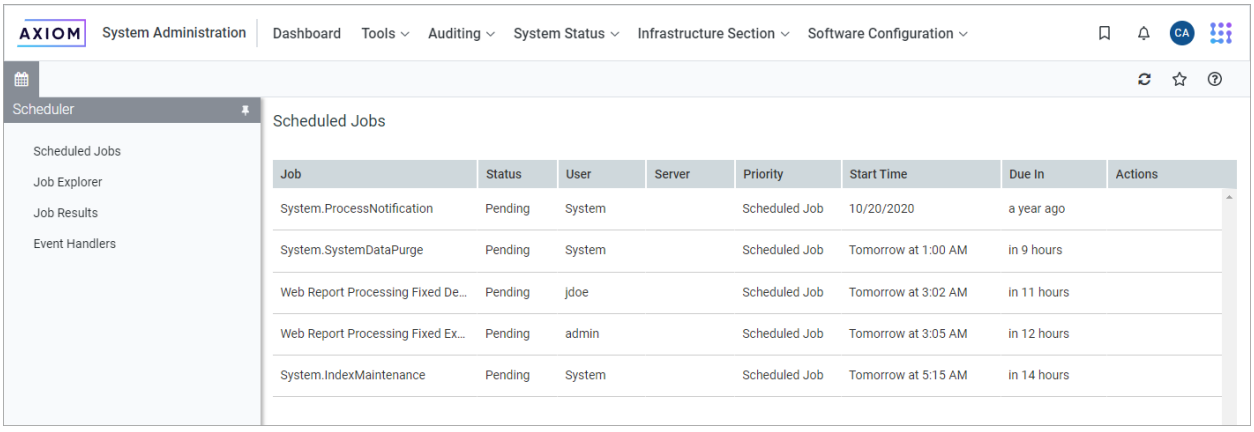
1. In the Web Client, click the Syntellis icon in the Navigation bar. From the Area menu, select **System Administration**.



2. From the Navigation menu, select **Tools > Scheduler**.



When you access the Scheduler area, a Scheduler panel becomes available in the left side of the Task bar. You can use this panel to change the current Scheduler view.



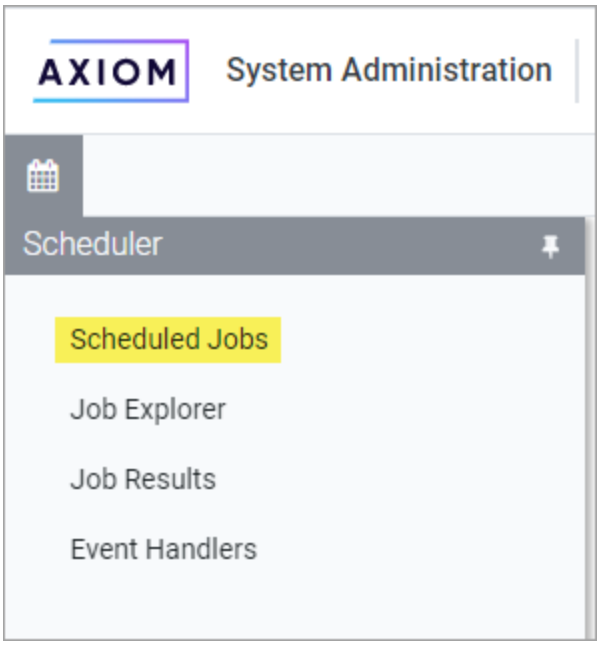
Example Scheduler area in Web Client

Managing the job schedule in the Web Client

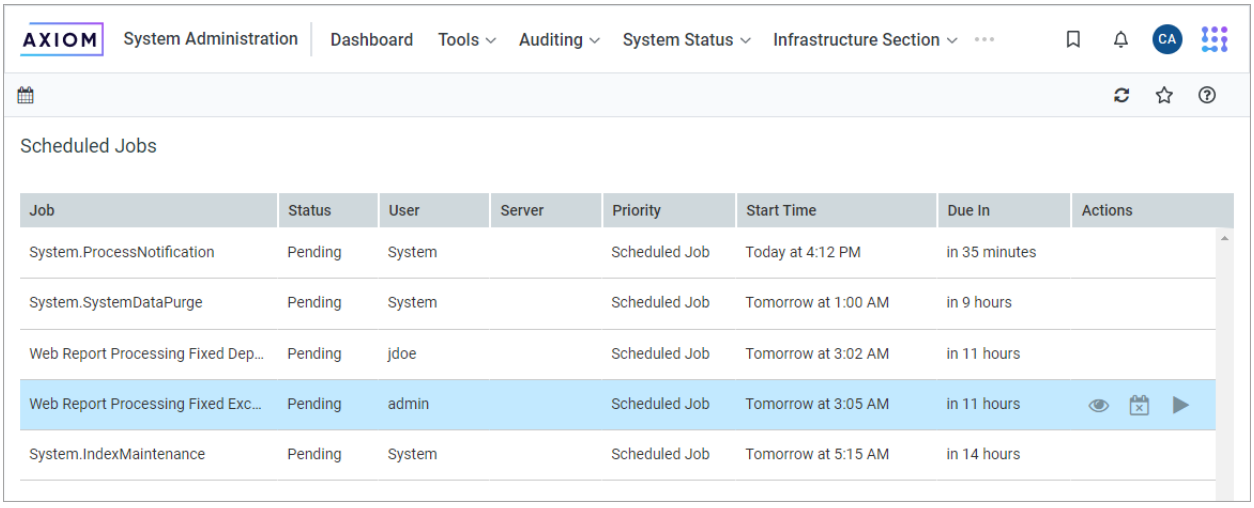
In the Scheduler area of the Web Client, you can view the status of all jobs that are currently on the schedule. If necessary, you can view the job details, remove the job from the schedule, or run the job now.

To view the current job schedule:

- On the Scheduler page, from the **Scheduler** panel, select **Scheduled Jobs**.



The **Scheduled Jobs** grid displays all jobs that are scheduled to be processed, or are currently in process. This includes scheduled jobs, jobs executed manually via **Run Now**, and jobs that were triggered for execution via an event handler.



Example Scheduled Jobs grid

You can use the **Actions** column in the right side of the grid to perform any of the following actions on a job:

 View the job properties and results.

 Remove the job from the schedule.

IMPORTANT: If the job is on the schedule due to a scheduling rule, this action disables the scheduling rule and removes all future executions from the schedule as well. If you want future scheduled instances of the job to proceed, you must edit the job to re-enable the scheduling rule.

 Run the job now.

This action places the job on the schedule for immediate execution (if another manual instance of the job is not already pending). The future scheduled instance of the job remains on the schedule.

To refresh the list, click the Refresh icon  in the Task bar.

For each job on the schedule, you can view the following information:

Item	Description
Job	The name of the job.
User	The user identity that the job will be run as. If the job is a system job, the user is **System**. This is typically the name of the user who placed the job on the schedule, but not always (for example, when using an event handler that is set to run as the job owner instead of as the requester).
Status	Job status is either **Pending** (waiting to be executed) or **Working** (currently being executed).
Server	If a job is currently **Working**, then the server executing the job is listed here. Otherwise, this column is blank.

Item	Description
Priority	The priority category for the job: 1. **Manual**: The job was executed manually. 2. **Event Handler**: The job was executed by a Scheduler event handler. 3. **Scheduled Job**: The scheduled instance of the job results from an active scheduling rule. 4. **Subordinate Job**: The job was generated as a subordinate job, from a currently executing job. The priority category determines how jobs are evaluated for processing order, in conjunction with the job's **Priority Elevation** setting. Manual jobs are highest priority, and subordinate jobs are lowest priority. For more information, see Processing priority for scheduled jobs.
Start Time	The start time of the job. The job is eligible for immediate execution if the start time is now or passed. Jobs may not be executed right at the start time if no Scheduler threads are currently available to execute the job, or if other eligible jobs have higher priority. If the job is on the schedule due to a scheduling rule, the start time is based on the scheduling rule. If the job was manually executed via **Run Now** or triggered by an event handler, the start time is the time the execution was initiated.
Due In	The length of time until the job is due to be processed. For example, if the job is scheduled to run at noon and it is currently 11:50 AM, then the job is due to be run in 10 minutes. This column is intended to make it easy to see when a job will be run, without needing to calculate it based on the start time.

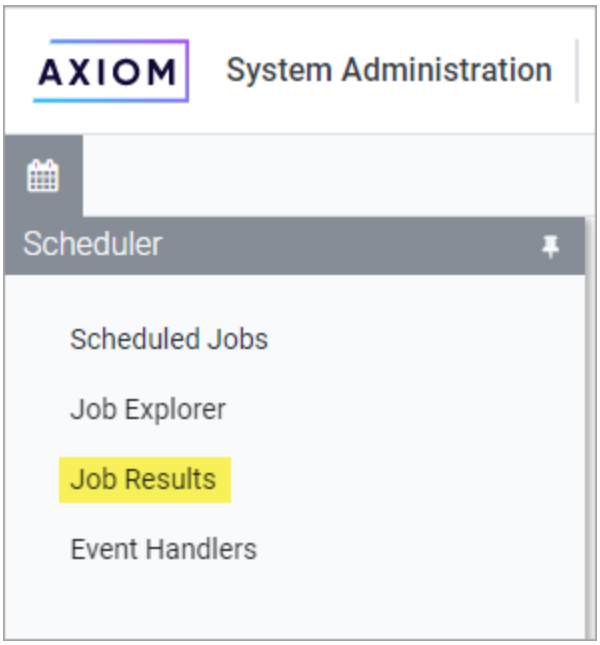
NOTE: If a job has a scheduling rule with a recurring schedule, only the first scheduled execution appears in the **Scheduled Jobs** list. For example, if you have a job that is scheduled to run once a month for a year, you will not see all twelve scheduled executions in the list—you will only see the first scheduled execution. Once that instance has been run, the scheduling rule is re-evaluated and the next scheduled execution appears in the list.

Viewing job results in the Web Client

In the Scheduler area of the Web Client, you can view the results of jobs that have been executed. For each job, you can see when it was run, and whether it completed successfully or had errors.

To view job results:

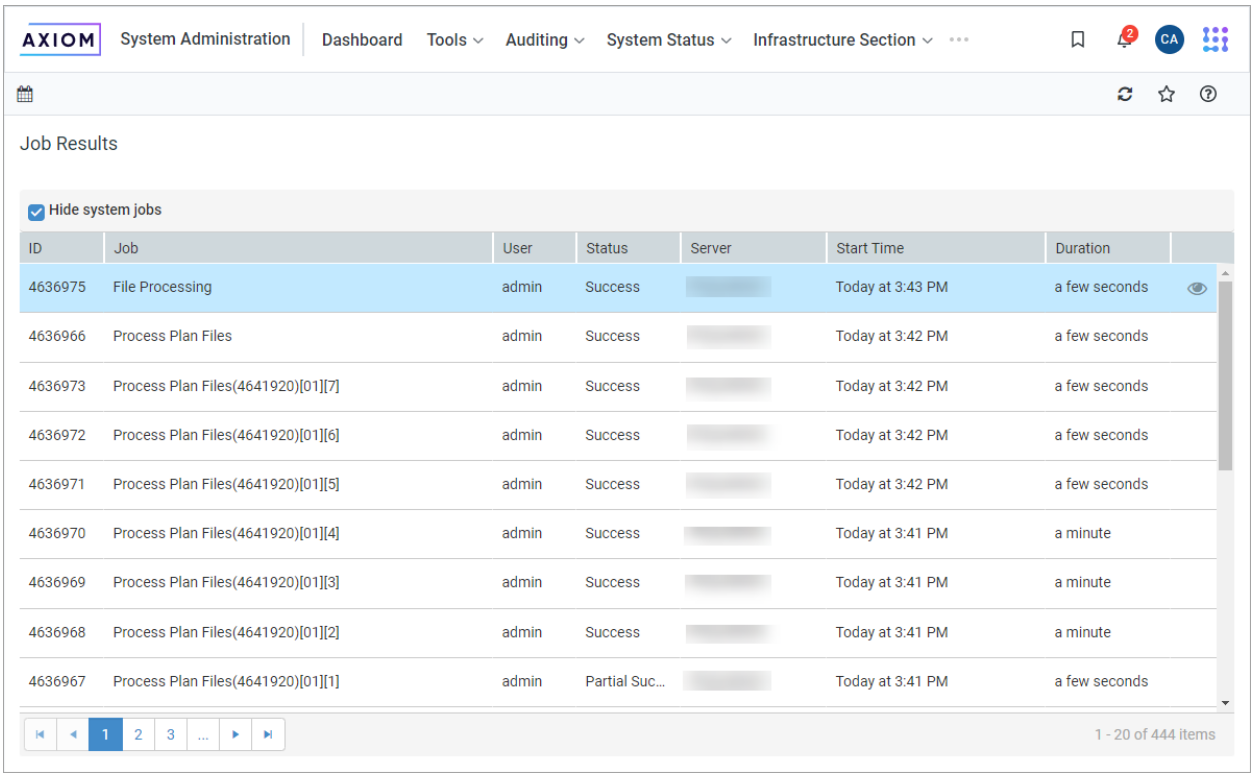
- On the Scheduler page, from the **Scheduler** panel, select **Job Results**.



The **Job Results** grid shows a list of jobs that have been recently executed. The grid shows the following summary information:

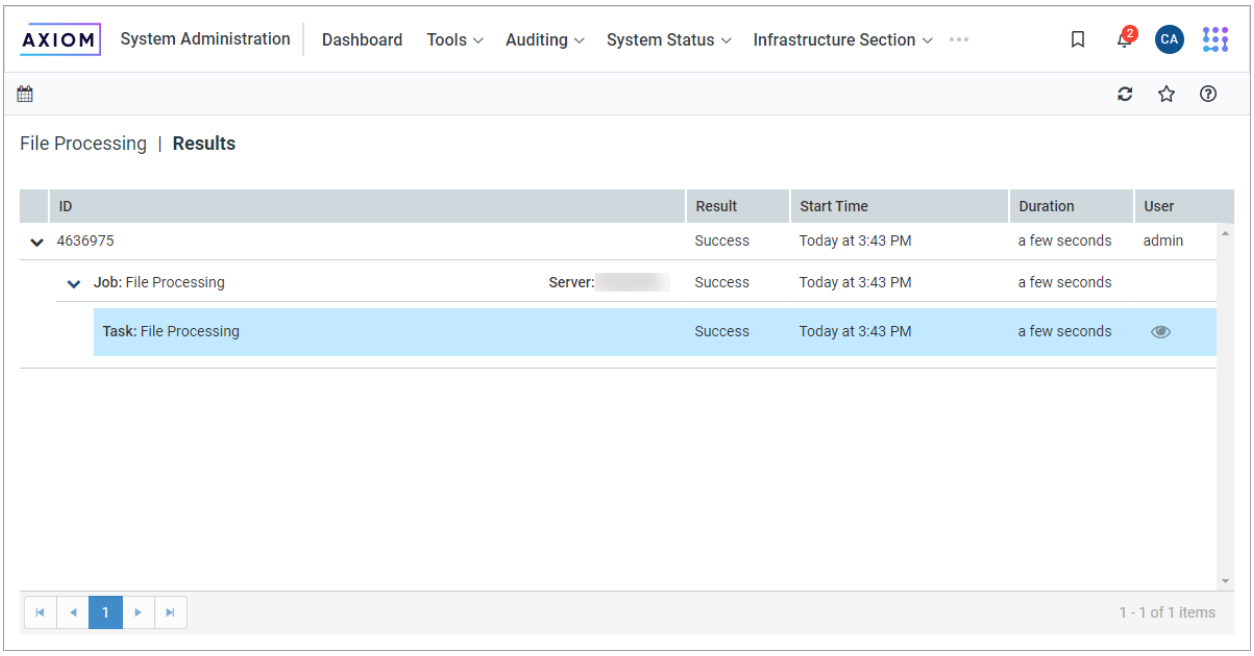
- The name of the job, and the ID of the particular execution of that job
- The user identity the job was run as
- The status of the job, such as Success or Failure
- The Scheduler server that ran the job
- The start time and duration of the job

To refresh the list, click the Refresh icon in the Task bar.



Example Job Results grid

To view detailed results for a particular job execution, hover your cursor over the job and then click the View icon in the far right column. This opens the job properties to the **Job Results** section, with the corresponding execution ID expanded. You can further expand the job results to see the specific tasks that were executed.



Example Job Results detail showing tasks executed

To view the detailed task results, hover your cursor over the task and then click the View icon in the far right column. This opens a dialog to display the results for that task. For example, for a file processing task, the detailed results would contain information such as the processing type and the number of passes, and the output that was created at the end of the process.

Once you are viewing the Job Results section of the job properties, you can review all of the available job history as needed. Expand any execution ID to view the details for that particular execution.

TIP: You can also view job results by opening a job and viewing the job properties, which include the job results. In some cases it may be easier to open the job and review all of its results rather than trying to find the job within the overall job results. For more information, see Viewing jobs and event handlers in the Web Client.

NOTE: Users with the **Scheduled Jobs User** security permission can only see job results for jobs that they executed. Administrators can see job results for all jobs.

System job results

By default, system job results are hidden in the **Job Results** grid. System jobs such as the SMTP message delivery job may run frequently, and can easily fill up the result history, making it difficult to find results for user-initiated jobs.

If you want to view results for system jobs, you can do one of the following:

- Clear the **Hide system jobs** check box above the **Job Results** grid. The list immediately updates to include system jobs.
- Open the system job directly, and view its job results within the job. For example, you can go to the **Scheduled Jobs** page and double-click the **System.SystemDataPurge** job to view all results for that job.

Job result availability

Job results are purged periodically to help optimize system performance. The availability of job results in your system depends on the configuration of the system job **System.PurgeSystemData**. This system job runs periodically to purge old data in your system, including old job results. By default, when this job is run, it purges job history older than 15 days.

The configuration of this system job can only be viewed and edited in the Desktop Client, and only by administrators. For more information, see Configuring Scheduler system jobs.

Additionally, individual jobs can be configured to purge old results when the job is run. In the Web Client, you can view the job properties to see if this option is enabled, but you cannot edit the job properties. The option is displayed in the **General** section of the job, under **Job Results Cleanup**. For more information on viewing job properties, see Viewing jobs and event handlers in the Web Client.

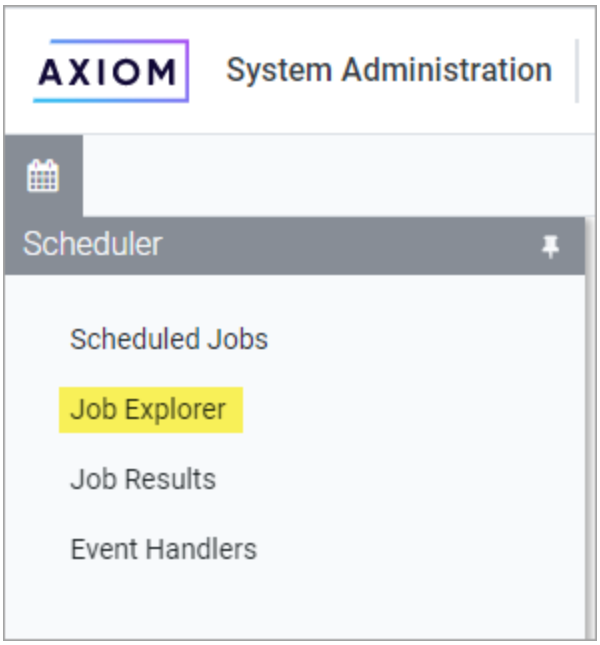
Running a job manually in the Web Client

In the Scheduler area of the Web Client, you can run a job manually as needed.

When using this approach, the job is run now. It is not possible to run a job manually and specify a future execution time. If you want to schedule a job for future execution, you must define a scheduling rule on the job, which can only be done in the Desktop Client. For more information, see Defining scheduling rules for a job.

To run a Scheduler job manually:

1. On the Scheduler page, from the **Scheduler** panel, select **Job Explorer**.



2. In the Job Explorer page, locate the job that you want to run. This page lists all jobs in the Scheduler Jobs Library that you have permission to access.
3. Hover your cursor over the job, then click the **Run Once** icon ▶ in the far right column.

The job is added to the schedule with a start time of now, and is eligible for immediate execution (pending available Scheduler threads and any higher-priority jobs already in the queue). You are automatically taken to the **Scheduled Jobs** area of Scheduler, so that you can see the job on the schedule.

Running a job manually does not impact any scheduled executions of the job as determined by scheduling rules. For example, if a job is scheduled to be run at 10:00 PM tonight, and you run the job manually at 2:00 PM, the job will still be run as scheduled at 10:00 PM.

Viewing jobs and event handlers in the Web Client

In the Scheduler area of the Web Client, you can view Scheduler jobs and event handlers.

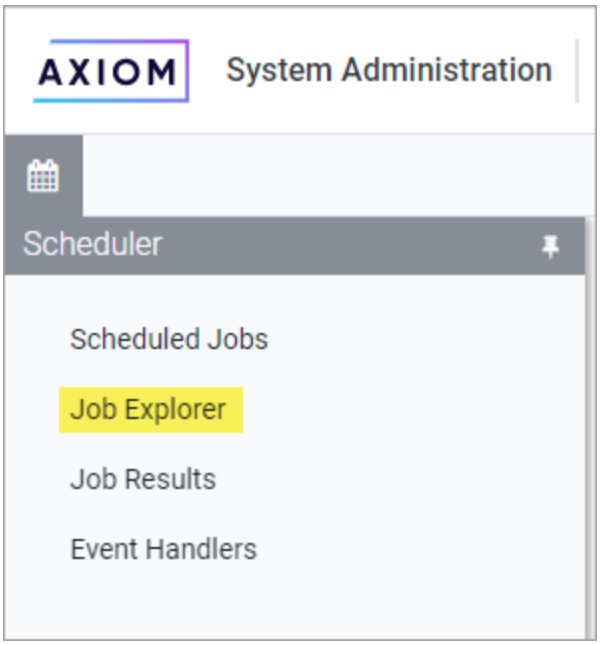
▶ Viewing jobs

You can view any job in the Scheduler Jobs Library that you have permission to access.

Scheduler jobs are read-only in the Web Client. You can view the job properties to better understand the purpose of a particular job and the tasks that it performs. The Web Client does not support creating new jobs, editing existing jobs, or deleting jobs. If you need to perform any of those actions, you must use the Desktop Client. For more information, see Scheduler Overview.

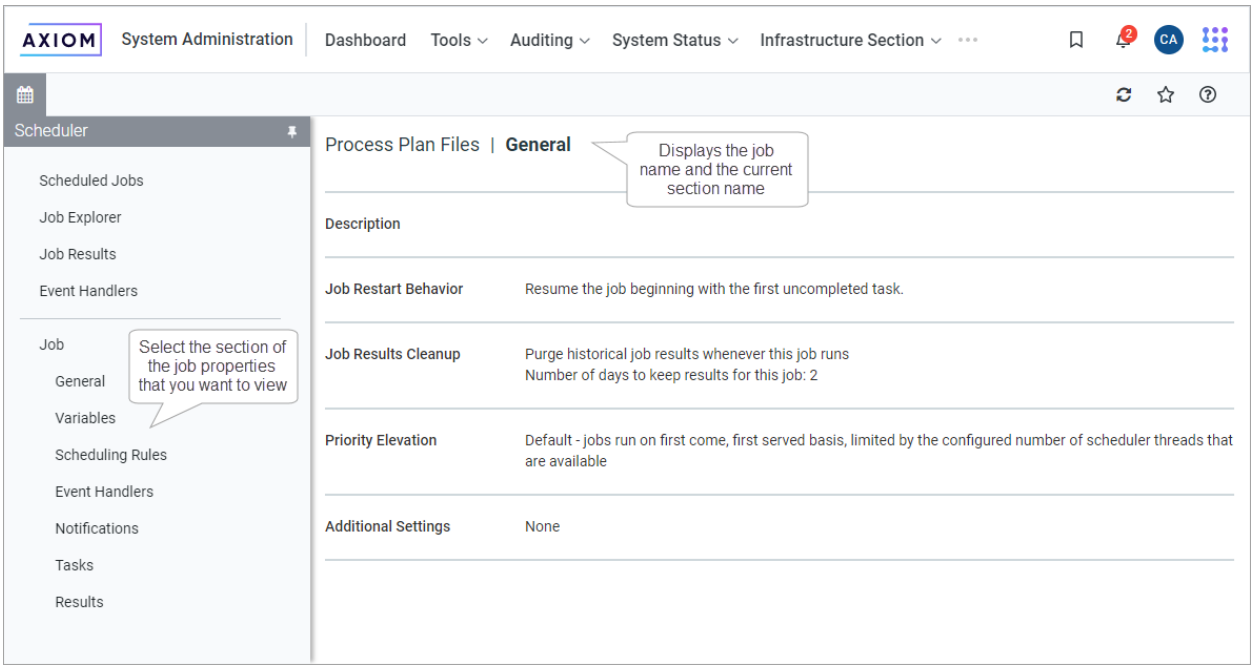
To view a Scheduler job:

1. On the Scheduler page, from the **Scheduler** panel, select **Job Explorer**.



2. In the Job Explorer page, locate the job that you want to view. This page lists all jobs in the Scheduler Jobs Library that you have permission to access.
3. Hover your cursor over the job, then click the **View** icon in the far right column.

The job opens, and the Scheduler panel updates to show the viewable sections of the job. You can switch between sections by selecting section names in the Scheduler panel. By default, the **General** section is shown.



Example job properties

All job properties are defined in the Desktop Client. The following is a brief overview of the job properties shown in the Web Client.

Section	Description	More Information
General	General job properties that impact the job's processing priority and processing behavior.	Job properties
Variables	Variables used by the job. • If the job has defined variables, those variables display in the **Job Variables** section at the top of the page. Most likely, the tasks in the job are configured to use these variables. This typically means that the job is designed to be run using an event handler, and the necessary variable values will be passed to the job when it is triggered. • The **System Variables** section displays the job's values for various system-defined variables. This section can help you understand who the owner of the job is, and how other system variables will resolve for the job.	Using job variables

Section	Description	More Information
Scheduling Rules	Scheduling rules to schedule jobs for future execution. If the job has an active scheduling rule, the job will be executed according to the rule (one time or recurring, depending on how the rule is configured). • **Day of Week**, **Hours**, and **Minutes** specify when the job will be executed within the start / end range of the rule. An asterisk in any of these fields means "all"—for example, if Hours is set to * then the job is run every hour. • **Starting On** and **Ending On** determine the start / end range of the rule. If they are blank, then the rule has no start or end date.	Defining scheduling rules for a job
Event Handlers	If the job is designed to be run using an event handler, the event handler name is listed here. The **Execute As** property determines whether the job is run as the requester or the job owner when it is triggered for execution.	Viewing event handlers
Notifications	Notification settings for the job. The job can be configured to send email notifications when the job completes, or only when the job has errors. Variables can be used to determine the notification recipients.	Setting up notifications for jobs
Tasks	Tasks to be executed by the job, listed by name and task type. No other task properties are available in the Web Client. If you want to see more information about the task, you must view the job in the Desktop Client.	Scheduler Task Reference
Results	Detailed results of the previous job executions. Results are organized by execution ID and displayed in execution order (the most recent listed first).	Viewing job results in the Web Client

Viewing event handlers

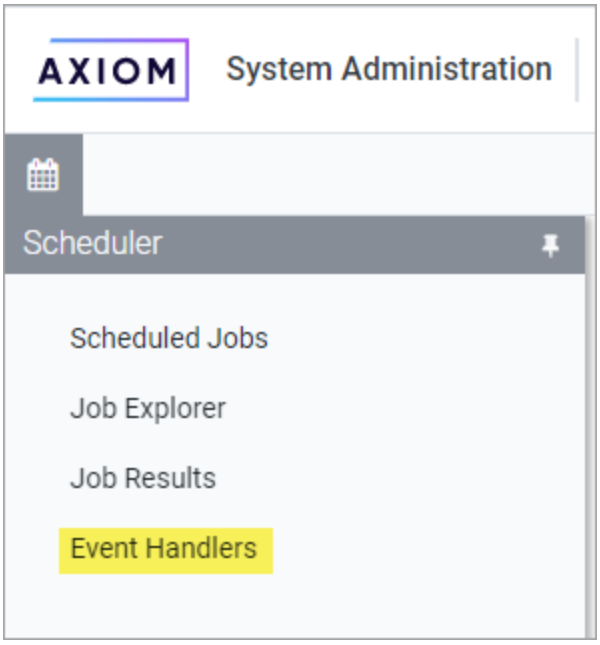
You can view the event handlers that are defined in the system. Event handlers are used to trigger Scheduler jobs based on an event.

For example, an Axiom form can have a Button component that is configured with the RunEvent command. When a user clicks the button, the specified event name is passed to Scheduler, and any jobs associated with that event are triggered to run. Variable values can also be passed from the form to the Scheduler job as part of this process.

Event handlers are read-only in the Web Client. If you need to create, edit, or delete an event handler, this can only be done in the Desktop Client. For more information, see Managing event handlers.

To view Scheduler event handlers:

- On the Scheduler page, from the **Scheduler** panel, select **Event Handlers**.



The **Event Handlers** grid lists all of the event handlers as follows:

- **Event Name**: Name of the event handler. This is the name used in features such as RunEvent to trigger execution of a Scheduler job.
- **Job**: Name of the job where the event name is used. When the event is raised by a feature such as RunEvent, this job will be executed.
- **User**: The user identity that will be used to execute jobs triggered by the event handler. If the event handler is configured to run as the requester, then **Requester** is listed here. If the event handler is configured to run as the owner, then the owner name is listed here (either a specific user name, or **System**).

Security

All users of Axiom Capital Tracking must be defined within Security. Within Security, you can:

- Manage users and roles
- Control user access by file group
- Control user access to data in the database
- Control user access to specific features
- Control user access to data imports

- Control user access to files and folders
- Specify files to open on system startup

Security Overview

Using Axiom Capital Tracking Security, you can create users and roles, and assign access rights. This section explains how security is applied in Axiom Capital Tracking.

Users can be created manually within Axiom Capital Tracking, or you can import them from Active Directory. Once a user account is created, you must define the permissions for that user, at the user level or at the role level (or both). The security permissions determine which files, features, and data that the user can access within the Axiom Capital Tracking system.

The following users can access and manage security:

- Users designated as a system **Administrator**. Administrator users have full rights to all areas of the system, including security.
- Users who are granted the **Administer Security** permission. Administer Security users have full rights to security, except for a few features which are limited to administrators-only.
- Users who are assigned as a **Subsystem Admin** for a subsystem. Subsystem administrators can manage users and roles within the subsystem.

▶ Users and roles

To streamline security settings, you can define a number of roles, and then assign users to those roles. Users inherit the security settings defined for their assigned roles. Additionally, Axiom Capital Tracking provides a built-in Everyone role, for security settings that apply to all users.

Systems with installed products may also have roles that are designed for use with the product. These roles are product-controlled and delivered with the product. For example, a system with the Capital Planning product may have roles for Capital Planning Admin and Capital Planning User. You can assign users to these roles based on the level of permissions they need to the product.

The specific way that security settings are inherited depends on the type of setting. Generally, roles grant permissions, they do not deny permissions. For more information, see How role settings are applied to users.

▶ Authentication behavior

There are several options to authenticate users into Axiom Capital Tracking. The basic authentication type is Axiom Prompt authentication, which means that users will be prompted for an Axiom user name and password each time they want to access Axiom Capital Tracking.

If desired you can use an integrated authentication option instead, which means that users are authenticated based on certain supported external credentials—such as the user's Windows domain credentials or LDAP credentials. These options are typically enabled and configured during the installation of Axiom Capital Tracking. For more information, see Axiom Capital Tracking can integrate with your organization's existing network security. You can:.

Security subsystems

If desired, you can create security subsystems and assign users to subsystems. Subsystems allow you to:

- Define a maximum level of permissions for a subset of users. Any user that is assigned to the subsystem cannot be granted rights that exceed the subsystem rights.
- Assign a user as a subsystem administrator, so that the user can manage security permissions for the users and roles that belong to the subsystem.

In systems with installed products, subsystems are used to control access to specific products. These subsystems are product-controlled and delivered with the product. For example, you may have subsystems for Capital Planning and Budget Planning. You can assign users to subsystems based on the specific products they should be able to access.

For more information, see Security Subsystems.

The Security Management dialog

All security settings for Axiom Capital Tracking are controlled in the **Security Management** dialog. To access this dialog:

- On the **Axiom** tab, in the **Administration** group, click **Manage > Security > Security Manager**.

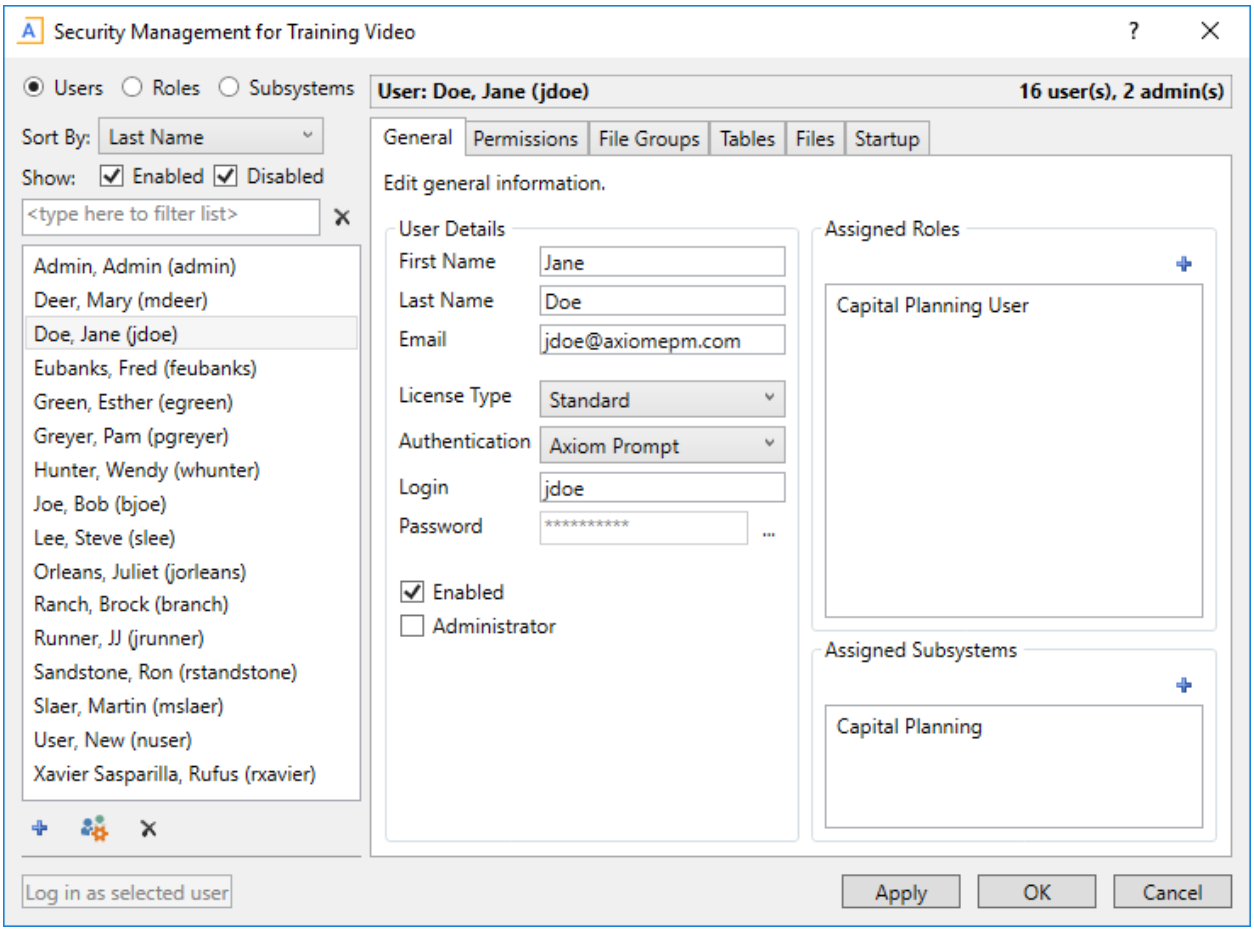
  NOTE: In systems with installed products, this feature may be located on the **Admin** tab. In the **System Management** group, click **Security > Security Manager**.

Only users with the following permissions can access the Security Management dialog:

- System administrators
- Users with the **Administer Security** permission
- Users assigned as a subsystem administrator

Viewing users, roles, and subsystems

Users, roles, and subsystems are listed in the left-hand side of the dialog. To switch between items, select one of the radio buttons at the top of the dialog. By default, users are displayed.



- You can sort the user list by last name, first name, and login name. To change the sort, select the desired option from the **Sort By** list. By default, the list is sorted by last name.
- To search for a particular user, role, or subsystem, type the name into the search box at the top of the list. To clear the search, click the **Clear filter** icon ✕ to the right of the search box. Note that this will search the user's login name as well as first and last name.
- To show or hide users by their enabled status, use the **Enabled** and **Disabled** check boxes. By default, both check boxes are selected which means that all users are shown (enabled and disabled).

When a user, role, or subsystem is selected in the list, the settings for that item display in the right-hand side of the dialog, organized by tabs.

TIP: You can double-click on any user, role, or subsystem name listed in the Assigned Users / Assigned Roles / Assigned Subsystems sections to open that record.

NOTE: Subsystems are optional in systems without installed products. Subsystem features are only available if you have enabled them using the system configuration settings.

Editing security

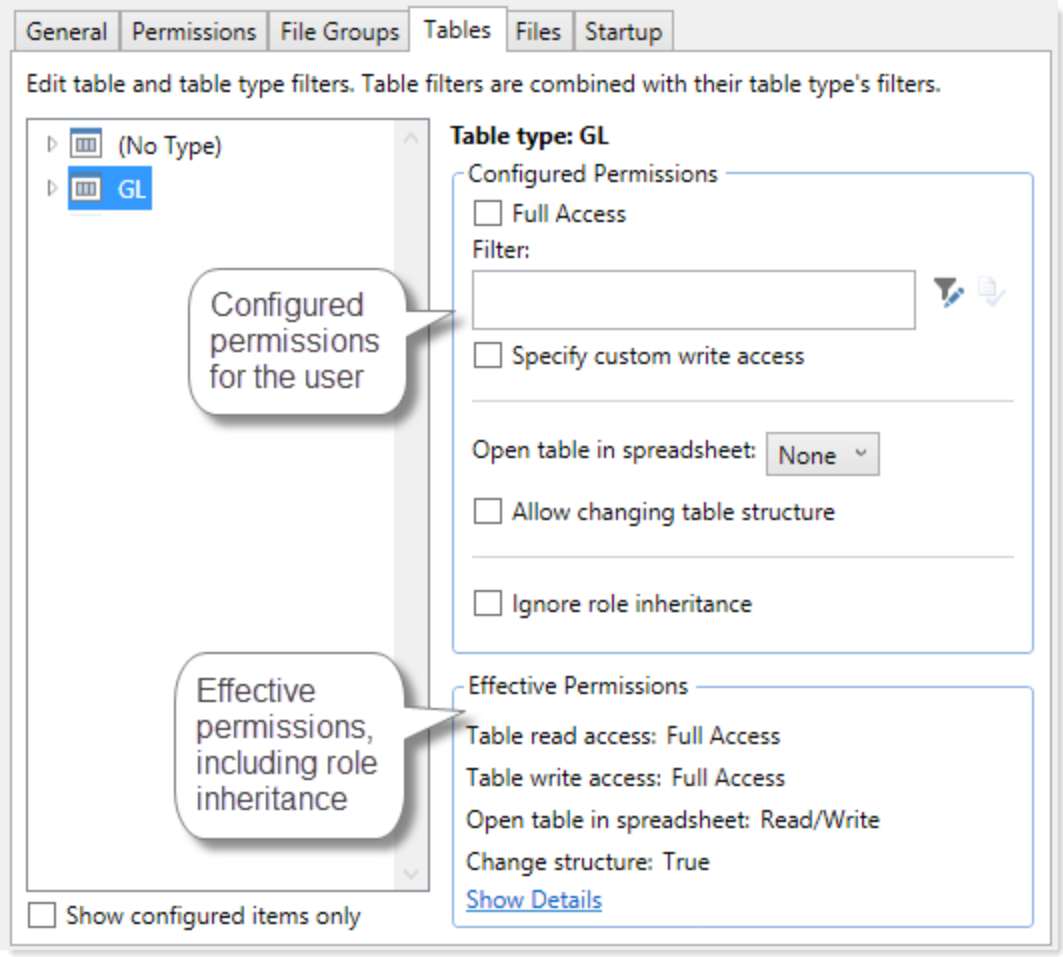
Changes made in the Security Management dialog are reflected in "real-time" within the dialog. If a required setting is missing, a validation message appears in the bottom left of the dialog. You can click on the message to be taken to the applicable setting. This issue must be resolved before you can save any changes.

At any time you can save changes by clicking **Apply** (to leave the dialog open) or **OK** (to close the dialog). In most cases, changed security permissions will be effective within seconds of being saved; the user does not need to log out and log back in before changes are applied.

Effective permissions

Several tabs of the Security Management dialog, such as the **File Groups** tab and the **Tables** tab, display the effective permissions for the user. This is the permission that the user has after applying all of the relevant security settings, including inherited role permissions, subsystem restrictions, and administrator permissions. This allows you to understand exactly what permission the user has.

For example, if you select a table type or a table in the Tables tab, the **Configured Permissions** section displays what permissions have been granted at the user level, and the **Effective Permissions** section displays the actual access rights of the user. In the following example screenshot, although the user herself has no configured access to the table type, her effective permission is full access. This means that either the user is assigned to a role with full access to the table type, or the user has been granted administrator rights. You can see exactly which rights contribute to the effective permissions by clicking the **Show Details** link.



Example effective permissions

As edits are made in the dialog, those changes are reflected in the effective permissions immediately. For example, if you grant a user permission to **Administer Imports**, and then switch to the **Files** tab, the effective permissions for the Imports Library will reflect that the user has full permissions to all imports, even though the change has not yet been saved.

Managing Users and Roles

All users of Axiom Capital Tracking must be defined within security. Users can be assigned access rights on an individual basis, and/or they can be assigned to specific roles and inherit the rights of the role.

The total number of active users that can be defined for your implementation depends on your license agreement with Syntellis. If you have any questions, please contact Axiom Support for assistance.

The total number of available licenses and currently active users are displayed in the upper right-hand corner of the **Security Management** dialog. This area also displays the total number of users who have been granted administrator rights. For example: **20 of 25 licenses in use, 3 admins**.

NOTE: In addition to the Security Management dialog, you can also manage users and roles in bulk via a spreadsheet interface. For more information, see Bulk edit of security.

Managing users

Using the **Security Management** dialog, you can create new users, edit existing users, and delete users. To access this dialog:

- On the **Axiom** tab, in the **Administration** group, click **Manage > Security > Security Manager**.

  NOTE: In systems with installed products, this feature may be located on the **Admin** tab. In the **System Management** group, click **Security > Security Manager**.

To work with users, make sure that **Users** is selected in the top left-hand corner of the dialog. To save changes, click **Apply** (or **OK** if you are finished editing security settings).

NOTE: Subsystem administrators can only work with users that belong to their assigned subsystem. The user list is filtered to only show these users.

Creating users

You can create a new blank user, or you can clone the settings of an existing user. If you clone a user, all of that user's settings are copied to the new user, except for unique personal information (name, email, login, password).

To create a user, click one of the following buttons located underneath the user list:

- To create a new blank user, click **Create user** .
- To clone an existing user, select that user in the list and then click **Clone user** .

The new user is added to the list. You can define the security settings for the new user as desired, including assigning the user to one or more roles.

If you are a subsystem administrator, then all users that you create must belong to a subsystem. If you are an administrator for only one subsystem, then any new users are automatically added to that subsystem. If you are an administrator for multiple subsystems, then the user is automatically assigned to one of the subsystems—you can later change the assignment as needed.

Editing user properties

To edit user properties, select a user from the **Users** list, then make any changes to that user. Changes to user settings are applied to that user when the changes are saved.

Deleting users

IMPORTANT: If a user has made any changes to the system or data, deleting the user will have implications on auditing. In order to comply with SOX, HIPAA, and other protocols for standard security practices, it is strongly recommended to *disable* existing user records instead of deleting them. Generally speaking, a user record should only be deleted if it is newly created and has not been used.

To delete a user, select a user from the **Users** list, then click **Delete user** ✕. You are prompted to confirm that you want to delete the user.

If you delete a user, that user is removed from Axiom Capital Tracking security entirely. Alternatively, you can disable a user if you want to keep the user record, but prevent the user from accessing Axiom Capital Tracking. On the **General** tab, clear the **Enabled** check box.

When a user is deleted, the user's associated user folders in `\Axiom\Axiom System\User Folders` are also deleted (such as My Favorites and My Documents) .

NOTE: Only Axiom Support users can delete other Axiom Support users.

Managing roles

Using the **Security Management** dialog, you can create new roles, edit existing roles, and delete roles. To access this dialog:

- On the **Axiom** tab, in the **Administration** group, click **Manage > Security > Security Manager**.

  NOTE: In systems with installed products, this feature may be located on the **Admin** tab. In the **System Management** group, click **Security > Security Manager**.

To work with roles, select **Roles** in the top left-hand corner of the dialog. To save changes, click **Apply** (or **OK** if you are finished editing security settings).

NOTE: Subsystem administrators can only work with roles that belong to their assigned subsystem. The role list is filtered to only show those roles.

Creating roles

You can create a new blank role, or you can clone the settings of an existing role. If you clone a role, all of that role's settings are copied to the new role, including assigned users.

To create a role, click one of the following buttons located underneath the role list:

- To create a new blank role, click **Create role** ✚.
- To clone an existing role, select that role in the list and then click **Clone role**.

The new role is added to the list. You can define the security settings for the new role as desired, and you can assign users to the role.

If you are a subsystem administrator, then all roles that you create must belong to a subsystem. If you are an administrator for only one subsystem, then any new roles are automatically added to that subsystem. If you are an administrator for multiple subsystems, then the role is automatically assigned to one of the subsystems—you can later change the assignment as needed.

Editing roles

To edit a role, select a role from the **Roles** list, then make any changes to that role. Changes to role settings are applied to users who are assigned to that role when the changes are saved.

Deleting roles

To delete a role, select a role from the **Roles** list, then click **Delete role** ✕. You are prompted to confirm that you want to delete the role.

A role cannot be deleted if users are assigned to it.

TIP: If you have a role that you want to delete and many users are assigned to it, you can delete it using the Open Security in Spreadsheet feature. The users will be automatically updated to remove the role assignment. For more information, see Bulk edit of security.

Assigning users to roles

Each user in security can be assigned to one or more roles to define the user's security permissions. Generally speaking, the permissions of each assigned role are combined with any user permissions to result in the most permissive set of rights available to the user. There are some exceptions; for more information see How role settings are applied to users.

Users can be assigned to roles from the user record or from the role record. Users have an **Assigned Roles** section that lists their assigned roles. Roles have an **Assigned Users** section that list their assigned users.

NOTE: Alternatively, you can use the Security Manager page in the Web Client to assign users to roles. For more information, see Web Security Manager.

To assign roles to a user from the user record:

1. In the Security Management dialog, select the user.
2. On the **General** tab, in the **Assigned Roles** section, click the **Add** button ✚.
3. Use the **Assign Roles** dialog to assign one or more roles to the user:

- Use the **Add** and **Remove** buttons to move role names between **Available Roles** and **Assigned Roles**. All roles listed in the Assigned Roles box will be assigned to the user.
- You can also double-click role names to move them between the boxes.

4. When you have finished assigning roles, click **OK** to close the Assign Roles dialog, and then **Apply** or **OK** to save the changes to the user record.

To assign users to a role from the role record:

1. In the Security Management dialog, select the role.
2. On the **General** tab, in the **Assigned Users** section, click the **Add** button ✚.
3. Use the **Assign Users** dialog to assign one or more users to the role:
   - Use the **Add** and **Remove** buttons to move user names between **Available Users** and **Assigned Users**. All users listed in the Assigned Users box will be assigned to the role.
   - You can also double-click user names to move them between the boxes.
4. When you have finished assigning users, click **OK** to close the Assign Users dialog, and then **Apply** or **OK** to save the changes to the role record.

How role settings are applied to users

Axiom Capital Tracking supports role-based security. Each user can be assigned to one or more roles, and that user inherits the security settings defined for those roles. This topic explains how role-level rights are inherited by individual users.

In general, role rights are additive. Users are granted the most permissive set of rights among their own personal security settings and any roles that they are assigned to. Roles are intended to grant permissions, not deny permissions.

Role inheritance works slightly differently for different areas of security, as detailed in the following sections. When configuring security settings for a user, be sure to review the **Effective Permissions** section that is available in most areas of the dialog. This section displays the user's effective permissions after taking into account all applicable factors, including role inheritance, subsystem restrictions, and administrator status.

NOTE: If subsystems are being used, then role inheritance works in the same way, but users' effective permissions are limited by the subsystem's maximum permissions. For more information, see Security Subsystems.

▶ Permissions

The **Permissions** tab of security defines access rights for specific Axiom Capital Tracking features. By default, users inherit security permissions from any roles that they are assigned to. However, you can override role inheritance for a user on a per permission basis.

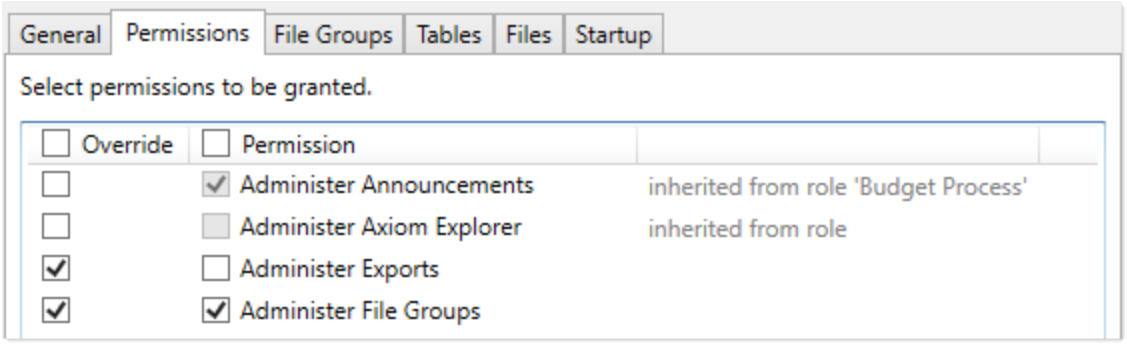
If a permission is set to inherited, then the user is granted the most permissive set of rights among any roles the user is assigned to. For example, imagine the following settings for the **Browse Audit History** permission:

User	Inherited
Role1	Unchecked
Role2	Checked

If the user is assigned to both Role1 and Role2, then the user inherits the permission and can access the audit history for the system.

If instead you select to **Override** a permission for a user, then that permission is no longer inherited from roles. The user is granted or denied the permission based on whether the **Permission** box is checked for the user.

The following screenshot shows what the Permissions tab looks like in all possible states:



Example Permissions tab

In this screenshot, the example permissions are treated as follows:

- **Administer Announcements**: Inherited from role. The Budget Process role grants this permission to the user, so the Permission check box shows as checked, and the role name is listed in the details to the right.
- **Administer Axiom Explorer**: Inherited from role. None of the roles that the user belongs to currently grant this permission, so the Permissions check box shows as unchecked.
- **Administer Exports**: The Override check box is checked, so the user does not inherit this permission from any roles. The Permission check box is not checked, so the user does not have this permission.
- **Administer File Groups**: The Override check box is checked, so the user does not inherit this permission from any roles. The Permission check box is also checked, so the user has this permission.

Startup documents

The **Startup** tab of security specifies files to open when a user starts Axiom Capital Tracking, such as the home page, task panes, and ribbon tabs. Users inherit startup files from roles in addition to their own individually assigned startup files.

Each user can have only one home page. If a user has an individually assigned home page, that file will be used and any role settings are ignored. Otherwise, the user will inherit the home page from a role. If no home page is assigned, the default home page is used.

For more information about startup file inheritance, see Assigning startup files (Startup tab), and review the section for the applicable type of startup file.

File groups

The **File Groups** tab of security defines access rights for plan files in file groups. For file groups, you can configure role inheritance to be handled in a variety of ways. You can specify that role settings are combined with user settings, or that role settings are inherited independently from user settings, or that role settings are ignored entirely and not inherited.

For more information and examples of how role file group permissions apply to users, see Understanding role inheritance options for file group permissions.

All other areas

For all other areas of Security, the user inherits the most permissive set of rights among their own personal security settings and any roles that they are assigned to. This applies to the **Tables** tab and the **Files** tab.

For example, imagine the following access level settings for a report folder:

User	Read-Only
Role1	None
Role2	Read/Write

If the user is assigned to both Role1 and Role2, then the user has Read/Write access to that report folder, because that is the most permissive set of rights available to the user.

Each tab has an **Effective Permissions** section where you can view the rights that the user will be granted after taking into account role inheritance, administrator status, and folder inheritance (where applicable).

NOTES:

- For table access, if both the user and a role have filtered access, the filters are concatenated using OR. So if a user has a table filter of `DEPT.Region='North'` and a role the user is assigned to has a table filter of `DEPT.Region='South'`, then that user's full filter is:

  ```
  DEPT.Region='North' OR DEPT.Region='South'
  ```

  That user has access to data for either the North or South regions.

- For table access, you can choose to ignore role inheritance. If this option is enabled for a user, then any applicable role access settings for the table are not inherited (including the **Full Access** setting) and the only filter applied is the user's filter.

Granting administrator-level permissions

In Security, users can be designated as a system administrator, by enabling the **Administrator** option on the **General** tab.

System administrators have full rights to all features and all data for the system. Although you can configure security settings for administrators, such as to define file access or table filters, these settings will be overridden as long as the Administrator check box is enabled for the user. The Effective Permissions will reflect the user's full access.

Administrator-only features

Administrators have access to all features and files in the current Axiom Capital Tracking system. While non-admin users can be granted access to many features and files, some features are only available to administrators:

- The ability to make another user a system administrator
- The ability to lock non-admin users out of the system, and the ability to log into a locked system
- The ability to restore a deleted file
- The ability to modify system configuration settings using Save Type 4, or using the System Configuration page in the Axiom Web Client
- Access to Scheduler administration features in the Scheduler dialog (such as viewing all job history, managing system jobs and event handlers, managing Scheduler servers, and managing remote data connections)
- Access to system folders in Axiom Explorer (therefore, any file management for system files that cannot be done using system utilities can only be done by administrators)
- Access to certain underlying file group folders such as the Plan Files folder, Plan File Attachments folder, and the Calc Method Libraries folder
- Access to the **Developer > Tools** menu on the Axiom Designer ribbon (though some of the features on this menu are available elsewhere without the administrator restriction)
- Access to the technical administration features in the Axiom Web Client, such as: Reset Services, Rebuild Table Views, System Logs, and Update License

- Ability to create and edit imports that use the current Axiom database as the source data

Security access for non-administrators

If you want a user to be able to access and edit security settings, but you do not want to make the user an administrator, there are two options:

- You can give the user the **Administer Security** permission. Users with this permission can add, edit, and delete users, roles, and subsystems, and can access security tools such as **System Access** and **Logged in Users**.
- If you are using subsystems, you can assign a user as a subsystem administrator. Users with this permission can edit the security settings for users that belong to the subsystem, and can also create and delete users within the subsystem. For more information, see About subsystems.

These users do not have access to the **Administrator** check box in Security. They cannot make themselves or any other user an administrator.

The Everyone role

The Everyone role is a built-in role for each Axiom Capital Tracking system. The purpose of this role is to define security settings that apply to every user in the system. All users automatically belong to the Everyone role.

The Everyone role has the following default settings:

- **Document reference tables.** When a new document reference table is created, the Everyone role is automatically granted full read access to that table. This permission grants all users the right to query the data in document reference tables. In most cases, this is the desired level of rights. If you have some particular document reference tables that you do not want every user to have access to, then you can do one of the following:
  - Modify the Everyone role to remove access to those tables, and instead grant access directly to specific users and roles.

    OR

  - Leave the Everyone role at the default of full access, and instead modify certain users to ignore role inheritance for that table.
- **On-demand file groups.** When a new on-demand file group is created, the Everyone role is automatically granted the **Create New Records** permission for that file group. Effectively, this means that any user who also has access to plan files in the file group will also have permission to create new plan files. If you do not want this behavior—meaning that you want some users to be able to access plan files in the file group without being able to create new plan files—then you can remove the permission from the Everyone role and instead grant it to individual users and roles as needed.

- **Startup task panes.** By default, the Everyone role is configured to open the Explorer and Process task panes on startup, as non-closeable task panes. You can modify the Everyone role to remove any of these task panes, and instead grant access directly to specific users and roles (or do not grant access to anybody, if you do not want to use these task panes at all). Only the Explorer task pane will open automatically for all users; the Process task pane only displays when it is relevant to the user.

  NOTE: In systems with installed products, your Everyone role may have been modified to not open these task panes on startup, and instead open different task panes.

- **Startup ribbon tabs**. By default, the Everyone role is configured to open the Axiom and Axiom Designer ribbon tabs on startup.
  - The Axiom ribbon tab shows for all users and provides the default menu for the Desktop Client. You should not remove this tab from the Everyone role unless you have created one or more custom ribbon tabs that you plan to assign to the necessary users and/or roles instead.
  - The Axiom Designer ribbon tab is limited to administrators only. You can modify the configuration of the startup file so that it displays to other users, or you can remove it from the Everyone role and instead grant access directly to specific users and roles (or do not grant access to anybody, if you do not want to use the ribbon tab at all).

  NOTE: In systems with installed products, your Everyone role may have been modified to not open these task panes on startup, and instead open different task panes.

If desired, you can modify the Everyone role to grant additional rights to every user. Any right granted at the Everyone level will be inherited by every user, except for rights that have been overridden at the user level. Subsystem restrictions, if applicable to the user, still apply.

Note the following about the Everyone role:

- The Everyone role cannot be renamed or deleted. The security settings for the role can be modified in either the **Security Management** dialog or by using **Open Security in Spreadsheet**.
- Users cannot be explicitly assigned to the role, nor can they be removed from the role. All users permanently belong to this role.
- The Everyone role is not recognized by GetSecurityInfo("InRole") or when querying security tables via Axiom query. It is assumed that all users belong to the role; therefore it is not listed as a role assignment.

Configuring Security Settings

Security settings for users, roles, and subsystems are organized by tabs in the Security Management dialog. The following tabs are available:

Tab	Description
General	Define general settings such as name and email, as well as role assignments and system access.
Permissions	Set permissions for individual features.
File Groups	Set access rights for file groups.
Tables	Set access rights for tables.
Files	Set access rights for files in the Axiom Capital Tracking file system. This includes reports, imports, task panes, and Scheduler jobs.
Startup	Specify certain files to open automatically on system startup.

Defining user properties (General tab)

The following settings are available for users on the **General** tab.

User Details

Each user has the following general properties:

Item	Description
First Name	The user's first and last name.
Last Name	This information can be referenced by using the function GetUserInfo.
Email	The user's email address. This address is used to send user notifications, such as for process management. This information can be referenced by using the function GetUserInfo.
License Type	The user's license type. By default, users are **Standard** users unless a different user type is selected. Standard users have the potential to access any feature or file in Axiom Capital Tracking, limited by their security permissions. In addition to standard users, the following user types are available:

Item	Description
	• **Axiom Support** users are intended to allow Axiom Capital Tracking support representatives to log into your system as part of requested support activities. Any user accounts assigned to this license type must acknowledge that they are Axiom representatives when they log into the system. Once a user has been assigned an Axiom Support license, that license can only be removed by another Axiom Support user. Support users must use either Axiom Prompt authentication or Internal AD authentication (Axiom Cloud systems only). **NOTE:** The Axiom Support license type is primarily intended for use in on-premise systems. For Axiom Cloud systems, active Axiom support representatives can access your system to troubleshoot reported issues without requiring a support user to be created in the system. • **Consultant** users are intended to allow Axiom Capital Tracking consultants to log into your system as part of contracted consulting engagements. Any user accounts assigned to this license type must acknowledge that they are Axiom representatives when they log into the system. Only Axiom support users can create a consultant user. Consultant users must use **Internal AD** authentication for Axiom Cloud systems, and **Axiom Prompt** authentication for on-premise systems. • **Viewer** users allow for view-only access to Axiom Capital Tracking. Viewer users can access files as read-only, but they cannot save files or data, and they cannot otherwise perform "change actions" on the files (such as submitting a plan file for process management). Viewer users also cannot perform any administration functions. Security permissions for viewer users can be set as normal, but any settings above read-only access to files will be ignored. The Effective Permissions will note that the user is being limited due to the Viewer license. However, if you switch the user to a Standard license, the settings will be honored. The number of users that can be created and assigned to each license type depends on your Axiom Capital Tracking license.
Authentication	The method used to authenticate the user for access to Axiom Capital Tracking. By default, new users will be assigned to your installation's configured authentication mode; however, this can be changed on a per user basis as needed.

Item	Description
	• **Axiom Prompt**: Select this option if you want the user to be authenticated by using their Axiom Capital Tracking user name and password. You would use this option if your installation is not configured to enable an external authentication method, or if you are using an external authentication method but you want to create a user who can log in directly. • **Windows User**: Select this option if you want the user to be authenticated based on their Windows credentials. This option is only valid if your installation is configured to enable Windows Authentication. For more information, see Using Windows Authentication. • **LDAP Prompt**: Select this option if you want the user to be authenticated via your LDAP directory. This option is only valid if your installation is configured to enable LDAP Authentication. For more information, see Using LDAP Authentication. • **OpenID**: Select this option if you want the user to be authenticated using an OpenID provider. This option is only valid if your installation is configured to enable OpenID Authentication. For more information, see Using OpenID Authentication. • **SAML**: Select this option if you want the user to be authenticated using a SAML identity provider. This option is only valid if your installation is configured to enable SAML Authentication. For more information, see Using SAML Authentication. • **Internal AD**: This option can only be used with **Consultant** and **Support** license types, and only for Axiom Cloud systems. It allows the consultant or support user to be authenticated using Syntellis' internal Active Directory. The login name must match the email address for the user within Active Directory. For example, if the user's email address is jdoe@syntellis.com, then the user's Axiom login name must be jdoe@syntellis.com. In order to log in using Internal AD authentication, the user must go to the following page for the system: `https://ClientName.axiom.cloud/internal`. An additional option of **Unspecified** exists to support backwards-compatibility for systems upgraded from older versions. Upgraded users may be assigned to it, but it cannot be selected otherwise. If you have users assigned to this option, we recommend changing their assignment to the appropriate authentication type.

Item	Description
Login	The user's login name. If the user's authentication type is anything other than Axiom Prompt, then the user's login name must match the user's login name for the designated authentication source (for example, it must match the user's Windows login name when using Windows Authentication). See the information on the appropriate authentication type for login name requirements. For Windows Authentication only, you can validate that the login name matches a user name in one of the allowed domains by clicking the **Validate** icon to the right of the box. A message box will let you know whether the name was found or not. This feature is only available if Windows Authentication is enabled and at least one valid domain name has been specified as an allowed domain. This information can be referenced by using the function GetUserInfo.
Password	The user's Axiom Capital Tracking password. Click the **...** button to the right of the box to set or change the user's password. All users must have a non-blank password. Users can change their own password later from within the application. **NOTES:** • By default, Axiom Capital Tracking enforces a basic set password rules. If desired, you can disable these rules and allow any password. See Enabling password rules. • The Password setting only displays for Axiom Prompt users. For all other authentication types, a randomly generated password will be created for the user and cannot be changed. Users cannot log in with this randomly generated password; they can only log in using their specified authentication type. If you are an administrator and you need to log into Axiom Capital Tracking as another user in order to test that user's security settings, you do not need to know that user's password. For more information, see Testing user security.
Enabled	Specifies whether the user can access Axiom Capital Tracking. If this check box is *not* selected, the user cannot log into any Axiom Capital Tracking system. **NOTE:** System administrators cannot disable other system administrators. The **Administrator** permission must be removed before the user can be disabled.

Item	Description
Locked Out	If a user has become locked out of the system due to exceeding the configured number of failed login attempts, then the system will automatically select this check box. You can clear the lockout by clearing this check box. This setting only displays if you have manually configured a lockout threshold. For more information, please contact Axiom Support. If an administrator becomes locked out, and no other administrator accounts are available to clear the lockout, the Axiom Software Manager can be used to reset the administrator's password and clear the lockout.
Administrator	Specifies whether the user has administrator-level permissions. If this check box is selected, then the user has access to all features and data in the current system. For more information, see Granting administrator-level permissions. **NOTE:** This check box only displays to users who have the **Administrator** permission. In other words, a user cannot make themselves an administrator, they have to be granted the right by a user who is already an administrator.
Directory Sync Enabled	Specifies whether the user will be synched with Active Directory the next time an Active Directory import is performed. This is enabled by default. • If enabled, then the user will be synchronized with Active Directory according to the settings in the Scheduler task for the import. For more information about how this import and synchronization occurs, see How Active Directory user synchronization works. • If disabled, then the user will not be affected by the Active Directory import, even if the user name matches a user name in the import. **NOTE:** This check box only displays if Active Directory import has been enabled for your system.

Assigned Roles

Users can be assigned to one or more roles. If the user is already assigned to roles, those roles are listed here.

- To add a user to a role, click **Add** ✚. In the **Assign Roles** dialog, you can select roles for the user.
- To remove a user from a role, select the role in the list and then click **Remove** ✕.

Role assignments can be made when editing either the user or the role. Any changes made in one area are automatically applied to the other area.

NOTE: The Everyone role is not listed in the **Assigned Roles** box. All users belong to the Everyone role and cannot be removed; therefore it is not listed as a role assignment.

For more information, see How role settings are applied to users.

Assigned Subsystems

This section only displays if subsystems are enabled for your system. See Security Subsystems.

If you are using subsystems, you can optionally assign the user to one or more subsystems. If the user is already assigned to subsystems, those subsystems are listed here.

- To add a user to a subsystem, click **Add** +. In the **Assign Subsystems** dialog, you can select subsystems for the user.
- To remove a user from a subsystem, select the subsystem in the list and then click **Remove** ✕.

IMPORTANT: If you remove a user from a subsystem, that subsystem's maximum permission limit will no longer apply to that user.

Subsystem assignments can be made when editing either the user or the subsystem. Any changes made in one area are automatically applied to the other area.

NOTE: If you are a subsystem administrator, then all users that you have access to must belong to a subsystem. If you are an administrator for only one subsystem, then any new users you create are automatically added to that subsystem. If you are an administrator for multiple subsystems, then the user is automatically assigned to one of the subsystems; you can change the assignment as needed.

Configuring role properties (General tab)

The following settings are available for roles on the **General** tab.

Role Details

Each role has the following general properties:

Field	Description
Name	The name of the role. **NOTE:** The name of the built-in Everyone role cannot be changed.
Description	A description of the role. The description is for the administrator's use only, to help explain the purpose of the role.

Assigned Users

Multiple users can be assigned to a role. If the role already has assigned users, those users are displayed here.

- To add a user to the role, click **Add** +. In the **Assign Users** dialog, you can select users to add to the role.
- To remove a user from the role, select the user in the list and then click **Remove** ✕.

Role assignments can be made when editing either the user or the role. Any changes made in one area are automatically applied to the other area.

NOTE: This section is not available when editing the built-in Everyone role. All users belong to the Everyone role and cannot be removed.

For more information, see How role settings are applied to users.

Configuring feature permissions (Permissions tab)

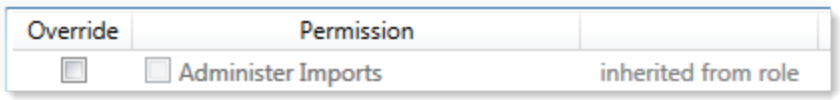
On the **Permissions** tab of the **Security Management** dialog, you can specify which features a user or role has access to. The **Permissions** tab works slightly differently depending on whether you are defining rights for a user or a role.

NOTE: If you are defining permissions for a subsystem, see Defining maximum permissions for subsystems.

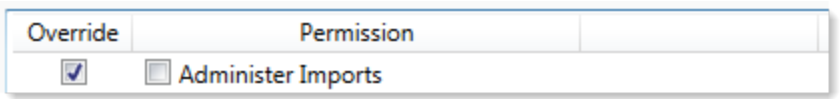
Setting permissions for users

For users, each permission has three available settings:

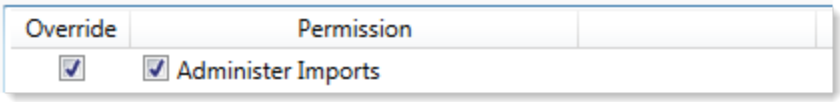
- **Inherited**: The permission is not set for the user. The permission is grayed out and the text "inherited from role" appears to the right of the permission name. If the user is assigned to a role, this permission can be inherited from the role.



- **Denied**: If the **Override** check box is selected, but the **Permission** check box is not selected, this means that the user explicitly does not have access to the feature. The user will not inherit the permission from any roles.



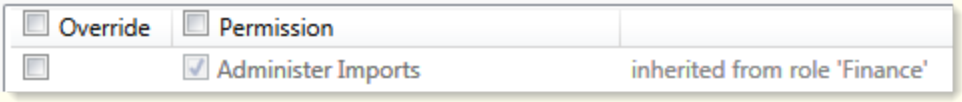
- **Allowed**: If the **Override** check box and the **Permission** check box are selected, this means that the user explicitly has access to the feature, regardless of any role settings.



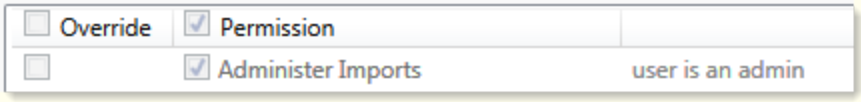
By default, all user permissions are left unset and are inherited from any role assignments. If you want to override role inheritance and explicitly set a permission for the user, then you must select the **Override** check box and then leave the permission unchecked (to deny the permission) or checked (to allow the permission).

NOTES:

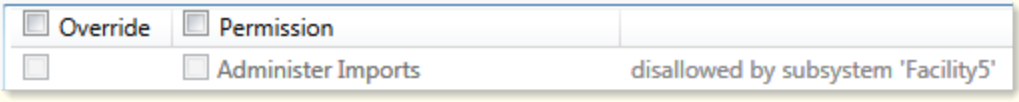
- When a permission is inherited from a role, it displays the effective permission for the user. For example, if a user is assigned to a role that has the **Administer Imports** permission, and that permission is eligible for inheritance, then the check box for that permission displays as grayed out and selected. The name of the role from which the permission is inherited is also listed. For example:



- If a user has administrator rights to the system, that user has all permissions. In this case, the permissions list is grayed out and cannot be edited, and all permissions display as selected. The text "user is an admin" displays next to the permission names.



- If the user belongs to a subsystem, and the subsystem settings do not allow a particular permission to be granted to users in the subsystem, then the permission is grayed out and cannot be edited. The text "disallowed by subsystem" (including the subsystem name) displays next to the permission name.



Setting permissions for roles

For roles, the **Permission** box for each permission is either checked or unchecked. If a permission is checked for a role, then users who have that permission set to "inherited" will inherit rights to that permission when they are assigned to that role.

Permissions

The following permissions are available:

Permission	Description
Administer Announcements	The user can create, edit, and delete announcements and announcement categories. The user must have access to a form-enabled file with an Announcements component in order to use this permission.
Administer Axiom Explorer	The user can access the Axiom Explorer dialog. The user's other security permissions determine what folders they can view within this dialog and what actions they can perform on them. **NOTE:** This permission has no impact on the availability of the Explorer task pane. Any user can use the Explorer task pane.
Administer Exports	The user can create exports in the Exports Library. The user must also have read/write permissions to at least one folder within the Exports Library (as configured on the **Files** tab), or else they will have no place to save their created exports. Execute permissions are also managed on the Files tab.
Administer File Groups	The user has general administrative permissions to *all* file groups. The user can: • Create and delete file groups • Edit file group settings • Clone file groups • Manage scenarios for file groups • Manage restore points for file groups • Manage categories for file groups • Manage file group aliases • Use the Delete Plan Files command to delete any plan file from an on-demand file group **NOTE:** Generally speaking, this permission does not grant access to any files within the file groups, such as plan files, templates, and drivers. The user must be granted access to these files separately if the user is expected to manage or use these files. There are two exceptions: the user can delete any on-demand plan file using Delete Plan Files, and the user can restore any plan file when using restore points.

Permission	Description
Administer Imports	The user can create import utilities. The user must also have read/write permissions to at least one folder within the Imports Library (as configured on the **Files** tab), or else they will have no place to save their created imports. Execute permissions are also managed on the Files tab.
Administer Locked Items	The user can remove file locks on documents and tables, and can remove save locks on Axiom forms. The list of locked items is limited to the files and tables that the user has some level of access to. The user cannot see or unlock items that the user does not have access to.
Administer Picklists	The user can administer picklist tables using the Web Client Table Manager. The user can create new picklist tables. For existing picklist tables, the user can edit table properties and delete tables (as long as the user has at least read-only permission to the table, otherwise the table does not display in the table manager). Administer Picklist users do not gain access to the table administration features in the Desktop Client.
Administer Security	The user can access and edit security settings for the current system. The user can also access security-related tools such as **System Access** and **Logged in Users**. The **Administrator** check box is not available to users with this permission.
Administer Tables	The user has general table administration permissions. The user can: • Create and delete tables • Edit table structure • Open tables using Open Table in Spreadsheet • Use other table utilities available on the table administration menu (**Administration > Tables > Table Administration** The user's read and write filters (as set on the **Tables** tab) are honored for purposes of viewing and saving table data.
Administer Task Panes	The user can create and edit task panes and ribbon tabs, as allowed by the user's folder / file access rights defined for the Task Panes Library and the Ribbon Tabs Library (as set on the **Files** tab).
Administer Updates	The user can apply product updates to the Axiom Capital Tracking installation.

Permission	Description
Create Web Reports	The user can create web reports and fixed row structures. The user must also have read/write access to at least one folder in the Reports Library in order to save any newly created web reports. This permission only controls creation of new web reports and fixed row structures. Users with the appropriate read/write access can still edit and delete existing web reports and fixed row structures. **NOTE:** Currently, this is the only report type with an explicit permission to control creation of new reports. For all other report types, any user can create a report as long as they have access to a location to save the report.
Browse Audit History	The user can view audit history for the system. **NOTE:** Users with this permission can see audit records for all changes, including changes made to tables that the user does not otherwise have access to. Use caution in granting this permission.
Excel Client Access	The user can launch and use the Axiom Capital Tracking Excel Client. If the user does not have this permission, the Excel Client icon does not display on the Quick Launch menu or the default Home page.
PowerPoint Add-In Access	The user can launch and use the PowerPoint Add-In for Axiom Capital Tracking. If the user does not have this permission, the PowerPoint Add-In icon does not display on the Quick Launch menu.
Remove Protection	The user can remove workbook and worksheet protections, for any Axiom file that the user can access. **NOTE:** Alternatively, you can grant unprotect rights for individual report files and folders on the **Files** tab, or for plan files on the **File Groups** tab.

Permission	Description
Scheduled Jobs User	The user can access the Scheduler dialog for the purposes of working with scheduled jobs. The user can create jobs, edit jobs, run jobs, and delete jobs, as allowed by the user's folder and file access rights defined for the Scheduled Jobs Library (as configured on the **Files** tab of Security). For example, you might create a sub-folder for each user and only grant the user rights to that folder. The user can view the results of jobs that the user has executed. Other job history is not available to the user. The user cannot manage Scheduler servers, edit system jobs, or use other Scheduler administration features. **NOTE:** Generally speaking, task-level security is not applied to users with this permission, within the context of Scheduler. However, file-level rights are enforced. For example, the user can create and/or run a Process Plan Files task within a Scheduler job, even if the user does not have the Process Plan Files permission. But within that task, the user can only process file groups and plan files that the user otherwise has access to.
User Documents Folder Access	The user can access a My Documents folder in their My Files section. The user can save files to My Documents. The user has read/write access over any file saved to this area. Typically this permission is only granted to power users who may need a place to save their own "personal" reports or an area to temporarily save "in progress" files. Administrators can access any user's My Documents folder. Other users cannot access it. **NOTE:** If a user has this permission and then later it is removed, the user's existing My Documents folder is not deleted; it is simply hidden from the user in Explorer dialogs. If desired, an administrator can delete the folder in `\Axiom\Axiom System\User Folders`.
Windows Client Access	The user can launch and use the Axiom Capital Tracking Windows Client. If the user does not have this permission, the Windows Client icon does not display on the Quick Launch menu or the default Home page.
Word Add-In Access	The user can launch and use the Word Add-In for Axiom Capital Tracking. If the user does not have this permission, the Word Add-In icon does not display on the Quick Launch menu.

NOTE: Generally speaking, if a user does not have rights to a feature, the menu item associated with that feature does not show on that user's ribbon tabs or other applicable areas.

Configuring file group permissions (File Groups tab)

On the **File Groups** tab of the **Security Management** dialog, you can manage user access to plan files and to file group features. On this tab, you can specify the following:

- Which plan files a user can access
- The level of access to those plan files (read-only or read/write)
- What features are available in those plan files (such as saving data or inserting calc methods)
- Which file group administration features the user can access (such as Create Plan Files or Process Plan Files)

NOTES:

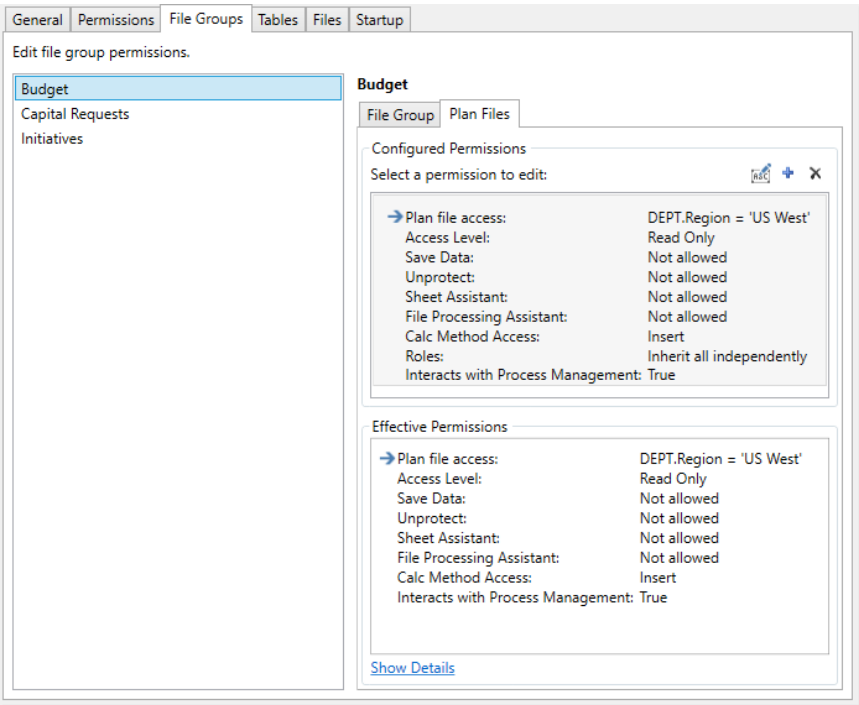
- The settings on this tab do not apply to administrators. Administrators have access to all plan files and all file group features.
- If you are defining permissions for a subsystem, see Defining maximum permissions for subsystems.

IMPORTANT: This tab does not control access to other files in a file group, such as templates, drivers and utilities. To give users access to these files, use the **Files** tab.

File group permissions

The settings on the **File Group** tab define permissions for each file group. The left-hand side lists the available file groups for the system. When you select a file group in the list, you can define the security settings for the user or role using the two sub-tabs on the right-hand side.

- **File Group**: Manage access to file group administration features such as Create Plan Files and Process Plan Files. This tab can be ignored for most end users.
- **Plan Files**: Manage access to plan files. It is necessary to configure access on this tab if you want the user to have any access to plan files in the file group.



Example File Groups tab, configuring permissions to plan files

File groups are listed by display name, followed by the file group code in parentheses. If the name of the file group is different than the display name, that name is also displayed in the parentheses.

The **Effective Permissions** section displays the full permissions of the user, taking into account any inherited role rights and other settings such as administrator rights.

NOTE: If a non-admin user has no effective permissions for a file group (either on the **File Groups** tab or on the **Files** tab), then that user cannot see the file group in Axiom Explorer, the Axiom ribbon tab, and other lists of file groups.

File Group tab

Use the **File Group** tab to configure user access to administration features for the file group. This tab is optional and can be ignored for most end users.

To grant a user access to one of these features, select the check box. By default, all check boxes on this tab are not selected, which means the user does not have access to any of these features.

Item	Description
Modify File Group	This permission grants general administrative rights to the file group. The user can: • Edit the file group settings • Clone the file group • Manage scenarios for the file group • Manage restore points for the file group
Create Plan Files	The user can create plan files for the file group, using the **Create Plan Files** feature. This permission is limited to those plan files where the user has read/write access, as defined in the **File Groups** tab of Security. This permission also grants access to the **Copy Plan Files** feature for standard file groups, which can be used in certain specialized configurations to copy plan files from one file group to another. In this case the user must have read/write access and **Create Plan Files** permission to the target file group. **NOTE:** If the file group is an on-demand file group, then users do *not* need this permission in order to create new plan files "on demand." Instead, users need the **Create New Records** permission.
Create New Records	The user can create new plan files for the on-demand file group. This process includes creating a new identity record in the plan code table and then creating a plan file for that record using either its assigned template or by copying an existing plan file (when using the **Clone selected item** feature). This permission only applies to on-demand file groups. By default, this permission is automatically enabled on the Everyone role when a new on-demand file group is created. This means that any user with at least **Read-Only** access to plan files in this file group will also have the ability to create new plan files. (This includes plan file permission sets with the potential to be elevated to read-only access or higher, due to the **Interacts with Process Management** permission.) If you do not want all users with access to the file group to be able to create new plan files, then you can remove the permission from the Everyone role and instead grant it to individual users and roles.
Process Plan Files	The user can process plan files for the file group, using the **Process Plan Files** feature. This permission is limited to plan files where the user has at least read-only access, as defined in the **File Groups** tab of Security. The user can run Axiom queries and save data as part of the process, but the user can only save the file if they have read/write access to it.

Item	Description
Run Axiom Queries	The user can refresh Axiom queries in plan files, using the **Refresh** feature. By default, non-admin users cannot use the **Refresh** feature in plan files. If you have a plan file design where users should be able to refresh the queries in the file as needed, then you should enable this permission. **NOTES:** • This permission does not apply to "refresh on open" Axiom queries, or to queries run using the RunAxiomQueryBlock function. These queries will always run, regardless of whether the user has this permission. • This permission does not apply to form-enabled plan files (when viewed as an Axiom form). Axiom queries in form-enabled plan files will refresh according to the standard form refresh behavior, regardless of whether the user has this permission.
Manage Calc Methods	The user can perform all management activities for calc method libraries in the file group, including adding new calc methods, editing calc methods, deleting calc methods, as well as use any other calc method features available on the **CM Library** menu. The user can also insert or change calc methods in any file group files that the user has access to, and can override any calc method controls.

Plan Files tab

Use the **Plan Files** tab to configure user access to plan files for the file group. Each plan file *permission set* defines the following:

- The plan files that the permission set applies to (all plan files or a filtered subset)
- The permissions to be applied to those plan files (such as: access level, ability to save data, and calc method permissions)
- The role inheritance to be applied to the permission set (none, combine, or independent)

Users can have multiple permission sets per file group—for example, to define read/write access to one set of plan files and read-only access to another set of plan files. These permission sets can be configured for the user directly or inherited from one or more roles. Roles can only have one defined permission set per file group.

You can add, edit, and delete permission sets as follows:

- To add the first permission set for a user or a role, click **Add a Permission**.
- To add an additional permission set for a user, click the plus icon ✚ .
- To edit a permission set, double-click it. You can also select it and then click the edit icon .
- To delete a permission set, select it and then click the delete icon ✕.

NOTES:

- If a user has no configured permission sets, the user will inherit role permissions using independent inheritance. Each role's permissions will be inherited as a separate unit. For more information on role inheritance behavior for file groups, see Understanding role inheritance options for file group permissions.
- If a user has multiple configured permission sets, only the first permission set displays in **Open Security in Spreadsheet**.

When creating or editing a permission set, the **Plan File Permission** dialog opens. Within this dialog, you can configure all permissions relating to this permission set.

Item	Description
File access level	The level of access that the user or role has to the plan files covered by this permission set. Select from one of the following: • **No Access**: The user or role has no access to plan files. The No Access option is intended to be used in conjunction with **Interacts with Process Management** and/or with **Combine** role inheritance. You can define other permissions for the plan files, and those permissions will apply when the user's access level is elevated due to a plan file process, or combined with another permission set to result in a higher level of access. • **Read Only**: The user or role has read-only access to plan files. • **Read/Write**: The user or role has read/write access to plan files in the file group. **NOTES:** • The ability to save data to the database from within a file is controlled separately, using the **Allow Save Data** permission. • If you are using a plan file process with this file group, select the level of access that you want the user to have when they are NOT the current step owner. For example, you may want the user to have no access if they are not the step owner, or read-only access. • If the file group uses virtual spreadsheet plan files, and you want file locking behavior to apply to the plan files, then users must have Read/Write access to the files instead of Read-Only access (even though the virtual files cannot be saved).

Item	Description
Allow Save Data	Select this check box if you want the user or role to be able to save data to the database from the plan files covered by this permission set. **NOTES:** • If you are using a plan file process to manage access to plan files, you do *not* need to select this option. When the user is a step owner of a plan file, the user's permissions will be "elevated" as needed, including the ability to save data to the database. Generally you would only enable **Allow Save Data** for a user if you want the user to be able to save the data at all times, regardless of process step ownership. • If a user has **Read Only** access and **Allow Save Data**, then the user will be able to save data to the database but not save changes to the file. Generally this configuration would only be used with form-enabled plan files. Users with this combination of rights can save data from the file at any time, regardless of whether the file is locked to another user. • In most cases, this option is only selected if the user also has **Read/Write** access to the file group, so that file changes and data changes can be saved in sync.
Allow Calc Method Insert	Select this check box if you want the user or role to be able to insert calc methods into plan files. This option enables or disables the user's overall ability to insert calc methods. Within individual templates/plan files, calc method controls can be used to further control which calc methods can be inserted and where they can be inserted. It is valid to select this option even if the user has **No Access** or **Read Only** access to plan files, if the user's access will be elevated by a plan file process or combined with another permission set. It is also valid to insert calc methods in read-only plan files when using form-enabled plan files. **NOTE:** This setting does not apply if the user has been granted the **Manage Calc Methods** permission. Users with this permission can perform any calc method action in any plan file that they have access to within the file group.

Item	Description
Allow Calc Method Change	Select this check box if you want the user or role to be able to change methodologies in the plan file by overwriting one calc method with another. This option enables or disables the user's overall ability to change calc methods. Within individual templates/plan files, calc method controls can be used to further control which calc methods can be used to overwrite and where overwrite is allowed. It is valid to select this option even if the user has **No Access** or **Read Only** access to plan files, if the user's access will be elevated by a plan file process or combined with another permission set. **NOTE:** This setting does not apply if the user has been granted the **Manage Calc Methods** permission. Users with this permission can perform any calc method action in any plan file that they have access to within the file group.
Allow Unprotect	Select this check box if you want the user or role to be able to unprotect the worksheet and workbook within plan files. If enabled, the user will have access to the **Protect** toggles in the **Advanced** group on the Axiom ribbon. This option should only be granted in special situations. Normally, end users are not allowed to unprotect plan files.
Allow Sheet Assistant	Select this check box if you want the user or role to see the Sheet Assistant. Generally, you should only expose the Sheet Assistant if the user is expected to edit file settings, including Axiom query settings. Enabling this permission also has the following impacts: • The user has access to the Control Sheet. The Control Sheet is hidden by default in plan files but the user can unhide it via the Sheet Assistant. • The Drilling Control Sheet will not be hidden if the user has the Sheet Assistant permission. • If the user has read/write permission and the Sheet Assistant permission, then the user can enable forms for the file and can see the Form Assistant and Form Control Sheet. • The Data Source Assistant is also available if the Sheet Assistant is available. If this check box is not selected, then the user cannot see the Sheet Assistant or the other related items as described above. This option should only be granted in special situations. Normally, end users are not allowed to edit settings in plan files.

Item	Description
Allow File Processing	Select this check box if you want the user or role to be able to perform file processing on the file. If selected, then the user has access to file processing features, including the File Processing button on the menu and the File Processing task pane. The related control sheets will also be visible to the user. If this check box is not selected, then the user cannot perform file processing actions and cannot see the related menu items, task panes, or control sheets. This option should only be granted in special situations. Normally, end users do not perform file processing in plan files.
Apply settings to	Select one of the following to determine the plan files that this permission set applies to: • **All Plan Files**: The configured permissions apply to all plan files in the file group. • **Filtered Plan Files**: The configured permissions apply to a subset of plan files in the file group, as defined using a filter. For more information on defining a plan file filter, see Defining plan file filters.
Interacts with Process Management	This option specifies whether this permission set interacts with plan file processes. It is enabled by default for users, and disabled by default for roles. Enabling this option has the following effects, for plan files covered by this permission set: • If the access level of the permission set is No Access, the permission set will still be considered for step ownership when the user is directly assigned as the step owner. If "interacts" is disabled, then the permission set is only considered if the access level is at least Read Only. • If the ownership assignment is through a role, enabling this option tells the process to consider this permission set when evaluating which role members should be step owners. If this option is not enabled, then this permission set will be ignored by the plan file process when evaluating the role permission.

Settings for users only

The following settings apply only to users, not to roles. These settings specify how the user will inherit file group rights from any roles that the user is assigned to. For more information, see Understanding role inheritance options for file group permissions.

Item	Description
Role Inheritance	Specify how the user will inherit file group permissions from roles: • **None**: The user will not inherit file group permissions from roles. Only the user's configured permissions will be applied. Role permissions will be ignored. • **Combine**: The user's permissions and any role permissions will be combined, so that the user will be granted the most permissive set of rights among all the plan file access settings. Using the **Role(s)** setting, you can specify whether this applies to all roles that the user belongs to, or only a specific role. • **Independent** (default): The user will inherit permissions from roles, but the user's configured permissions and the role's inherited permissions will be applied separately. Using the **Role(s)** setting, you can specify whether this applies to all roles that the user belongs to, or only a specific role.
Role(s)	Select which roles the role inheritance settings apply to. This setting only applies if the role inheritance is set to **Combine** or **Independent**. • If you select **(all roles)**, then the specified inheritance settings apply to all roles that the user belongs to. This is the default setting. • If you select a particular role, then the specified inheritance settings apply to only that particular role. If the user belongs to other roles, and those other roles are not selected in additional file group permission sets for the user, then those role permissions are ignored.

Defining plan file filters

To define a filter to control access to plan files, select the **Filtered Plan Files** option and then use the Filter Wizard to construct the filter. (You can also type a filter directly into the filter box.) The filter must be based on the plan code table for the file group, or on a reference table that the plan code table links to. When using the Filter Wizard, the wizard only displays the eligible tables.

After defining a filter, you can validate it by clicking the **Validate filter** button. This check is to ensure that the filter syntax is valid. You can test to make sure that a file group filter is operating as you expect by logging in as the user (or as a user assigned to the role) and checking to see which plan files display in the **Open Plan Files** dialog for the file group.

Filter variables can be used in plan file filters, to set a filter that is based on a user's login name (see example below) or on another related user property. This is useful to be able to set a filter at the role level, yet resolve the filter dynamically for each user in the role. For more information, see Filter variables.

NOTE: You can leave the filter blank only if you are using **Combine** role inheritance. This assumes that either the user or the role has a filter that will apply after the permissions are combined. If the filter remains blank after inheritance, then the user will have no access to plan files.

Example filters

```
DEPT.Dept IN (200,400)
```

This example limits the user to accessing plan files for departments 200 and 400.

```
DEPT.Region='North'
```

This example limits the user to accessing plan files for departments assigned to the North region.

```
DEPT.Owner='{CurrentUser.LoginName}'
```

This example limits the user to accessing plan files for departments that are assigned to that user (by the presence of the user's login name in the Owner column). This type of filter would most likely be set on a role, so that the filter could be set once yet resolve dynamically for each user in the role. For example, for user JDoe, this filter would resolve as `DEPT.Owner='JDoe'`.

Configuring plan file security for use with plan file processes

This section provides basic guidelines for setting user permissions when you intend to use a plan file process with the file group. There are many nuances to file group security settings and how they can interact with plan file processes, especially if you are using advanced security configurations such as multiple permission sets for plan files or the combine option for role inheritance.

Generally speaking, you should configure security permissions for plan files to reflect the "baseline" permissions that you want the users to have when they are *not* process step owners. When the users are step owners, their permissions will be temporarily "elevated" as needed so that they can complete the process task. For example, a user may have Read-Only access to a plan file configured in security, so this is their baseline permission. But when the user is the step owner of an edit step, their permission will be elevated to Read/Write and Allow Save Data so that they can edit and save the plan file.

Additionally, the **Interacts with Process Management** setting for plan file permissions can be used as follows:

- If you want a user to only have access to the plan file when they are the step owner, you can configure a permission set to the plan file with **No Access** and **Interacts with Process Management** enabled. This causes the permission set to be considered for step ownership of a plan file even though the access level is **No Access**. The user must still have a plan file filter that includes the plan file.
- If the ownership assignment is through a role, enabling **Interacts with Process Management** tells the process to consider this permission set when evaluating which role members should be step owners. If "interacts" is not enabled when using a role assignment, then this permission set will be ignored by the process.

Example user permissions for use with a plan file process

The first step in configuring plan file permissions for use with a plan file process is deciding what level of permissions that you want the user to have when the user is *not* a process step owner. This is the user's baseline level of security permissions that they will always have.

NOTE: All of the example permission sets below assume that the user's plan file filter includes the plan file where the user is assigned as a step owner. The user must have a configured or inherited permission set that includes this plan file. The plan file process cannot not grant permissions to plan files, they can only elevate existing permissions to those files.

No Access	If you want a user to have no access to the plan file when the user is not a process step owner, then set the permissions as follows: • **File Access Level**: No Access • **Allow Save Data**: Unchecked • **Interacts with Process Management**: Checked When the user is a step owner, the process will elevate the user's permissions as appropriate.
Read-Only Access	If you want a user to have read-only access to the plan file when the user is not a process step owner, then set the permissions as follows: • **File Access Level**: Read-Only • **Allow Save Data**: Unchecked • **Interacts with Process Management**: Checked if the ownership assignment comes through a role (can be left unchecked if the user will be assigned directly) When the user is a step owner, the process will elevate the user's permissions as appropriate.
Full Access	If you want a user to have full edit rights to the plan file when the user is not a process step owner, then set the permissions as follows: • **File Access Level**: Read/Write • **Allow Save Data**: Checked • **Interacts with Process Management**: Checked if the ownership assignment comes through a role (can be left unchecked if the user will be assigned directly)

These permissions can be set at the user level, or at a role level, or at some combination of the two (if using **Combine** role inheritance). All other plan file permissions can be enabled or not as appropriate for the user. In some cases, the other permissions will only be relevant when the user's access level has

been elevated by the process. For example, if the user has **No Access** plus **Allow Calc Method Insert**, then the ability to insert calc methods is only relevant when the user is a step owner (because otherwise they will be unable to see or open the plan file).

Enabling Interacts with Process Management

When creating new permission sets for users, **Interacts with Process Management** is enabled by default. You can disable this permission for the user if:

- The permission set grants Read-Only access or higher.

  AND

- The permission set does not need to be considered when using role ownership assignments.

When creating new permission sets for roles, **Interacts with Process Management** is disabled by default. You should consider whether to enable the option or leave it disabled, based on how you are granting permissions to users and how you are assigning step owners. Keep in mind the following:

- If ownership assignments are made through a role, then users who belong to the role must have permission to the plan file *and* **Interacts with Process Management** enabled in order to be a step owner.
- If the role assignment is configured to consider **All permissions**, then it is not necessary to enable **Interacts with Process Management** on the role that will be used as the assignment. In this case, the role simply defines the pool of eligible users. If a user has any permission set with access to the plan file and "interacts" enabled, then they will be a step owner.
- If the role assignment is configured to consider **Only permissions associated with the assigned role**, then either **Interacts with Process Management** must be enabled on the role so that users in the role inherit it, or the users must have an individual permission set with the "interacts" permission that is also configured to combine with the role.

Understanding role inheritance options for file group permissions

Role inheritance for file group permissions is handled differently than in other areas of Security. For each set of permissions defined for a user on the **File Groups** tab, you can specify whether role permissions are inherited and how they are inherited.

File group permissions have three different role inheritance options:

- None
- Combine
- Independent

By default, if no file group permissions are configured for a user, the role inheritance is set to independent. This means that users will inherit file group settings from all roles that they are assigned to, but those inherited settings will be applied independently instead of merged.

The following sections explain how each role inheritance option works.

No inheritance

The **None** option means that no role inheritance applies. Role settings are ignored for this particular permission set. If the user only has one permission set, then role settings are ignored entirely (for settings on the **File Groups** tab).

The following is an example of how file group settings are treated with no inheritance, assuming that the user belongs to the role:

File Group Settings	User Configured Settings	Role Configured Settings	User Effective Permissions
File Access Level	Read Only	Read/Write	Read Only
Allow Save Data	Unchecked	Checked	Unchecked
Allow Calc Method Insert	Checked	Checked	Checked
Allow Calc Method Change	Unchecked	Checked	Unchecked
Apply settings to	Filtered Plan Files: DEPT.Region='North'	Filtered Plan Files: DEPT.Region='South'	Filtered Plan Files: DEPT.Region='North'

In this example, the role settings are ignored, and the user has only his or her configured permissions.

Combine inheritance

The **Combine** option means that the user's permissions are combined with role permissions. The user is granted the most permissive rights as defined for either the user or the role, on a per permission basis.

The following is an example of how file group settings are treated with combine inheritance, assuming that the user belongs to the role:

File Group Settings	User Configured Settings	Role Configured Settings	User Effective Permissions
File Access Level	Read Only	Read/Write	Read/Write
Allow Save Data	Unchecked	Checked	Checked
Allow Calc Method Insert	Checked	Checked	Checked
Allow Calc Method Change	Unchecked	Checked	Checked
Apply settings to	Filtered Plan Files: DEPT.Region='North'	Filtered Plan Files: DEPT.Region='South'	Filtered Plan Files: (DEPT.Region='North') OR (DEPT.Region='South')

In this example, the user and role permissions are combined, and the user is granted the most permissive set of rights available for each individual setting.

When you select combine inheritance, you can choose to combine with all roles that the user is assigned to, or to combine with a specific role. For example, imagine that the user belongs to role A and role B, and the permissions are as follows:

File Group Settings	User Configured Settings	Role A Configured Settings	Role B Configured Settings
File Access Level	Read Only	Read/Write	Read Only
Allow Save Data	Unchecked	Checked	Unchecked
Allow Calc Method Insert	Checked	Checked	Unchecked
Allow Calc Method Change	Unchecked	Checked	Unchecked
Apply settings to	Filtered Plan Files: DEPT.Region='North'	Filtered Plan Files: DEPT.Region='South'	Filtered Plan Files: DEPT.Country='France'

In this case, the effective permissions of the user depend on whether the combine inheritance is set to all roles, or to a specific role:

File Group Settings	Combine: All Roles	Combine: Role A	Combine: Role B
File Access Level	Read/Write	Read/Write	Read Only
Allow Save Data	Checked	Checked	Unchecked
Allow Calc Method Insert	Checked	Checked	Checked
Allow Calc Method Change	Checked	Checked	Unchecked
Apply settings to	Filtered Plan Files: (DEPT.Region='North') OR (DEPT.Region='South') OR (DEPT.Country='France')	Filtered Plan Files: (DEPT.Region='North') OR (DEPT.Region='South')	Filtered Plan Files: (DEPT.Region='North') OR (DEPT.Country='France')

When combined with all roles, the user is granted the most permissive set of rights across all of the roles. When combined with only one of the roles, the second role is effectively ignored. Unless the user has another set of permissions that allows inheritance from the second role, the user will not inherit any file group settings from the second role.

Independent inheritance

The **Independent** option means that the user inherits permissions from roles, but the role permissions are applied independently from the user's configured permissions. The user and role permissions are not merged, as they are when using the combine option. The user effectively has two sets of permissions: one set based on the user's configured permissions, and one set based on the role's inherited permission. Additionally, if the user belongs to multiple roles, each role's permissions are inherited independently from each other (assuming that the independent inheritance is set to apply to "all roles").

The following is an example of how file group settings are treated with independent inheritance, assuming that the user belongs to the role:

File Group Settings	User Configured Settings	Role Configured Settings
File Access Level	Read Only	Read/Write
Allow Save Data	Unchecked	Checked
Allow Calc Method Insert	Checked	Checked
Allow Calc Method Change	Unchecked	Checked
Apply settings to	Filtered Plan Files: DEPT.Region='North'	Filtered Plan Files: DEPT.Region='South'

In this example, the user's effective permissions are the same as the user configured permissions and the role configured permission, except applied separately. When the user accesses a plan file that belongs to the North region, it will be read only, and the user will not be able to change calc methods. When the user accesses a plan file that belongs to the South region, it will be read/write, and the user has all of the other plan file permissions as defined for the role.

If there is any overlap between the two independent permissions, then the user will be granted the most permissive set of rights for the area of overlap only. In the above example the filters cannot overlap, but imagine that the user and role filters were instead something like the following:

User Filter: DEPT >= 5000 and DEPT < 6000

Role Filters: DEPT >= 4000 and DEPT < 6000

In this case, the role permissions alone would apply to any departments from 4000 up to 4999. Where the permissions overlap, for departments 5000 to 5999, the user and role permissions would be combined.

NOTE: If you use independent inheritance with a specific role instead of all roles, that configuration blocks inheritance from all other roles unless the user has another permission set that allows the inheritance from the other roles.

Multiple permission sets

For each file group, a user can have multiple sets of permissions that apply to the plan files in that file group. This allows you to define different permissions for different subsets of files. For example, you might want to give a user full read/write access to plan files belonging to the North region, but only read access to plan files belonging to the South region. In this case, you can create two sets of permissions for the user.

If a user has multiple permission sets, each permission set has its own role inheritance settings. For example, you may want to define filters at the user level, but define other access rights at the role level, as shown in the following example:

User Permission Set 1, Combine: Role A

File Group Settings	User Configured Settings (Set 1)	Role A Configured Settings	User Effective Permissions (Combine: Role A)
File Access Level	None	Read/Write	Read/Write
Allow Save Data	Unchecked	Checked	Checked
Allow Calc Method Insert	Unchecked	Checked	Checked
Allow Calc Method Change	Unchecked	Checked	Checked
Apply settings to	Filtered Plan Files: DEPT.Region='North'	Filtered Plan Files: <Blank Filter>	Filtered Plan Files: DEPT.Region='North'

User Permission Set 2, Combine: Role B

File Group Settings	User Configured Settings (Set 2)	Role B Configured Settings	User Effective Permissions (Combine: Role B)
File Access Level	None	Read Only	Read Only
Allow Save Data	Unchecked	Unchecked	Unchecked
Allow Calc Method Insert	Unchecked	Checked	Checked
Allow Calc Method Change	Unchecked	Unchecked	Unchecked
Apply settings to	Filtered Plan Files: DEPT.Region='South'	Filtered Plan Files: <Blank Filter>	Filtered Plan Files: DEPT.Region='South'

The ability to define multiple permission sets with separate inheritance settings is a very flexible feature, able to meet a wide variety of security needs. When using multiple permission sets, keep in mind that it is possible to configure settings that cancel out or contradict the settings of another set.

For example, if you configure one permission set with no role inheritance, and then you configure a second permission set with independent inheritance, then the no inheritance setting on the first set is pointless (since you are already independently inheriting all role settings from the second set). On the other hand, it can be meaningful to have no inheritance on the first permission set, and then combine inheritance on the second permission set (for either all roles or a specific role). Make sure that you understand the purpose of each permission set, and check the effective permissions section for the user to ensure that permissions are being inherited as intended.

Configuring table permissions (Tables tab)

On the **Tables** tab of the **Security Management** dialog, you can manage user access to tables. You can control what data a user can query from a table (*read access*), and what data a user can save to a table (*write access*).

Table access can be managed at the table level and at the table type level. By default, users have the following permissions:

- All table types, and stand-alone data tables and reference tables, start at "no access" for both read and write. You must configure access to these table types and tables on a per user or role basis. If access is defined for a table type, then any tables added to the table type will automatically inherit that access.
- All document reference tables are automatically set to full read access, via the Everyone role.

NOTES:

- If a user is an administrator, the settings on this tab are ignored. Administrators can access data in all tables.
- If you are defining permissions for a subsystem, see Defining maximum permissions for subsystems.

Understanding table permissions

This section explains how the table access settings in Security work.

Read access and write access

Each table and table type can have read access permissions and write access permissions.

- *Read access* defines what data a user can query from a table—for example, via a GetData function or by running an Axiom query. For each table or table type, a user can have no read access, full read access, or filtered read access.

- *Write access* defines what data a user can save to a table. For most users this means via a Save Type 1 process set up in a plan file or a report, but it also applies to Open Table in Spreadsheet (if the user has access to it). For each table or table type, a user can have no write access, full write access, or filtered write access.

  NOTE: Table write access does not apply to document reference tables (Save Type 3). Document reference tables can only be created and edited via a source document; therefore the ability to write data to the table is controlled by the user's access rights to the source document. Also, write access is ignored for import packages—if the user has execute rights to an import, then they can save the imported data to the specified destination table, regardless of their write access to that table.

By default, the write access for a table or table type is set to the same level as the read access. If that is the desired level of access, then you only need to configure the read access; the write access will be automatically set. You can see this inheritance for the write access in the **Effective Permissions** box after you set the read access.

However, if you want differing levels of read and write access for a table or table type, then you must select the **Specify custom write access** check box, and then configure the specific write access.

For example, imagine the following settings for the table GL2022:

If the read access is set to...	And the write access is set to...	The user's permission is...
Full Access	(Default)	Read: Full Access Write: Full Access
Filter: DEPT.Region='North'	(Default)	Read: DEPT.Region='North' Write: DEPT.Region='North'
Full Access	Specify custom write access: Filter: DEPT.Region='North'	Read: Full Access Write: DEPT.Region='North'
Full Access	Specify custom write access: Filter: <Blank Filter>	Read: Full Access Write: No Access
No Access	Specify custom write access: Full Access	Read: No Access Write: Full Access

NOTES:

- For reference tables, the read access settings are only applied when the reference table is queried directly—for example, when viewing the reference table using **Open Table in Spreadsheet**, or when the reference table is the *primary* table of an Axiom query. The read access settings defined on a reference table are not applied when queries are made against a data table that joins to the reference table.

  Therefore if you want to restrict access to *data*, the filter must be defined on the data table or its table type. For example, if you want to restrict a user to only viewing planning data for the North region, then you must define that filter on the data table or the table type, not on the DEPT reference table.

- Read filters are not applied to data that already exists in a spreadsheet. For example, when the administrator runs the **Process Plan Files** utility to process Axiom queries in plan files, the plan files are populated with data according to the administrator's data rights. When individual users open these plan files, they see all of the data that was populated into the spreadsheet. The read filters of the individual users would only be applied if the users processed Axiom queries by using the Refresh feature. If you would like to limit data access in plan files, you can consider dynamically hiding sheets that you do not want particular users to access.

- Keep in mind that just because a user has write access to a table, it does not mean that the user actually has the means to save any data. For example, in order for a user to save data to a table from a plan file, the user must have access rights to the plan file, and the permission to save data from the file, and the file must be configured to save data to the table. If a user does not have access to files and/or features that facilitate saving data to the database, then the user cannot save any data, regardless of his or her write access permissions.

How table type access and table access combine

Tables inherit any rights set at the table type level, and then combine that access with any rights set at the table level, resulting in the most permissive set of rights for the table.

- If a table type is set to full or filtered access, then all tables in that table type inherit the full or filtered access. You cannot "override" the table type setting at the table level to deny access to a specific table in the table type. You can set individual tables to have more permissive access than the table type, but not less permissive.
- If desired, you can leave the table type access unset, and instead configure access at the table level. The user will be granted whatever access is set at the table level.
- If access filters are set at both the table type level and the table level, the filters are concatenated using OR (meaning the filters are combined to result in the most permissive set of rights for the table).

For example, imagine a table type of GL, which contains a table named GL2022:

If the table type GL is set to...	And the table GL2022 is set to...	The user's permission is...
Full Access	No Access (nothing is configured)	Full Access
Full Access	DEPT.Region='North'	Full Access
No Access (nothing is configured)	DEPT.Region='North'	DEPT.Region='North'
DEPT.Region='South'	Full Access	Full Access
DEPT.Region='South'	DEPT.Region='North'	(DEPT.Region='South') OR (DEPT.Region='North')

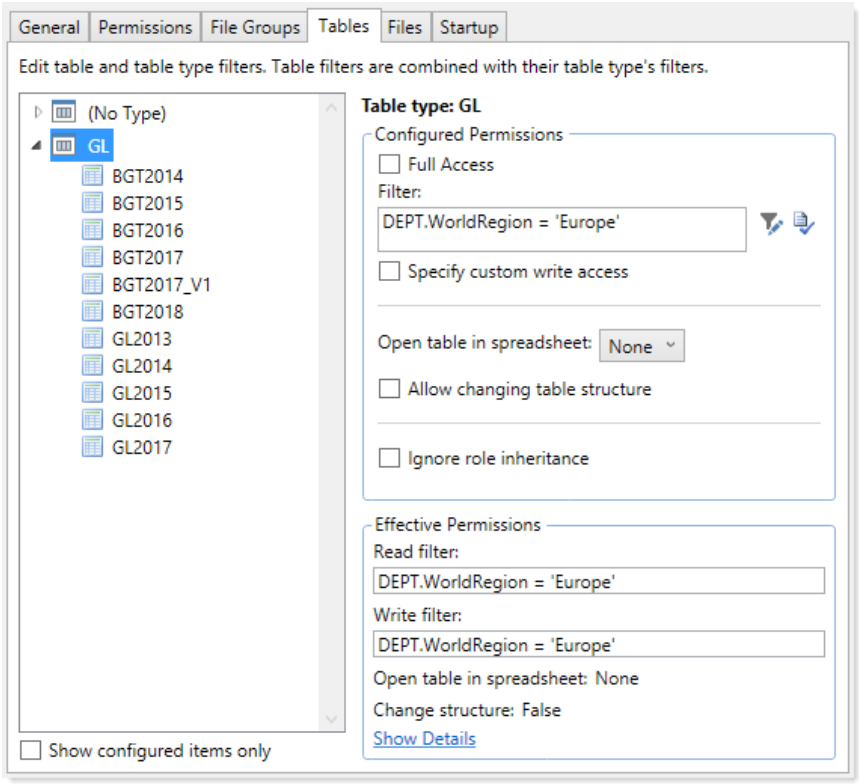
Tables that do not belong to a table type only have their individual table access rights.

Table visibility to users

If a user does not have any read access to a table, then that table will not display in lists of tables throughout the system, such as in the Sheet Assistant, or the Filter Wizard. Table Library folders and table types will only display if the user has read access to at least one table within the folder or the table type. (Exception: if the user has the Administer Tables permission, then that user will see all Table Library folders and table types for the purposes of creating new tables.)

Table permissions

The settings on the **Tables** tab define access for each table or table type. The left-hand side of the tab lists the available tables in the system, organized by table type. Tables that do not belong to a table type are listed under **(No Type)**. When you select a table or a table type in the list, you can configure the security settings for the user or role within the **Configured Permissions** section in the right-hand side of the tab.



Example Tables tab

The **Effective Permissions** section displays the full permissions of the user for the selected item, taking into account any rights inherited from the table type or a role, and other settings such as administrator rights or subsystem restrictions. Make sure to check this section to ensure that users are being granted rights as you expect.

Because table permissions can be set at any point in the treeview, it can be difficult to later tell which items have been configured. To change the view to only show items with configured permissions, select the check box for **Show configured items only**. If the treeview is blank after selecting this check box, this means that the user or role has no configured permissions.

NOTE: By default, the Everyone role grants all users full read access to document reference tables. Any changes made to document reference tables in the **Tables** tab will not apply to users unless you modify the Everyone role to remove full access (or unless you configure the user to ignore role inheritance for that table).

Read access settings

The following settings apply to all tables and table types, to define read access to data. By default, the write access is automatically set to the same level as the read access. If that is the desired level of access, then you do not need to do anything further to configure write access for a table or table type.

Item	Description
Full access (Full read access)	Select this check box if you want the user or role to have full access to the table or table type. By default, this check box grants full read and write access. If you want to configure write access separately, then you must enable the separate option to **Specify custom write access**. Selecting that option exposes additional settings for write access, and renames this check box to **Full read access**. **NOTE:** If you are defining access for a table that belongs to a table type, and full access has already been granted at the table type level, then this check box is effectively ignored. However, the setting will be stored at the table level and could apply in the future if the table type access is ever changed, or if the table is removed from the table type. Be sure to check the **Effective Permissions** section of the dialog to see what level of access is being granted due to inheritance.
Filter (Read filter)	If you want the user or role to have filtered access to the table or table type, specify the filter. For example: • `ACCT.Acct>10000` restricts the user to only accessing data for accounts over 10000. • `DEPT.Dept=100` restricts the user to only accessing data for department 100. • `DEPT.Region='North'` restricts the user to only accessing data for departments assigned to the North region. By default, the filter applies to both read and write access. If you want to configure write access separately, then you must enable the separate option to **Specify custom write access**. Selecting that option exposes additional settings for write access, and renames this option to **Read filter**. **NOTE:** If you are defining a filter for a table that belongs to a table type, the filter will be concatenated to the table type filter using OR. If full access has been granted at the table type level, then the table level filter is effectively ignored. However, the filter will be stored for the table and could apply in the future if the table type access is ever changed, or if the table is removed from the table type. Be sure to check the **Effective Permissions** section of the dialog to see what level of access is being granted due to inheritance.

To define a filter for a table or table type, type the filter into the **Filter** box, or use the Filter Wizard. Note the following:

- If the filter is for a table type, the filter should be based on key columns that are common to all tables in the table type (using either the key column itself, or a column in the lookup table that the key column links to). For example, if the GL table type has two required key columns, ACCT and DEPT, then you can create a table type filter that uses one or both of these columns, or one that uses grouping columns in the associated reference tables. Filters using any other columns may be invalid.
- If the table type has required columns, then any filter defined must be based on those required columns. If the required columns do not have lookups, then no valid filters can be defined.
- When selecting key columns in the Filter Wizard, the Filter Wizard automatically uses the lookup column in the reference table instead of the column in the data table. For example, if you select the column Acct in the GL2022 data table, the filter wizard automatically uses `ACCT.ACCT` in the filter (instead of `GL2022.ACCT`).

After defining a filter, you can validate the filter syntax by clicking the **Validate filter** button.

IMPORTANT: If you define a write filter on a reference table, then any columns used in the filter must also be included in the save definition when saving to that table using Save Type 1. For example, if the table is DEPT and the filter uses DEPT.Region, then the Region column must be included in the save definition in order for the user to save data.

Write access settings

The following settings only apply if you want to configure write access at a different level than the read access.

NOTE: Write access settings do not apply to document reference tables. Document reference tables are only created and edited via a source document; therefore the ability to write data to the table is controlled by the user's access rights to the document.

Item	Description
Specify custom write access	Select this check box if you want to configure write access at a different level than the read access. When this check box is selected, two additional settings become available in the dialog to set the write access: **Full write access** and **Write filter**. If you want the user to have no write access to the table, then select this check box and ignore the other write access settings. If **Full write access** is unchecked and **Write filter** is blank, then the user has no write access.

Item	Description
Full write access	Select this check box if you want the user or role to have full write access to the table or table type. **NOTE:** If you are defining access for a table that belongs to a table type, and full access has already been granted at the table type level, then this check box is effectively ignored. However, the setting will be stored at the table level and could apply in the future if the table type access is ever changed, or if the table is removed from the table type. Be sure to check the **Effective Permissions** section of the dialog to see what level of access is being granted due to inheritance.
Write filter	If you want the user or role to have filtered write access to the table or table type, specify the filter. For example: • `ACCT.Acct>10000` restricts the user to only saving data for accounts over 10000. • `DEPT.Dept=100` restricts the user to only saving data for department 100. • `DEPT.Region='North'` restricts the user to only saving data for departments assigned to the North region. **NOTE:** If you are defining a filter for a table that belongs to a table type, the filter will be concatenated to the table type filter using OR. If full access has been granted at the table type level, then the table level filter is effectively ignored. However, the filter will be stored for the table and could apply in the future if the table type access is ever changed, or if the table is removed from the table type. Be sure to check the **Effective Permissions** section of the dialog to see what level of access is being granted due to inheritance.

To define a filter for a table or table type, type the filter into the **Filter** box, or use the Filter Wizard. Note the following:

- If the filter is for a table type, the filter should be based on key columns that are common to all tables in the table type (using either the key column itself, or a column in the lookup table that the key column links to). For example, if the GL table type has two required key columns, ACCT and DEPT, then you can create a table type filter that uses one or both of these columns, or one that uses grouping columns in the associated reference tables. Filters using any other columns may be invalid.
- If the table type has required columns, then any filter defined must be based on those required columns. If the required columns do not have lookups, then no valid filters can be defined.
- When selecting key columns in the Filter Wizard, the Filter Wizard automatically uses the lookup column in the reference table instead of the column in the data table. For example, if you select the column Acct in the GL2022 data table, the filter wizard automatically uses `ACCT.ACCT` in the filter (instead of `GL2022.ACCT`).

After defining a filter, you can validate the filter syntax by clicking the **Validate filter** button .

IMPORTANT: If you define a write filter on a reference table, then any columns used in the filter must also be included in the save definition when saving to that table using Save Type 1. For example, if the table is DEPT and the filter uses DEPT.Region, then the Region column must be included in the save definition in order for the user to save data.

Other table permissions

The following permissions can also be defined for tables and table types:

Item	Description
Open Table in Spreadsheet	This option specifies whether the user can view the table in Open Table in Spreadsheet, and at what level of access. Select one of the following: • **None** (default): The user cannot view the table in Open Table in Spreadsheet. • **Read-Only**: The user can view the table as read-only in Open Table in Spreadsheet. • **Read/Write**: The user can view the table as read/write in Open Table in Spreadsheet. Granting this permission gives the user access to the Table Library, so that the user can launch Open Table in Spreadsheet for the table. This permission does not apply to document reference tables. Document reference tables cannot be opened via Open Table in Spreadsheet. This permission can only be assigned if the user has read or read/write permission to the table data (either configured on the user or inherited from a role). If the user inherits Open Table in Spreadsheet permission from a role but does not have any corresponding access to table data, then the permission will be ignored. If the user is granted read/write access to Open Table in Spreadsheet but only has read access to the table, then the spreadsheet access will be limited to read-only.

Item	Description
Allow changing table structure	Select this check box if you want the user to be able to edit the table structure and table properties. If selected, then the user can open the **Edit Table** dialog for the table. The user can add, modify, and delete table columns, as well as modify other table properties. Granting this permission gives the user access to the Table Library, so that the user can launch **Edit table structure** for the table. By default this option is not selected, which means the user cannot edit the table structure or table properties. This permission does not apply to document reference tables. The table structure of document reference tables is controlled via the source file. This permission can be granted regardless of whether the user has access to the table data.
Ignore role inheritance	Select this check box if you do not want the user to inherit table access settings from a role (including the Everyone role). • If selected, then only the user's individual settings will be used to determine access to data in the table or table type. • If this check box is not selected, then the user will be granted the most permissive set of rights among the user's configured settings and any roles that the user belongs to. If both the user and a role have filtered access, then the filters are concatenated using OR.

Restricting access to document reference tables

By default, all users have full read access to document reference tables, via the Everyone role. In most cases this is the desirable level of access. However, in some cases you may need to restrict access to a subset of users. To restrict access to a document reference table, you must do the following:

- In the Everyone role, clear the **Full Access** check box for the table. Now no non-admin users have access to the table.
- For each individual user or role that you want to grant full or filtered access to the table, modify the table access settings as desired.

TIP: Alternatively, you could leave the Everyone role at full access, and then modify specific users to **Ignore role inheritance** for the table. Those users would then have no access to the table.

Write access settings do not apply to document reference tables. Document reference tables are only created and edited via a source document; therefore the ability to write data to the table is controlled by the user's access rights to the document.

NOTE: If you have restricted access to a document reference table created by a driver file, keep in mind that your security changes will not be cloned when the file group is cloned. This is because the table itself is not cloned; the driver file is. If you want to apply the same changes to the new table created by the new driver file, then you will need to manually configure access to this table after processing the drivers for the new file group.

Configuring file access (Files tab)

On the **Files** tab of the **Security Management** dialog, you can control access to files in the Axiom Capital Tracking file system. The following areas can be controlled:

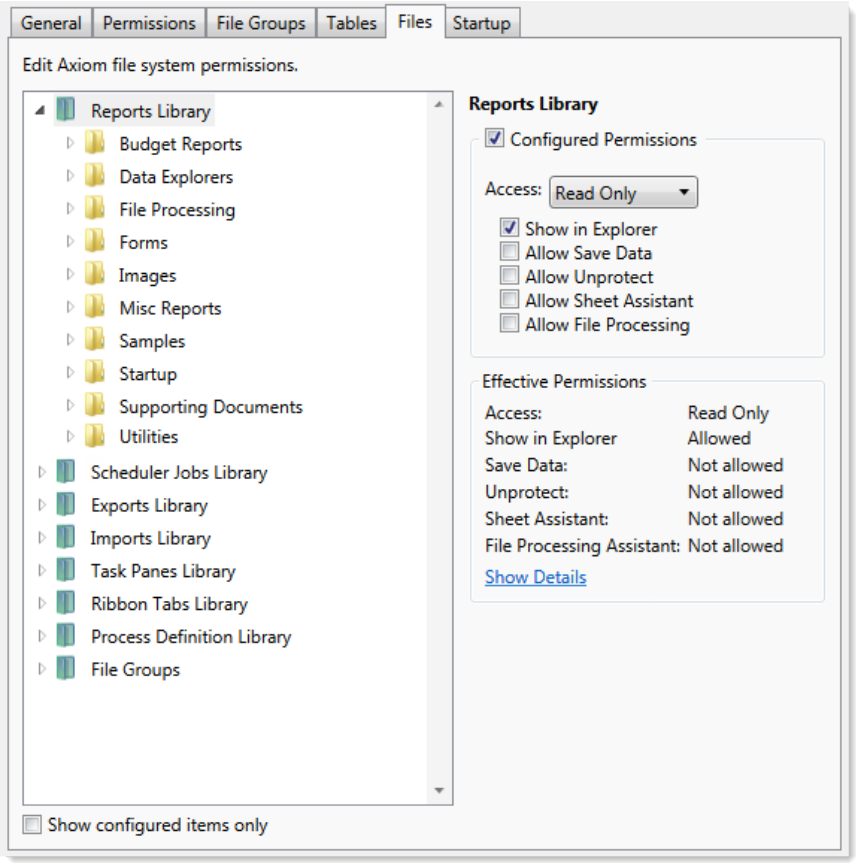
- The Reports Library
- The Data Diagrams Library
- The Filter Library
- The Imports Library and the Exports Library
- The Process Definitions Library
- The Scheduler Jobs Library
- The Task Panes Library
- The Ribbon Tabs Library
- Certain supporting files for file groups: Templates, Drivers, Utilities, and Process Definitions

NOTES:

- File permissions do not apply to users with administrator rights. Administrators always have full access to all files.
- File permissions must be defined within the Security Management dialog. The bulk editing tool Open Security in Spreadsheet does not support configuring file and folder permissions.
- If you are defining file permissions for a subsystem, see Defining maximum permissions for subsystems.

Configuring file permissions

The left-hand side of the **Files** tab displays the available folders and files. When you select a folder or a file in the list, you can define the security settings for the user or role within the **Configured Permissions** section in the right-hand side of the tab.



Example Files tab

File permissions can be set at the folder level and at the file level. By default, all sub-folders and files underneath a parent folder inherit the rights of the parent folder, unless rights are explicitly set for the sub-folder or file.

You can set permissions at the library level and then override those permissions for specific sub-folders and files as needed, or you can set permissions for specific sub-folders and files only.

By default, each user or role has no access to any files or folders on this tab. You must define file permissions for each user or role.

To configure permissions to a file or folder:

1. Select the file or folder in the treeview, and then select **Configured Permissions**.

   If this check box is selected for a sub-folder or a specific file, the sub-folder or file will no longer inherit any permissions set for the parent folder. You can clear the check box, and the sub-folder or file will once again inherit permissions from the parent folder.

2. Select the applicable permission options as desired.

   Each type of file (reports, import, etc.) has slightly different security settings that can be defined on this tab. For more information on the file-specific options, see the detailed sections.

If a new folder or file is added to any library, a user will have access to it if the folder or file is placed underneath an existing parent folder that the user has rights to. For example, if a user has rights to the entire Reports Library, that user will have access to any new folders and files added to the Reports Library. If a user only has rights to a specific sub-folder in the Reports Library, that user will have access to new folders and files added to that sub-folder.

The **Effective Permissions** section displays the full permissions of the user, taking into account any inherited role rights, and other settings such as administrator rights. This section also takes into account rights that are inherited from a parent folder.

NOTE: Because file permissions can be set at any point in the treeview, it can be difficult to later tell which items have been configured. To change the view to only show items with configured permissions, select the check box for **Show configured items only**. If the treeview is blank after selecting this check box, this means that the user or role has no configured permissions.

Reports Library

The following permissions can be set for files in the Reports Library:

Option	Description
Access	Select one of the following: • **No Access**: The user or role cannot access the folder or file. • **Read Only**: The user or role has read-only access to the folder or file. Users with read-only access to reports can open and refresh reports, but cannot save changes. If read access is set at the folder level, users cannot save new reports to that folder. • **Read/Write**: The user or role has read/write access to the folder or file. If the item is a file, the user can save changes to the file. If the item is a folder, the user can also save new files to the folder, create sub-folders, and delete and rename files and folders.

Option	Description
Show in Explorer	Select this check box if you want the file to display in the Explorer task pane and other "Explorer views" of the file library (such as Axiom Explorer, libraries displayed on the ribbon menu, and libraries displayed when saving files). This check box becomes selected by default when you assign an access level of Read Only or higher. If this check box is cleared, and the user has Read Only access or higher, then the file does not display in Explorer views but the user can still open the file if the user has access to a feature that indirectly opens the file. This includes features such as custom drilling, GetDocument functions, and file shortcuts in task panes and ribbon tabs. The idea is that the user never needs to directly open the file from a folder structure, but the user needs access to the file in order to use these other features. If the user's access level is No Access, then this setting is ignored. For example, you might clear this check box for the target report of a custom drill. The user only needs to be able to access this report when performing a custom drill on the source file. Displaying the file in the Reports Library would just clutter the list of files because the user never needs to open the file from that location. **NOTE:** The **Reports Library** dialog (accessible from **Reports > All Reports**) does not honor this permission. If a user has at least read-only access to a report, it will show in this dialog, regardless of the Show in Explorer permission.
Allow Save Data	Select this check box if you want the user or role to be able to save data to the database for the folder or file. If a report is set up to use Save Type 1, 3, or 4, the user will be able to save data to the database. If this check box is not selected, then the user cannot save data to the database from the report. **NOTE:** If a user has **Read Only** access and **Allow Save Data**, then the user will be able to save data to the database but not save changes to the file. Note that users with this combination of rights can save data from the file at any time, regardless of whether the file is locked to another user.

Option	Description
Allow Unprotect	Select this check box if you want the user or role to be able to remove workbook and/or worksheet protection for this folder or file. Users with this permission can use the **Advanced > Protect** options on the ribbon to remove workbook or worksheet protection from Axiom files. **IMPORTANT:** If you enable this permission at the folder level, then the user will be able to unprotect any file that they save to the folder (assuming that the user has read/write access to the folder). **NOTE:** This setting is ignored for users with the **Remove Protection** permission on the **Permissions** tab; those users can remove protection for any file.
Allow Sheet Assistant	Select this check box if you want the user or role to see the Sheet Assistant. Generally, you should only expose the Sheet Assistant if the user is expected to edit file settings, including Axiom query settings. Enabling this permission also has the following impacts: • The user has access to the Control Sheet. If the Control Sheet is hidden in the document, the user can make it visible by double-clicking any field name in the Sheet Assistant. • If the user has read / write permission and the Sheet Assistant permission, then the user can enable forms for the file and can see the Form Assistant and Form Control Sheet. • The Drilling Control Sheet, if present in the file, is not hidden if the user has the Sheet Assistant permission. • The Data Source Assistant is also available if the Sheet Assistant is available. If this check box is not selected, then the user cannot see the Sheet Assistant or the other related items as described above.
Allow File Processing	Select this check box if you want the user or role to be able to perform file processing on the file. If selected, then the user has access to file processing features, including the File Processing button on the menu and the File Processing task pane. The related control sheets will also be visible to the user. If this check box is not selected, then the user cannot perform file processing actions and cannot see the related menu items, task panes, or control sheets.

NOTE: If a user does not have access to any report files or folders, then the Reports menu item does not display on the menu, and the user cannot create reports.

Filter Library

The following permissions can be set for files in the Filter Library:

Option	Description
Access	Select one of the following: • **No Access**: The user or role cannot access the folder or filter. • **Read Only**: The user or role has read-only access to the folder or filter. Users with read-only access to saved filters can load those filters into the Filter Wizard for use. If read access is set at the folder level, users cannot save new filters to that folder. • **Read/Write**: The user or role has read/write access to the folder or filter. If the item is a filter, the user can save changes to the filter. If the item is a folder, the user can also save new filters to the folder, create sub-folders, and delete and rename filters and folders.
Show in Explorer	Select this check box if you want the file to display in the Explorer task pane and other "Explorer views" of the file library (such as Axiom Explorer, libraries displayed on the ribbon menu, and libraries displayed when saving files). This check box becomes selected by default when you assign an access level of Read Only or higher. If this check box is cleared, and the user has Read Only access or higher, then the file does not display in Explorer views but the user can still open the file if the user has access to a feature that indirectly opens the file. This includes features such as custom drilling, GetDocument functions, and file shortcuts in task panes and ribbon tabs. The idea is that the user never needs to directly open the file from a folder structure, but the user needs access to the file in order to use these other features. If the user's access level is No Access, then this setting is ignored.

Scheduler Jobs Library

NOTE: Users must also have the **Scheduled Jobs User** permission (on the **Permissions** tab) in order to access any files in the Scheduler Jobs Library.

IMPORTANT: Users do not have to have any file permissions to a Scheduler job in order to execute that job via an event handler (such as when using Run Event or Raise Event).

The following permissions can be set for files in the Scheduler Jobs Library:

Option	Description
Access	Select one of the following: • **No Access**: The user or role cannot access the folder or file. • **Read Only**: The user or role has read-only access to the folder or file. Users with read-only access to Scheduler jobs can open jobs and can manually execute jobs, but cannot save changes. If read access is set at the folder level, users cannot save new jobs to that folder. • **Read/Write**: The user or role has read/write access to the folder or file. If the item is a file, the user can save changes to the file. If the item is a folder, the user can also save new files to the folder, create sub-folders, and delete and rename files and folders.
Show in Explorer	Select this check box if you want the file to display in the Explorer task pane and other "Explorer views" of the file library (such as Axiom Explorer, libraries displayed on the ribbon menu, and libraries displayed when saving files). This check box becomes selected by default when you assign an access level of Read Only or higher. If this check box is cleared, and the user has Read Only access or higher, then the file does not display in Explorer views but the user can still open the file if the user has access to a feature that indirectly opens the file. This includes features such as custom drilling, GetDocument functions, and file shortcuts in task panes and ribbon tabs. The idea is that the user never needs to directly open the file from a folder structure, but the user needs access to the file in order to use these other features. If the user's access level is No Access, then this setting is ignored. For example, you might clear this check box if a user needs to be able to open a Scheduler job from a shortcut in a task pane, but otherwise the user does not need to be able to browse to it in the Scheduler Jobs Library.

▶ Exports Library

The following permissions can be set for files in the Exports Library:

Option	Description
Access	Select one of the following: • **No Access**: The user or role cannot open the folder or file (however, they can execute the export, if they have the separate Execute permission). • **Read Only**: The user or role has read-only access to the folder or file. Users with read-only access to exports can open export files to view the settings, but they cannot edit the settings. • **Read/Write**: The user or role has read/write access to the folder or file. If the item is a file, the user can save changes to the file. If the item is a folder, the user can also save new files to the folder, create sub-folders, and delete and rename files and folders. **NOTE:** Read/write access to the Exports Library does not allow the user to create exports. Export creation is controlled by the **Administer Exports** permission on the **Permissions** tab.
Execute	Select this check box to give the user execute permissions to the folder or file. Users with execute permissions can run the export. **NOTE:** Table read permissions are honored for export packages. When the user executes the export, the user's permission to the table will determine the eligible data to export. If the user does not have access to the table at all, then no data will be exported.

Option	Description
Show in Explorer	Select this check box if you want the file to display in the Explorer task pane and other "Explorer views" of the file library (such as Axiom Explorer, libraries displayed on the ribbon menu, and libraries displayed when saving files). This check box becomes selected by default when you assign an access level of Read Only or higher. If this check box is cleared, and the user has Read Only access or higher, then the file does not display in Explorer views but the user can still open the file if the user has access to a feature that indirectly opens the file. This includes features such as custom drilling, GetDocument functions, and file shortcuts in task panes and ribbon tabs. The idea is that the user never needs to directly open the file from a folder structure, but the user needs access to the file in order to use these other features. For example, you might clear this check box if a user needs to be able to execute an export from a shortcut in a task pane, but otherwise the user does not need to be able to browse to it in the Exports Library. **NOTE:** If a user has Execute permissions but No Access to the export file, then you should select this check box if you want the export to display in the Export Library. When using this configuration, the user can double-click the file to open the Execute dialog only. If, however, the user will only execute the export from links in a task pane or other predefined links, then you can leave this option cleared.

NOTE: The export access permission and the execute permission are independent. A user can have no access to an export file but still be given execute permissions. Similarly, a user can have read/write access to the export settings, but not be able to execute it.

Imports Library

The following permissions can be set for files in the Imports Library:

Option	Description
Access	Select one of the following: • **No Access**: The user or role cannot access the folder or file (however, they can execute the import, if they have the separate Execute permission). • **Read Only**: The user or role has read-only access to the folder or file. Users with read-only access to imports can open import files to view the settings, but they cannot edit the settings. • **Read/Write**: The user or role has read/write access to the folder or file. If the item is a file, the user can save changes to the file. If the item is a folder, the user can also save new files to the folder, create sub-folders, and delete and rename files and folders. **NOTE:** Read/write access to the Imports Library alone does not allow the user to create new imports. The user must also have the **Administer Imports** permission on the **Permissions** tab.
Execute	Select this check box to give the user execute permissions to the folder or file. Users with execute permissions can run the import. **NOTE:** Table write permissions are ignored for import packages. If a user has execute rights to an import, then the imported data will be saved to the configured destination table, regardless of the user's write access to that table.
Show in Explorer	Select this check box if you want the file to display in the Explorer task pane and other "Explorer views" of the file library (such as Axiom Explorer, libraries displayed on the ribbon menu, and libraries displayed when saving files). This check box becomes selected by default when you assign an access level of Read Only or higher. If this check box is cleared, and the user has Read Only access or higher, then the file does not display in Explorer views but the user can still open the file if the user has access to a feature that indirectly opens the file. This includes features such as custom drilling, GetDocument functions, and file shortcuts in task panes and ribbon tabs. The idea is that the user never needs to directly open the file from a folder structure, but the user needs access to the file in order to use these other features. If the user's access level is No Access, then this setting is ignored. **NOTE:** If a user has Execute permissions but No Access to the import file, then you should select this check box if you want the import to display in the Import Library. When using this configuration, the user can double-click the file to open the Execute dialog only. If, however, the user will only execute the import from links in a task pane or other predefined links, then you can leave this option cleared.

NOTES:

- The import access permission and the execute permission are independent. A user can have no access to an import file but still be given execute permissions. Similarly, a user can have read/write access to the import settings, but not be able to execute it.
- The Import Errors folder is system-maintained and therefore does not display in this dialog. You cannot manually grant or deny access to this folder or the error files within it; access is automatically granted based on access to the import that generated the error.
- If an import uses an Axiom database as its source, then non-administrators cannot view or edit that import regardless of their access rights granted here. However, non-administrators can execute the import if they have that permission.

Task Panes Library

The following permissions can be set for files in the Task Panes Library:

Option	Description
Access	Select one of the following: • **No Access**: The user or role cannot access the folder or file. • **Read Only**: The user or role has read-only access to the folder or file. Users with read-only access to task panes can view and use task panes but cannot save changes. If read access is set at the folder level, users cannot save new task panes to that folder. • **Read/Write**: The user or role has read/write access to the folder or file. If the item is a file, the user can save changes to the file. If the item is a folder, the user can also save new files to the folder, create sub-folders, and delete and rename files and folders. **NOTE:** Users must also have the **Administer Task Panes** permission (on the **Permissions** tab) in order to create or edit task panes.

Option	Description
Show in Explorer	Select this check box if you want the file to display in the Explorer task pane and other "Explorer views" of the file library (such as Axiom Explorer, libraries displayed on the ribbon menu, and libraries displayed when saving files). This check box becomes selected by default when you assign an access level of Read Only or higher. If this check box is cleared, and the user has Read Only access or higher, then the file does not display in Explorer views but the user can still open the file if the user has access to a feature that indirectly opens the file. This includes features such as custom drilling, GetDocument functions, and file shortcuts in task panes and ribbon tabs. The idea is that the user never needs to directly open the file from a folder structure, but the user needs access to the file in order to use these other features. If the user's access level is No Access, then this setting is ignored. For example, you might clear this check box if a user needs to be able to open an associated task pane for a file, but otherwise the user does not need to be able to open the task pane from the Task Panes Library.

NOTES:

- Task panes can contain shortcuts to various files and system features. The ability of a user to open a file or use a feature from the task pane depends on the user's permission for that file or feature.
- Users do not need to have access permission to a task pane in order to open it at startup. If a user is assigned a task pane on the Startup tab of security, it will always open as read-only at startup, regardless of the user's access permission.
- By default, the Axiom ribbon tab does not contain any command to open task panes. If a user has rights to a file in the Task Panes Library, then in order to see and open this file manually the user must have access to either the Explorer task pane or the Axiom Explorer dialog, or you must include access to the task pane within another custom task pane or ribbon tab file that is assigned as a startup file to the user. For example, you might create a custom task pane that includes a link to the Task Panes Library, and if a user has file access rights to any task panes they could be launched from this location. Users only gain access to the **Manage > Task Panes** menu item if they have the **Administer Task Panes** security permission.

Ribbon Tabs Library

The following permissions can be set for files in the Ribbon Tabs Library:

Option	Description
Access	Select one of the following: • **No Access**: The user or role cannot access the folder or file. • **Read Only**: The user or role has read-only access to the folder or file. Users with read-only access to task panes can view ribbon tab files but cannot save changes. If read access is set at the folder level, users cannot save new ribbon tab files to that folder. • **Read/Write**: The user or role has read/write access to the folder or file. If the item is a file, the user can save changes to the file. If the item is a folder, the user can also save new files to the folder, create sub-folders, and delete and rename files and folders. **NOTE:** Users must also have the **Administer Task Panes** permission (on the **Permissions** tab) in order to create or edit task panes.
Show in Explorer	Select this check box if you want the file to display in the Explorer task pane and other "Explorer views" of the file library (such as Axiom Explorer, libraries displayed on the ribbon menu, and libraries displayed when saving files). This check box becomes selected by default when you assign an access level of Read Only or higher. If this check box is cleared, and the user has Read Only access or higher, then the file does not display in Explorer views but the user can still open the file if the user has access to a feature that indirectly opens the file. This includes features such as custom drilling, GetDocument functions, and file shortcuts in task panes and ribbon tabs. The idea is that the user never needs to directly open the file from a folder structure, but the user needs access to the file in order to use these other features. If the user's access level is No Access, then this setting is ignored. This setting does not have much use for ribbon tab files because ribbon tabs are typically configured as startup files for end users, and end users do not need access permission to be able to open the file at startup.

NOTES:

- Users do *not* need to have access permission to a ribbon tab in order to open it at startup. If a user is assigned a ribbon tab on the Startup tab of security, it will always open as read-only at startup, regardless of the user's access permission.
- In general, there is no need to grant end users access to the Ribbon Tabs Library unless the user needs to be able to create and edit ribbon tabs. If a user opens a ribbon tab file directly from the Ribbon Tabs Library, it will always open in the editor, not in the application ribbon. There is no way to open a ribbon tab file on demand and have it display in the application ribbon.

Process Definition Library

The following permissions can be set for files in the Process Definition Library:

Option	Description
Access	Select one of the following: • **No Access**: The user or role cannot access the folder or file. • **Read Only**: The user or role has read-only access to the folder or file. Users with read-only access to the file can open the process definition from the Explorer task pane and view the settings. • **Read/Write**: The user or role has read/write access to the folder or file. If the item is a file, the user can save changes to the file. If the item is a folder, the user can also save new files to the folder, create sub-folders, and delete and rename files and folders. Users with read/write access cannot start or stop the process, they can only edit the process definition settings.

Option	Description
Show in Explorer	Select this check box if you want the file to display in the Explorer task pane and other "Explorer views" of the file library (such as Axiom Explorer, libraries displayed on the ribbon menu, and libraries displayed when saving files). This check box becomes selected by default when you assign an access level of Read Only or higher. If this check box is cleared, and the user has Read Only access or higher, then the file does not display in Explorer views but the user can still open the file if the user has access to a feature that indirectly opens the file. This includes features such as custom drilling, GetDocument functions, and file shortcuts in task panes and ribbon tabs. The idea is that the user never needs to directly open the file from a folder structure, but the user needs access to the file in order to use these other features. If the user's access level is No Access, then this setting is ignored. For example, you might clear this check box if a user needs to be able to open a process definition from a shortcut in a task pane, but otherwise the user does not need to be able to browse to it in the Process Definition Library.

Data Diagrams Library

The following permissions can be set for files in the Data Diagrams Library:

Option	Description
Access	Select one of the following: • **No Access**: The user or role cannot access the folder or file. • **Read Only**: The user or role has read-only access to the folder or file. • **Read/Write**: The user or role has read/write access to the folder or file. If the item is a file, the user can save changes to the file. If the item is a folder, the user can also save new files to the folder, create sub-folders, and delete and rename files and folders.

Option	Description
Show in Explorer	Select this check box if you want the file to display in the Explorer task pane and other "Explorer views" of the file library (such as Axiom Explorer, libraries displayed on the ribbon menu, and libraries displayed when saving files). This check box becomes selected by default when you assign an access level of Read Only or higher. If this check box is cleared, and the user has Read Only access or higher, then the file does not display in Explorer views but the user can still open the file if the user has access to a feature that indirectly opens the file. This includes features such as custom drilling, GetDocument functions, and file shortcuts in task panes and ribbon tabs. The idea is that the user never needs to directly open the file from a folder structure, but the user needs access to the file in order to use these other features. If the user's access level is No Access, then this setting is ignored. For example, you might clear this check box if a user needs to be able to open a data diagram from a shortcut in a task pane, but otherwise the user does not need to be able to browse to it in the Data Diagrams Library.

File Groups

The following permissions can be set for certain files and folders in file groups. Each file group is listed separately in this section, with sub-folders for Templates, Drivers, Utilities, and Process Definitions.

NOTE: Permissions cannot be set at the file group level and inherited by the folders. Each folder must be configured separately.

Option	Description
Access	Select one of the following: • **Hidden**: The user or role cannot access the folder or file. • **Read Only**: The user or role has read-only access to the folder or file. Users with read-only access to files can open and refresh those files, but cannot save changes. If read access is set at the folder level, users cannot save new files to that folder. • **Read/Write**: The user or role has read/write access to the folder or file. If the item is a file, the user can save changes to the file. If the item is a folder, the user can also save new files to the folder, create sub-folders, and delete and rename files and folders.

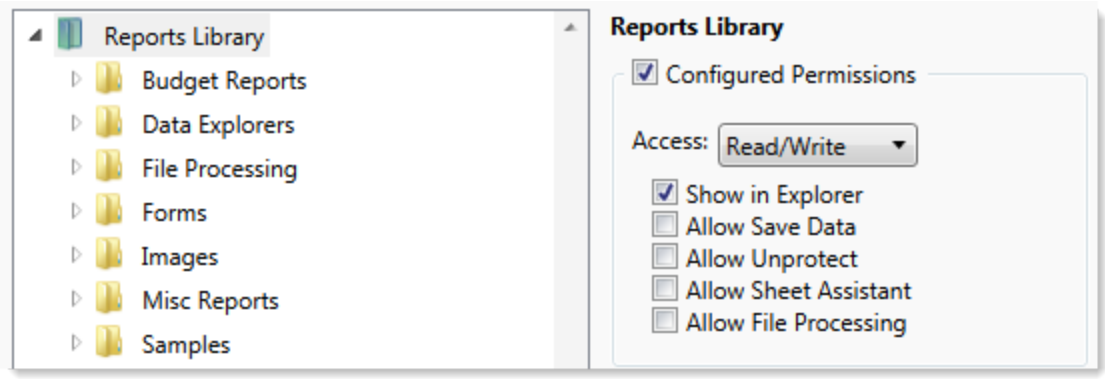
Option	Description
Show in Explorer	Select this check box if you want the file to display in the Explorer task pane and other "Explorer views" of the file library (such as Axiom Explorer, libraries displayed on the ribbon menu, and libraries displayed when saving files). This check box becomes selected by default when you assign an access level of Read Only or higher. If this check box is cleared, and the user has Read Only access or higher, then the file does not display in Explorer views but the user can still open the file if the user has access to a feature that indirectly opens the file. This includes features such as custom drilling, GetDocument functions, and file shortcuts in task panes and ribbon tabs. The idea is that the user never needs to directly open the file from a folder structure, but the user needs access to the file in order to use these other features. If the user's access level is No Access, then this setting is ignored. For example, you might clear this check box if a user needs to be able to open the file from a shortcut in a task pane, but otherwise the user does not need to be able to browse to it in the Explorer task pane.
Allow Save Data	Select this check box if you want the user or role to be able to save data to the database for the folder or file. If a file is set up to use Save Type 1, 3, or 4, the user will be able to save data to the database. If this check box is not selected, then the user cannot save data to the database from the report. **NOTES:** • If a user has **Read Only** access and **Allow Save Data**, then the user will be able to save data to the database but not save changes to the file. Note that users with this combination of rights can save data from the file at any time, regardless of whether the file is locked to another user. • This permission is ignored for template files and does not apply to process definitions. Save-to-database processes do not run within file group templates.

Option	Description
Allow Unprotect	Select this check box if you want the user or role to be able to remove workbook and/or worksheet protection for this folder or file. Users with this permission can use the **Advanced > Protect** options on the ribbon to remove workbook or worksheet protection from Axiom files. **IMPORTANT:** If you enable this permission at the folder level, then the user will be able to unprotect any file that they save to the folder (assuming that the user has read/write access to the folder). **NOTES:** • This setting is ignored for users with the **Remove Protection** permission on the **Permissions** tab; those users can remove protection for any file. • This setting does not apply to process definitions.
Allow Sheet Assistant	Select this check box if you want the user or role to see the Sheet Assistant. Generally, you should only expose the Sheet Assistant if the user is expected to edit file settings, including Axiom query settings. Enabling this permission also has the following impacts: • The user has access to the Control Sheet. If the Control Sheet is hidden in the document, the user can make it visible by double-clicking any field name in the Sheet Assistant. • If the user has read / write permission and the Sheet Assistant permission, then the user can enable forms for the file and can see the Form Assistant and Form Control Sheet. • The Drilling Control Sheet, if present in the file, is not hidden if the user has the Sheet Assistant permission. • The Data Source Assistant is also available if the Sheet Assistant is available. If this check box is not selected, then the user cannot see the Sheet Assistant or the other related items as described above. **NOTE:** This setting does not apply to process definitions. Also, control sheets are not hidden in template files.
Allow File Processing	Select this check box if you want the user or role to be able to perform file processing on the file. If selected, then the user has access to file processing features, including the File Processing button on the menu and the File Processing task pane. The related control sheets will also be visible to the user. If this check box is not selected, then the user cannot perform file processing actions and cannot see the related menu items, task panes, or control sheets. **NOTE:** This setting does not apply to process definitions.

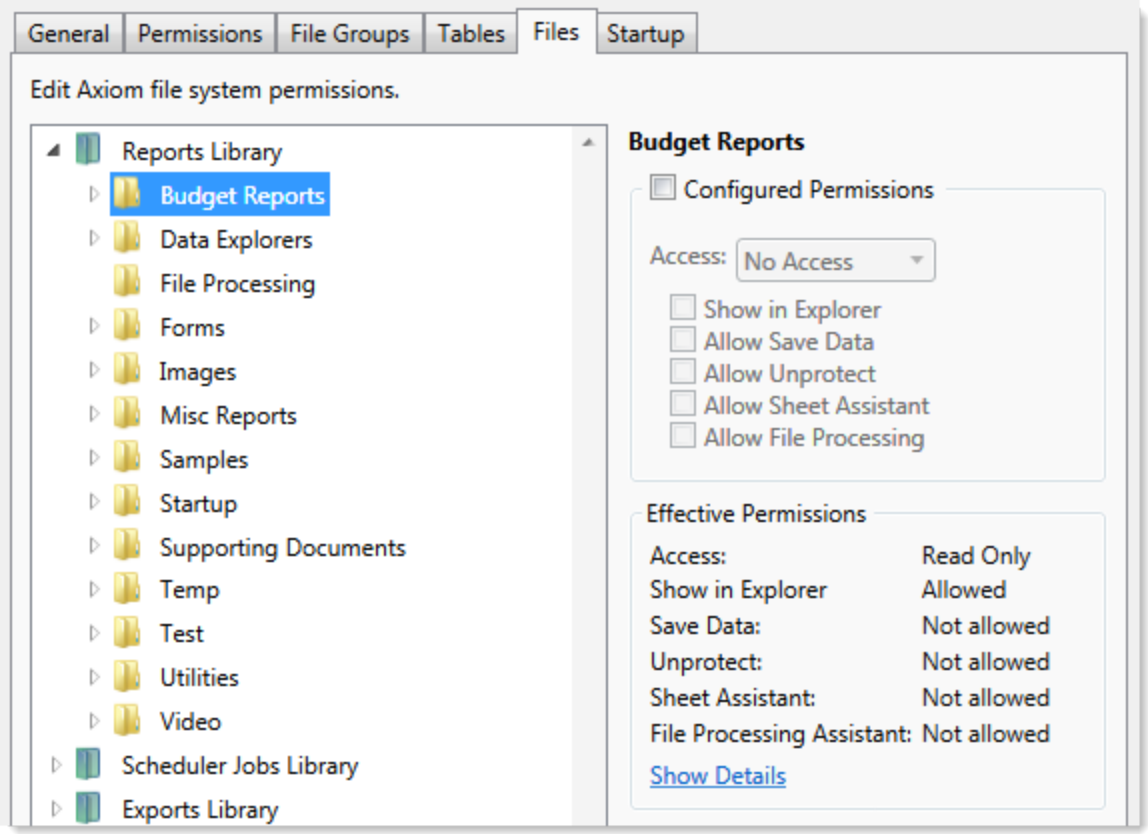
File permission examples

The following examples use the Reports Library, but the concept of folder inheritance applies to all files on the Files tab.

If a user has read/write access to the Reports Library, that user can access and save files anywhere in the library, unless a different level of access is explicitly set for a sub-folder or a file. For example:

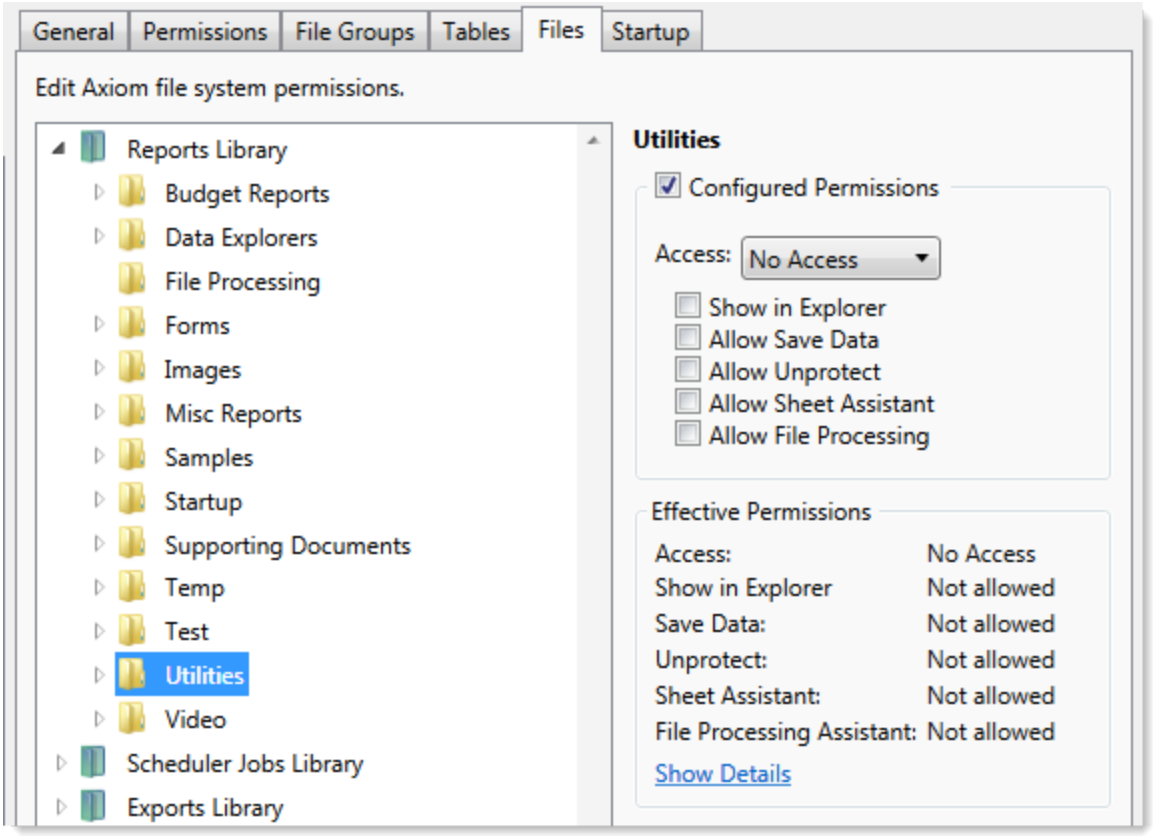


Sub-folders and files inherit the rights defined for the parent folder, unless permissions are explicitly set for the sub-folder or file. When you select a sub-folder or file in the folder tree, you can tell if it is inheriting permissions by whether the **Configured permission** check box is selected. If this check box is not selected, then the folder or file is inheriting permissions, and you can view the inherited permissions in the **Effective Permissions** section.



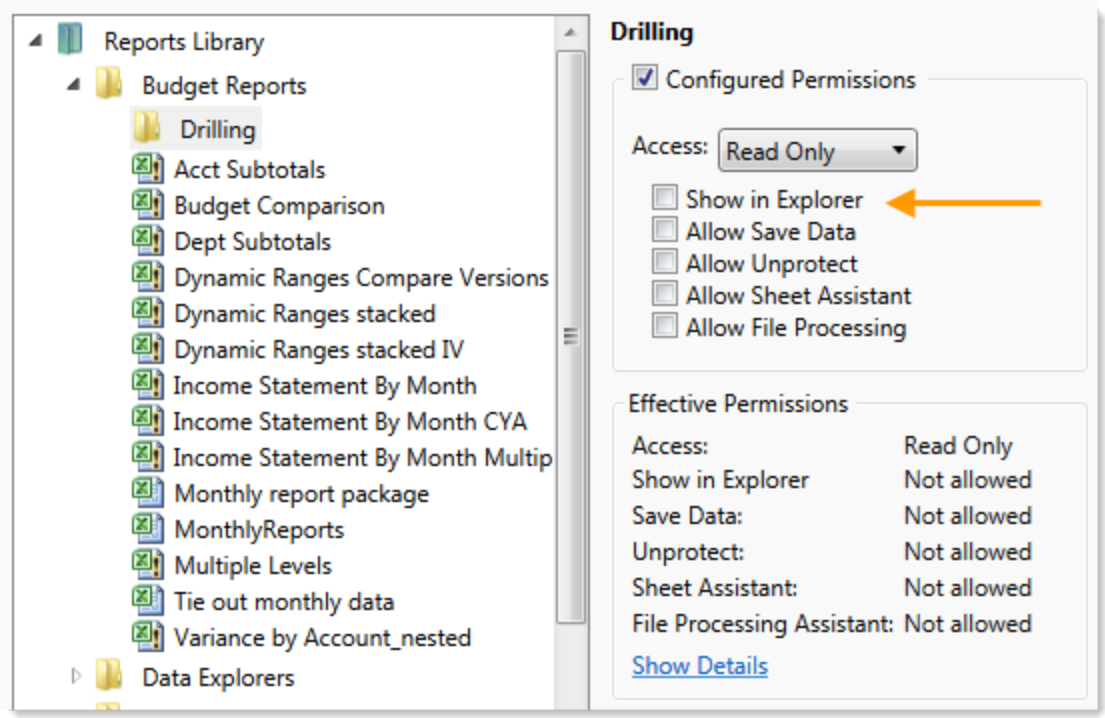
NOTE: The effective permissions also take into account role inheritance and administrator rights (if applicable). Therefore, the sub-folder or file might show a different level of permissions than its parent folder, if it is inheriting from a role.

If rights are set at the library level, but you want to set a different level of rights for a specific folder or file, select **Configured permission** for that folder or file and define the desired level of rights. In the following example, the user has read/write access to the Reports Library, but no access to the **Utilities** sub-folder.



Note that if the user was assigned to a role that had access to the Utilities folder, then the user would be granted that level of access even though the folder is explicitly hidden for the user. Users are granted the highest level of file permissions allowed by their user rights and assigned roles. You cannot override role inheritance for report file access.

It is also possible to grant a user access to a file or folder, but hide that file/folder in the user's Explorer task pane and other "Explorer views." In the following example, the **Drilling** sub-folder contains drill target files. The user needs read-only access to the files in order to perform the drill, but otherwise the user never needs to open the files directly or see the files in their Reports Library. By clearing the **Show in Explorer** option, this folder and its files will not display to the user.



Assigning startup files (Startup tab)

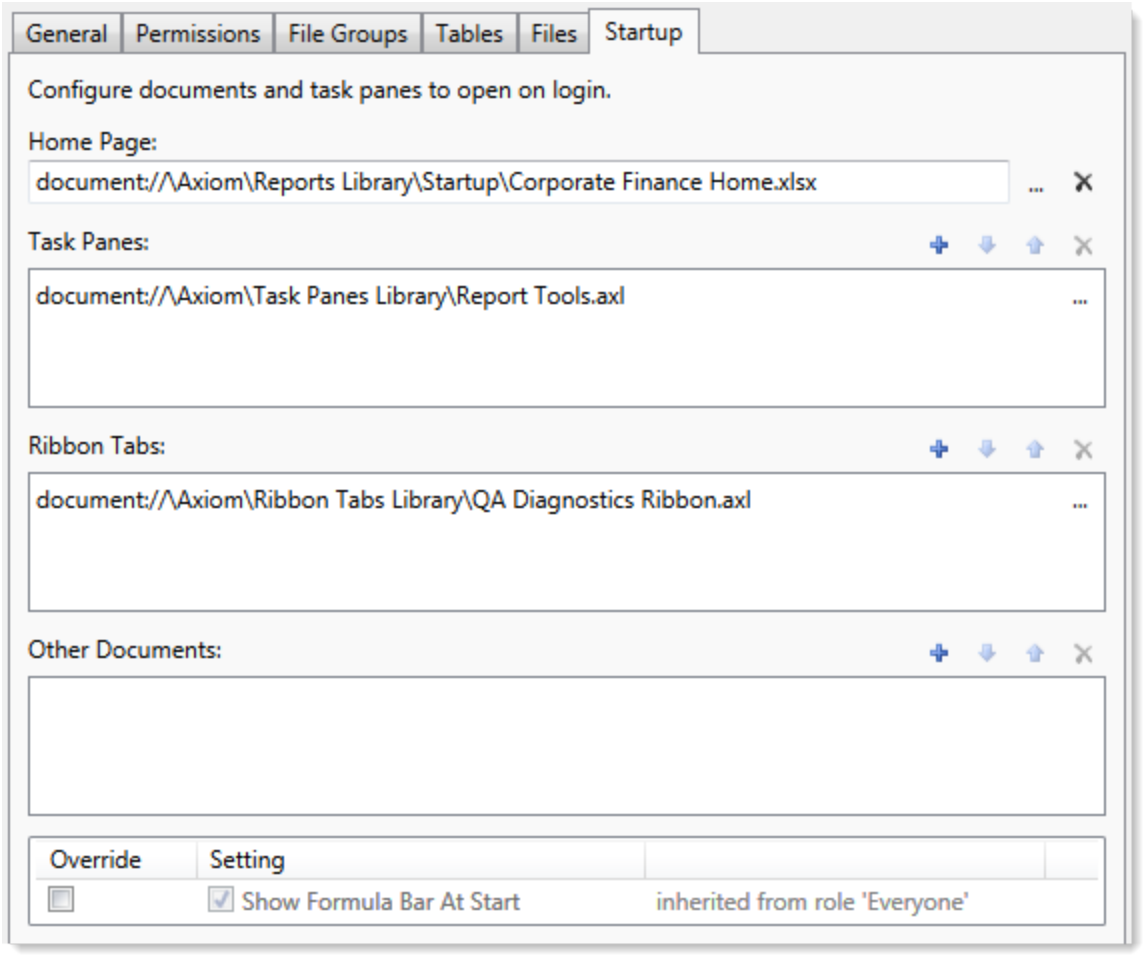
On the **Startup** tab of the **Security Management** dialog, you can specify which files to open automatically when a user logs into the system. You can also configure certain startup options.

Startup files are assigned using the following categories:

- **Home Page**: You can assign an alternate home page for a user or role.
- **Task Panes**: You can assign custom task panes to open on startup.
- **Ribbon Tabs**: You can assign custom ribbon tabs to open on startup.
- **Other Documents**: You can assign additional reports (regular or form-enabled) to open on startup.

NOTE: Startup files are stored by document ID. If you subsequently change the name of a startup file or move it to a different location, the startup configuration will still work. If the file is deleted, the startup item will simply be ignored; it will not cause an error on startup.

Startup files only apply when using the Excel Client or the Windows Client, with one exception: if the assigned home page is an Axiom form, that page will also display as the user's home page when accessing forms in the Web Client.



Example Startup tab

Assigning home pages

You can optionally assign home pages on a user or role basis. If a home page is specified in Security, this file will be used instead of the default files in the Startup folders. You can use any Axiom report (including web reports and Axiom forms), or any normal Excel file stored in the Reports Library.

You can assign each user or role a "global" home page to be used in all clients. You can also override this assignment to show a different home page in the Desktop Client (Excel Client or Windows Client).

The home page is always opened as read-only. The user does not need to be granted permissions to the file in order to open it on startup.

To assign a home page to a user or role:

1. On the **Startup** tab of the **Security Management** dialog, click the **[...]** button to the right of either of the following fields:

Item	Description
Home Page	This "global" home page is used in all clients, unless a Desktop Client Home Page is also specified. If you want this home page to display in the Web Client, the selected file must be web-enabled (either an Axiom form or a web report). If the file is not web-enabled, then the assignment will be ignored for purposes of the Web Client.
Desktop Client Home Page	This home page is used in the Desktop Client only (Windows Client or Excel Client), overriding the Home Page assignment.

The **Shortcut Properties** dialog opens so that you can select a file.

2. To specify the file, click the **[...]** button to the right of the **Shortcut Target** box. In the **Choose Document** dialog, select the desired file from the Reports Library, then click **OK**.
3. Once the file has been selected, specify any of the following optional **Shortcut Parameters**:

Item	Description
Axiom Tab Name	An alternate name to display on the file tab. By default, the tab name is "Home".
Quick Filter	A Quick Filter to apply to the file. The Quick Filter must be a valid filter criteria statement. Once the file is opened, users can clear the filter using the Quick Filter option on the ribbon. **NOTE:** Queries in the target file must be configured to refresh on open, in order for the filter to be applied to the data when the file is opened. This option does not apply to web reports.
Non-closeable	Specifies whether the user can close the file once it has been opened. By default, this is not enabled, which means the file is closeable. If a user closes the home page, they can reopen it using the **Show Home** button on the default Axiom ribbon tab. You might enable this option if you have defined a custom ribbon tab for end users that does not contain the Show Home button. This ensures that users will always have access to the home page by preventing them from closing it.
View As Form	Select this option to open the report as an Axiom form. This option only applies if the report is form-enabled.

4. Click **OK**.

The selected file displays in the **Home Page** box.

You can change the home page assignment at any time, or remove the assignment by clicking the delete ✕ button.

Home page priority order

When a user logs into an Axiom Capital Tracking client, their home page is determined using the following priority order. If the first item on the list is defined, then that file is used, otherwise the next item on the list is used, and so on.

Desktop Client (Excel and Windows)

1. Security-assigned home page at the user level
2. Security-assigned home page for a role the user belongs to (excluding the Everyone role)

   NOTE: If a user belongs to multiple roles, and more than one role has an assigned home page, the home page of the "first" role is used (determined alphabetically by role name).

3. Security-assigned home page for the Everyone role

   Axiom Capital Tracking first cycles through items 1-3 looking for a **Desktop Client Home Page** assignment. If no assignment is found, Axiom Capital Tracking cycles through items 1-3 again, this time looking for a **Home Page** assignment. If no security home page is found, Axiom Capital Tracking continues to the next item.

4. Default home page in the Axiom System directory
   - In the Windows Client, Axiom Capital Tracking checks `\Startup\Home\Windows Client` first, then moves on to `\Startup\Home`.
   - In the Desktop Client, Axiom Capital Tracking checks `\Startup\Home\Excel Client` first, then moves on to `\Startup\Home`.

If no valid home pages are found for the Desktop Client, a blank spreadsheet is used.

Web Client

1. Product-assigned home page

   This item only applies in systems with installed products. If a product area in the Web Client has a designated home page, that home page takes precedence over all other home page assignments. When the user logs into the Web Client, they see the home page for their default product area.

2. Security-assigned home page at the user level
3. Security-assigned home page for a role the user belongs to (excluding the Everyone role)

   NOTE: If a user belongs to multiple roles, and more than one role has an assigned home page, the home page of the "first" role is used (determined alphabetically by role name).

4. Security-assigned home page for the Everyone role

   For the Web Client, only the **Home Page** assignment is considered for items 1-3. The **Desktop Client Home Page** is ignored. The Home Page assignment must be a web-enabled file in order to be used as the Web Client home page. If no valid assignment is present in Security, Axiom Capital Tracking continues to the next item.

5. Default home page in the Axiom System directory

   In the Web Client, Axiom Capital Tracking checks `\Startup\Home\Web Client` for a web-enabled file, and uses that file as the home page if present. The `\Startup\Home` directory is ignored in this case, even if the file in that directory is web-enabled. If no valid home page is present in the Axiom System directory, Axiom Capital Tracking continues to the next item.

6. Default Web Client home page provided by Axiom Capital Tracking

   This page displays the user's notifications and web favorites. This built-in page is only used as the home page if no other home page assignment is found.

Assigning startup task panes

You can assign one or more custom task panes to display automatically when a user logs into the system. Typically, these settings are defined at the role level rather than at the user level—either on the Everyone role to display for all users, or on your organization's defined roles.

Users do not need to have file permissions to access the task panes that are designated to open on startup. Because of this, in most cases you should use the **Non-Closeable** option to specify that the task pane cannot be closed. This will ensure that the task pane is always available to the user. Otherwise, the user could close the task pane and then have no way to open it again, because they do not have access to the file itself.

Users inherit any task panes defined for roles that they are assigned to, in addition to their own assigned task panes. Task panes are opened in the following order:

- Task panes defined for the Everyone role, in the order specified on the Everyone role
- Task panes defined for roles (multiple roles sorted in alphabetical order), in the order specified for the role
- Task panes defined for the user, in the order specified for the user

If a single task pane is listed in more than one place, it is only opened once, the first time it is listed.

NOTES:

- The startup task pane settings do not control the display of system-controlled task panes such as the Sheet Assistant or File Processing. These task panes display dynamically when they are relevant to the current context, if the user has the appropriate rights.
- By default, the Everyone role is configured to open the following built-in task panes on startup: Explorer and Process. These task panes are not system-controlled; if desired you can change their security settings or remove the task panes entirely. For more information, see the discussion on built-in task panes and ribbon tabs in the *System Administration Guide*.

To assign startup task panes to a user or role:

1. On the **Startup** tab of the **Security Management** dialog, click the plus + button at the top of the **Task Panes** box.

   The **Shortcut Properties** dialog opens.

2. To specify the task pane, click the **...** button to the right of the **Shortcut Target** box. In the **Choose Document** dialog, select the desired task pane from the Task Panes Library and then click **OK**.

3. Once the task pane has been selected, specify any of the following optional **Shortcut Parameters**:

Item	Description
Axiom Tab Name	Define an alternate tab name for the task pane (by default, the tab name is the file name).
Non-closeable	Select this option to prevent the user from closing the task pane. This option should be selected for startup task panes if users do not otherwise have access to the task pane. Most end users are not granted access to the Task Panes Library and therefore they only see task panes that are configured to open on startup. In this case, if the user closes the task pane, they will have no way to reopen it (other than to exit the system and then log in again). Preventing users from closing the task pane ensures that it will always be available.

4. Click **OK**. The selected file displays in the **Task Panes** box.

You can repeat this process for as many custom task panes that you want to assign to the user or role.

Once one or more task panes have been assigned, you can modify the assignments as follows:

- To adjust the order of multiple assigned task panes, select the task pane that you want to move and then use the arrow buttons to move it up or down.
- To delete an assigned task pane, select the task pane in the list and then click the **Delete** ✕ button.
- To edit the shortcut parameters of an assigned task pane, double-click the task pane in the list to reopen the **Shortcut Properties** dialog.

Assigning startup ribbon tabs

You can assign one or more custom ribbon tabs to display automatically when a user logs into the system. Typically, these settings are defined at the role level rather than at the user level—either on the Everyone role to display for all users, or on your organization's defined roles.

Keep in mind that just because a ribbon tab is opened at startup does not necessarily mean it will display to the user. You can configure certain ribbon tab options that further control the display. For example, you can specify that a particular ribbon tab only displays if the user is an administrator, or if the current file is a plan file. These options make it easier to configure a ribbon tab for the Everyone role, yet still dynamically control the display so that only the users who need the ribbon tab can see it.

Users do not need to have file permissions to access the ribbon tabs that are designated to open on startup. Startup is the only time that ribbon tabs can be opened in the ribbon, so in general there is no reason to give end users file permissions to these files except for the small handful of users who need to create and edit the ribbon tabs.

Users inherit any ribbon tabs defined for roles that they are assigned to, in addition to their own assigned ribbon tabs. Ribbon tabs are opened in the following order:

- Ribbon tabs defined for the Everyone role, in the order specified on the Everyone role
- Ribbon tabs defined for roles (multiple roles sorted in alphabetical order), in the order specified for the role
- Ribbon tabs defined for the user, in the order specified for the user

Custom ribbon tabs display before (to the left of) any Excel ribbon tabs. In the case of the Windows Client, custom ribbon tabs display before the Home tab.

If a single ribbon tab is listed multiple times, it is only opened once, the first time it is listed.

NOTE: By default, the Everyone role is configured to display two built-in ribbon tabs: Axiom and Axiom Designer. These ribbon tabs are not system-controlled; if desired you can change the security settings for these tabs, customize the tab contents, or remove the tabs entirely. For more information, see the discussion on built-in task panes and ribbon tabs in the *System Administration Guide*.

To assign startup ribbon tabs to a user or role:

1. On the **Startup** tab of the **Security Management** dialog, click the plus ✚ button at the top of the **Ribbon Tabs** box.

   The **Shortcut Properties** dialog opens.

2. To specify the ribbon tab, click the **...** button to the right of the **Shortcut Target** box. In the **Choose Document** dialog, select the desired ribbon tab from the Ribbon Tabs Library and then click **OK**.

3. Once the ribbon tab has been selected, specify any of the following optional **Shortcut Parameters**:

Item	Description
Axiom Tab Name	Optional. Define an alternate tab name for the ribbon tab (by default, the tab name is the file name).
Requires Admin	Select this check box if the ribbon tab should only be visible if the user is an administrator. In general, this option is only used if you are assigning a ribbon tab for the Everyone role, but you want to limit the display to administrators.
Requires Sheet Assistant	Select this check box if the ribbon tab should only be visible if the user has Sheet Assistant permission to the current file. This option can be used to dynamically display a ribbon tab that contains tools appropriate for file designers. Keep in mind that the ribbon tab will dynamically show and hide as the user changes the current file (assuming the user only has Sheet Assistant permission to certain files).
Visible for doc type	Optional. Select a document type if the ribbon tab should only be visible when the current file is a certain type of file. You can specify **Plan File**, **Template**, or **Report**. By default, this option is set to **All**, which means the ribbon tab displays for all file types (assuming it is otherwise eligible to display). If you specify a document type, keep in mind that the ribbon tab will dynamically show and hide as the user switches between different documents. This may be confusing to the user if the ribbon tab is not very obviously designed for a particular document type.

4. Click **OK**. The selected file displays in the **Ribbon Tabs** box.

You can repeat this process for as many custom ribbon tabs that you want to assign to the user or role.

Once one or more ribbon tabs have been assigned, you can modify the assignments as follows:

- To adjust the order of multiple assigned ribbon tabs, select the ribbon tab that you want to move and then use the arrow buttons to move it up or down.
- To delete an assigned ribbon tab, select the ribbon tab in the list and then click the **Delete** ✕ button.
- To edit the shortcut parameters of an assigned ribbon tab, double-click the ribbon tab in the list to reopen the **Shortcut Properties** dialog.

Assigning other startup documents

You can assign other documents to open automatically when a user logs into the Axiom Capital Tracking Desktop Client. These documents are opened in addition to the home file. You can select any Axiom report (including web reports and Axiom forms) or any normal Excel file stored in the Reports Library.

There is no limit on the number of files that can be opened at startup, however, many files or large files may slow performance and cause delays starting Axiom Capital Tracking.

If a document is assigned to open on startup, then it will always open on startup as read-only, regardless of the user's file permissions for that document. The user does not need to have permission to access the file otherwise.

Users inherit any documents defined for roles that they are assigned to, in addition to their own assigned documents. Documents are opened in the following order:

- Documents defined for the Everyone role, in the order specified on the Everyone role
- Documents defined for roles (multiple roles sorted in alphabetical order), in the order specified for the role
- Documents defined for the user, in the order specified for the user

If a single document is listed in more than one place, it is only opened once, the first time it is listed. Note that the home page is always the first document opened.

To assign other startup documents to a user or role:

1. On the **Startup** tab of the **Security Management** dialog, click the plus ✚ button at the top of the **Other Documents** box.

   The **Shortcut Properties** dialog opens.

2. To specify the document, click the **...** button to the right of the **Shortcut Target** box. In the **Choose Document** dialog, select the desired file from the Task Panes Library and then click **OK**.

3. Once the document has been selected, specify any of the following optional **Shortcut Parameters**:

Item	Description
Axiom Tab Name	An alternate name to display on the file tab. By default, the tab name is the file name. If the file is an Axiom form or a web report, then this tab name is only used when launching the Windows Client, and causes the file to open within the application instead of the browser.

Item	Description
Quick Filter	A Quick Filter to apply to the file. The Quick Filter must be a valid filter criteria statement. Once the file is opened, users can clear the filter using the Quick Filter option on the ribbon. **NOTE:** The target file must be refreshed in order for the filter to be applied to the data. One or both of the following settings should be enabled in the file: • **Refresh all Axiom functions on open** (if the file uses functions to return data instead of an Axiom query) • **Refresh data on file open** (for the applicable Axiom queries) This option only applies to Axiom spreadsheet reports and Axiom forms.
Non-closeable	Specifies whether the user can close the file once it has been opened. By default, this is not enabled, which means the file is closeable. You may want to enable this option if users do not otherwise have access to the file. In this case, if the user closes the file, they will have no way to reopen it (other than to exit the system and then log in again). Preventing users from closing the file ensures that it will always be available. You would only do this if the file is something that users need to see throughout their session. If the file is simply informational and users don't need to see it again once they have viewed it, then you probably want to let users close the file.
View As Form	Select this option to open the report as an Axiom form. This option only applies if the report is form-enabled.

4. Click **OK**. The selected file displays in the **Other Documents** box.

You can repeat this process for as many additional documents that you want to assign to the user or role.

Once one or more documents have been assigned, you can modify the assignments as follows:

- To adjust the order of multiple assigned documents, select the document that you want to move and then use the arrow buttons to move it up or down.
- To delete an assigned document, select the document in the list and then click the **Delete** ✕ button.
- To edit the shortcut parameters of an assigned document, double-click the document in the list to reopen the **Shortcut Properties** dialog.

NOTE: When a user launches the Excel Client, any web-enabled startup documents other than the Home file will be opened in the browser instead of within the Excel Client. In the Windows Client, if you define an **Axiom Tab Name** for the web-enabled document, it will open within the application instead within the browser.

Assigning startup options

You can configure startup options that impact how Axiom Capital Tracking displays when a user logs in. These options are listed at the bottom of the **Startup** tab of the **Security Management** dialog, underneath the assigned startup files. You can set these startup options at the user level or at the role level.

Currently there is only one startup option that can be set:

- **Show Formula Bar At Start**

If this option is enabled, then the formula bar automatically shows when a user logs into the Axiom Capital Tracking Excel Client or the Windows Client. If this option is disabled, then the formula bar is hidden.

Users can still toggle the formula bar shown or hidden using the **Formula Bar** check box on the **Axiom** ribbon tab. This startup option simply determines the initial state of the formula bar when the user logs in; it does not prevent the user from changing that state later.

By default, all users are set to show the formula bar at start, via the Everyone role. If you want to change this behavior, you have several options:

- You can override the behavior for specific users by clicking the **Override** check box and then clearing the check box for **Show Formula Bar At Start**. This means that the formula bar will be hidden at start for this user.
- You can clear the **Show Formula Bar At Start** check box for the Everyone role, and then set the option as desired for specific users and roles.

NOTE: It is not possible to leave the option enabled for the Everyone role and then override it by role. If you want some roles to show the formula bar and others to hide it, then you must disable the option on the Everyone role and then enable or disable it as appropriate for your other roles.

This setting is always enabled for admin users and cannot be disabled. However, for admin users only, Axiom Capital Tracking will remember the last state of the formula bar and apply that on startup, disregarding this setting.

Security Subsystems

Security subsystems allow you to define groups of users to be managed as a distinct "subset" of users within the system. Using subsystems, you can:

- Define a group of users to belong to the subsystem and be limited to a certain maximum level of permissions. When you create a subsystem, you are essentially drawing a permissions boundary that users who belong to the subsystem cannot cross.
- Assign one or more subsystem administrators who can manage security for the users that belong to the subsystem. This allows you to give certain users the right to manage other users' permissions, without needing to grant them full administrator rights or even full security administration rights.

Subsystems are *not* an alternative to roles. Roles grant permissions as a group; roles cannot be used to deny permissions or to grant user management rights. Subsystems are intended for situations where you need to create independently-managed user groups that work within the same system but only need access to specific defined areas of that system. Roles can then be used to grant permissions within the limits of the subsystem.

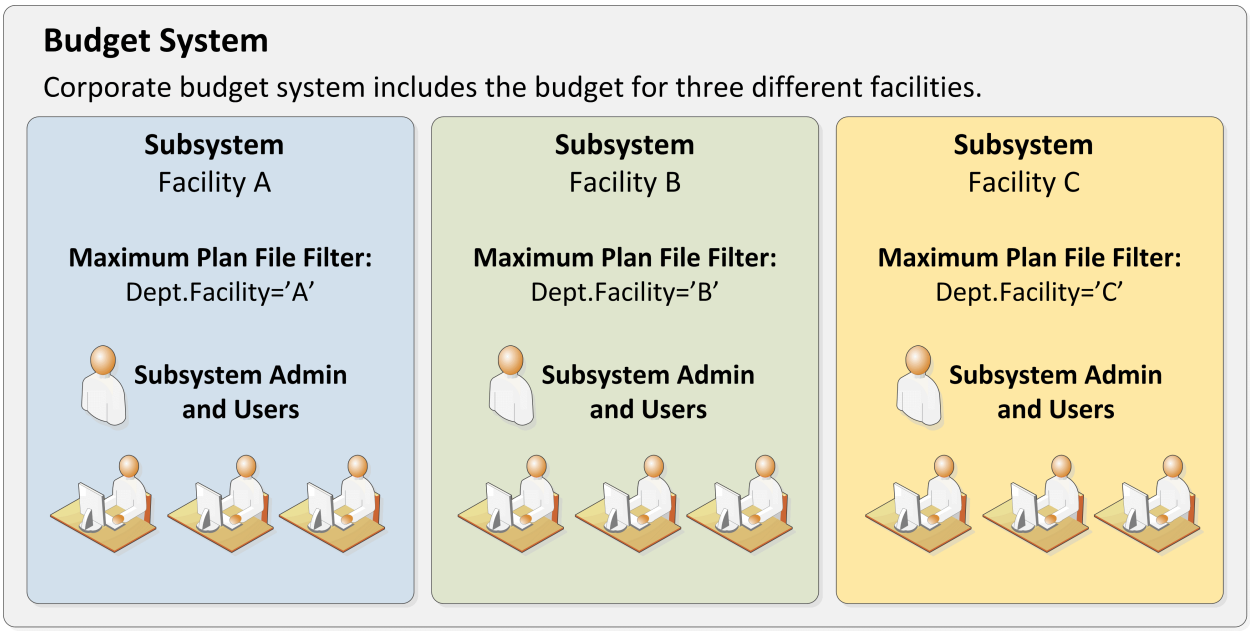
NOTE: Subsystems are optional in systems without installed products. Subsystem features are only available if you have enabled them using the system configuration settings.

About subsystems

Subsystems are used to create distinct groups of users who need to be restricted to a certain maximum level of access. When you create a subsystem, you define:

- The maximum permissions for the subsystem. Using the standard security permission settings, you specify the maximum level of permissions that any user who belongs to this subsystem can have.
- The users who belong to the subsystem. The permissions for these users cannot exceed the subsystem maximum permissions. Roles can also optionally belong to a subsystem, and will be limited to the subsystem maximum permissions.
- The subsystem administrators. Subsystem administrators can access Axiom Capital Tracking security for purposes of managing users and roles that belong to the subsystem.

For example, imagine that your organization has three different facilities, and you budget for all of these facilities within the same Axiom Capital Tracking system. Each facility has a set of users, and you want to limit those users to a specific set of plan files and reports. You also want to allow the finance manager of each facility to control the user rights for their facility, but you do not want to make them full system administrators.



Example system with subsystems

You could use subsystems for this configuration as follows:

- Create a subsystem for each of the facilities. You can assign existing users to the subsystem, and/or the subsystem administrator can create users for the subsystem.
- Within each subsystem, specify the maximum level of user rights for that facility. This would include plan file access filters to restrict the set of plan files in a file group, and folder permissions for the Reports Library (for example, each facility might have their own folder in the Reports Library, and you would grant each subsystem permission to only the appropriate folder).
- Within each subsystem, assign the facility's finance manager as the subsystem administrator. That user could then manage the rights for each user in the subsystem, including granting the users rights to the necessary plan files and reports (either individually or by using roles). The users can have a lower level of rights than what is allowed by the subsystem, but they cannot have a higher level.

Each user can belong to one or more subsystems. If a user belongs to multiple subsystems, the limits for each subsystem will be applied independently (in other words, using OR to concatenate the restrictions where applicable instead of AND).

In systems with installed products, subsystems are used to control access to specific products. These subsystems are product-controlled and delivered with the product. For example, you may have subsystems for Capital Planning and Budget Planning. You can assign users to subsystems based on the specific products they should be able to access.

About subsystem administrators

When a user is assigned as a subsystem administrator, that user can access security for the purposes of managing users and roles that belong to the subsystem.

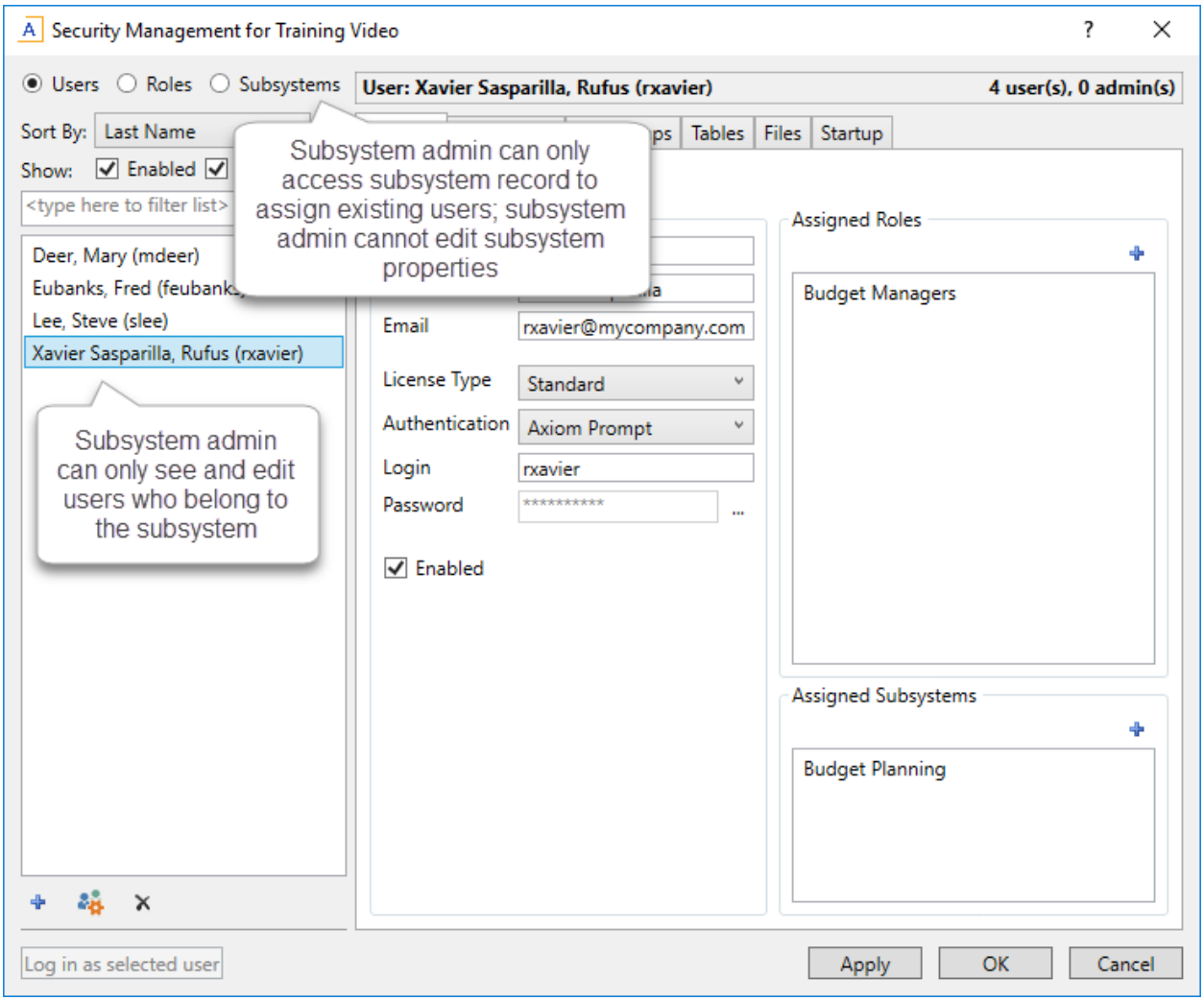
Subsystem administrators are not administrator-level users. The behavior is similar to being granted the **Administer Security** permission, except that the subsystem administrator can only work with users and roles within the subsystem.

Subsystem administrators can do the following:

- Create, edit, and delete users and roles within the subsystem.
- Assign roles to users in the subsystem. The users can be assigned to subsystem-specific roles or to "global" roles (roles that do not belong to any subsystem).
- Remove locks held by users in the subsystem. This applies to document and table locks, and save data locks, where the subsystem administrator has some level of access to the locked item.
- Use **Log in as selected user** to test the permissions of any user in the subsystem by logging in as that user. (Note that if a system administrator is assigned to the subsystem, the subsystem administrator cannot log in as that user.)

Subsystem administrators cannot edit the subsystem settings, except to assign users and roles to the subsystem. It is assumed that the subsystem is created by a system administrator (or delivered as part of an installed product), and then the subsystem administrator simply manages the users and roles within that predefined framework.

The subsystem administrator can be any user. The subsystem administrator may belong to the subsystem as a user if desired, but that is not a requirement. If the subsystem administrator is also a member of the subsystem, then the subsystem administrator can edit his or her own user permissions, but overall those permissions are restricted by the limits of the subsystem.



Example Security dialog for a subsystem administrator

About subsystems and roles

Subsystems can be used in conjunction with roles. You can assign a user to a subsystem, and then assign the user to one or more roles to grant security permissions. These permissions are then limited by the subsystem boundaries.

There are two ways that you can use roles with subsystems:

- You can assign subsystem users to "global" roles, meaning standard roles that don't belong to a subsystem. These roles can contain users that belong to any subsystem. The role permissions are inherited "as is" by the user and then the user's effective permissions are restricted by their assigned subsystem.
- You can assign a role to a subsystem, and then assign users in the subsystem to the role. In this case, only users who also belong to the subsystem can belong to the role. Also, the role permissions are restricted by the assigned subsystem before the user inherits the permissions.

Subsystem-specific roles are recommended if users may belong to multiple subsystems, due to the small but crucial difference in how role inheritance and subsystem restrictions interact. Also, subsystem administrators can create and edit subsystem-specific roles, which provides the subsystem administrator with greater control over the use of roles with their subsystem users. When using global roles, subsystem administrators can only assign users to the role, they cannot edit the role or see the role's permissions.

Role inheritance and subsystems

If each user only belongs to one subsystem, then there is no difference in the effective permissions when users inherit permissions from global roles or from subsystem-specific roles. However, if a user can belong to multiple subsystems, then the effective permissions can vary depending on which type of role is used.

To illustrate this difference, consider the following plan file filter settings for a file group:

User configured permission:	No Access
Role configured permission:	All Plan Files
Subsystem maximum permission:	DEPT.Facility=5

In this configuration, it doesn't matter whether the role is global or whether it belongs to the subsystem. In both cases, the user will ultimately be restricted to plan files that are assigned to Facility 5. If the role is global, then the subsystem restriction of Facility 5 will be applied to the user after the role inheritance. If the role belongs to a subsystem, then the Facility 5 restriction will be applied to the role before the permissions are inherited. Either way, the end result of the effective permission is the same.

Now consider what can happen if the role is global and the user belongs to two subsystems instead of just one:

User configured permission:	No Access
Role configured permission:	All Plan Files
Subsystem 1 maximum permission:	DEPT.Facility=5
Subsystem 2 maximum permission:	All Plan Files

In this configuration, the user inherits the permission from the global role before the subsystem restrictions are applied to the user. So the user's starting permission is All Plan Files. Because the user's multiple subsystem restrictions are combined using OR, the ultimate subsystem restriction is Dept.Facility=5 OR All Plan Files (which effectively means no restriction—the combined subsystem maximum permission allows access to all plan files). Together with the inherited role permission, this means the user has access to all plan files.

The organization may have intended the user to have access to all plan files. The user belongs to Subsystem 2 and that subsystem allows access to all plan files, so it is a valid result if the user is assigned to a role that grants access to all plan files. However, a potential issue may arise if the role assignment was made by the Subsystem 1 administrator. This subsystem administrator may not know that the user also belongs to Subsystem 2 and/or may not know that Subsystem 2 has a maximum permission of All Plan Files. The Subsystem 1 administrator can only consider the impact of his or her subsystem's restrictions, which would limit the user to plan files from Facility 5. The granting of all plan files via the Subsystem 2 maximum permission may be unintentional.

So if subsystem administrators are managing role assignments and users can belong to multiple subsystems, the only way to ensure that permissions are limited by each respective subsystem is to use subsystem-specific roles instead of global roles. For example, consider the following configuration where the user belongs to multiple subsystems and is assigned to subsystem-specific roles:

User configured permission:	No Access
Role configured permission (Subsystem 1):	All Plan Files
Role configured permission (Subsystem 2):	No Access
Subsystem 1 maximum permission:	DEPT.Facility=5
Subsystem 2 maximum permission:	All Plan Files

Now the role filters are limited by the subsystem restrictions *before* the user inherits permissions from the roles. This gets resolved as follows:

- Subsystem 1 role permission of All Plan Files is restricted by the Subsystem 1 maximum permission of Dept.Facility=5. The user can access only those plan files that belong to Facility 5.
- Subsystem 2 role permission of No Access needs no further resolution—the user is not granted access to any plan files via this subsystem.
- So even though the user's combined subsystem restriction is the same as in the previous example, this is no longer an issue because the role permissions are restricted by their respective subsystems before being inherited by the user. In this case this means the user is only granted the plan file access from the Subsystem 1 role, meaning the user only has access to plan files for Facility 5.

Now imagine the same permissions except that the role configured permission for Subsystem 2 is Dept.VP='Smith' instead of No Access. Now the user's effective permission is as follows:

```
(DEPT.VP='Smith') OR (DEPT.Facility=5)
```

This means the user can access any plan files from Facility 5, and any plan files where the assigned VP is Smith.

Managing subsystems

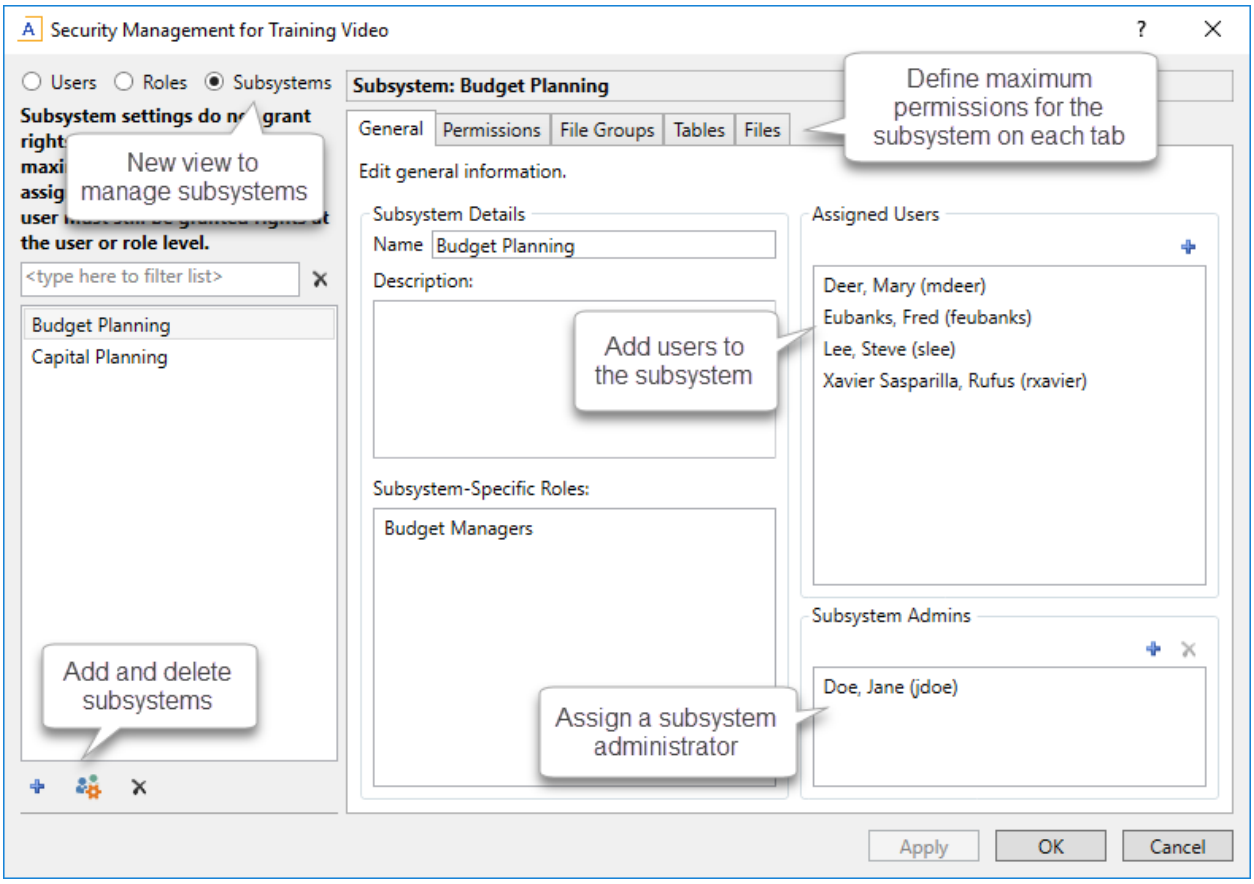
Using the **Security Management** dialog, you can create new subsystems, edit existing subsystems, and delete subsystems. To access this dialog:

- On the **Axiom** tab, in the **Administration** group, click **Manage > Security > Security Manager**.

> **NOTE:** In systems with installed products, this feature may be located on the **Admin** tab. In the **System Management** group, click **Security > Security Manager**.

To work with subsystems, select **Subsystems** in the top left-hand corner of the dialog.

> **NOTE:** Only administrators and users with the **Administer Security** permission can create, edit, and delete subsystems. Subsystem administrators are limited to viewing the **General** tab of the subsystem only, for purposes of assigning existing users to the subsystem.



Security dialog with subsystems enabled

To save changes, click **Apply** (or **OK** if you are finished editing security settings).

Creating subsystems

You can create a new blank subsystem, or you can clone the settings of an existing subsystem. If you clone a subsystem, all of that subsystem's settings are copied to the new subsystem, *except* for assigned users.

To create a subsystem, click one of the following buttons located underneath the subsystem list:

- To create a new blank subsystem, click **Create subsystem** .
- To clone an existing subsystem, select that subsystem in the list and then click **Clone subsystem** .

The new subsystem is added to the list. You can define the settings for the new subsystem as desired, and you can assign users and roles to the subsystem. You can also assign a user as a subsystem administrator, to manage the users within the subsystem.

For more information on completing subsystem settings, see:

- Defining subsystem properties (General tab)
- Defining maximum permissions for subsystems

Editing subsystems

To edit a subsystem, select a subsystem from the **Subsystems** list, then make any changes to that subsystem. Changes to subsystem settings take effect when the changes are saved.

Deleting subsystems

To delete a subsystem, select a subsystem from the **Subsystems** list, then click **Delete subsystem** . You are prompted to confirm that you want to delete the subsystem.

A subsystem cannot be deleted if users are assigned to it.

Defining subsystem properties (General tab)

The following settings are available for subsystems on the **General** tab.

Subsystem Details

Each subsystem has the following general properties:

Item	Description
Name	The name of the subsystem.
Description	A description of the subsystem.

Subsystem-Specific Roles

Multiple roles can be assigned to a subsystem. If the subsystem already has assigned roles, those roles are displayed here.

It is not possible to assign roles from the subsystem record. Roles can be assigned to subsystems from the role record, using the **Subsystem** box. See Managing subsystem roles.

Assigned Users

Multiple users can be assigned to a subsystem. If the subsystem already has assigned users, those users are displayed here.

Subsystem assignments can be made when editing either the user or the subsystem. See Managing subsystem users.

Subsystem Admins

One or more users can be assigned as a subsystem administrator. Only administrators and users with the **Administer Security** permission can assign or remove a subsystem administrator. Subsystem administrators do not see this section when they view the subsystem record.

- To assign a user as a subsystem administrator, click **Add** ✚. In the **Assign Users** dialog, you can select one or more users to add as a subsystem administrator.

  Assigning a user as a subsystem administrator does not automatically add the user to the subsystem. Subsystem administrators are not required to belong to the subsystem. However, if you want the user to also belong to the subsystem, then you must separately assign the user to the subsystem.

- To remove a user as a subsystem administrator, select the user in the list and then click **Remove** ✕. You can select and remove multiple users at once.

Subsystem administrators can access the **Security Management** dialog for the purposes of managing users for the subsystem. Subsystem administrators do not otherwise have administrator-level permissions. For more information on subsystem administration rights, see About subsystem administrators.

Defining maximum permissions for subsystems

When defining security settings for a subsystem, you are defining the maximum permission that any user who belongs to the subsystem can have. Users are not granted these permissions by the subsystem; they are restricted to having this level of permission or less. Generally this means that you must define the maximum desired settings on each tab of the dialog, or else no users in the subsystem can have access to the features controlled by that tab.

You can imagine the subsystem permissions as defining an outer boundary of user rights. Users that belong to the subsystem can be assigned to roles and can be granted individual permissions as normal. Any user permissions that fall within the subsystem boundary will be given to the user. Any user permissions that fall outside of the subsystem boundary will be ignored.

At minimum, you must define settings on the following tabs:

- **File Groups** tab, to specify which file groups the subsystem can access and the maximum allowed access.
- **Tables** tab, to specify which tables the subsystem can access and the maximum allowed access.
- **Files** tab, to specify which folders and files the subsystem can access and the maximum allowed access. In most cases this will include defining access permissions to reports. Optionally, you can grant access to scheduler jobs, task panes, and imports.

If users in the subsystem will not need any special permissions, then you can ignore the **Permissions** tab. Otherwise, you must define the maximum allowed access on that tab.

NOTES:

- If a user belongs to more than one subsystem, then the allowed permissions in one subsystem may exceed the permissions allowed in another subsystem. In this case the permissions "boundary" is the combination of the subsystems, where the user is granted the more permissive boundary (not restricted to the less permissive boundary). In this circumstance, you may find it useful to use subsystem-specific roles to grant permissions to users instead of "global" roles.
- If a system administrator is assigned to a subsystem, the administrator permission takes precedence over the subsystem limitation. Subsystem limitations do not apply to system administrators.

Permissions tab

Select the check boxes for the permissions that you want to be available to users in the subsystem.

For example, if you know that some users in the subsystem need to have access to Scheduler, then you must select the **Scheduled Jobs User** permission for the subsystem. The users' individual permissions and role inheritance will determine which users in the subsystem actually have the **Scheduled Jobs User** permission.

If no users in the subsystem need to have any of these permissions, then you can leave the entire tab unchecked.

NOTE: In most cases, you should *not* select the **Administer Security** permission for a subsystem. If a subsystem user is granted this permission, they will be able to manage all users and roles in the system, not just the subsystem users and roles. Subsystem administrators do not need to be granted this separate permission in order to manage the users in the subsystem.

File Groups tab

For subsystems, you can define a single permission set for each file group. This maximum permission set will be applied against all permission sets defined for the user and inherited from the user's roles. If no permission set is defined for a file group, then the subsystem does not allow access to that file group.

If you want the users in the subsystem to be able to access plan files in a particular file group, then you must create a permission set and configure it as follows:

- Set the file access level to the highest level that you need to make available to users in the subsystem. Typically this means setting the access to at least **Read-Only**. You must also specify whether the subsystem has access to **Allow Save Data**, **Allow Calc Method Insert**, and **Allow Calc Method Change**. Remember that if you are using process management to manage access to plan files, then you do not need to select Allow Save Data because the plan file process will automatically elevate user permissions as necessary.

  NOTE: The setting **Interacts with Process Management** is not available to subsystem permissions. There is no way to disable process interaction at the subsystem level.

- Apply the permission settings to the maximum group of plan files that you need to make available to users in the subsystem.

  You must either select **All plan files** or specify a plan file filter. For example, if you specify a filter such as `DEPT.Facility=5`, then users in this subsystem can only access plan files for facility 5. Any user or role permission that falls outside of that filter is ignored.

  If the subsystem has a plan file filter, and a user in the subsystem is assigned a plan file filter (either individually or via a role), then the subsystem filter and the user filter are concatenated using AND. This restricts the user to only accessing files that match both the user filter and the subsystem filter. For example, if the subsystem filter is `DEPT.Facility=5` and the user filter is `DEPT.VP='Jones'`, then the user can only access plan files that are assigned to VP Jones AND which belong to facility 5.

NOTE: The **Create New Records** maximum permission is enabled by default for on-demand file groups. This is set automatically on the subsystem whenever a new on-demand file group is created. Also, when you create a new subsystem, this permission is automatically set for any existing on-demand file groups. This behavior is to enable the default permissions for on-demand file groups, which are automatically set to allow creating new records via the Everyone role.

Tables tab

If you want the users in the subsystem to be able to access data in particular tables, then you must define access for the table (at either the table or table type level).

When granting access, you must define the maximum level of access needed for the subsystem. For example, if some users in the subsystem need full access to the GL table type, but other users need filtered access, then you must set the GL table type to full access. The users' individual rights and role inheritance will determine their actual level of rights within this boundary.

If a subsystem has a table filter, and a user in the subsystem is assigned a table filter (either individually or via a role), then the subsystem filter and the user filter are concatenated using AND. This restricts the user to only accessing data that matches both the user filter and the subsystem filter. For example, if the subsystem filter is `DEPT.Facility=5` and the user filter is `DEPT.VP='Jones'`, then the user can only access data for VP Jones within facility 5.

NOTE: The default maximum permission for document reference tables is full access. This is set automatically in the subsystem whenever a new document reference table is created. Also, when you create a new subsystem, the maximum permission is automatically set for any existing document reference tables. This behavior is to enable the default permissions for document reference tables, which are automatically set to full access via the Everyone role.

Files tab

If you want users in the subsystem to be able to access a particular folder or file, then you must define access to those folders / files.

NOTE: Remember that users do not need to be granted access to files that are configured as startup files. If the user or role is assigned a file to open on startup, that file will be opened as a startup file, regardless of whether the subsystem allows access to that file.

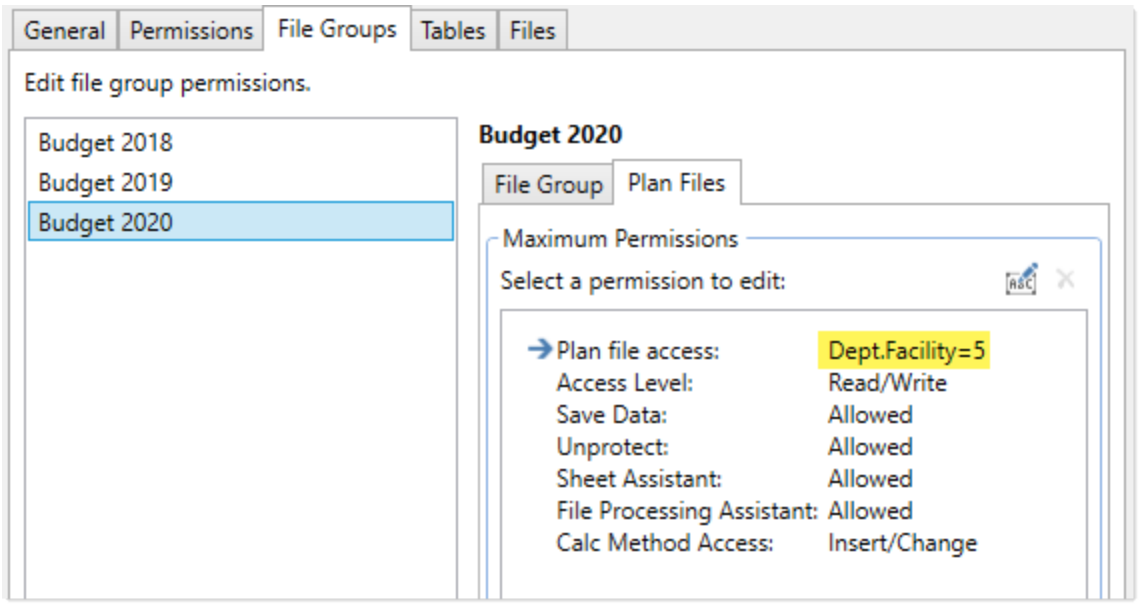
Remember that subfolders and files will inherit any permission set at a "parent" folder level (unless permission is explicitly set for the lower level). For this reason, the effective permissions section displays for the subsystem, so that you can select a folder or file and see any inherited permissions for that item.

Where applicable, you should attempt to specify permissions at a level that accommodates ongoing folder and file additions. For example, if each subsystem will have its own reports folder and that is the maximum access required, then you can define access for just that folder. If the subsystem needs access throughout the Reports Library, then you most likely want to define the maximum access at the Reports Library level (perhaps also explicitly blocking access to certain subfolders and files). The users' individual rights and role inheritance will determine their actual level of rights within this boundary.

Example

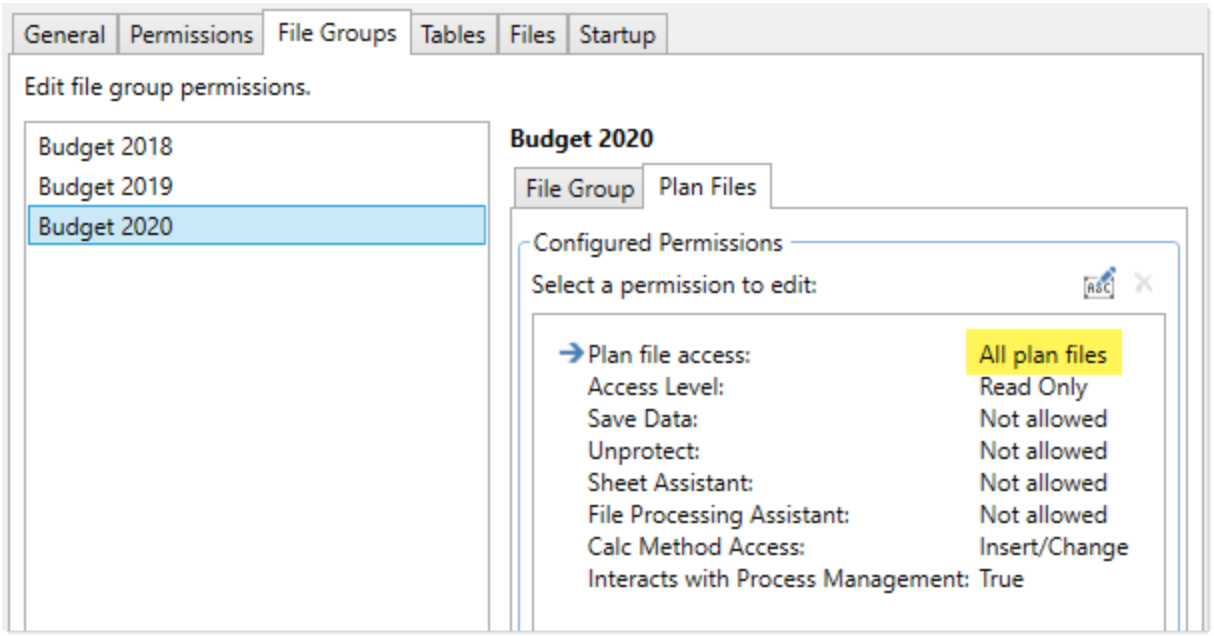
This example illustrates how subsystem maximum permissions limit users who are assigned to the subsystem.

The following screenshot shows file group maximum permissions for a subsystem named Facility 5. For file group Budget 2020, the subsystem is limited by the following filter: `DEPT.Facility=5`. Users who belong to this subsystem can only access plan files that are assigned to Facility 5.



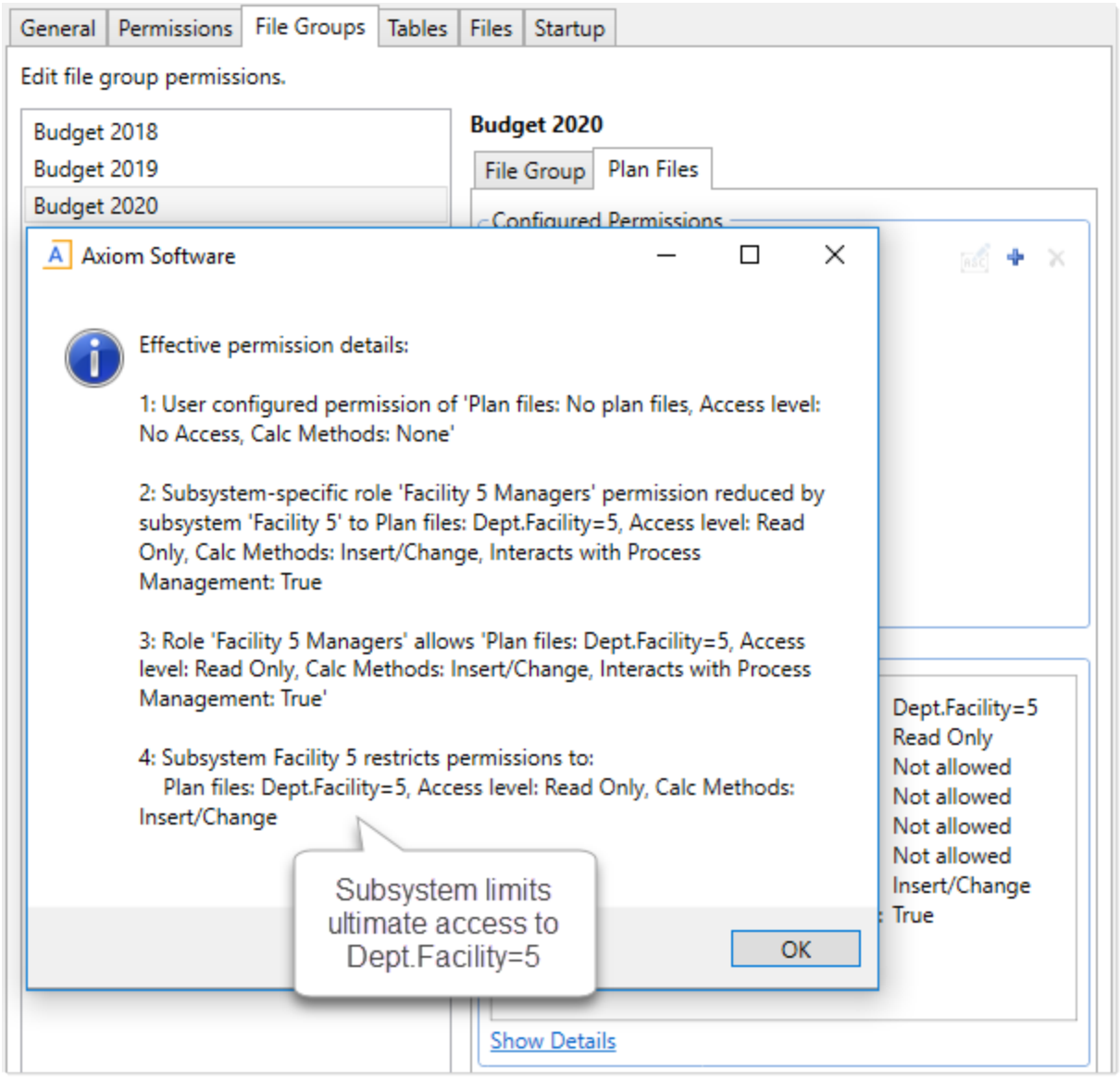
Subsystem maximum permissions

Subsystem settings do not grant any permissions; they only define a maximum boundary of permissions. Therefore users assigned to the subsystem must also be assigned to roles or be granted their own individual security permissions. Imagine that some users belonging to the Facility 5 subsystem are also assigned to the Facility 5 Managers role. This role grants access to all plan files within file group Budget 2020.



Role permissions

Although the role grants access to all plan files, the subsystem is limited to DEPT.Facility=5. The users in the subsystem cannot have greater permission than what is allowed by the subsystem (assuming the users only belong to one subsystem). Therefore the effective permission for this user is DEPT.Facility=5.



User effective permissions once roles and subsystems are applied

Managing subsystem roles

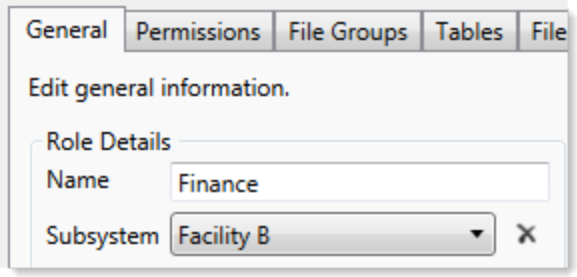
You can create new roles for a subsystem, and you can assign existing roles to a subsystem. When a role belongs to a subsystem, the role permissions are restricted by the subsystem boundaries, and all users in the role must also belong to the subsystem.

When assigning subsystem users to roles, you can use the subsystem roles or you can use "global" roles (that do not belong to the subsystem). For more information on the difference in behavior, see About subsystems and roles.

The subsystem settings should be completed before assigning any roles (unless the roles do not contain any users yet), to ensure that all desired subsystem restrictions are in place before any subsystem users log in.

Assigning a role to a subsystem

When you create or edit a role, you can assign it to a particular subsystem. Use the **Subsystem** drop-down list on the **General** tab to assign the role to a subsystem.



- This assignment can only be made on the role record. The **Subsystem-Specific Roles** section on the subsystem record is for information only; assignment changes cannot be made there.
- Only administrators and users with the **Administer Security** permission can assign an existing role to a subsystem. If the role already has assigned users who do not belong to the subsystem when the role is assigned to the subsystem, then a validation error displays in the Security Management dialog. All users in the role must belong to the subsystem in order to assign the role to the subsystem.
- Subsystem administrators can create new roles for the subsystem. When a subsystem administrator creates a new role, it is automatically assigned to the subsystem when it is created. If the subsystem administrator manages multiple subsystems, then the role's subsystem assignment can be changed to any of those subsystems.
- Only administrators and users with the **Administer Security** permission can remove a role from a subsystem. Click the **Remove** button to clear the assigned subsystem.

Managing subsystem users

You can create new users for a subsystem, and you can assign existing users to a subsystem. When a user belongs to a subsystem, the user's permissions are limited according to the subsystem boundaries. Users can belong to multiple subsystems.

The subsystem settings should be completed before assigning any users, to ensure that all desired subsystem restrictions are in place before any subsystem users log in.

If the subsystem feature is enabled, then all non-administrator users must be assigned to a subsystem. If a user does not belong to a subsystem, then that user will be blocked from logging in (unless the user is an administrator, a subsystem administrator, or a user with the **Manage Security** permission). This requirement is intended to help ensure that all non-administrator users have a subsystem limit applied to their security permissions.

NOTE: Alternatively, you can use the Security Manager page in the Web Client to assign users to subsystems.

Assigning existing users to a subsystem

Administrators and users with the **Administer Security** permission can assign existing users to a subsystem from either the user record or the subsystem record. Any changes made in one area are automatically applied to the other area.

- From the subsystem record, on the **General** tab, click the **Add** + button in the **Assigned Users** section to add a user to the subsystem.
- From the user record, on the **General** tab, click the **Add** + button in the **Assigned Subsystems** section to assign the user to a subsystem.

Subsystem administrators cannot assign existing users to a subsystem, because subsystem administrators can only see user records for users that are already in the subsystem. It is assumed that a general security administrator will add existing users to the subsystem as needed. (The exception is if a user is the subsystem administrator for multiple subsystems. In that case, if an existing user belongs to one of the subsystems but not the other, the subsystem administrator can assign that user to the other subsystem.)

Creating new users for a subsystem

Subsystem administrators can create new users for use in a subsystem. When the new user is created, the user is automatically assigned to the subsystem.

If the subsystem administrator manages multiple subsystems then one of those subsystems will be assigned at random when the user is created. Once the user has been saved, the subsystem administrator can edit the user to change the subsystem assignment as needed.

When creating a new user, administrators and users with the **Administer Security** permission must save the new user before they are able to assign the user to a subsystem. The **Assigned Subsystems** box is not editable until the user has been saved.

Removing a user from a subsystem

Administrators, users with the **Administer Security** permission, and subsystem administrators can remove a user from a subsystem. This can be done from either the user record or the subsystem record.

- From the subsystem record, on the **General** tab, select one or more users in the **Assigned Users** section and then click the **Remove** button.
- From the user record, on the **General** tab, select one or more subsystems in the **Assigned Subsystems** section and then click the **Remove** button.

If a non-admin user is removed from all subsystems, then that user will no longer be able to log into Axiom Capital Tracking. The user must be assigned to a subsystem or granted administrator-level permissions before they are able to log in again.

Bulk edit of security

You can manage users, roles, and subsystems in bulk by using the **Open Security in Spreadsheet** feature. You can edit, add, and delete multiple users, roles, and subsystems simultaneously within a spreadsheet interface.

Only users with access to security can use this feature: administrators, users with the **Administer Security** permission, and subsystem administrators. The spreadsheet is limited as appropriate depending on the user's rights.

The following items *cannot* be edited in the spreadsheet interface; you must use the Security Management dialog for these items:

- File and folder access to any Axiom library (settings defined in the **Files** tab)
- Startup documents (settings defined in the **Startup** tab)

Opening security in a spreadsheet

To manage security in a spreadsheet:

1. On the **Axiom** tab, in the **Administration** group, click **Security > Open in Spreadsheet**.

   NOTE: In systems with installed products, this feature may be located on the **Admin** tab. In the **System Management** group, click **Security > Open in Spreadsheet**.

   The **Open Security in Spreadsheet** dialog opens.

2. At the top of the dialog, specify how you want users and roles presented in the spreadsheet:
   - **Horizontally** (default): Users, roles, and subsystems are displayed horizontally across columns. The security settings are displayed in rows.
   - **Vertically**: Users, roles, and subsystems are displayed vertically down rows. The security settings are displayed in columns.

3. Optional. If you want to limit the security settings that display in the spreadsheet, modify the check boxes in the **Select items to include** section.

   For example, you might only want to work with a particular file group or table type. General user and role properties (such as name, email, etc.) are always included in the spreadsheet.

   Clear the check boxes for any items that you do not want to display in the spreadsheet. You can select or clear items by major category (File Groups, Tables, etc.), or you can expand the major categories to select or clear the individual items (such as individual file groups).

4. Optional. If you want to filter the users that display in the spreadsheet, select the **Filter users** check box. By default, the spreadsheet displays all users, roles, and subsystems for the current system.

   If **Filter users** is checked, you can specify the following options to filter users:

Item	Description
Include users who are	Select the following options to include those users in the spreadsheet: • **Enabled** users • **Disabled** users By default, both options are selected, which means that both enabled and disabled users will be included in the spreadsheet. If both options are cleared, then only roles (and subsystems, if applicable) will be included in the spreadsheet.
Include users in these roles	If you want to only view users that belong to specific roles, select the check boxes for those roles. You can also choose to view users who do not belong to any roles. You can use the **Select All** and **Clear All** links to select or clear all roles. This selection also limits the role records that will be included in the spreadsheet.
Include users from these subsystems	If you want to only view users that belong to specific subsystems, select the check boxes for those subsystems. You can also choose to view users who do not belong to any subsystems. You can use the **Select All** and **Clear All** links to select or clear all roles. This also limits the subsystem records that will be included in the spreadsheet. This option only displays if subsystems are enabled for your system.

   Selections from multiple categories will be combined. For example, if you select role Finance and subsystem 5, then the spreadsheet will contain all users that are in *either* the Finance role or subsystem 5 (*not* users who only belong to subsystem 5 and the Finance role).

5. Click **OK**.

The spreadsheet opens with the selected security options.

	B	D	E	F
1	**Login or Role (prefix role with 'role:')**	jbird	jdoe	jguppy
2				
3	**Delete**	No	No	No
4				
5	**General:**			
6	First Name or Role Description	jason	Jane	jason
7	Last Name	bird	Doe	guppy
8	Email Address			
9	Password			
10	Enabled	TRUE	TRUE	TRUE
11	Directory Sync Enabled	TRUE	TRUE	TRUE
12	User License Type	Standard	Standard	Standard
13	Authentication Type	Windows Passthrough	Axiom Prompt	Windows Passthrough
14	Roles (semi-colon separated)			
15	Administrator	TRUE	FALSE	TRUE
16				
17	**Permissions:**			
18	Access Custom Menus	Inherit	Inherit	Inherit
19	Administer Auditing Settings	Inherit	Inherit	Inherit
20	Administer Axiom Explorer	Inherit	Inherit	Inherit
21	Administer Calc Methods	Inherit	Inherit	Inherit
22	Administer Exports	Inherit	Inherit	Inherit

Example security spreadsheet (horizontal orientation)

Editing existing records

To edit the settings for a user, role, or subsystem, make changes directly in the spreadsheet. See the following section *Security settings in the spreadsheet interface* for more information on editing settings within the spreadsheet interface.

NOTE: You cannot edit user login names or role and subsystem names within the spreadsheet interface. If the name is changed, it will be saved as a new record, and the existing record will be unchanged.

For subsystem administrators, only users and roles that belong to their assigned subsystems are brought into the spreadsheet. Subsystem settings are not brought into the spreadsheet.

Adding new records

You can add new users, roles, and subsystems within the spreadsheet interface.

To add a new user, type the new user's login name in an empty cell in row 1 or column A (depending on the spreadsheet orientation), and then complete the desired security settings for that user. Note the following:

- Last name, first name, and email address are required for new users. If these items are blank, a save error will result. Other user properties such as license type and authentication type will use the same default values as when adding a new user in the Security Management dialog.

- You can type a password or leave the password blank. If left blank, the user will be assigned a randomly generated password.

To add a new role, type the role name in an empty cell in row 1 or column A (depending on the spreadsheet orientation), prefixed by "role:". For example, type `role:MyRole`. If the name is not prefixed by "role:", then it will be interpreted as a user login name. Note the following:

- No other settings are required to save a role.
- To assign users to the new role within the spreadsheet interface, you must add the role name to each individual user. There is no option to add users directly to the role record, like you can within the Security Management dialog.

NOTE: Adding subsystems works the same way as adding roles, except the subsystem name must be prefixed by "subsystem:". For example, `subsystem:MySubsystem`.

When adding new users, roles, or subsystems to the spreadsheet, all settings must be typed (or copied and pasted from other records). Drop-down lists are only available when editing existing records. For more information on the valid inputs for the settings, see the following section *Security settings in the spreadsheet interface*.

Users who are subsystem administrators can only create new users and roles. The new users and roles must be assigned to their subsystem.

Deleting records

You can delete users, roles, and subsystems within the spreadsheet interface. To delete a user or role, set **Delete** to **Yes**.

NOTE: When editing security in a spreadsheet, you can delete a role or a subsystem regardless of whether any users are assigned to it. The users will be updated to remove the assignment.

Users who are subsystem administrators can only delete users and roles that belong to their subsystem.

Saving changes

To save changes made in the spreadsheet:

- On the **Axiom** tab, in the **File Options** group, click **Save**.

A confirmation prompt lists the number of users, roles, and subsystems that you are about to update, create, or delete.

Settings are validated before the save occurs. If errors are found, they are displayed in the **Save Errors** pane. Any errors must be resolved before the save can occur.

After a successful save, you will be prompted to refresh the spreadsheet to bring in the most recent data.

Security settings in the spreadsheet interface

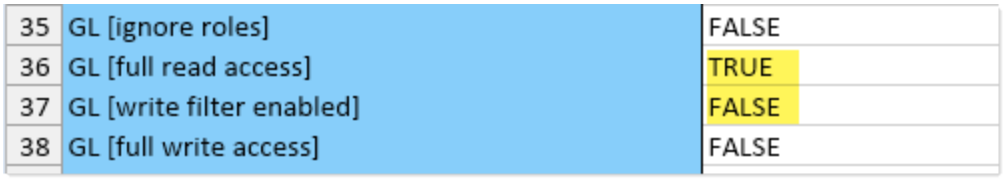
The following is a reference for completing or editing security settings via the spreadsheet interface.

NOTES:

- If an item is not explicitly discussed here, its input is the same as in the Security Management dialog. This section only discusses items that are completed differently than in the Security Management dialog.
- Most check boxes in the Security Management dialog correspond to TRUE (checked) and FALSE (unchecked) in the spreadsheet interface. Any deviations are noted in the following table.

For more information on the purpose of each security setting, see Security settings for users, roles, and subsystems are organized by tabs in the Security Management dialog. The following tabs are available:.

Item	Description
Login, role, or subsystem	The user's login name, the role's name, or the subsystem's name. Role names must be prefixed by `role:`. Subsystem names must be prefixed by `subsystem:`. For example, to create a role named Finance, type `role:Finance`. If users have been imported from Active Directory, those user names are prefixed with the Active Directory domain. For example: Corporate\JDoe. **NOTE:** You cannot rename existing records using the spreadsheet interface. If a name is changed, it is interpreted as a new record.
Delete	Select **Yes** if you want to delete the record. Otherwise, leave the default of **No**.
General	This section works the same way as the Security Management dialog, with the following exceptions: • **Role assignments**: For users, you can view and edit the list of roles that the user is assigned to. Each role name is separated by a semicolon. (The same thing applies to subsystem assignments if subsystems are enabled.) • **User assignments**: For roles, you cannot view or edit the list of assigned users in this interface. If you want to view all users assigned to a role or edit this list from the role perspective, then you must use the Security Management dialog. **NOTE:** The password display is always blank. You can change a user's password by entering a new password. When you save and then refresh the spreadsheet, the password field will return to blank.

Item	Description
Permissions	For users, specify one of the following: • **Inherit**: The user will inherit the permission from any role assignments. • **True**: The user is explicitly granted this permission; role inheritance is ignored. • **False**: The user is explicitly denied this permission; role inheritance is ignored. For roles and subsystems, specify either **True** or **False**.
File Groups	This section works the same way as the Security Management dialog, with the following exceptions: • ***FGName* [calc method permission]**: This item combines the Allow Calc Method Insert and Allow Calc Method Change options from the Security Management dialog. Valid entries are **Insert**, **Change**, or **Insert/Change**. • ***FGName* [create new records]**: This item is listed for all file groups, but only applies to on-demand file groups. A save error will result if this item is set to TRUE for a standard file group. • If a user has multiple permission sets, only the first set can be edited within the spreadsheet interface.
Tables and Table Types	All table types are listed first, followed by all individual tables. If **[write filter enabled]** is **False** for a table or table type, this means that the user or role's write access permissions are the same as their read permissions. In this case, the other write access permissions in the spreadsheet can be ignored, because they do not apply. For example, the following user has full read and write access to the GL table type, because **[full read access]** is **True** and **[write filter enabled]** is **False**. Even though **[full write access]** displays **False**, it does not matter because the setting does not apply.  If **[write filter enabled]** is **True**, then the **[full write access]** permission and the **[write filter]** permission determine the user's level of write permissions.

Security tools

Axiom Capital Tracking provides security tools to control and monitor user access to Axiom Capital Tracking.

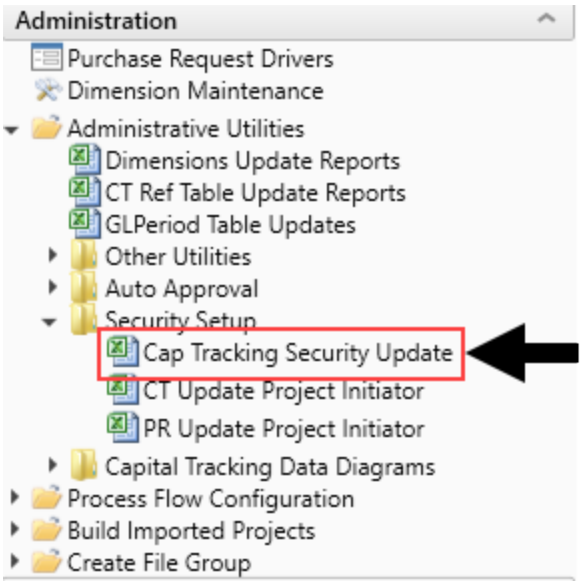
Using the Security Update utility

This utility allows you to easily add users to systems and roles for multiple users at once.

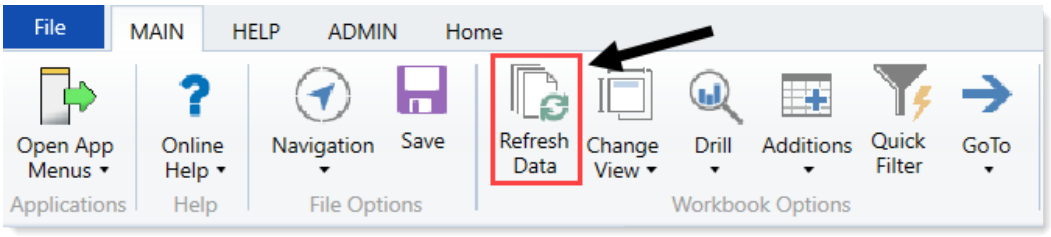
NOTE: This utility only adds users to systems and roles. To remove a user from a role or the system, you must use the Security Manager dialog. For more information, see Managing users.

To use the Security Update utility:

1. In the Cap Track Admin task pane, click in the **Administration** section, click **Administrative Utilities > Security Setup**
2. Double-click **Cap Tracking Security Update**.



3. Refresh the data in the utility by doing one of the following:
   - In the **Main** ribbon tab, in the **Workbook Options** group, click **Refresh Data**.

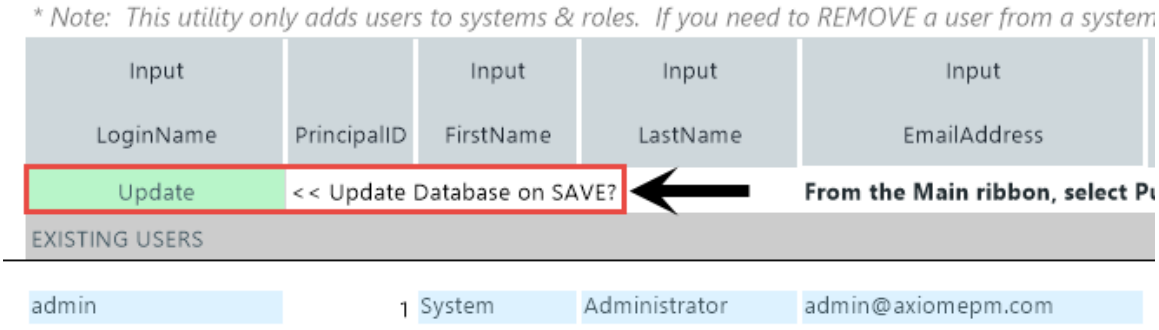


   - Press **F9**.
4. In the **Existing Users** or **New Users** section, complete the following columns:

Option	Description
Input LoginName	Type the user's login name (UserID).
PrincipalID	This number is assigned by the system.
Input FirstName	Type the user's first name.
Input LastName	Type the user's last name.
Input EmailAddress	Type the user's email address.
Select AuthenticationType	Select how the users are authenticated by the system.
Only Axiom Prompt Password	For user's who are authenticated using the Axiom prompt, type the user's password.
IsSyncEnabled	The selection is automatically assigned by the system.
UserLicense Type	The selection is automatically assigned by the system.
IsEnabled	The selection is automatically assigned by the system.
IsAdmin	The selection is automatically assigned by the system.
Select Capital Planning System	Do one of the following: • To allow the user access to Axiom Capital Planning, select True. • To not allow the user access to Axiom Capital Planning, select False. The system defaults to FALSE.
Select Capital Planning Role	Select the security role to assign to the user. The system defaults to Capital Tracking User if the Set Capital Tracking System field is set to TRUE.
Select Capital Approver?	• To allow the user to approve projects, select Capital Planning Approver. • To not allow the user to approve projects, leave the cell blank.
Computed/Input Capital Type Filter	The utility defaults to the standard filters based on the chosen role. You can make modifications specific to the user in this cell, but you must use the proper format and dimension reference. For example, if the filter leverages CapReq.DEPT as the default dimension reference, type CapReq.DEPT in your filter. **NOTE:** After filter assignments are made to a user, that filter is retained on each launch of this utility..

Option	Description
Computed/Input CapComments Type Filter	The utility defaults to the common filter. You can make modifications specific to user in this cell, but you must use the proper format and dimension reference. For example, if the filter leverages CapReq.DEPT as the default dimension reference, type CapReq.DEPT in your filter. **NOTE:** After assignments are made to a user to include the filter, it is retained on each launch of this utility.

5. From the **<< Update Database on SAVE?** drop-down, select **Update**.



6. To propagate your changes in the **Main** ribbon tab, click **Publish > File Processing > Process File**.

Viewing the list of logged in users

Administrators can view a list of users who are currently logged into the system. For example, you may want to check to make sure that nobody is logged into the system before performing actions such as system upgrades.

For each user that is currently logged in, the list displays information such as:

- Full name and user name (login name)
- Email address
- Computer where the user is logged in
- Date and time the user logged in
- Date and time of the user's last activity during the session

The list of logged in users is for information purposes only—you can see whether any users are logged in, but you cannot manually log them off and end their sessions.

NOTE: Axiom Capital Tracking maintains a log of all login attempts, including failed logins. Currently there is no user interface to view this information, but it can be accessed directly in the system database in the SystemAccess table. For assistance, please contact Axiom Capital Tracking Support.

To view the list of logged in users:

- On the **Axiom** tab, in the **Administration** group, click **Manage > Security > Logged in Users**.

  NOTE: In systems with installed products, this feature may be located on the **Admin** tab. In the **System Management** group, click **Security > Logged in Users**.

The **Currently Logged In Users** dialog opens, listing the users who are logged into this system. You can sort and filter the list using standard Axiom grid functionality.

Orphaned session records

When a user logs off normally, their session record is removed from the **Logged in Users** list. If a user's session ends unexpectedly—for example, due to a software crash or shutting down the computer without logging off—then the session record will be removed from the list after a few minutes, once the session no longer "reports back" to the Axiom Application Server.

NOTE: For Web Client sessions, closing the browser window does not automatically log out the user. In this case, the orphaned Web Client sessions will be automatically removed from the list in a few minutes as described above.

Axiom Capital Tracking does not automatically remove any session records based solely on time logged in. As long as the session remains connected and continues to report back to the application server, the session will continue to be listed indefinitely.

Removing session records

If desired, you can manually remove any logged in records by selecting the record in the list and clicking **Remove**. This simply removes the record from the list; it has no impact on any user's session. If a user is actually logged on and you remove their session record, the user will remain logged on.

In most cases this action should not be necessary, because sessions that are truly invalid will be automatically removed from the list in a few minutes as described above.

Enabling password rules

By default, Axiom Capital Tracking enforces a basic set of password rules. These rules apply to users assigned to Axiom Prompt authentication.

The built-in password rules are as follows:

- Must be at least 8 characters long
- Must contain at least 1 upper-case letter and at least 1 lower-case letter
- Must contain at least 1 non-alphabetic character (a number or a symbol)

The password rules are only enforced when creating new passwords. If any existing passwords do not meet these rules, those passwords will continue to be valid.

When the password rules are enabled, a **Generate Password** link is available on the **Set Password** dialog so that you can generate a random password that meets these rules. (This feature is not available if the password rules are changed from the built-in rules; see the note below.)

Password rules are enabled or disabled by using the system configuration property **EnablePasswordPolicy**. This setting is **True** by default. If you do not want to apply these rules, you can disable the setting by changing it to **False**, which means that any password is considered valid. You can do this by using the Software Manager, or by using a Save Type 4 report that has been set up to modify the system configuration table. Only administrators can modify system configuration settings.

NOTE: The system configuration settings contain two additional options related to EnablePasswordPolicy. **PasswordRegularExpression** defines the password rules, and **InvalidPasswordMessage** defines the error message displayed if a new password does not meet the rules. Axiom Capital Tracking does not currently provide a methodology for clients to change the password rules from the built-in rules, therefore, these two options should not be changed from their default settings. If you have a need to use different password rules, please contact Axiom Capital Tracking support for assistance.

Testing user security

Administrators and other users who manage security may need to log into Axiom Capital Tracking as other users, in order to test security permissions. For example, you may define a table access filter for a particular security role. In order to test that the filter is providing access to table data as expected, you can log in as a non-admin user who belongs to that role.

Using the Security Management dialog, you can "log in as" another user, for the purposes of testing their security settings.

To log in as a different user:

1. On the **Axiom** tab, in the **Administration** group, click **Manage > Security > Security Manager**.

   NOTE: In systems with installed products, this feature may be located on the **Admin** tab. In the **System Management** group, click **Security > Security Manager**.

2. In the **Security Management** dialog, select the user whom you want to log in as. The following limitations apply:
   - Subsystem administrators can only log in as users who belong to their subsystem.
   - If a user is an administrator, subsystem administrators and users with the Administer Security permission cannot log in as that user.
   - The "log in as" feature cannot be used with users who are Axiom Support users.
3. In the lower left-hand corner, click **Log in as selected user**.

A new instance of Axiom Capital Tracking is launched, and you are automatically logged in as the selected user—you do not need to input a user name and password. The client version for the instance is whichever client version you are currently using (Excel Client or Windows Client).

Creating a permission report

You can create a report that details the effective security permissions for each user, for a particular file group or for all tables. This report may be useful for auditing purposes and for reviewing permissions to make sure they are set as intended.

The report is created as an Excel file. Once it is created, you can print it, or save it locally or within the Axiom file system as needed.

Only administrators and users with the **Administer Security** permission can create a permission report. Subsystem administrators do not have access to this feature.

File group permission report

The file group permission report is created on a per file group basis. When you create the report, you specify which file group you want to report on.

Each user defined in the system has at least one row in the report:

- If the user is an administrator, then the user has one row with a notation of: **(Admin-Full Access)**.
- If the user has no access to the file group, then the user has one row with a notation of: **(No Access)**.
- If the user has access to all plan files in the file group via a single permission, then the user has one row with a notation of: **All Plan Files**.
- In all other cases, the user has multiple rows in the report—one row for each individual plan file that they have access to. Each row details the user's permissions to that particular plan code, including the access level, calc method permissions, ability to save data, etc.

For example, if a non-admin user with access to the file group has permission to 3 plan files, then there will be 3 rows in the report for that user, one for each plan file.

The permissions displayed in the report are the full effective permissions of the user, taking into account all factors such as admin status, role inheritance, multiple file group permission sets, and subsystem restrictions.

NOTE: Permissions granted by process ownership are not reflected in this report. Users may be temporarily "elevated" to read/write and save data status when they are the assigned owner of an active process task for a particular plan file.

To create a file group permission report:

1. On the **Axiom** tab, in the **Administration** group, click **Manage > Security > File Group Permission Report**.

   NOTE: In systems with installed products, this feature may be located on the **Admin** tab. In the **System Management** group, click **Security > File Group Permission Report**.

2. In the **Permission Report** dialog, select the file group for which you want to create the report, and then click **OK**.

The report opens as an Excel spreadsheet file. The file group it was generated for and the current date/time are noted at the top of the report. Excel's auto-filtering is automatically applied to the columns to make it easier to sort and filter the data.

Table permission report

The table permission report details user permissions per table. All tables are included in the report; it is not possible to filter by a particular table or table type.

Each user defined in the system has at least one row in the report:

- If the user has full access to all tables, then the user has one row with a notation of: **(Full access to all tables)**.
- If the user has no access to any tables, then the user has one row with a notation of: **(No access to any tables)**.

  NOTE: It would be a rare situation for a user to have no access to any tables, because by default all users are granted access to document reference tables using the Everyone role.

- In all other cases, the user has multiple rows in the report—one row for each table that they have access to. Each row details the user's read and write permissions to that particular table. If a table is not listed, then the user does not have access to that table.

For example, if a user has access to 5 tables, then there will be 5 rows in the report for that user, one for each table.

The permissions displayed in the report are the full effective permissions of the user, taking into account all factors such as admin status, role inheritance, table type inheritance, and subsystem restrictions.

To create a table permission report:

- On the **Axiom** tab, in the **Administration** group, click **Manage > Security > Table Permission Report**.

  NOTE: In systems with installed products, this feature may be located on the **Admin** tab. In the **System Management** group, click **Security > File Group Permission Report**.

The report opens as an Excel spreadsheet file. The current date/time are noted at the top of the report. Excel's auto-filtering is automatically applied to the columns to make it easier to sort and filter the data.

Security Integration

Axiom Capital Tracking can integrate with your organization's existing network security. You can:

- Enable Windows Authentication for user authentication against your Windows domain, including the option to import users from Active Directory.
- Enable LDAP Authentication for user authentication against your LDAP server.
- Enable SAML Authentication for user authentication against a SAML identity provider.
- Enable OpenID Authentication for user authentication against an OpenID provider.

NOTE: This guide discusses how to set up and use security integration features once they have been enabled for your system. For information on enabling the associated system configuration settings, see the *System Administration Guide*.

Using Windows Authentication

You can enable Windows Authentication for a system, to authenticate users based on their Windows domain credentials.

▶ Windows Authentication behavior

When the Axiom Capital Tracking login screen displays, users must enter their Windows user name, domain, and password. If the domain is an allowed domain and the Windows user name matches a user name in Axiom Capital Tracking, then the credentials are passed to Windows for authentication into Axiom Capital Tracking.

If the Windows Authentication configuration for Axiom Capital Tracking only allows one domain, then that domain is assumed for authentication and users do not need to specify it when logging in. If multiple domains are allowed, then the domain must be specified in one of the following ways:

- The user must include the domain with their user name, such as: *DomainName**UserName*.
- The user must specify the appropriate domain using the **Domain** selection list on the login screen. This is an optional setting that can be enabled for your installation. For more information, see Domain selection list.

Users must enter their credentials each time they log in, unless they select **Remember me** to store their credentials for future use. For more information, see Remember me.

▶ Setting up Windows Authentication

The following summarizes the setup process for Windows Authentication.

1. Windows Authentication must be enabled for the system.

For on-premise systems, Windows Authentication can be enabled during the Axiom Application Server installation. If it was not enabled during the installation, you can configure it later using either of the following options:

- Use the **Configure Authentication Methods** page of the Axiom Software Manager. For more information, see the *Installation Guide*.
- Use a Save Type 4 report to modify the applicable system configuration settings (**WindowsAuthEnabled** and **WindowsAuthAllowedDomains**).

When you enable Windows Authentication, you must specify the valid domains for authentication. You can specify multiple domains, separated by commas. You can also choose to enable Active Directory Synchronization if you want to import and synchronize users from Active Directory (for more information, see Synchronizing users with Active Directory).

For Axiom Cloud systems, Axiom Support will enable Windows Authentication for you as part of the system setup, if that is your chosen authentication method.

2. In security, Axiom Capital Tracking users must be set up as follows to support Windows Authentication:
   - The user's Axiom Capital Tracking login name must match their Windows login name.
   - The user's **Authentication** method must be set to **Windows User**. This is the default setting for new users if Windows Authentication is enabled for your installation.

   If users are imported from Active Directory, then they will automatically be created with the appropriate login name and authentication type.
3. Axiom Cloud systems have the following additional requirements:
   - Installation of the Cloud Integration Service is required to enable the Axiom Cloud system to communicate with your local Windows domain, to validate user credentials. For information on installing the Cloud Integration Service, see the *Axiom Cloud Technical Guide* and contact Axiom Support as needed.
   - A remote data connection must be created in Scheduler, with the option **Use for authentication service** enabled.

All users who are assigned to the Windows Authentication method will be authenticated based on their Windows credentials. This is the only way that these users can log in—they cannot log in using an internal Axiom Capital Tracking password.

If you need to test the security settings of a Windows Authentication user, you can use the **Log in as selected user** feature to log in to Axiom Capital Tracking as that user. For more information, see Testing user security.

▶ Adding or removing domains for Windows Authentication

If the Windows domain names used by your organization for authentication have changed, you must update the list of allowed domains in Axiom Capital Tracking. Users can only log into Axiom Capital Tracking using Windows Authentication if their domain name matches one of the allowed domain

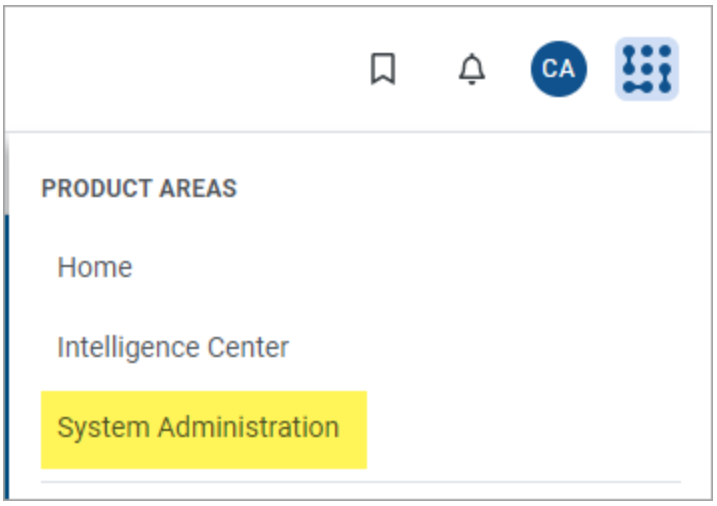
names in this list. The list of allowed domains is stored in the system configuration settings (**WindowsAuthAllowedDomains**).

For example, when Windows Authentication was originally configured, you may have been using a domain named CompanyA. After a merger or reorganization, some or all of your users may now be using a domain named CompanyB. If those users need to log in to Axiom Capital Tracking, you must add CompanyB to the list of allowed domains. You might leave CompanyA on the domain list if your organization is actively using both domains, or you might remove it if your organization has completely switched to using the CompanyB domain.

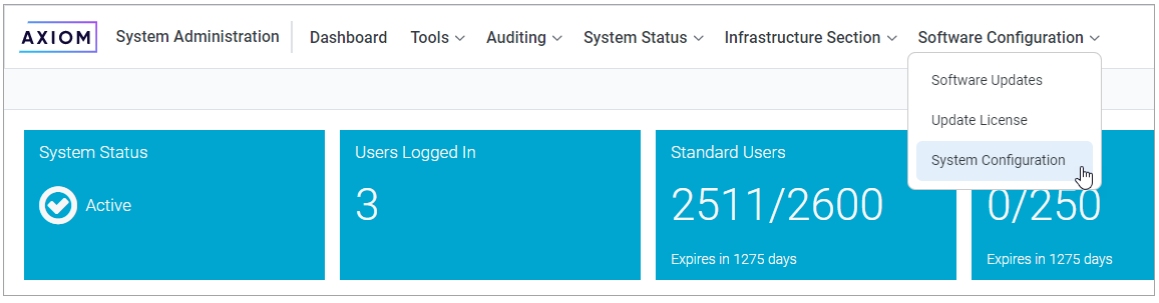
The list of allowed domain names for Windows Authentication can be managed in the Axiom Web Client, on the **System Configuration** page.

To add or remove a domain name for Windows Authentication:

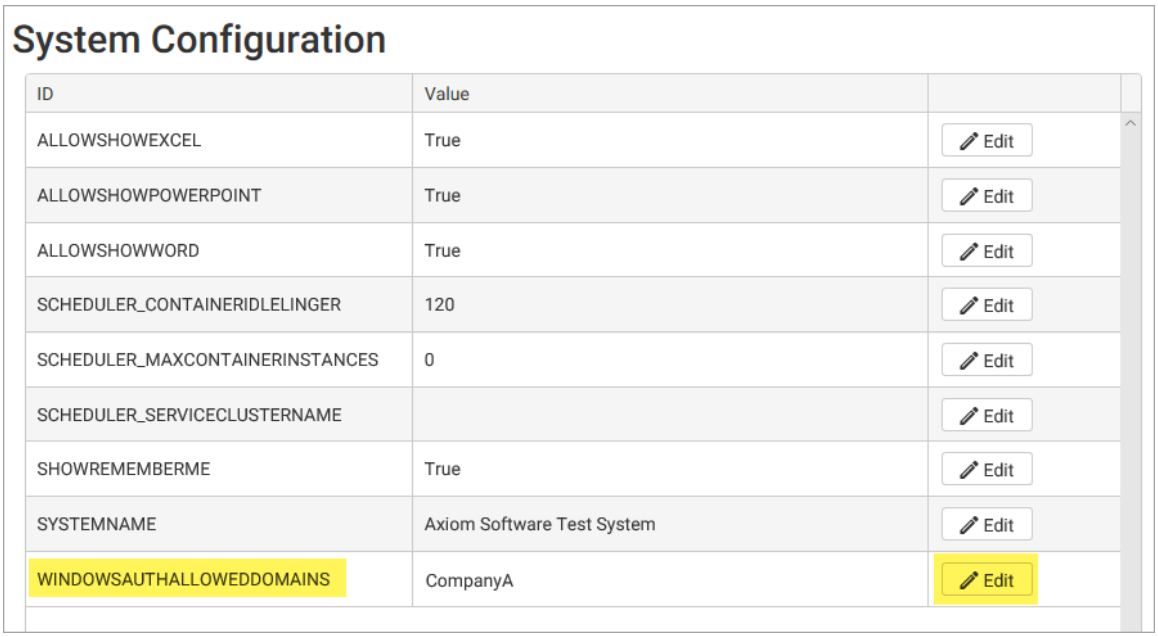
1. In the Web Client, click the Syntellis icon in the Navigation bar. From the Area menu, select **System Administration**.



2. From the Navigation menu, select **Software Configuration > System Configuration**.



3. On the **System Configuration** page, locate the row for **WINDOWSAUTHALLOWEDDOMAINS**, and then click **Edit**.



When you click the Edit button, the Value field on the row becomes editable.

4. Modify the list of domains as needed to add or remove domain names. Multiple domain names must be separated with commas.

   For example, if the list is currently CompanyA, and you need to keep CompanyA but add new CompanyB, edit the domain names as follows:

5. Click **Update** to save and apply your changes. The Value field now shows your edited list.

The changed list of domain names takes effect immediately after saving. If you removed a domain name, users in that domain can no longer log in using Windows Authentication. If you added a domain name, users in that domain can now log in using Windows Authentication.

Synchronizing users with Active Directory

You can import users from Active Directory, to automatically create users within Axiom Capital Tracking and assign them to the appropriate roles. Subsequent imports can be used to create new users and synchronize previously imported users.

Active Directory synchronization can only be used in conjunction with Windows Authentication. For more information, see Using Windows Authentication.

To set up Active Directory synchronization:

1. Enable Active Directory synchronization for your system.

For on-premise systems, Active Directory synchronization can be enabled during the Axiom Application Server installation. If it was not enabled during the installation, you can configure it later using either of the following options:

- Use the **Configure Authentication Methods** page of the Axiom Software Manager. For more information, see the *Installation Guide*.
- Use a Save Type 4 report to modify the applicable system configuration setting (**WindowsAuthUserSyncEnabled**).

For Axiom Cloud systems, Axiom Support can enable Active Directory synchronization for your system.

2. Create a job in Scheduler with an **Active Directory Import** task, and schedule the job to run periodically as needed for your environment.

   Each import task can import users from a single Active Directory domain into the current Axiom Capital Tracking system. The import task specifies the Active Directory domain and groups to import, role mappings, and notification settings. If you need to import from multiple Active Directory domains, then you must create an import task for each domain.

   For more information, see Creating a Scheduler job to import users from Active Directory.

When the Scheduler job is run, new users are created as needed and existing users are synchronized with Active Directory. For more information, see How Active Directory user synchronization works.

Creating a Scheduler job to import users from Active Directory

Once Active Directory synchronization has been enabled for your system, you must create a Scheduler job in order to import users from Active Directory into Axiom Capital Tracking.

The Scheduler job must contain an Active Directory Import task. Each import task can import users from a single Active Directory domain into the current Axiom Capital Tracking system. The import task specifies the Active Directory domain and groups to import, and role mappings for those groups. When setting up the job, you can configure a scheduling rule so that it runs nightly, weekly, or whatever frequency is appropriate for your organization.

If you need to import users from multiple Active Directory domains, then you must create an import task for each domain. You can create a single Scheduler job with multiple import tasks, or you can separate the import tasks into multiple Scheduler jobs. If all of the import tasks can use the same schedule, then it is easiest to create a single job with multiple tasks.

For Axiom Cloud systems, the Active Directory Import task can import users from your local Active Directory by use of the Axiom Cloud Integration Service. If you have a remote data connection that is enabled for user authentication, this task will use that connection when the job is executed by Scheduler.

Before you begin

Before creating the job, you should make sure you are prepared with the following information:

- **The name of your Active Directory domain, or the server name that hosts Active Directory.** You will need to specify one of these to identify the source domain for the import.
- **The user credentials to use to access Active Directory.** You can specify a user name and password, or you can use the credentials of the Axiom service that is performing the process.
- **The groups to import from Active Directory.** You must know the names of the groups that you want to import from Active Directory. All users in the selected groups will be imported into Axiom Capital Tracking. If you do not have groups that exactly correspond with the users that you want to create in Axiom Capital Tracking, you may need to work with your Information Technology department to create new groups or refine existing groups.
- **The Axiom Capital Tracking roles, subsystems, user license types, and authentication types for each imported group.** When users are imported, they can be automatically assigned to one or more roles and subsystems in Axiom Capital Tracking, and assigned a user license type and an authentication type. Make sure you know which options to use.

Creating the job

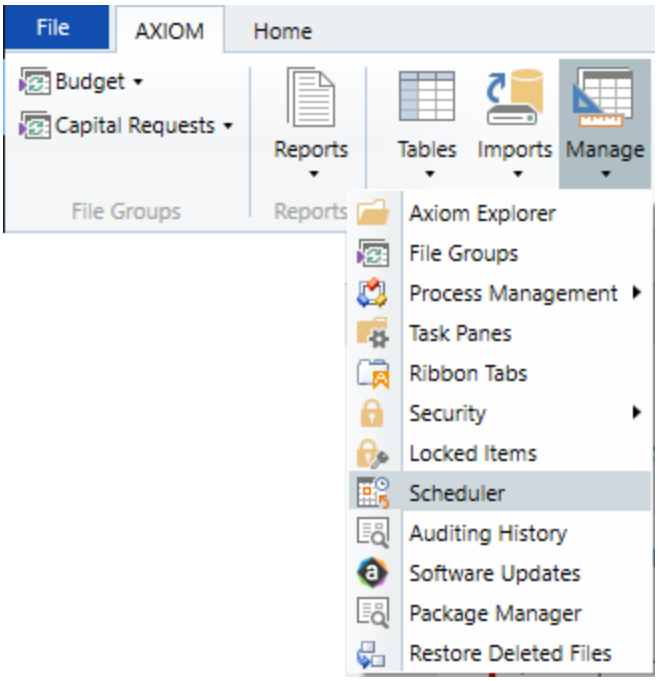
In order to create a Scheduler job, you must be an administrator or have the **Scheduled Jobs User** security permission. Non-admin users must also have read/write access to at least one folder in the Scheduler Jobs Library.

Scheduler jobs can only be created in the Desktop Client. Although you can view the status of existing jobs in the Web Client, you cannot create new jobs in that environment.

IMPORTANT: The Active Directory Import task can only be executed by a user who has permission to create users in security—an administrator, a subsystem administrator, or a user with the **Administer Security** permission. If you plan to schedule the job for automated execution, the job owner must have the required permissions to execute the task. The job owner is the user who last saved the job. Effectively, this means that the job must be created by a user with the required permissions. If the job is created by a user who does not have the required permissions, then the job must be saved by a user with the required permissions in order to re-set the job owner. You can see the current job owner for the job in the **Job Variables** section of the job properties.

To create an Active Directory Import job in Scheduler:

1. On the **Axiom** tab, in the **Administration** group, click **Manage > Scheduler**.

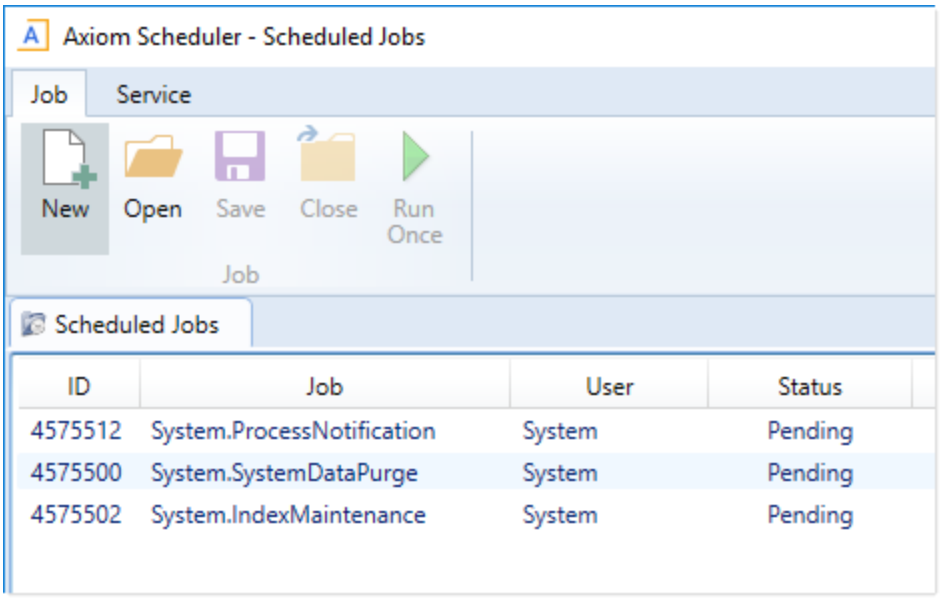


Scheduler on default Axiom ribbon tab

In systems with installed products, this feature may be located on the **Admin** tab. In the **System Management** group, click **Scheduler**.

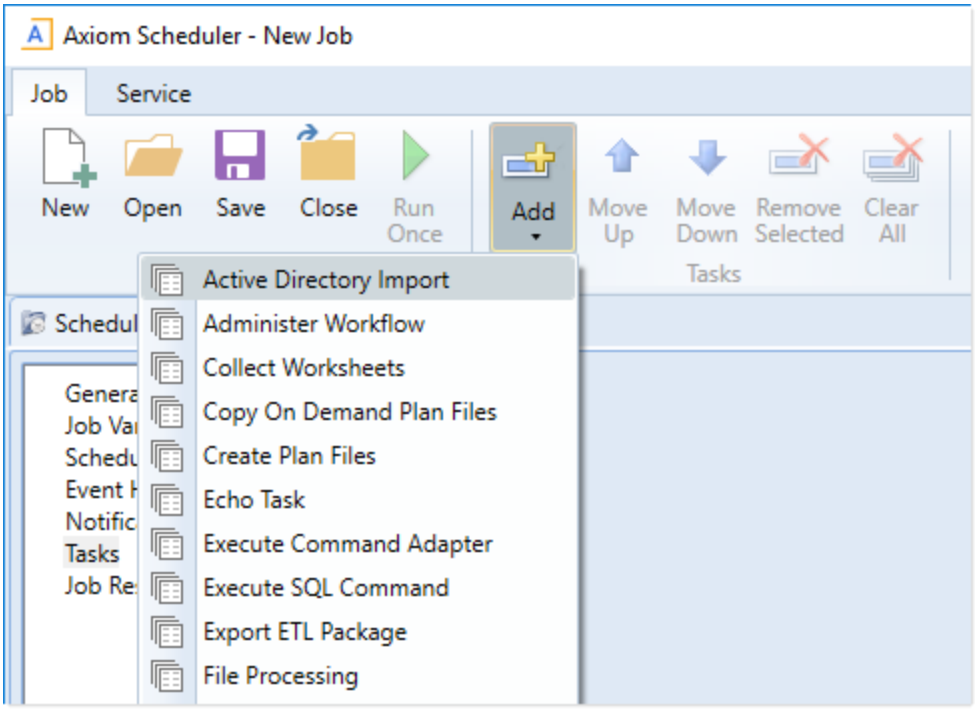
Scheduler on Admin tab (example product ribbon)

2. In the **Scheduler** dialog, click **New**.



A new job is opened in the dialog, with a tab name of **New Job**.

3. Click **Add** > **Active Directory Import** to add the task to the new job.

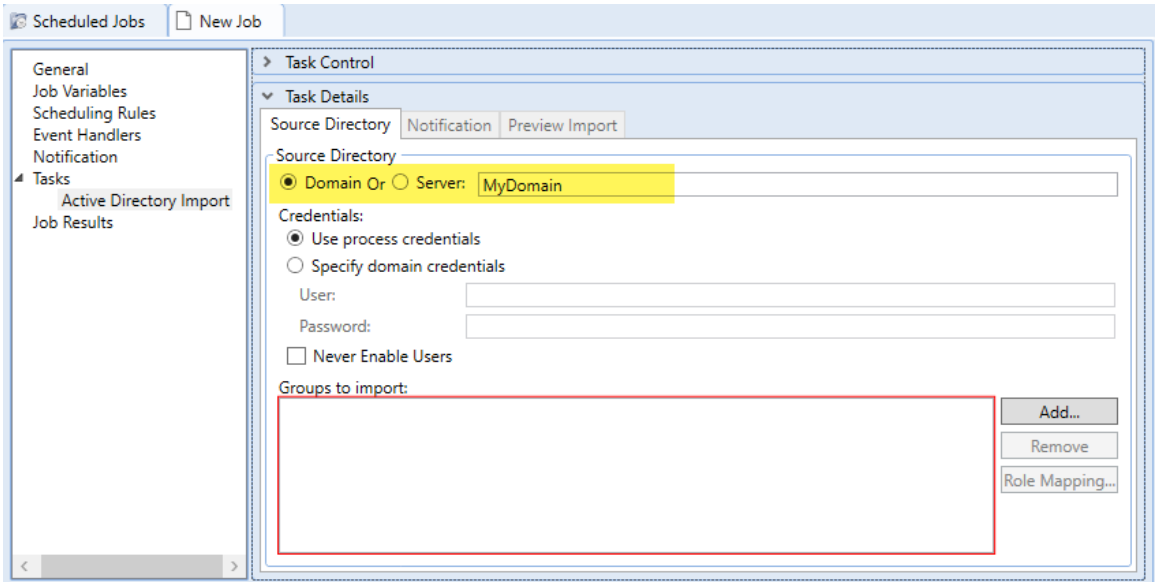


The task is added to the job, and you can now configure the task properties. In the **Task Details** section, the task has three tabs: **Source Directory**, **Notification**, and **Preview Import**.

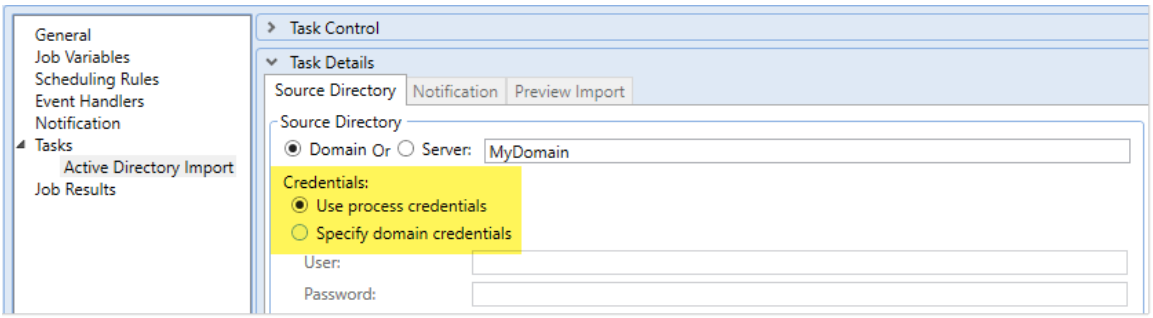
4. On the **Source Directory** tab of the Task Details, select either **Domain** or **Server** to specify the source domain for the import.
    - If you select Domain, enter the name of the domain.
    - If you select Server, enter the name of the domain controller server.

    The server option is available in case you are not currently logged into the source domain, and your current domain does not have access to the source domain. In this case, you must use domain credentials in order to access the source domain.

    Only one domain can be selected per import task. If you want to import users from multiple domains into an Axiom Capital Tracking system, then you must create multiple import tasks.

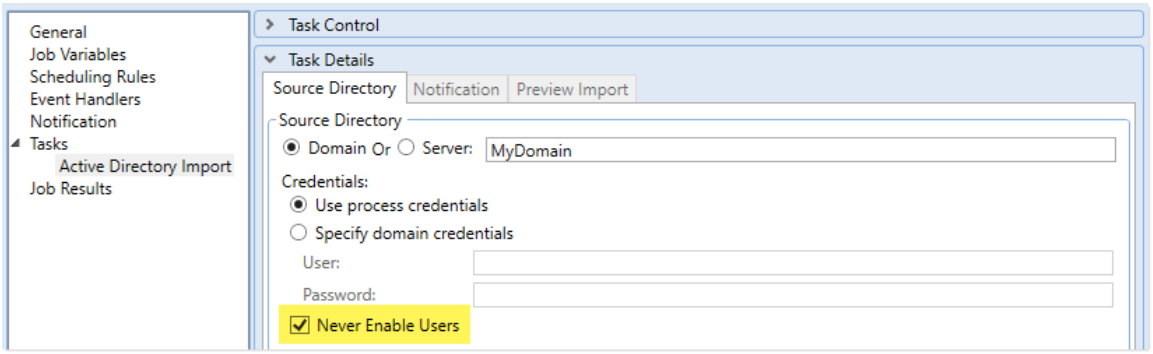


5. For **Credentials**, specify the user credentials to use when accessing Active Directory for the import. Select one of the following:
    - **Use process credentials**: (Default) Use the credentials of the network service account for Axiom Scheduler Server (on-premise installations) or Axiom Cloud Integration Service (Axiom Cloud systems).
    - **Specify domain credentials**: Enter the credentials of a specified domain **User** and **Password**. This option is required if you identified the source domain using the server name instead of the domain name.

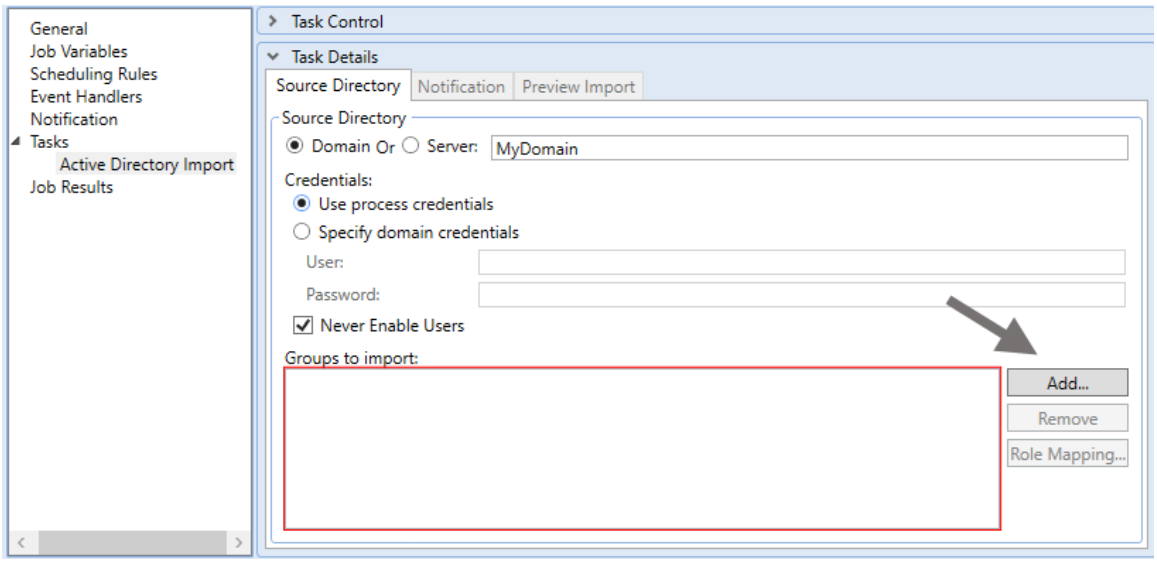


6. If you do not want new and synchronized users to be automatically enabled by the import, select **Never Enable Users**. This option works as follows:
    - If unchecked (default), then newly imported users are enabled as part of the import. Additionally, any existing imported users who have been changed to disabled are re-enabled.
    - If checked, then newly imported users are not enabled as part of the import. A security administrator must modify the security settings after the import is complete to enable the new users. Existing imported users retain their current enabled status.

    We recommend enabling this option because in most cases it is necessary for a security administrator to make further changes to security settings before the user account is fully ready for use. Additionally, if your system uses subsystems, any newly imported users will not be able to log in anyway, since the import does not assign users to a subsystem.

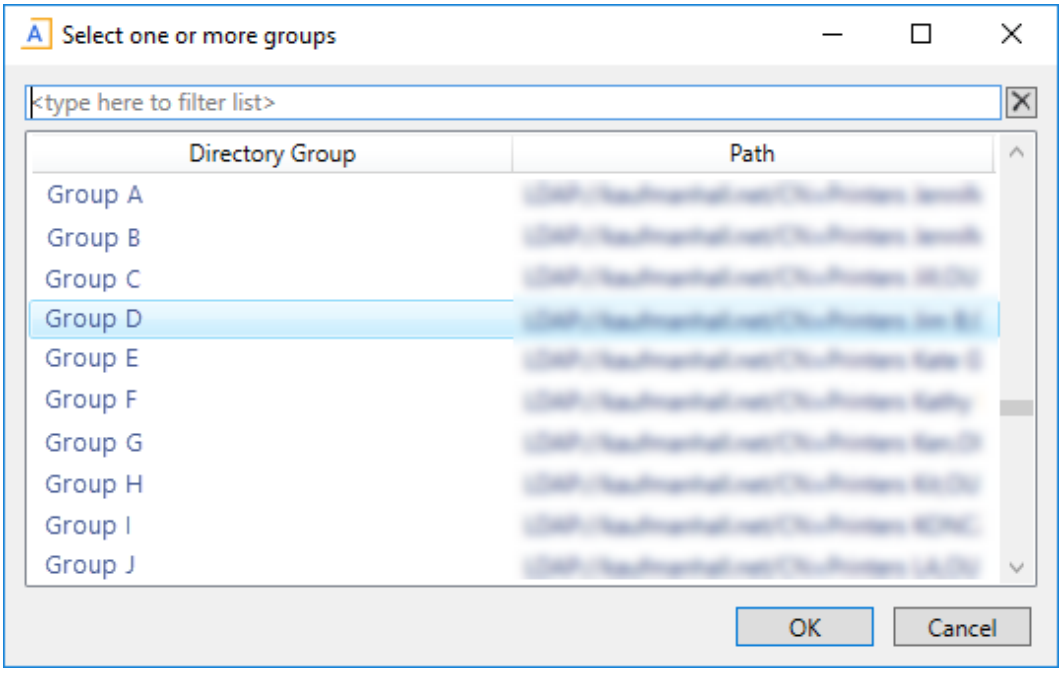


7. In the **Groups to import** section, click **Add** to select one or more groups to import.



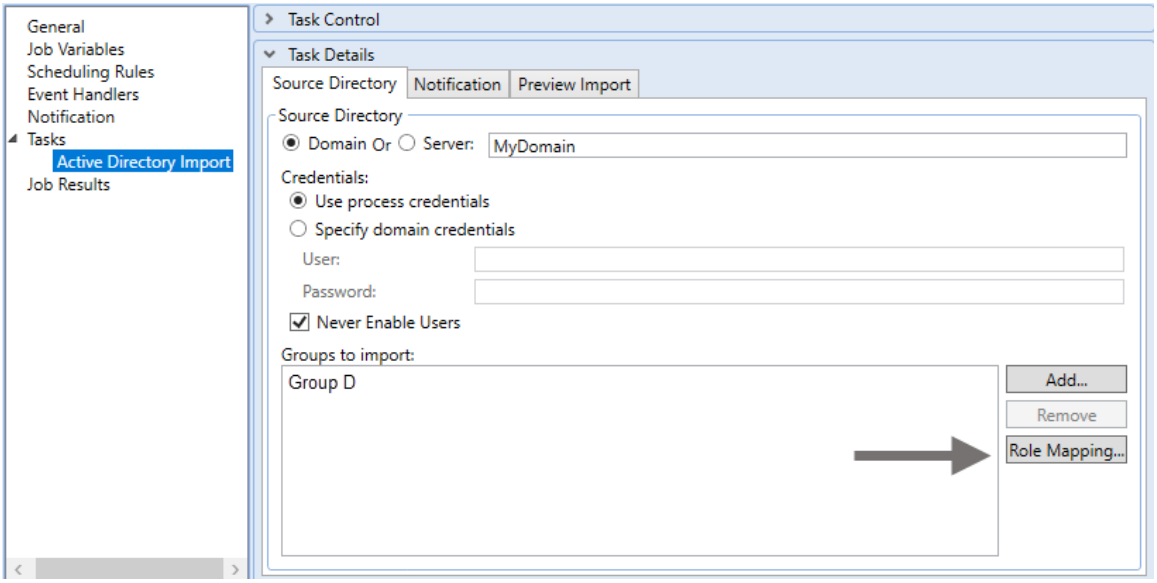
The **Select Groups** dialog opens, displaying a list of groups from the source domain.

- Select the group or groups that you want to add, and then click **OK**. You can use the search box at the top of the dialog to find a group by name. You can use the SHIFT or CTRL keys to select multiple groups in the list.

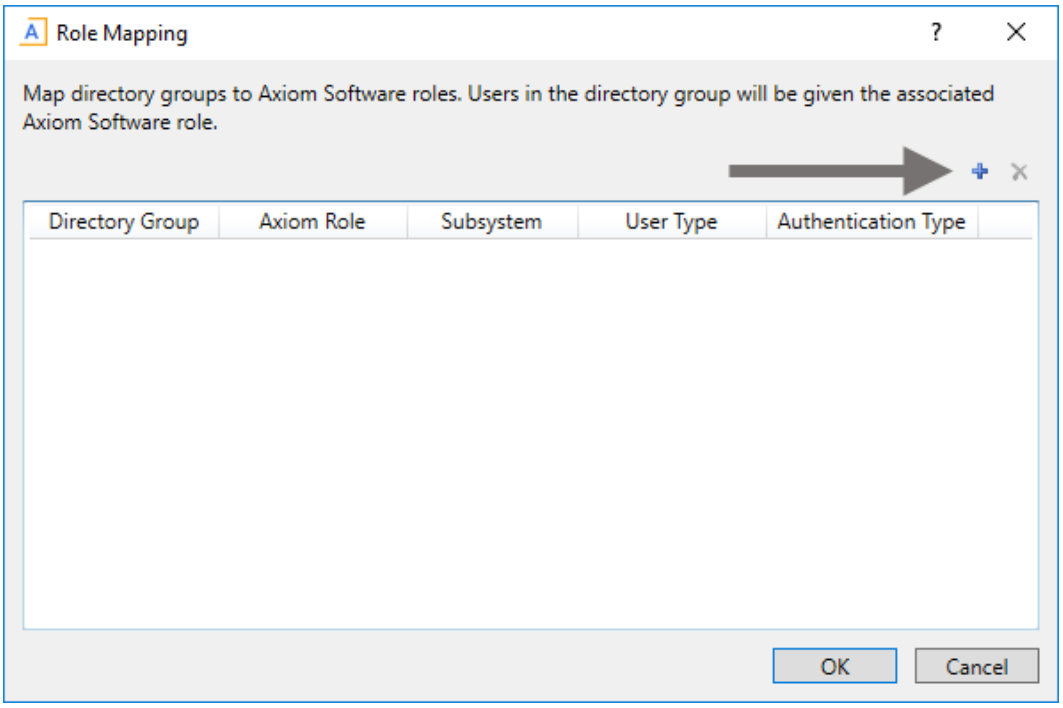


- The selected group(s) display in the **Groups to import** box. If you have added a group by mistake, you can select it and click **Remove**.

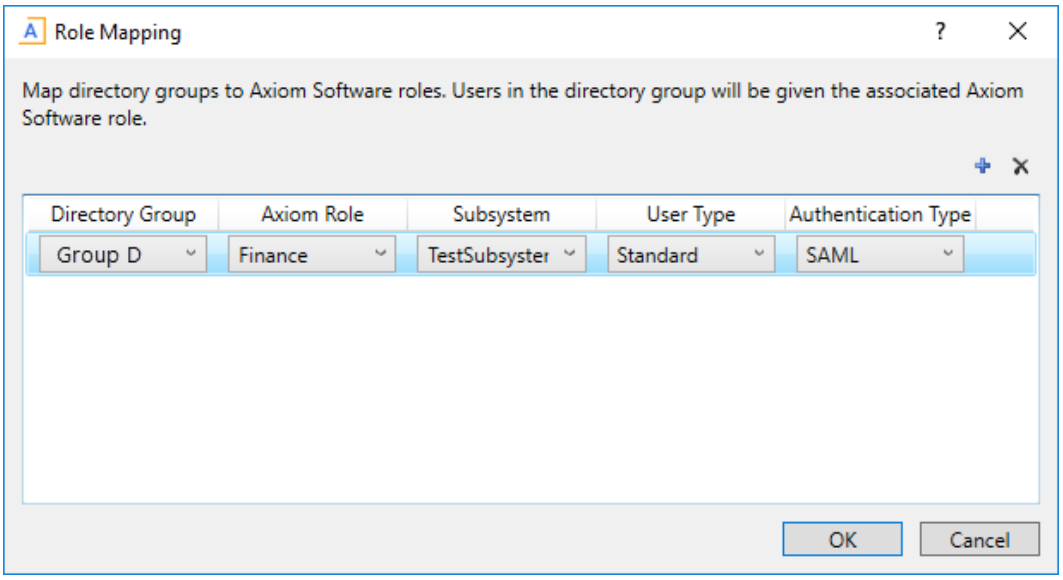
8. In the **Groups to import** section, click **Role Mapping** to define the role mappings for each selected group:



- In the **Role Mapping** dialog, click the **Add mapping** icon ✚ in the top right to add a mapping row to the dialog.



- In the mapping row, select a **Directory Group** to map, then select the following:
  - The **Axiom Role** that you want the users to belong to. You can select **None** if you do not want the users to be assigned to a role.
  - The **Subsystem** that you want the users to belong to. This option is only present if subsystems are enabled for your system.
  - The **User Type** for the users. This means license type, such as a **Standard** license or a **Viewer** license.
  - The **Authentication Type** for the users, **Windows User** or **SAML**. If you want to use a different authentication type, then you must update the users after importing to assign them to the desired authentication type. You may be able to create a Save Type 4 report to Axiom.Principals to update the users, and process that report within the same Scheduler job, after the Active Directory import task is performed.



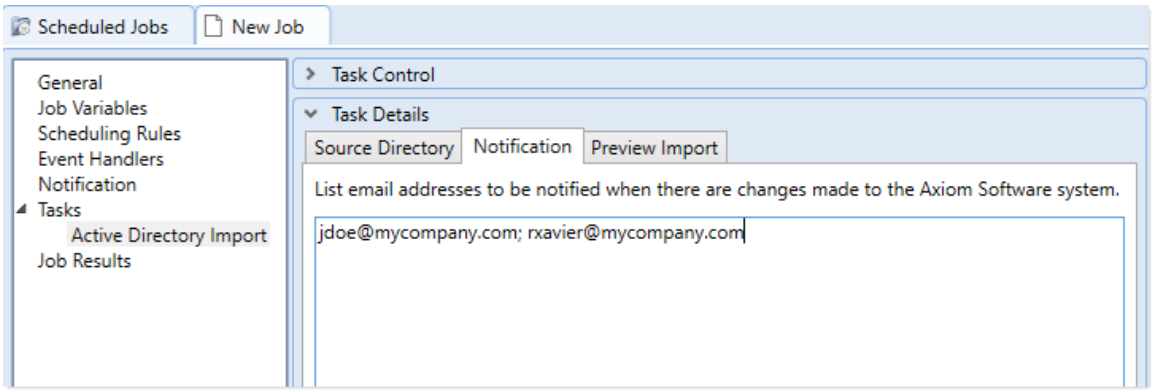
- Repeat these steps for each group to be imported. If you want the users in a group to belong to more than one role and/or subsystem, you can create multiple mapping rows for that group. If you need to remove a mapping row, select it and then click the **Remove mapping** icon ✕ in the top right of the dialog.
- When you are finished defining mappings, click **OK** to return to the Scheduler task properties.

The defined role mappings do not display in the **Groups to import** box. If you want to review or edit the role mappings, click **Role Mapping**.

NOTES:

- If a group has multiple mapping rows to assign the users to multiple roles and/or subsystems, then the specified user type and authentication type should be the same on each row. If the user type or authentication type is different, then the entry on the last processed mapping will be used.
- If a group has no defined role mappings, then the users will not be assigned to any roles or subsystems. If the import creates new users without role mappings, the assigned user type is Standard and the assigned authentication type is Windows User.

9. On the **Notification** tab of the Task Details, enter one or more email addresses to send a notification when users have been added or synchronized due to running the Active Directory Import task. Separate multiple addresses with a semi-colon.

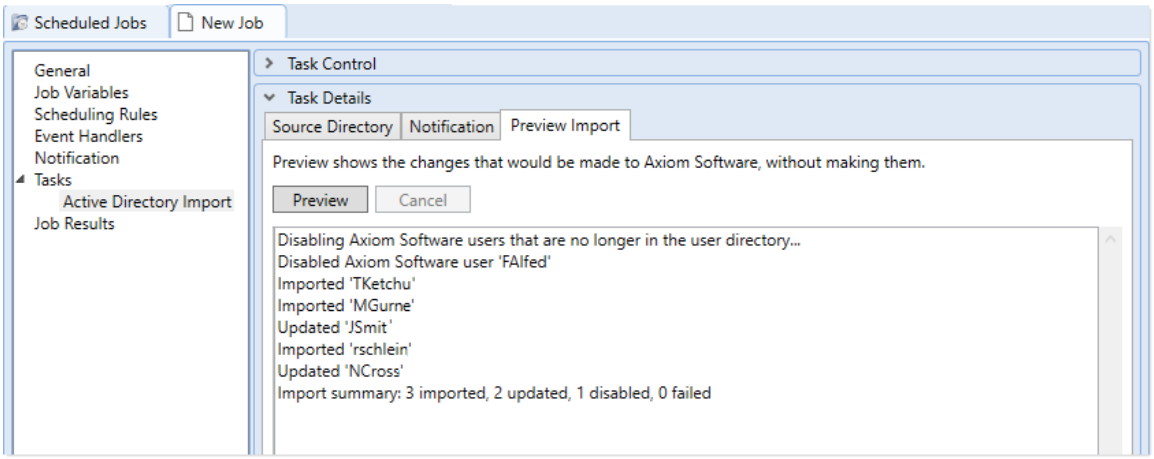


When the import task is run, if any users are created or modified in the Axiom Capital Tracking system, an email notification will be sent to the addresses specified here. The email summarizes the changes made. This email notification is independent of any job-level notification settings (which notify based on overall job completion or failure).

We recommend setting up this task-level notification to send emails to the security administrator (s) responsible for maintaining the security settings in Axiom Capital Tracking, so that he or she can define security settings for newly added users, validate changes made to existing users, and perform any other follow-up tasks.

10. On the **Preview Import** tab of the Task Details, click **Preview** to see the changes that will be made to Axiom Capital Tracking Security when the Active Directory Import task is run.

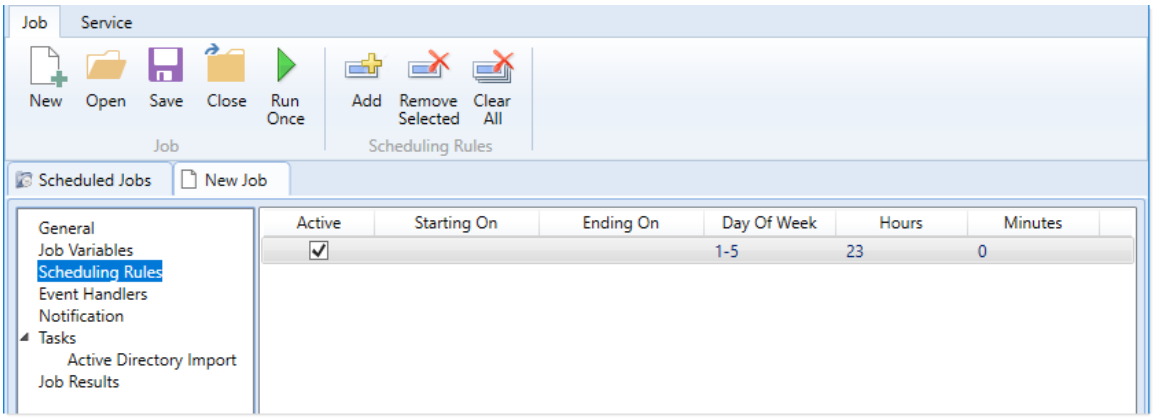
    The preview feature is intended to help you verify that you have set up the task correctly. If the reported changes are not as you expect, then you can review and adjust the task settings as needed. No changes are made to security when preview is run.



This completes the settings for the Active Directory Import task. However, there are a few general job properties that should also be reviewed and completed as needed.

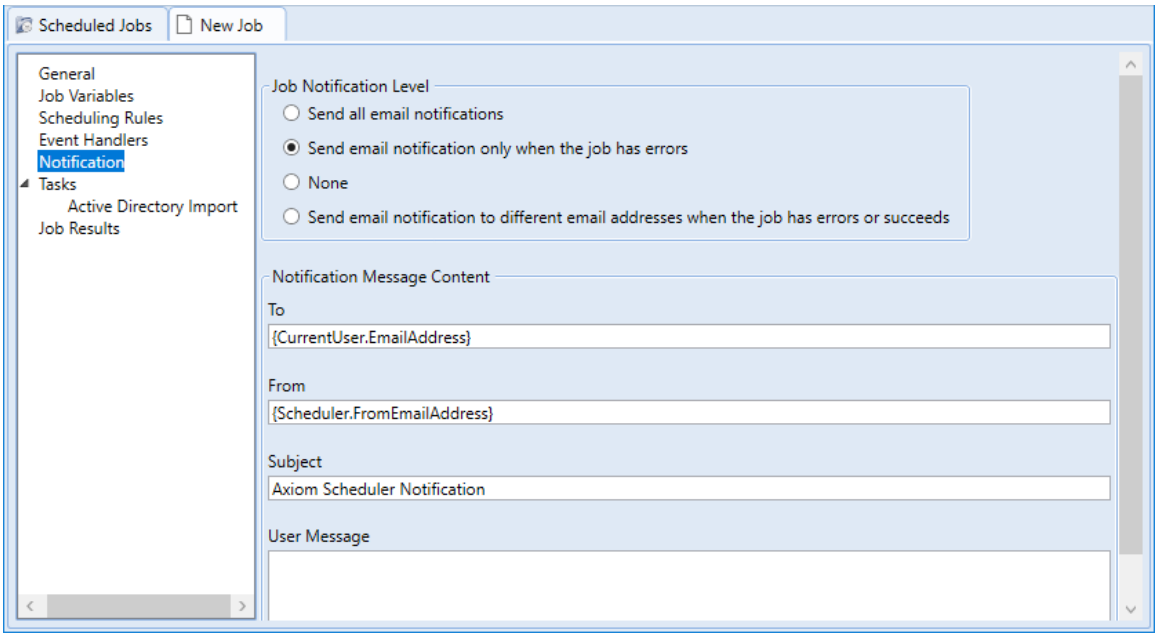
11. In the left-hand pane, click **Scheduling Rules**. Using this section, you can define a scheduling rule so that the job runs automatically as needed. Typically, organizations want the Active Directory Import task to run regularly so that users are kept in sync.

    Click **Add** to add a scheduling rule to the job, and then complete the rule as needed based on your desired schedule. In the following example, this job will run Monday through Friday at 11:00PM.



12. In the left-hand pane, click **Notification**. Using this section, you can configure the notification settings for the overall Scheduler job. The job-level notifications are intended to inform interested parties when the job completes successfully or has errors. These notifications do not contain any information about user changes to Axiom Capital Tracking Security—to inform someone about specific user changes, you must use the task-level notification settings as described in step 9.

    By default, jobs are configured to send a notification whenever the job is run (**Send all email notifications**). You can change the **Job Notification Level** as needed, and you can modify the recipients, subject, and message. In the following example, a notification is only sent when the job has errors.



13. Complete any other job or task properties as needed. In most cases, the default settings are sufficient.
14. Click **Save**. You can define a name for the job and save it to the desired location in the Scheduler Jobs Library.

Once you save the job with an active scheduling rule, the job is immediately added to the schedule to await the first scheduled execution time. You can see this scheduled instance on the **Scheduled Jobs** tab.

You can also run the job manually as needed by opening the job and clicking **Run Once**. Note that when using Run Once, the job runs as the current user instead of the job owner, so you must have the required permissions to perform the import.

For more information on what happens when the Active Directory Import task is run, see How Active Directory user synchronization works.

How Active Directory user synchronization works

This topic describes how new users are created and how existing users are updated when an Active Directory Import job runs in Scheduler.

NOTE: The Active Directory domain name is always used to determine matching users for purposes of the Active Directory import. If a user name matches but the domain does not, that user is not considered to be a matching user.

Creating new users via Active Directory import

For each unique user name in the import, Axiom Capital Tracking looks for a matching user name in Axiom Capital Tracking Security. If no match is found, then a new user is created. If a match is found, then the user synchronization behavior applies as detailed in the following section.

New users are created with the following user properties:

- Login (from Active Directory)
- Domain (from Active Directory)
- First name (from Active Directory)
- Last name (from Active Directory)
- Email address (from Active Directory)
- License Type (from Scheduler task settings)
- Authentication (from Scheduler task settings)
- Enabled (from Scheduler task settings)
- Assigned Roles (from Scheduler task settings)
- Assigned Subsystems (from Scheduler task settings)
- Directory Sync Enabled (assumed as enabled)

NOTE: The imported user's domain does not display in the Security dialog, but it is stored in the database and can be reported upon by use of an Axiom query to the Axiom.Principals table. The relevant domain also displays before each user name when using Open Security in Spreadsheet. The domain is stored in case of a situation where two users with the same user name are imported from different domains.

Synchronizing users via Active Directory import

If a user name in the Active Directory import matches an existing user name in Axiom Capital Tracking security, then that user will be updated ONLY if the **Directory Sync Enabled** check box remains selected for the matching user. Matching users are updated as follows:

- **User Properties**: If the first name, last name, or email address has changed in Active Directory, it is updated in Axiom Capital Tracking.

- **User License Type**: If the assigned user license type for the Active Directory group has changed, then the license type is updated in Axiom Capital Tracking.
- **Authentication Type**: If the assigned authentication type for the Active Directory group has changed, then the authentication type is updated in Axiom Capital Tracking.
- **Role and Subsystem Assignments**: The user's role and subsystem assignments are updated as follows:
    - If a role or subsystem assignment has been added for the Active Directory group, the user is assigned to that role or subsystem.
    - If a role or subsystem assignment has been removed from the Active Directory group, the user is only removed from the role or subsystem if another group is mapped to that same role or subsystem (and the user does not also belong to that other group). If the previously assigned role or subsystem is not present in the mappings at all, then the user is not removed from the role or subsystem.
    - If the user no longer belongs to the Active Directory group, and that group's role or subsystem mappings still exist, then the user is removed from those roles and subsystems (unless the user belongs to another Active Directory group in the import that is mapped to the same roles and subsystems).
- **Disabled Users**: If the user is disabled in Active Directory, then the user is disabled in Axiom Capital Tracking. If the user is disabled in Axiom Capital Tracking but enabled in Active Directory, then the user will either be re-enabled or left as disabled depending on whether **Never Enable Users** is checked in the Scheduler task settings.

If the **Directory Sync Enabled** check box is cleared for the matching user, then that user will be ignored by the Active Directory synchronization process and left as is.

If the **Directory Sync Enabled** check box is selected for a user and that user does NOT match a user name in the Active Directory import, then the user is disabled. If you still need the user account, you can re-enable the user and clear the Directory Sync Enabled check box so that the user will be ignored by future imports.

NOTES:

- Role mappings are processed in role ID order. If a group has multiple mappings, and the user license type or authentication type does not match on all of the mappings, then users in the group will be assigned to the license type and authentication type associated with the last-processed role.
- If a role mapping uses a subsystem-specific role, users will be assigned to that role regardless of whether they also belong to the associated subsystem. This creates an invalid security configuration that must be corrected after the import.

Editing imported users

Once an imported user has been created in Axiom Capital Tracking, you can edit the user's permissions in Security as appropriate.

You can assign the user to additional roles and/or subsystems, and those additional assignments will persist through subsequent imports. However, if the user is part of an import that contains a mapping with those roles or subsystems, and the user is not in the group affected by that mapping, then the user will be removed from those roles or subsystems.

You can edit user properties such as name, email, and authentication type, however, these changes will be overwritten the next time the Active Directory import task is run, assuming that **Directory Sync Enabled** is still checked for the user.

If you do not want the user to be synchronized with Active Directory anymore, but you still want the user to be active in Axiom Capital Tracking, then you should clear the **Directory Sync Enabled** check box for the user. Once this option is disabled, the user will be ignored by the import and will be treated like a manually created user.

Treatment of manually created users

If Active Directory Import is enabled for your system, you can still manually create users and exclude them from the Active Directory import and synchronization process by clearing the **Directory Sync Enabled** check box for the user. The user will be ignored by any future Active Directory Import jobs.

If you manually create a user and leave the **Directory Sync Enabled** check box selected, then the user will be treated as follows the next time an Active Directory Import job is run:

- If the user matches a user name in the Active Directory import, then the user will remain active and will be synchronized with Active Directory.
- If the user does not match a user name in the Active Directory import, then the user will be disabled.

Using LDAP Authentication

You can enable LDAP Authentication for Axiom Capital Tracking, so that users are authenticated against your LDAP server when launching Axiom Capital Tracking.

NOTE: LDAP Authentication is not supported for use with Axiom Cloud systems.

LDAP Authentication behavior

When the Axiom Capital Tracking login screen displays, users must enter their LDAP user name (with or without the suffix) and their LDAP password. If the LDAP user name matches a user name in Axiom Capital Tracking, then the credentials are passed to LDAP for authentication into Axiom Capital Tracking.

If the LDAP Authentication configuration for Axiom Capital Tracking only allows one LDAP suffix, then that suffix will be used for all LDAP authentication. The user can include the suffix or not when logging in, and the Axiom user name can contain the suffix or not. Axiom will automatically append the suffix as needed when sending the credentials to LDAP for authentication. However, if multiple suffixes are allowed, then the suffix must be specified using any of the following approaches:

- The user must specify the appropriate suffix using the **Domain** selection list. This is an optional login setting that can be enabled for your installation. For more information, see Domain selection list.
- The user must include the suffix as part of their user name when logging in.
- The user names in Axiom Capital Tracking must include the appropriate suffix for each user.

Users must enter their credentials each time they log in, unless they select **Remember me** to store their credentials for future use. For more information, see Remember me.

Setting up LDAP Authentication

The following summarizes the setup process for LDAP Authentication.

To set up LDAP Authentication:

1. LDAP Authentication must be enabled for the system.

   LDAP Authentication can be enabled during the Axiom Application Server installation. If it was not enabled during the installation, you can configure it later using the **Configure Authentication Methods** page of the Axiom Software Manager. For more information, see the *Installation Guide*.

   When you enable LDAP Authentication, you must specify the connection string to the LDAP server, as well as a user name and password for the connection. You must also specify the allowed suffix(es) for user names.

2. In security, Axiom Capital Tracking users must be set up as follows to support LDAP Authentication:
   - The user's Axiom Capital Tracking login name must match their LDAP login name.

     The user name can contain the LDAP suffix or not as desired. Note that the user name must include the suffix if there is a naming conflict with another user who is configured with a different authentication type (or with a different LDAP suffix). For example, if you have an Axiom Prompt user jdoe, and you have an LDAP user jdoe, then the LDAP user must include the suffix on their user name to differentiate the two users.

   - The user's **Authentication** method must be set to **LDAP Prompt**. This is the default setting for new users if your installation is enabled for LDAP Authentication.

All users who are assigned to the LDAP authentication type will be authenticated by your designated LDAP directory. This is the only way that these users can log in—they cannot log in using an internal Axiom Capital Tracking password.

If you need to test the security settings of an LDAP authentication user, you can use the **Log in as selected user** feature to log in to Axiom Capital Tracking as that user. For more information, see Testing user security.

Using SAML Authentication

You can enable SAML Authentication for Axiom Capital Tracking, so that users are authenticated based on a designated identity provider (such as Shibboleth or Windows Active Directory Federation Services). This option is only supported for use with Axiom Cloud systems.

SAML Authentication behavior

SAML Authentication (Security Assertion Markup Language) is a web-based authentication method. Users access Axiom Capital Tracking by going to the Axiom Web Client in a browser. Users must enter their user name and password for their identity provider. Once they are authenticated, if the user name matches a user name in Axiom Capital Tracking, then the user can access the Axiom Web Client or install / launch the Axiom Excel Client or Windows Client from the web page.

Users assigned to SAML Authentication can only access Axiom Capital Tracking from the web. The Excel Client and Windows Client cannot subsequently be launched using a shortcut on the user's computer; the user must continue to log into the Axiom Web Client in order to start the Desktop Client. When using SAML Authentication, you may want to configure the Axiom Application Server installation so that no shortcuts are placed on user computers during the client installation, since users will not be able to use these shortcuts.

Setting up SAML Authentication

The following summarizes the setup process for SAML Authentication.

1. SAML Authentication must be enabled for the system.

   For Axiom Cloud systems, Axiom Support will enable SAML Authentication for you as part of the system setup, if that is your chosen authentication method.

2. Complete any additional configuration requirements to enable SAML Authentication.

   SAML Authentication requires additional setup steps. These steps differ depending on the designated identity provider. Please contact Axiom Support for assistance in completing the SAML Authentication setup.

3. In security, Axiom Capital Tracking users must be set up as follows to support SAML Authentication:

   - The user's Axiom Capital Tracking login name must match their login name for the SAML identity provider (with or without an @suffix as appropriate).
   - The user's **Authentication** method must be set to **SAML**.

If you need to test the security settings of a SAML Authentication user, you can use the **Log in as selected user** feature to log in to Axiom Capital Tracking as that user. For more information, see Testing user security.

Logging in as an Axiom Prompt user when SAML Authentication is enabled

You can also set up **Axiom Prompt** users when SAML Authentication is enabled, such as to allow Axiom Support to access the system without giving them credentials for the SAML identity provider. These users must go a special area of the web site in order to log in:

`https://ServerName/Axiom/Home/Login`

Where *ServerName* is the name of your Axiom Application Server and Axiom is the name of the virtual directory.

Using OpenID Authentication

You can enable OpenID Authentication for Axiom Capital Tracking, so that users are authenticated based on a designated OpenID provider (such as Google OpenID Connect).

OpenID Authentication behavior

OpenID Authentication is a web-based authentication method. Users access Axiom Capital Tracking by going to the Axiom Web Client in a browser. Users must enter their user name and password for their OpenID provider. Once they are authenticated, if the user name matches a user name in Axiom Capital Tracking, then the user can access the Axiom Web Client or install / launch the Axiom Excel Client or Windows Client from the web page.

Users assigned to OpenID Authentication can only access Axiom Capital Tracking from the web. The Excel Client and Windows Client cannot subsequently be launched using a shortcut on the user's computer; the user must continue to log into the Axiom Web Client in order to start the Desktop Client. When using OpenID Authentication, you may want to configure the Axiom Application Server installation so that no shortcuts are placed on user computers during the client installation, since users will not be able to use these shortcuts.

Setting up OpenID Authentication

The following summarizes the setup process for OpenID Authentication.

1. OpenID Authentication must be enabled for the system.

   For on-premise systems, OpenID Authentication can be enabled during the Axiom Application Server installation. If you did not enable it during the original installation, you can use Repair to change the installation to enable it. For more information, see the *Installation Guide*.

   When you enable OpenID Authentication for Axiom Capital Tracking, you must specify the Client ID and Client Secret for your OpenID provider.

For Axiom Cloud systems, Axiom Support will enable OpenID Authentication for you as part of the system setup, if that is your chosen authentication method.

2. Complete any additional configuration requirements to enable OpenID Authentication.

   At minimum, you must configure the OpenID provider with the redirect URI to the Axiom Capital Tracking login page (such as `<URLtoAxiom>/openid/login`). Other setup steps may be necessary, depending on your particular configuration. Please contact Axiom Support as needed for assistance in completing the OpenID Authentication setup.

3. In security, Axiom Capital Tracking users must be set up as follows to support OpenID Authentication:
   - The user's Axiom Capital Tracking login name must match their login name for the OpenID provider, including the @suffix.
   - The user's **Authentication** method must be set to **OpenID**.

If you are an administrator and you need to test the security settings of an OpenID Authentication user, you can use the **Log in as selected user** feature to log in to Axiom Capital Tracking as that user. For more information, see Testing user security.

Logging in as an Axiom Prompt user when OpenID Authentication is enabled

You can also set up **Axiom Prompt** users when OpenID Authentication is enabled, such as to allow Axiom Support to access the system without giving them credentials for the OpenID identity provider. These users must go a special area of the web site in order to log in:

`https://ServerName/Axiom/Home/Login`

Where *ServerName* is the name of your Axiom Application Server and Axiom is the name of the virtual directory.

Login behavior options

The following options apply to all authentication types except SAML and OpenID Authentication.

Domain selection list

When a user logs in, Axiom Capital Tracking looks for a matching user name within Axiom security and applies the specified authentication type for that user. For LDAP Authentication and Windows Authentication, if only one allowed domain or suffix is specified, that information can be assumed and the user does not need to include it when logging in. If multiple domains or suffixes are specified, then the user must include that information as part of their user name. For example: *DomainName**UserName* for Windows Authentication.

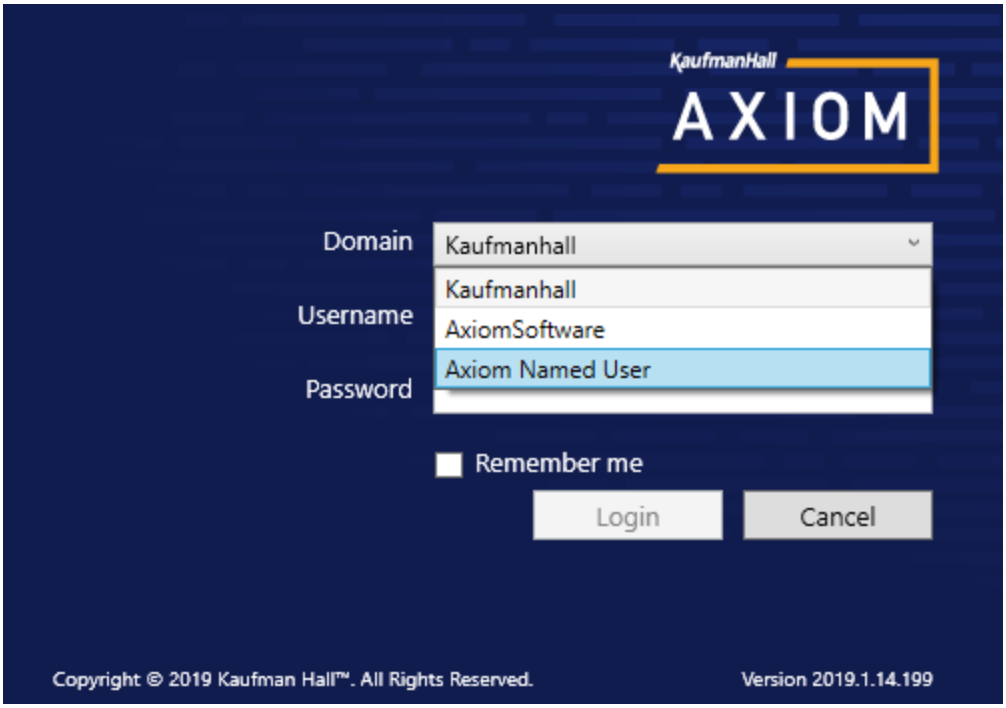
Alternatively, you can configure your system so that all users must specify their authentication type / domain when logging into Axiom Capital Tracking, using the **Domain** selection list. The Domain selection list displays the following:

- **Axiom Named User** (for Axiom Prompt login)

- Each allowed Windows Authentication domain (if Windows Authentication is enabled for the installation)
- Each allowed LDAP suffix (if LDAP Authentication is enabled for the installation)

When the Domain selection list is enabled, the user must make the appropriate selection in order to log in. For example, a Windows Authentication user must select their Windows domain name. Because it is specified separately, the domain or suffix does not need to be added to the user name, even when there are multiple allowed domains or suffixes.

The following screenshot shows an example of the Domain selection list. In this example, the installation has enabled Windows Authentication with two allowed domains. The two domain names display on the selection list as well as the choice to log in as an Axiom Named User.



The Domain selection list can be enabled or disabled using the **AuthenticationDomainSelectionListRequired** system configuration setting. By default this is set to False, which means the Domain selection list only displays if your system contains duplicate user names that require the domain to be specified to differentiate those users. If you set this to True, then the Domain selection list displays at all times.

If the Domain selection list is enabled, and if Windows Authentication is enabled for the installation, then by default the user's current domain will be selected in the list (if that domain is one of the allowed domains). Otherwise, the first option in the list is selected by default. Options are ordered as follows: LDAP suffixes, Windows domains, Axiom Named User.

Remember me

Users can optionally select **Remember me** at the login screen to store their Axiom Capital Tracking authentication for future use. This information is encrypted and only applies to the current user for the current machine. The next time the user starts Axiom Capital Tracking on the current machine, they will not be prompted to log in.

Although all Axiom Capital Tracking clients have a Remember Me check box on the login screen, note that the remembered status is stored separately for access to the Web Client versus the Desktop Client. For example, a user can choose Remember Me when logging into the Excel Client, and then that user will not be prompted when subsequently accessing either the Excel Client or the Windows Client. However, if the user attempts to access the Web Client, they will be prompted for credentials (and can then choose to be separately remembered for the Web Client).

NOTE: Logging out of a client will clear the remembered status for that client type. Although the Excel Client and Windows Client do not have an explicit log out feature, logging out of the Word or PowerPoint add-in will clear the remembered status for the Desktop Client (but only if you are not also currently logged into another instance of the Desktop Client).

If you do not want users to have access to the Remember Me option, so that they must log in each time, then you can disable the feature by setting the system configuration setting **ShowRememberMe** to **False**. This will hide the option from the various login screens. Keep in mind that if a user has already used the Remember Me option, hiding the setting will not clear the user's stored credentials. The user will continue to be remembered until they log out and cause their credentials to be cleared.

Filters

This section contains reference information for creating filter criteria statements. Security settings for file groups and tables can use filters to determine access.

Filter criteria syntax

Several areas of Axiom Capital Tracking use criteria statements to define a set of data. The syntax for these criteria statement is as follows:

```
Table.Column='Value'
```

- *Table* is the name of the database table.
- *Column* is the name of the column in the database table.
- *Value* is the value in the column.

If the column is String, Date, or DateTime, the value must be placed in single quotation marks as shown above. If the column is Numeric, Integer (all types), Identity, or Boolean, then the quotation marks are omitted.

For example:

- To filter data by regions, the filter criteria statement might be: `DEPT.Region='North'`. This would limit data to only those departments that are assigned to region North in the Region column.
- To filter data by a single department, the filter criteria statement might be: `DEPT.Dept=100`. This would limit data to only department 100.

If the table portion of the syntax is omitted, then the table is assumed based on the current context. For example, if the filter is used in an Axiom query, then the primary table for the Axiom query is assumed. If the current context supports *column-only syntax*, and the specified column is a validated key column, then the lookup table is assumed.

Operators

The criteria statement operator can be one of the following: =, >,<,<>,<=,>=. For example:

```
ACCT.Acct>1000
```

SQL IN, LIKE, and BETWEEN syntax can also be used. For example:

```
DEPT.Region IN ('North','South')
```

Compound criteria statements

You can use `AND` and `OR` to combine multiple criteria statements. If you are creating long compound criteria statements with multiple ANDs or ORs, you can use parentheses to group statements and eliminate ambiguity. For example:

```
(DEPT.Region='North' OR DEPT.Region='South') AND (ACCT.Acct=100 OR
ACCT.Acct=200)
```

NOTES:

- When filtering on multiple values in the same column, you must use OR to join the statements, not AND. In the example above, if the statement was instead `DEPT.Region='North' AND DEPT.Region='South'`, that statement would return no data because no single department belongs to both the North and South regions. When you use OR, the statement will return departments that belong to either the North or the South regions.
- Alternatively, you can use the SQL IN syntax to create a compound statement for values in the same column. For example, the statement `DEPT.Region='North' OR DEPT.Region='South'` can also be written as `DEPT.Region IN ('North','South')`. The Filter Wizard uses IN syntax by default.

Using criteria statements in functions

If you are using a criteria statement in a function, such as GetData, you must place the entire criteria statement in double quotation marks. For example:

```
=GetData("Bud1","DEPT.Region='North'","GL1")
```

You can also place the criteria statement in a cell and then use a cell reference in the function. In this case, you do not need to use double quotation marks in the function, unless you are concatenating text and cell reference contents within the function.

Referencing blank values in filters

If a string column contains a blank value (an empty string), you may want to create a filter that includes or excludes records with these blank values. This empty string is indicated with empty quotation marks in the filter. For example: `ACCT.CMAssign=''` or `ACCT.CMAssign<>''`

If you use the Filter Wizard to construct the filter, it will automatically use the appropriate syntax.

If the blank value is actually a null instead of an empty string, the filter should use the syntax IS NULL or IS NOT NULL. String columns should not allow null values, but Date and DateTime columns often allow null values. For example: `Project.StartDate IS NULL` or `Project.StartDate IS NOT NULL`

Referencing values with apostrophes in filters

If a string column contains a value with an apostrophe (such as O'Connor), then that apostrophe must be escaped with another apostrophe so that it is not read as the closing apostrophe for the filter criteria statement. For example:

`Dept.VP='O'Connor'`

Invalid. This construction does not work because Axiom Capital Tracking reads it as Dept.VP='O' and then does not know what to do with the rest of the text.

`Dept.VP='O''Connor'`

Valid. The extra apostrophe tells Axiom Capital Tracking that the apostrophe is part of the string value and is not the closing apostrophe.

NOTE: This syntax must use two apostrophe characters in sequence and *not* a double quotation mark. If you create the filter using the Filter Wizard, Axiom Capital Tracking will construct the appropriate syntax for you.

Referencing Date or DateTime values in filters

If your locale uses a date format where the first value is the day, filters using that date or date-time value will not process correctly. Instead, the date or date-time value must be in standard format. Standard format is `YYYY-MM-DDTHH:MM:SS` for DateTime and `YYYY-MM-DD` for Date.

If you use the Filter Wizard to construct the filter, it will automatically convert the date or date-time value to the appropriate syntax.

Validating filters

When you are entering a filter criteria statement into an Axiom Capital Tracking dialog, you can validate the filter to ensure that it uses correct syntax.

Filter validation  is available in the various dialogs throughout the system, such as:

- Security Management
- Open Table in Spreadsheet
- GetData Function Wizard
- Copy Table Data

The validation feature only validates the filter syntax; it does not validate the logic of the filter or ensure that it will return the desired data. For example, it would detect if you misspelled a column name and allow you to correct it.

If the syntax is correct, the message "Filter is valid" appears in the dialog.

If the syntax has errors, the message "Filter is invalid" appears in the dialog. You can click this link to bring up a **Filter Error** message box that contains more information about the error. In the **Filter Error** message box, click **Show Details** to see the specific error message.

Filter variables

Axiom Capital Tracking provides a set of filter variables that can be used in filter criteria statements throughout the software. Currently, these variables allow filtering based on the current user.

For example, you may have a column on a plan code table such as Dept.Owner, which contains user login names. When setting up plan file filters in security, you want each user to have a filter such as `Dept.Owner='UserName'`. Without using variables, you would need to set up each user with a user-level filter such as `Dept.Owner='JDoe'`, `Dept.Owner='RSandstone'`, and so on. With variables, you can instead set up a single role-level filter such as `Dept.Owner='{CurrentUser.LoginName}'`. For each user in the role, this filter will be resolved using that user's login name.

Filter variables can be used in any place that takes a filter criteria statement. For example, you can use the variables to impact data queries in places such as Sheet Filters, Axiom query filters, Web Report data source filters, Quick Filter, and GetData functions. You can also use the variables in utilities such as Process Plan Files and Create Plan Files.

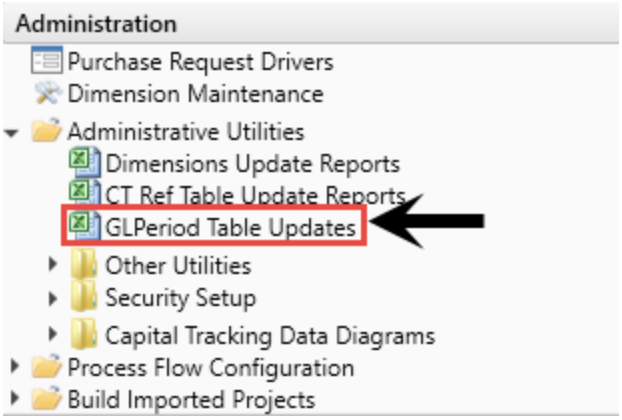
To use a filter variable, place the variable in curly brackets within the filter criteria statement. All other filter rules still apply—for example, if the variable will resolve to a string value such as a user name, the variable must be placed in single quotation marks. The filter must result in a valid filter criteria statement once the variable is resolved to its current value.

Variable	Resolved Value
{CurrentUser.EmailAddress}	The email address of the current user.
{CurrentUser.FirstName}	The first name of the current user.
{CurrentUser.LastName}	The last name of the current user.
{CurrentUser.LoginName}	The login name of the current user.
{CurrentUser.PrincipalID}	The database ID of the current user.
{CurrentUser.QualifiedLoginName}	The qualified login name of the current user (domain\username). If the user does not have a defined domain, the regular login name is used.

Updating the GLPeriod

To update the GLPeriod:

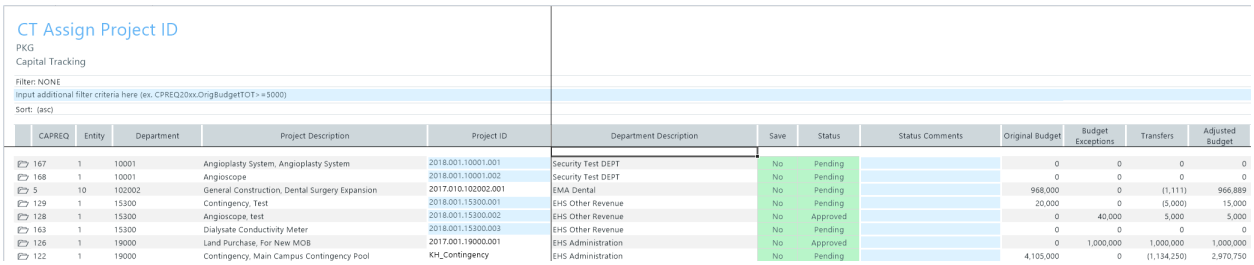
1. In the Cap Track Admin task pane, in the **Administration** section, click **Administrative Utilities**, and double-click **GLPeriod Table Updates**.



2. In the **FiscalMth** field, type the fiscal month number.
3. In the **GLMonth** field, type the GL month.
4. After making your changes, in the **Main** ribbon tab, click **Save**.
5. At the confirmation prompt, click **OK**.

Assigning Project IDs for capital project tracking

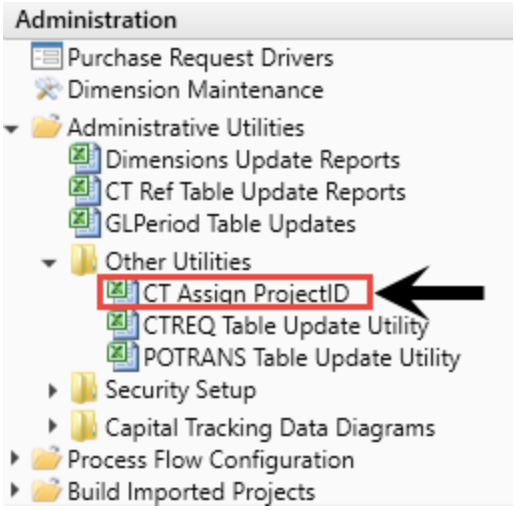
Use the CT Assign ProjectID report to assign a unique Project ID for capital project tracking.



In this report, you can also view plan files by double-clicking the Folder icon in the column on the left side of the CAPREQ column.

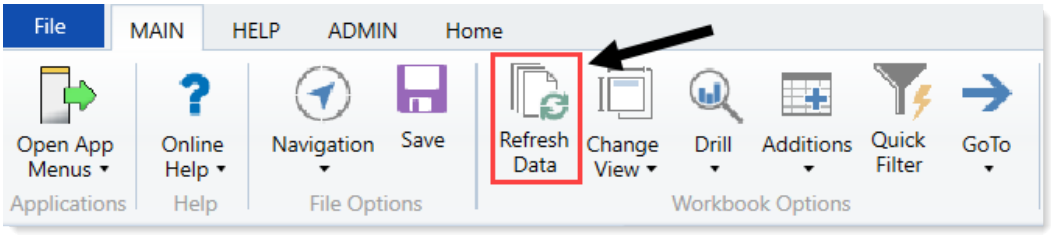
To assign Project IDs for capital project tracking:

1. In the Cap Track Admin task pane, in the **Administration** section, click **Administrative Utilities** > **Other Utilities**, and double-click **CT Assign ProjectID**.



2. Refresh the report data by doing one of the following:

   - In the **Main** ribbon tab, in the **Workbook Options** group, click **Refresh Data**.



   - Press **F9**.

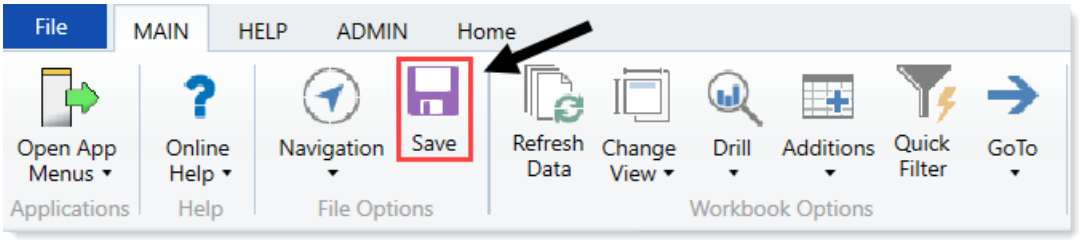
3. Do one of the following:

Option	Description
Select projects to include in the report	a. In the **Refresh Variables** dialog, for each item to include, click **Choose Value**. b. In the **Choose Value** dialog, select the values to include, and click **OK**. c. In the **Refresh Dialog**, click **OK**.
Include all projects in the report	In the **Refresh Variables** dialog, leave the fields blank, and click **OK**.

4. Complete the following columns, as needed:

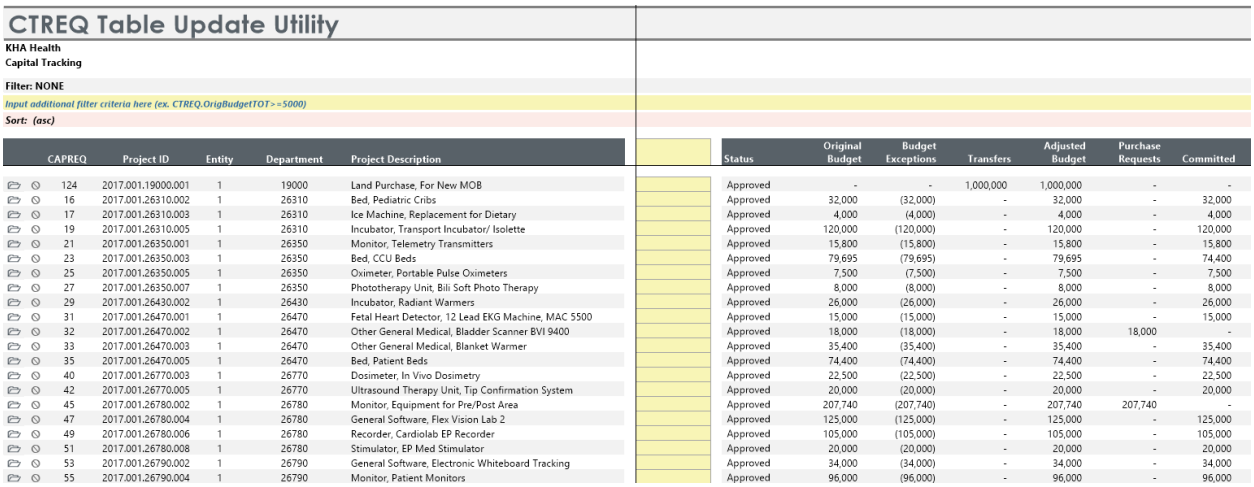
Option	Description
Project ID	Type an identification number for the capital project.
Save	Do one of the following: • To save the Project ID changes to the database, select **Yes**. • To not save the Project ID changes, select **No**.
Status	Update the status of the project to one of the following: • Approved • Pending • Declined
Status Comments	Type additional notes regarding this project.

5. After you finish making changes, in the **Main** ribbon tab, click **Save**.



Updating the CTREQ table

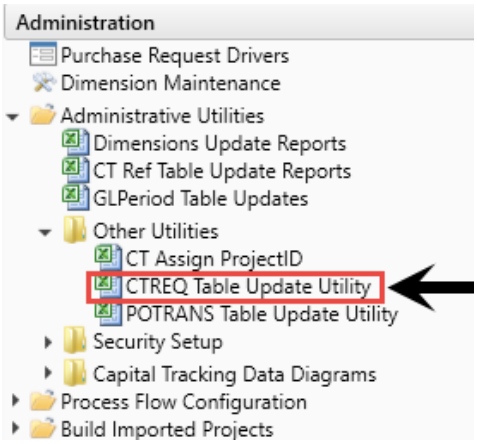
Use CTREQ Table Update Utility to update any custom columns for capital projects that have been added to the CTREQ table.



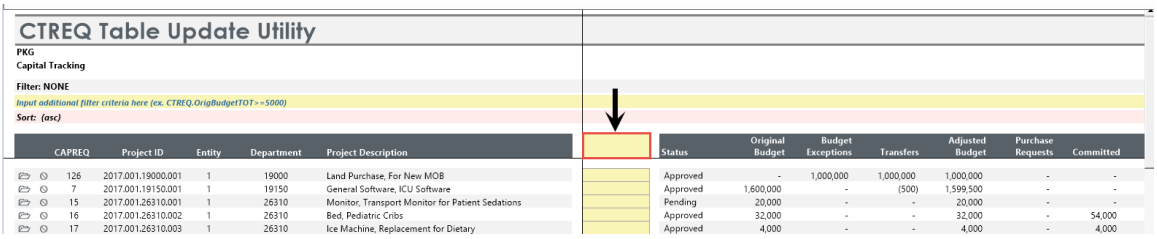
	CAPREQ	Project ID	Entity	Department	Project Description		Status	Original Budget	Budget Exceptions	Transfers	Adjusted Budget	Purchase Requests	Committed
	124	2017.001.19000.001	1	19000	Land Purchase, For New MOB		Approved	-	-	1,000,000	1,000,000	-	-
	16	2017.001.26310.002	1	26310	Bed, Pediatric Cribs		Approved	32,000	(32,000)	-	32,000	-	32,000
	17	2017.001.26310.003	1	26310	Ice Machine, Replacement for Dietary		Approved	4,000	(4,000)	-	4,000	-	4,000
	19	2017.001.26310.005	1	26310	Incubator, Transport Incubator/ Isolette		Approved	120,000	(120,000)	-	120,000	-	120,000
	21	2017.001.26350.001	1	26350	Monitor, Telemetry Transmitters		Approved	15,800	(15,800)	-	15,800	-	15,800
	23	2017.001.26350.003	1	26350	Bed, CCU Beds		Approved	79,695	(79,695)	-	79,695	-	74,400
	25	2017.001.26350.005	1	26350	Oximeter, Portable Pulse Oximeters		Approved	7,500	(7,500)	-	7,500	-	7,500
	27	2017.001.26350.007	1	26350	Phototherapy Unit, Bili Soft Photo Therapy		Approved	8,000	(8,000)	-	8,000	-	8,000
	29	2017.001.26430.002	1	26430	Incubator, Radiant Warmers		Approved	26,000	(26,000)	-	26,000	-	26,000
	31	2017.001.26470.001	1	26470	Fetal Heart Detector, 12 Lead EKG Machine, MAC 5500		Approved	15,000	(15,000)	-	15,000	-	15,000
	32	2017.001.26470.002	1	26470	Other General Medical, Bladder Scanner BVI 9400		Approved	18,000	(18,000)	-	18,000	18,000	-
	33	2017.001.26470.003	1	26470	Other General Medical, Blanket Warmer		Approved	35,400	(35,400)	-	35,400	-	35,400
	35	2017.001.26470.005	1	26470	Bed, Patient Beds		Approved	74,400	(74,400)	-	74,400	-	74,400
	40	2017.001.26770.003	1	26770	Dosimeter, In Vivo Dosimetry		Approved	22,500	(22,500)	-	22,500	-	22,500
	42	2017.001.26770.005	1	26770	Ultrasound Therapy Unit, Tip Confirmation System		Approved	20,000	(20,000)	-	20,000	-	20,000
	45	2017.001.26780.002	1	26780	Monitor, Equipment for Pre/Post Area		Approved	207,740	(207,740)	-	207,740	207,740	-
	47	2017.001.26780.004	1	26780	General Software, Flex Vision Lab 2		Approved	125,000	(125,000)	-	125,000	-	125,000
	49	2017.001.26780.006	1	26780	Recorder, Cardiolab EP Recorder		Approved	105,000	(105,000)	-	105,000	-	105,000
	51	2017.001.26780.008	1	26780	Stimulator, EP Med Stimulator		Approved	20,000	(20,000)	-	20,000	-	20,000
	53	2017.001.26790.002	1	26790	General Software, Electronic Whiteboard Tracking		Approved	34,000	(34,000)	-	34,000	-	34,000
	55	2017.001.26790.004	1	26790	Monitor, Patient Monitors		Approved	96,000	(96,000)	-	96,000	-	96,000

To update the CTREQ table:

1. In the Cap Track Admin task pane, in the **Administration** section, click **Administrative Utilities > Other Utilities**, and double-click **CTREQ Table Update Utility**.

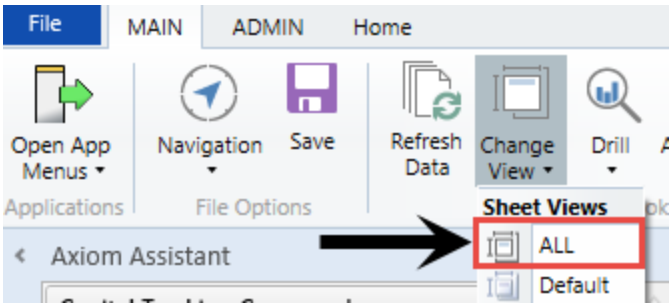


2. In the yellow input box in the header row, type the exact same name of the custom CTREQ column.

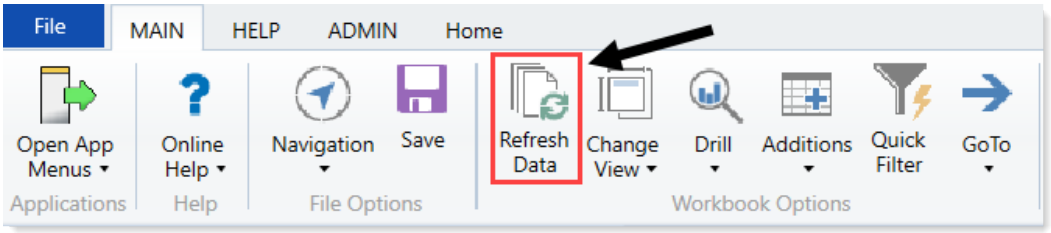


	CAPREQ	Project ID	Entity	Department	Project Description		Status	Original Budget	Budget Exceptions	Transfers	Adjusted Budget	Purchase Requests	Committed
	126	2017.001.19000.001	1	19000	Land Purchase, For New MOB		Approved	-	1,000,000	1,000,000	1,000,000	-	-
	7	2017.001.19150.001	1	19150	General Software, ICU Software		Approved	1,600,000	-	(500)	1,599,500	-	-
	15	2017.001.26310.001	1	26310	Monitor, Transport Monitor for Patient Sedations		Pending	20,000	-	-	20,000	-	-
	16	2017.001.26310.002	1	26310	Bed, Pediatric Cribs		Approved	32,000	-	-	32,000	-	54,000
	17	2017.001.26310.003	1	26310	Ice Machine, Replacement for Dietary		Approved	4,000	-	-	4,000	-	4,000

3. To show additional columns for input, in the **Main** ribbon tab, in the **Workbook Options** group, click **Change View > All**.



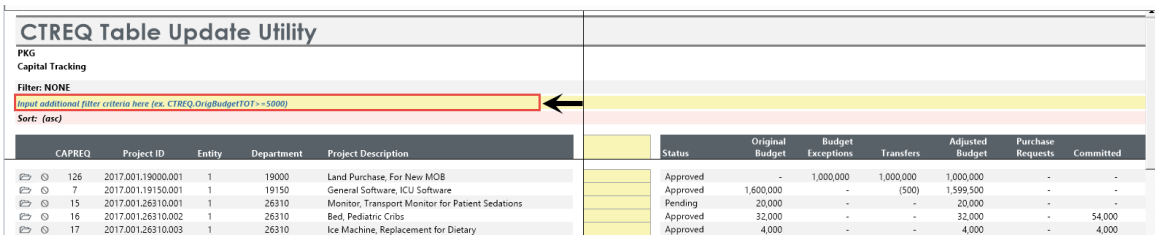
4. Refresh the data in the utility by doing one of the following:
    - In the **Main** ribbon tab, in the **Workbook Options** group, click **Refresh Data**.



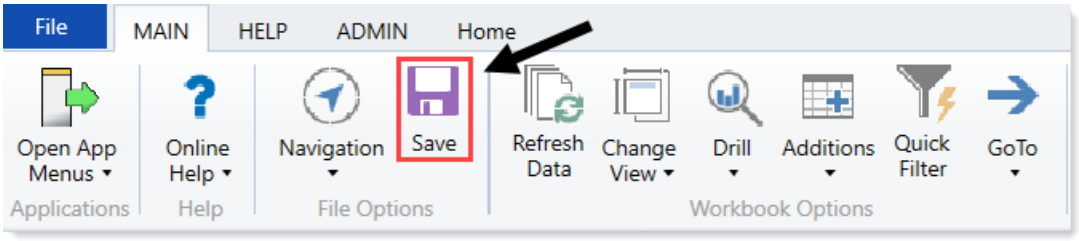
    - Press **F9**.

5. In the **Refresh Variables** dialog, click **Choose Value** to select the items to include in the report or leave the fields blank to return all the results for all items, and click **OK**.

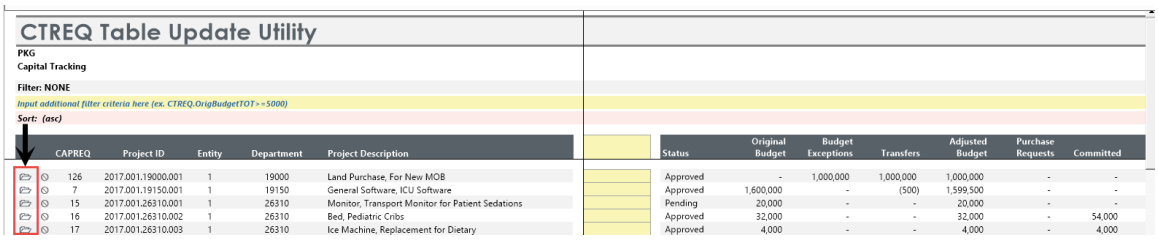
6. To filter for additional criteria, at the top of the screen, enter the criteria in the **Input additional filter criteria here** cell.



7. After you are done making changes, in the **Main** ribbon tab, click **Save**.

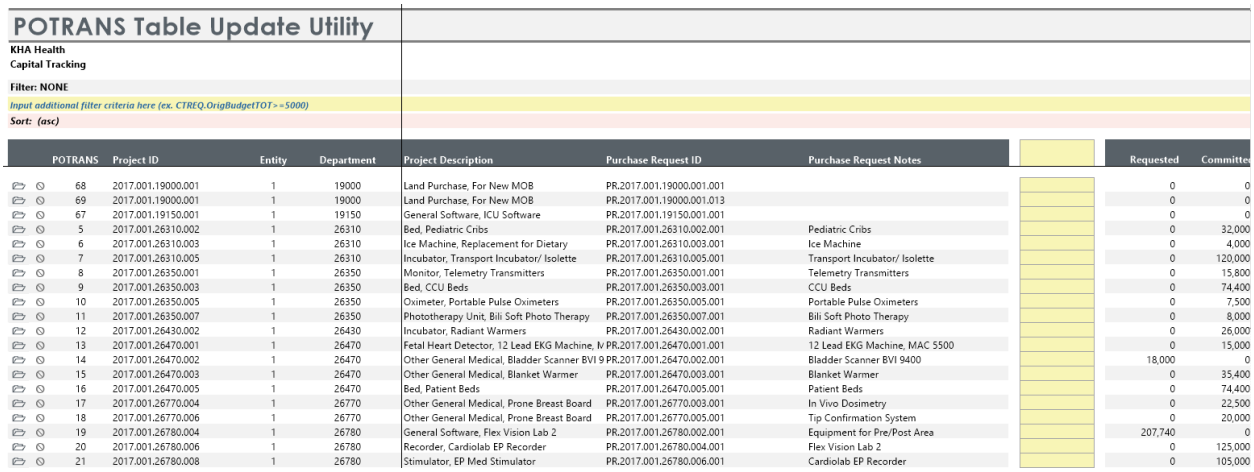


8. To view the project details for each capital project, double-click the folder icon in the far left column of the utility.



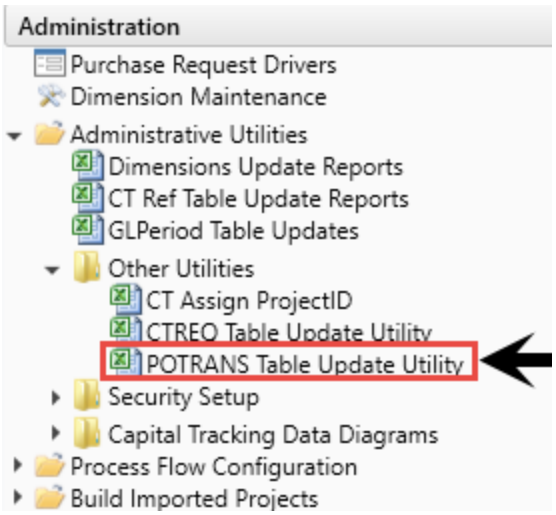
Updating the POTRANS table

Use the POTRANS Table Update Utility to update any custom columns for capital projects that have been added to the POTRANS table.

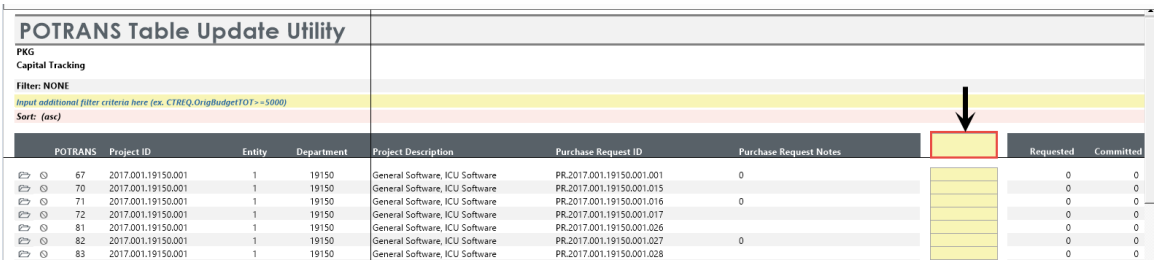


To update the POTRANS table:

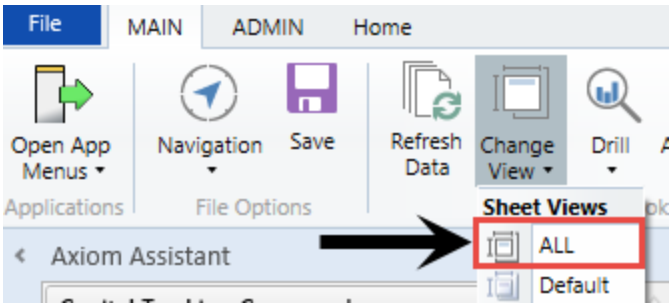
1. In the Cap Track Admin task pane, in the **Administration** section, click **Administrative Utilities > Other Utilities**, and double-click **POTRANS Table Update Utility**.



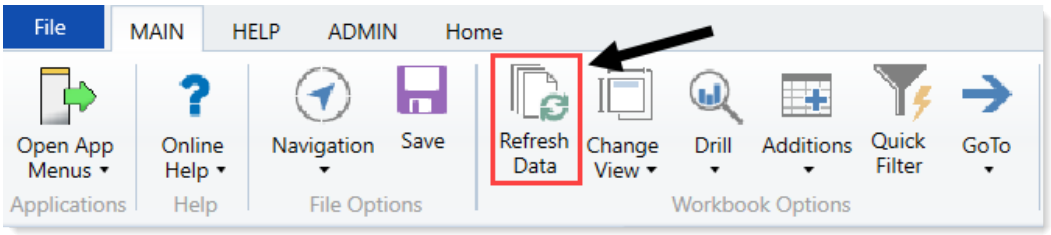
2. In the yellow input box in the header row, type the exact same name of the custom POTRANS column.



3. To show additional columns for input, in the **Main** ribbon tab, in the **Workbook Options** group, click **Change View > All**.

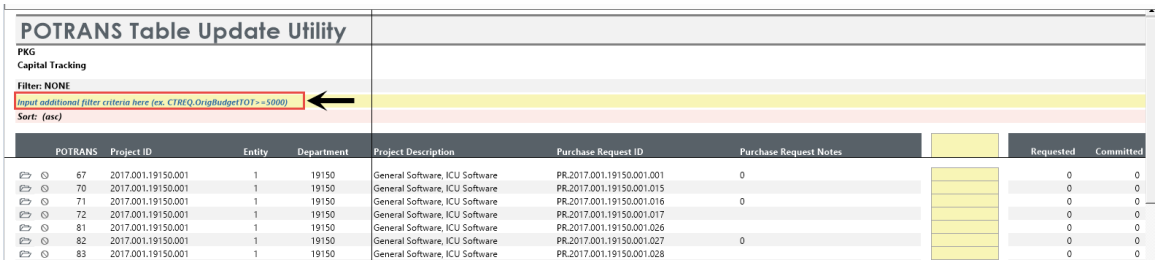


4. Refresh the data in the utility by doing one of the following:
    - In the **Main** ribbon tab, in the **Workbook Options** group, click **Refresh Data**.

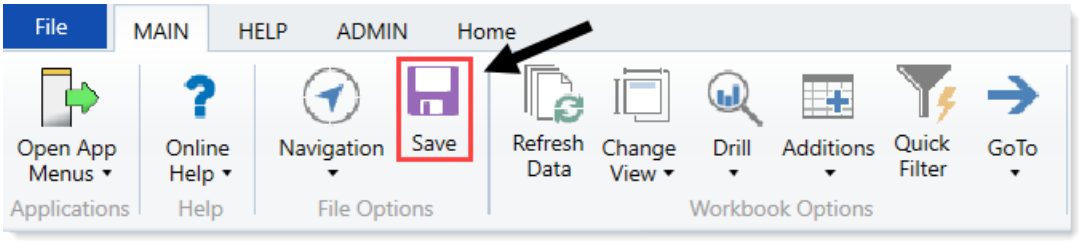


- Press **F9**.

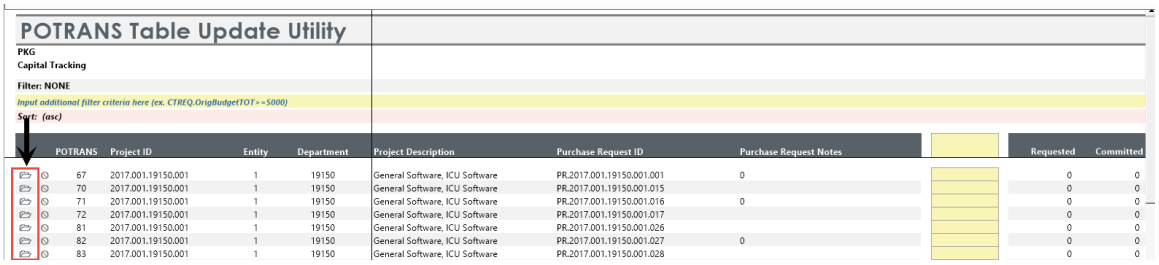
5. In the **Refresh Variables** dialog, click **Choose Value** to select the items to include in the report or leave the fields blank to return all the results for all items, and click **OK**.
6. To filter for additional criteria, at the top of the screen, enter the criteria in the **Input additional filter criteria here** cell.



7. After you are done making changes, in the **Main** ribbon tab, click **Save**.

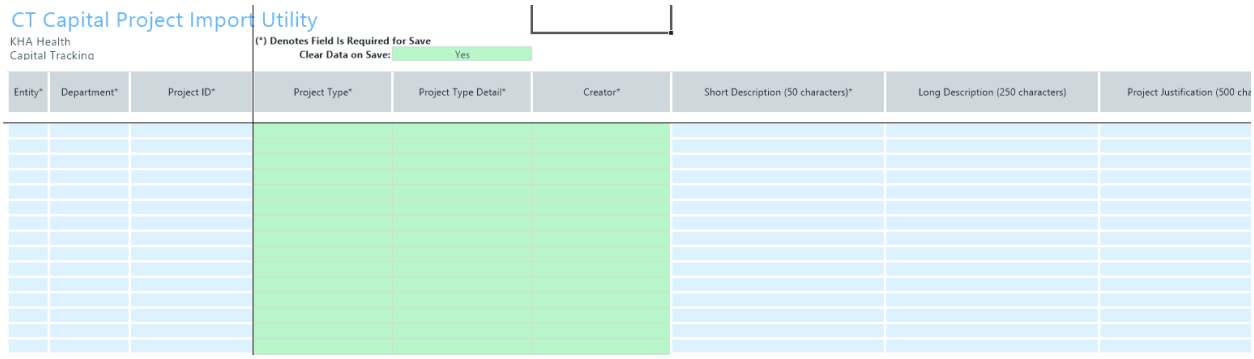


8. To view the project details for each capital project, double-click the folder icon in the far left column of the utility.



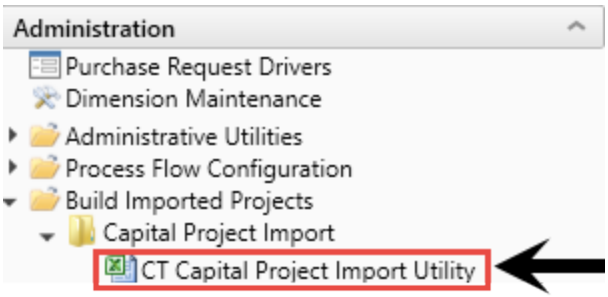
Importing capital projects

Use the CT Capital Project Import Utility to import a set of projects into Axiom Capital Tracking.



To import capital projects:

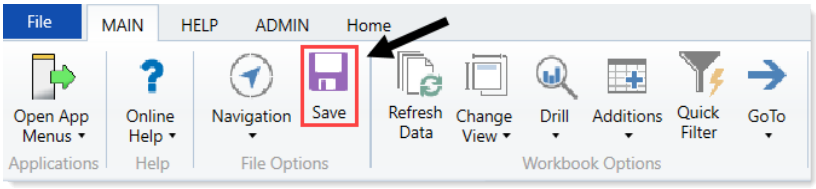
1. In the Cap Track Admin task pane, in the **Administration** section, click **Administrative Utilities > Build Imported Projects > Capital Project Import**, and double-click **CT Capital Project Import Utility**.



2. In the **Clear Data on Save** field at the top of the page, select Yes to clear the data when you save.
3. Complete all of the applicable columns with capital project information.

> **NOTE:** To save the utility, you must enter information in columns with an asterisk (*).

4. When you are done making changes, in the **Main** ribbon tab, click **Save**.



Configuring the home page (Desktop Client only)

The Axiom Capital Tracking home page is Excel-based and table-driven, with each section populated from table records. You do not need to modify the file itself, but instead you use a template to make your changes.

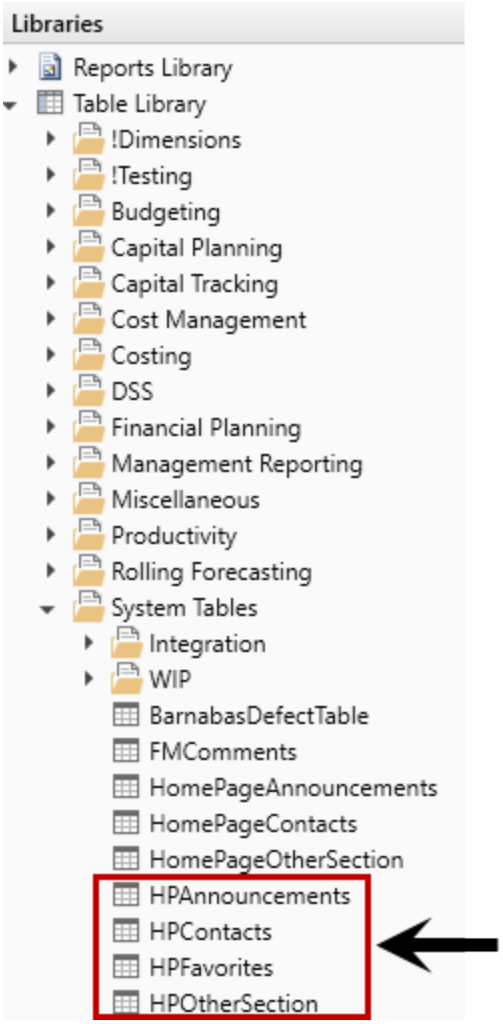
NOTE: To update the home page tables, users must be assigned the Suite Admin role since the tables may contain content that impacts all Axiom Healthcare Suite products.

The home page is comprised of the following sections:

Section	Description
Announcements	Post up to 8 announcements
Calendar	Post up to 8 calendar items
Contacts	Post up to 8 contacts
Dashboards	Post up to 8 dashboard links
Key Reports	Post up to 8 key report links

To configure the home page:

1. In the **Explorer** task pane, in the **Libraries** section, click **Table Library > System Tables**.



2. Double-click the following tables to configure the corresponding section of the home page. The following tables outline the rules for each data field.

   NOTE: Only enter information in the fields listed in these tables.

HPAnnouncements (Announcements)

	Integer	String 50	String 50	String 50	String 50	String 60	DateTime
	AnnounceID	Product	Type	Recipien	Creato	Description	CalendarDate
	1	Global	Announcement			Under Construction. Please Ignore the dust ..	
	1	Global	Calendar			sample calendar	3/1/2016 12:00 AM
	2	Global	Announcement			Length Test 15 Length Test 15 Length Test 15 Length Test 15	
	2	Global	Calendar				
	3	Global	Announcement				
	3	Global	Calendar				
	4	Global	Announcement				
	4	Global	Calendar				
	5	Global	Announcement				
	5	Global	Calendar				

Data Field	Parameters
AnnounceID	Use number 1 – 8 for the order to display the announcement.
Product	Use **Global**.
Type	Use **Announcement**.
Description	Type a description of the announcement. (Max length of 60 characters)

HPAnnouncements (Calendar)

Data Type / String Length	Integer	String 50	String 50	String 50	String 50	String 60
Description / Delete Row	AnnounceID	Product	Type	Recipien	Creato	Description
	1	Capital Planning	Calendar			
	1	Financial Planning	Announcement			sample announcement
	1	Financial Planning	Calendar			
	1	Global	Announcement			Our offices will be closed July 4th weekend.
→	1	Global	Calendar			sample calendar
	2	Budgeting	Announcement			
	2	Budgeting	Calendar			
	2	Capital Planning	Announcement			
	2	Capital Planning	Calendar			
	2	Financial Planning	Announcement			
	2	Financial Planning	Calendar			
	2	Global	Announcement			
→	2	Global	Calendar			July 4th - Offices closed!
	3	Budgeting	Announcement			

Data Field	Parameters
AnnounceID	Use number 1 – 8 in the order to display the calendar item.

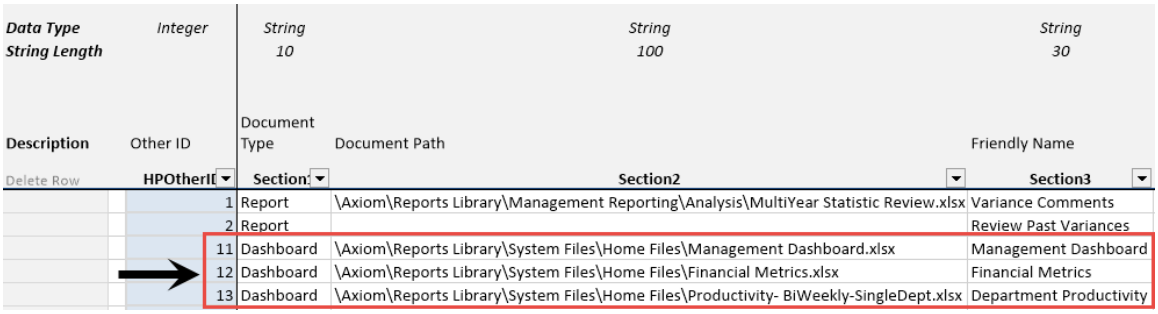
Data Field	Parameters
Product	Use **Global**.
Type	Use **Calendar**.
Description	Type a description of the calendar item.
CalendarDate	Enter the date and time for the calendar item.

HPContacts (Contacts)

Data Type	*Integer*	*String*	*String*	*String*
String Length		*50*	*50*	*15*
Description				
Delete Row	**ProductID**	**ProductDescription**	**Contact**	**ProductRe**
	1	Capital Planning & Tracking Contact:	Ext 128	Global
	2	Financial Planning Contact:	Ext 176	Global
	3	Budget Planning & Reporting Contact:	Ext 301	Global
	4	General Questions:	Ext 301,302,303	Global

Data Field	Parameters
ProductID	Type a number 1 – 8 in the order to display the contact item.
ProductDescription	Type a contact description (description or name).
Contact	Type contact information (name or phone number).
ProductRef	Type **Global**.

HPOtherSection (Dashboards)



Data Type		Integer	String	String	String
String Length			10	100	30
Description	Other ID		Document Type	Document Path	Friendly Name
Delete Row	HPOtherID		Section1	Section2	Section3
	1		Report	\Axiom\Reports Library\Management Reporting\Analysis\MultiYear Statistic Review.xlsx	Variance Comments
	2		Report		Review Past Variances
	11		Dashboard	\Axiom\Reports Library\System Files\Home Files\Management Dashboard.xlsx	Management Dashboard
	12		Dashboard	\Axiom\Reports Library\System Files\Home Files\Financial Metrics.xlsx	Financial Metrics
	13		Dashboard	\Axiom\Reports Library\System Files\Home Files\Productivity- BiWeekly-SingleDept.xlsx	Department Productivity

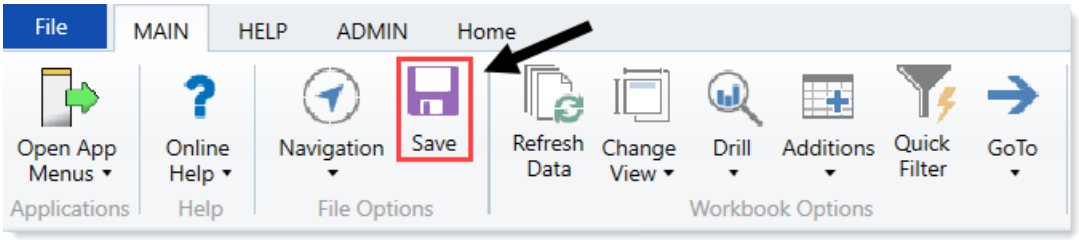
Data Field	Parameters
HPOtherID	Type number 1 – 8 for the order to display the dashboard item. **NOTE:** Because this table allows you to include dashboards and reports, the number you assign to a dashboard cannot be the same number used for a report. In the example above, the HPOtherID 1 is assigned to a report, so you cannot assign this number to a dashboard.
Section1	Type **Dashboard**.
Section2	Enter the document path by copying it from Explorer and pasting it into this field.
Section3	Type a name for the dashboard to display on the home page.
ProductRef	Type **Global**.

HPOtherSection (Key Reports)

Description	Other ID	Document Type	Document Path	Friendly Name
Data Type / *String Length*	*Integer*	*String* 10	*String* 100	*String* 30
Delete Row	HPOtherID	Section1	Section2	Section3
	1	Report	\Axiom\Reports Library\Management Reporting\Analysis\MultiYear Statistic Review.xlsx	Variance Comments
	2	Report		Review Past Variances
	11	Dashboard	\Axiom\Reports Library\System Files\Home Files\Management Dashboard.xlsx	Management Dashboard
	12	Dashboard	\Axiom\Reports Library\System Files\Home Files\Financial Metrics.xlsx	Financial Metrics
	13	Dashboard	\Axiom\Reports Library\System Files\Home Files\Productivity- BiWeekly-SingleDept.xlsx	Department Productivity

Data Field	Parameters
HPOtherID	Type a number 1 – 8 in the order to display the key report. **NOTE:** Because this table allows you to include both dashboards and reports, the number you assign to a report cannot be the same number used for a dashboard. In the example above, the HPOtherID 11 is assigned to a dashboard, so you cannot assign this number to a report.
Section1	Type **Report**.
Section2	Enter the report file path by copying it from Explorer and pasting it into this field.
Section3	Type a name for the key report to display on the home page.
ProductRef	Type **Global**.

3. After making changes to the appropriate table, in the **Main** ribbon tab, click **Save**.



IMPORTANT: To see the changes you made to the home page, you must log out and log back into the system.