

## **Administrator's Guide**

Axiom Strategy Management

Version 2022.3

The logo for AXIOM, featuring the word "AXIOM" in a bold, white, sans-serif font. The text is enclosed within a thin, light blue rectangular border that is slightly offset from the text, creating a subtle frame effect.

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# Welcome to Axiom Strategy Management

Axiom Strategy Management is a component of the Syntellis Axiom Healthcare Suite of financial solutions. The Axiom Healthcare Suite products support an iterative, continuous cycle in which strategic plans define day-to-day operational targets while operational data informs long-term strategic planning. Axiom Strategy Management supports this process by giving you the tools needed to monitor and manage how well your organization's day-to-day activities align with its strategic plans, and the goals and processes that support them. Axiom Strategy Management enables you to translate strategy to execution in a measurable way, then feed those measurements back into the system to improve financial outcomes and overall organizational efficiency and productivity.

## What is covered in this document

This manual is written for Axiom Strategy Management Administrators. These individuals in your organization are tasked with configuring, maintaining, and controlling other users' access to Axiom Strategy Management-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 Axiom Strategy Management!

While no new functionality has been added or enhanced in Axiom Strategy Management, it does deliver enhancement from Axiom Version 2022.3. For more information, see [Axiom 2022.3 Release Notes](#).

# Implementing best practices for Axiom Strategy Management

Though Axiom is highly configurable, it does make a few general assumptions about how your organization should structure the strategy management process.

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

- Receives full support from a well-informed management team.
- Is rigorous and highly organized.
- Links financial planning and capital planning to the organization's strategic plan.
- Encourages rational comparisons between projects and strategic initiatives throughout the entire organization.
- Provides a financial context for allocation decisions.
- Accounts for the strategic, mission, and operational aspects of alternative investment decisions.

## Understanding Axiom Strategy Management

Axiom Software products store your organization's data (financial data, labor data, key statistics, and so on), in a central database, and then pull that data into the interface where you can view, enter, or modify the data using familiar spreadsheet commands. Axiom Strategy Management also provides a spreadsheet-based interface from the Desktop Client, but except for a few administrative tasks, you can access features and functions through the Web Client. The majority of this guide covers using Axiom Strategy Management in the Web Client.

### Axiom Strategy Management basic components

Axiom Strategy Management picks up where your mission statement leaves off. The system consists of three main levels: Perspectives, Objectives, and Initiatives. Each level in the strategy hierarchy is supported by the ones below it. The following graphic is simplified to illustrate the different levels, but in reality, Perspectives can have multiple Objectives, and Objectives can have multiple Initiatives. Measures are applied to each element at each level in the hierarchy, and so support the entire hierarchy.

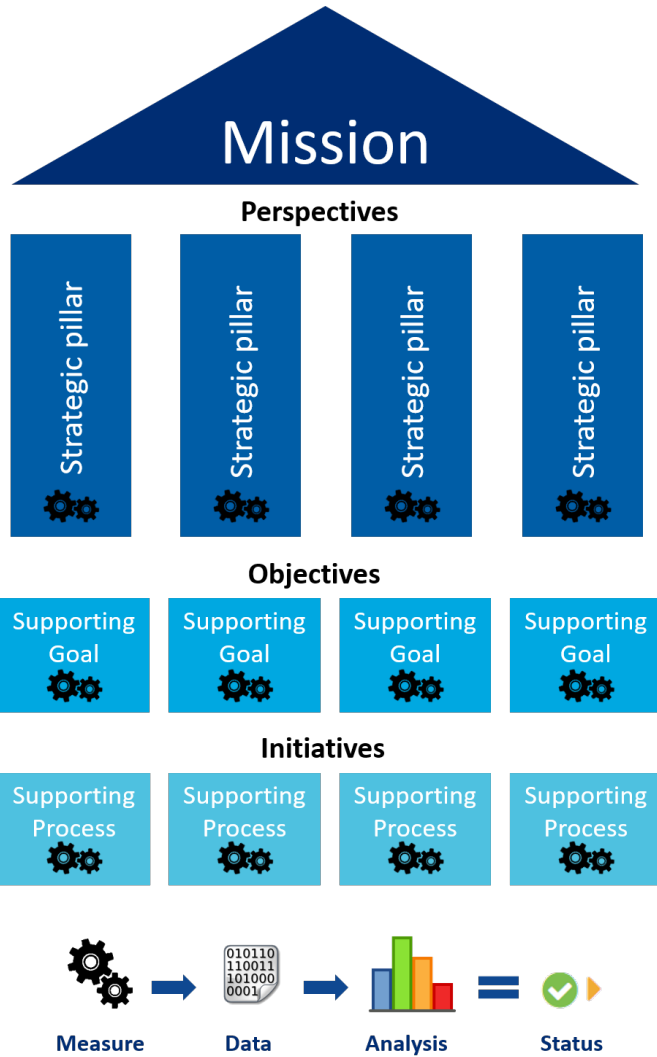
**Perspectives** – Strategic pillars that uphold your organization’s mission. For example, if your organization is a hospital, one of your Perspectives might be Clinical Performance or Community Health Leader. Each Perspective has one or more associated Objectives.

**Objectives** – Goals that support your organization’s Perspectives. Each Objective belongs to only one Perspective. Each Objective is associated with one or more Initiatives.

**Initiatives** – Processes and procedures that employees perform to support the Objectives. Each Initiative belongs to only one Objective.

**Measures** – Data collectors used to determine the performance status of the items to which they are applied.

As illustrated by the process diagram at the bottom of the graphic, each measure collects data that the system uses to determine how well the strategy elements are performing. Based on this analysis, the system applies Key Performance Indicator icons to the elements to provide at-a-glance status updates.



# Getting Started


This chapter covers navigating the Axiom Strategy Management interface, including logging in and out of the system and familiarizing yourself with the Web Client and Desktop Client.

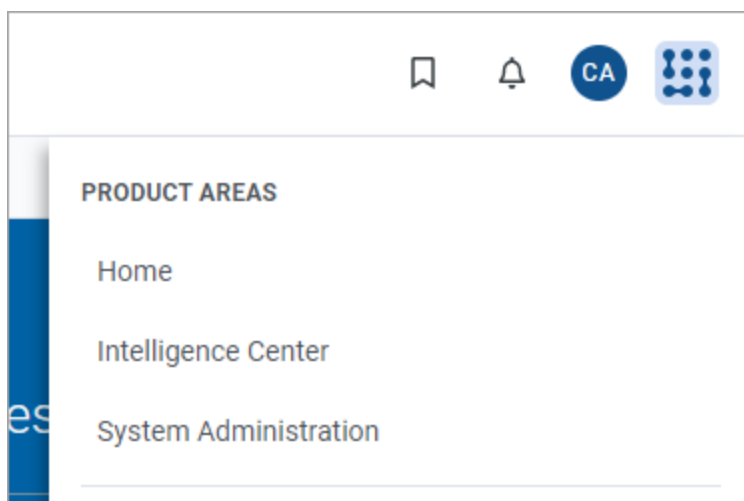
Unlike other Axiom Software products, Axiom Strategy Management is designed to be used almost exclusively in the Web Client. However, as an administrator, you need to be familiar with the Desktop Client because some administrative tasks currently cannot be performed in the Web Client.

## Home page

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

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

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

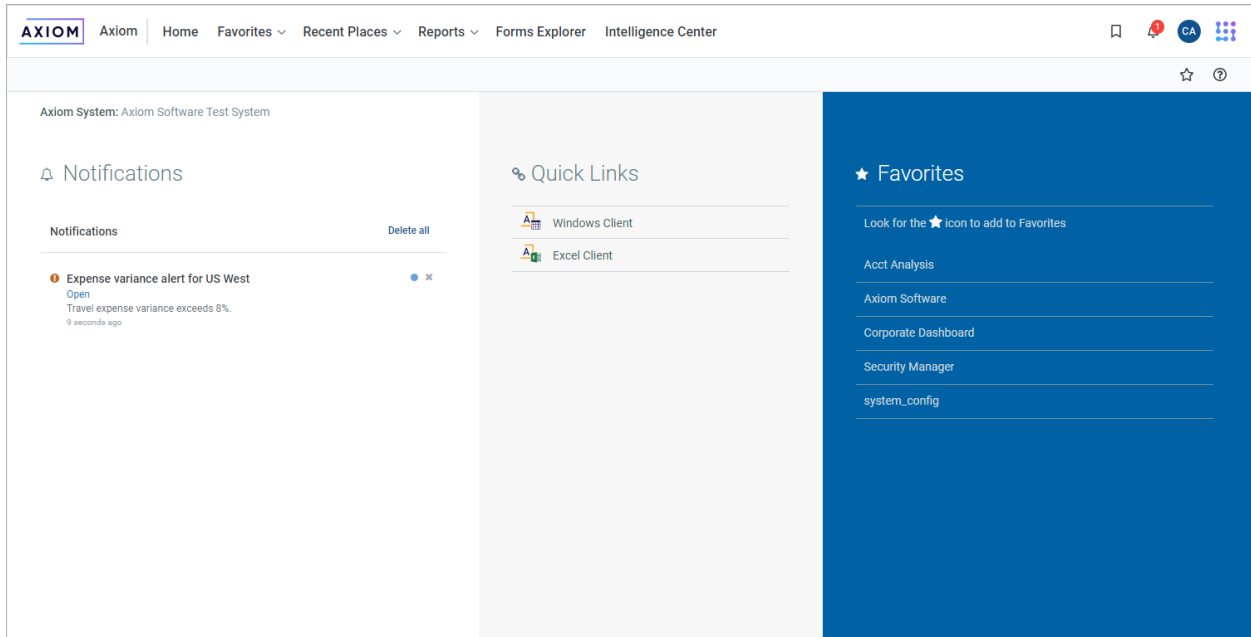


*Home option on Area menu*

If you are in a system with installed products, the Area 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.

### ► Default home page

If a user does not have an assigned browser-based home page, then the Web Client displays a default home page. The default home page displays notifications, favorites, and quick links.



*Example default home page*

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

**Example Cloud URL** `https://ClientName.axiom.cloud/Home/Launchpage`  
Where *ClientName* is the name of your Axiom Cloud system.

**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.

This page has the following features:

- **Notifications:** You can read and delete notifications using the same features available in the [Notifications panel](#).

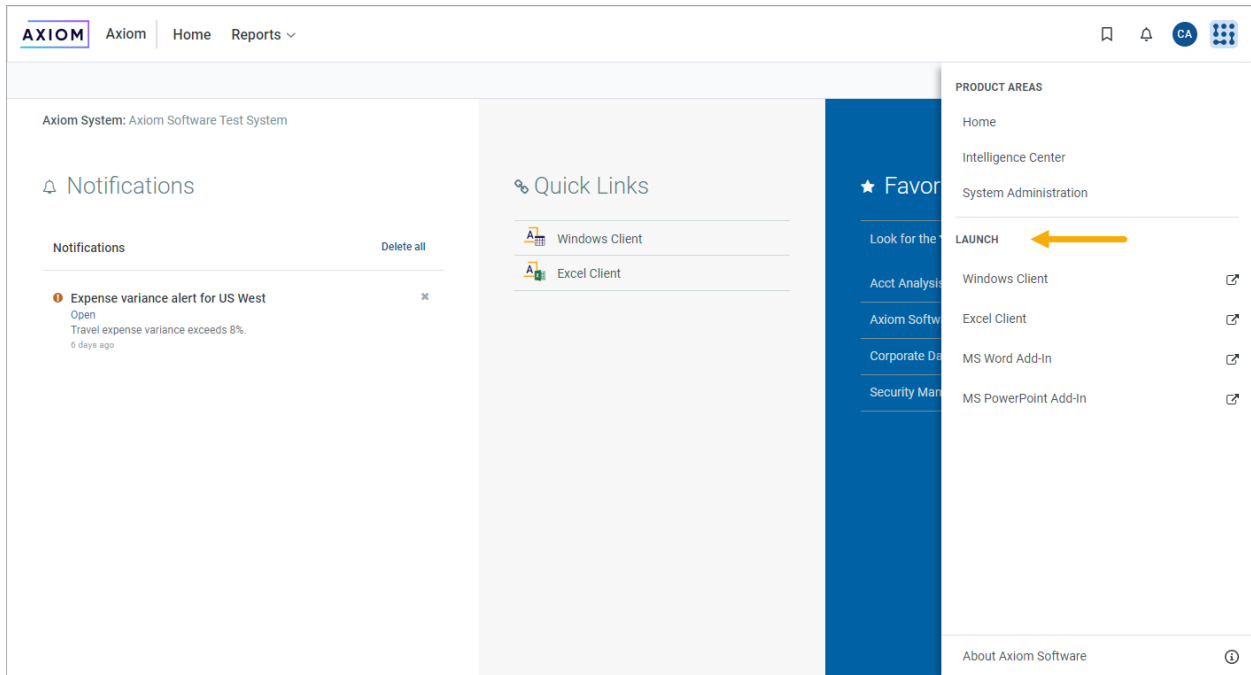
- **Quick Links:** You can use a set of global quick links that are displayed here for easy access. These links are built-in to the page and cannot be customized.

**NOTE:** Quick links to client applications only display if you have security permissions to launch the application. If you do not have permission to any quick links, then the Quick Links section is hidden on your home page.

- **Favorites:** You can open and delete [web favorites](#).

## Launching Axiom Strategy Management applications

You can launch various Axiom Strategy Management 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 Strategy Management 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 Strategy Management 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	<p>Launches the Axiom Windows Client on your desktop.</p> <p>You must have the <b>Windows Client Access</b> 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.</p>
Excel Client	<p>Launches the Axiom Excel Client on your desktop. Requires Microsoft Excel.</p> <p>You must have the <b>Excel Client Access</b> 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.</p>

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 Strategy Management [About box](#).

**NOTE:** The [default home page](#) also contains links to launch the Windows Client or the Excel Client.

## ▶ Launching add-ins

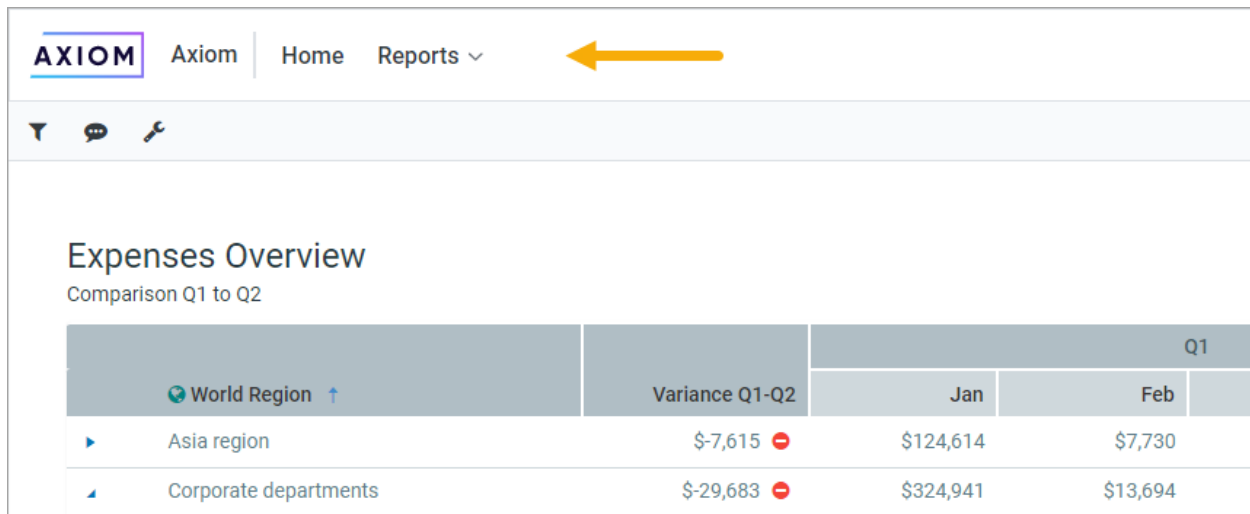
Using the Area menu, you can launch Axiom Strategy Management add-ins. Click on one of the following items in the menu:

Item	Description
MS Word Add-In	Launches the Axiom Strategy Management Add-In for Microsoft Word.  You must have the <b>Word Add-In Access</b> 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 Strategy Management Add-In for Microsoft PowerPoint.  You must have the <b>PowerPoint Add-In Access</b> 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 Strategy Management 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.




The screenshot shows the top navigation bar of the Axiom Strategy Management web client. The navigation menu includes the AXIOM logo, 'Axiom', 'Home', and 'Reports' with a dropdown arrow. A yellow arrow points to the 'Reports' dropdown. Below the navigation bar are three icons: a funnel, a speech bubble, and a wrench. The main content area displays an 'Expenses Overview' section with a subtitle 'Comparison Q1 to Q2'. Below this is a table with columns for 'World Region', 'Variance Q1-Q2', and 'Q1' (subdivided into 'Jan' and 'Feb').

World Region ↑	Variance Q1-Q2	Q1	
		Jan	Feb
▶ Asia region	\$-7,615 -	\$124,614	\$7,730
▲ Corporate departments	\$-29,683 -	\$324,941	\$13,694

*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 Strategy Management 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.
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: <ul style="list-style-type: none"> <li>• <b>Intelligence Center:</b> Currently this area does not have any navigation links, but a menu may be added in a future release.</li> <li>• <b>System Administration:</b> 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.</li> </ul>

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

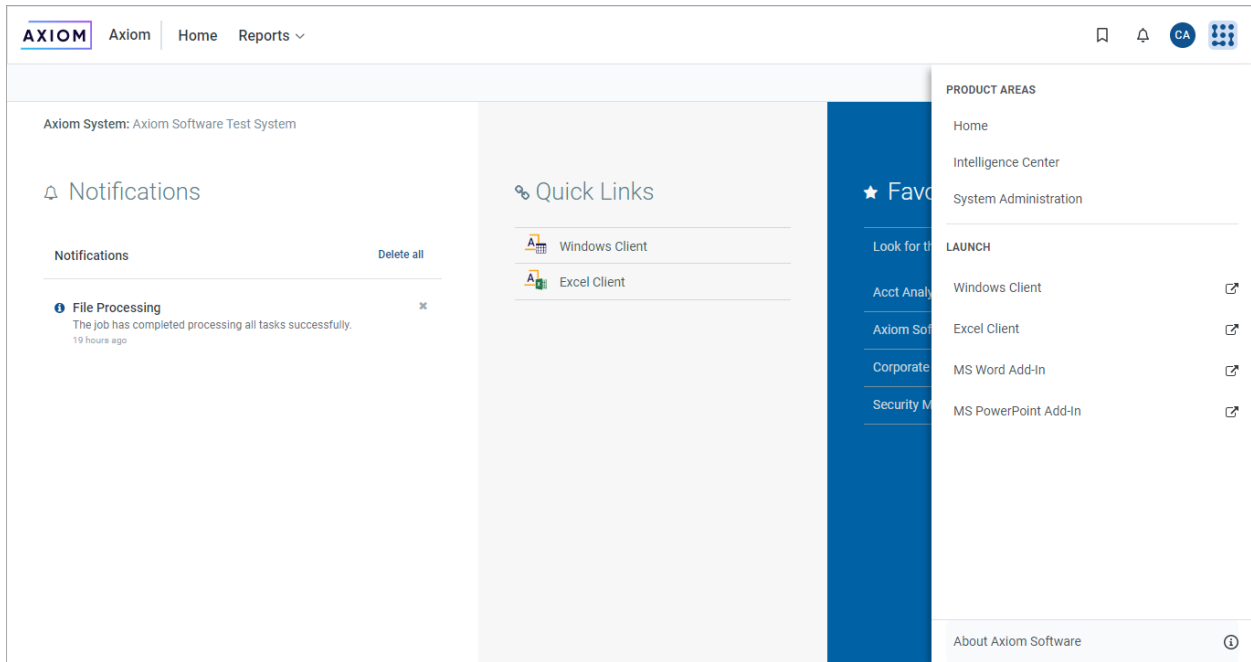
Use the Axiom Strategy Management About box to see information about your current system, such as:

- Axiom Strategy Management 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**.

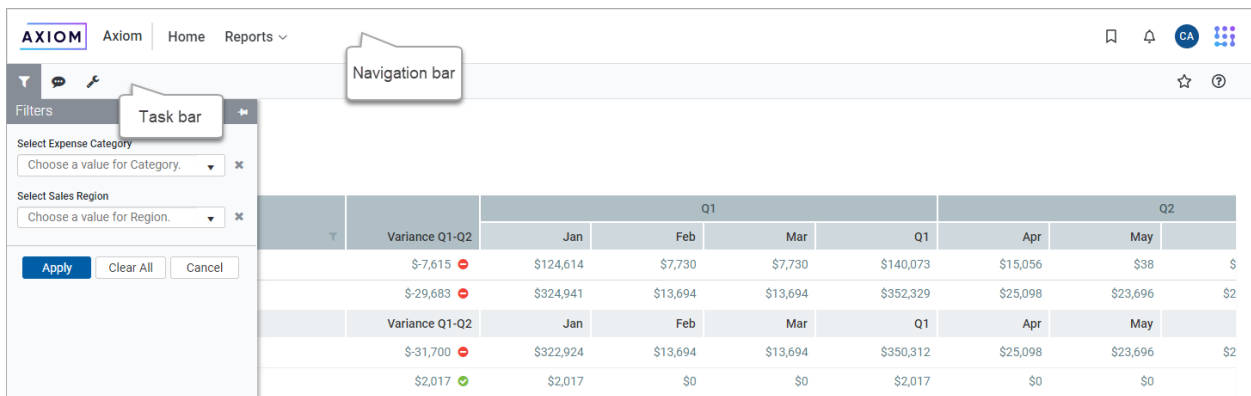


About Axiom Software at bottom of Area menu

## Web Client overview

Most Web Client features and navigation can be accessed using the two bars across the top of each page:

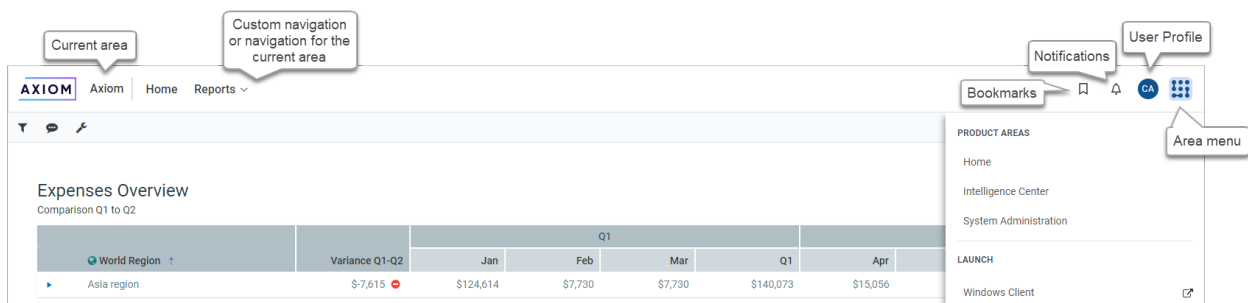
- **Navigation bar:** The bar at the top of the page provides access to product areas and global features.
- **Task bar:** The toolbar underneath it provides access to various features that are specific to the current page or document.



## ► Navigation bar

The Web Client Navigation bar provides access to various product areas and global features. Using this bar, you can:

- Navigate to home and various product areas, including common areas such as System Administration and Intelligence Center
- Use context-sensitive navigation for the current area, including custom navigation defined for custom systems
- Launch various client applications
- View alerts and notifications from various system processes and features
- View user information, configure session settings, and log out
- Access saved bookmarks (favorites) and recent items



The context-sensitive navigation displayed across the top of the page depends on the current area and the type of system that you are using.

- Common areas such as System Administration and Intelligence Center display standardized navigation for that area.
- Custom systems display custom navigation for the system, or the default navigation if no customizations have been made.
- Systems with installed products display navigation for the current product area, such as Capital Planning or Budgeting.

## ► Task bar

The Web Client Task bar provides access to various features that are specific to the current page or document. Using this bar, you can perform activities such as:

- Filter the data shown on the current page
- Comment on the current document and review comments from others
- Access tools relating to the current page
- Save the current page or document as a favorite
- View help for Axiom Strategy Management or for the current page
- Perform other context-sensitive tasks such as managing attachments



The left-hand side of the task bar contains a task toolbar. You can click on any icon in this toolbar to open the panel for the associated feature. For example, clicking the filter icon opens the Filters panel. Clicking the icon again closes the panel.


The panel can be pinned or unpinned using the pin icon in the top right of the panel. If the panel is unpinned, the panel overlays the current page contents, and clicking on the page closes the panel. If the panel is pinned open, then the form is pushed to the side so that the panel contents and the form can be viewed at the same time. When pinned, clicking on the page does not close the panel—you must unpin the panel or click the toolbar icon again to close the panel.

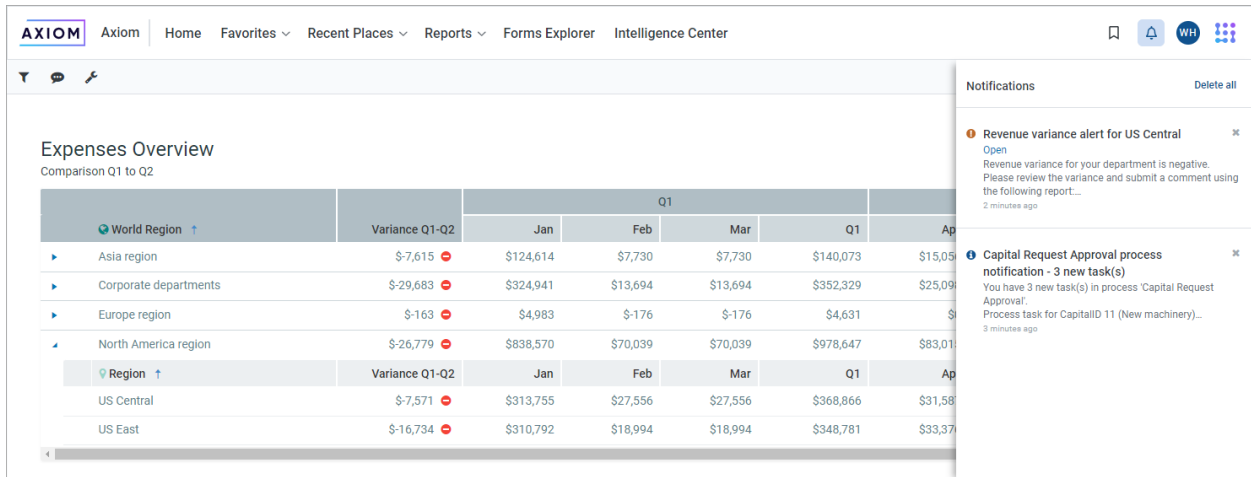
The contents of the task bar vary depending on the current page or document. For example, the Message Stream and the Filters panel are only available if they have been enabled for the current document. If a particular feature is not available for a particular document or page, then either it has not been enabled or it does not apply.

## Viewing notifications in the Web Client

If you receive a notification in Axiom Strategy Management, you can view it in the Notifications panel. 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 Strategy Management 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).

To open the Notifications panel, click the Notifications icon  in the Navigation bar.

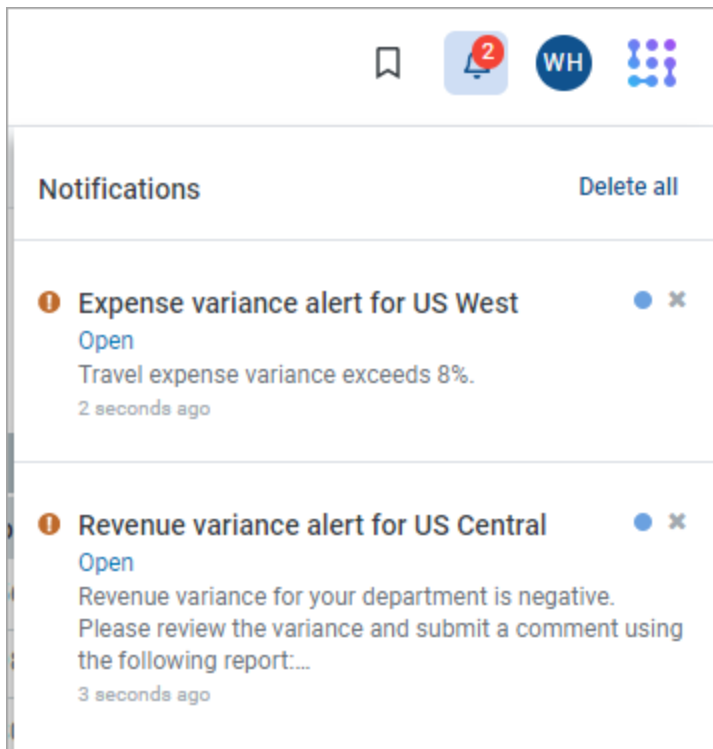


The screenshot shows the AXIOM application interface. At the top, there is a navigation bar with the AXIOM logo and several menu items: Home, Favorites, Recent Places, Reports, Forms Explorer, and Intelligence Center. On the right side of the navigation bar, there are icons for a bookmark, a notification bell with a red '2', a user profile icon labeled 'WH', and a grid icon. Below the navigation bar, the main content area is divided into two sections. The left section is titled 'Expenses Overview' and shows a comparison of Q1 to Q2. It contains a table with columns for 'World Region', 'Variance Q1-Q2', and 'Q1' (with sub-columns for Jan, Feb, Mar, and Q1). The right section is the 'Notifications' panel, which is titled 'Notifications' and has a 'Delete all' link. It contains two notification items: 'Revenue variance alert for US Central' and 'Capital Request Approval process notification - 3 new task(s)'. Each notification has an 'Open' link and a timestamp.

World Region	Variance Q1-Q2	Q1				Q1	Ap
		Jan	Feb	Mar	Q1		
Asia region	\$-7,615	\$124,614	\$7,730	\$7,730	\$140,073	\$15,05	
Corporate departments	\$-29,683	\$324,941	\$13,694	\$13,694	\$352,329	\$25,09	
Europe region	\$-163	\$4,983	\$-176	\$-176	\$4,631	\$	
North America region	\$-26,779	\$838,570	\$70,039	\$70,039	\$978,647	\$83,01	
Region	Variance Q1-Q2	Jan	Feb	Mar	Q1	Ap	
US Central	\$-7,571	\$313,755	\$27,556	\$27,556	\$368,866	\$31,58	
US East	\$-16,734	\$310,792	\$18,994	\$18,994	\$348,781	\$33,37	

Example Notifications panel

If you have new notifications when you first log in, or if you receive new notifications during a current session, a red number displays on the Notifications icon. In the panel, new notifications are indicated by a blue dot in the top right corner of the notification. The "new" dot is removed when the notification is read, or when the panel is closed.






This close-up screenshot shows the Notifications panel. At the top, there is a navigation bar with a bookmark icon, a notification bell with a red '2', a user profile icon labeled 'WH', and a grid icon. Below the navigation bar, the main content area is divided into two sections. The left section is titled 'Notifications' and has a 'Delete all' link. It contains two notification items: 'Expense variance alert for US West' and 'Revenue variance alert for US Central'. Each notification has an 'Open' link and a timestamp.

#### NOTES:

- Your notifications may also display on your home page. If so, the notifications can be read and managed using the same features described here.
- All notifications displayed in the Notifications panel are also available in the Notifications task pane of the Desktop Client. Both areas read from the same source of notifications, and edit the same source as well. 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 panel, notifications are listed in the order they were received, with the newest notifications at the top. Notifications may display with the following icons to indicate their priority:

-  Notification with "information" priority.
-  Notification with "warning" priority.
-  Notification with "error" priority.

When viewing notifications in the panel, you can perform the following actions:

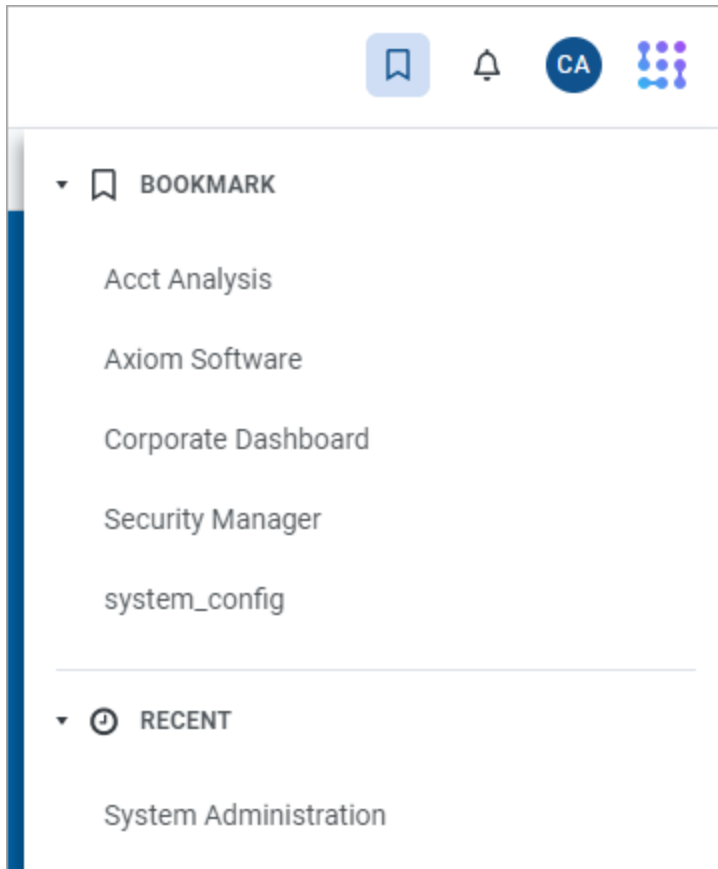
- Some notifications may have more text than can be displayed in the panel. To view the full notification text, click on the notification box to open it.
- Some notifications may contain a link to a supporting document for more information. To open the document, click on the **Open** link at the top of the notification box, underneath the notification title. Additionally, if the notification is for a process task in a plan file process, the notification may contain one or more links to plan files. You can click on these links as needed to open the plan files.
- You can remove notifications from the panel if you no longer need them. To remove a notification, click the **X** icon in the top right of the notification box. Once a notification has been removed from the panel, 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.

## Managing favorites in the Web Client

You can save various documents and pages as favorites in the Web Client, for quick access to commonly used items. Your favorites list is available in the following locations:

- The Bookmarks panel
- The default Web Client home page

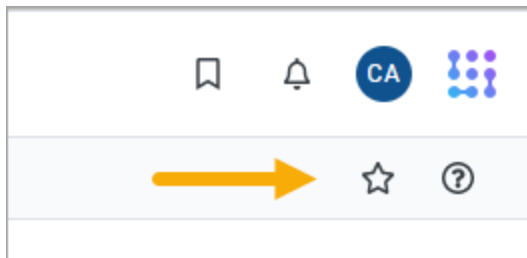


*Example favorites in the Bookmarks panel*

Your favorites list displays any web-enabled favorites that you have saved in the Web Client or the Desktop Client. Other types of favorites saved in the Desktop Client do not display in the Web Client (including folders saved as favorites, even if the folder contains web-enabled files).

### ▶ Saving favorites

To save the current document or page as a favorite in the Web Client, click the star icon in the right side of the Task bar. The star icon toggles from outline (not a favorite) to filled (a favorite).



*Favorite icon in Web Client task bar*

Once a favorite has been saved, it displays in your favorites list in the Web Client and in the Desktop Client. You can use the saved favorite to quickly open the document or page.


Web favorites are saved using the name shown in the browser tab. Axiom forms support the ability to define a title that displays in the browser tab, which means the title may be different than the file name. If the title is changed after the favorite is saved, the favorite does not update to show the changed title (however, the favorite still works to open the specified document).

Currently, the Web Client does not support the ability to rename or reorder web favorites, or to organize web favorites into folders. Web favorites display as a flat list, in alphabetical order. However, if you rename a favorite in the Desktop Client, the Web Client updates for the new name.

**NOTES:**

- When favorites are saved in the Web Client, they are saved as URLs instead of as document shortcuts. This allows you to save any page in the Web Client as a favorite, not just documents. For example, if you have access to the Audit Manager, you can save that as a favorite for quick access to the page. However, if the name of your Axiom Strategy Management virtual directory ever changes (which should be a rare occurrence), the web favorite will no longer work.
- If a web favorite points to a document, and that document is later moved or renamed, the favorite will continue to open that document (but the favorite name is not updated).
- If you organize web favorites into a folder using the Desktop Client, the folder will not display in the Web Client—the flattened list of favorites will be shown instead.

▶ **Deleting favorites**

To delete a favorite, hover your cursor over the favorite name (in either the Bookmarks panel or your home page), then click the delete icon . The favorite is deleted in the Web Client and in the Desktop Client.

If the document or page for an existing favorite is deleted, the favorite is not automatically deleted. 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.

## Viewing page content

All Axiom Strategy Management users have access to all main pages except the Admin pages, which are available only to Strategy Management administrators. What you can see on each page depends on your access rights, which are determined by your user roles and whether you are designated as an owner or sponsor for any Initiatives. For example:

- All users can see Objective names, but only users with the Strategy Management Admin role, or the Strategy Management Executive role can view all Objective information and Objective measure data. Objective owners can also view information and measure data for Objectives that they own.

- If you are designated as the owner or sponsor of an Initiative, you can see information related to that Initiative, but not other Initiatives.
- If you have the Initiative Approver or Initiative Creator user role, you can view all Initiative information.

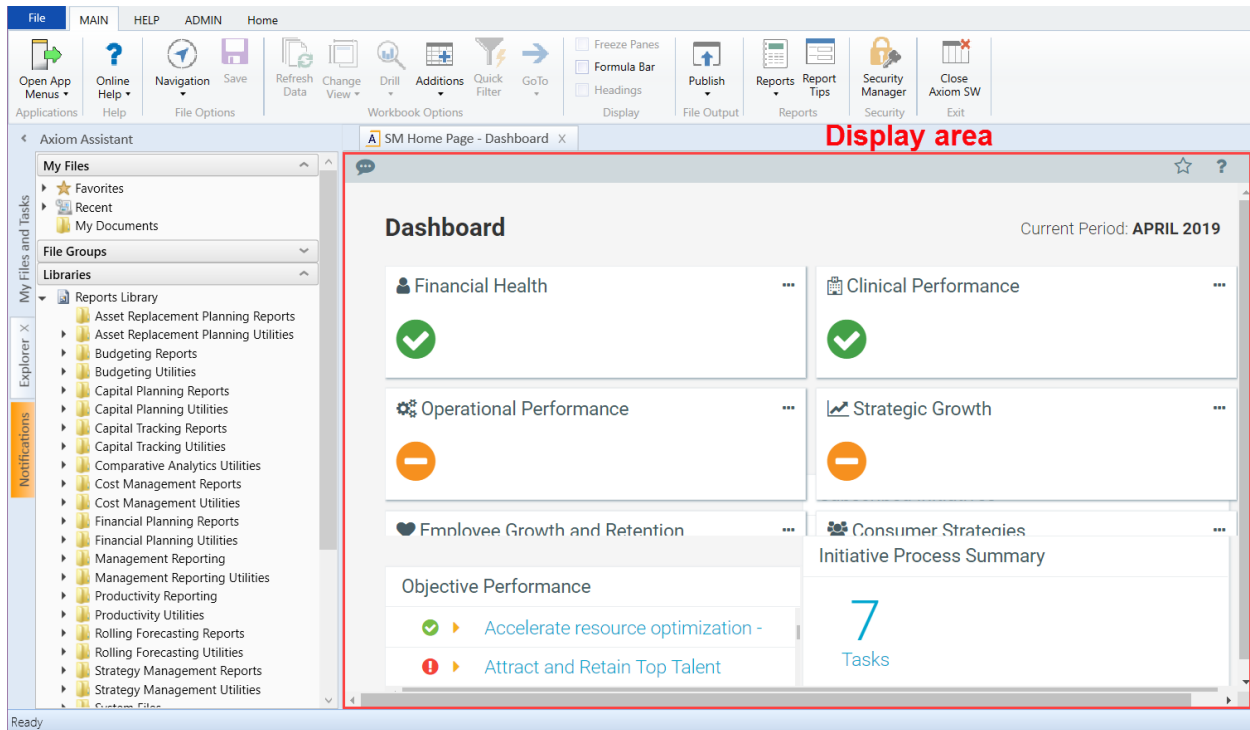
## Using the Desktop Client

Although most of the features in Axiom Strategy Management are available from the Web Client, if you are a system administrator or are using certain reports, you may need to use the Desktop Client occasionally; for example, when assigning security roles to users.

All Axiom Software products, including Axiom Strategy Management, share a common interface and use many of the same features. The interface includes the following common sections.

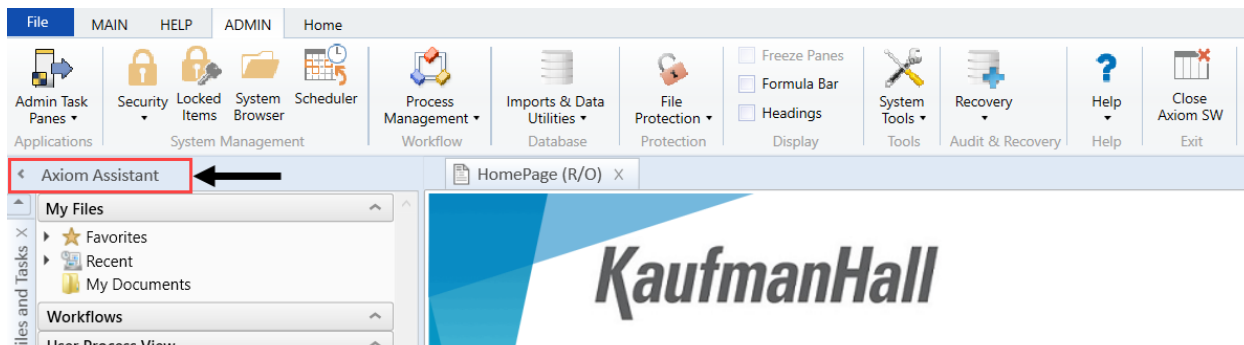
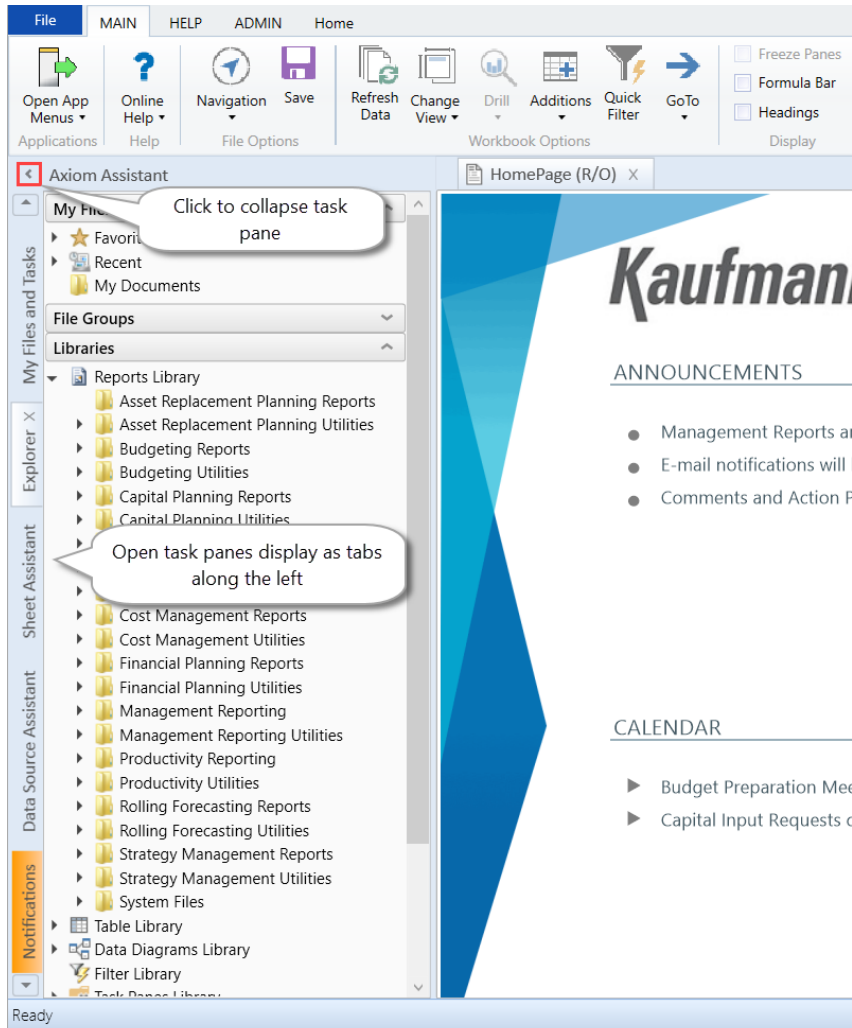
### ► Display area

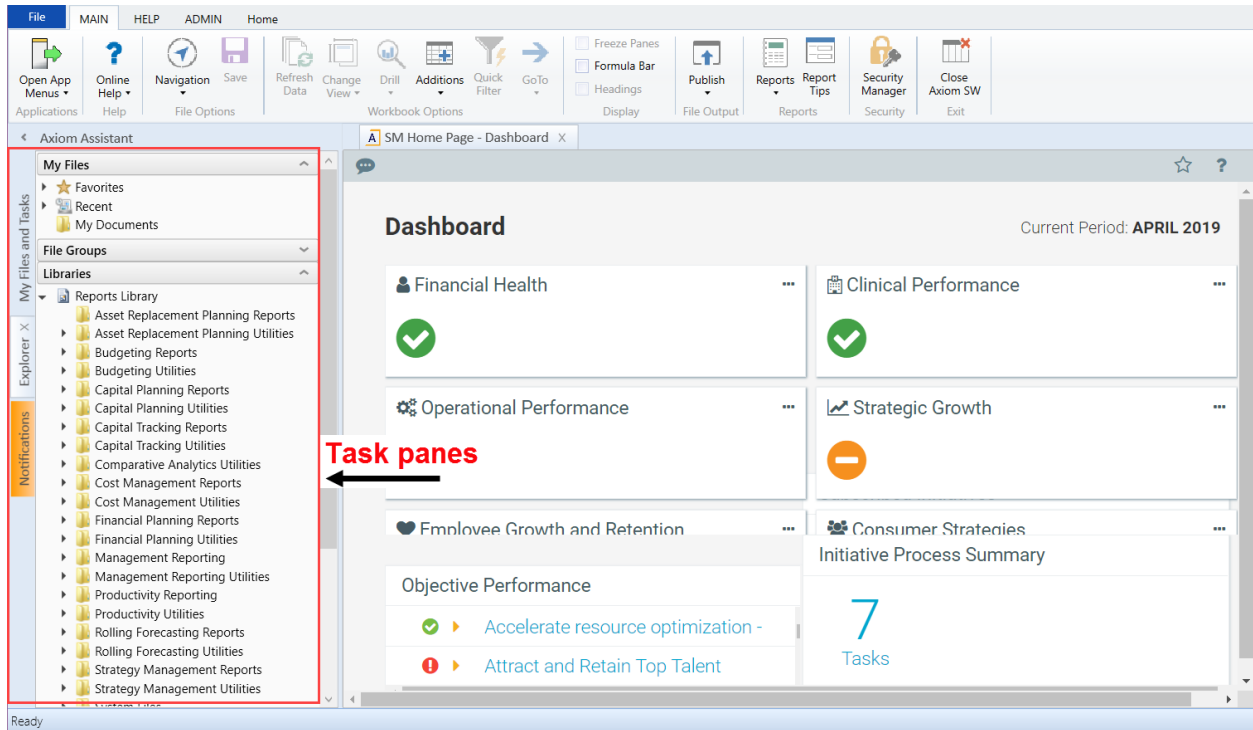
The main area of the Desktop Client displays open files. By default, it shows the Axiom Strategy Management Dashboard. The display here is essentially identical with the one in the Web Client; the only pieces missing are the side navigation panel, replaced by the Axiom Assistant pane; and the Web Client toolbars. If you click any links in the Dashboard, they behave the same as in the Web Client—they either open a window or open the corresponding Axiom Strategy Management Web Client page. To work within the Desktop Client, use the task panes.



## ▶ Task panes

A task pane provides access to commands, utilities, reports, plan files, and so on for Axiom Strategy Management, 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

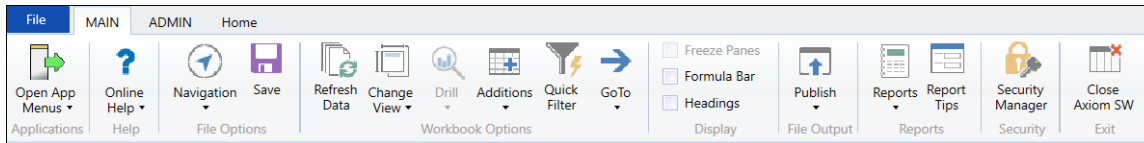
Ribbon tabs provide access to commonly used features and shortcuts to frequently accessed files. They display above the task pane and main display areas. The role assigned to you determines the ribbon tabs that display. For example, the Admin ribbon tab only displays to those users assigned the Administrator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

**NOTE:** 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

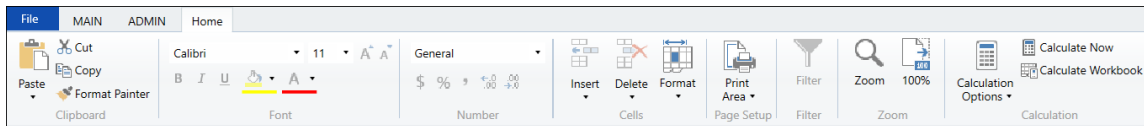
Includes commands for accomplishing most tasks in Axiom:

- Opening, closing, and saving files
- Viewing data in spreadsheets (if you have access rights to do so)
- Printing or emailing files
- Accessing shortcuts to frequently accessed reports



## ▶ Home

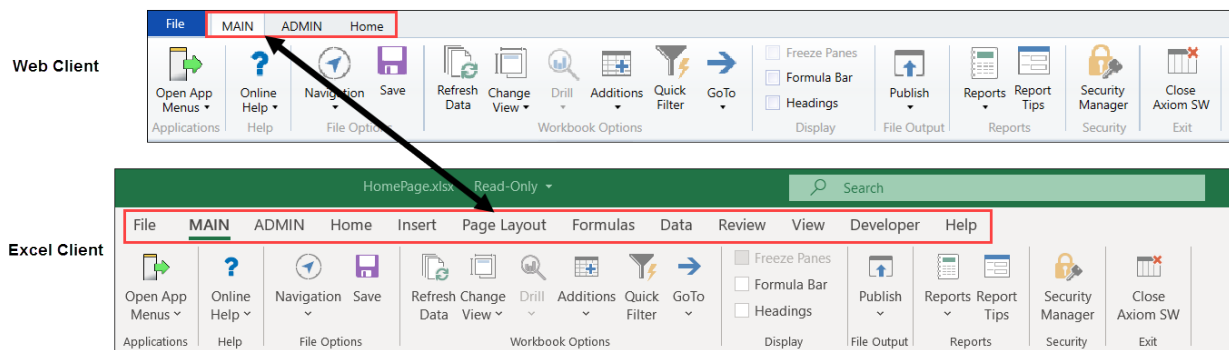
Includes standard spreadsheet commands.



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.



## ▶ Windows Client or Excel Client?

The following table describes each client:

**NOTE:** All Axiom Strategy Management web pages are configured for viewing in the Web Client. You can view the Dashboard in the Windows and Excel clients, but if you click a link to another page from a Dashboard link, you cannot navigate back.

Type	Description
Windows Client	<ul style="list-style-type: none"><li>• Emulates a spreadsheet environment without requiring Excel.<ul style="list-style-type: none"><li>◦ Provides access to some Axiom Strategy Management features.</li><li>◦ Navigation and help functions differ from the Excel Client.</li></ul></li><li>• Communicates with the database using http or https.</li><li>• Administrative rights not required for local installation or updates.</li><li>• Users with appropriate permissions can open standard Excel files from within the Windows Client.</li><li>• Provides faster processing speeds and fewer technical requirements than the Excel Client.</li><li>• Access to features in this client depend on user access permissions</li></ul>
Excel Client	<ul style="list-style-type: none"><li>• Provides access to all of the Axiom Software features within a Microsoft Excel interface.</li><li>• Communicates with the database using http or https.</li><li>• Administrative rights are not required for local installation or updates.</li><li>• Users with appropriate permissions can open and create any normal Excel file and perform Excel tasks without needing to exit the Excel Client.</li></ul>

**NOTE:** The instructions in this website, including the screenshot examples, assume that your organization is using the Windows Client. The Excel Client uses the same features, but with the added benefit of the Excel interface, including the Excel ribbon tab.

## Opening the Explorer task pane

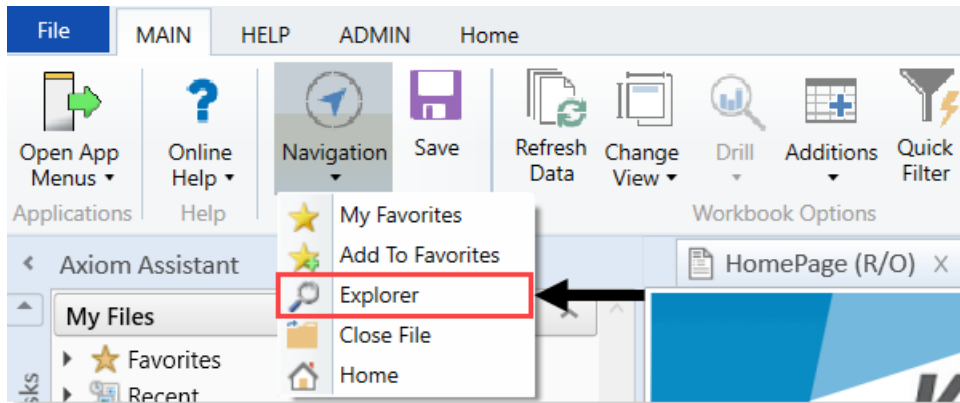
Axiom Strategy Management provides a built-in Explorer task pane so that you can quickly access your favorites, recent items, and all the files that you have rights to access.

**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**.



## Accessing Axiom Strategy Management features

In Axiom Strategy Management, admins and non-admin users access main features and functionality in the Desktop Client from the Explorer task pane. However, your user role(s) determines which features you can access. You may not have access to all the features listed here.

### To access Axiom Strategy Management File groups:

1. In the **Explorer** task pane, expand the **File Groups** section.
2. Scroll down to and expand **Strategy Management - Requests**.

### To access Axiom Strategy Management Reports:

1. In the **Explorer** task pane, expand the **Libraries** section.
2. Expand the **Reports Library**.
3. Scroll down to and expand **Strategy Management Reports**.

### To access Axiom Strategy Management utilities:

1. In the **Explorer** task pane, expand the **Libraries** section.
2. Expand the **Reports Library**.
3. Scroll down to and expand **Strategy Management Utilities**.
4. Expand **Utilities**.

**NOTE:** You can also access Axiom Strategy Management Home pages by expanding **Home Pages**.

### To access Axiom Strategy Management Scheduler Jobs:

1. In the **Explorer** task pane, expand the **Libraries** section.
2. Expand the **Scheduler Jobs Library**.
3. Expand **Strategy Management**.

**NOTE:** System administrators can access the following Scheduler jobs: SM\_CreatePlanFiles, UpdateMeasureData-SQL, and UpdateMeasureTarget-SQL

### To access Axiom Strategy Management strategy hierarchy tables:

**NOTE:** Only administrators can access the Initiative and Objective tables.

1. In the **Explorer** task pane, expand the **Libraries** section.
2. Expand the **Table Library**.

3. Expand **Dimensions** and then do any of the following:
  - To access the Initiative table, scroll down to and double-click **Initiative**.
  - To access the Measure table, scroll down to and double-click **Measure**.
  - To access the Objective table, scroll down to and double-click **Objective**.
  - To access the Perspective table, scroll down to and double-click **Perspective**.

To access **Axiom Strategy Management Data tables**:

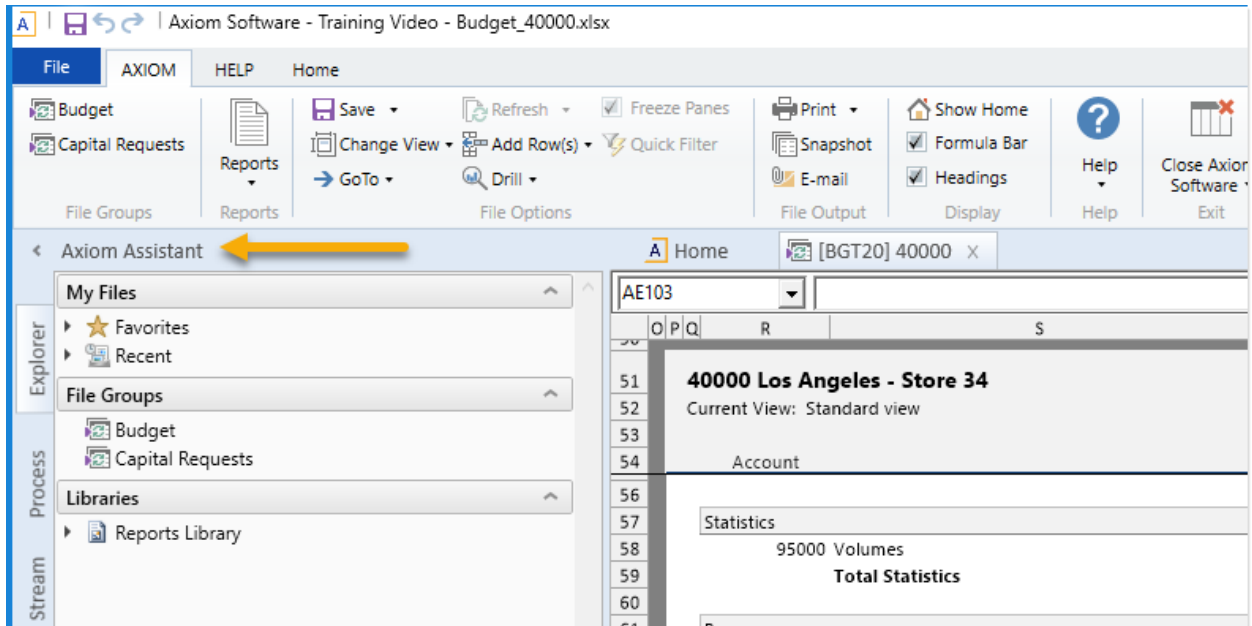
**NOTE:** Only administrators can access the Data tables.

1. In the **Explorer** task pane, expand the **Libraries** section.
2. Expand the **Table Library**.
3. Expand **Strategy Management**.
4. Expand **Data**.
5. To open the desired table, double-click it.

## Axiom Assistant task panes

The Axiom Assistant area provides quick and easy access to Axiom Strategy Management 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.
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.



Task pane	Description	Availability
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 Strategy Management 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 Strategy Management. 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 Strategy Management 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 Strategy Management 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 Strategy Management 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

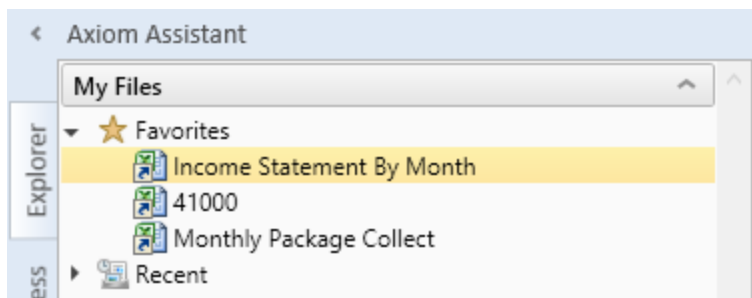
When using the Axiom Excel Client, each file opens within its own window, and each window maintains its own set of ribbon tabs and task panes. This means that as you switch windows, the set of task panes available in each window may be different. For example:

- 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.

## 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 Strategy Management 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 Strategy Management 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.

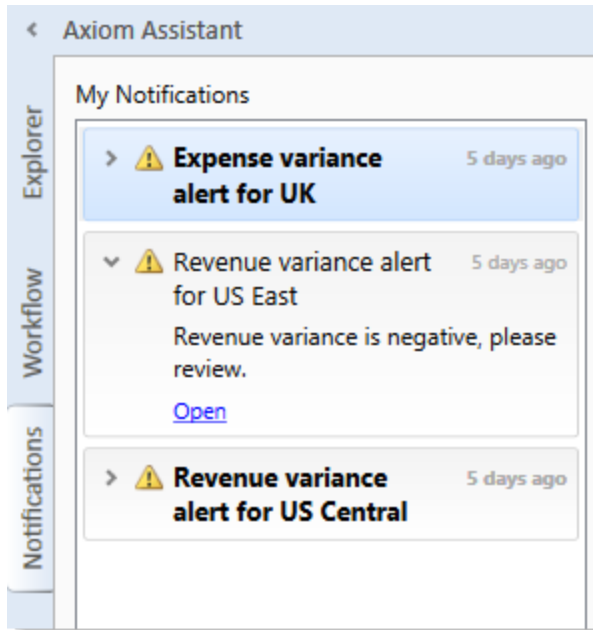
The list displays the last 15 files that you recently opened. Note the following:

- 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 Strategy Management database. Therefore, Excel's recent file list cannot be used to open Axiom files.

## Viewing notifications using the Notifications task pane

If you receive an Axiom Strategy Management 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 Strategy Management 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.

## Commenting on documents using the Message Stream task pane

When viewing a spreadsheet Axiom file within the Desktop Client, 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.

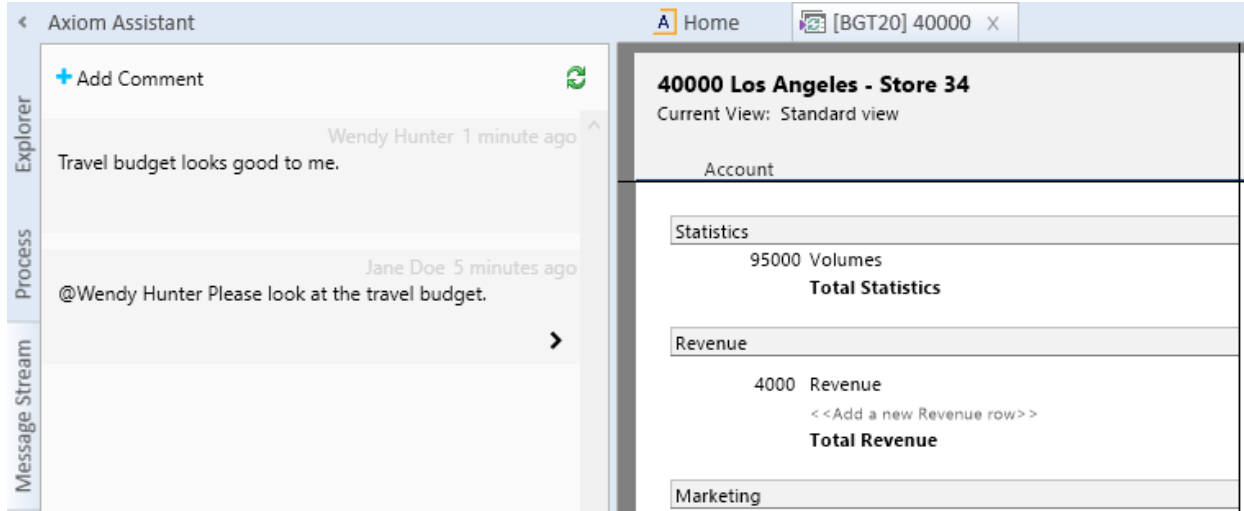
You can view comments and add comments using the Message Stream task pane. This is a system-controlled task pane that automatically opens for eligible documents.

### NOTES:

- The message stream is only available for documents where it has been enabled.
- The message stream is also available for Axiom forms that are open within the Desktop Client, using the **Message Stream** panel. This panel is accessible from the task bar displayed across the top of the form.

### ► Viewing the message stream

To view the message stream for the current document, click the **Message Stream** tab to display the task pane in the Axiom Assistant sidebar. This task pane shows all comments that have been made about the document.



The screenshot shows the Axiom Assistant interface. On the left, the 'Message Stream' task pane is active, displaying two comments: 'Travel budget looks good to me.' by Wendy Hunter (1 minute ago) and '@Wendy Hunter Please look at the travel budget.' by Jane Doe (5 minutes ago). The main window displays a data view for '40000 Los Angeles - Store 34' with the following content:

40000 Los Angeles - Store 34	
Current View: Standard view	
Account	
Statistics	
95000	Volumes
<b>Total Statistics</b>	
Revenue	
4000	Revenue
<<Add a new Revenue row>>	
<b>Total Revenue</b>	
Marketing	

*Example message stream*

Comments are displayed in the order they were made, with the most recent comment shown at the top of the panel. Each comment shows when the comment was made and the user who made it.

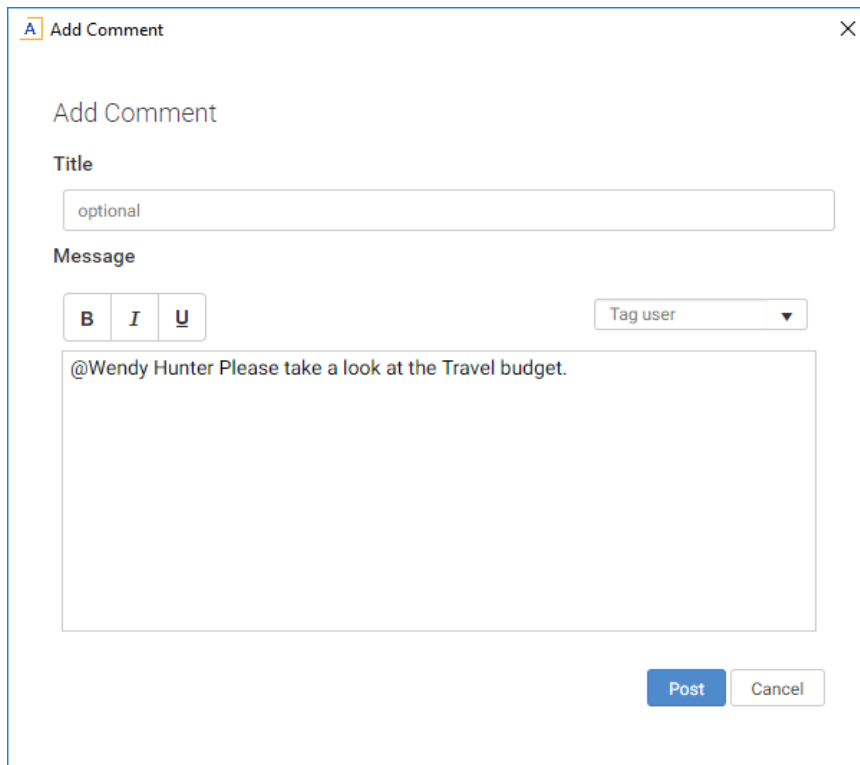
To view the full text and details of a comment, hover your cursor over the comment so that the > symbol displays on the right-hand side of the comment. Click the symbol to open a separate **Comment Details** dialog with the full comment text.

Once the message stream has been loaded for the current document, it is only updated automatically after you add a new comment. If necessary, you can manually refresh the task pane to see if any other users have made comments during the current file session.

Comments are stored 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 task pane. In the **Add Comment** dialog, you can define an optional title for the comment, and then define the comment text. Basic text formatting of bold, italic, and underline can be used.



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)**

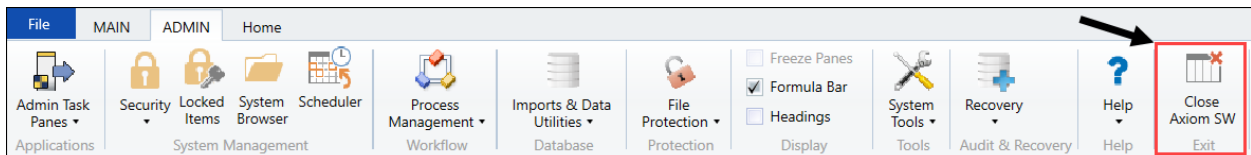
If you have made a comment in a document's message stream, or if you have been tagged in a comment, you are now subscribed to that document's message stream. Whenever a new comment is made to that document's message stream, you will receive a notification in the Notifications task pane.

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.

## Exiting Axiom Strategy Management

To exit Axiom Strategy Management, in the **Main** ribbon tab, click the **Close Axiom Software** button in the **Exit** group.



You can also simply close the application by clicking the **X** button in the top right corner of the window. Axiom Strategy Management prompts you to save any changes to unsaved files.

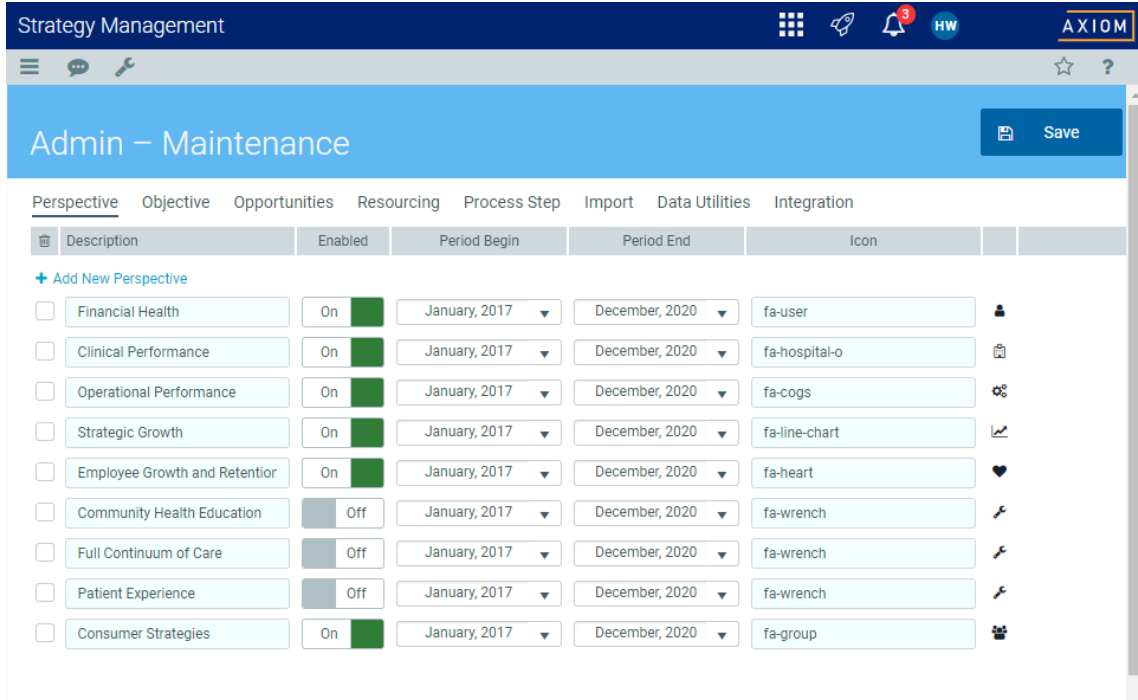
## About System Administration

System administration involves basic configuration and maintenance tasks, some that you perform only once and some that you need to perform regularly. You perform most admin tasks from administrative pages in the Web Client, but a couple are performed in the Desktop Client, as noted in this topic section.

► Admin pages

System administrators perform most administration functions in the Admin pages.

► Maintenance



*Admin Maintenance page example*

On the Maintenance page, you perform maintenance tasks on the elements that make up the strategy hierarchy: Perspectives, Objectives, and Initiatives.

You also create new Perspectives and Objectives here. Initiatives are created elsewhere by users who have the Initiative Creator role. However, you create and manage Opportunities and Resources from this page, both of which are used in Initiatives.

This page also provides access to the following utilities:

Tab	Utility	Description
Process Step	Initiative Pending Reset	Resets Initiatives back to the active tracking stage after the Initiative sponsor approves the updates made by the Initiative owner for the current period. Resetting Initiatives enables them to be updated during the next current period.

Tab	Utility	Description
Import	Process Plan Files	Integrates imported Initiatives into active tracking.
Data Utilities	Update Measure Target Status	Automatically updates the MeetsTarget column entries for all measure data, based on the MeetsTargetDirection values set for each measure.
	Update Period Measure Data	Updates period measure data values, target values, and benchmark values.
	Create Measure Data	Automatically creates measure data rows with populated target fields for hierarchy items when a new measure with a defined target is added to the hierarchy item.
	Delete Aborted Initiatives	Automatically removes all aborted Initiatives and their related data from the Axiom Strategy Management system, including the Initiatives data tables.
	Delete Orphan Measure Data	Automatically removes measure data left over from changing a hierarchy measure's time frame.
	Update Measure Data Actuals	Automatically updates hierarchy measure data from actuals imported to the system. This utility runs daily but administrators can run it on demand at any time.
	Resolve Exceptions	Helps administrators track and identify data exceptions that need to be resolved when data imported to the system does not match up with data in the system. Displays the mismatched data in the Resolve Measure Data Exceptions form.

## ► Settings

Strategy Management

Admin – Settings

System Settings User Preferences

Default name for Perspective: Perspective

Default name for Objective: Objective

Default name for Initiative: Initiative

SM Current Period: January, 2019

Save

*Admin Settings page example*

On the Settings page, you can change the default system names for Perspectives, Objectives and Initiatives; manage user preferences; and update the Current Period for the system.

## ► Measures

Strategy Management

Admin – Measures

Update Measure Data Save

Measures Perspective Measure Objective Measure Drill Documents Type Class

Class Filter: [All] Search: Type to Search... Filter Disabled: On

Description	GL Acct	Class	Type	Unit	Frequency	Formula Description	Enabled	No Selection
Accounts Payable	Type to search	CM MetricID-Financial	Calculated	Amount	Monthly		On	No Selectio
Accounts Receivable	Type to search	CM MetricID-Financial	Calculated	Amount	Monthly		On	No Selectio
Adjusted Admissions	Type to search	CM MetricID-Financial	Calculated	Number	Monthly		On	No Selectio
Adjusted Discharges	Type to search	CM MetricID-Financial	Calculated	Number	Monthly		On	No Selectio
Adjusted Patient Days	Type to search	CM MetricID-Financial	Calculated	Number	Monthly		On	No Selectio
Anesthesia Supply Expense per Case Attended	Type to search	CM MetricID-Financial	Calculated	Amount	Monthly		On	No Selectio
ANMeasure tracking dollars spent - higher	1 - Salary & Hours Analysis	CM MetricID-Financial	Input	Amount	Annually		On	No Selectio
ANTracking dollars spent - higher	1 - Salary & Hours Analysis	CM MetricID-Financial	Input	Amount	Annually	Annual number	On	No Selectio
Artificial hip supplier costs	24 - Contract Labor Expense as % of...	CM MetricID-Financial	Input	Amount	Monthly	Cost per artificial hip averaged out per patien	On	No Selectio
Average Length of Stay	Type to search	CM MetricID-Financial	Calculated	Number	Monthly		On	No Selectio
Average Rate per Hour	Type to search	CM MetricID-Financial	Calculated	Amount	Monthly		On	No Selectio
Average Time to Schedule a Primary Care Visit	Type to search	CM MetricID-Financial	Calculated	Number	Monthly	For Employed Providers, average time betwee	On	No Selectio
Bad Debt Expense	Type to search	CM MetricID-Financial	Calculated	Amount	Monthly		On	No Selectio
Bad Debt Expense as % of Gross	Type to search	CM MetricID-Financial	Calculated	Percent	Monthly		On	No Selectio
Benefit Expense	Type to search	CM MetricID-Financial	Calculated	Amount	Monthly		On	No Selectio
Benefit Expense as % of Wages	Type to search	CM MetricID-Financial	Calculated	Percent	Monthly		On	No Selectio
Blood Supply Expense per Adjusted Discharge	Type to search	CM MetricID-Financial	Calculated	Amount	Monthly		On	No Selectio
Cash Lab Visits	Type to search	CM MetricID-Financial	Calculated	Number	Monthly		On	No Selectio
Catheter-associated Urinary Tract Infection (CAUTI) Rate	Type to search	Patient Safety	Input	Percent	Quarterly	Total number of observed healthcare-associ	On	No Selectio

### *Admin Measures page example*

You maintain Perspective measures, Objective measures, and measures used by Initiatives from the Measures page. Maintaining measures includes regularly updating measure data, and occasionally adding, editing, enabling, disabling, or deleting measures. You can also assign drill documents to drills.

#### ▶ Desktop Client Admin tasks

The following administrative tasks are currently only available from the Desktop Client or involve using the Desktop Client.

- Initiatives – [Import Initiatives in bulk](#)
- Measures
  - [Add a benchmark to a measure](#)
  - [Create a measure drill](#)
- Security – [Manage user roles](#)

# Configuring Settings

Changing default system names is a task you should perform only once, when your system is implemented or shortly thereafter.

Instructions for the following tasks apply to working in the Admin Settings page of the Web Client.

- [Change default system names](#) – Use this setting to change the default names “Perspective,” “Objective,” or “Initiative” if desired.
- [Enable or disable the Initiative Overview tab](#) – Use this setting to re-enable the Overview tab on the Initiative plan file page for users who have disabled it and want it back.
- [Update the current period](#) – Use this setting to update the current month and year displayed at the top right of most Axiom Strategy Management pages.

## Change default system names

System Settings control default names for the main strategic entities in Axiom Strategy Management: Perspective, Objective, and Initiative. You can change these to something else when your system is initially set up and configured. For example, you could change “Perspective” to “Pillar.”

**IMPORTANT:** To avoid data integrity problems, do not change system names once they are being used, and the named items have attached data in the system. You should reset names only once, and at the time Axiom Strategy Management is first set up.

**To change a default name:**

1. In the **Navigation** panel, click **Admin > Settings**.
2. On the **Settings** page, click the **System Settings** tab if it is not already selected.
3. In the field for the name to change, delete the old name and then type the new one.
4. Click **Save**.

# Update the current period

Throughout Axiom Strategy Management, you and other users interact with the system during a span of time referred to as the *current period*. The current period displays at the top right of the main Axiom Strategy Management pages.

The system administrator updates the current period when it is time to roll to the next period. The month used as the current period depends on your organization's fiscal schedule.

**IMPORTANT:** Axiom Strategy Management uses measure data for the current period when calculating performance. Be aware that using an open fiscal period may cause the performance of some items to be inaccurately represented if measure data for those items has not been entered for the current period. We recommend using the most recent completed, closed fiscal period, if possible, so that the KPI icons accurately reflect the performance of your Perspectives, Objectives, and Initiatives.

**NOTE:** Other Axiom software products may have their own defined current periods. As used here, the current period applies to the Axiom Strategy Management system.

## To update the Axiom Strategy Management current period:

1. Ensure that all measure data has been recorded and, if applicable, approved, for the period you are rolling from.
2. In the **Navigation** panel, click **Admin > Settings**.
3. On the **Settings** page, click the **System Settings** tab if it is not already selected.
4. Below the default name settings, from the **SM Current Period** drop-down, select the month and year. You can also search for the month and year by typing the month in the **Type to search** field. Add a comma after typing the name of the month, to view available years.
5. Click **Save**.

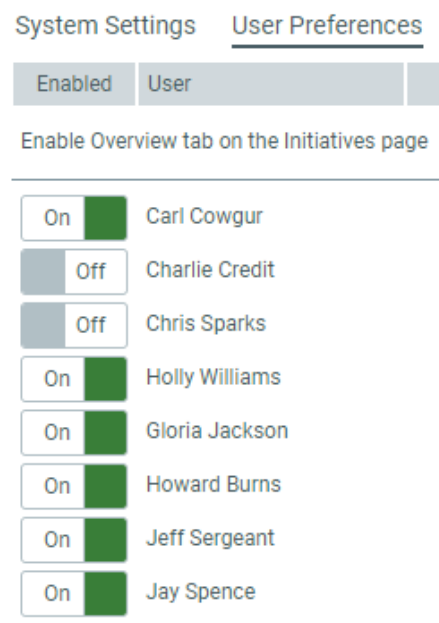
# Enable or disable the Initiative Overview tab

In Initiative plan files, the Overview tab is enabled by default. Initiative creators and other users who have access to Initiative plan files in the Web Client can disable the Overview tab that provides instructions on creating Initiatives. If, however, a user wants to re-enable the tab, there is currently no way for the user to do that in Initiatives plan files. As system administrator, you can re-enable the tab for any user.

## To enable or disable the Initiative Overview tab:

1. In the **Navigation** panel, click **Admin > Settings**.
2. On the **Settings** page, click the **User Preferences** tab.

When an Enable Overview tab setting is set to On, the user can see the Overview tab; when it is set to Off, they cannot:



*User Preferences tab showing which users have enabled/disabled the Initiative Overview tab*

3. Click the **Enabled** toggle to **On**.
4. Click **Save**.

The next time the user visits the Initiatives page, the Overview tab will display. If it is not, ask the user to refresh the page.

# Maintaining the strategy hierarchy

During initial setup of Axiom Strategy Management, your Syntellis consultant adds default data and sets up any existing Perspectives and Objectives. Your system will require some additional configuration, and you will need to regularly perform maintenance tasks. See the following topics for information and instructions.

- [Maintaining Perspectives](#) – Add, enable, disable, or change the active period for Perspectives.
- [Maintaining Objectives](#) – Add, enable, disable, or change the active period for Objectives.
- [Maintaining Initiatives](#) – Bulk import Initiatives, reset updated Initiatives to Active Tracking, and maintain opportunities and resourcing used in creating Initiatives.
- [Delete aborted Initiatives](#) – Remove aborted Initiatives from the system, including from all related data tables.
- For information on maintaining measures and related data, see [About maintaining measures](#).

## Maintaining Perspectives

Axiom Strategy Management comes with default Perspectives that you can either use as-is, edit to suit your organization's needs, or delete from the system. You can also add new Perspectives. After you set up Perspectives, the only maintenance they require is enabling or disabling based on their Period Begin and End dates. Measures applied to enabled Perspectives do require regular updating.

### ► Add a Perspective

Setting up a Perspective involves creating the Perspective and then adding at least one measure to it to track its performance during its active period.

#### To add a new Perspective:

1. In the **Navigation** panel, click **Admin > Maintenance**.
2. On the **Maintenance** page, click the **Perspectives** tab if it is not already displayed.
3. On the left side of the page under the **Description** column heading, click **Add New Perspective**.
4. In the **Add New Perspective** dialog, do the following:
  - a. In the **Description** field, type a name for the Perspective.

**NOTE:** This field has a 150-character limit.

- b. To enable the Perspective, click the **Enabled** toggle to **On**.

**NOTE:** Disabled Perspectives cannot be selected for Objectives, nor will they display on the Dashboard.

- c. In the **Begin Period** drop-down, select the start date.
  - d. In the **End Period** drop-down, select the end date.
  - e. Click **OK**.
5. (Optional) Select an icon for the Perspective: In the **Icon** column for the new Perspective, type or paste the code for the new icon. For instructions on how to get more icons, see [Get Perspective icons](#).

**NOTE:** You cannot change the color of Perspective icons.

6. Click **Save**.
7. [Add a Perspective measure](#).
8. [Add an Objective](#).

### ▶ Edit or delete a Perspective

After Perspectives are set up, you probably will not need to edit them except to enable or disable them, or change their active period.

Edit tasks can include:

- Activating a Perspective that is ready for use
- Disabling a Perspective that is no longer in use or that is not ready for use
- Changing Period Begin and End dates
- Changing the Perspective icon
- Changing the Perspective name
- Deleting a Perspective that was created in error or never used or is not being used by an Objective

**To edit a Perspective:**

1. In the **Navigation** panel, click **Admin > Maintenance**.
2. Click the **Perspectives** tab if it is not already displayed.
3. Do any of the following as needed:

- To activate a disabled Perspective, click the **Enabled** toggle to **On**.
- To disable a Perspective, click the **Enabled** toggle to **Off**.
- To change the **Period Begin** and **Period End** dates, select the desired date from the drop-down lists.

**NOTE:** Be aware of how any associated Perspective measures are affected by a time frame change, and edit those as well where needed.

- To change the icon, in the **Icon** column, type or paste the code for the new icon. For instructions on how to obtain icon codes, see [Get Perspective icons](#).
- To change the Perspective name, type the new name in the **Description** field.

**NOTE:** A name change will be reflected everywhere the Perspective name is used in the system, including historical reports. The exception is when the name appears in snapshots.

- To delete a Perspective that was created in error or never used and has no attached data, Objectives, or Initiatives, click the check box to the left of the **Description** field. The Perspective is deleted after you save your changes.

4. Click **Save**.

## Maintaining Objectives

Like Perspectives, you can enable or disable Objectives and assign measures to them. Objectives are tied to a period of activation during which the measure associated with the Objective can collect data. Each Objective must be associated with a single Perspective. Objectives usually have associated Initiatives, although this is not required.

Admins manage Objectives from the Objective tab on the Admin Maintenance page. In addition to listing all Objectives in the system, this tab also lists Objectives associated with a disabled Perspective.

### Add an Objective

By default, all enabled Objectives display on the Dashboard.

**To add a new Objective:**

1. In the **Navigation** panel, click **Admin > Maintenance**.
2. On the **Maintenance** page, click the **Objective** tab.
3. On the left side of the page under the Description column heading, click **Add New Objective**.
4. In the **Add New Objective** dialog, do the following:

- a. In the **Description** field, type a name for the Objective.

**NOTE:** The Description field has a 150-character limit.

- b. To enable the Objective, click the **Enabled** toggle to **On**.

**NOTE:** Disabled Objectives do not display on the Dashboard and cannot be associated with Initiatives.

- c. From the **Perspective** drop-down, select the Perspective to associate with this Objective. This step is required before you can save the Objective.
- d. In the **Begin Period** drop-down, select the start date.
- e. In the **End Period** drop-down, select the end date.
- f. If the Objective owner is someone other than yourself, then from the **Owner** drop-down, select the desired user.

**NOTE:** By default, the person creating the objective is listed as the owner.

- g. Click **OK**. The measure is added to the end of the Objective measure list.

5. [Add a measure to the Objective](#).

## Edit or delete an Objective

Edit tasks can include:

- Activating an Objective that is ready for use
- Disabling an Objective that is no longer in use or that is not ready for use
- Changing the Objective name
- Changing the Period Begin and End dates
- Changing the Objective owner
- Changing the associated Perspective (not recommended)
- Deleting an Objective that was created in error or never used and has no associated data

### To edit or delete an Objective:

1. In the **Navigation** panel, click **Admin > Maintenance**.
2. On the **Maintenance** page, click the **Objectives** tab.
3. Do any of the following as needed:
  - To activate a disabled Objective, click the **Enabled** toggle to **On**.
  - To disable an Objective, click the **Enabled** toggle to **Off**.

- To change an Objective name, in the **Description** field, type the new name.

**NOTE:** A name change will be reflected everywhere the Objective name is used in the system. This is useful if you discover a typo or if you want to distinguish the name from another similarly-named Objective.

- To change the **Period Begin** and **Period End** dates, select the desired date from the drop-down lists.

**NOTE:** Be aware of how any associated Objective measure frequency periods are affected by a time frame change, and edit those as well where needed.

- To change the associated Perspective, select the desired Perspective from the **Perspective** drop-down.

**IMPORTANT:** If you change the Perspective to which an Objective is associated and that Objective has accrued historical data, all the historical data will move to the new Perspective.

- To change the Objective owner, in the **Owner** field, select a different user from the drop-down.
- To delete an Objective that was created in error or never used and has no attached data or Initiatives, click the check box to the left of the **Description** field. The Objective is deleted after you save your changes.

4. Click **Save**.

## Maintaining Initiatives

As system administrator, you maintain some of the elements used in creating Initiatives as well as resetting Initiatives to the active stage after their measure data has been updated and approved each fiscal period. You may also need to import a file of Initiatives.

Maintenance tasks for Initiatives include:

- [Maintaining opportunities used in creating Initiatives](#)
- [Maintaining resources used in creating Initiatives](#)
- [Resetting Initiatives to active tracking status](#)
- [Importing Initiatives in bulk](#)
- [Creating Initiatives from Capital Planning data](#)
- [Deleting aborted Initiatives](#)
- [Updating Initiative measure data](#) – The Initiative owner typically updates Initiative data, but if you ever need to, use these instructions.

## Maintaining opportunities

You can use opportunities as guides in the Initiative creation and approval process. Initiative creators are prompted to answer the opportunity questions to show how the Initiative they are submitting aligns with the Objective and Perspective (or other Initiatives), with which it is associated. When reviewing an Initiative for approval, approvers can also read these questions and answers to help them evaluate the Initiative. Currently, responding to opportunity questions is not mandatory for Initiative creators.

### Add an opportunity

Keep opportunity questions broad enough to fit any Initiative because enabled opportunities are available during the Initiative creation process for all Initiatives.

#### To add an opportunity:

1. In the **Navigation** panel, click **Admin > Maintenance**.
2. On the **Maintenance** page, click the **Opportunities** tab.
3. On the left side of the page under the column headings, click **Add Opportunity**.
4. In the **Add Opportunity** dialog, do the following:
  - a. In the **Description** field, type a question that you want an Initiative creator to consider when creating an Initiative.

**NOTE:** The Description field has a 150-character limit. The number of characters used displays to the right of the field. You can see how many characters you have used by clicking on a blank area outside the field.

- b. To activate the opportunity, click the **Enabled** toggle to **On**.
  - c. Click **OK**.
5. Click **Save**.

### Edit or delete an opportunity

Editing tasks can include:

- Changing the opportunity text
- Enabling an opportunity
- Disabling an opportunity so it does not display in Initiative plan files
- Deleting an opportunity that was created in error or never used

#### To edit or delete an opportunity:

1. In the **Navigation** panel, click **Admin > Maintenance**.
2. On the **Maintenance** page, click the **Opportunities** tab.
3. Do any of the following as needed:

- To activate a disabled opportunity, click the **Enabled** toggle to **On**.
- To disable an opportunity, click the **Enabled** toggle to **Off**.

**NOTE:** If you disable an opportunity, the opportunity no longer displays in the Opportunities tab for any Initiative plan file.

- To change the text, in the **Description** field, delete the text you do not want, and type the new text.

**IMPORTANT:** Be aware that the text will change for this opportunity in all Initiative records.

- To delete an opportunity, click the check box to the left of the **Description** field. The opportunity is deleted when you save your changes.

**NOTE:** You cannot delete an opportunity that is currently enabled or that is in use by a record. If you cannot delete an opportunity, an error message displays with an explanation.

4. Click **Save**.

## Maintaining resourcing

Resourcing ensures that whenever an Initiative requires a certain resource, the need for that resource is communicated to the right people so they can be sure it is available when needed. Enabled resources are available for selection in all Initiatives.

### Add a resource

To add a resource:

1. In the **Navigation** panel, click **Admin > Maintenance**.
2. On the **Maintenance** page, click the **Resourcing** tab.
3. On the left side of the page under the column headings, click **Add Resource**.
4. In the **Add Resource** dialog, type a name for the resource in the **Resource** field.

**NOTE:** The Resource field has a 150-character limit. The number of characters entered displays to the right of the field after you save.

5. To activate the resource so Initiative creators can use it, click the **Enabled** toggle to **On**.
6. Click **OK**.

### Edit or delete a resource

Edit tasks can include enabling, disabling, deleting, or changing the description of a resource.

### To edit or delete a resource:

1. In the **Navigation** panel, click **Admin > Maintenance**.
2. On the **Maintenance** page, click the **Resourcing** tab.
3. Do any of the following as needed:
  - To activate a disabled resource, click the **Enabled** toggle to **On**.
  - To disable a resource, click the **Enabled** toggle to **Off**.
  - To change the description, replace the text in the **Description** field.

**NOTE:** Changing the Description affects all the records in which the resource appears, so unless the change is to correct a typo or improve the phrasing, do not re-purpose a resource; instead, disable it and create a new one.

- To delete a resource, click the check box to the left of the **Description** field. When you save changes on this page, the resource is deleted.

**NOTE:** Do not delete a resource that is currently in use by an Initiative or that is attached to historical data. It is better to retire (disable) the resource instead.

4. Click **Save**.

## Reset Initiatives to active tracking

The Initiative update review process requires the system administrator to reset Initiatives back to the active tracking stage after the Initiative sponsor approves the updates made by the Initiative owner for the current period. Resetting Initiatives enables them to be updated during the next current period.

### To reset Initiatives to active tracking status:

1. In the **Navigation** panel, click **Admin > Maintenance**.
2. On the **Maintenance** page, click the **Process Step** tab.
3. In the **Initiative Pending Reset** section on the right, review the listed Initiatives to be sure they are all ready to be reset.
4. If an Initiative does not belong in the list:
  - a. In the **Navigation** panel, click **Initiatives**.
  - b. On the **Initiatives** page, click the bookmark icon (🔖) to the left of the Initiative.
  - c. On the **Initiative routing** page, click **Reject** to reject the current step (Step 7) and send the Initiative back to the previous step.
  - d. On the **Process Step** tab of the Maintenance page, in the **Initiative Pending Reset** section, click the refresh button and verify that the Initiative that did not belong is not in the list.
5. Click **Submit**.

6. Click **Save**.

## Import Initiatives in bulk

Axiom Strategy Management can contain as many Initiatives as your organization needs. Since there is the potential to have hundreds of Initiatives, we provided a means for system administrators to import Initiatives in bulk. You can manually enter Initiative information to the system, where the Initiatives can be processed into the system for immediate use.

### To import Initiatives in bulk:

1. Review the requirements in the following Requirements table.
2. [Launch the Desktop Client](#).
3. If the Explorer task pain is not open, in the **Main** tab of the ribbon, click **Navigation**, and select **Explorer**.
4. In the **Libraries** section of the Explorer task pain, expand the **Table Library** and then expand **!Dimensions**.
5. Scroll down to and double-click **Initiative**.
6. In the **Open Table in Spreadsheet** dialog, click **OK**.
7. In the Initiative spreadsheet, scroll down to the first blank row. Add information starting with the **Description** column.

**NOTE:** Do not add a number in the first column; the system will add the number after you save the spreadsheet.

8. In the **Main** ribbon tab, click **Save**.
9. In the Web Client **Navigation** panel, click **Admin > Maintenance**.
10. On the **Maintenance** page, click the **Import** tab.
11. Click the **Process Plan Files** button to integrate the imported Initiatives into active tracking.

### Requirements

Before you begin, you need the following information for each Initiative. The fields are either required or need to contain information to avoid data displaying incorrectly in some forms.

Data field	Format	Description	Lookup location
Description	Text	Initiative name	NA
LongDesc	Text	Detailed description of Initiative	NA

Data field	Format	Description	Lookup location
Objective	Number	Objective to which the Initiative belongs	Table Library> Dimensions> Objective
Department	Number	Department the Initiative applies to, if applicable; otherwise, enter "0" for None	Table Library > Dimensions > DEPT
Owner	Username	User who owns the Initiative	Security Manager
OwnerName	First name, Last name	Full name of user	Security Manager
Sponsor	Username	User who sponsors the Initiative	Security Manager
SponsorName	First name Last name	Full name of user	Security Manager
Status	Number	Enter 0 because at this point, the milestones do not have status yet.	Table Library > Strategy Management > Data > Status
Workstream	Number	Workstream for Initiative, if applicable; otherwise, enter "0" for None	Table Library > Strategy Management > Data > Workstream
Category	Number	Select a category for the Initiative; otherwise, enter "0" for None	Table Library > Strategy Management > Data > InitiativeCategory
Active	TRUE/FALSE	Whether the Initiative is currently active	NA
Archived	TRUE/FALSE	Whether the Initiative is currently archived	NA

Data field	Format	Description	Lookup location
InitiativeTemplate	Text	Template used to build the Initiative; SM Main if created in Axiom Strategy Management	File Groups > Strategy Management – Requests\Templates
InitiativeShowOnColumn	TRUE/FALSE	Enter “TRUE” to ensure a plan file is created for the Initiative when the administrator uses the Import utility.	NA
InitiativeRequestor	Username	User who created the Initiative  <b>IMPORTANT:</b> Do not leave the InitiativeRequestor field blank because this could cause unintended data issues.	Security Manager
InitiativeRequestComment	text	Comment added by requestor in Comment field of Generate a New Initiative Request form	Optional
InitiativeSource	SM (or other)	Indicates Axiom product in which Initiative request originated. Enter “SM” for Strategy Management; otherwise, enter code for other integrated product, such as Comparative Analytics (CompA)	NA

Data field	Format	Description	Lookup location
InitiativeRequestorName	text	Full name of the person who requested the Initiative.	NA

## Create Initiatives from Axiom Capital Planning data

Axiom Strategy Management administrators can create Initiatives from imported Axiom Capital Planning data for Axiom Strategy Management systems integrated with Axiom Capital Planning.

The Axiom Capital Planning integration utility on the Admin Maintenance page steps you through the process of creating Initiatives from imported Axiom Capital Planning data.

You need the following to use this utility:

- An Axiom Strategy Management system integrated with Axiom Capital Planning, with active licenses for both

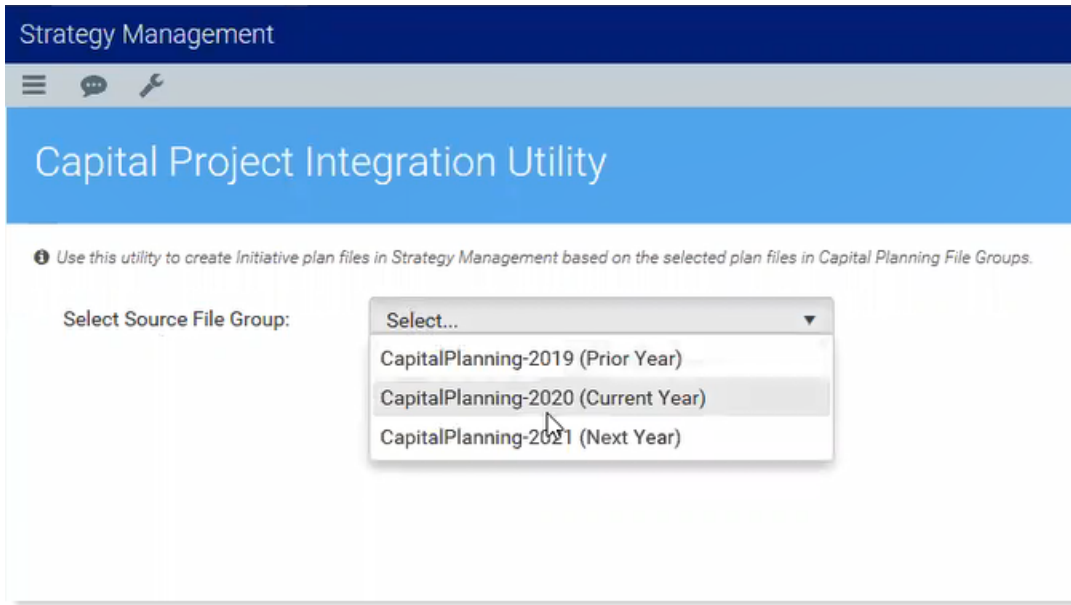
**NOTE:** Currently, integration is supported only in the Web Client.

- SM Admin role and the Initiative Creator role
- Any Axiom Capital Planning role

**NOTE:** The individual CapReqs that are visible to you depend on existing Axiom Capital Planning security.

**To create Initiatives from Axiom Capital Planning projects:**

1. In the **Navigation** panel, click **Admin > Maintenance**.
2. On the **Maintenance** page, click the **Integration** tab.
3. On the **Integration** tab, click the **Capital Planning** utility button.
4. From the **Select Source File Group** drop-down, select the desired Capital Planning year, and then click **Next**.



5. From the **File Group** list, select the desired Capital Requisition, and then click **Submit**.

**IMPORTANT:** You need to have YRMO records for all of the OrigBudget years in which your projects run.

Notice that there is a Project Target column. The system uses the amount in this column as the new Initiative's Target.

Strategy Management AXIOM

Capital Project Integration Utility

Source File Group: CapitalPlanning-2019 (Current Year)

CAPRE...	En...	Dept	Description	ProjType	ProjTypeDetail	Creator	Project Target
12	2	21010	Acquisition, SW MOB Acquisition	Miscellaneous	Acquisition	SFalkner	\$1,951,000
13	2	26440	General Construction, Third Floor NICU	Engineering / Facilities	General Construction	CYates	\$1,876,000
14	2	27640	General Renovation, OR Remodel	Engineering / Facilities	General Renovation	JHudson	\$1,000,000
15	2	27540	General Construction, Sleep Lab Expansion	Engineering / Facilities	General Construction	GChambers	\$1,125,000
17	2	27400	General Construction, New Cardiac Center	Engineering / Facilities	General Construction	Sjackson	\$14,250,000
19	2	26140	Defibrillator / Pacemaker, Defibrillators for ED	Cardiology	Defibrillator / Pacemaker	MErving	\$64,500
20	2	26140	Monitor, Vital Signs Monitors	Miscellaneous	Monitor	MErving	\$22,000
22	1	26310	Monitor, Transport Monitor for Patient Sedations	Miscellaneous	Monitor	FWilliams	\$20,000

6. In the **Generate a New Initiative Request** dialog, enter all required information. Note that you must select a Frequency. Click **Create Initiative**. (For details, see “Create an Initiative” in the online help.)
7. In the new Initiative’s plan file:
  - a. Complete the needed information in the rest of the tabs. For details, see “Create an Initiative” in the online help.
  - b. In the **Milestone/Measures** tab, add any desired milestones.
  - c. For the new Initiative measure, be sure to add a Baseline. You can rename the Initiative measure if desired. The Measure’s Start and End dates are based on the years in which the CapReq runs.
  - d. To submit the Initiative for review and approval, click **Submit**.

## Delete aborted Initiatives

Strategy Management system administrators can purge aborted Initiatives from the system using the Delete Aborted Initiatives data utility.

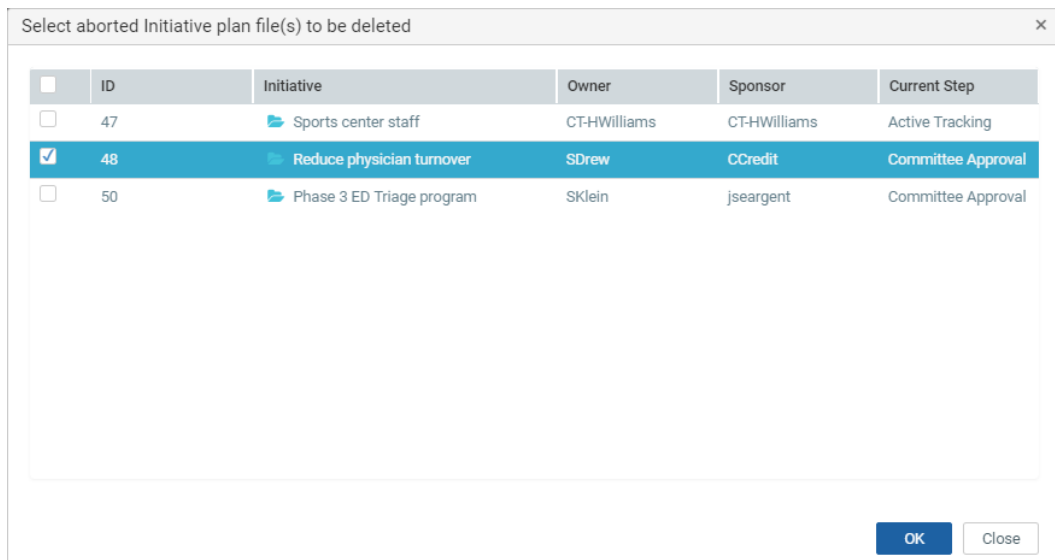
Axiom Strategy Management is designed to house hundreds of Initiatives. Once an Initiative is submitted for Owner approval, it begins to accrue a historical record. Each time an Initiative moves to another stage in the approval process, reviewers and approvers can add comments that also become a part of the historical record. Initiatives and their related data are stored in several data tables in the system.

Some Initiatives get aborted because they are not needed, are duplicates, were created in error, etc. Initiatives can be aborted at two steps in the Creation Approval process: Step 4 – Committee Approval, and Step 5 – Active Tracking. Initiatives must be terminated using the abort process at one of these steps in order to be deleted using the Delete Aborted Initiatives data utility.

**NOTE:** Initiatives that have been denied should not be confused with aborted Initiatives, or completed Initiatives.

**To delete aborted Initiatives from the system:**

1. In the **Navigation** panel, click **Admin > Maintenance**.
2. On the **Maintenance** page, click the **Data Utilities** tab.
3. Click the **Delete Aborted Initiatives** button.
4. In the **Select aborted Initiative plan file(s) to be deleted** dialog, do one of the following:
  - For each Initiative to delete, select the check box to the left of the ID number.
  - To delete all listed Initiatives, select the check box in the header row.



5. Click **Yes**.

A small confirmation message displays at the bottom of the page:

Event DeletePlanFile-SQL has been scheduled.

The utility removes the selected aborted Initiatives and any related data from the following tables:

- Initiative table
- InitiativeMilestoneData
- InitiativeMeasureData
- InitiativeMilestone

- InitiativeMeasure
- InitiativeResource
- InitiativeOpportunity

## Convert displayed user IDs to full names

In Owner and Sponsor columns in Initiative table grids on Axiom Strategy Management dashboard pages, user IDs were displayed instead of full user names. In version 2021.2 of Axiom Strategy Management, when you add a user to an Initiative as sponsor or owner, the user's full name displays instead of their user ID. However, user names added to Initiatives before version 2021.2 still display as user IDs. Administrators can convert these user IDs to full names using the Admin data utility Update User ID to Full Name.

### To convert user IDs to full names:

1. In the **Navigation** panel, click **Admin > Maintenance**.
2. On the **Maintenance** page, click **Data Utilities**.
3. In the list of utilities, click the **Update User ID to Full Name** button.
4. If desired, verify that users' full names are displayed on the Dashboard, Perspectives, Objectives, and Initiatives pages where applicable.

# Maintaining measures

Perspectives, Objectives, and Initiatives have associated measures that require initial set up and some maintenance. Axiom Strategy Management comes with some built-in measures, including default measure types and classes. For more information, see [About measures](#).

## About the Measures page

The Measures page contains a library of measures available for use in Perspectives, Objectives, and Initiatives. You perform measure maintenance tasks from the Measures page, accessed from the Admin menu in the Navigation panel. The exception is uploading measures in bulk, currently performed in the Desktop Client.

**Measures** tab – Master list of all measures currently in the system. Perspectives, Objectives, and Initiatives get their measures from this list. Information entered in this tab is stored in the Measure table, accessible from the Desktop Client, and located in the **Table Library** under **Dimensions > Measure**. The measures list contains hundreds of measures, but you can [filter the list](#).

**Type** tab – Lists all the measure types available to use in measures. Information entered in this tab is stored in the MeasureType table, located in the **Table Library** under **Strategy Management > Data**.

**Class** tab – Lists all the measure classes currently in the system. Axiom Strategy Management comes preloaded with a number of measure classes commonly used in the healthcare industry. For example, we have included frequently-used groups as defined by the U.S. Centers for Medicare & Medicaid Services (CMS) and by the Hospital Consumer Assessment of Healthcare Providers (HCAHPS). This information is stored in the Class table located in the **Table Library** under **Strategy Management > Class**.

**Perspective Measure** – Lists all Perspectives and the measures associated with each, including Period Begin and Period End dates, Baseline, Target, Department (optional), and Entity (optional).

**Objective Measure** – Lists all Objectives and their associated measures, including Period Begin and Period End dates, Baseline, Target, Department (optional), and Entity (optional).

**Drill Documents** – Lists drill-down documents available for linking to measures, and provides function for adding new drill documents. These documents typically contain details on the associated measure data, and can provide supporting information and additional details about where and how the measure data was derived.

**Update Measure Data** – Launches the Measure Update web input form used for updating measure data.

## Measure maintenance tasks

By default, measures are set to require maintenance on a monthly/current period basis.

Click the following links for instructions on each task:

- [Find a measure in the list](#) (filtering measures)
- [Add a measure](#)
- [Edit a measure or delete an unused measure](#)
- [Maintain measure types](#)
- [Maintain measure classes](#)
- [Update measure data](#)
- [Maintain Perspective measures](#)
- [Maintain Objective measures](#)
- [Create measure data rows](#)
- [Delete orphaned measure data](#)
- [Update measure target status](#)
- [Update period measure data](#)
- [Add a benchmark to a measure](#)
- [Managing measure drills](#)
- [Create a measure drill](#)
- [Edit or delete a measure drill](#)

## Filter the Measures list

Axiom Strategy Management can contain hundreds of measures listed under the Measures tab on the Measures page. You can filter the list to find the measure you want.

**NOTE:** These instructions assume you are already on the Measures tab of the Admin Measures page.

**To filter the Measures list:**

1. From the **Class Filter** drop-down, select one of the following:
  - If you know the class the measure belongs to, select the class.
  - If you do not know the class the measure belongs to, select **All**.
2. Do one of the following:

- To search for enabled measures only, verify that the **Filter Disabled** toggle is set to **On**.
  - To search for enabled and disabled measures, click the **Filter Disabled** toggle to **Off**.
3. In the **Search** field, click near the middle to activate it, and then type a word or two to search on, and press **Enter**.

The search returns all measures that match your search terms.

**NOTE:** If a measure name is too long to be displayed in full, hover your cursor over the name to see the full name in a tool tip.

4. To clear the search field for a new search, click the small **x** icon to the right of the **Search** field, and repeat steps 1 through 3.

## Add a measure

System administrators can add measures to the main measures list.

**To add a measure to the main Measures list:**

1. In the **Navigation** panel, click **Admin > Measures**.
2. On the **Measures** page, click the **Measures** tab if it is not already selected.
3. On the left under the **Description** column heading, click **Add New Measure**.
4. In the **Add New Measure** dialog, do the following:
  - a. In the **Description** field, type a name for the measure. This field has a 150-character limit.
  - b. From the **Precision** drop-down, select the number of data places to include after the decimal when measure data is displayed in Measure Details windows:
    - **0** – No digits display after the decimal
    - **1** – One digit displays after the decimal
    - **2** - Two digits display after the decimal (default setting)
  - c. To enable the measure after saving it, click the **Active** check box.
  - d. From the **Class** drop-down, select a class for the measure.
  - e. From the **GL Acct** drop-down, select an account with which to associate this measure.
  - f. From the **Favorable** drop-down, select the MeetsTargetDirection for the measure.
  - g. From the **Unit** drop-down, select the type of unit that matches the data that the measure collects:
    - **Number** – Select for numeric measure data.
    - **Amount** – Select for currencies.
    - **Percent** – Select for percentages.

- h. From the **Type** drop-down, select the update method used to derive the measure:
- **Calculated** – Axiom software automatically calculates the measure data whenever a query is made to the field.
  - **Integrated** – The measure data comes from integrated Syntellis Axiom products.
  - **Input** – The measure data is entered directly into Axiom Strategy Management from an external source. This data may come from a form with data entered manually or from input utilities.

**NOTE:** Currently, the Type field is for recording a description of the method used; it does not set any action for the measure.

- i. From the **Frequency** drop-down, select how often the measure is updated and reported.

**IMPORTANT:** Once you set a frequency for a measure and save it, you cannot change the frequency. If the measure is unused and has accumulated no data, you can delete it and start over. Otherwise, retire the measure by disabling it, and then create a new one.

- j. (Optional) In the **Formula Description** field, type a description of how the data is derived. For example, if the measure is “Hours paid per patient day” then the formula would be something like “Hours paid divided by Inpatient days” or “Hours paid / Inpatient days.”

- To associate this measure with a drill document, select the desired drill document from the **User Drill** drop-down.
- To not associate this measure with a drill document, select **0 - No Selection** from the **User Drill** drop-down.

**NOTE:** Measures that have associated drill documents display a Launch Detail button in their Measure Detail window.

5. Click **OK**.
6. Click **Save**.

## Edit or delete a measure

The system administrator can edit and delete measures but there are some caveats. After a measure is in use by a Perspective, Objective, or an Initiative, you should not need to edit it unless there is something wrong with the description, formula description, or other attribute that you need to change so that the measure works correctly. You cannot change a measure’s frequency. If the measure is unused and has accumulated no data, you can delete it and start over. Otherwise, retire the measure by disabling it, and then create a new one.

Editing a measure can include:

- Changing the Description
- Enabling or disabling the measure
- Changing the Class
- Changing the GL Account
- Changing the Type (not recommended)
- Changing the Formula Description
- Adding or changing a User Drill
- Changing the decimal display precision
- Deleting the measure

**To edit or delete a measure:**

1. In the **Navigation** panel, click **Admin > Measures**.
2. In the **Measures** tab on the **Measures** page, locate the measure. [Filter the list if needed.](#)
3. Do any of the following, as needed:
  - To enable the measure, click the **Enabled** toggle to **On**.
  - To disable the measure, click the **Enabled** toggle to **Off**.
  - To edit the measure name, in the **Description** field, type the new name or make corrections to the existing name.

**IMPORTANT:** If you change a measure's name (description), this also changes the name in any historical records that have not been saved in static reports.

- To change the associated GL Account, from the **GL Account** drop-down, select another account, or, to remove the affiliation with an account, click **0-Default ACCT**. The field will revert to the default text "Type to Search" after you save your changes.
- To change the class, from the **Class** drop-down, select the new class.

**IMPORTANT:** If you change a measure's class, this also changes the class in any historical records that have not been saved in static reports.

- To change the type, from the **Type** drop-down, select the new type.

**IMPORTANT:** If you change a measure's type, this also changes the type in any historical records that have not been saved in static reports.

- To change the formula description, in the **Formula Description** field, type the desired information.
- To add a user drill for the measure, in the **User Drill** column, select the desired drill from the **User Drill** drop-down.
- To change the number of values displayed after the decimal, from the **Precision** drop-

down select the desired number.

- To delete a measure:
  - a. Verify that the measure is not in use and has no data records attached.
  - b. Select the check box at the left end of the measure row. The measure will be deleted after you save changes.

4. Click **Save**.

## Maintaining measure types

Measure types are the methodologies used to update and report measure data. Currently, the Type field is for recording a description of the method used; it does not set any action for the measure.

Axiom Strategy Management comes with three measure types:

- **Calculated** – Measure data is calculated automatically by Axiom software whenever a query is made to the field.
- **Input** – Measure data is entered directly into the system from an external source. You may input data manually using forms or enter data in bulk using import utilities.
- **Integrated** – Measure data comes from integrated Syntellis/Axiom products.

Measure types you add or edit from the Admin Measures page are stored in the MeasureType data table.

### Add a measure type

You can create additional measure types, if needed.

**To add a measure type:**

1. In the **Navigation** panel, click **Admin > Measures**.
2. On the **Measures** page, click the **Type** tab.
3. Under the **Description** column, click **Add New Type**.
4. In the **Add New Type** dialog, type a description in the **Description** field. This field has a 150-character limit.
5. To enable this type after saving, click the **Active** check box.
6. Click **OK**. The new type is added to the list of types.
7. Click **Save**.

### Edit or delete a measure type

You can change the name and status of a measure type.

**IMPORTANT:** Do not delete measure types that are used in other data tables because this could cause orphaned data and lead to data integrity errors. Instead, it is better to disable the type so it does not display in the Type selection drop-down. However, if you add a type and decide not to use it, you can delete it as long as it has no attached data.

#### To edit or delete a measure type:

1. In the **Navigation** panel, click **Admin > Measures**.
2. On the **Measures** page, click the **Type** tab.
3. For the type to edit, do any of the following as needed:
  - To enable a disabled type, click the **Enabled** toggle to **On**.
  - To disable a type, click the **Enabled** toggle to **Off**.
  - To change the name, edit the text in the **Description** field.
  - To delete a type that is not in use in any data table, click the check box to the left of the **Description** field. The type is deleted when you click **Save**.
4. Click **Save**.

## Maintaining measure classes

Measure classes allow you to categorize measures that have one or more common attributes so that you can organize and manage them, and filter them in lists, reports, and Initiative plan files. A number of default measure classes are included in Axiom Strategy Management. These were selected from frequently-used groups defined by the U.S. Centers for Medicare & Medicaid Services (CMS), by the Hospital Consumer Assessment of Healthcare Providers (HCAHPS), and from a large set of standard financial metrics. You can use any of these, disable or delete the ones you do not want, and add your own classes.

Measure classes you access from the Admin Measures page are stored in the Class reference table.

### Add a measure class

#### To add a measure class:

1. In the **Navigation** panel, click **Admin > Measures**.
2. On the **Measures** page, click the **Class** tab.
3. Under the **Description** column, click **Add New Class**.
4. In the **Add New Class** dialog, type a name in the **Description** field. This field has a 150-character limit.
5. To enable this class after saving, click the **Active** check box.

6. Click **OK**.
7. Click **Save**.

## Edit or delete a measure class

You can enable and disable a measure class, change its name, or delete it. However, you should not change the number assigned to the class by the system because the system uses these numbers in reports.

**IMPORTANT:** Do not delete measure classes that are used in other data tables because this could cause orphaned data and lead to data integrity errors. Instead, it is better to disable the class so it does not display in the Class selection drop-down. However, if you add a class and decide not to use it, or to remove any of the default classes that came with Axiom Strategy Management, you can delete them as long as they have no related data in other data tables. The exceptions to this are the performance improvement measure classes, which should not be deleted or renamed.

### To edit or delete a measure class:

1. In the **Navigation** panel, click **Admin > Measures**.
  2. On the **Measures** page, click the **Class** tab.
  3. For the class to edit, do any of the following:
    - To disable a class, click the **Enabled** toggle to **Off**.
    - To enable a class, click the **Enabled** toggle to **On**.
    - To correct an error in the class name, make the change in the **Description** field.
- IMPORTANT:** Be aware that changing the class name will change the name in all historical records that have not been saved as static records and archived somewhere.
- To delete a class that has never been used and is not attached to any data, click the check box to the left of the **Description** field. The class is deleted when you click **Save**.
4. Click **Save**.

## Maintaining Perspective measures

Perspective measures are measures applied from the main measure list to Perspectives. Although the system allows you to create Perspectives without applying measures, you cannot track Perspective performance unless you do. After creating a Perspective, the next step is assigning it one or more measures. The measures you assign depend on how your organization defines the Perspective and which of its aspects you want to track.

Perspective measures you add or edit from the Admin Measures page are stored in the Axiom Strategy Management data table PerspectiveMeasure.

## Add a measure to a Perspective

Generally, Perspective measures should be broader than those used for Objectives and Initiatives because Perspectives are at the highest level in the strategy hierarchy. The further down the hierarchy you go, the more specific the measures can be. For example, if your organization is a hospital and you have a Perspective named Clinical Performance, you would want to assign a measure that returns broad measure data, such as the Composite HCAHPS-Overall Hospital Rating.

### To add a measure to a Perspective:

1. In the **Navigation** panel, click **Admin > Measures**.
2. On the **Measures** page, click the **Perspective Measure** tab.
3. Locate the Perspective in the list.

**TIP:** If the list is expanded, click the **Collapse All** link on the left under the main tabs so you can see only the Perspective names.

4. If the Perspective is collapsed, click the **down arrow** to the left of its name.
5. On the left under the **Measure** column, click **Add New Measure**.
6. In the **Add New Measure** dialog, do the following:
  - a. From the **Measure** drop-down, select the desired measure.
  - b. If you are tracking this measure at the department level, then from the **Dept** drop-down, select the department.
  - c. If you are tracking this measure at the entity level (such as a clinic, hospital location, medical group, etc.), or if you selected a department in the previous step, from the **Entity** drop-down, select the entity.
  - d. In the **Period Begin** drop-down, select the month and year for the measure to be active.
  - e. In the **Period End** drop-down, select the month and year for the measure to be inactive.
  - f. In the **Baseline** field, enter the baseline number to use as the data measurement starting point.
  - g. In the **Target** field, enter the target number to use for comparing with data generated by the measure.

**NOTE:** When setting the Target, be sure you know which direction from the target (higher or lower) is favorable and which is unfavorable for the measure. You can look this up in the Measure table: [launch the Desktop Client](#), open the Explorer task pane, then expand **Libraries > Table Library > !Dimensions > Measure**. Locate the measure in the table and then scroll horizontally to the last column, MeetsTargetDirection.

- h. Click **OK**.
7. Click **Save**.
8. Run the following utilities in this order:
  - [Create Measure Data](#) to create the measure data rows for each period in the measure's lifecycle.
  - [Update Period Measure Data](#)
  - [Update Measure Target Status](#)

**IMPORTANT:** To avoid data errors, run the utilities. The order is important:

1. Create Measure Data
2. Update Period Measure Data
3. Update Measure Target Status

(The utilities are not listed in the correct execution order on the Admin Maintenance page.)

## Edit or delete a Perspective measure

You can change the period dates, baseline, and target data for a Perspective measure. You cannot delete a Perspective measure if it is in use or has data attached. If you want to disable a Perspective measure, you must [disable it in the Measures tab](#).

**To edit or delete a Perspective measure:**

1. In the **Navigation** panel, click **Admin > Measures**.
2. On the **Measures** page, click the **Perspective Measure** tab.
3. Locate the Perspective in the list.

**TIP:** If the list is expanded, click the **Collapse All** link on the left under the main tabs so you can see only the Perspective names.

4. If the Perspective is collapsed, click the **down arrow** to the left of its name.
5. For the desired Perspective measure, do any of the following as needed:
  - To change the Period Begin date, click the **Period Begin** drop-down, and select the desired date.

- To change the Period End date, click the **Period End** drop-down, and select the desired date.

**NOTE:** If you shorten the measure's time frame, after saving your changes, run the [Delete Orphan Measure Data utility](#) to remove target data associated with unused future time periods.

- To change the Baseline number, click in the **Baseline** field, and change the number.
- To change the Target number, click in the **Target** field, and change the number.

**IMPORTANT:** The change may be reflected everywhere the Perspective measure is used, including any historical records that have not been preserved as static reports.

**NOTE:** Currently, when you change the target number, you must manually update the target in any data rows for future periods in the measure's active period. The Create Measure Data utility does not update existing rows.

- To delete the Perspective measure:
  - a. Verify that it can be deleted: if there is a check box to the left of the Perspective measure name, it can be deleted. If there is a circle with a slash through it (⊘) instead of the check box, you cannot delete the Perspective measure.
  - b. Select the check box to the left of the measure name. The measure is deleted when you save changes.

6. Click **Save**.

## Maintaining Objective measures

Objective measures are measures applied from the main measure library to an Objective so that you can track the performance of the Objective. You can apply as many measures as you like but the number used depends on how you define the Objective and which of its aspects you want to measure. For example, for an Objective named "Improve Patient Access," you could add a measure that assesses the average time it takes a patient to get scheduled for a primary care visit.

Objective measures you add or edit from the Admin Measures page are stored in the Strategy Management data table Objective Measure.

### Add a measure to an Objective

Measures applied to Objectives should be more specific than measures applied to Perspectives.

### To add a measure to an Objective:

1. In the **Navigation** panel, click **Admin > Measures**.
2. On the **Measures** page, click the **Objective Measure** tab.
3. Locate the Objective in the list.

**TIP:** If the list is expanded, click the **Collapse All** link on the left under the main tabs so you can see only the Objective names.

4. If the Objective is collapsed, click the **down arrow** to the left of its name.
5. On the left under the **Measure** column, click **Add New Measure**.
6. In the **Add New Measure** dialog, do the following:
  - a. From the **Measure** drop-down, select the desired measure.
  - b. If you are tracking this measure at the department level, then from the **Dept** drop-down, select the department.
  - c. If you are tracking this measure at the entity level (such as a clinic, hospital location, medical group, etc.), or if you selected a department in the previous step, then from the **Entity** drop-down, select the entity.
  - d. In the **Period Begin** drop-down, select the month and year for the measure to be active.
  - e. In the **Period End** drop-down, select the month and year for the measure to be inactive.
  - f. In the **Baseline** field, enter the baseline number to use as the data measurement starting point.
  - g. In the **Target** field, enter the target number to use for comparing with data generated by the measure.

**NOTE:** When setting the Target, be sure you know which direction from the target (higher or lower) is favorable and which is unfavorable for the measure. You can look this up in the Measure table: [launch the Desktop Client](#), open the Explorer task pane, then expand **Libraries > Table Library > !Dimensions > Measure**. Locate the measure in the table and then scroll horizontally to the last column, **MeetsTargetDirection**.

- h. Click **OK**.
7. Click **Save**.
  8. Run the following utilities in this order:
    - [Create Measure Data](#) to create the measure data rows for each period in the measure's lifecycle.
    - [Update Period Measure Data](#)
    - [Update Measure Target Status](#)

**IMPORTANT:** To avoid data errors, run the utilities. The order is important:

1. Create Measure Data
2. Update Period Measure Data
3. Update Measure Target Status

(The utilities are not listed in the correct execution order on the Admin Maintenance page.)

## Edit or delete an Objective measure

You can change the period dates, baseline, and target data for an Objective measure. You cannot delete an Objective measure if it is in use or has data attached. You also cannot enable or disable an Objective measure.

**To edit or delete an Objective measure:**

1. In the **Navigation** panel, click **Admin > Measures**.
2. On the **Measures** page, click the **Objective Measure** tab.
3. Locate the Objective in the list.

**TIP:** If the list is expanded, click the **Collapse All** link on the left under the main tabs so you can see only the Objective names.

4. If the Objective is collapsed, click the **down arrow** to the left of its name.
5. For the desired Objective measure, do any of the following as needed:
  - To change the Period Begin date, click the **Period Begin** drop-down, and select the desired date.
  - To change the Period End date, click the **Period End** drop-down, and select the desired date.

**NOTE:** If you shorten the measure's time frame, after saving your changes, run the [Delete Orphan Measure Data utility](#) to remove target data associated with unused future time periods.

- To change the Baseline number, click in the **Baseline** field, and change the number.
- To change the Target number, click in the **Target** field, and change the number.

**IMPORTANT:** The change may be reflected everywhere the Objective measure is used, including any historical records that have not been preserved as static reports.

**NOTE:** Currently, when you change the target number, you must manually update the target in any data rows for future periods in the measure's active period. The Create Measure Data utility does not update existing rows.

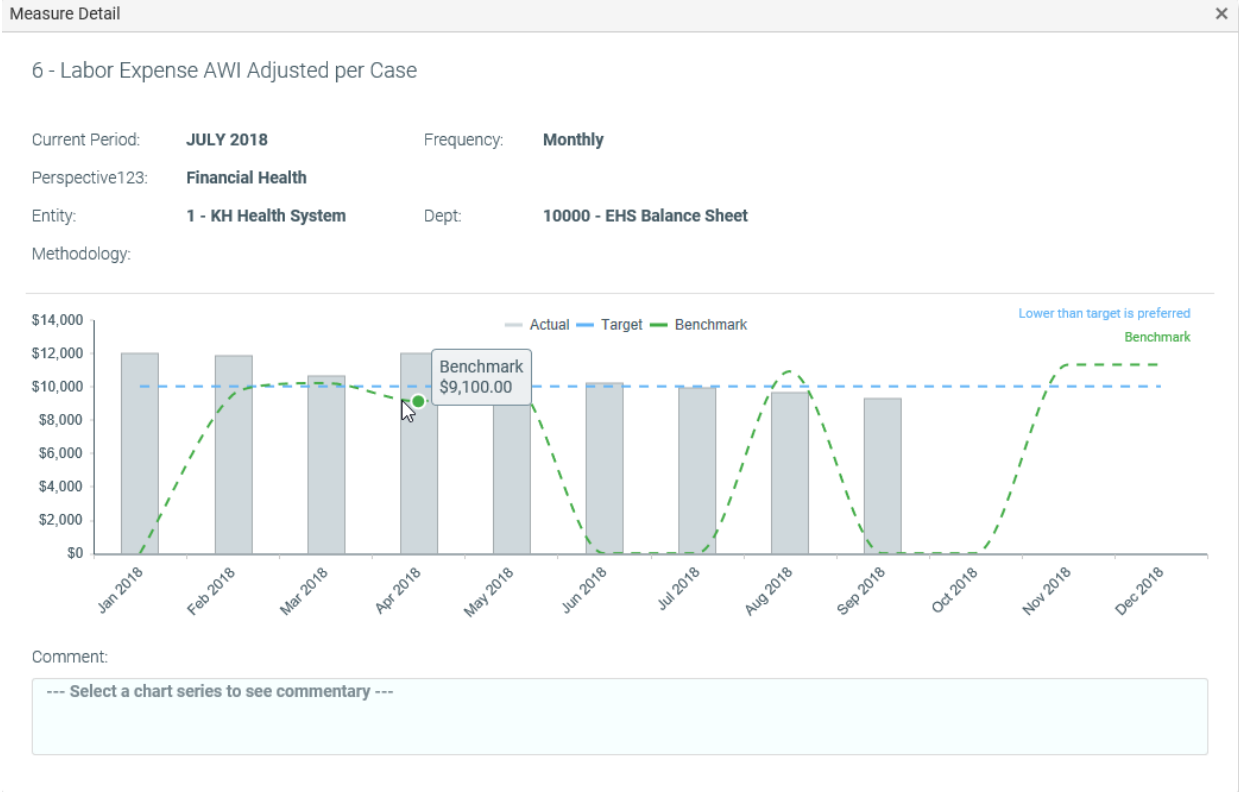
- To delete the Objective measure,
  - a. Verify that it can be deleted: if there is a check box to the left of the Objective measure name, it can be deleted. If there is a circle with a slash through it (⊘) instead of the check box, you cannot delete the Objective measure.
  - b. Select the **check box** to the left of the measure name. The measure is deleted when you save changes.

6. Click **Save**.

## Add a benchmark to a measure

Axiom Strategy Management provides you the ability to add external benchmarks to Perspective, Objective, and Initiative measure data, to help you evaluate how well these items are performing relative to established bench-marked results from similar processes in other medical organizations that are like yours.

System administrators can add benchmarks to Perspective measures, Objective measures, and Initiative measures. Benchmarks are used and displayed in Measure Detail windows, such as in the following example.



Measure Detail example showing monthly benchmark line (green dotted) with point marker displayed where cursor is hovered over line

**NOTE:** This task is performed in the measure data tables from the Desktop Client.

**To add a benchmark:**

1. [Launch the Desktop Client.](#)
2. In the **Main** tab of the Ribbon, click *Navigation* > **Explorer**.
3. In the **Libraries** section, expand **Table Library**, then scroll down to and expand **Strategy Management** > **Data**.
4. Double-click the desired MeasureData table (e.g., PerspectiveMeasureData, ObjectiveMeasureData, InitiativeMeasureData).
5. In the **Open Table in Spreadsheet** dialog, click **OK**.
6. In the measure data table, locate the desired measure (listed by number, not name) and then scroll to the **Benchmark** column titled **Client-selected Benchmark value by month**.

Client-selected Benchmark value by month	Calendar YTD	Fiscal YTD	Previous Period
Benchmark	Benchmark_CalYTD	Benchmark_FiscYTD	Benchmark_Prev
10200.00	0.00	0.00	0.00
11500.00	0.00	0.00	0.00
0.00	0.00	0.00	0.00
0.00	0.00	0.00	0.00
9500.00	0.00	0.00	0.00
10200.00	0.00	0.00	0.00
9100.00	0.00	0.00	0.00
10200.00	0.00	0.00	0.00
0.00	0.00	0.00	0.00
0.00	0.00	0.00	0.00

- For each month that you want to provide a benchmark, enter the number in the column for that month.
- In the Ribbon's Main tab, click Save.
- In the Save to database completed successfully confirmation dialog, click OK.

## Managing measure drills

Axiom Strategy Management provides users the ability to drill down on a measure and see supporting documentation by clicking a link in the measure's Measure Detail window. Supporting documentation can be anything from a report showing where the measure was derived or calculated, to a form or spreadsheet with additional information.

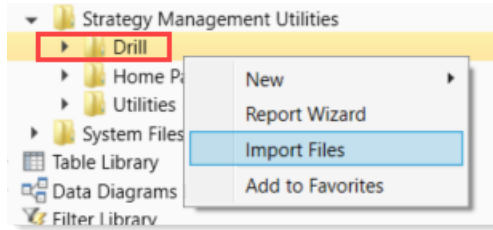
As a system administrator, you can control and customize the reports and other documents that users can drill to from a given measure. When you add a drill to a measure, the system adds a Launch Detail button in the upper right corner of the Measure Drill window. Clicking the button launches the drill document. Drill documents must be stored in the Drill folder accessible from the Desktop Client at **Libraries > Reports Library > Strategy Management Utilities > Drill**. If the document is an Axiom web-enabled report or form, it opens in the browser. If the document is another type of file, such as a PDF or Excel spreadsheet, the system opens it from the Desktop Client in a separate window.

### Create a measure drill

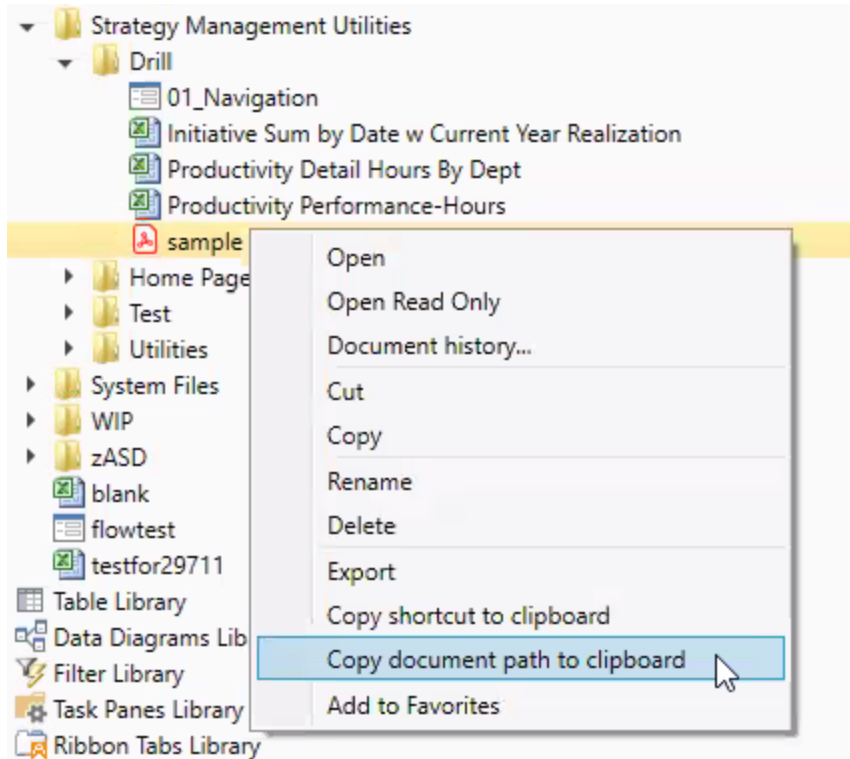
Use these instructions to add a document drill to a measure to create a drill down in the measure's associated Measure Detail window. Creating a measure drill involves three main steps: 1) add the drill document to Strategy Management, 2) create a drill for the document, and 3) associate the drill with the desired measure.

**To create a new document drill:**

1. In the Desktop Client, place the drill document in the Drill folder:
  - a. Navigate to **Libraries > Reports Library > Strategy Management Utilities > Drill**.
  - b. Right-click the **Drill** folder and select **Import Files**.



- c. Select the desired file and click **Open**.
2. Expand the **Drill** folder, right-click the file and select **Copy document path to clipboard**. You will need to paste this path into the Add Drill Document dialog in step 6c.



3. In the Web Client, in the Navigation panel, click **Admin > Measures**.
4. On the **Measures** page, click the **Drill Documents** tab.
5. On the left under the **Description** column heading, click **Add New Drill**.
6. In the **Add New Drill** dialog, do the following:

- a. In the **Description** field, type a name for this drill.
- b. To enable this drill immediately after creation, select the **Active** check box.
- c. In the **Drill Filepath** field, paste the file path you copied in step 2.

The screenshot shows a dialog box titled "Add New Drill". It has four main fields: "Description" (empty text box), "Active" (unchecked checkbox), "Drill Filepath" (text box containing "Strategy Management Utilities\Drill\Productivity Performance-Hours.xlsx" with a red highlight), and "Web Enabled" (unchecked checkbox). Below these fields is an example: "Example: \\Axiom\Reports Library\Strategy Management Utilities\Drill\Productivity Detail Hours By Dept.xlsx". At the bottom right are "OK" and "Close" buttons.

(To see how users access a drill document, see [Drill on measure details](#). “Drill on measure details” in the online help.)

- d. If the drill document is an Axiom report or form, click the **Web Enabled** check box to enable the form to open in the browser.

**NOTE:** Do not select the check box if the document is another type of file, such as a PDF or Excel spreadsheet. The system opens these types of files from the Desktop Client in separate window.

- e. Click **OK**.

7. Click **Save**.

8. Next, assign this drill to the desired measure. Do one of the following:

- If the measure does not currently exist, follow the instructions in [Add a measure](#).
- If the measure exists, navigate to the **Admin - Measures** page. In the **Measures** tab, locate the measure. In the **User Drill** column for the measure, select the desired drill from the drop-down. Click **Save**.

**IMPORTANT:** The drill document will be accessible for all hierarchy items that use the associated measure, so be sure that the document applies to all instances in which the measure is used or could be used. Alternatively, you can create a copy of the measure and give it a specific name and then associate the drill only to that version.

## Edit or delete a measure drill

The system administrator can edit and delete measure drills; however, a measure drill cannot be deleted if it is associated with a measure.

You can edit the following for a measure drill:

- Change the drill name
- Enable or disable the drill
- Delete the drill if it is not in use

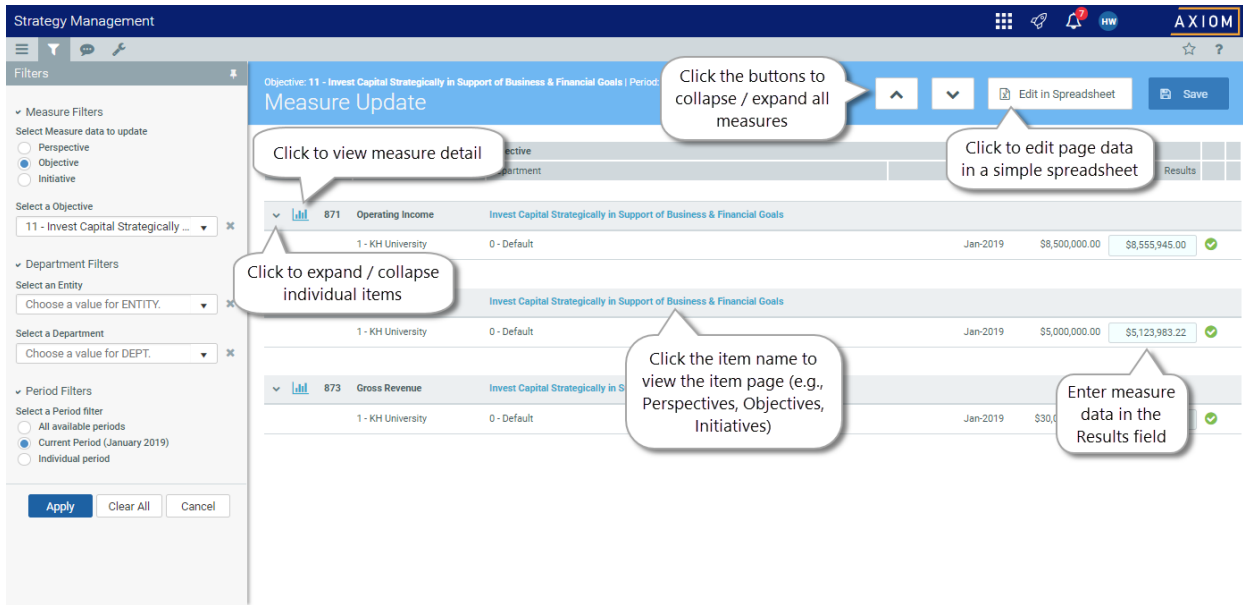
**NOTE:** You cannot change the document associated with a drill. Instead, [create a new drill](#) for the new document, then remove the old drill from any measures, and then delete the old drill. Assign the new drill to the measure(s).

### To edit or delete a measure drill:

1. In the **Navigation** panel, click **Admin > Measures**.
2. On the **Measures** page, click the **Drill Documents** tab.
3. Do any of the following, as needed:
  - To change the name, type changes in the **Description** field.
  - To enable / disable a drill, in the **Enabled** column, click the toggle to the desired state.
  - To delete a drill:
    - a. Verify that it is not in use. If the drill is in use, remove it from all associated measures.
    - b. Click the checkbox to the left of the drill name. The drill will be deleted when you save your changes.
4. Click **Save**.

## Update measure data

The Measure Update page enables you to update data for one or more Perspective, Objective, or Initiative measures, in a convenient web form.



*Measure Update page example*

**To update measure data:**

1. In the **Navigation** panel, click **Admin > Measures**.
2. On the **Measures** page, in the header, click the **Update Measure Data** button.  
The Measure Update page opens.
3. Open the **Filters** panel: in the header menu above the navigation panel, click the **Filters** icon.




4. In the **Measure Filters** section, from the **Select Measure data to update** drop-down, select the type of measure to update.  
The type of measure you select here determines the options available in the next drop-down. For example, if you select **Perspective**, the next drop-down will contain a list of Perspectives.
5. To update a measure for a specific **Perspective**, **Objective**, or **Initiative**, in the **Select a [item]** drop-down, select the desired item. Otherwise, leave this field blank to update all measures for that item type.
6. If the measure is associated with a specific entity or a department within an entity, in the **Department Filters** section, select the entity and then the department from the corresponding drop-downs.
7. In the **Period Filters** section, select one of the following as applicable:

- **All available periods** – Returns all records for all periods that have that kind of data. For example, if you are updating Objective measure data, the system returns all Objective measure records.
- **Current Period** – Returns all records that have that kind of data for the current period.
- **Individual period** – Select the desired period from the drop-down.

8. Click **Apply**.

The filtered measures display in the Measure Update page.

**TIP:** To see the detail for a measure, click the graph icon (  ) to the left of the measure name at the top of the Measure column. If the measure has multiple entity or department combinations, a pop-up dialog prompts you to select the entity/department to view. For information on viewing related drill data (if applicable), see "Drill on measure details" in the online help.

9. To update a measure, click the **Results** field and type the value, then press **Enter**.
10. When finished updating values, click **Save**.
11. In the Axiom Software prompt, click **OK**.
12. To ensure that the posted values update for reports that use period measure data (such as the Cost Reduction Status report), run the following utilities in the following order:
  - [Create measure data rows](#)
  - [Update period measure summary data](#)
  - [Update measure target status](#)

## Create measure data rows

The Create Measure Data utility allows system administrators to automatically create measure data rows for hierarchy items.

### ► About the Create Measure Data utility

Users need to be able to view measure data targets in charts and reports for comparison and analysis purposes, for each time period (frequency) set for a measure.

System administrators need to be able to set measure targets to respond to changing expectations.

To make this possible, the target needs to be set in each hierarchy item's MeasureData table (i.e., PerspectiveMeasureData, ObjectiveMeasureData, InitiativeMeasureData) for each frequency period that the hierarchy item measure is active. This means the Target field needs to be populated for future time periods (months/quarters/half-years/years) according to the measure's frequency.

Instead of manually creating new rows for future frequency periods in the hierarchy item’s active period and then entering the target data, the Create Measure Data utility automatically creates a row with the set target for each frequency period through the end of the fiscal year for the length of the measure’s active period (start date to end date).

For example, if an Objective measure starts on January 2018 and ends on December 2019, the utility creates rows in the ObjectiveMeasureData table with the target column pre-populated for all YRMOs from January 2018 to the end of the fiscal year in which December 2019 falls.

However, if a measure is quarterly, the utility creates a row for the end of each quarter for the lifespan of the measure. So if the measure life span is one FY, the utility enters 4 rows. Likewise, for a semi-annual frequency, a measure would have two rows for each FY, and a measure with an annual frequency would have one row for the FY.

The following example shows a section from the ObjectiveMeasureData table for an Objective with measure #853. The active period for that measure is outlined in red. The rows in the area outlined in green are for future periods that have no measure data yet, but do have populated target data. Because the measure has a monthly frequency and the measure lifespan is set at 18 months, there are 18 rows—one for each month in the lifespan.

	A	B	C	D	E	F	G	H	I	J	K	L
4	<b>Data Type</b>		Integer	Integer	Integer		Integer	Integer 32	Numeric	Numeric	Numeric	Boolean
5	<b>String Length</b>											
6	<b>Description</b>	Objective	Measure	Department	Entity	YRMO	Value	Target	Score			
8	Delete Row	Objective	Measure	Dept	Entity	YRMC	Value	Target	Score	MeetsTarget		
81			2	853	0	0	201801	18.25	25.00	0.00	TRUE	
82			2	853	0	0	201802	23.50	25.00	0.00	TRUE	
83			2	853	0	0	201803	21.02	25.00	0.00	TRUE	
84			2	853	0	0	201804	17.65	25.00	0.00	TRUE	
85			2	853	0	0	201805	19.73	25.00	0.00	TRUE	
86			2	853	0	0	201806	19.85	25.00	0.00	TRUE	
87			2	853	0	0	201807	24.29	20.00	0.00	FALSE	
88			2	853	0	0	201808	18.40	20.00	0.00	TRUE	
89			2	853	0	0	201809	20.18	20.00	0.00	FALSE	
90			2	853	0	0	201810	0.00	20.00	0.00	TRUE	
91			2	853	0	0	201811	0.00	20.00	0.00	TRUE	
92			2	853	0	0	201812	0.00	20.00	0.00	TRUE	
93			2	853	0	0	201901	0.00	20.00	0.00	TRUE	
94			2	853	0	0	201902	0.00	20.00	0.00	TRUE	
95			2	853	0	0	201903	0.00	20.00	0.00	TRUE	
96			2	853	0	0	201904	0.00	20.00	0.00	TRUE	
97			2	853	0	0	201905	0.00	20.00	0.00	TRUE	
98			2	853	0	0	201906	0.00	20.00	0.00	TRUE	
99			2	854	0	0	201701	198.89	210.00	0.00	TRUE	
100			2	854	0	0	201702	225.45	210.00	0.00	FALSE	

These prepopulated rows allow a system administrator to change the target for future time periods if the measure’s data expectations require realignment.

**IMPORTANT:** When you add a measure to an Initiative in the Initiative plan file page, data rows are automatically created for each frequency period in the InitiativeMeasureData table when you save the Initiative. If you want the target to be included in the data rows, you must add the target before you save the Initiative.

When to run this utility:

- After adding a measure (with a set target) to a Perspective or an Objective
- After importing Initiatives that do not already have measure data rows for every period in their measures' active life cycles

**NOTE:** This utility only creates measure data rows with a populated target if they are missing; it does not update a changed target.

To create measure target data rows:

1. In the **Navigation** panel, click **Admin > Maintenance**.
2. On the **Maintenance** page, click the **Data Utilities** tab.
3. Click the **Create Measure Data** button.
4. Click the **Update Period Measure Data** button to perform calculations for the CalYTD, FiscYTD, PrevTD and Proj.TD measure columns.
5. Click the **Update Measure Target Status** button to update the target status in the newly created data rows.

## Update measure target status

The Update Measure Target Status utility automatically updates MeetsTarget column entries for all measure data, based on the MeetsTargetDirection values set for each measure.

When you update measure data in the Web Client, the measure target status is automatically updated as well. However, if you manually update measure data directly in a hierarchy data table—for example, the PerspectiveMeasureData table—you would also need to manually update the MeetsTarget column in that table for the updated data.

**NOTE:** Updating measures manually in the data tables is not the recommended best practice, but in some cases may be unavoidable.

Run the Update Measure Target Status utility Instead of updating target status manually. You can even use the Axiom Scheduler (job: UpdateMeasureTarget-SQL) to automatically run this utility at set times, to ensure the measure data tables stay accurate. This is particularly useful if your organization has a number of people manually updating measure data in the Desktop Client.

**NOTE:** This utility should not be needed when you update measure data in the Web Client's Measure Update Form, or when Initiative owners update measure data in Initiative plan files.

► About the Update Measure Target Status utility

The utility compares the current measure data to the set measure target and determines if the measure data meets the target. If it meets the target or surpasses it in a favorable direction, the utility enters "TRUE" into the MeetsTarget column for that measure data. If the measure data does not meet the target, the utility enters "False" into the MeetsTarget column.

In the following example, the data in the Value column matches the data in the Target column. This means that the MeetsTarget column should be "TRUE" for the measure, but the entry is "FALSE." Running the utility will change this to "TRUE."

	A	B	C	D	E	F	G	H	I	J	K	L	M
4	<b>Data Type</b>		Integer	Integer	Integer		Integer	Integer 32	Numeric	Numeric	Numeric	Boolean	String
5	<b>String Length</b>												500
6	<b>Description</b>	Perspective	Measure	Department	Entity	YRMO	Value	Target	Score			Comment	Client Benchmark by m
8	Delete Row	Perspective	Measure	Dept	Entity	YRMO	Value	Target	Score	MeetsTarget	Comment	Be	
69		2	866	0	0	201801	54.83	50.00	0.00	TRUE			
70		2	866	0	0	201802	49.92	50.00	0.00	FALSE			
71		2	866	0	0	201803	47.00	50.00	0.00	FALSE			
72		2	866	0	0	201804	47.56	50.00	0.00	FALSE			
73		2	866	0	0	201805	46.52	50.00	0.00	FALSE			
74		2	866	0	0	201806	49.00	50.00	0.00	FALSE			
75		2	866	0	0	201807	50.00	50.00	0.00	FALSE			
76		2	866	0	0	201808	0.00	50.00	0.00	FALSE			
77		2	866	0	0	201809	0.00	50.00	0.00	FALSE			
78		2	866	0	0	201810	0.00	50.00	0.00	FALSE			
79		2	866	0	0	201811	0.00	50.00	0.00	FALSE			
80		2	866	0	0	201812	0.00	50.00	0.00	FALSE			
81		2	878	0	0	201701	95.67	75.00	0.00	TRUE			

PerspectiveMeasureData table showing incorrect entry (FALSE) in the MeetsTarget column for the example measurement.

When to run the utility:

- When anyone updates measure data directly in a hierarchy measure data table
- After running the [Create Measure Data](#) utility

To update measure target status:

1. In the **Navigation** panel, click **Admin > Maintenance**.
2. In the **Maintenance** page, click the **Data Utilities** tab.
3. Click the **Update Measure Target Status** button.

## Update period measure summary data

This utility updates period measure data values, target values, and benchmark values when present.

This utility is also for clients who create and manage a specific class of initiatives focused on cost reduction or revenue enhancement. For these Initiatives, you enter savings achieved each period. The period savings represent the amount of dollars saved or paid hours reduced in an individual period. These savings appear in the Cost Reduction Status report. To make Initiative measure data that you enter in the Update Measures page or the InitiativeMeasureData table available in the Cost Reduction Status report, you must run the Update Period Measure Data utility after these Initiative measures are updated.

### ► About the Update Period Measure Data utility

When you update cost reduction or revenue enhancement measure data in the Strategy Management Initiative measure data table for an Initiative measure, you must also run the Update Period Measure Data utility to update the calculated summary columns. You can even use the Axiom Scheduler (job UpdateMeasureData-SQL) to automatically run this utility at set times to ensure the calculated data in the summary columns in the InitiativeMeasureData table stays accurate. The job is particularly useful if your organization has a number of people manually updating cost reduction or revenue enhancement measure data.

This utility calculates summary columns in the data tables that sum up the rolling totals by calendar year and by fiscal year, and also sums up the rolling total from the start of each initiative. There is also a summary calculation that stores the prior period savings. The summary columns are reportable.

When to run the utility:

- After running the [Create Measure Data](#) utility for imported Initiatives with measures from the PI-Dollars-Performance Improvement class
- After running the Create Measure Data utility for Initiatives with cost-saving measure data updated from the Admin Measure Update page
- After running the Create Measure Data utility for a new Perspective measure or Objective measure

To update period measure data:

1. In the **Navigation** panel, click **Admin > Maintenance**.
2. In the **Maintenance** page, click the **Data Utilities** tab.
3. Click the **Update Period Measure Data** button.

## Delete orphaned measure data

The Delete Orphan Measure Data utility removes orphaned data records that result from changes to the hierarchy measure tables. Axiom Strategy Management administrators can use this utility to clean up unused data and ensure that deleted measure targets do not appear in reports.

When a hierarchy measure is first set up, the system creates individual rows in the respective <hierarchy>MeasureData table for each time period (frequency: month, quarter, half-year, or year) in the measure's active period. This active period includes future dates with set targets. If that time period is shortened, the record would have a set target for those future periods but no Actuals, which could result in reporting errors.

When to run the utility:

- Ad-hoc – After a hierarchy measure (Perspective, Objective, Initiative) has had its active period shortened from the original. For example, if your organization was tracking patient falls through the end of 2020 but now wants to change the end date to December 31, 2019.
- Scheduled – Can be set up as a Scheduler job to run at set times to ensure removal of orphaned Initiative measure data.

**To remove orphaned measure data:**

1. In the **Navigation** panel, click **Admin > Maintenance**.
2. In the **Maintenance** page, click the **Data Utilities** tab.
3. Click the **Delete Orphan Measure Data** button.

## Update imported measure data actuals

For clients who have configured their systems to import actuals from other sources such as other Axiom Software products or external data feeds, Axiom Strategy Management administrators have a utility that updates measure data from these sources.


The Update Measure Data Actuals utility runs automatically on a set basis (the default is 12:59 AM Pacific time) to pull actuals from imported measure data stored in the staging table (MeasureDataStaging) in the Axiom Strategy Management system. The utility updates the measure data tables with the data and then clears the staging table. Any data that does not match measures already in the system (matches are performed on MeasureID, Dept, Entity, and YRMO) is moved to the MeasureDataExceptions table, where administrators can [view it using the Resolve Exceptions utility](#).

Administrators can also run the Update Measure Data Actuals utility on an ad hoc basis.

**To run the utility:**

1. In the **Navigation** pane, click **Admin > Maintenance**.
2. In the **Maintenance** page, click the **Data Utilities** tab.
3. On the **Data Utilities** page, click the **Update Measure Data Actuals** button.

Update Measure Data Actuals

 Update Measure Data Actuals

This utility will update Values from Actuals in the MeasureDataStaging table.

A note at the bottom of the page displays, confirming that the records have been updated from the Staging table.

## Resolve imported measure data exceptions

Use these instructions for resolving data mismatches that occur when measure actuals are imported to the system.

Measure data imported to the Axiom Strategy Management system is matched by measureID, Dept, Entity, and YRMO. If one or more of these items does not match any hierarchy measure already in the system, the incoming data is moved to the MeasureDataExceptions table. For example, if actuals for a given Objective measure come in with an entity listed that is different from the entity listed in the Objective measure in the system, that mismatch produces a data exception.

Administrators can run the Resolve Exceptions utility to produce a report that lists the mismatched data.

**To resolve data mismatches:**

1. In the **Navigation** panel, click **Admin > Maintenance**.
2. On the **Maintenance** page, click the **Data Utilities** tab.
3. In the list of utility buttons, click the **Resolve Exceptions** button.

Resolve Exceptions

 Review and Resolve Exceptions

This form will display exception records from the MeasureDataExceptions table.

The Resolve Measure Data Exceptions report opens, displaying a list of exceptions found .

Strategy Management AXIOM

Resolve Measure Data Exceptions Save

Resolved?	Measure	Dept	Entity	Period	Value	Source	Date
<input type="checkbox"/>	98	26360	2	201908	5463	AcctSvcs	8/8/2019
<input type="checkbox"/>	45	26310	2	201908	0.045	AcctSvcs	8/12/2019
<input type="checkbox"/>	36	26460	2	201908	34.29	MDmercs	8/12/2019
<input type="checkbox"/>	992	26470	1	201908	1	MDmercs	8/12/2019
<input type="checkbox"/>	645	9	2	201908	2	ETLPMD	8/12/2019
<input type="checkbox"/>	223	88	1	201908	2	ETLPMD	8/12/2019
<input type="checkbox"/>	7	10000	1	201812	4029.131313	AcctSvcs	8/18/2019

- For each item, determine the type of error and take the appropriate action:
  - If an item is missing from the system, add it to the system if it makes sense to do so.
  - If a data item is wrong, it will need to be corrected in the originating source or removed from the import.
- After resolving a listed item, to remove it from the list, in the **Resolved?** column, click the corresponding check box and then click **Save**.

The item is removed from the list. In the MeasureDataExceptions table, corrected items are flagged as TRUE for Resolved. The user who cleared the item from the Resolved Measure Data Exceptions report is listed in the ResolvedBy column:

Identity	Integer	Integer	Integer	Integer 32	Numeric	String 50	Date	Boolean	String 50
Seq	Measure	Department	Entity	YRMO	Value	Data Source	Date of Data	Resolved Flag	Resolved By
Seq	Measure	Dept	Entity	YRMC	Value	Src	Dte	Resolved	ResolvedBy
1	7	10000	1	201812	4029.13	AcctSvcs	8/18/2019	FALSE	
2	98	26360	2	201908	5463.00	AcctSvcs	8/8/2019	TRUE	CT-HWilliams
3	45	26310	2	201908	0.05	AcctSvcs	8/12/2019	TRUE	CT-HWilliams
4	36	26460	2	201908	34.29	MDmercs	8/12/2019	TRUE	SKlein
5	992	26470	1	201908	1.00	MDmercs	8/12/2019	TRUE	SKlein
6	645	9	2	201908	2.00	ETLPMD	8/12/2019	TRUE	SKlein
7	223	88	1	201908	2.00	ETLPMD	8/12/2019	FALSE	

The data in the MeasureDataExceptions table remains until the table is cleared and populated with new data during the next import.

# Axiom Strategy Management reports

Axiom Strategy Management comes with two built-in standard reports, the Initiative Status Report and the Cost Reduction Status Report. These reports are available from the Reports menu in the Navigation panel.

## Initiative Status report

The basic report displays a status icon, checkmarks that indicate whether an Initiative has measures and milestones (or a dash if they do not), and a description of each Initiative.

Initiative status is based on [milestone status](#). For each included Initiative, the Initiative Status report displays the icon for the milestone with the most urgent status. For example, if all milestones are On Track or Complete, the KPI used is the green circle with check mark. If one or more of the milestones has the status Needs Attention, the report displays the orange circle with bar. If the status is At Risk, the system displays the red triangle with exclamation point.

While all Initiatives are included by default, not all of the information about each Initiative is automatically included. For example, to see Initiative sponsors and owners, you need to select those options in the Filters panel.

The report displays Initiatives grouped under the Perspective and then the Objective to which they belong. The report does not include any measure data.

## Initiative Status Report

System Period: September 2018 | Perspective: 2,1,3 | Sponsor: jseargent | Owner: CSparks;HBurns;SDrew;SKlein | Workstream: 0,1,2,3,4,5,6 | Category: 0,1,2,3 | Initiative Status: 2,3,4

A summary of your filter selections displays here

Click to go to the Initiative's Routing page

Click to expand / collapse Objective sections

Click to open the plan file page

ID	Initiative	Status	Measures	Milestones	Sponsor	Owner	Workstream	Category	Detail Description
31	Maintain decreased per unit usage	On Track	✓	✓	jseargent	CSparks	Non-Labor	Rapid Development	Maintain decreased per unit usage
32	Billing for drug waste (savings added to 340B savings).	On Track	✓	✓	jseargent	SKlein	Non-Labor	Quick Win	Billing for drug waste (savings added to 340B savings).
33	SYS - Supply Chain GPO contract updates	On Track	✓	✓	jseargent	CSparks	Non-Labor	Quick Win	SYS - Supply Chain GPO contract updates
35	Savings from TZCP contract renegotiation	On Track	✓	✓	jseargent	CSparks	Non-Labor	Rapid Development	Savings from TZCP contract renegotiation
7	Nursing Labor Optimization (CM)	On Track	✓	✓	jseargent	CSparks	Labor	Rapid Development	Design feedback processes to identify places where staff are clocking in too far in advance of their assigned shift, or clocking out later than scheduled.
22	Constant Observer - Transfer 4.18 FTEs to ICU	On Track	✓	✓	jseargent	CSparks	Labor	Quick Win	Reduce Transcription Overtime

By default, executive and administrator users can view the status of all Initiatives in the report. Viewing access for non-executive and non-admin users is as follows:

- Initiative creators – Can view the status of all Initiatives
- Initiative owners – Can view the status of only Initiatives for which they are the owner
- Initiative sponsors – Can view the status of only Initiatives for which they are the sponsor
- Initiative approvers – Can view the status of all Initiatives

### ► View the report

To view the Initiative status report:

1. In the **Navigation** panel, click **Reports > Initiative Status**.

The report page opens.

2. To view Initiatives, click the blue arrow icons (►) to expand the Perspectives and then the Objectives sections.

**NOTE:** To view the plan file page for the Initiative, click the folder icon (📁). To view the Initiative's approval routing page, click the bookmark icon (🔖).


3. **Filter the report** to show only the Initiatives you want to see, or the Initiative data you want to see.

### ► Example filtered Initiative status report

The following general instructions are for filtering the report to display Initiatives with an At Risk status. You can filter the report further to suit your needs.

Initiatives with a status of At Risk

To find all Initiatives with no milestone status:

1. In the **Task Bar** on the left side of the page, click the filter icon (  ).
2. In the Filters panel **Status** section, in the **Initiative Status** filter drop-down, select **4 - At Risk** and then click **OK**.
3. Click **Apply**. All Initiatives that have a milestone status of At Risk are included in the report.
4. To see which owners the At Risk Initiatives belong to, (since owners are usually responsible for managing Initiative milestones), in the **Owner** filter drop-down, click **Select All**, click **OK**, then click **Apply**.
5. Expand the report sections to see who owns the Initiatives.

## About the Cost Reduction Status report

The Cost Reduction Status report is a forms-based report that displays performance results from Initiatives that have cost-saving measures from a specific measure class: PI-Dollars-Performance Improvement. Performance Improvement measures are those that involve some sort of cost reduction or savings, or improvements to performance that result in a cost reduction, savings, or revenue enhancement.

The report displays the actual savings and the cost savings goal of each performance-improvement Initiative for the current period and over a set time span, which for this report is the fiscal year of the Axiom Strategy Management Current Period year and month (YRMO).

The report includes the following:

- Actual savings amount for the current period and for each period that contains data in the current fiscal year (YRMO)
- Fiscal year-to-date savings for each Initiative and cumulative savings of all Initiatives
- Fiscal year-to-date savings goal for each Initiative and cumulative savings of all Initiatives
- Project-to-date actual savings for each Initiative and cumulative savings of all Initiatives
- Project savings goal for each Initiative and cumulative savings of all Initiatives

In addition to the [Table](#), the report also contains bar charts that display these same savings cumulatively. For details, see the following sections,

- [How the report works](#)
- [Trend \(By Period\) chart](#)
- [By Group chart](#)

Axiom Strategy Management executives can use this report to monitor the achievement status of cost management initiatives at any time, on demand. This report is also available to system administrators and users who own or sponsor Initiatives included in the report.

### ► How the report works

The PI-Dollars-Performance Improvement class comes with one default measure of the same name: PI-Dollars-Performance Improvement. Axiom Strategy Management administrators can [create more measures](#) using this class if needed. When a measure from this class is applied to an Initiative, the Initiative becomes a cost-saving/performance-improvement Initiative.

The PI-Dollars-Performance Improvement measure acts as a filter for the Cost Reduction Status report. Any Initiative with at least one measure of this class is included in the report, regardless of which department the Initiative comes from or how much money is involved.

**IMPORTANT:** All dollars captured using the PI-Dollars-Performance Improvement measure are included in the Cost Reduction Status report, so take care to avoid duplication of cost savings measures. If cost savings measures are duplicated in two different initiatives, they will also be added twice in the Cost Reduction status report. If you are using these measures in conjunction with your budget, then you risk double-counting savings, resulting in budgets that are unachievable.

The report has three parts:

- A filter panel on the left that controls which performance improvement Initiatives are included in the report
- Two bar charts that display cumulative data from those Initiatives
- A table that displays the data specifics of each Initiative.

The table and the graphs both list the Initiatives that are included in the report, but other than that, the graphs operate independently from the table. When you filter the report results, the table and graphs both refresh to display the report's new data parameters.

**NOTE:** Although clicking in the table causes the graphs to appear to refresh, the graphs are not actually changing; there is no correlation between what you click in the table and what you see in the graphs.

By default, the report includes all Initiatives that have a measure from the PI-Dollars-Performance Improvement class. You can [filter the report](#) to include only Initiatives from certain Perspectives, Objectives, sponsors, owners, etc.

The bar chart at the top of the report has three views:

- **Trend (By Period)**– Displays cumulative data by current period and year-to-date, and the cumulative projected goal and cumulative actual savings (uses fiscal year of the current period)

- **By Group** – Displays data by the selected group (i.e., Perspective, Objective, Sponsor, Owner, Workstream, Category, Status)
- **Both** – Displays both charts at once

You select which chart to view from the Chart to View drop-down in the upper right of the report. The charts and table are explained in the following sections.

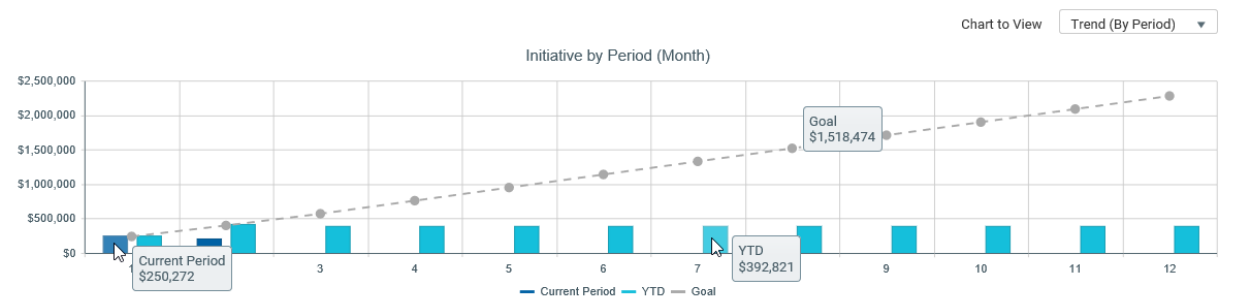
► Trend (By Period) chart

The Trend chart displays by default. The selections in the Filters panel control which cost-saving Initiatives are included in the chart.

The chart includes the entire fiscal year for the Initiatives, and displays the cumulative actual savings and the savings goal that you expect to see by the end of the year.

- The dark blue bars show the current period cumulative actual savings, which you can see when you hover your mouse over one of the bars.
- The light blue bars show Fiscal Year-to-Date (YTD) cumulative actual savings. They display for every month, even future ones, but the future ones repeat the value for the last month for which there was cumulative data; they do not change until actual data is entered for each month.
- The YTD number for a given column should equal the total of all the current period data; so if January current period data is 5 and February is 8, then the YTD for February should be 13.
- The Goal is the YTD goal, which displays as dots along the dashed line in the graph. The goal line extends to the end of the year to show what the goal is for each month. The dots indicate the savings goal for each month, and the dark blue bars displays the actual savings for each month. Hover your cursor over the dots and bars to see the values for each.
- The numbers used in the chart come from the measure(s) in the MILESTONE/MEASURES tab of each Initiative.

**NOTE:** The bar chart displays a sum of the data from all included Initiatives. If the data represented in the graph looks incorrect, targets may not be set for all Initiatives, or some of the Initiatives may be missing other data. Ask your system administrator to run the appropriate data utilities if you have corrected missing data and the graph still looks incorrect.



This example displays the moused-over cumulative savings for January. For each period that contains data, the light-blue year-to-date amount represents the sum of the current periods.

## ► By Group chart

The By Group chart displays cumulative Initiative data by the group selected in the Second Chart - Group By section of the Filters panel and by either the Axiom Strategy Management Current Period or fiscal YTD.

As in the Trend chart, the dark blue bars represent cumulative current period savings for all Initiatives in the report, and the light blue bars indicate cumulative year-to-date savings.

For this chart, you can select to view only one block of time, either Current Period or fiscal Year-to-Date.

- Dots on each bar represent the savings target.
- The bar represents either the savings for the current period (dark blue) or the year-to-date savings (light blue).
- Time periods for the data come from the Axiom Strategy Management Current Period.

On the report, you can mouse over the target dots and bars to see the associated amounts.



This example displays the year-to-date cumulative Initiative savings by Initiative owner.

## ► Table

The report table displays a list of all filtered Initiatives, and displays the following measure data for each Initiative listed:

- Current period measure data value, year-to-date actual savings, year-to-date savings goal, project-to-date actual savings, and project-to-date goal
- From the drop-down for each Initiative:
  - Measure(s), department and entity (if specified), values for Current Period, year-to-date, year-to-date goal, Projected savings-to-date, and projected savings goal
  - Measure detail graph for each measure available from the row drop-down

ID	Initiative	Owner	Cur Per	YTD	YTD Goal	Proj to Date	Proj Goal
4	Reduce syringe costs (CM)	SDrew	\$614	\$1,592	\$1,500	\$2,583	\$2,500
12	Expansion of Medical Offices & Sports Medicine Facility (North Shore)	CSparks	\$35,000	\$70,000	\$100,000	\$70,000	\$100,000
16	Increasing Visit Volume - hold Admin expenses static	CSparks	\$11,235	\$33,580	\$30,000	\$94,780	\$90,000
17	Reduce Transcription Overtime	CSparks	\$11,002	\$33,052	\$33,000	\$98,138	\$99,000
18	Market analysis - Professional	HBurns	\$45,321	\$143,042	\$134,637	\$774,930	\$762,943
19	Constant Observer	SDrew	\$2,745	\$8,367	\$7,938	\$48,551	\$44,982
20	RN - Retirement of senior RNs with high-rate of pay	HBurns	\$17,888	\$53,940	\$53,639	\$307,467	\$303,954

Measure data is added together and presented as a single sum only if an Initiative has more than one cost-savings measure, as in the following example.

ID	Initiative	Owner	Cur Per	YTD	YTD Goal	Proj to Date	Proj Goal	
392	Test MB_Z	mbesta	\$25,690	\$46,690	\$40,000	\$46,690	\$40,000	
ID	Measure	Entity	Dept	Cur Per	YTD	YTD Goal	Proj to Date	Proj Goal
1843	PI-Dollars-Performance Improvement	0	0	\$12,345	\$22,345	\$20,000	\$22,345	\$20,000
1843	PI-Dollars-Performance Improvement	1	10000	\$13,345	\$24,345	\$20,000	\$24,345	\$20,000

This example shows an Initiative with two cost-saving measures. The values for the two measures are summed to create the total values displayed in the top Initiative row.

## View the Cost Reduction Status report

This report is available to system administrators, executives, and users with Initiative permissions. For users who own or sponsor Initiatives and have no other Initiative access, the report is limited to those Initiatives the users own or sponsor. By default, executive and administrator users can view all Initiatives in the report. The Filters panel provides filtering and grouping options. For more information, see [Filter Initiative reports](#).

The report has two main parts: graphic representations of the filtered data and a table of the filtered data.

### To view the Cost Reduction Status report:

1. In the **Navigation** panel, click **Reports** to expand the menu.
2. Click **Cost Reduction Status**. The report opens on the page.

### To view the charts:

In the **Chart to View** drop-down, select one of the following:

- **Trend (By Period)** – Displays measure performance data by month for the current year. This is the default display.
- **By Group** – Displays measure data by selected group (Perspective, Objective, Sponsor, Initiative Owner, Workstream, Category, Status)
- **Both** – Displays both charts at once, with the Trend chart shown above the By Group chart.

**To view table data and other information:**

- To view Initiative measure data, click the blue arrow icon (▶).
- To view measure detail for the measure data, click the graph icon (📊).
- To open the Initiative’s plan file page, click the folder icon (📁).
- To open an Initiative’s approval routing page, click the bookmark icon (🔖).

ID	Initiative	Owner	Cur Per	YTD	YTD Goal	Proj to Date	Proj Goal		
▶ 4	Reduce syringe costs (CM)	SDrew	\$614	\$1,592	\$1,500	\$2,583	\$2,500		
📊	ID	Measure	Entity	Dept	Cur Per	YTD	YTD Goal	Proj to Date	Proj Goal
	866	PI-Dollars-Performance Improvement	0	26140	\$614	\$1,592	\$1,500	\$2,583	\$2,500
▶ 12	Expansion of Medical Offices & Sports Medicine Facility (North Shore)	CSparks			\$35,000	\$70,000	\$100,000	\$70,000	\$100,000
▶ 16	Increasing Visit Volume - hold Admin expenses static	CSparks			\$11,235	\$33,580	\$30,000	\$94,780	\$90,000
▶ 17	Reduce Transcription Overtime	CSparks			\$11,002	\$33,052	\$33,000	\$98,138	\$99,000

## Filter Initiative reports

By default, the reports display all Initiatives that you have permissions to view.

For the Cost Reduction Status report, all filter options available in the Filters panel are selected by default. Use the Filter panel to filter out what you do not want to see by selecting what you want to see.

For the Initiative Status report, all records display by default but additional information is displayed when certain filters (e.g., Owner, Category, etc.) are applied. To view certain data, such as Initiative owner or sponsor, select these options in the Filter panel.

**Filters**


- Strategic Alignment**
  - Perspective: Choose a value for Perspective.
  - Objective: Choose a value for Objective.
- Responsibility**
  - Sponsor: Choose a value for Sponsor.
  - Owner: Choose a value for Owner.
- Type**
  - Workstream: Choose a value for Workstream.
  - Category: Choose a value for Category.
- Status**
  - Initiative Status: Choose a value for Status.
- Second Chart - Group By**
  - Primary Group By: Sponsor
  - Current or YTD?
    - Current Period
    - YTD

Click the x to clear all selections in a drop-down

This section applies to the Cost Reduction Status report only

Click Apply after selecting or clearing options

**To filter a report:**

1. In the Task Bar on the left side of the page, click the filter icon (  ).

2. From the various drop-downs, select the items you want to include, click **OK** in the selection dialog.

**NOTE:** Choosing **Select All** for a specific filter, such as Perspective or Type, provides the same results as not making a selection for that filter.

- You can select more than one option from each filter group.

3. At the bottom of the **Filters** panel, click **Apply**. The report now includes only Initiatives associated with your selections.

**TIP:** You can click **Apply** in the Filters panel at any time during selection to see what the report looks like so far.

**TIP:** To quickly revert back to including all options in a selection box, click the X icon (✕) to the right of the filter option drop-down, and then click **Apply**. The report adds back the Initiatives associated with the Perspectives you filtered out.

#### To clear filters:

- To clear all filters, at the bottom of the **Filters** panel, click **Clear All**, and then click **Apply**. Remember that this adds all possible options back to the report.
- To clear a single filter selection, click the x icon (✕) to the right of the filter drop-down, and then click **Apply**.



# 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
- Perform other report management activities, such as creating and deleting folders, copying reports, and editing report names and descriptions

**AXIOM** Intelligence Center

Search for a report by name

Create new reports

Access all of your reports in one centralized hub

Search reports

### Intelligence Center

Reports Library | Corporate > Analysis

Name	Modified on	Modified by	Type
Acct Analysis	2/4/2022 9:16 AM	Clark Adams	Web Report
Budget Analysis	3/2/2021 12:27 PM	Clark Adams	Axiom Forms
Budget to Actuals Comparison	7/2/2021 7:36 AM	Clark Adams	Spreadsheet Report
Corporate Dashboard	2/4/2022 9:17 AM	Clark Adams	Web Report
Quarterly Performance	3/2/2021 12:53 PM	Jane Doe	Web Report


Perform report actions such as edit, copy, and delete

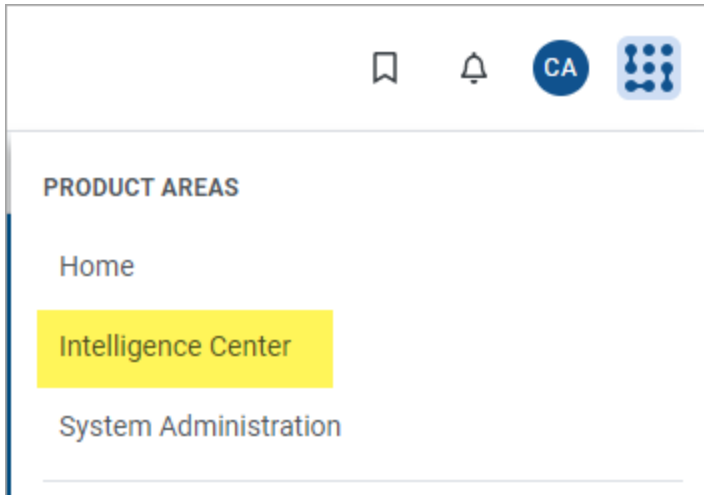
50 items per page 1 - 5 of 5 items

Example Intelligence Center TBD New Screenshot

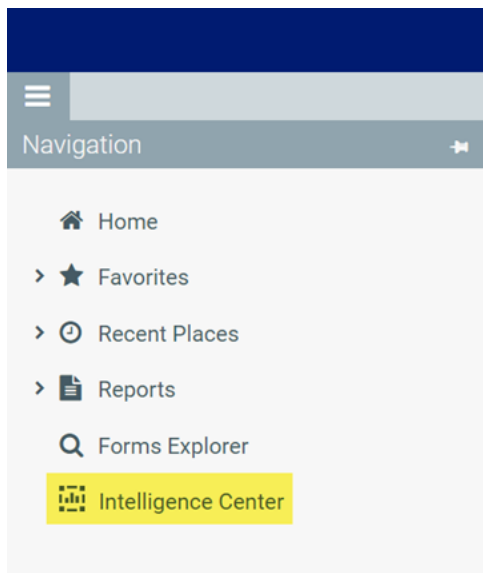
► Accessing the Intelligence Center

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**.

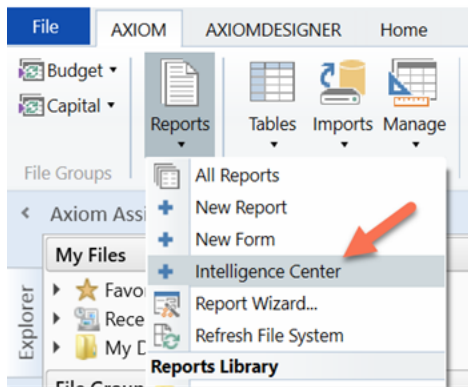


The Intelligence Center may also be accessible from other areas of the Web Client, such as in the left-hand Navigation panel, or from links in product-specific pages.



*Intelligence Center in the default Navigation panel TBD New Screenshot*

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 Strategy Management 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 Strategy Management 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 Strategy Management 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.

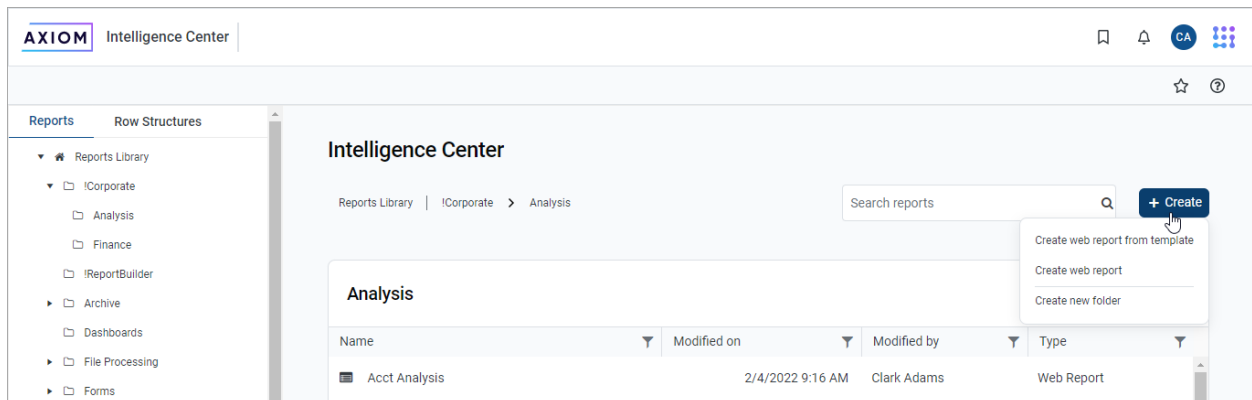
If other types of files are present in the Reports Library—such as PDF, Word, or PowerPoint—these files can also be opened from the Intelligence Center if you have a program capable of reading the file type. Axiom Strategy Management attempts to open the file using the same routine that opens the Axiom 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 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.

TBD Screenshot

The following actions are available:

Action	Description	More Information
Info	Opens an information panel for the current item, displaying the item name and description.	<ul style="list-style-type: none"><li>• <a href="#">Changing folder names and descriptions</a></li><li>• <a href="#">Changing report names and descriptions</a></li><li>• <a href="#">Changing fixed row structure names and descriptions</a></li></ul>
Edit	Opens the current item in the appropriate editor.	<ul style="list-style-type: none"><li>• <a href="#">Editing reports</a></li><li>• <a href="#">Editing fixed row structures</a></li></ul>
Copy	Generates a copy of the current item. Only available for fixed row structures and web reports.	<ul style="list-style-type: none"><li>• <a href="#">Copying web reports</a></li><li>• <a href="#">Copying fixed row structures</a></li></ul>
Delete	Deletes the current item.	<ul style="list-style-type: none"><li>• <a href="#">Deleting reports</a></li><li>• <a href="#">Deleting folders</a></li><li>• <a href="#">Deleting fixed row structures</a></li></ul>

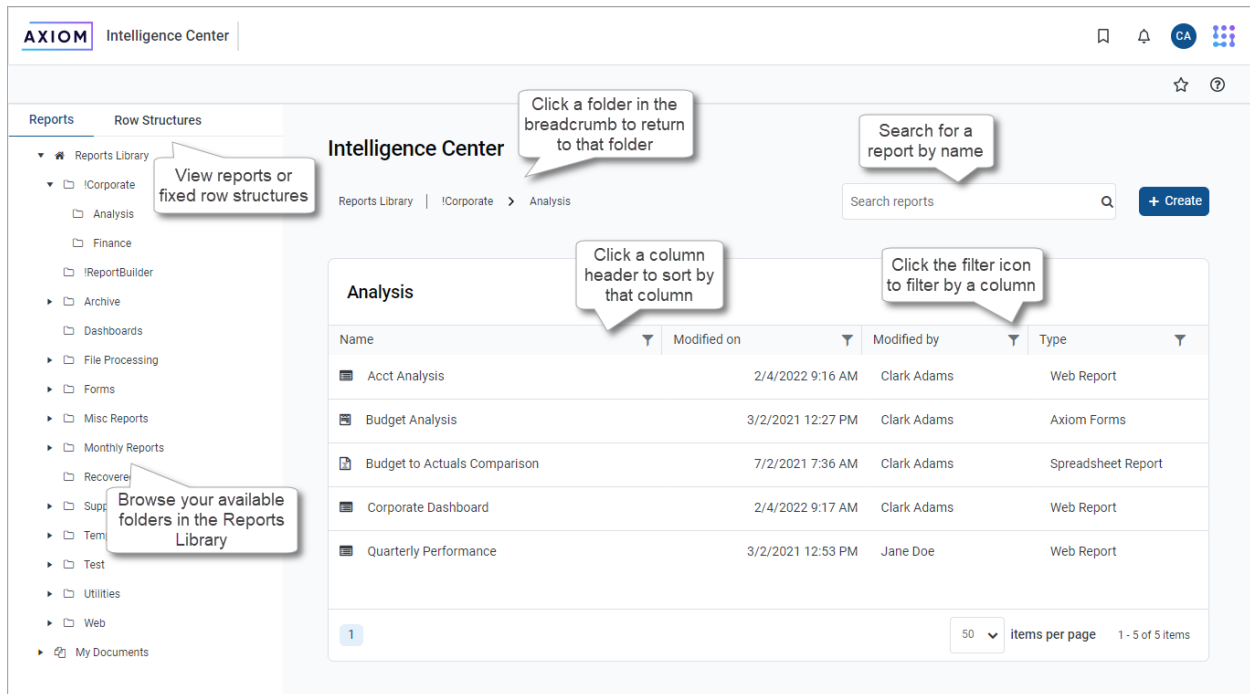
You can also [create new folders](#) by clicking the folder icon at the top right of the Intelligence Center.

## 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.

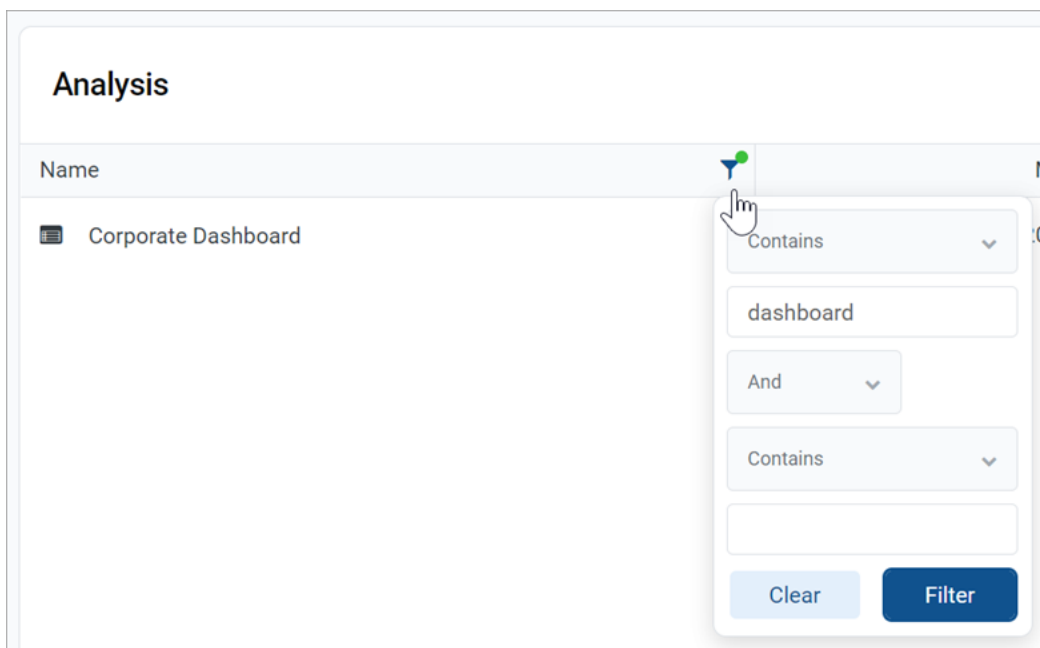
### ► Filtering the grid

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

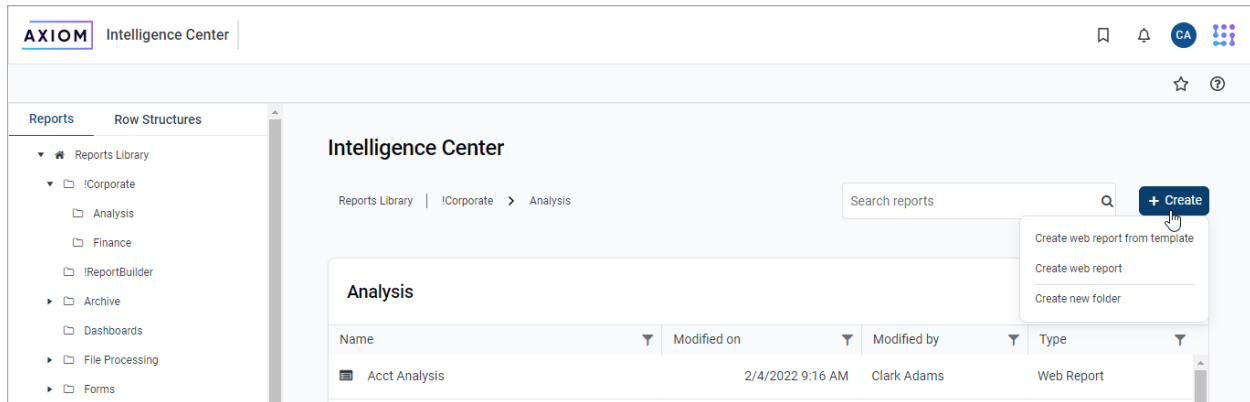
Using the Intelligence Center, you can create, edit, copy, and delete reports in the Reports Library. You can also edit report names and descriptions.

#### ► 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.

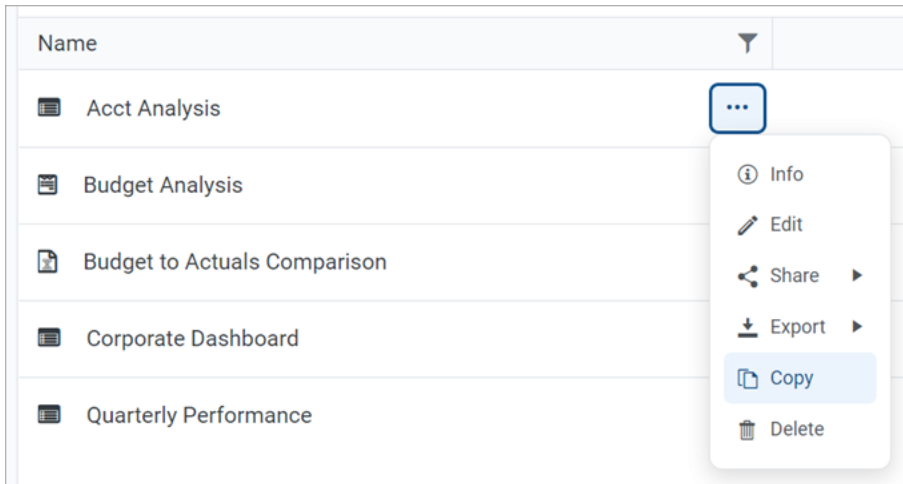
### ► Copying reports

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.

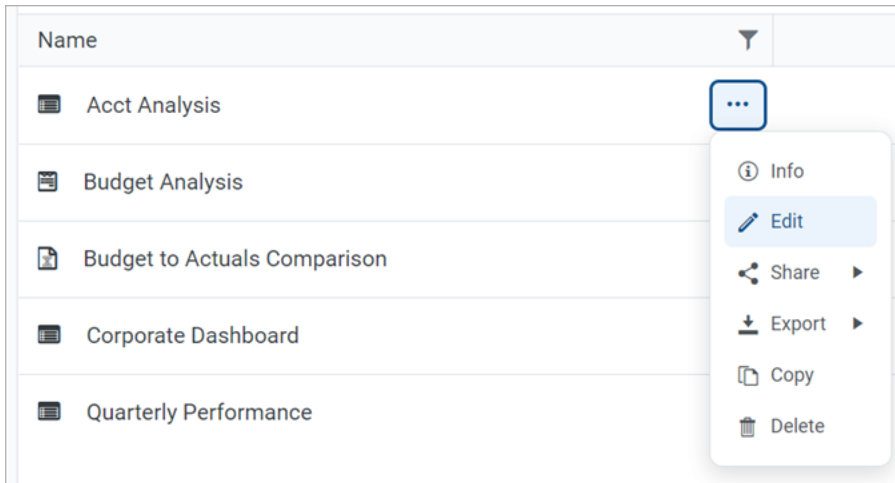
### ▶ Editing reports

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 Strategy Management 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 Strategy Management 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 Strategy Management.

#### 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.

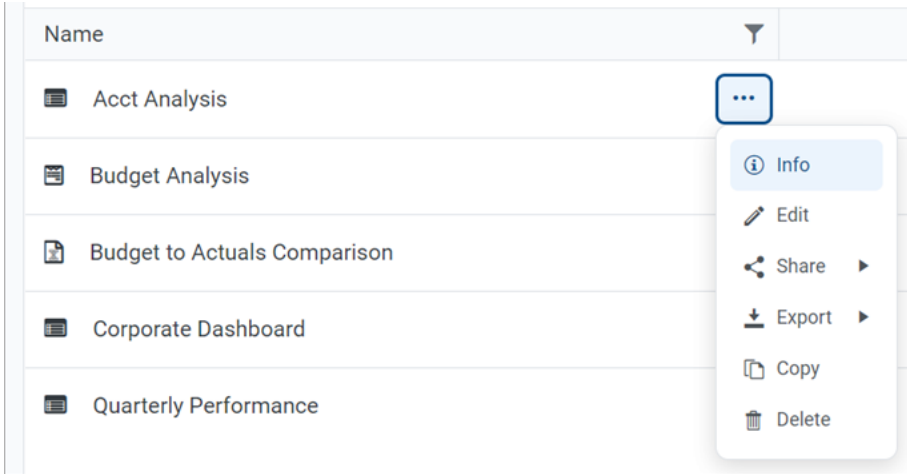
##### NOTES:

- 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.

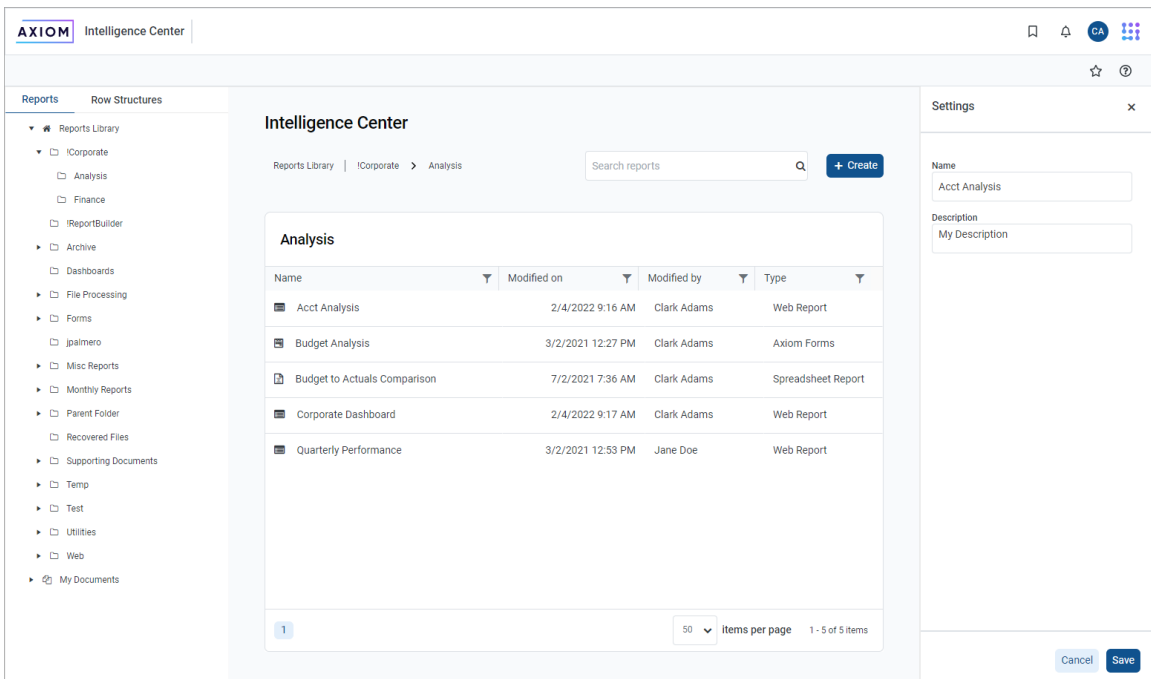
- Once the report displays in the Intelligence Center grid, hover your cursor over the **Name** column to make the three-dots icon visible. Click the icon then select **Info** from the menu.



The Settings panel opens along the right-hand side of the page.

- 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.

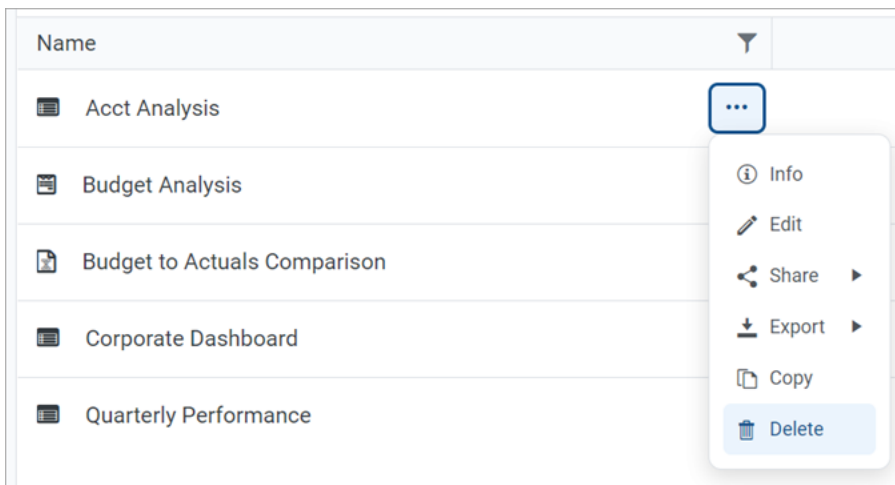
## ▶ Deleting reports

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.

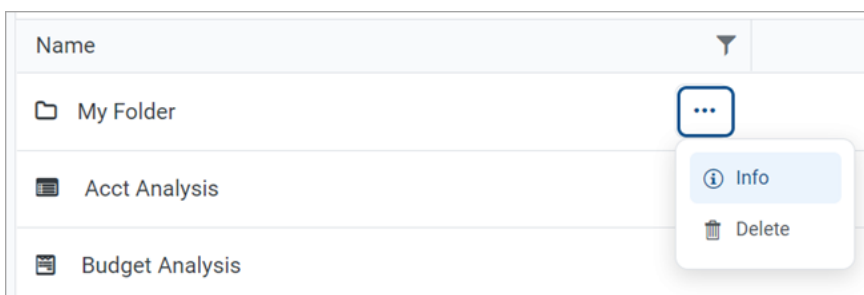
## ▶ Changing folder names and descriptions

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.

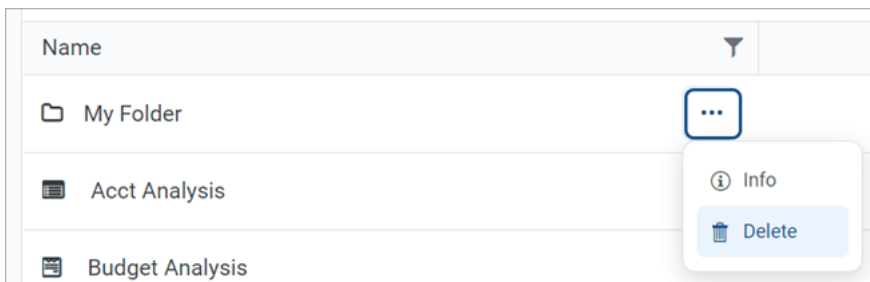
## ▶ Deleting folders

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.



# Web Reports

Axiom web reports provide a fully browser-based reporting option for Axiom Strategy Management data. You can create, edit, and view web reports all within the Axiom Strategy Management 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 Strategy Management products.

## Managing Web Reports

Using the Intelligence Center in the Axiom Strategy Management 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.

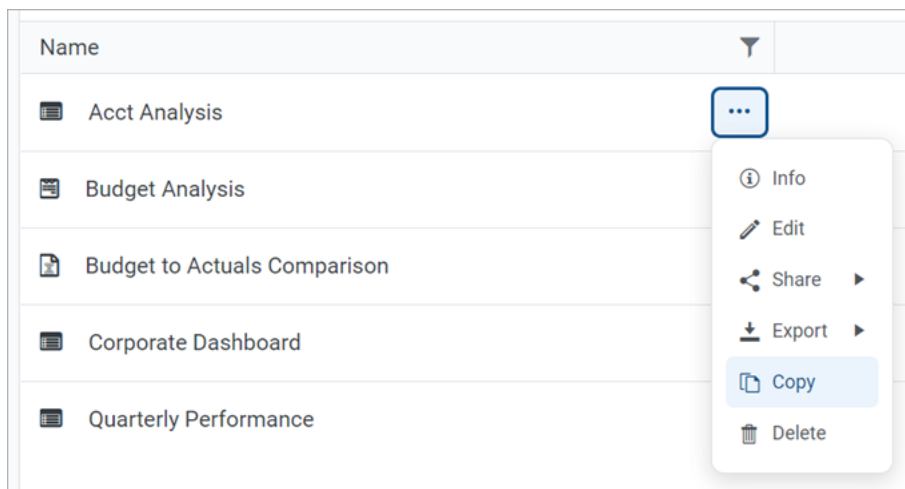
### ► Copying web reports

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

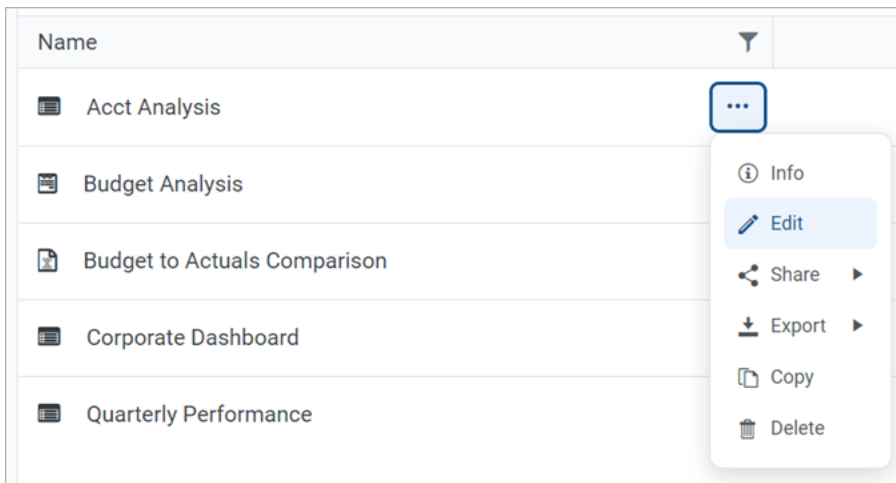
You can open a web report for editing from the Intelligence Center if the report is eligible to be edited, and you have read/write permission to the report.

**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.

**AXIOM** Intelligence Center

**Budget to Actuals** | Corporate  
Through June 2022

WorldRegion	Q1 2022			Q2 2022		
	Q1 Actuals	Q1 Budget	Difference	Q2 Actuals	Q2 Budget	Difference
Asia	\$6,989,316	\$5,416,397	29.04%	\$5,939,730	\$5,334,331	11.35%

*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.

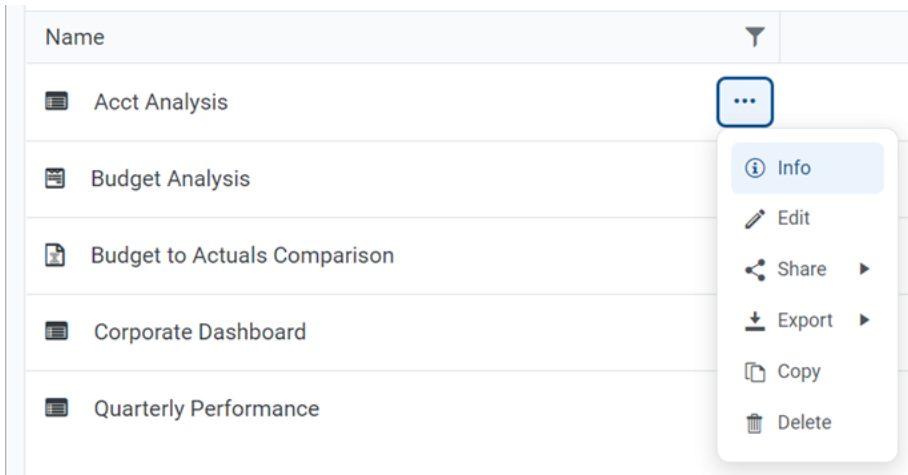
#### NOTES:

- 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.

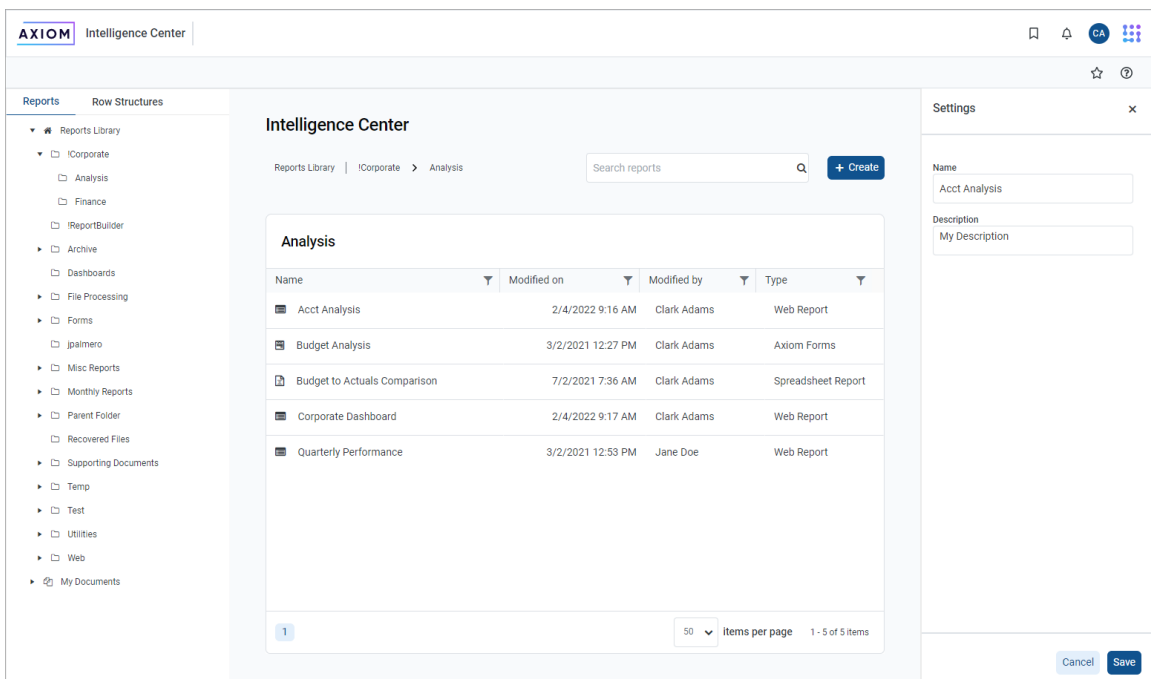
- Once the web report displays in the Intelligence Center grid, hover your cursor over the **Name** column to make the three-dots icon visible. Click the icon then select **Info** from the menu.



The Settings panel opens along the right-hand side of the page.

- 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.

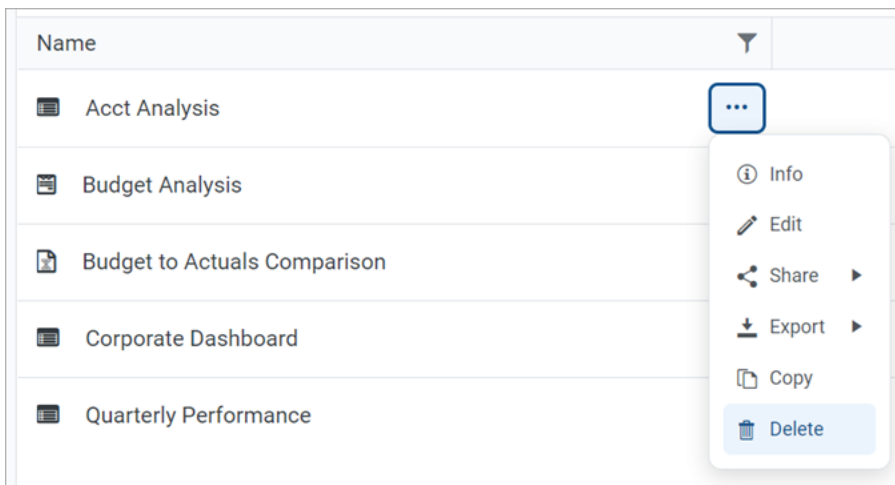
## ▶ Deleting web reports

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 Strategy Management 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.

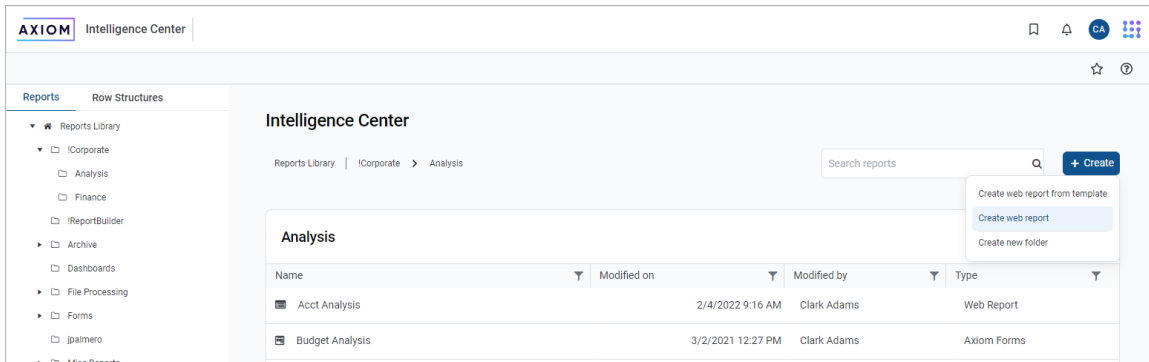
## Creating new web reports

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**.



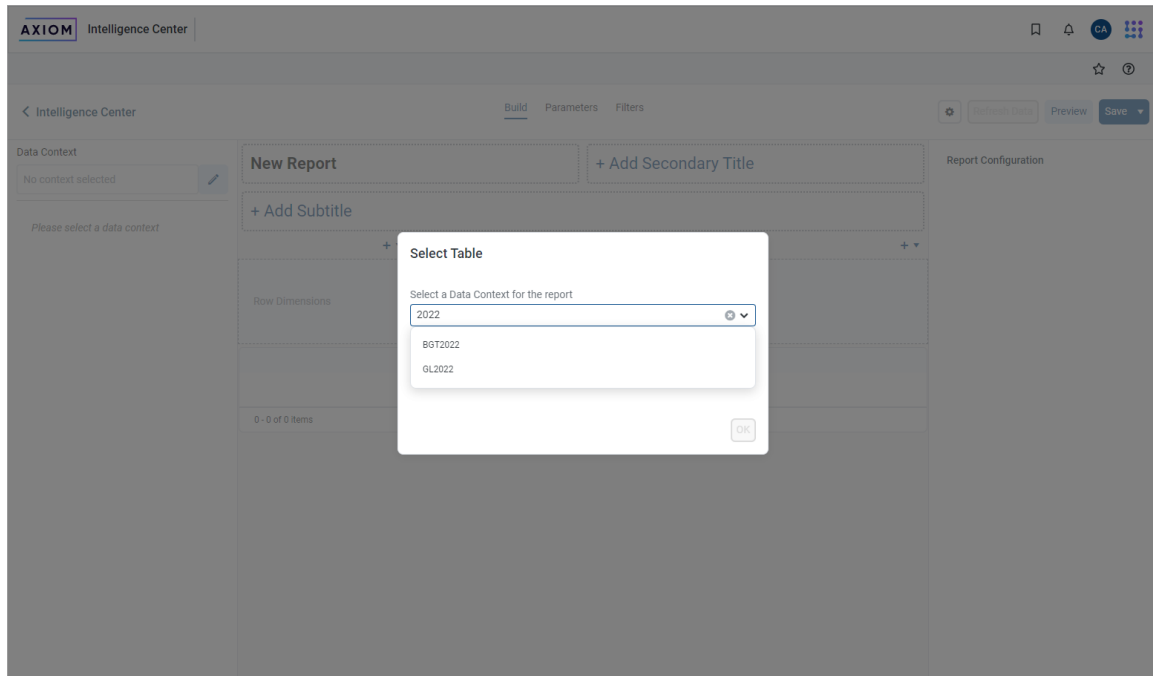
**NOTE:** The Reports area must be selected in the left-hand panel of the Intelligence Center in order to create a new web report.

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.



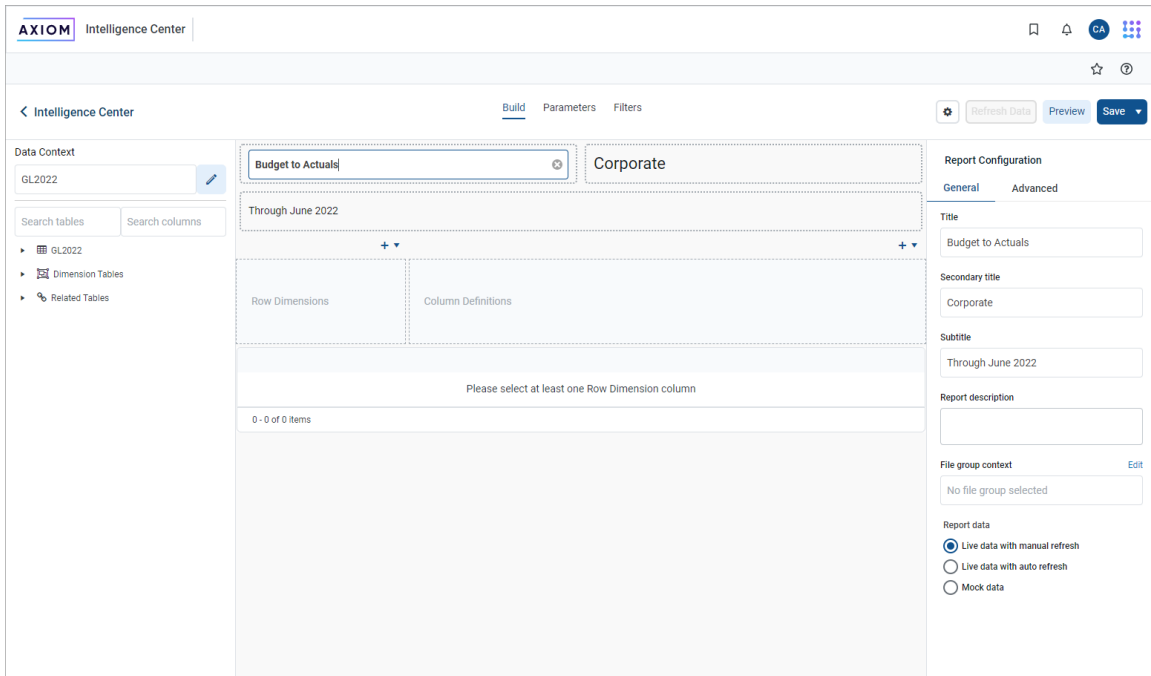
*Selecting a primary table for the data context*

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.

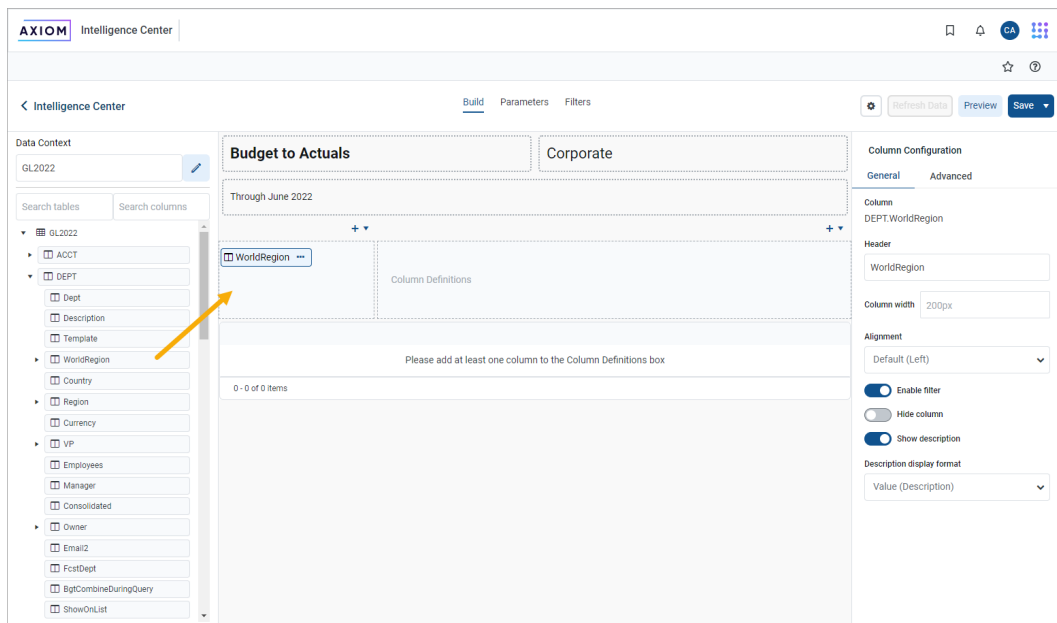
For more information on using the Report Builder, see [Using the Report Builder](#).

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](#).



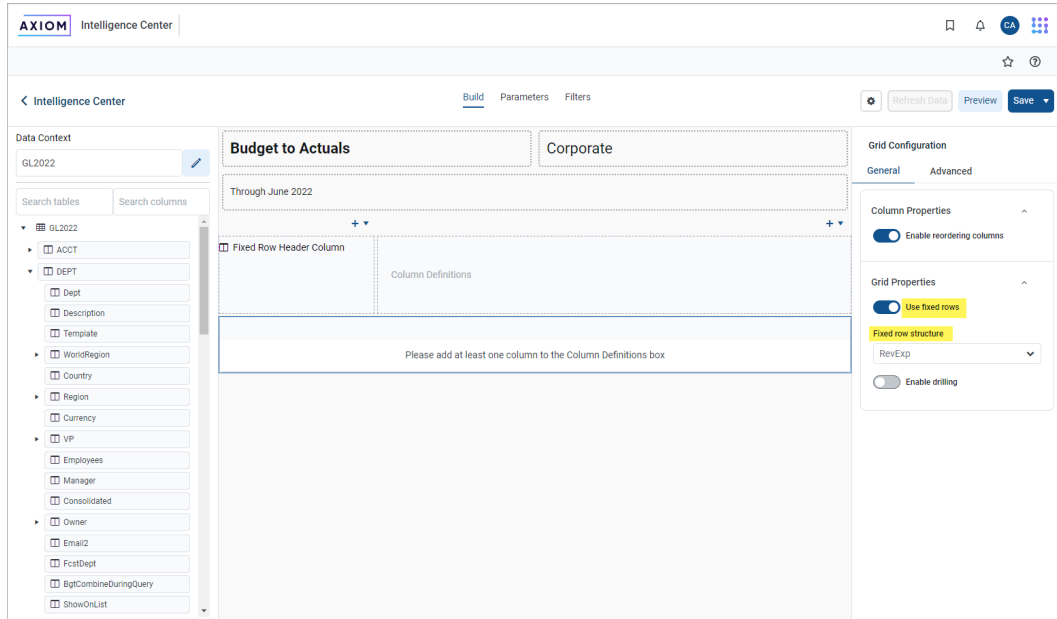
*Defining titles for the report*

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](#).

WorldRegion	Q1 Actuals	Q2 Actuals	Q1 Budget	Q2 Budget
Asia (Asia region)	\$59,065,030	\$58,174,791	\$33,016,385	\$34,789,159
Corporate (Corporate departments)	\$11,786,889	\$7,370,832	\$6,102,973	\$6,290,837
Europe (Europe region)	\$30,716,594	\$30,422,551	\$1,202,834	\$1,223,440
North America (North America region)	\$760,989,716	\$750,407,151	\$153,881,599	\$139,551,224

*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.

**AXIOM** Intelligence Center

Intelligence Center Build Parameters Filters Refresh Data Preview Save

Data Context: GL2022

Search tables Search columns

GL2022  
Dimension Tables  
Related Tables

**Budget to Actuals** Corporate

Through June 2022

WorldRegion Q1 Actuals Q2 Actuals Q1 Budget Q2 Budget

WorldRegion	Q1 Actuals	Q2 Actuals	Q1 Budget	Q2 Budget
Asia (Asia region)	\$59,065,030	\$58,174,791	\$33,016,385	\$34,789,159
Corporate (Corporate departments)	\$11,786,889	\$7,370,832	\$6,102,973	\$6,290,837
Europe (Europe region)	\$30,716,594	\$30,422,551	\$1,202,834	\$1,223,440
North America (North America region)	\$760,989,716	\$750,407,151	\$153,881,599	\$139,551,224
	\$862,558,229	\$846,375,326	\$194,203,791	\$181,854,660

1 - 4 of 4 items

Grid Configuration

General Advanced

Column Properties

- Enable column filters
- Multi-column sorting
- Enable reordering columns

Grid Properties

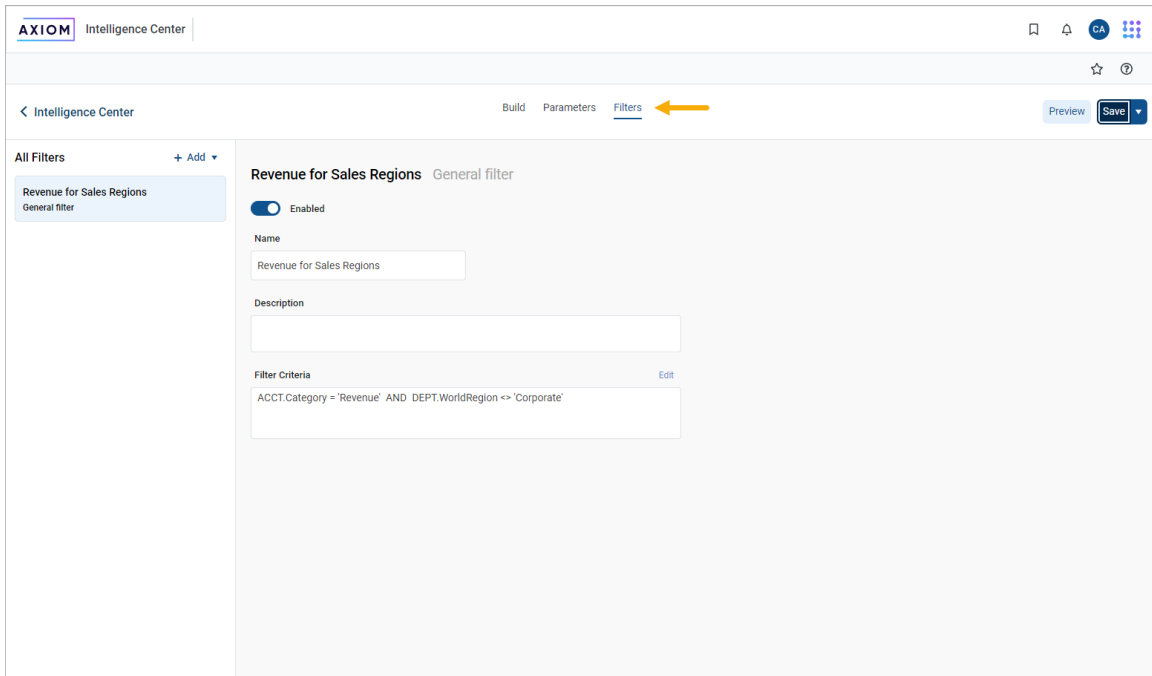
- Use fixed rows
- Include total row
- Total row header label
- Suppress zero rows
- Enable drilling
- Grid sort order
  - Default
  - Custom

Click the grid area to load the grid configuration properties

### Configuring grid properties

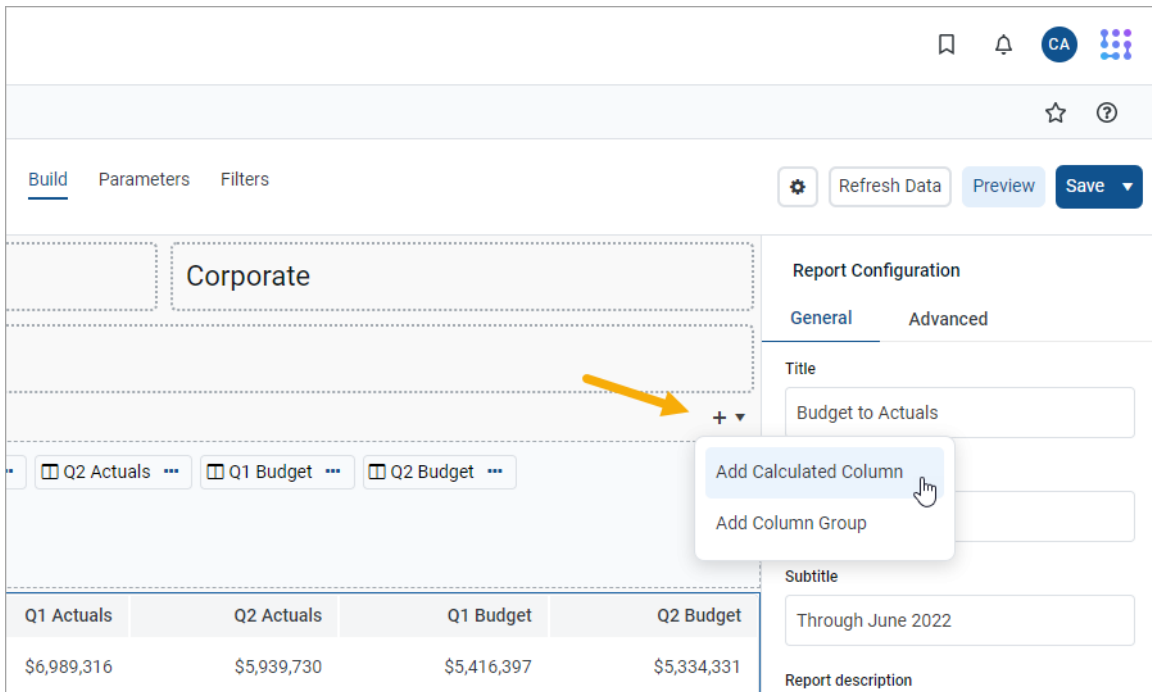
- Click the **Filters** tab along the top of the page to define report-level filters as needed, to limit the data shown in the report. For more information, see [Filtering data in web reports](#).

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

- 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.

The screenshot shows the Axiom Intelligence Center interface. The main view is titled "Budget to Actuals" and "Corporate". It displays a table with the following data:

WorldRegion	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%

The right-hand side shows the "Column Configuration" panel with the following settings:

- Calculation:  $((Q1 Actuals) - (Q1 Budget)) / (Q1 Bud...)$
- Header: Difference
- Column width: 120px
- Alignment: Default (Right)
- Number format: Percent
- Data filter: No filter defined
- Enable filter:
- Hide column:
- Include in total row: Default (true)

*Adding and configuring calculated columns*

- 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](#).

Build Parameters Filters

Report Configuration

General Advanced

Title  
Budget to Actuals

Subtitle  
Through June 2022

Report description

Q2 Actuals	Difference	Q1 Budget	Q2 Budget	Difference
\$5,939,730	29.04%	\$5,416,397	\$5,334,331	11.35%

Click the plus icon to add a column group

In the following example, two column groups have been added for Q1 and Q2.

AXIOM Intelligence Center

Intelligence Center

Build Parameters Filters

Refresh Data Preview Save

Data Context  
GL2022

Search tables Search columns

GL2022  
Dimension Tables  
Related Tables

Budget to Actuals Corporate

Through June 2022

WorldRegion

Q1 Q2

Q1 Actuals Q1 Budget Difference Q2 Actuals Q2 Budget Difference

WorldRegion

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%

1 - 3 of 3 items

Column Group Configuration

General

Header text  
Q1

Hide column


Autowrap header text

Header Alignment  
Default

Data Filter  
No filters defined

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 Strategy Management Desktop Client using Axiom Explorer.
Save to folder	<p>The folder in the Axiom repository where you want to save the report.</p> <ul style="list-style-type: none"> <li>• Click the folder icon  to the right of the field.</li> <li>• In the <b>Choose output folder</b> 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.</li> </ul> <p><b>NOTE:</b> If you have access to the My Documents folder, then you can also save reports to that location for your personal use.</p> <ul style="list-style-type: none"> <li>• Click <b>OK</b> to choose the folder and return to the save dialog.</li> </ul> <p>The path to your selected folder now displays in the field.</p>

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 Strategy Management products. For more information about any templates provided by your installed products, see the separate product documentation.

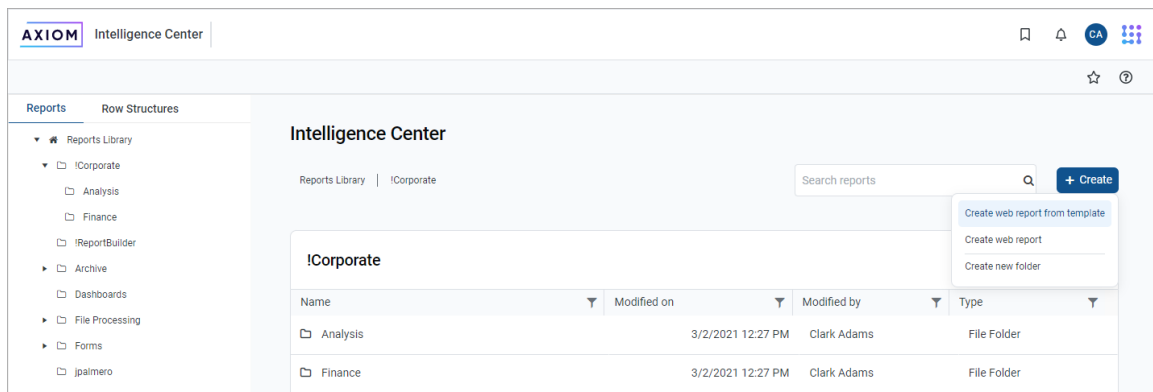
Some report templates require a fixed row structure to define the row dimensions and sections of the report. If you want to create a new web report from a template that requires a fixed row structure, this row structure must already exist so that you can assign it to the report when you create it. For 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**.

### Create New Web Report from Template ×

Select a template

Template name	Created on
Balance Sheet Validation Report	
Budget Balance Sheet Trend	
Budget Comparative Income Statement	
Budget Consolidating Balance Sheet	
Budget Income Statement Trend	
Budget Yield Trend	
Cash Flow Forecaster Log Report	
Cash Flow Forecaster Log Report Instrument Detail	
Comparative Balance Sheet	
Comparative Income Statement	
Consolidating Balance Sheet	
Consolidating Income Statement	

NEXT
CANCEL

*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.

### Create New Web Report from Template ✕

Select a fixed row structure

Fixed row structure name	Created on
PM Test Yield with NIM V2	
Contribution Statement	
Statement of Earnings	
Balance Sheet V1	
Summary Balance Sheet	
Operating Expenses	
Student	
Balance Sheet Trend Validation	


BACK
NEXT
CANCEL

*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	<p>The folder in the Axiom repository where you want to save the report.</p> <ul style="list-style-type: none"> <li>Click the folder icon  to the right of the field.</li> <li>In the <b>Choose output folder</b> 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.</li> </ul> <p><b>NOTE:</b> If you have access to the My Documents folder, then you can also save reports to that location for your personal use.</p> <ul style="list-style-type: none"> <li>Click <b>OK</b> to choose the folder and return to the save dialog.</li> </ul> <p>The path to your selected folder now displays in the field.</p>

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.

**Data Panel:** Select tables and columns to include in report

**Report Canvas:** Drag and drop columns to design the report

**Configuration Panel:** Configure grid, column, and report properties

**Separate tabs for building the report, defining report parameters, and defining report filters**

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%

### 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.

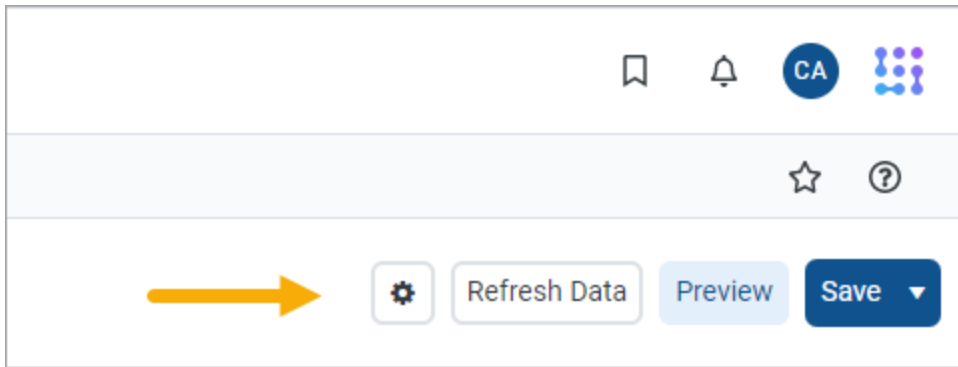
## ► Changing data display options for the Report Builder

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.

The screenshot shows the Axiom Intelligence Center interface. The main report canvas displays a table titled "Budget to Actuals" for "Corporate" data, filtered for "Through June 2022". The table has columns for "WorldRegion", "Q1 Actuals", "Q1 Budget", "Difference", "Q2 Actuals", "Q2 Budget", and "Difference". The data rows are for "Asia (Asia region)", "Europe (Europe region)", and "North America (North America region)". The "Report Configuration" panel on the right shows the "General" tab with options for "Live data with manual refresh", "Live data with auto refresh", and "Mock data". An orange arrow points to the "Live data with manual refresh" option.

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%

*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.

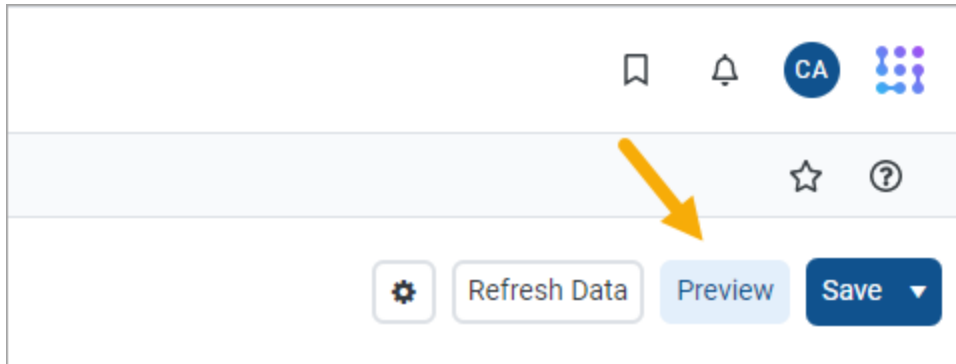
**NOTE:** The **Report data** option is not saved in the report, and your selection is not saved for future Report Builder sessions. Every Report Builder session defaults to using live data with manual refresh.

## ▶ 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.



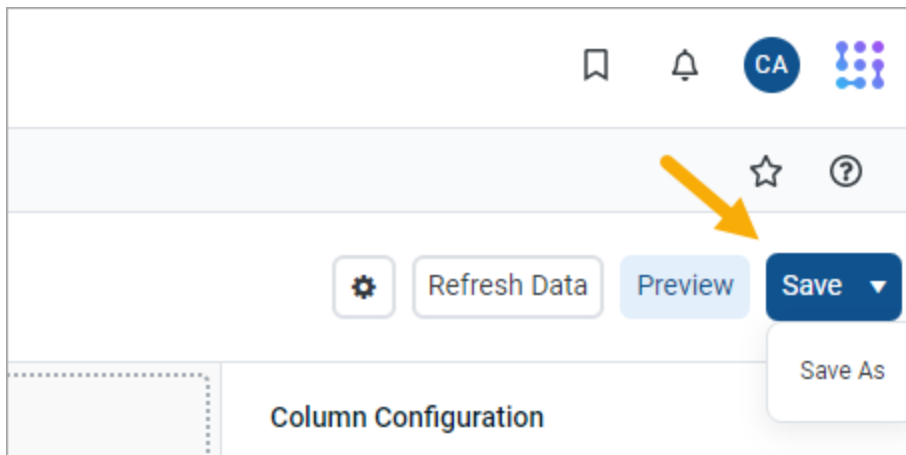
The report preview opens in a separate dialog that overlays the Report Builder. Using this preview, you can view the report data and try out end-user features like sorting, filtering, and drilling the report. When you are done viewing the preview, click **Close** at the bottom of the dialog to return 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.

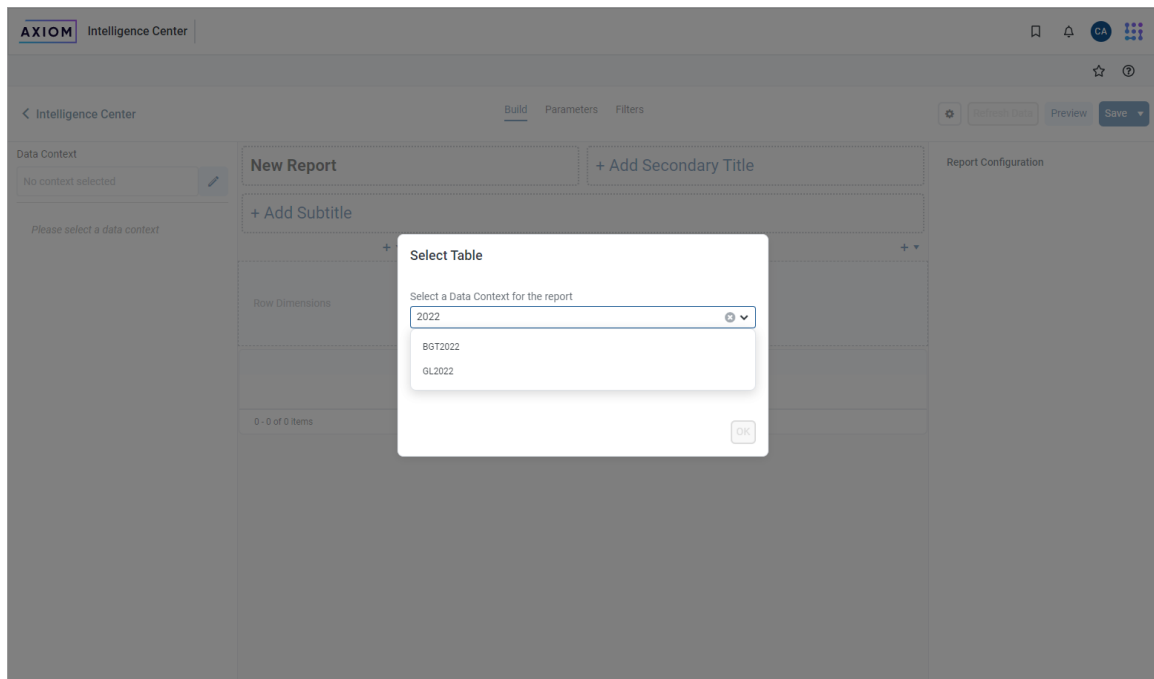
In the Report Builder, the primary table for the data context is specified on the **Build** tab, in the left-hand Data Panel. You must select the primary table before you can drag and drop any table columns out to the grid.

### To select a primary table for the data context:


There are two ways to select a primary table for the data context.

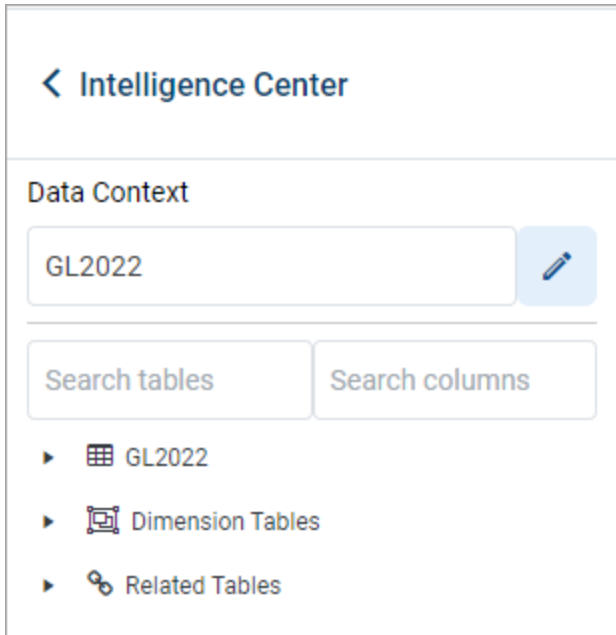
- When you **create a brand new report**, you are automatically prompted to select a primary table for the data context.

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*

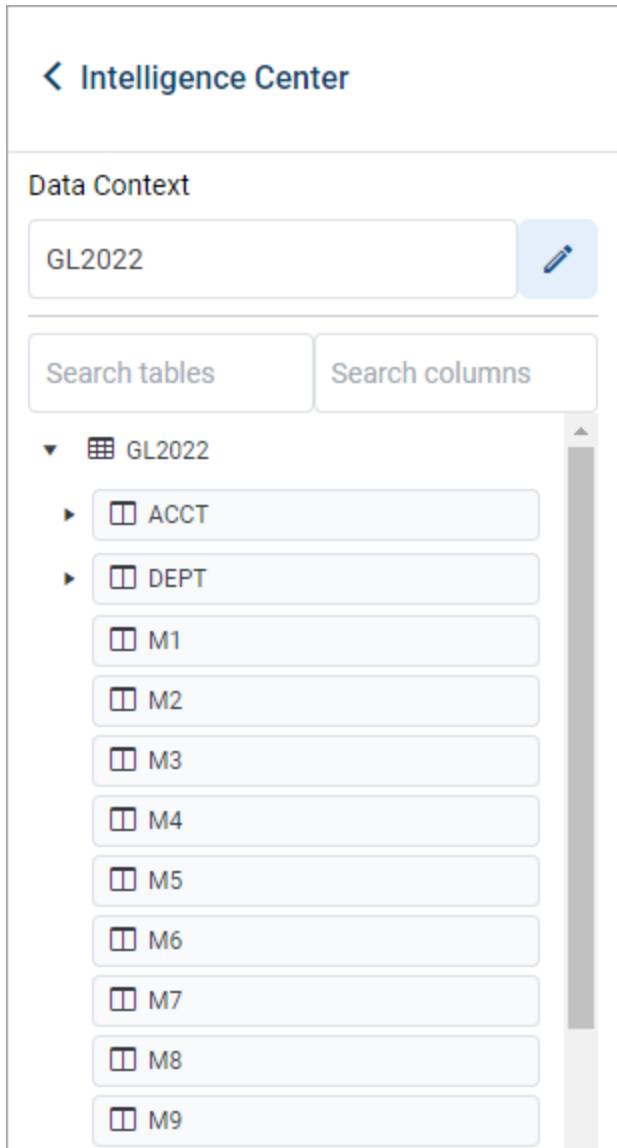
- If you are already in the Report Builder, then you can define or change the primary table using the **Data Context** box at the top of the Data Panel. Click the Edit icon  to open the **Select Table** dialog (as shown in the previous screenshot).



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.

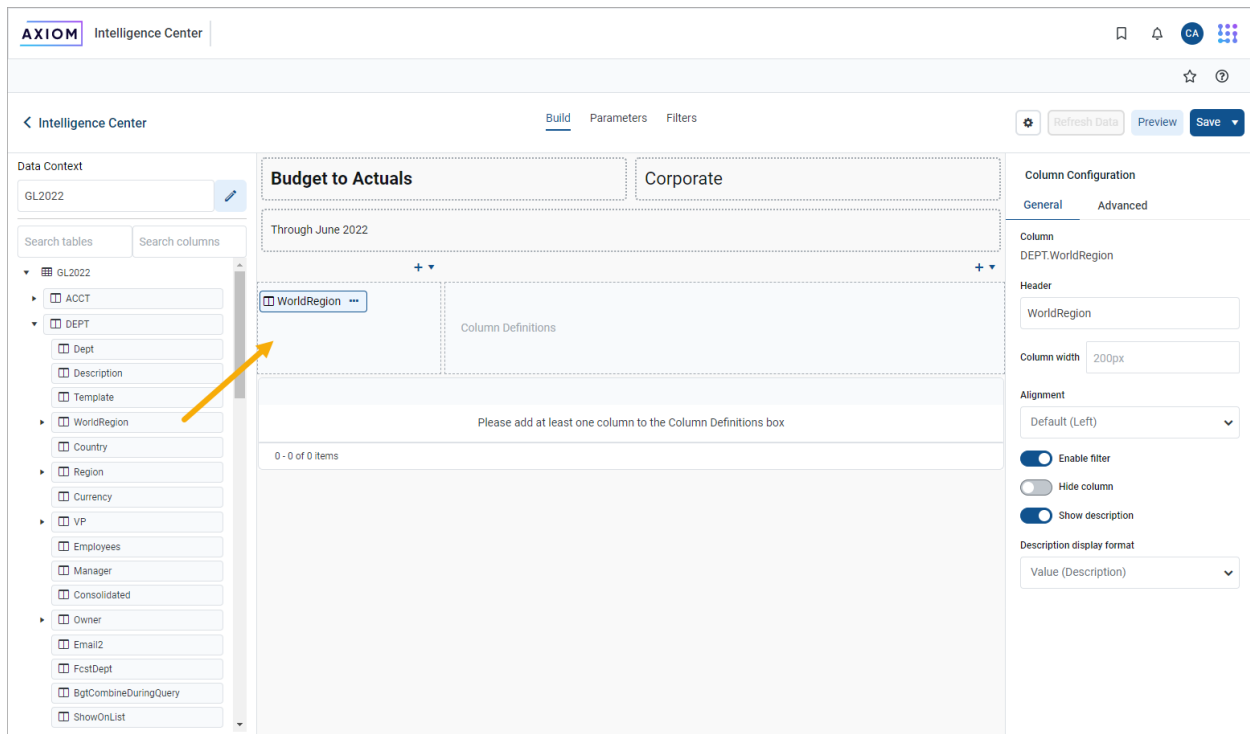
#### To specify a row dimension for a web report:

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.

DEPT	M1	M2	M3
11000 - Balance Sheet	\$1,200,867	\$2,969,668	\$567,027
20000 - Corporate	\$338,371	\$348,818	\$512,223
21000 - Corporate Administration	\$109,424	\$142,424	\$113,341
22000 - Information Technologies	\$446,802	\$463,814	\$466,517
23000 - Purchasing & Materials Mgmt	\$129,671	\$169,499	\$144,209
24000 - Business Development	\$29,110	\$28,736	\$32,289
25000 - Finance	\$169,733	\$187,145	\$187,505

*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 Strategy Management 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 Strategy Management 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

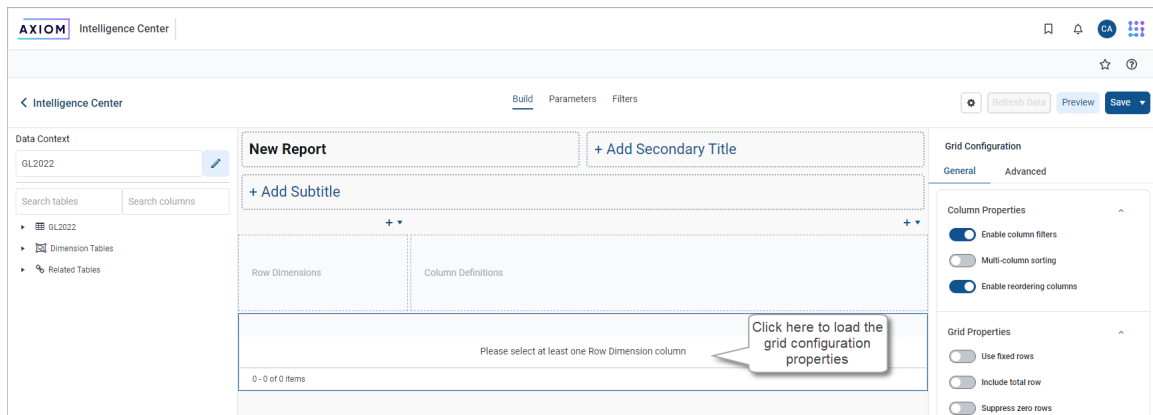
Web reports can optionally use fixed row structures to define the data sections in the report. Instead of dynamically generating the rows based on a table column, fixed row structures individually define each row of data, including section headers, subtotals, and totals.

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](#).

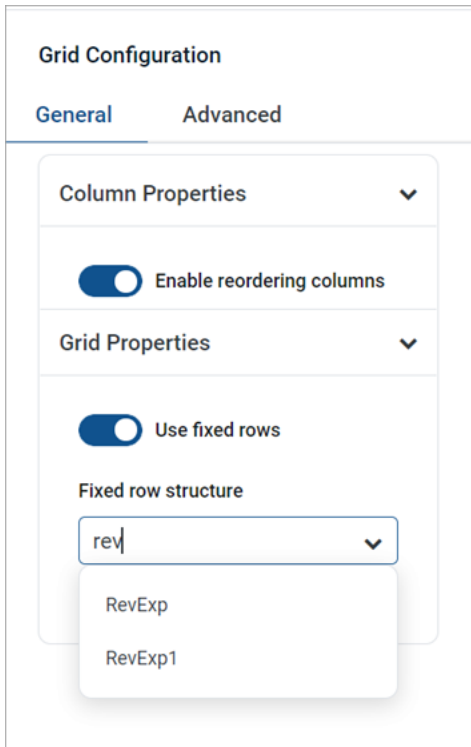
The fixed row structure is specified in the Configuration Panel, using the **Grid Configuration** properties. The grid in the Report Canvas cannot render until you specify either a fixed row structure or a [row dimension](#).

### 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.

The screenshot displays the Axiom Intelligence Center interface. At the top, there's a navigation bar with 'Intelligence Center', 'Build', 'Parameters', and 'Filters'. Below this, the report title 'Revenue Q1' and 'By World Region' are visible. The main content area shows a table with a fixed row structure. The table has columns for 'Revenue', 'Expenses', and three regional categories: 'Asia', 'Europe', and 'North America'. The data is as follows:

	Asia	Europe	North America
<b>Revenue</b>			
Revenue	\$6,989,316	\$473,158	\$32,766,656
Cost of Goods Sold	\$2,089,667	\$174,715	\$10,060,984
Net Revenue	\$4,899,650	\$298,443	\$22,705,672
<b>Expenses</b>			
Marketing	\$9,351	\$5,568	\$123,206
Supplies	\$31,933	\$10,702	\$719,143
Payroll	\$1,489,372	\$179,306	\$8,299,401
Travel	\$391,740	\$77,541	\$2,044,674
Expenses Total	\$1,922,396	\$273,117	\$11,186,423
Net Income	\$6,822,046	\$571,560	\$33,892,096

On the right side, the 'Grid Configuration' panel is visible, showing options like 'Enable reordering columns', 'Use fixed rows', and 'Enable drilling'. The 'Fixed row structure' is set to 'RevExp1'.

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**

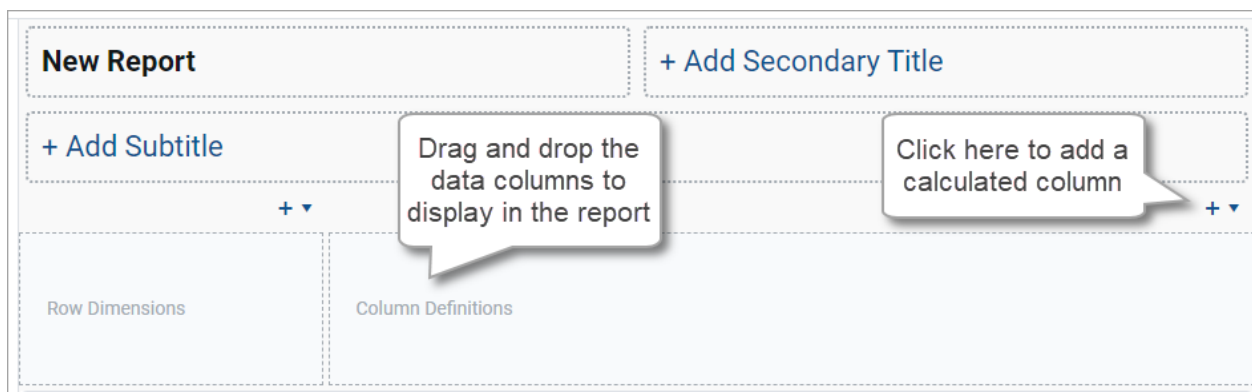
Most of the display details for the Fixed Row Header Column are configured within the fixed row structure and therefore cannot be changed within the web report. However, if you select the **Fixed Row Header Column** item in the Row Dimension setup box, you can configure the following:

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.

**Budget to Actuals** Corporate

Through June 2022

WorldRegion	Q1 Actuals	Q2 Actuals	Q1 Budget	Q2 Budget
Asia (Asia region)	\$59,065,030	\$58,174,791	\$33,016,385	\$34,789,159
Corporate (Corporate departments)	\$11,786,889	\$7,370,832	\$6,102,973	\$6,290,837
Europe (Europe region)	\$30,716,594	\$30,422,551	\$1,202,834	\$1,223,440
North America (North America region)	\$760,989,716	\$750,407,151	\$153,881,599	\$139,551,224

1 - 4 of 4 items

**Column Configuration**

Column: BGT2022.Q2

Header: Q2 Budget

Column width: 120px

Alignment: Default (Right)

Number format: Default (Currency)

Aggregation: Default (Sum)

Data filter: No filter defined

Enable filter:

Hide column:

Example web report after adding data columns

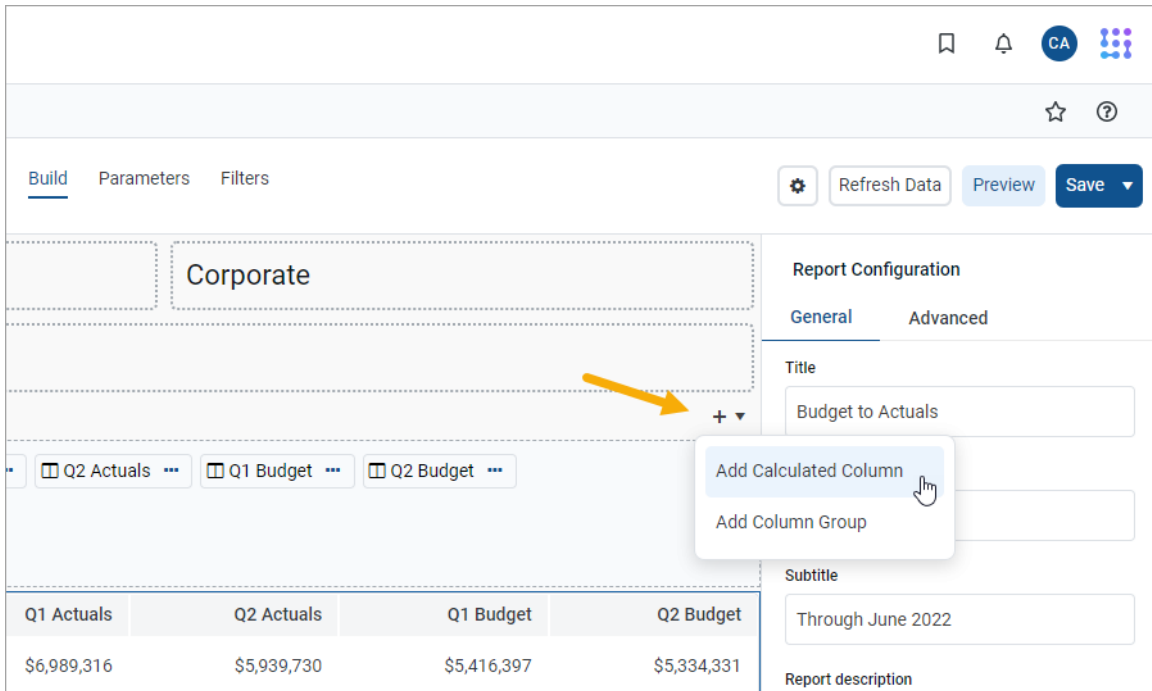
**NOTE:** If **Use fixed rows** is enabled for the grid, currently the Report Builder does not dynamically update the tables listed in the Data Panel based on the specified fixed row structure. If you drag and drop a column from a table that is not valid in the context of the fixed row structure, a generic error will occur when the Report Builder attempts to populate the grid.

## ► Adding calculated columns

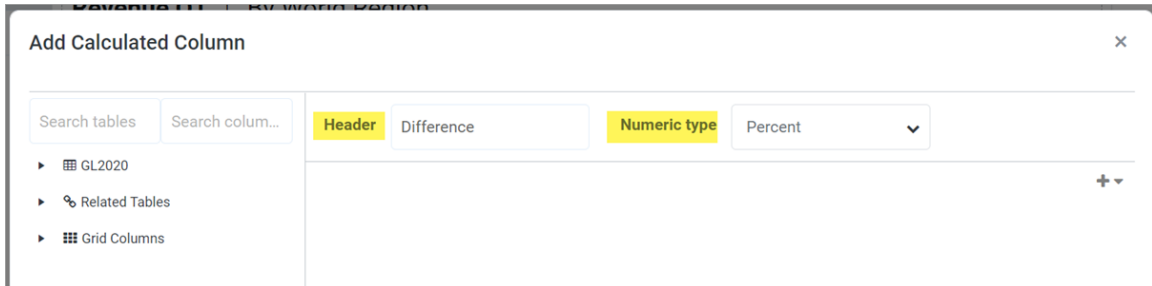
Calculated columns can be used to display totals, differences, percentages, and other calculations within a column of the report. Calculations can be based on columns from related tables that are eligible to be included in the report.

### 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**.



- 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.

- 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.
- 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**.

- 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.
- 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.

The screenshot shows the AXIOM Intelligence Center interface. The main report area displays a table titled "Budget to Actuals" for "Corporate" data, filtered for "Through June 2022". The table has columns for "WorldRegion", "Q1 Actuals", "Q1 Budget", "Difference", "Q2 Actuals", "Q2 Budget", and "Difference". The "Difference" column is highlighted as a calculated column. The right-hand side of the interface shows the "Column Configuration" panel for the selected "Difference" column. The "Calculation" field contains the formula:  $((Q1 Actuals) - (Q1 Budget)) / (Q1 Bud...$ . Other settings include "Header" (Difference), "Column width" (120px), "Alignment" (Default (Right)), "Number format" (Percent), "Data filter" (No filter defined), "Enable filter" (checked), "Hide column" (unchecked), and "Include in total row" (Default (true)).

WorldRegion	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 web report after creating a calculated column

## ► Defining calculations

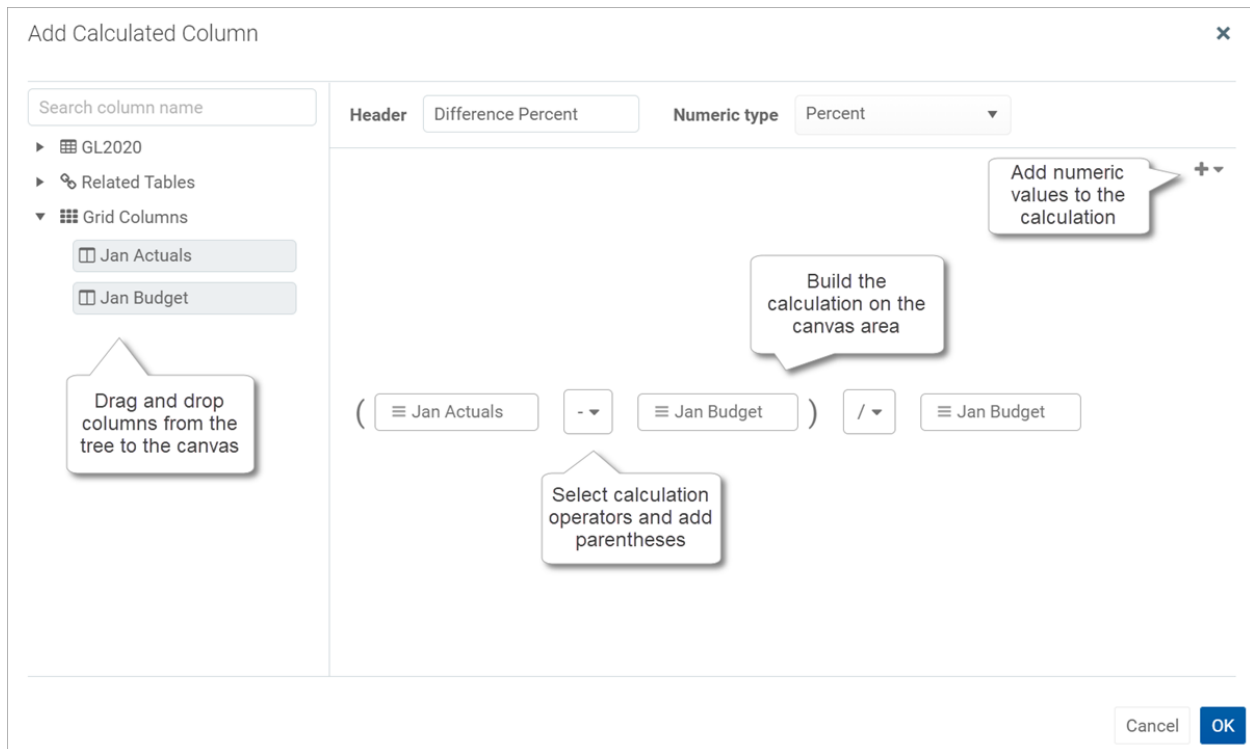
Using the **Add Calculated Column** dialog, you can build a calculation based on columns from related tables that are eligible to be included in the report. The column does not have to be present in the grid in order to be used in a calculation. Numeric values can also be used in the calculation.

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:**

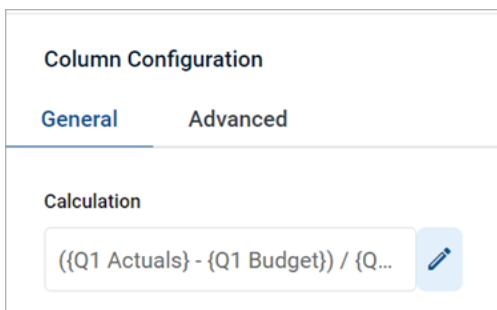
- If you drag and drop a column from the primary table or a related table, it displays on the canvas using the column name only—such as M1. You can hover your cursor over the column box to see a tooltip with the full table.column name—such as GL2022.M1. If you drag and drop the column from the Grid Columns 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.

The screenshot shows the 'Intelligence Center' interface with a calculated column configuration for 'Total Yearly Budget'. The configuration panel on the right is set to 'Pre-Aggregation Calculation' and shows the calculation formula 'Q1 + Q4 + Q3 + Q2'. The main table displays data for various departments across four quarters (Q1, Q2, Q3, Q4) and a 'Total Yearly Budget' column. The total values are: \$1,607,027 for Q1, \$1,625,001 for Q2, \$1,598,730 for Q3, \$1,636,190 for Q4, and \$6,466,948 for the Total Yearly Budget.

Dept	Description	Q1	Q2	Q3	Q4	Total Yearly Budget
20000 (Corporate: Corporate)	Telephone	\$80,657	\$80,495	\$78,977	\$79,735	\$319,864
21000 (Corporate Administration)	Travel	\$79,077	\$78,536	\$77,648	\$78,089	\$313,350
22000 (Information Technologies)	Telephone	\$755,343	\$755,343	\$738,994	\$747,161	\$2,996,841
23000 (Purchasing & Materials Mgmt)	Utilities	\$22,013	\$21,815	\$21,650	\$21,723	\$87,201
24000 (Business Development)	Telephone	\$11,050	\$10,882	\$10,882	\$10,883	\$45,697
25000 (Finance)	Telephone	\$4,646	\$4,627	\$4,553	\$4,595	\$18,421
26000 (Portfolio Management)	Supplies	\$26,915	\$26,796	\$26,383	\$26,593	\$106,687
27000 (Human Resources)	Telephone	\$4,551	\$4,452	\$4,394	\$28,645	\$42,042
28000 (Facilities)	Utilities	\$228,515	\$227,814	\$227,743	\$227,778	\$911,850
29000 (Legal)	Telephone	\$286,236	\$307,796	\$301,139	\$304,462	\$1,199,633
		\$1,607,027	\$1,625,001	\$1,598,730	\$1,636,190	\$6,466,948

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](#).

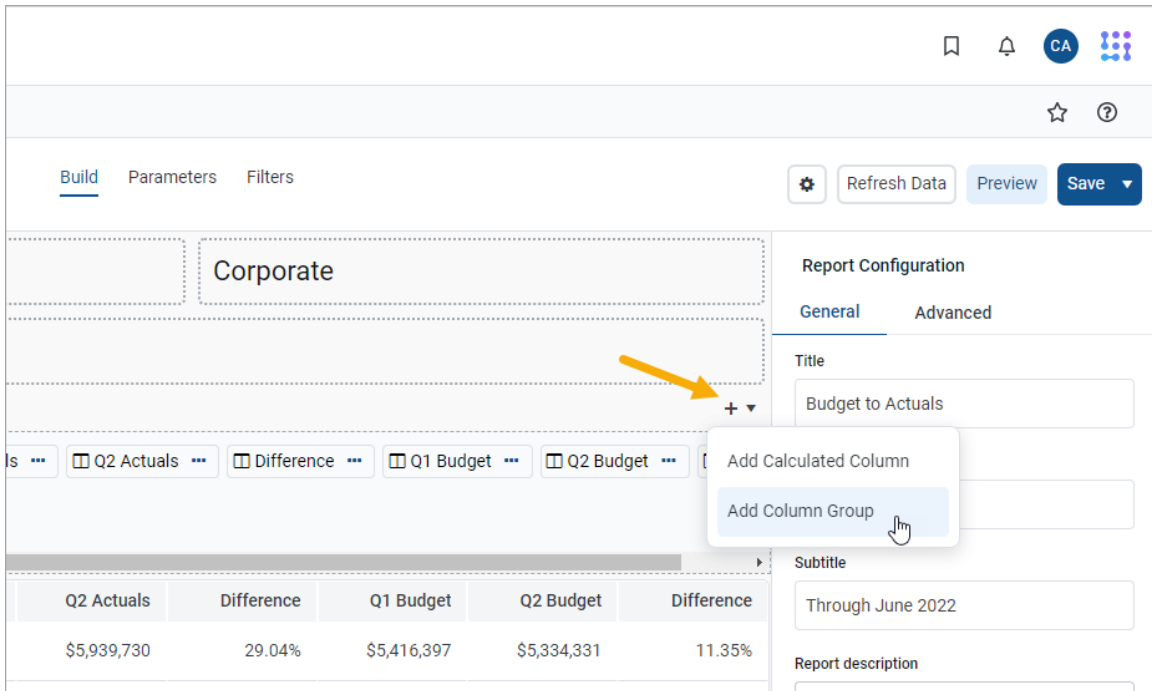
## Defining column groups for a web report

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".

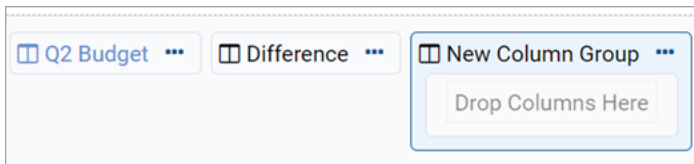
To define a column group, first you add the group "container" to the Column Definitions box of the grid, then you add table columns to the group container.

### To define a column group:

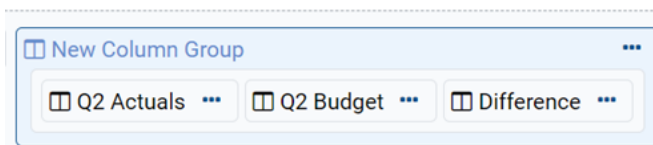
1. On the **Build** tab of the [Report Builder](#), in the Report Canvas, click the plus sign in the top right corner of the Column Definitions box, and then click **Add Column Group**.



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.

The screenshot shows the AXIOM Intelligence Center interface. The main report is titled "Budget to Actuals" and is filtered for "Corporate" data through June 2022. The report is organized into column groups for Q1 and Q2. The table below shows the data for three regions: Asia, Europe, and North America.

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 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: <ul style="list-style-type: none"> <li>• 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.</li> <li>• If disabled (default), then the group is visible.</li> </ul>
Autowrap header text	Specifies whether header text wraps: <ul style="list-style-type: none"> <li>• If enabled, then header text that exceeds the group width will wrap.</li> <li>• 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.</li> </ul>
Header alignment	The alignment of the header text over the columns in the group. Select one of the following: <b>Default</b> , <b>Left</b> , <b>Right</b> , <b>Center</b> . 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 <a href="#">Using group filters</a> .

### ► 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.

**AXIOM** Intelligence Center

Intelligence Center Build Parameters Filters Refresh Data Preview Save

Data Context: GL2022

Search tables Search columns

GL2022  
Dimension Tables  
Related Tables

**Budget to Actuals** Corporate

Through June 2022

WorldRegion

Q1 Q2

Q1 Actuals Q1 Budget Difference Q2 Actuals Q2 Budget Difference

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%

1 - 3 of 3 items

**Report Configuration**

General Advanced

Title: Budget to Actuals

Secondary title: Corporate

Subtitle: Through June 2022

Report description:

File group context: No file group selected

Report data:
 

- Live data with manual refresh
- Live data with auto refresh
- Mock data

*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.

**AXIOM** Intelligence Center

**Budget to Actuals** | Corporate  
Through June 2022

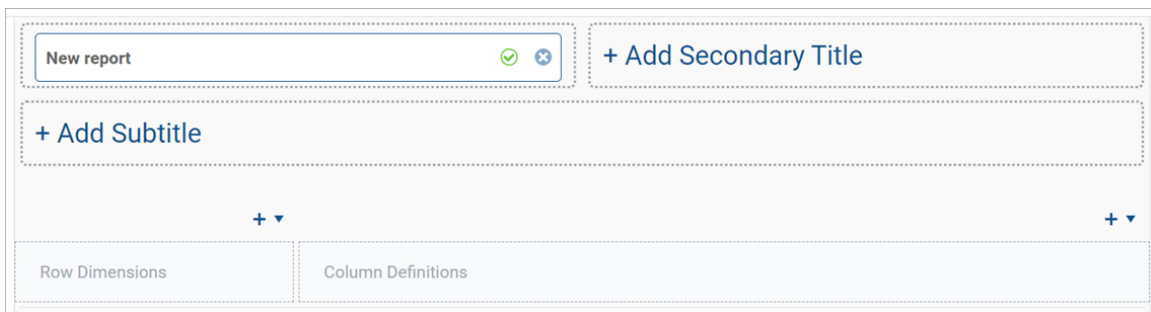
WorldRegion	Q1			Q2		
	Q1 Actuals	Q1 Budget	Difference	Q2 Actuals	Q2 Budget	Difference
Asia (Asia region)	\$6,989,316	\$5,416,397	29.04%	\$5,939,730	\$5,334,331	11.35%
Europe (Europe region)	\$473,158	\$340,531	38.95%	\$389,618	\$335,371	16.18%
North America (North America region)	\$32,766,656	\$35,609,235	-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.

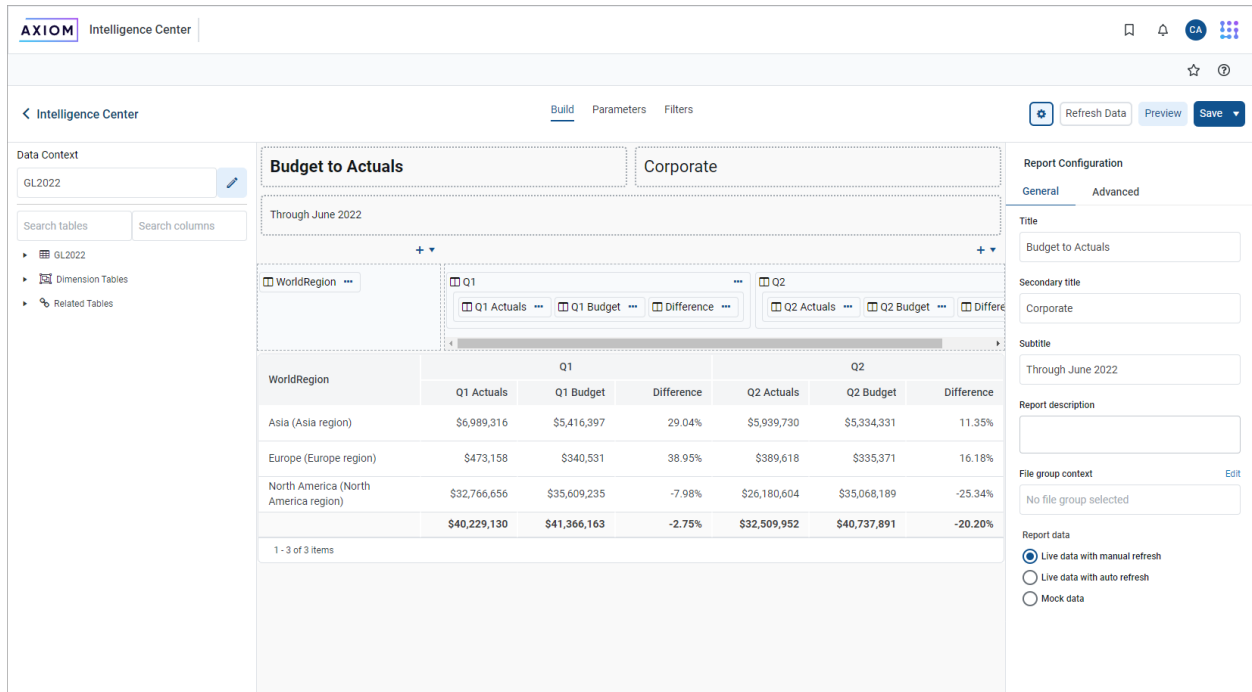


Click on the title boxes to edit the report titles

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:  <i>Title   Secondary Title</i>
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 <a href="#">report on process management information</a> , or to generate <a href="#">hyperlinks to plan files in the file group</a> .
Report data	Specifies the <a href="#">data display behavior</a> 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.

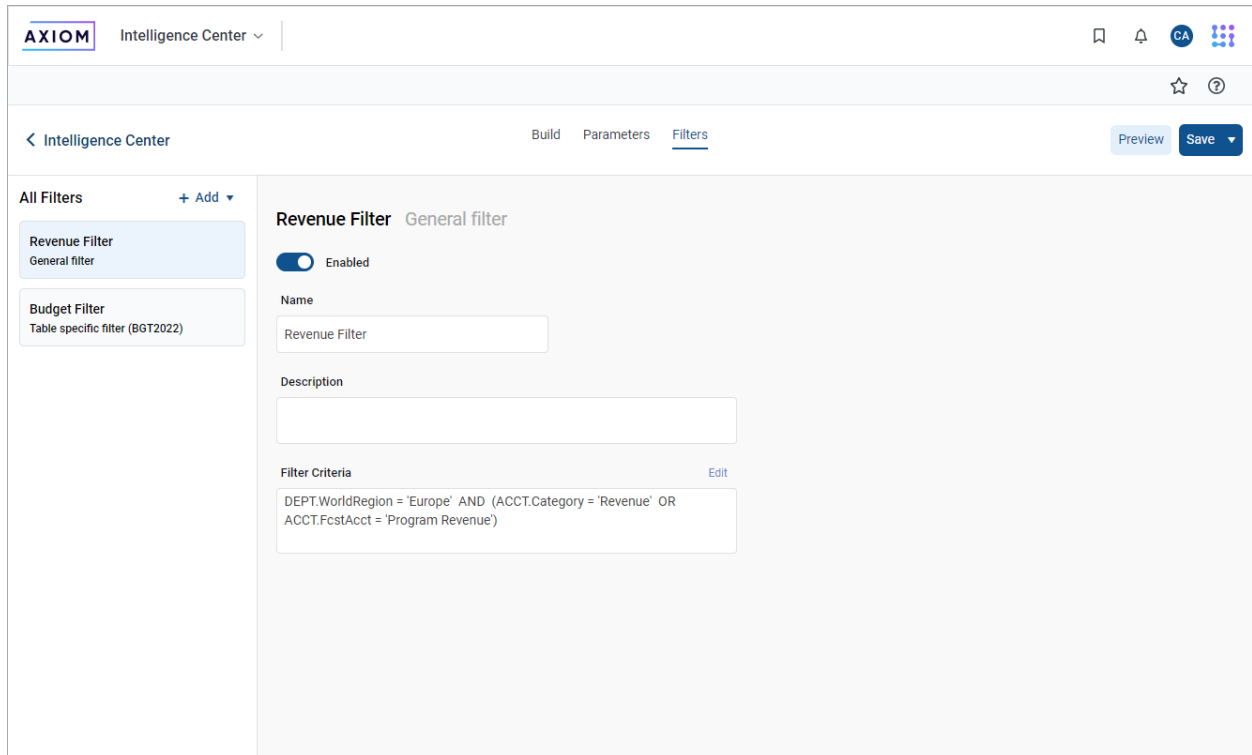
## Filtering data in web reports

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](#).

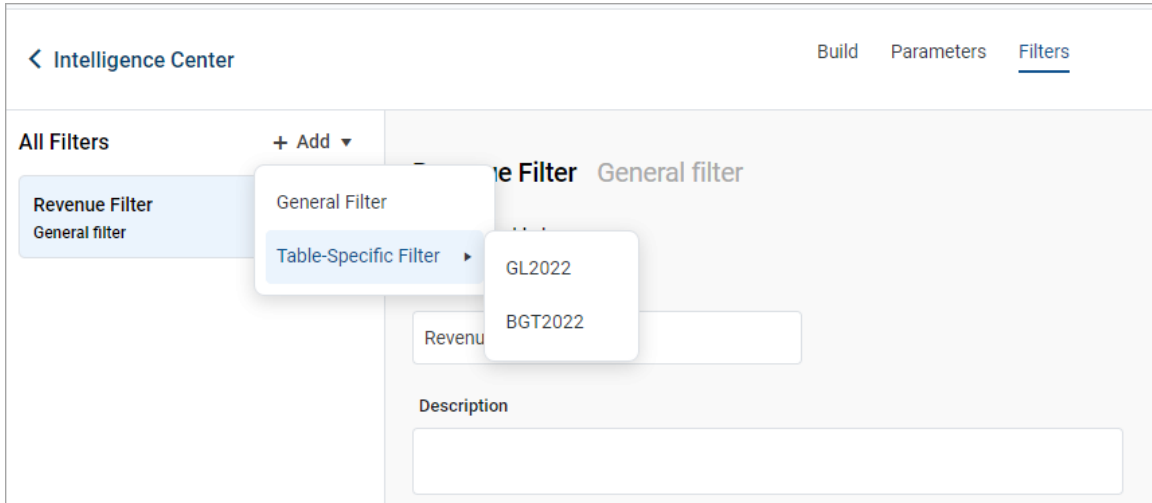
► **Creating report filters for a web report**

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.

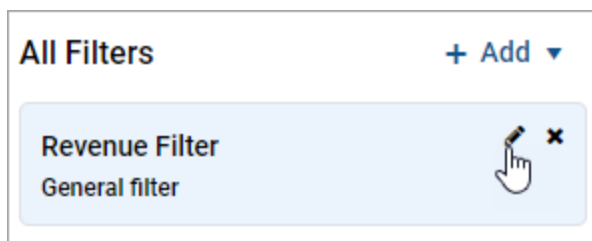
2. Edit the filter properties as needed.

#### Filter properties

Item	Description
Name	<p>The name of the filter. By default, the name is set as follows:</p> <ul style="list-style-type: none"> <li>• General filters use the name <b>General Report Filter</b>.</li> <li>• Table-specific filters use the name <b>TableName Filter</b>.</li> </ul> <p>You can change this name to something more descriptive as needed. Filter names only display in the Report Builder.</p>
Description	<p>Optional. If desired, you can define a description to document the purpose and scope of the filter.</p>

Item	Description
Enabled	<p>Specifies whether the filter is enabled. By default, filters are enabled and will impact the data shown in the report.</p> <p>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.</p> <p>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.</p>
Filter Criteria	The filter criteria statement for the filter. Click <b>Edit</b> to edit the filter within the <a href="#">Filter Wizard</a> .

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.

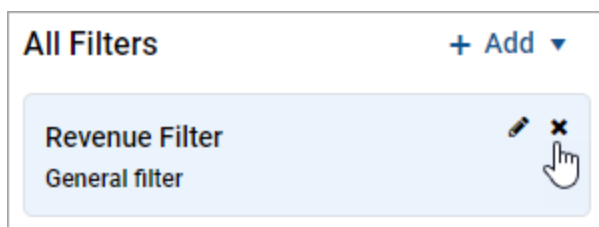


### ▶ Deleting existing filters

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:

Limit filters must use a dimension table for the data context. Here we're using DEPT.

These additional dimension tables are all associated with DEPT, the data context for this filter. We've used Country and Region for this report.

Related tables are those tables that have Dept as one of its fields. We can use one or more of these tables in the report. For example, we could view data for several years of the budget to analyze budgeting trends by sales regions or for a specific budget item type, such as Facilities or IT.

Country	Region	YTD	Q1	Q2
	US West (United States Western Sales Region)	\$36,463	\$22,013	\$21,000
China	China (China Sales Region)	\$0	\$0	\$0
France	France (France Sales Region)	\$0	\$0	\$0
India	India (India Sales Region)	\$0	\$0	\$0
Italy	Italy (Italy Sales Region)	\$0	\$0	\$0
Singapore	Singapore (Singapore Sales Region)	\$0	\$0	\$0
	UK (United Kingdom Sales Region)	\$4,442	\$2,671	\$2,671
	US West (United States Western Sales Region)	\$2,643,900	\$1,582,343	\$1,600,000

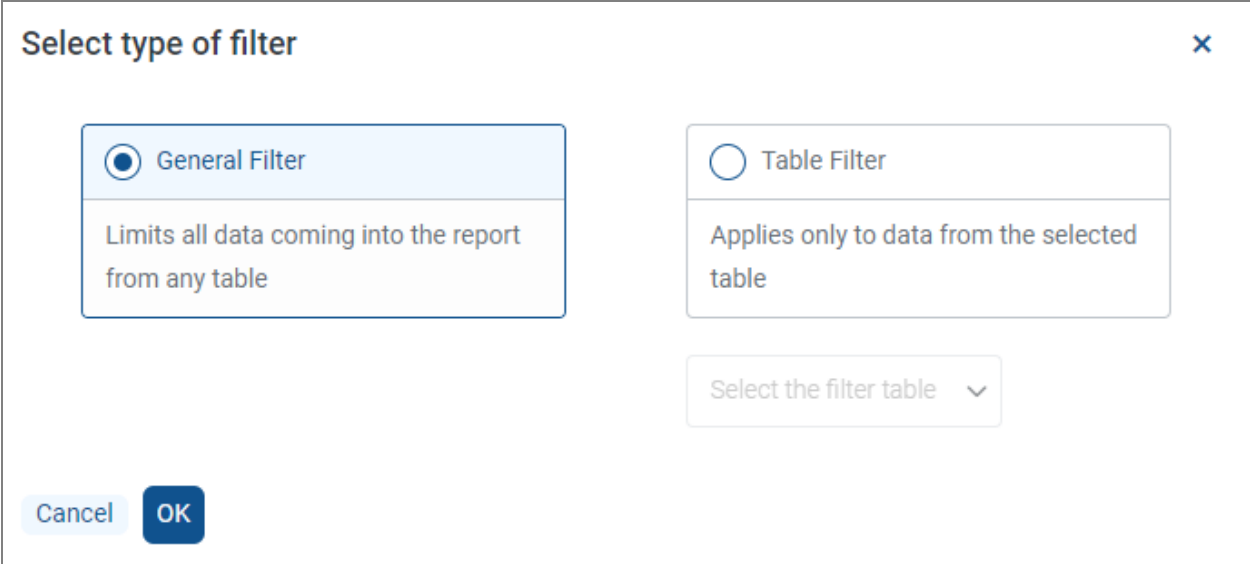
You can create a report based on the EDS Encounter table, but without any filters.

ENTITY	CaseCount	TotalActualPayments	TotalCost	Revenue
0 (DEFAULT)	23.00	3,277.26	3,004.60	\$273
2000 (PORTLAND WILLAMETTE MEMORIAL HOSPITAL)	2,963,203.00	3,130,307,941.44	2,673,359,084.75	\$456,948,857
3000 (WILLAMETTE OUTPATIENT SERVICES)	144,917.00	18,169,865.04	23,983,405.25	(\$5,813,540)
4000 (PORTLAND HEALTH OREGON MEMORIAL HOSPITAL)	411,210.00	633,683,153.86	628,975,866.55	\$4,707,285
6200 (PORTLAND HEALTH MEDICAL GROUP)	6,221,148.00	780,725,966.76	1,104,813,871.87	(\$324,087,905)
7000 (PORTLAND HEALTH HOME CARE)	35,259.00	82,140,810.39	93,025,917.88	(\$10,885,107)

### Report without filters

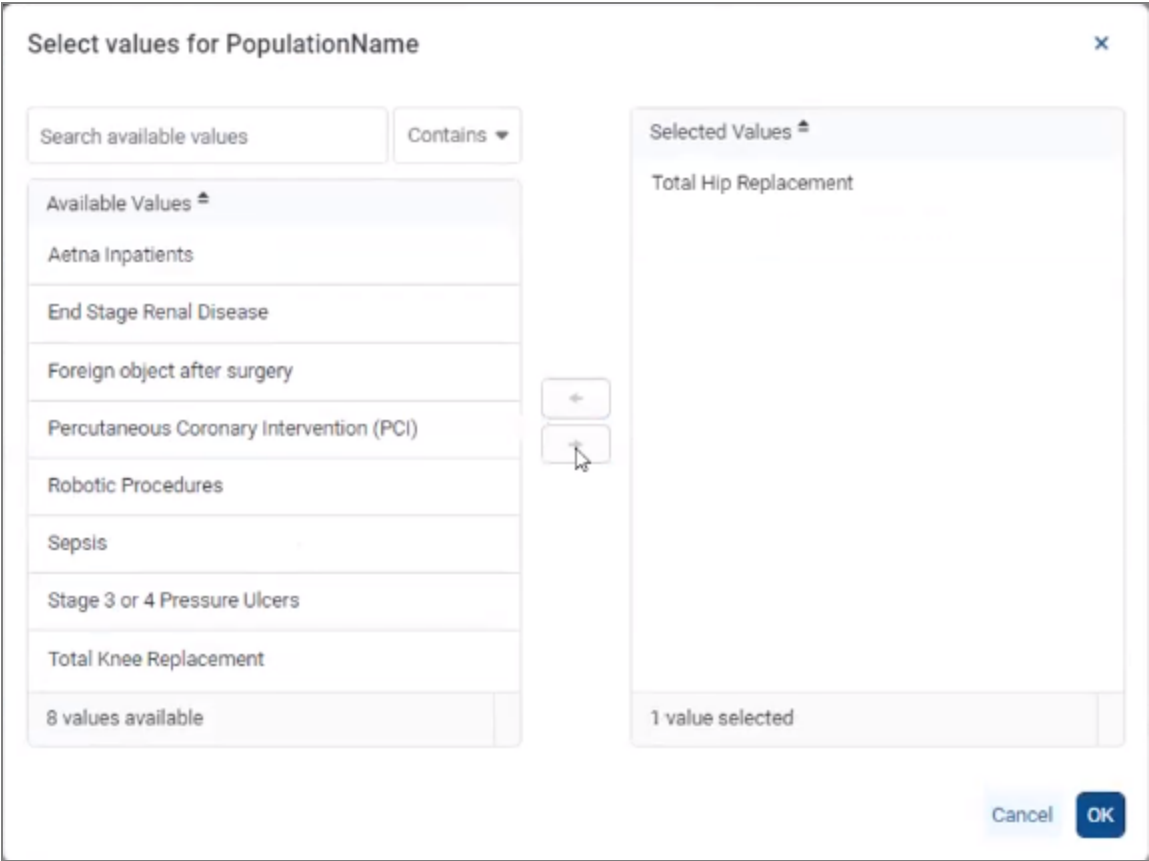
For this report, you can view information about a specific population group, such as patients who have had a total hip replacement.

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:

ENTITY	CaseCount	TotalActualPayments	TotalCost	Revenue
2000 (PORTLAND WILLAMETTE MEMORIAL HOSPITAL)	402.00	8,578,464.35	6,234,152.64	\$2,344,312
4000 (PORTLAND HEALTH OREGON MEMORIAL HOSPITAL)	1,543.00	27,014,203.56	21,841,291.14	\$5,172,912
<b>Total</b>	<b>1,945.00</b>	<b>35,592,667.91</b>	<b>28,075,443.78</b>	<b>\$7,517,224</b>

*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:

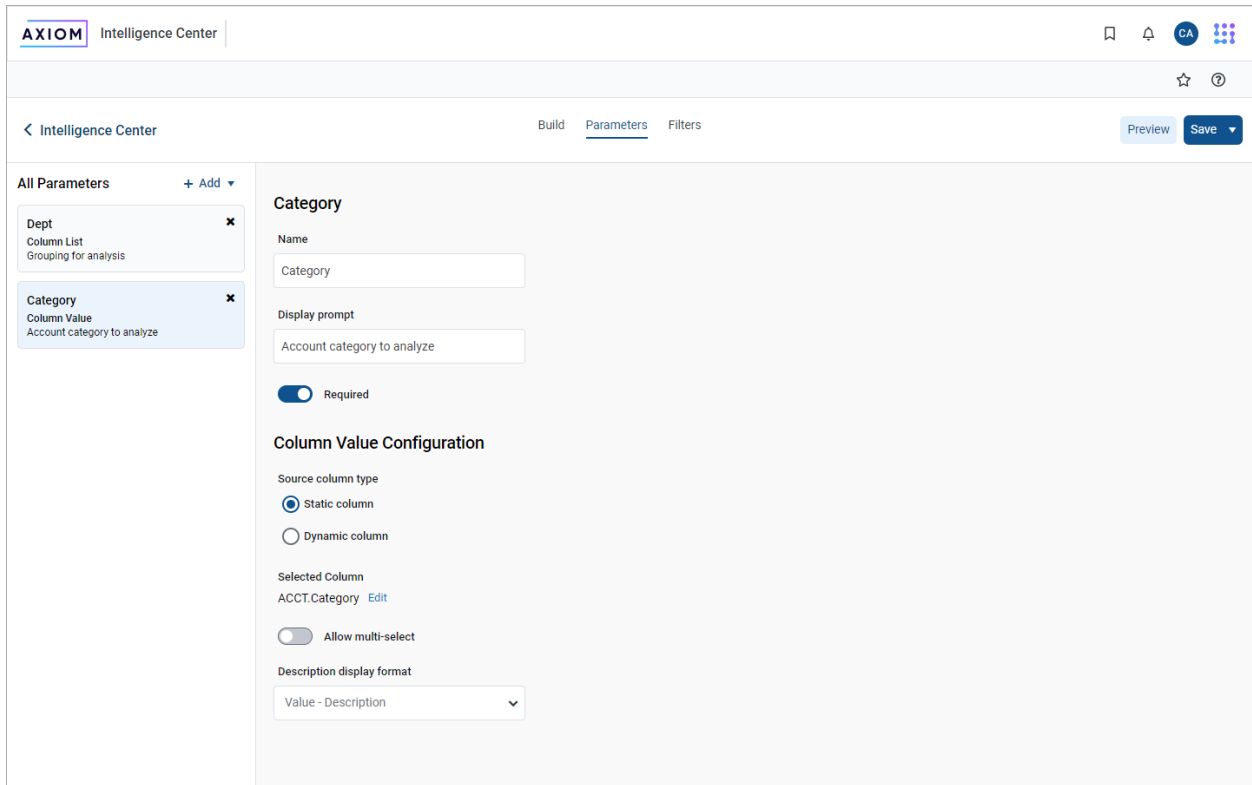
- The row dimensions used in the report can change dynamically by using [Column List report parameters](#). For example, the user can dynamically change the row dimension to show data by different groupings such as department, account, region, entity, and so on.
- The data in the report can be dynamically 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:

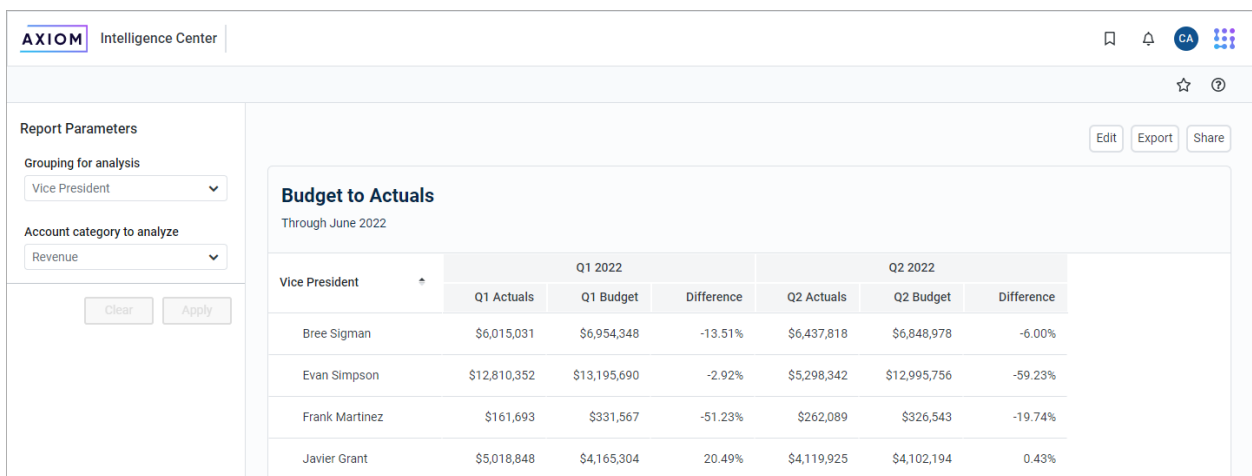
- The type of parameter, Column List or Column Value
- The name of the parameter and the display text to use when presenting parameters to report users
- Whether the parameter is optional or required—if required, then the report does not display data until the user makes a selection
- For Column List 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.

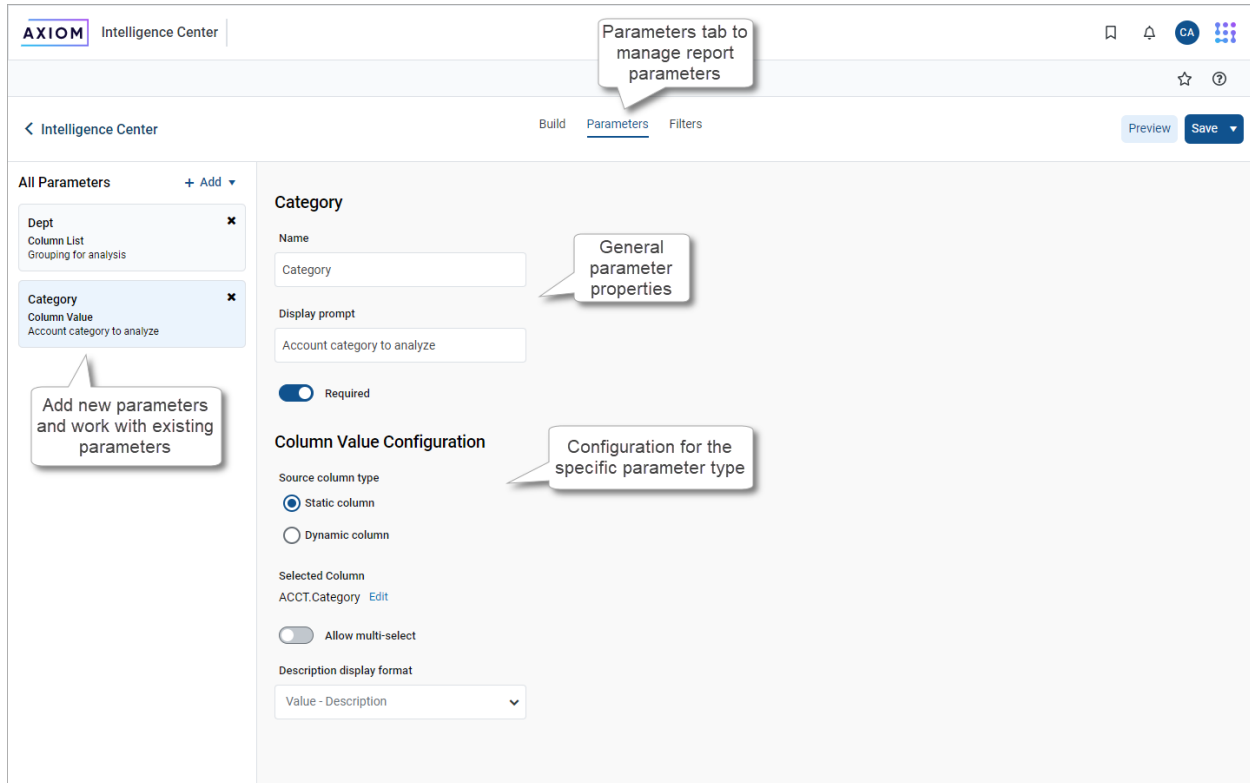


Example web report using report parameters

## 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:

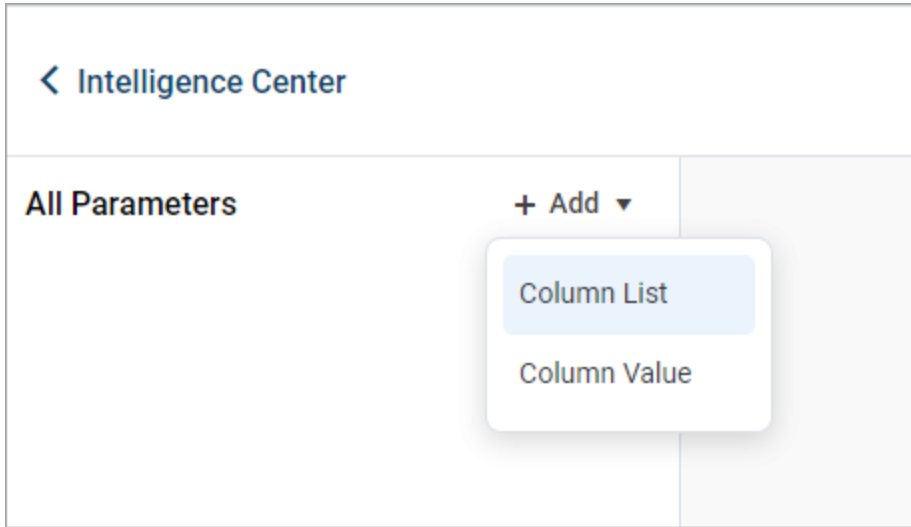
- [Using Column List report parameters](#)
- [Using Column Value report parameters](#)

### ▶ 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	<p>The name of the parameter. By default, this is set to <b>Report Parameter (Type)</b>. You can edit this name as needed.</p> <p>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.</p>
Display prompt	<p>The prompt text to display to report users in the Report Parameters panel. By default, this is set to <b>Report Parameter (Type)</b>. You can edit this name as needed.</p> <p>You should define display prompt text that helps users understand the purpose of the parameter. For example, "Select a department".</p>

Item	Description
Required	<p>Specifies whether the parameter is required.</p> <ul style="list-style-type: none"> <li>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.</li> </ul> <p>In the Report Parameters panel, the <b>Apply</b> button does not become available until all required parameters have a value. Additionally, required parameters cannot be cleared.</p> <ul style="list-style-type: none"> <li>If disabled (default), then users can optionally leave this parameter blank (unset) when applying parameter values. The report can refresh data without this parameter.</li> </ul>

### 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:**

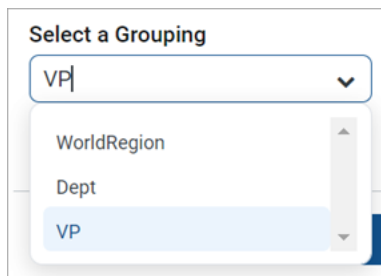
- On the **Parameters** tab of the **Report Builder**, in the **All Parameters** panel, click the **X** icon in the right-hand corner of the parameter that you want to delete.

## 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:

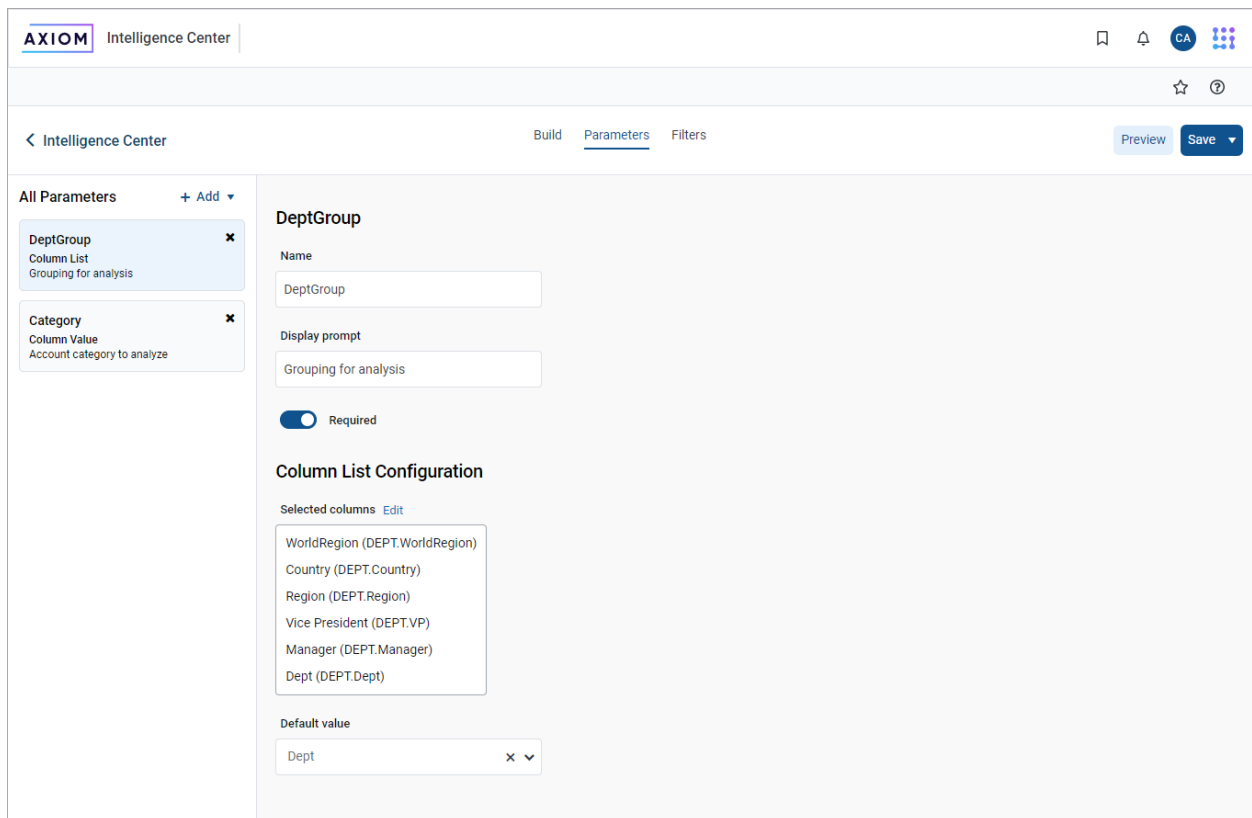
Item	Description
Name	<p>The name of the parameter. By default, this is set to <b>Report Parameter (Type)</b>. You can edit this name as needed.</p> <p>The parameter name does not display to report users; it is solely for use in the Report Builder. You should give the parameter a name that indicates its purpose.</p>
Display prompt	<p>The prompt text to display to report users in the Report Parameters panel. By default, this is set to <b>Report Parameter (Type)</b>. You can edit this name as needed.</p> <p>You should define display prompt text that helps users understand the purpose of the parameter. For example, "Select a department".</p>
Required	<p>Specifies whether the parameter is required.</p> <ul style="list-style-type: none"><li>• 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 <b>Apply</b> button does not become available until all required parameters have a value. Additionally, required parameters cannot be cleared.</li><li>• If disabled (default), then users can optionally leave this parameter blank (unset) when applying parameter values. The report can refresh data without this parameter.</li></ul>

**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	<p>The selected columns for the parameter. Click <b>Edit</b> to select columns in the <b>Select Columns</b> dialog.</p> <ul style="list-style-type: none"> <li>• 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.</li> <li>• Once you locate a column that you want to use, drag the column to the middle <b>Selected Columns</b> panel.</li> <li>• For each selected column, define <b>Header</b> text in the right-hand <b>Column Properties</b> 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.</li> <li>• 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.</li> <li>• After selecting and configuring the columns, click <b>OK</b> to return to the Report Builder. The selected columns now display in the <b>Selected columns</b> box.</li> </ul> <p><b>NOTE:</b> 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.</p>
Default value	<p>Optional. The default value for the parameter. When a report user opens the report, the parameter will use this value by default.</p> <p>You can select any of the columns in the <b>Selected columns</b> list to use as the default value, or you can leave it blank to have no default value.</p>

**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:

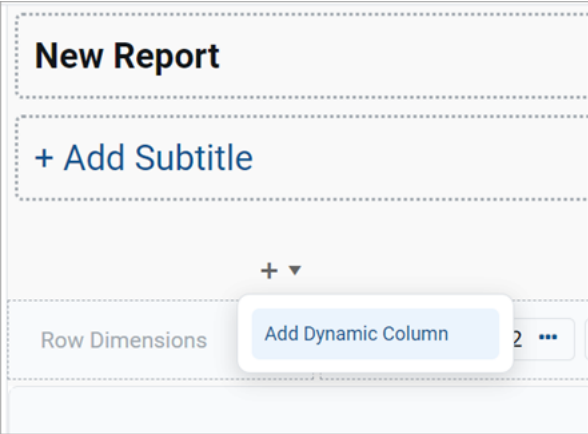
- Add a dynamic column as a row dimension for the report
- Link the Column List parameter to the dynamic column

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.

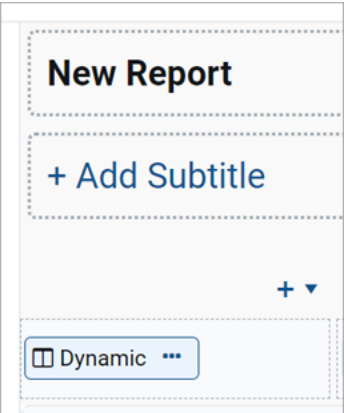
Web reports can use one or more row dimension columns. When using dynamic columns, all of the row dimensions can be dynamic, or you can have a mix of dynamic and fixed row dimensions.

**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.

**Column Configuration**

**General**

---

Dynamic column parameter

DeptGroup ▼

Default column

DEPT.Dept

By default, Axiom Strategy Management 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.

**Budget to Actuals** + Add Secondary Title

Through June 2020

Dynamic	Q1 2022			Q2 2022		D
	Q1 Actuals	Q1 Budget	Difference	Q2 Actuals	Q2 Budget	
Arizona Distribution	\$17,271	\$0	0.00%	\$17,318	\$0	
Arizona Warehouse	\$82,285	\$9,421,017	-99.13%	\$82,291	\$5,143,359	
Asia Distribution	\$154,044	\$320,721	-51.97%	\$151,086	\$320,781	
Asia Warehouse	\$211,502	\$316,257	-33.12%	\$207,622	\$314,567	
Atlanta - Store 52	\$9,875,417	\$14,256,548	-30.73%	\$9,429,706	\$18,749,209	
<b>Total</b>	<b>\$857,770,545</b>	<b>\$214,751,120</b>	<b>299.43%</b>	<b>\$846,341,814</b>	<b>\$202,328,130</b>	

1 - 10 of 119 items

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.

**AXIOM Intelligence Center**

Build Parameters Filters

Preview Save

**All Parameters** + Add

- DeptGroup Column List Select a Grouping

**DeptGroup**

Name: DeptGroup

Display prompt: Select a Grouping

Required

**Column List Configuration**

Selected columns [Edit](#)

- World Region (DEPT.WorldRegion)
- Vice President (DEPT.VP)
- Department (DEPT.Dept)

Default value: Department

Example Column List parameter providing column options for the dynamic row dimension

**AXIOM Intelligence Center**

Edit Export Share

**Report Parameters**

Select a Grouping: World Region

Clear Apply

**Budget to Actuals**  
Through June 2022

World Region	Q1 2022			Q2 2022		
	Q1 Actuals	Q1 Budget	Difference	Q2 Actuals	Q2 Budget	Difference
Asia region	\$6,989,316	\$5,416,397	29.04%	\$5,939,730	\$5,334,331	11.35%
Europe region	\$473,158	\$340,531	38.95%	\$389,618	\$335,371	16.18%
North America region	\$32,766,656	\$35,835,060	-8.56%	\$26,180,604	\$35,292,107	-25.82%
<b>Total</b>	<b>\$40,229,130</b>	<b>\$41,591,988</b>	<b>-3.28%</b>	<b>\$32,509,952</b>	<b>\$40,961,809</b>	<b>-20.63%</b>

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.

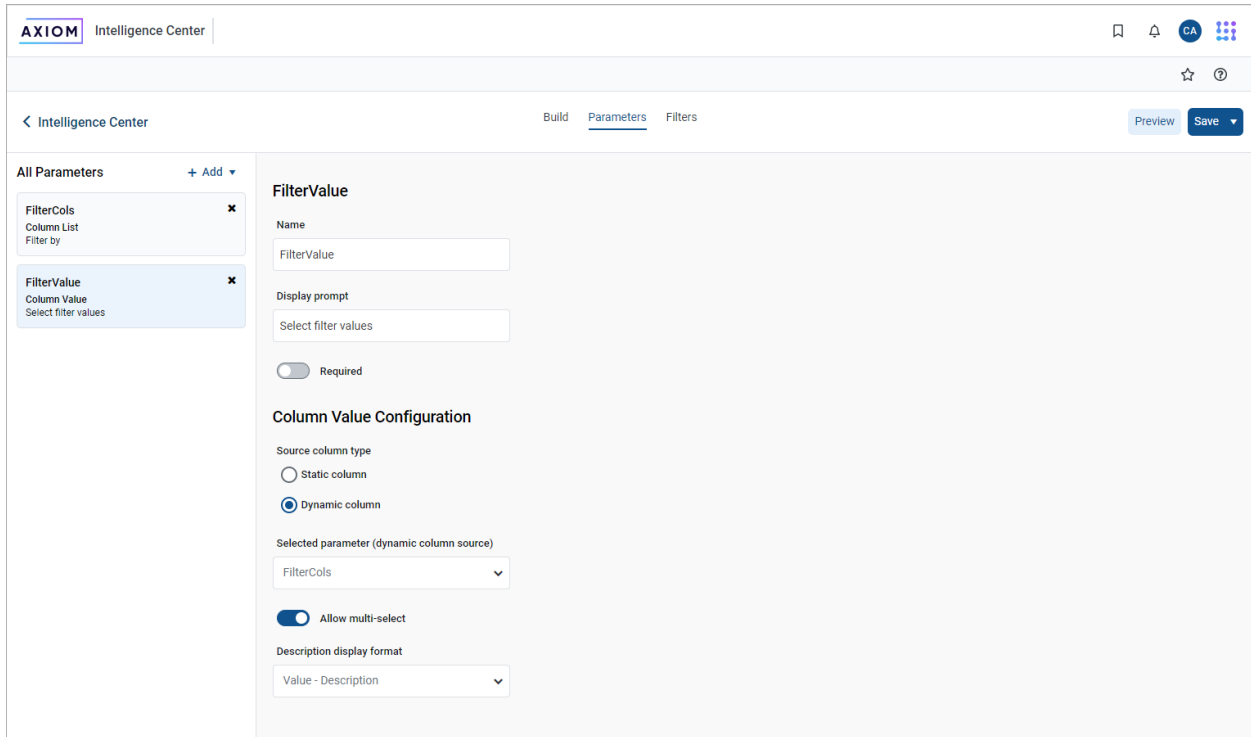
In the Column List Configuration section, click **Edit** to select a column and then drag the column name to the Selected columns section. Then use the **Date part to retrieve** menu to select a date part and click **OK**.

#### ▶ 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*

The screenshot shows the AXIOM Intelligence Center interface. On the left, the 'Report Parameters' panel is visible. Under 'Filter by', 'ACCT' is selected. Below it, 'Select filter values' is shown with a dropdown menu containing '5000 - Travel' and '6000 - Other Travel'. The main report area is titled 'Account Analysis' and contains a table with the following data:

Region	Jan	Feb	Mar
China	\$7,699,529	\$7,436,078	\$9,008,480
Corporate	\$3,632,055	\$5,474,832	\$3,121,313
France	\$4,140,191	\$4,282,217	\$4,136,593
India	\$4,472,830	\$4,595,180	\$5,100,535
Italy	\$1,104,481	\$1,259,156	\$1,047,663
Singapore	\$6,994,279	\$6,772,344	\$6,985,727
UK	\$4,727,841	\$4,794,366	\$4,780,809
US Central	\$73,601,052	\$73,525,863	\$73,921,619
US East	\$54,093,715	\$49,227,796	\$48,112,441
US West	\$128,700,258	\$129,931,118	\$129,827,850
	\$289,166,229	\$287,298,948	\$286,043,029

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.

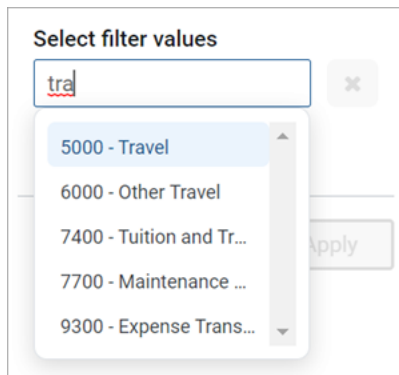
## Using Column Value report parameters

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:

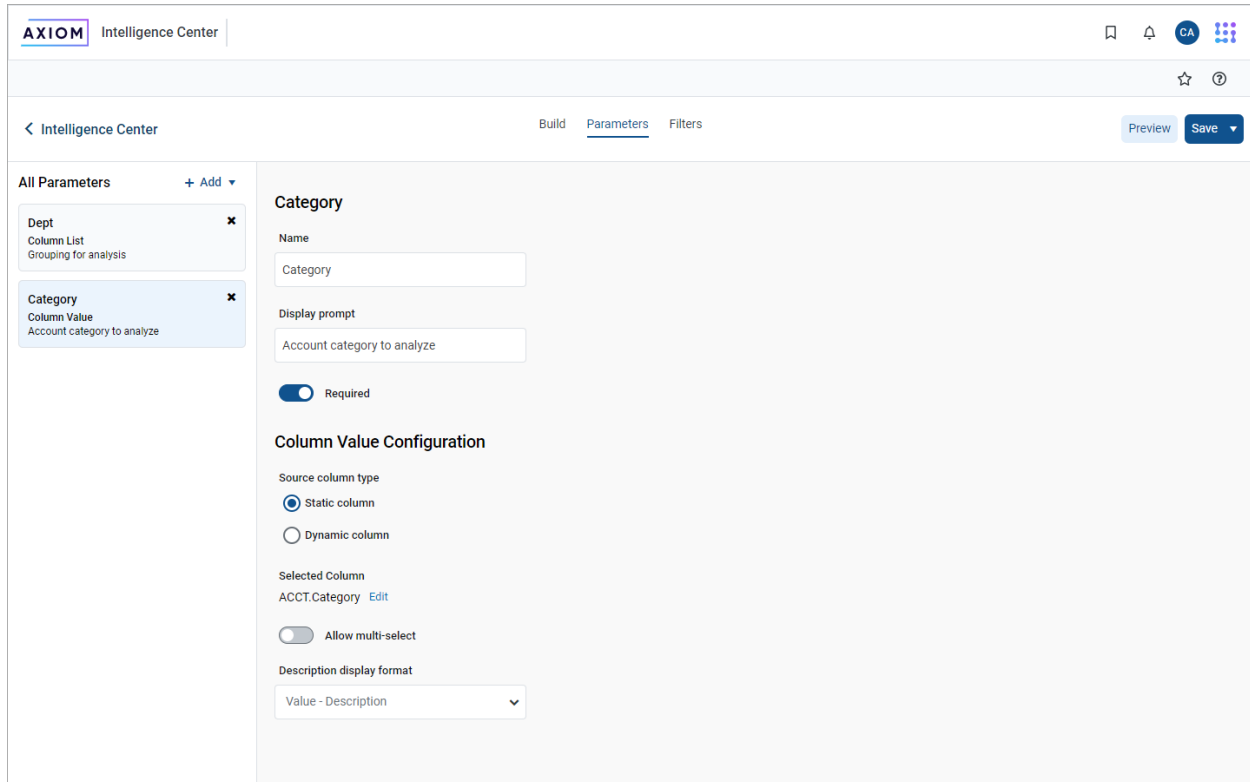
Item	Description
Name	<p>The name of the parameter. By default, this is set to <b>Report Parameter (Type)</b>. You can edit this name as needed.</p> <p>The parameter name does not display to report users; it is solely for use in the Report Builder. You should give the parameter a name that indicates its purpose.</p>
Display prompt	<p>The prompt text to display to report users in the Report Parameters panel. By default, this is set to <b>Report Parameter (Type)</b>. You can edit this name as needed.</p> <p>You should define display prompt text that helps users understand the purpose of the parameter. For example, "Select a department".</p>
Required	<p>Specifies whether the parameter is required.</p> <ul style="list-style-type: none"> <li>• 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 <b>Apply</b> button does not become available until all required parameters have a value. Additionally, required parameters cannot be cleared.</li> <li>• If disabled (default), then users can optionally leave this parameter blank (unset) when applying parameter values. The report can refresh data without this parameter.</li> </ul>

4. In the **Column List Configuration** section, complete the following parameter-specific properties:

Item	Description
Source column type	<p>Select one of the following to determine the source of the column for the Column Value parameter:</p> <ul style="list-style-type: none"> <li>• <b>Static column:</b> Select this option if you want to select a specific column to use as the source column.</li> <li>• <b>Dynamic column:</b> Select this option if you want to dynamically use the selected column for a Column List parameter as the source column.</li> </ul>

Item	Description
Selected column	<p>If the specified <b>Source column type</b> is <b>Static column</b>, click the <b>Edit</b> link to select a column from the <b>Select Column</b> dialog.</p> <ul style="list-style-type: none"> <li>• 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.</li> <li>• Once you locate a column that you want to use, select it and then click <b>OK</b>. The selected column name now displays under the <b>Selected column</b> header.</li> </ul> <p><b>NOTE:</b> 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.</p>
Selected parameter (dynamic column source)	<p>If the specified <b>Source column type</b> is <b>Dynamic column</b>, then select the desired Column List parameter to use as the source.</p> <p>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.</p>
Allow multi-select	<p>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.</p>
Description display format	<p>The display format to use for the column values in the drop-down list. By default, this is set to <b>Description only</b>.</p> <p>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.</p>

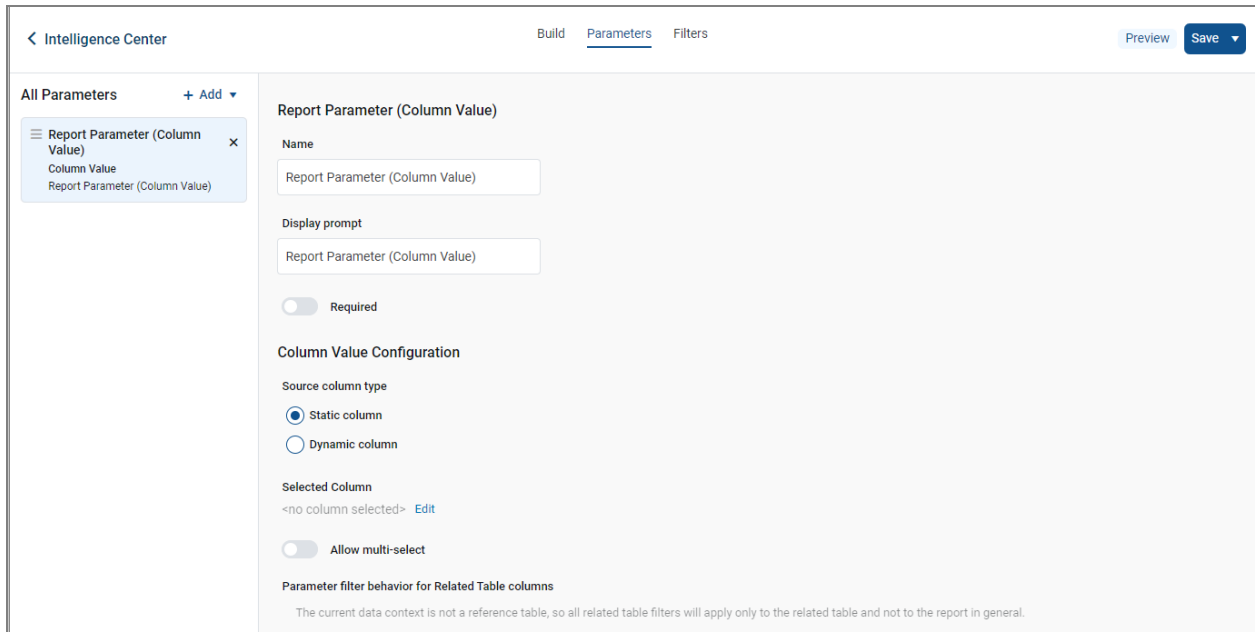
**IMPORTANT:** The column used by the Column Value parameter must be valid as a filter column for the current report configuration. If a column in the list is not valid for use as a filter column, then an error message will display when the user attempts to apply the parameter selection to the report. 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*

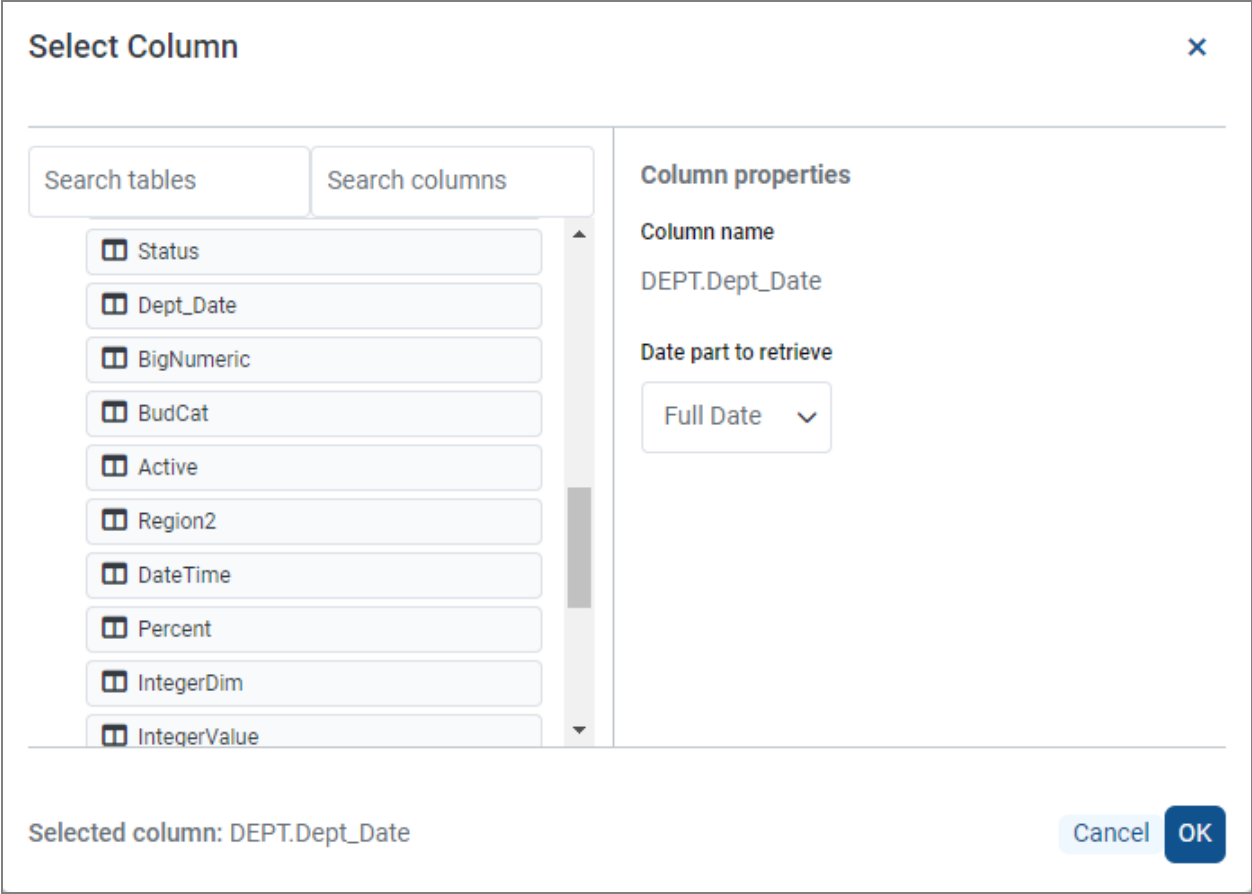
## ► Using DateParts with ColumnValue parameters

You can use DateParts when setting parameters for a ColumnValue. Click **Parameters** from your report and click **Add** to add a Column Value.



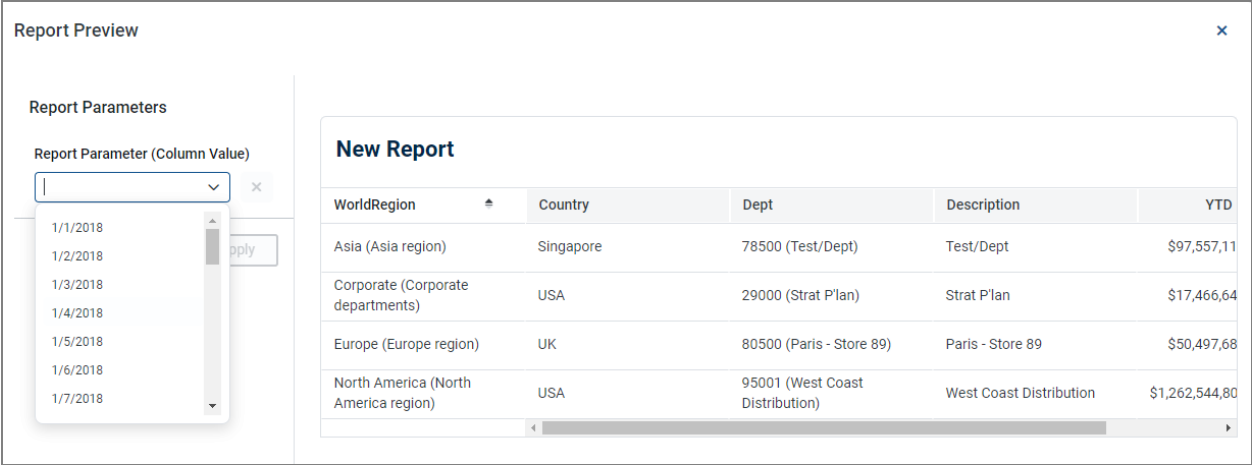
### Parameters view

In the Column Value Configuration section, select **Static column**. In the Selected Column section, click **Edit** and then 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.



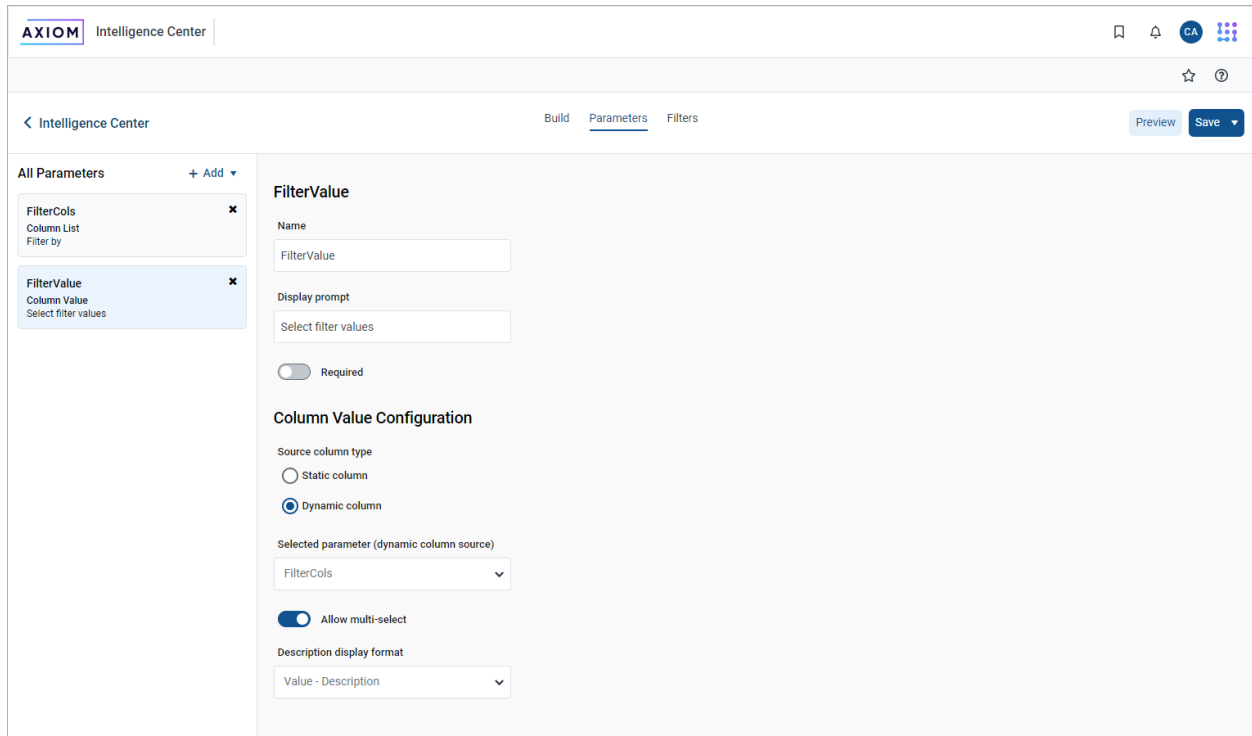
*Report with column value drop-down list*

► 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

The screenshot shows the AXIOM Intelligence Center interface. On the left, the 'Report Parameters' panel is visible. Under 'Filter by', 'ACCT' is selected. Below it, 'Select filter values' is shown with a dropdown menu containing '5000 - Travel' and '6000 - Other Travel'. The main report area, titled 'Account Analysis', displays a table with the following data:

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India	\$4,472,830	\$4,595,180	\$5,100,535
Italy	\$1,104,481	\$1,259,156	\$1,047,663
Singapore	\$6,994,279	\$6,772,344	\$6,985,727
UK	\$4,727,841	\$4,794,366	\$4,780,809
US Central	\$73,601,052	\$73,525,863	\$73,921,619
US East	\$54,093,715	\$49,227,796	\$48,112,441
US West	\$128,700,258	\$129,931,118	\$129,827,850
	\$289,166,229	\$287,298,948	\$286,043,029

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.

The screenshot shows the Axiom Intelligence Center interface. The main area displays a report titled "Budget to Actuals" for "Corporate" data, filtered for "Through June 2022". The report includes a table with columns for "WorldRegion", "Q1 Actuals", "Q2 Actuals", "Q1 Budget", and "Q2 Budget". The data rows are: Asia (Asia region), Corporate (Corporate departments), Europe (Europe region), and North America (North America region). A total row is shown at the bottom with values: \$862,558,229, \$846,375,326, \$194,203,791, and \$181,854,660. On the right side, the "Grid Configuration" panel is open, showing "General" and "Advanced" tabs. The "General" tab is active, and a yellow arrow points to it. The "Grid Properties" section includes options for "Use fixed rows", "Include total row", "Suppress zero rows", and "Enable drilling". The "Grid sort order" is set to "Default".

WorldRegion	Q1 Actuals	Q2 Actuals	Q1 Budget	Q2 Budget
Asia (Asia region)	\$59,065,030	\$58,174,791	\$33,016,385	\$34,789,159
Corporate (Corporate departments)	\$11,786,889	\$7,370,832	\$6,102,973	\$6,290,837
Europe (Europe region)	\$30,716,594	\$30,422,551	\$1,202,834	\$1,223,440
North America (North America region)	\$760,989,716	\$750,407,151	\$153,881,599	\$139,551,224
	\$862,558,229	\$846,375,326	\$194,203,791	\$181,854,660

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	<p>Specifies whether users can filter columns in the grid. Only applies to grids with dynamic rows; users cannot filter columns in grids where <b>Use fixed rows</b> is enabled.</p> <ul style="list-style-type: none"><li>• If enabled (default), then filter icons display on columns where <b>Enable filter</b> is enabled in the <a href="#">column configuration properties</a>. Report users can use these icons to filter the data shown in the column. If <b>Enable filter</b> is disabled on a column, the filter icon is not available for that column.</li><li>• If disabled, then filter icons do not display on any columns, regardless of whether <b>Enable filter</b> is enabled for the column.</li></ul>
Multi column sorting	<p>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 <b>Use fixed rows</b> is enabled.</p> <ul style="list-style-type: none"><li>• 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.</li><li>• 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.</li></ul> <p>Users can sort columns by clicking on the column header. Each click toggles through sort ascending, sort descending, and no sort.</p> <p><b>NOTE:</b> 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.</p>
Enable reordering columns	<p>Specifies whether users can reorder columns in the grid.</p> <ul style="list-style-type: none"><li>• If enabled (default), then users can drag and drop columns within the grid to temporarily reorder them.</li><li>• If disabled, then users cannot reorder columns in the grid.</li></ul>

## Grid Properties

Item	Description
Use fixed rows	<p>Specifies whether the grid uses dynamic rows or a fixed row structure.</p> <ul style="list-style-type: none"><li>• If enabled, then the grid uses a fixed row structure to define the rows. Select the structure using the <b>Fixed row structure</b> field. For more information, see <a href="#">Specifying the fixed row structure for a web report</a>.</li><li>• 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 <a href="#">Specifying the row dimension for a web report</a>.</li></ul>
Fixed row structure	<p>Specifies the fixed row structure to use in the grid. Only applies when <b>Use fixed rows</b> is enabled.</p> <p>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.</p> <p>Fixed row structures can be created from the Intelligence Center. For more information on creating fixed row structures, see <a href="#">Managing Fixed Row Structures</a>.</p>
Include total row	<p>Specifies whether a total row is present on the grid. Only applies to grids with dynamic rows; if <b>Use fixed rows</b> is enabled then the grid uses subtotal and total rows as defined in the fixed row structure.</p> <ul style="list-style-type: none"><li>• 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.</li></ul> <p>Use the <b>Total row header label</b> field to define label text for the total row, such as "Total". This text displays in the last row dimension column.</p> <p>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 <a href="#">column configuration properties</a>.</p> <ul style="list-style-type: none"><li>• If disabled (default), then the grid does not have a total row.</li></ul>

Item	Description
Suppress zero rows	<p data-bbox="518 256 1398 363">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 <b>Use fixed rows</b> is enabled.</p> <p data-bbox="518 388 1398 453">Non-key columns that meet both of the following criteria are evaluated to determine whether a row should be hidden:</p> <ul data-bbox="527 470 1328 543" style="list-style-type: none"> <li data-bbox="527 470 1203 501">• The column data type is Integer (all types) or Numeric.</li> <li data-bbox="527 512 1328 543">• The column is from the primary table or an additional data table.</li> </ul> <p data-bbox="518 560 1382 779">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.</p> <p data-bbox="518 804 1386 869">Calculated columns defined in the grid are not evaluated for this purpose and do not prevent a row from being suppressed.</p>
Enable drilling	<p data-bbox="518 896 1305 961">Specifies whether users can drill down rows in the grid to view the underlying data.</p> <ul data-bbox="527 984 1398 1335" style="list-style-type: none"> <li data-bbox="527 984 1370 1056">• If enabled, then users can drill rows in the grid. Use the <b>Drilling type</b> property to specify what type of drilling options are present: <ul data-bbox="565 1068 1398 1335" style="list-style-type: none"> <li data-bbox="565 1068 1398 1213">◦ <b>Key columns (default):</b> 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.</li> <li data-bbox="565 1226 1360 1335">◦ <b>Directed:</b> Users can drill down predefined drilling paths. Use the <b>View/Edit Configuration</b> link underneath the <b>Directed</b> option to configure the drilling paths.</li> </ul> <p data-bbox="558 1354 1300 1386">For more information, see <a href="#">Configuring drilling for web reports</a>.</p> </li> <li data-bbox="527 1400 1268 1432">• If disabled (default), then users cannot drill rows in the grid.</li> </ul>

Item	Description
Grid sort order	<p>Specifies the sort order for data in the grid.</p> <ul style="list-style-type: none"> <li>• <b>Default:</b> 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.</li> <li>• <b>Custom:</b> Specify one or more columns to sort the grid data, in either ascending or descending order. Use the <b>View/Edit Configuration</b> link underneath the <b>Custom</b> option to select the drill columns. <ul style="list-style-type: none"> <li>◦ The <b>Edit Sorting Configuration</b> 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.</li> <li>◦ To add a column to the sorting configuration, drag the column from the left-hand panel to the right-hand panel, and then select <b>Asc</b> (default) or <b>Desc</b> for the sort order. To remove a column from the sorting configuration, click the <b>X</b> icon on the right-hand side of the column box.</li> <li>◦ 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.</li> </ul> </li> </ul> <p>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.</p> <p><b>NOTES:</b></p> <ul style="list-style-type: none"> <li>• If <b>Multi column sorting</b> 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.</li> <li>• Process columns cannot be added as custom sort columns.</li> <li>• 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.</li> </ul>

**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	<p>Select a column data type to view and edit the default column formats for that type. The following data types are available:</p> <ul style="list-style-type: none"> <li>• <b>String:</b> Columns containing text or alphanumeric values. Includes table columns using the String data type.</li> <li>• <b>Date:</b> Columns containing dates. Includes table columns using the Date data type.</li> <li>• <b>DateTime:</b> Columns containing date-time values. Includes table columns using the DateTime data type.</li> <li>• <b>Boolean:</b> Columns containing True or False values. Includes table columns using the Boolean data type.</li> <li>• <b>Dimension:</b> Columns containing numeric dimension codes. Includes table columns using Numeric, Integer, or Identity data types, where the Column Classification is Dimension.</li> <li>• <b>Decimal:</b> Columns containing decimal numeric values. Includes table columns using the Numeric data type, where the column has a Numeric Type of Number.</li> <li>• <b>Number:</b> Columns containing whole integer numeric values. Includes table columns using Integer or Identity data types, where the Column Classification is Value.</li> <li>• <b>Currency:</b> Columns containing currency numeric values. Includes table columns using the Numeric or Integer data types, where the column has a Numeric Type of Currency.</li> <li>• <b>Percent:</b> Columns containing percent numeric values. Includes table columns using the Numeric or Integer data types, where the column has a Numeric Type of Percent.</li> </ul> <p>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.</p> <p><b>NOTE:</b> 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.</p>

Item	Description
Column width	<p>The default column width for the selected <b>Data Type</b>, in pixels. Enter the desired column width as a whole integer between 30 and 600.</p> <p>The default width for each data type is as follows:</p> <ul style="list-style-type: none"> <li>• Currency, Decimal, Percent, Date, Boolean: 120</li> <li>• Number: 150</li> <li>• DateTime, String, Dimension: 200</li> </ul>
Alignment	<p>The default alignment of the column values for the selected <b>Data Type</b>. If you want to change the default alignment for a data type, select one of the following: <b>Left, Right, Center</b>.</p> <p>The default alignment for each data type is as follows:</p> <ul style="list-style-type: none"> <li>• String, Date, DateTime, Boolean, Dimension: Left</li> <li>• Decimal, Number, Currency, Percent: Right</li> </ul>

#### 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	<p>The number of decimal places used by the selected <b>Data Type</b>. Enter any whole number from 0 to 10. You can also use the arrow keys to move the number up or down.</p> <p>The default number of decimal places for each numeric data type is as follows:</p> <ul style="list-style-type: none"> <li>• Currency: 0</li> <li>• Decimal, Percent: 2</li> </ul> <p>The Number data type does not use decimals.</p>

Item	Description
Use 1000's separator	<p>Specifies whether the selected <b>Data Type</b> uses a thousands separator:</p> <ul style="list-style-type: none"> <li>• If enabled (default), numbers show with a thousands separator, such as 1,000.</li> <li>• If disabled, numbers do not use a thousands separator, such as 1000.</li> </ul>
Negative number format	<p>The format used by the selected <b>Data Type</b> 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).</p> <p>The default negative number format for each numeric data type is as follows:</p> <ul style="list-style-type: none"> <li>• Decimal, Number, Percent: Minus sign</li> <li>• Currency: Red text in parentheses</li> </ul>

#### 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	<p>The format used by the selected <b>Data Type</b> 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:</p> <ul style="list-style-type: none"> <li>• Date: 10/15/2020</li> <li>• Date Time: 10/15/2020 13:25</li> </ul> <p><b>NOTE:</b> 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.</p>
Custom Date format or Custom Date Time format	<p>Use this field to define the custom date or date-time format, if <b>Custom</b> is specified as the <b>Date format</b> or <b>Date Time format</b>. For more information on the syntax to define custom date and date-time formats, see <a href="#">Custom formats</a>.</p>

## ► 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 screenshot shows the AXIOM Intelligence Center interface. The main report is titled 'Budget to Actuals' and is filtered for 'Corporate' data through June 2022. The table displays financial data for four regions: Asia, Corporate, Europe, and North America. The columns are WorldRegion, Q1 Actuals, Q2 Actuals, Q1 Budget, and Q2 Budget. A callout bubble points to the 'Q2 Budget' column header with the text 'Click on a column name to configure it'. On the right side, the 'Column Configuration' panel is open, showing the 'General' tab with various settings like Column, Header, Column width, Alignment, Number format, Aggregation, and Data filter.

WorldRegion	Q1 Actuals	Q2 Actuals	Q1 Budget	Q2 Budget
Asia (Asia region)	\$59,065,030	\$58,174,791	\$33,016,385	\$34,789,159
Corporate (Corporate departments)	\$11,786,889	\$7,370,832	\$6,102,973	\$6,290,837
Europe (Europe region)	\$30,716,594	\$30,422,551	\$1,202,834	\$1,223,440
North America (North America region)	\$760,989,716	\$750,407,151	\$153,881,599	\$139,551,224

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	<p>The following information displays at the top of the panel to identify the column:</p> <ul style="list-style-type: none"> <li> <b>Column:</b> If the column is a table column, the full Table.Column path displays for your reference.           <div data-bbox="558 417 1052 688" style="border: 1px solid #ccc; padding: 5px; margin: 10px 0;"> <p style="text-align: center;">Column Configuration</p> <p style="text-align: center;">General    Advanced</p> <hr/> <p>Column BGT2020.Q1</p> </div> </li> <li> <b>Calculation:</b> 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 <b>Edit Calculated Column</b> dialog and edit the calculation as needed.           <div data-bbox="558 867 1052 1171" style="border: 1px solid #ccc; padding: 5px; margin: 10px 0;"> <p style="text-align: center;">Column Configuration</p> <p style="text-align: center;">General    Advanced</p> <hr/> <p>Calculation</p> <div style="border: 1px solid #ccc; padding: 2px; display: flex; align-items: center;"> <span>{{Q1 Actuals} - {Q1 Budget}} / {Q...</span> <span style="margin-left: 5px; color: #0070c0; font-size: 1.2em;">✎</span> </div> </div> </li> <li> <b>Default column:</b> 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.           <div data-bbox="558 1350 959 1722" style="border: 1px solid #ccc; padding: 5px; margin: 10px 0;"> <p style="text-align: center;">Column Configuration</p> <p style="text-align: center;">General</p> <hr/> <p>Dynamic column parameter</p> <div style="border: 1px solid #ccc; padding: 2px; display: flex; align-items: center;"> <span>DeptGroup</span> <span style="margin-left: 5px;">▼</span> </div> <p>Default column DEPT.Dept</p> </div> </li> </ul>

Item	Description
Dynamic column parameter	<p>The Column List report parameter to associate with the dynamic column. Only applies when the current column is a dynamic column.</p> <p>For more information, see <a href="#">Using Column List report parameters</a>.</p>
Header	<p>The header text to display on the column header. Enter the desired header text.</p> <ul style="list-style-type: none"> <li>• If the column is a table column, the column name is used as the header text by default.</li> <li>• If the column is a calculated column, the text "Calculation" is used as the header text by default.</li> </ul> <p>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 <b>Dynamic</b>.</p>
Column width	<p>The width of the column in the grid, in pixels. Enter the desired column width as a whole integer between 30 and 600.</p> <p>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 <b>Column width</b> 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 <a href="#">Configuring grid properties in a web report</a>.</p>
Alignment	<p>The alignment of the column values. Select one of the following: <b>Default, Left, Right, Center</b>.</p> <p>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 <a href="#">Configuring grid properties in a web report</a>.</p>

Item	Description
Number Format	<p>Select <b>Formatting Properties</b> 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:</p> <ul style="list-style-type: none"> <li>• <b>Default:</b> 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 <b>Default</b> and the grid-level defaults are changed, the column will update to use the new default number format. For more information, see <a href="#">Numeric default properties</a>.</li> <li>• <b>Currency, Decimal, Number, Percent, or Dimension:</b> 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 width and alignment.</li> <li>• <b>Custom:</b> The column uses a custom number format as defined in the column properties. Click <b>Override default formatting</b> to work with custom number formats.</li> </ul> <p>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.</p> <ul style="list-style-type: none"> <li>◦ <b>Decimal places:</b> Specify the number of decimal places to display, from 0 to 10.</li> <li>◦ <b>Use 1000's separator:</b> Specify whether the number uses a thousands separator or not.</li> <li>◦ <b>Negative number format:</b> Specify the format to use for negative numbers.</li> </ul> <p>This option is not available for use with dynamic columns.</p>
Aggregation	<p>Select <b>Data Properties</b> 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.</p> <p>If you want to override the default aggregation type for a database column, select an aggregation type.</p>
Data filter	<p>Select <b>Data Properties</b> 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 <a href="#">Using column filters</a>.</p>

Item	Description
Enable filter	<p>Specifies whether report viewers can filter the report based on the column contents.</p> <ul style="list-style-type: none"> <li>• If enabled (default), and if <b>Enable Column Filters</b> is enabled in the <a href="#">Grid Configuration properties</a>, 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.</li> <li>• If disabled, then the filter icon is not available on the column.</li> </ul> <p>This property does not apply to any column in the grid if <b>Use fixed rows</b> is enabled in the <a href="#">Grid Configuration properties</a>. Fixed row reports do not support end-user column filtering.</p>
Hide column	<p>Specifies whether the column is hidden in the report. Does not apply to columns used as row dimensions.</p> <ul style="list-style-type: none"> <li>• 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.</li> <li>• If disabled (default), then the column is visible.</li> </ul>
Show description	<p>Select <b>Display Properties</b> to work with configure the description text.</p> <p>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.</p> <ul style="list-style-type: none"> <li>• 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.</li> </ul> <p>When this option is enabled, the <b>Description display format</b> field becomes available. Select the desired display format from this list. By default, the format <b>Description (Value)</b> is used.</p> <ul style="list-style-type: none"> <li>• If disabled, then only the dimension values display. For example, if the column is Acct then only the account codes will display.</li> </ul> <p><b>NOTE:</b> If the dimension table has multiple description columns (meaning columns where <b>Describes Key</b> is <b>True</b>), then the first description column is used.</p> <p>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.</p>

Item	Description
Include in total row	<p>Specifies whether the column is included in the total row, if a total row is enabled in the <a href="#">Grid Configuration properties</a>. Does not apply to columns used as row dimensions.</p> <p>Select one of the following:</p> <ul style="list-style-type: none"> <li>• <b>Default:</b> 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).</li> <li>• <b>Include:</b> Override the default behavior and include the column in the total row.</li> <li>• <b>Exclude:</b> Override the default behavior and exclude the column from the total row.</li> </ul> <p>If a column is included in the total row, it is treated as follows:</p> <ul style="list-style-type: none"> <li>• 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.</li> <li>• Calculated columns apply their calculation to the total row.</li> </ul> <p>This option does not apply if <b>Use fixed rows</b> is enabled in the <a href="#">Grid Configuration properties</a>. Columns will be included or excluded in subtotal or total rows using the default behavior.</p>
Date part to retrieve	<p>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 <a href="#">Date part and format options</a>.</p>
Date format	<p>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 <b>Date part to retrieve</b>. For more information, see <a href="#">Date part and format options</a>.</p> <p>The label and visibility of this setting varies depending on the selected date part. For example, if you select <b>Month</b> as the date part, then the label for this setting is <b>Month format</b>. If you select a date part that does not have any formatting options, such as <b>Year</b>, then this setting is hidden.</p>

## ► 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)	<p>The header text to display on the column header. Enter the desired header text.</p> <p><b>NOTES:</b></p> <ul style="list-style-type: none"><li>• This is the same property that displays on the <b>General</b> tab as <b>Header</b>. The header text can be edited from either tab.</li><li>• The <b>(row 1)</b> label only displays if <b>Multi-row header</b> has been enabled. In this case, the property defines the header text for the top row of the multi-row header.</li></ul>
Header text (row 2)	<p>The header text to display on the second row of the column header. Enter the desired header text.</p> <p>This property is only available if <b>Multi-row header</b> has been enabled.</p>
Multi-row header	<p>Specifies whether the column header has multiple rows:</p> <ul style="list-style-type: none"><li>• If enabled, then the header text property updates so that there are two properties: <b>Header text (row 1)</b> and <b>Header text (row 2)</b>. The default header text populates row 1. You can define additional text to display on row 2.</li><li>• If disabled (default), then only one row of header text can be defined.</li></ul> <p>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.</p> <p>If you just want a single row of header text that wraps, you can leave this option disabled and then enable <b>Autowrap header text</b>.</p>
Autowrap header text	<p>Specifies whether header text wraps:</p> <ul style="list-style-type: none"><li>• If enabled, then header text that exceeds the column width will wrap. If <b>Multi-row header</b> is enabled, both rows of header text will wrap individually.</li><li>• 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.</li></ul>

Item	Description
Header alignment	<p>The alignment of the header text. Select one of the following: <b>Default</b>, <b>Left</b>, <b>Right</b>, <b>Center</b>. All column headers use <b>Default</b> alignment by default.</p> <p>By default, the header text uses the same alignment as the column contents (as determined by the <b>Alignment</b> property on the <b>General</b> 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.</p>

### Link Properties

For more information on using hyperlink columns in web reports, see [Displaying hyperlinks in web reports](#).

Item	Description
Enable link	<p>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.</p> <p>If this option is enabled, then the additional link properties in this section become available; otherwise they are hidden.</p>
Link type	<p>Specifies the type of link to display in the column:</p> <ul style="list-style-type: none"> <li>• <b>Custom:</b> You specify the relative URL for the hyperlink, including using variables to dynamically incorporate the current column value in the URL.</li> <li>• <b>Plan file:</b> Axiom Strategy Management dynamically generates a hyperlink to the plan file associated with each row. In order to use this option, the report must have a specified <b>File group context</b> in the Report Configuration properties, and the row dimension must be the key column of the plan code table for that file group.</li> </ul> <p><b>NOTE:</b> 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.</p>

Item	Description
URL	<p data-bbox="354 254 1386 359">Specifies the URL to use in the hyperlink column. Enter a relative location in the Axiom Strategy Management system. The URL can use variables as needed so that the URL value is dynamic per row of the report.</p> <p data-bbox="354 386 1406 527">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:</p> <pre data-bbox="435 552 1187 611">https://mycompany.axiom.cloud/process/ processdefinitionID/planfile?planvalue=plancode</pre> <p data-bbox="354 638 1401 743">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 <code>{value}</code> variable can be used for this purpose. The following relative URL with a variable would be entered into the URL field:</p> <pre data-bbox="435 768 1086 795">/process/16682/planfile?planvalue={value}</pre> <p data-bbox="435 823 1365 888"><b>NOTE:</b> The relative URL can be entered with or without the beginning forward slash.</p> <p data-bbox="354 928 1390 993">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:</p> <pre data-bbox="435 1018 1393 1077">https://mycompany.axiom.cloud/process/16682/planfile?planval ue=22000</pre> <p data-bbox="354 1104 1406 1209">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.</p> <p data-bbox="354 1236 1395 1377"><b>NOTE:</b> The URL property only displays if the specified link type is custom, or if the <b>Link type</b> 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 Strategy Management.</p>

Item	Description
Link text	<p>Specifies the display text for the hyperlink column. Enter the desired text, using variables as needed. Keep in mind the following:</p> <ul style="list-style-type: none"> <li>• 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.</li> <li>• The variable <code>{value}</code> 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.</li> <li>• The variable <code>{formattedvalue}</code> 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 <code>{formattedvalue}</code> 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.</li> </ul>
Link tooltip	<p>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 <b>Link text</b> property also applies to this property.</p>
Open link in new tab	<p>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.</p>

### ► 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.

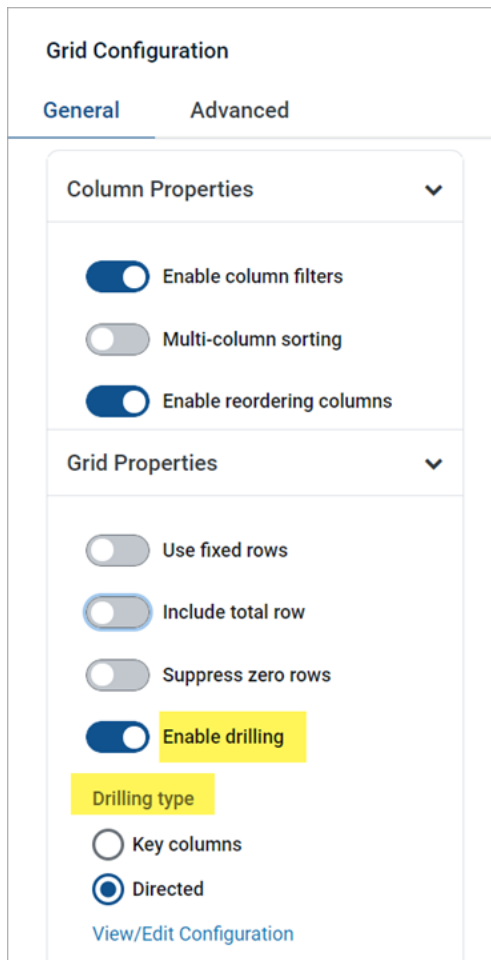
## Configuring drilling for web reports

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.

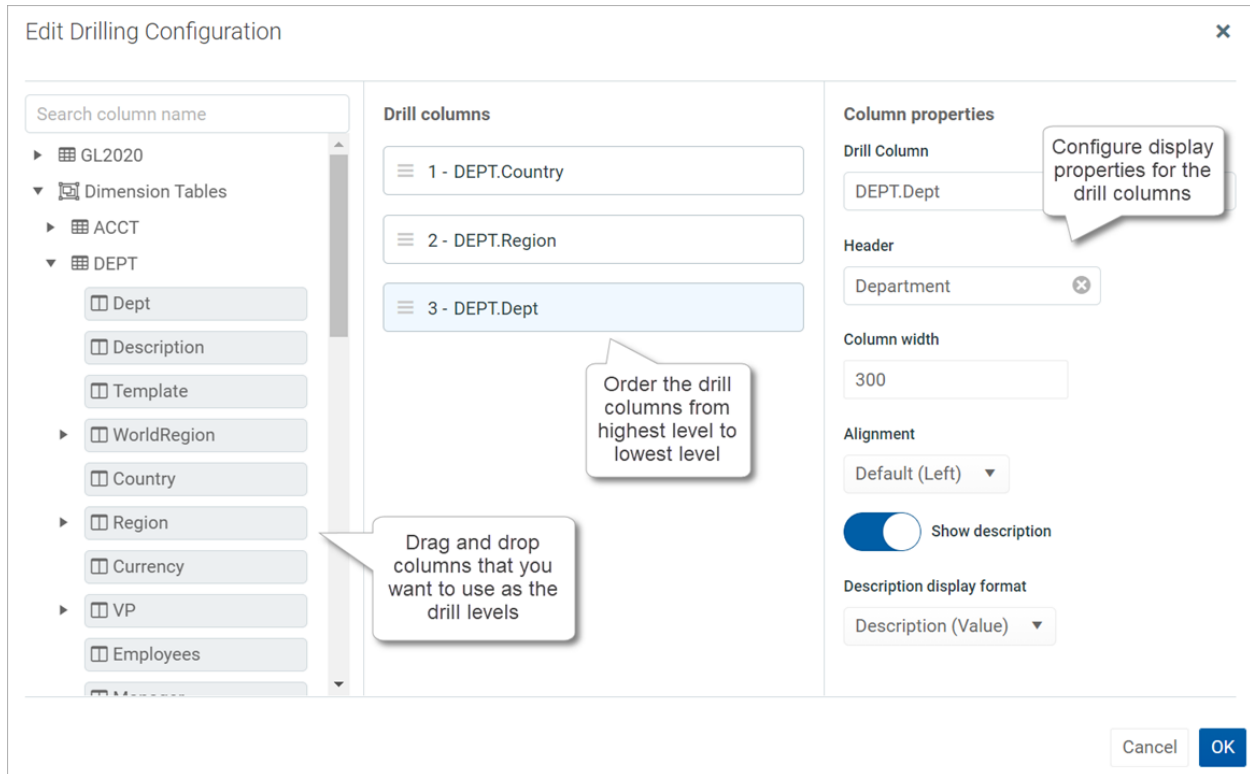
#### To define drilling paths:

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: <b>Default, Left, Right, Center.</b> 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 <a href="#">Configuring grid properties in a web report.</a>

Item	Description
Show description	<p>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.</p> <ul style="list-style-type: none"> <li>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.</li> </ul> <p>When this option is enabled, the <b>Description display format</b> field becomes available. Select the desired display format from this list. By default, the format <b>Description (Value)</b> is used.</p> <ul style="list-style-type: none"> <li>If disabled, then only the dimension values display. For example, if the column is Acct then only the account codes will display.</li> </ul> <p><b>NOTE:</b> If the dimension table has multiple description columns (meaning columns where <b>Describes Key</b> is <b>True</b>), then the first description column is used.</p>

### ► 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.

WorldRegion	Q1 2020	
	Q1 Actuals	Q1 Budget
 Asia  Drill to Country Europe	\$6,989,316	\$5,416,397
North America	\$32,766,656	\$35,609,235

- 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.

► Using DateParts 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.

The screenshot shows the 'Edit Drilling Configuration' dialog box. On the left, there are search fields for tables and columns, with 'BGT2020' and 'Dimension Tables' listed. The central 'Drill columns' section contains a list of four items: '1 - DEPT.Dept\_Date', '2 - DEPT.Country', '3 - DEPT.Region', and '4 - DEPT.Dept'. The right-hand 'Column properties' section is configured for 'DEPT.Dept\_Date', showing a header of 'Dept\_Date', a width of 300, left alignment, and the date part set to 'YearMo'. The dialog concludes with 'Cancel' and 'OK' buttons at the bottom left.

Once configured, the values are shown by the year and month.

## Report Preview

### New Report

Drill Path ×

WorldRegion = Europe (Europe regi...  
By Dept\_Date

Dept_Date	YTD	TOT
201901	\$4,442	\$10,595
201906	\$0	\$0
<b>Total</b>	<b>\$4,442</b>	<b>\$10,595</b>

#### ► 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.

WorldRegion	Q1 Actuals
<div style="display: flex; align-items: center;"> <span style="font-size: 1.2em; margin-right: 5px;">Q</span> <span style="margin-right: 5px;">Asia</span> <div style="border: 1px solid gray; padding: 5px; background-color: #f0f0f0;"> <span style="font-size: 0.8em;">Drill by ACCT</span>  <span style="font-size: 0.8em;">Drill by Dept</span> </div> </div>	\$6,989,316
	\$473,158
North America	\$32,766,656

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.

AXIOM Intelligence Center						
Budget to Actuals   Corporate						
Through June 2022						
Drill Path ✕		WorldRegion = Europe By Country		Country = UK By Region		
Region	Q1			Q2		
	Q1 Actuals	Q1 Budget	Difference	Q2 Actuals	Q2 Budget	Difference
United Kingdom Sales Region (UK)	\$161,771	\$247,830	-34.73%	\$237,089	\$244,075	-2.86%

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

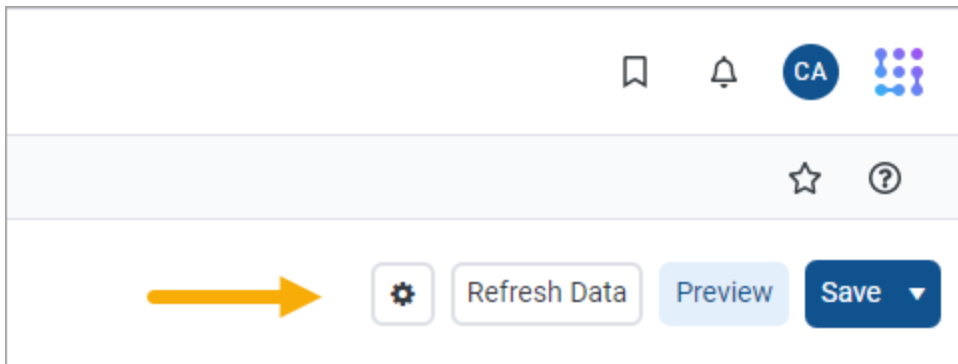
Process columns are not available for use in the Report Builder unless the report is associated with a file group. This association is made in the Report Configuration properties.

#### Primary table prerequisite

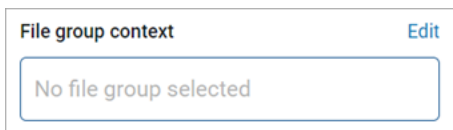
Process reporting will only work if the primary table selected as the **Data Context** for the report is compatible with the plan code table for the file group. In the majority of cases you should select the plan code table itself. For example, if the plan code table is Dept, then you should select Dept 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.

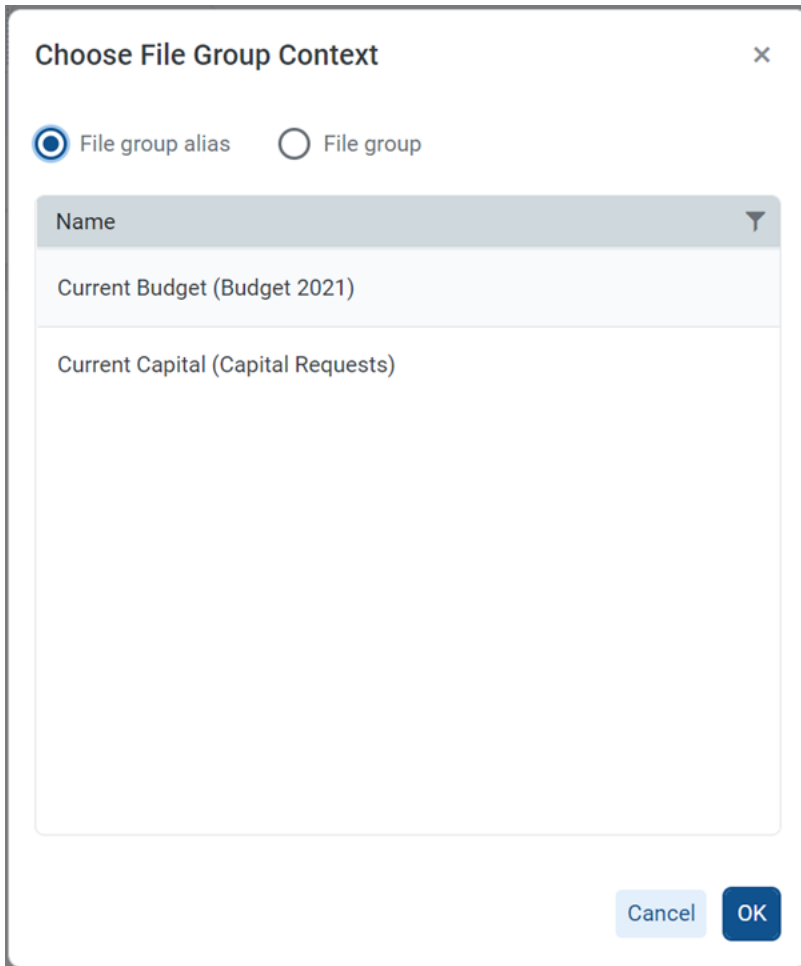


2. In the **Report Configuration** properties, click the **Edit** link above the **File group context** box.



3. In the **Choose File Group Context** dialog, select a file group or a file group alias, then click **OK**.

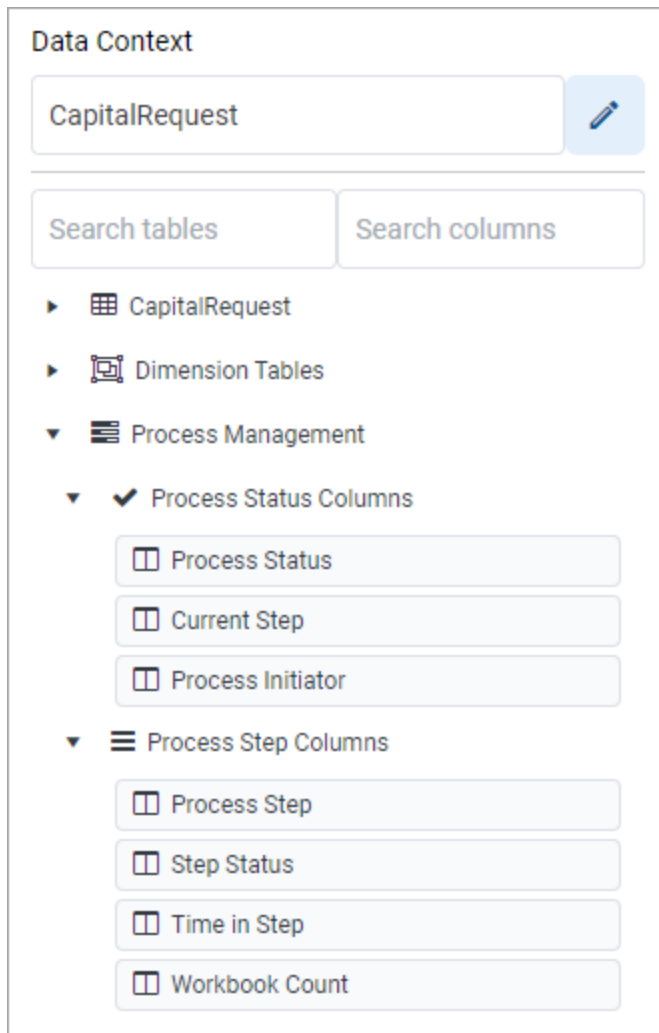
Use the radio buttons at the top of the list to toggle between viewing file group aliases or file groups. When viewing file group aliases, the name of the file group that is currently assigned to the alias displays in parentheses after the alias name.



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. <ul style="list-style-type: none"><li>• By default, the column is configured to show as Value (Description), where Value is the step number and Description is the step name.</li><li>• You can use the <b>Description display format</b> option in the <b>Column Configuration</b> panel to change the display format—for example, to display as Description Only or as Value - Description.</li><li>• If you want to display just the step number, disable the <b>Show description</b> option in the <b>Column Configuration</b> panel.</li></ul>
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	<p>Returns the name and/or number of the step. When using process step columns, this column should be a row dimension for the report.</p> <ul style="list-style-type: none"> <li>• By default, the column is configured to show as Value (Description), where Value is the step number and Description is the step name.</li> <li>• You can use the <b>Description display format</b> option in the <b>Column Configuration</b> panel to change the display format—for example, to display as Description Only or as Value - Description.</li> <li>• If you want to display just the step number, disable the <b>Show description</b> option in the <b>Column Configuration</b> panel.</li> </ul> <p>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.</p>
Step Status	<p>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.</p>
Time In Step	<p>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".</p> <p>If the row dimension for the report is set to just the Process Step column, then the <b>Aggregation</b> for the Time In Step column should be changed to <b>Average</b> 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.</p> <p><b>NOTE:</b> 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.</p>

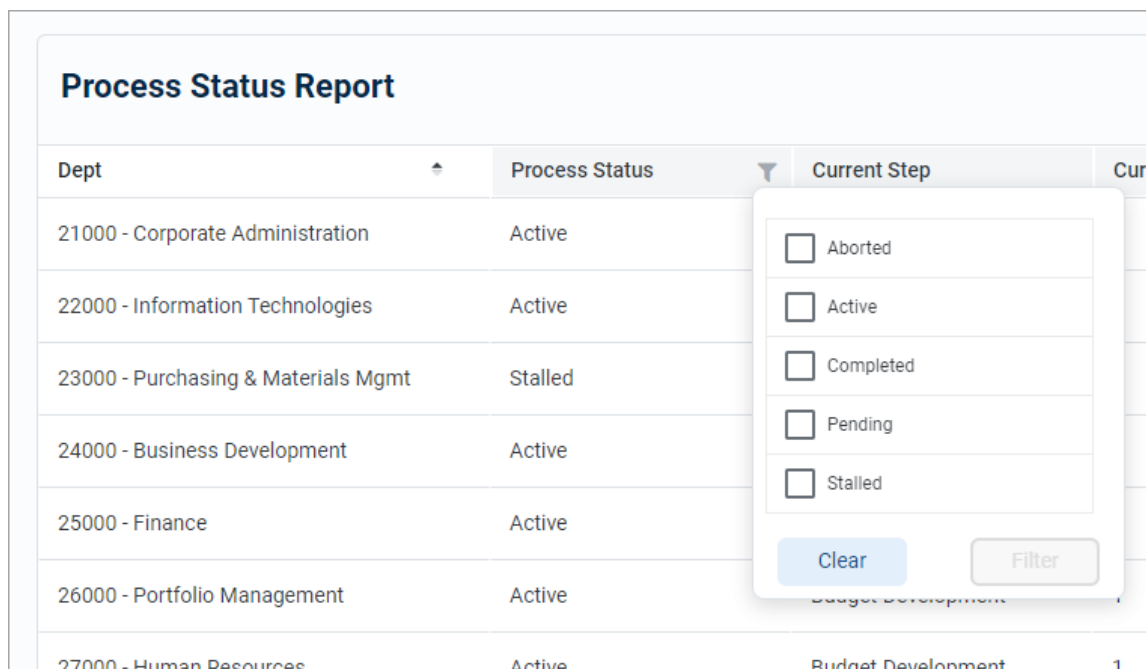
Column Name	Description
Workbook Count	Returns the count of workbooks that have been active in the step. This column is only useful when the row dimension is set to just the Process Step column, so that you can see the count for all plan codes that have been active in the step. If the key column of the 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 10/10/2022, 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	<p>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.</p> <p>By default, this property is set to <b>Full Date</b> or <b>Full DateTime</b>, which means the column will return the full date or date-time value. You can then use the <b>Date format</b> property to specify how this value should display in the report.</p> <p>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 <a href="#">Date part and format options</a>.</p>
Date format	<p>Specifies the display format for the date or date-time values. The available formatting options depend on the specified <b>Date part to retrieve</b>. Some date parts, such as Year, do not have additional formatting options, in which case this property does not display.</p> <p>The label of this property varies depending on the selected date part. For example, if you select <b>Month</b> as the date part, then the label for this setting is <b>Month format</b>.</p> <p>For more information on the available formats for each date part, see <a href="#">Date part and format options</a>.</p>

Item	Description
Custom Date Format	Specifies the custom format to use for the full date or date-time value, if the <b>Date format</b> property is set to <b>Custom</b> . For more details on the available options to define default custom formats, see <a href="#">Custom formats</a> .

**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**.

The screenshot shows a 'Data filter' configuration panel. At the top right is an 'Edit' link. Below it is a text input field containing 'No filter defined'. There are two toggle switches: 'Enable filter' (which is turned on) and 'Hide column' (which is turned off). Below the toggles are two dropdown menus. The first is labeled 'DateTime part to retrieve' and has 'Fiscal month' selected. The second is labeled 'Month format' and has '1 - January' selected.

*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	<p>Use the full date stored in the column. Only applies to Date columns.</p> <p>This option is the default date part for Date columns.</p>	<ul style="list-style-type: none"> <li>• <b>Default</b></li> <li>• <a href="#">Custom</a></li> <li>• ShortMonth Year (Oct 2022)</li> <li>• Month Year (October 2022)</li> <li>• Month/Date/Year as Date (10/15/2022)</li> <li>• Day, Month Date, Year (Thursday, October 15,2022)</li> <li>• YearMonth as Number (202210)</li> <li>• YearMonthDay as Number (20221015)</li> </ul> <p>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 <a href="#">Configuring grid properties in a web report</a>.</p>
Full DateTime	<p>Use the full date-time stored in the column. Only applies to DateTime columns.</p> <p>This option is the default date part for DateTime columns.</p>	<p>Same as Full Date, plus the following additional options:</p> <ul style="list-style-type: none"> <li>• Month/Date/Year Hour:Minute as DateTime (10/15/2022 13:25)</li> <li>• Month/Date/Year Hour:Minute:Second DayPeriod as DateTime (10/15/2022 1:25:00 PM)</li> <li>• Day, Month Date, Year Hour:Minute:Second DayPeriod (Thursday, October 15, 2022 1:25:00 PM)</li> <li>• YearMonthDate Hour:Minute as Number (20221015 13:25)</li> </ul> <p>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 <a href="#">Configuring grid properties in a web report</a>.</p>
Date Only	<p>Use the date part of the date-time. Only applies to DateTime columns.</p>	<p>Same formats that are available for Full Date.</p>

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.	<ul style="list-style-type: none"> <li>Number of the Quarter (1-4)</li> <li><b>Number of the Quarter with Prefix (Q1)</b></li> <li>Text Description (1st quarter)</li> </ul>
Month	Use the month part of the date.	<ul style="list-style-type: none"> <li>Number of the Month (1-12)</li> <li>Number of the Month with 2-Digits (01)</li> <li>Short Name of the Month (Jan)</li> <li><b>Name of the Month (January)</b></li> </ul>
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.	<ul style="list-style-type: none"> <li>Number of the Day (1-7)</li> <li>2-Letter Abbreviation for the Day (Su)</li> <li>Short Name of the Day (Sun)</li> <li><b>Name of the Day (Sunday)</b></li> </ul>
Hour	Use the hour of the date-time. Only applies to DateTime columns.	<ul style="list-style-type: none"> <li>24-Hour Clock Number (0-23)</li> <li><b>12-Hour Clock with Day Period (1 AM)</b></li> <li>24-Hour Clock as Hundreds (100)</li> </ul>
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 7/1/2022 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.	<ul style="list-style-type: none"> <li>• Number of the Quarter (1-4)</li> <li>• <b>Number of the Quarter with Prefix (Q1)</b></li> <li>• Text Description (1st quarter)</li> </ul>

Date Part	Description	Format
Fiscal Month	Use the fiscal month that the date belongs to.	<ul style="list-style-type: none"> <li>• <b>Number of the Month (1-12)</b></li> <li>• Number of the Month with 2-Digits (01)</li> <li>• Number And Short Name of the Month (1 - Jan)</li> <li>• Number And Name of the Month (1- January)</li> </ul>

### ► 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	<ul style="list-style-type: none"> <li>• For the abbreviated day name (Sun), use one upper-case letter (E).</li> <li>• For the full name (Sunday), use four upper-case letters (EEEE).</li> <li>• For the numerical day of the week (1), use one lower-case letter (e). Sunday is the first day.</li> </ul>
Hour	H or h	<ul style="list-style-type: none"> <li>• For the hour in the 12-hour clock (1-12), use one or two lower-case letters (h or hh). hh enforces two digits.</li> <li>• For the hour in the 24 hour clock (0-23), use one or two upper-case letters (H or HH). HH enforces two digits.</li> </ul> <p><b>NOTE:</b> Use k if you want to display the 24 hour clock as 1-24 instead of 0-23.</p>
Minutes	m	For the minutes number (1), use one or two letters (m or mm). mm enforces 2 digits.
Month	M	<ul style="list-style-type: none"> <li>• For the numerical month (1), use one or two letters (M or MM). MM enforces 2 digits.</li> <li>• For the short name (Jan), use three letters (MMM).</li> <li>• For the wide name (January), use four letters (MMMM).</li> </ul>

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	<ul style="list-style-type: none"> <li>For the numerical quarter (1), use one or two letters (Q or QQ). QQ enforces 2 digits.</li> <li>For the abbreviation (Q1), use three letters (QQ).</li> <li>For the text description (1st quarter), use four letters (QQQQ).</li> </ul>
Year	y	<ul style="list-style-type: none"> <li>To render the full year (2022), use one letter (y).</li> <li>To render a two-digit year (20), use two letters (yy).</li> </ul>

For example, to render a date as 2022 Oct 10, you would enter the following into the **Custom Date Format box**: y MMM d.

**Date part to retrieve**

Full Date ▼

---

**Date format**

Custom ▼

---

**Custom Date Format**

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 Strategy Management 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 Strategy Management system. When using this option, Axiom Strategy Management 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.

Process Status					
By Department					
Dept	Process Status	Current Step	Current Step Name	Total	More Information
21000 - Corporate Administration	Active	2	Management Approval	\$109,424	<a href="#">Open routing page for 21000</a>
22000 - Information Technologies	Active	2	Management Approval	\$446,802	<a href="#">Open routing page for 22000</a>
23000 - Purchasing & Materials Mgmt	Active	3	Management Edits	\$129,671	<a href="#">Open routing page for 23000</a>
24000 - Business Development	Active	3	Management Edits	\$29,110	<a href="#">Open routing page for 24000</a>
25000 - Finance	Active	2	Management Approval	\$169,733	<a href="#">Open routing page for 25000</a>
26000 - Portfolio Management	Active	3	Management Edits	\$105,420	<a href="#">Open routing page for 26000</a>
27000 - Human Resources	Active	2	Management Approval	\$113,366	<a href="#">Open routing page for 27000</a>
28000 - Facilities	Active	3	Management Edits	\$851,278	<a href="#">Open routing page for 28000</a>
29000 - Legal	Active	2	Management Approval	\$137,963	<a href="#">Open routing page for 29000</a>
40000 - Los Angeles - Store 3400	Active	3	Management Edits	\$17,490,615	<a href="#">Open routing page for 40000</a>
				\$118,326,278	

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.

**Link Properties** ^

Enable link

Link type

URL Insert variable ▼

Link text Insert variable ▼

Link tooltip Insert variable ▼

Open link in new tab

*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	<p data-bbox="354 256 945 285">Specifies the type of link to display in the column:</p> <ul data-bbox="363 302 1406 562" style="list-style-type: none"><li data-bbox="363 302 1406 369">• <b>Custom:</b> You specify the relative URL for the hyperlink, including using variables to dynamically incorporate the current column value in the URL.</li><li data-bbox="363 386 1406 562">• <b>Plan file:</b> Axiom Strategy Management dynamically generates a hyperlink to the plan file associated with each row. In order to use this option, the report must have a specified <b>File group context</b> 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 <a href="#">Setting up a report for plan file links</a>.</li></ul> <p data-bbox="354 579 1367 684"><b>NOTE:</b> 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.</p>

Item	Description
URL	<p>The URL to link on each row. The URL must be to a relative location within the Axiom Strategy Management system. When the report is viewed, the full URL will be generated by appending the relative URL to the current Axiom Strategy Management system address.</p> <p>To make the link dynamic, use the <b>Insert Variable</b> menu above the box to insert a variable for use within the URL. For more information, see <a href="#">Using variables in the link properties</a>.</p> <p>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:</p> <pre>https://mycompany.axiom.cloud/process/ processdefinitionID/planfile?planvalue=plancode</pre> <p>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:</p> <pre>/process/16682/planfile?planvalue={value}</pre> <p><b>NOTE:</b> The relative URL can be entered with or without the beginning forward slash.</p> <p>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:</p> <pre>https://mycompany.axiom.cloud/process/16682/planfile?planvalue=22000</pre> <p>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.</p> <p><b>NOTE:</b> The URL property only displays if the specified link type is custom, or if the <b>Link type</b> 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 Strategy Management.</p>

Item	Description
Link text	<p>Optional. Specifies the display text for the hyperlink column. Enter the desired text, using variables as needed. For more information, see <a href="#">Using variables in the link properties</a>.</p> <p>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.</p>
Link tooltip	<p>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 <a href="#">Using variables in the link properties</a>.</p>
Open link in new tab	<p>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.</p> <p><b>NOTE:</b> If the link type is <b>Plan file</b> and the plan files are spreadsheets that will open in the Axiom Strategy Management Desktop Client, then you should <i>not</i> 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 Strategy Management will first open an empty browser tab and then launch the Desktop Client.</p>

### ► 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}	<p>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.</p> <p>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.</p>
{formattedvalue}	<p>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.</p>

Item	Description
<code>{column: TableName.ColumnName}</code>	<p>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.</p> <p>Edit the variable to replace the <i>TableName.ColumnName</i> text with the desired table column name. For example: <code>{column:Dept.Description}</code></p>
<code>{column: TableName.ColumnName :format}</code>	<p>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.</p> <p>Edit the variable as follows:</p> <ul style="list-style-type: none"> <li>• Replace the <i>TableName.ColumnName</i> text with the desired table column name.</li> <li>• Replace the <i>format</i> text with syntax that indicates the desired numeric format. See the following table for details on this syntax.</li> </ul> <p>For example: <code>{column:BGT2022.m1:\$#,#}</code></p>

**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.

The image shows a 'Report Configuration' panel. At the top, there is a settings gear icon, a 'Refresh Data' button, a 'Preview' button, and a 'Save' button with a dropdown arrow. Below this, the 'Report Configuration' section contains several input fields: 'Title' with the value 'Budget Status', 'Secondary title' (empty), 'Subtitle' with the value 'By Department', and 'Report description' (empty). At the bottom, there is a 'File group context' section with a yellow highlight, containing a text box with 'Current Budget (Budget 2021)' and a close 'x' icon, and an 'Edit' button to its right.

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 Strategy Management 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.

Budget Status

+ Add Secondary Title

By Department

+ ▾
+ ▾

Dept ...

Process Status ...

Current Step ...

Current Step Number ...

Dept	Process Status	Current Step	Current Step Number
21000 - Corporate Administration	Active	Management Approval	2
22000 - Information Technologies	Active	Management Approval	2
23000 - Purchasing & Materials Mgmt	Active	Management Edits	3
24000 - Business Development	Active	Management Edits	3
25000 - Finance	Active	Management Approval	2
26000 - Portfolio Management	Active	Management Edits	3
27000 - Human Resources	Active	Management Approval	2
28000 - Facilities	Active	Management Edits	3
29000 - Legal	Active	Management Approval	2
40000 - Los Angeles - Store 3400	Active	Management Edits	3

1 - 10 of 60 items

Column Configuration

General
Advanced

Header Properties

Header text

Dept

Multi-row header

Autowrap header text

Header alignment

Default (Left) ▾

Link Properties

Enable link

Link type

Plan File ▾

Link text

Insert variable ▾

Link tooltip

Click to open plan file

Open link in new tab

*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 Strategy Management Desktop Client.

Budget Status			
By Department			
Dept	Process Status	Current Step	Current Step Number
<a href="#">21000 - Corporate Administration</a>	Active	Management Approval	2
<a href="#">22000 - Information Technologies</a>	Active	Management Approval	2
<a href="#">23000 - Purchasing &amp; Materials Mgmt</a>	Active	Management Edits	3
<a href="#">24000 - Business Development</a>	Active	Management Edits	3
<a href="#">25000 - Finance</a>	Active	Management Approval	2
<a href="#">26000 - Portfolio Management</a>	Active	Management Edits	3
<a href="#">27000 - Human Resources</a>	Active	Management Approval	2
<a href="#">28000 - Facilities</a>	Active	Management Edits	3

25 items per page 1 - 25 of 60 items

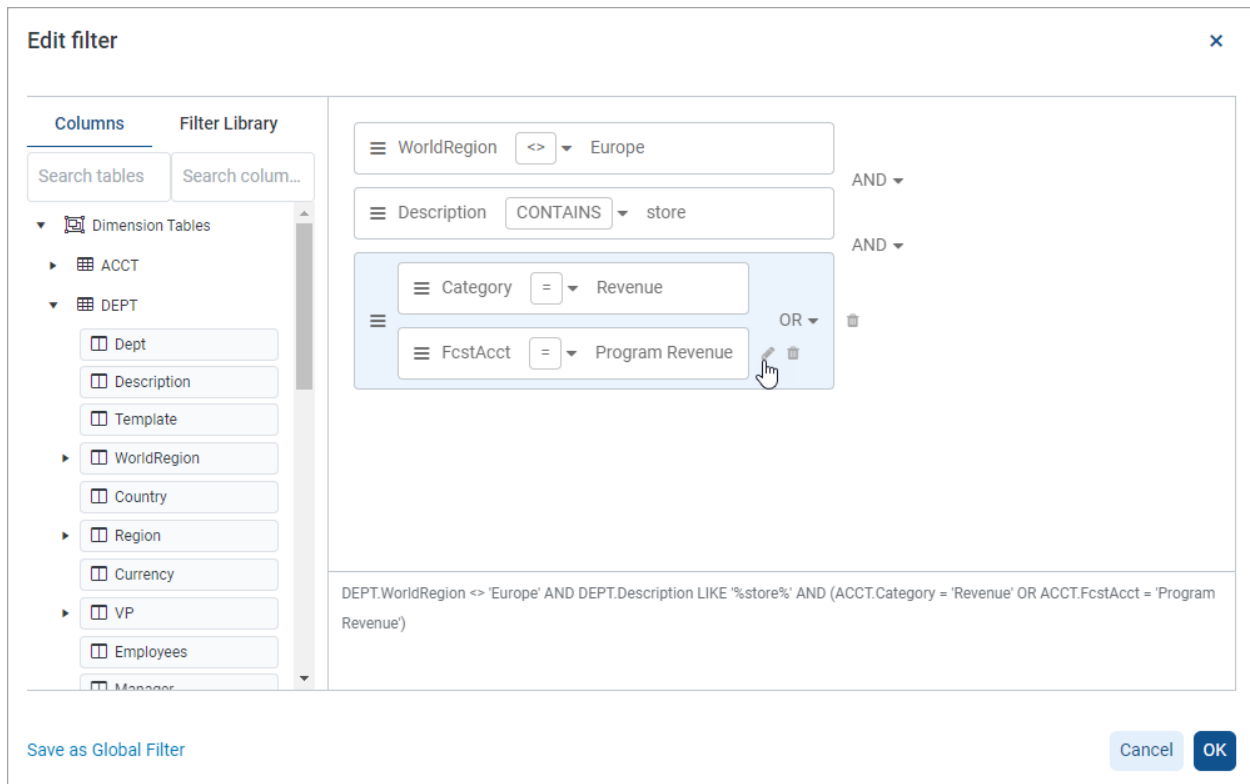
Example report with a column enabled for plan file links

#### 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.

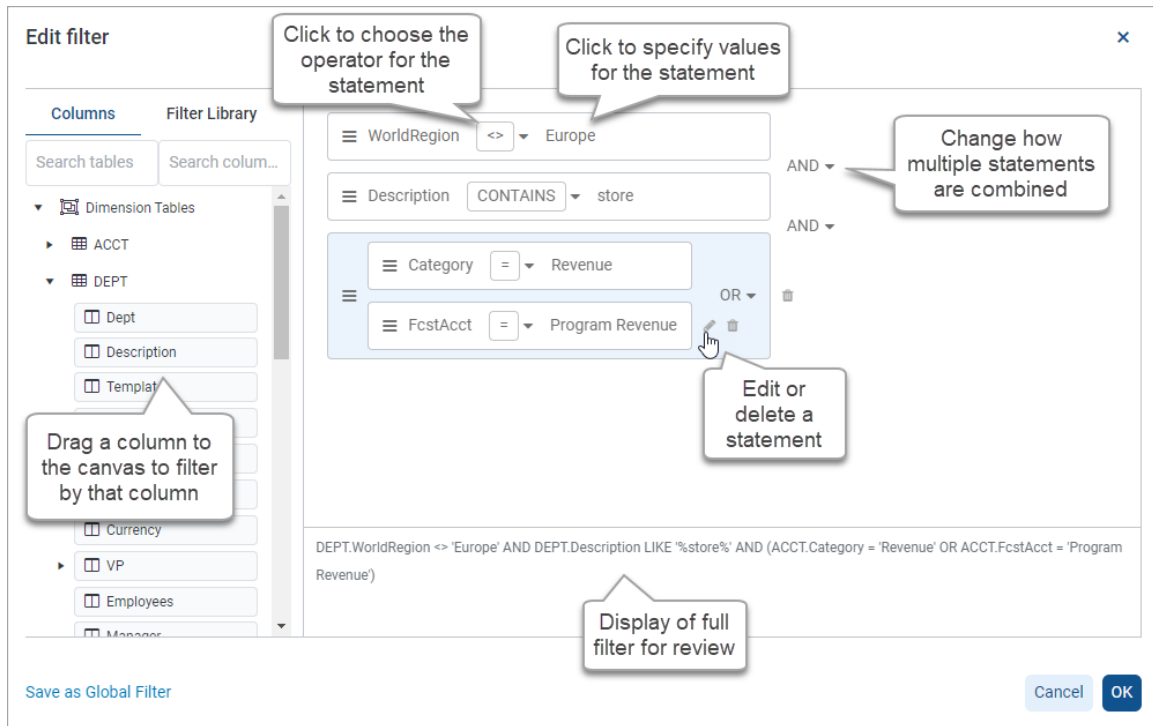
**NOTE:** You can use preexisting global filters instead of creating filter statements, or use global filters in combination with filter statements. Select the **Filter Library** tab, locate the desired filter, and drag and drop it to the filter canvas. For more information, see [Using global filters 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.

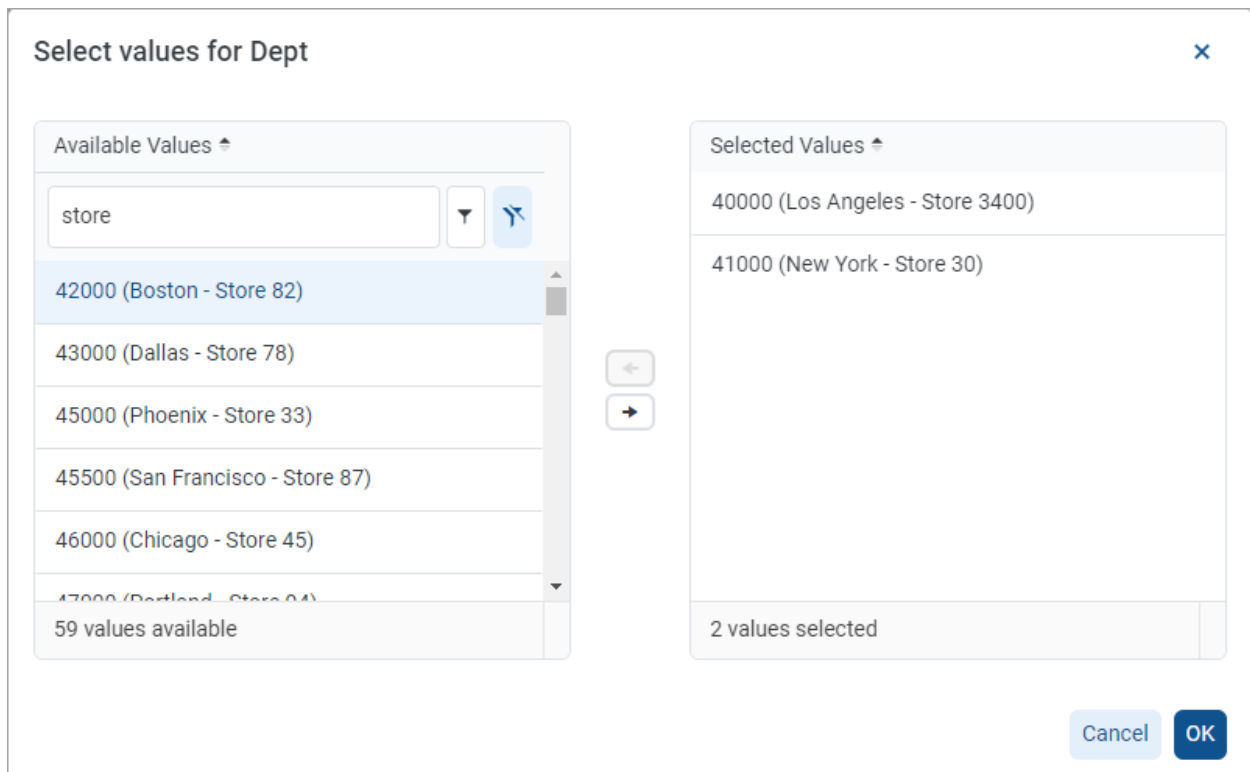
▶ Using the Select Values dialog

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.

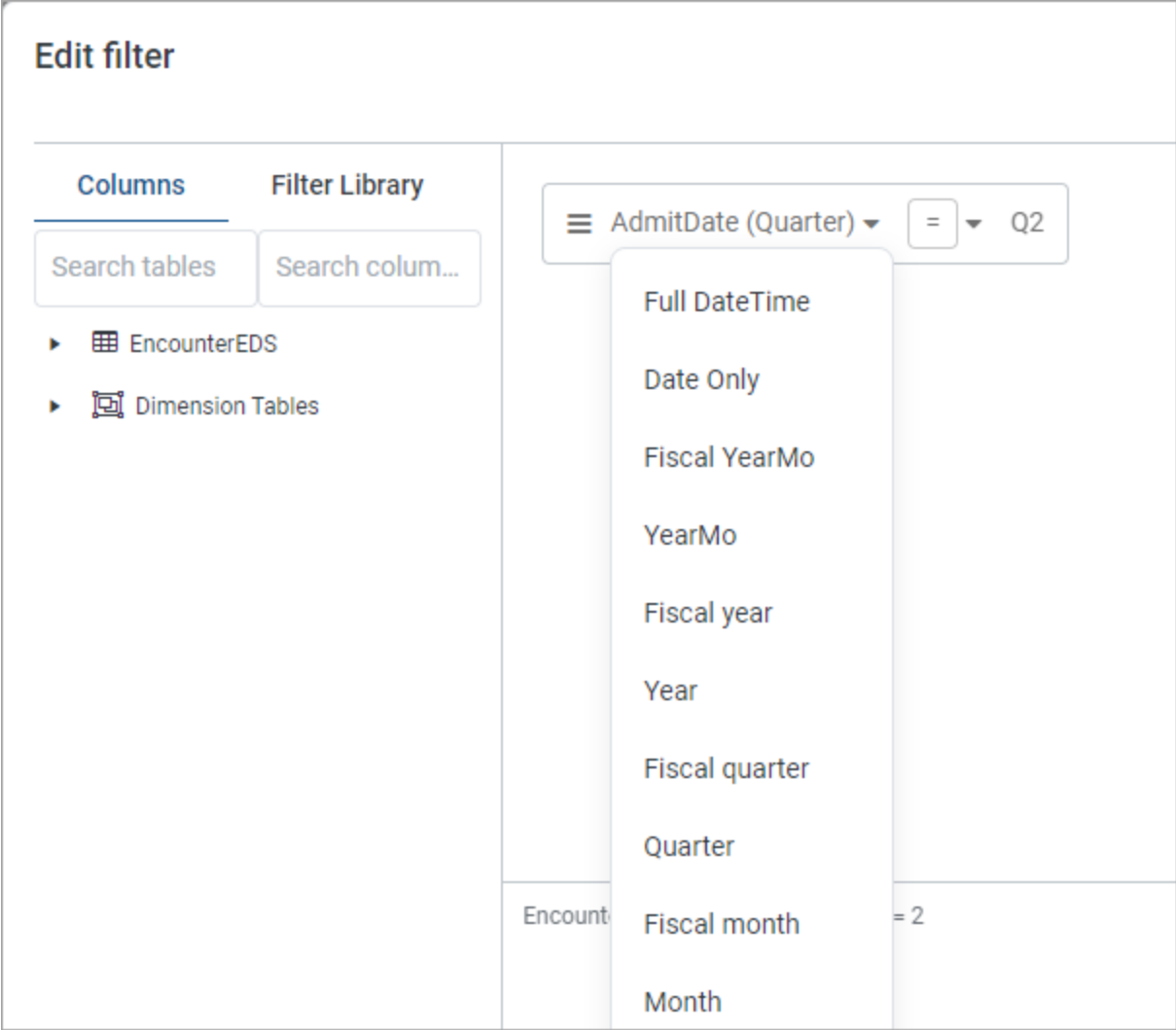
Multiple filter statements can be grouped, combined, and reordered by dragging and dropping the statements, and by changing the AND/OR operator.

**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 Strategy Management 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:**

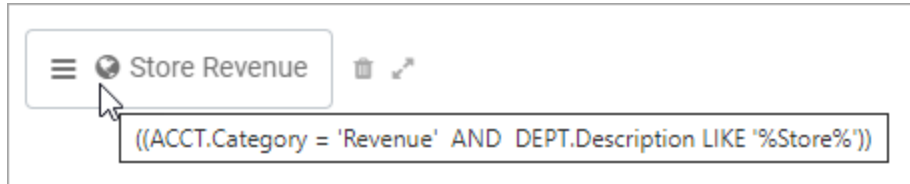
1. In the Filter Wizard, in the left-hand pane, select the **Filter Library** tab.
2. Locate the global filter that you want to use in the Filter Library. You can use the search box above the folder tree to search for a specific filter by name.

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).

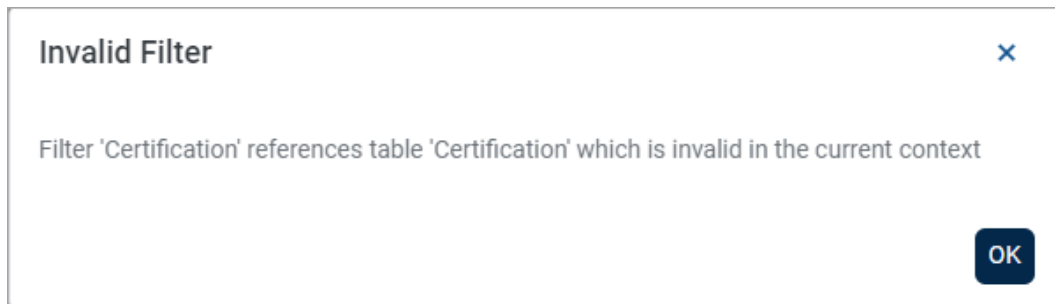
Before the global filter is added to the filter canvas, it is validated to make sure the contents of the global filter are valid in the current context.

- 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).

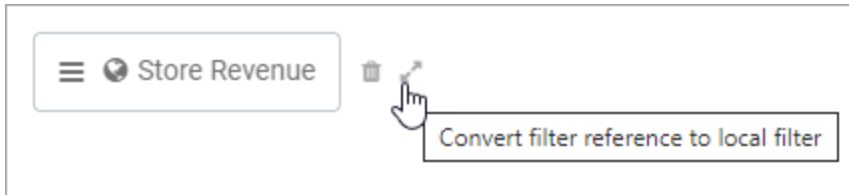
Although security permissions to the Filter Library are required in order to add a global filter to a report, once the filter is present in the report it is treated like part of the report and governed by the report's permissions. It is not necessary to grant filter permissions to users who only need 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	<p>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.</p> <p>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.</p>
Description	<p>Optional. A description of the filter. Currently, filter descriptions do not display in Filter Wizard, but they can be viewed in the Axiom Strategy Management Desktop Client using Axiom Explorer.</p>
Save to folder	<p>The folder in the Filter Library where you want to save the filter.</p> <ul style="list-style-type: none"> <li>• Click the folder icon  to the right of the field.</li> <li>• In the <b>Choose output folder</b> 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.</li> <li>• Click <b>OK</b> to choose the folder and return to the save dialog.</li> </ul> <p>The path to your selected folder now displays in the field.</p>

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 Strategy Management 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.

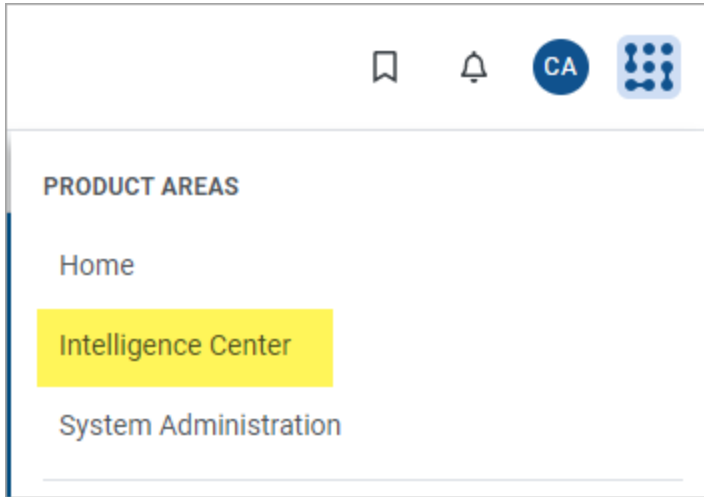
Balance Sheet Trend Validation Report		January	February	March	April	May	June	July	
EOM Balances Consolidated									
<b>Balance Sheet</b>									
Cash & Due From Banks	Section headers	12,287,642	13,674,884	17,682,301	16,638,829	17,288,809	21,812,477	16,860,101	1
<b>Investment Securities</b>									
Short-Term Investments		32,652,374	35,456,410	38,652,968	19,951,862	14,683,400	24,062,652	47,028,544	4
Securities		174,154,704	176,278,507	192,696,470	189,637,415	191,114,031	193,452,280	195,857,851	18
<b>Total Investment Securities</b>		<b>206,807,078</b>	<b>211,734,918</b>	<b>231,349,438</b>	<b>209,589,277</b>	<b>205,797,431</b>	<b>217,514,932</b>	<b>242,886,395</b>	<b>22</b>
<b>Gross Loans</b>									
Commercial & Industrial	Subtotal and total rows	32,158,900	31,926,860	298,031,372	309,747,920	310,310,313	321,055,239	322,858,899	32
SBA	Multiple sections of data rows	32,158,900	31,926,860	37,012,714	34,275,310	33,473,263	35,274,655	34,582,617	3
Direct Financing Leases, Net		32,158,900	31,926,860	32,724,149	31,807,951	31,224,850	30,364,972	30,047,827	2
Construction		159,889,124	161,869,392	168,633,930	174,411,587	179,643,970	185,180,992	186,652,279	18
Land Development		45,896,984	46,463,558	45,353,409	44,767,641	46,373,614	47,242,952	49,057,555	4
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	4
Multifamily		171,648,223	184,298,060	184,489,660	199,277,875	201,266,516	195,362,715	193,902,221	19

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.

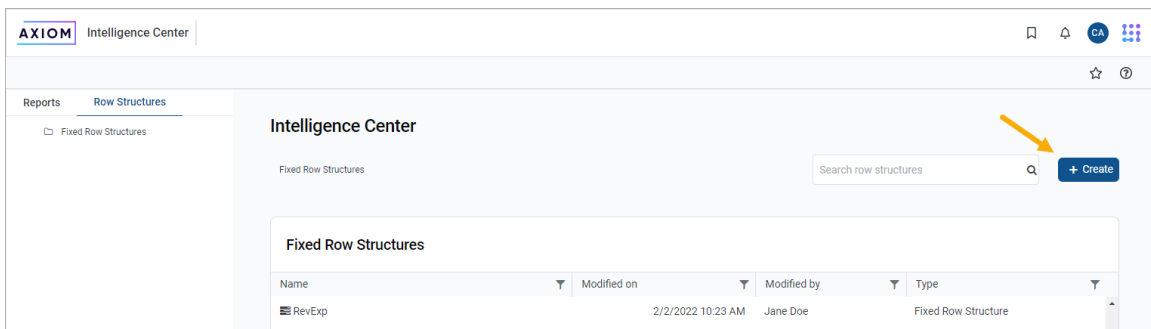
► **Creating fixed row structures**

You can create new fixed row structures as needed for use in web reports.

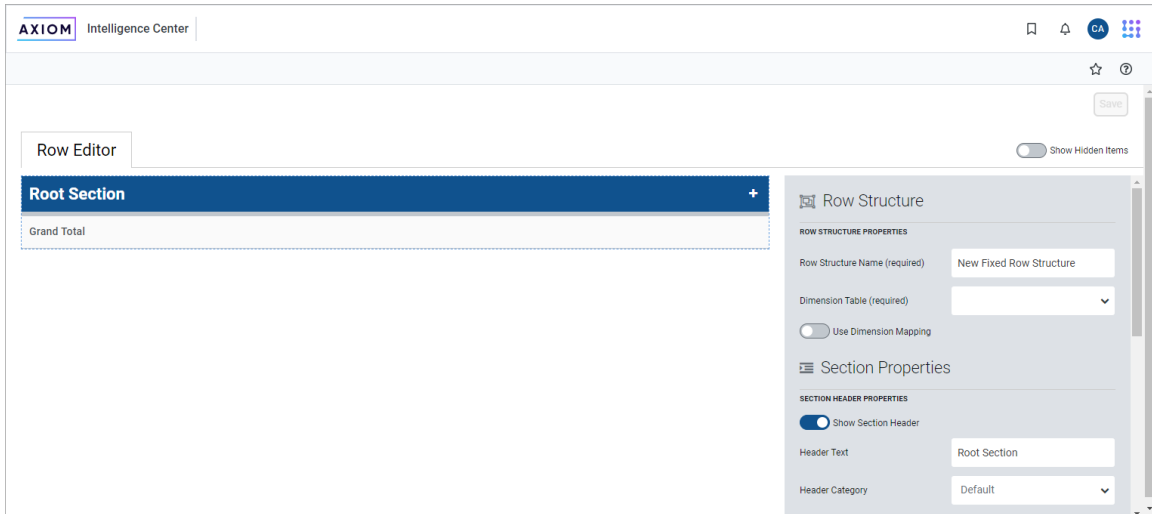
In order to create a fixed row structure, you must be an administrator or have the **Create Web Reports** security permission. If you do not have permission to create web reports, then the option to create a new fixed row structure will not be available in the Intelligence Center.

**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	<p>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.</p> <p>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 <a href="#">Using dimension mapping versus row filters in a fixed row structure</a>.</p>

**Row Structure**

**ROW STRUCTURE PROPERTIES**

Row Structure Name (required)

Dimension Table (required)

Use Dimension Mapping

*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**.

**Row Editor**

Root Section +

**Grand Total**

- Add Data Row
- + Add New Section

Your row structure will now look like this:

**Row Editor**

Root Section

Section + 🗑️

New Data Row 1

New Data Row 2

New Data Row 3

**Section Total**

**Grand Total**

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](#).

Row Editor Dimension Mapping Show Hidden Items

**My Report**

Revenue
Revenue Line 1
Revenue Line 2
Revenue Line 3
<b>Revenue Total</b>

**Expenses**

Expenses Line 1
Expenses Line 2
Expenses Line 3
<b>Expenses Total</b>
<b>Grand Total</b>

**Row Structure**

ROW STRUCTURE PROPERTIES

Row Structure Name (required) MyStructure

Dimension Table (required) ACCT

Use Dimension Mapping

**Section Properties**

SECTION HEADER PROPERTIES

Show Section Header

Header Text Revenue

Header Category Default

SECTION TOTAL PROPERTIES

Show Section Total Row

Total Row Placement Below

Total Row Text Revenue Total

Total Row Category SubTotal3

SECTION PROPERTIES

Indent Child Rows

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](#).

Row Editor Dimension Mapping Show Hidden Items

**My Report**

Revenue
Revenue Line 1
Revenue Line 2
Revenue Line 3
<b>Revenue Total</b>

**Expenses**

Expenses Line 1
Expenses Line 2

**Row Structure**

ROW STRUCTURE PROPERTIES

Row Structure Name (required) MyStructure

Dimension Table (required) ACCT

Use Dimension Mapping

**Data Row Properties**

Row Text Revenue Line 1

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.

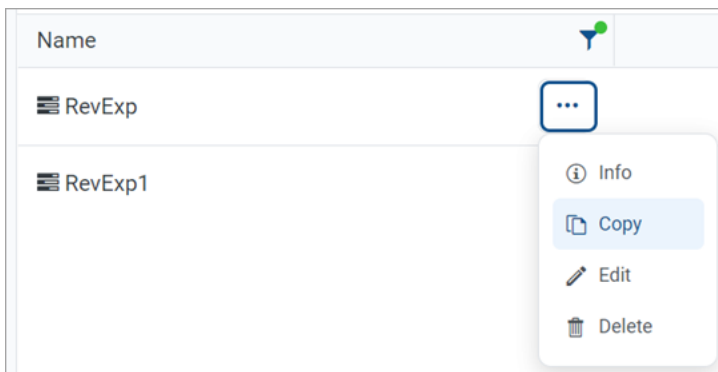
### ▶ Copying fixed row structures

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.

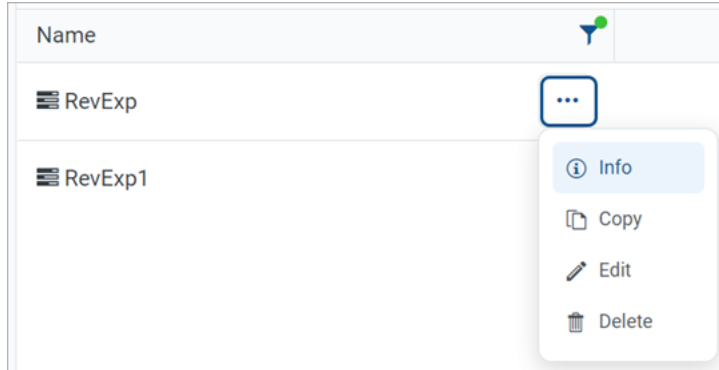
3. Using the [row structure editor](#), make changes to the row structure as needed.
4. Click **Save** to save your changes.

### ► 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.

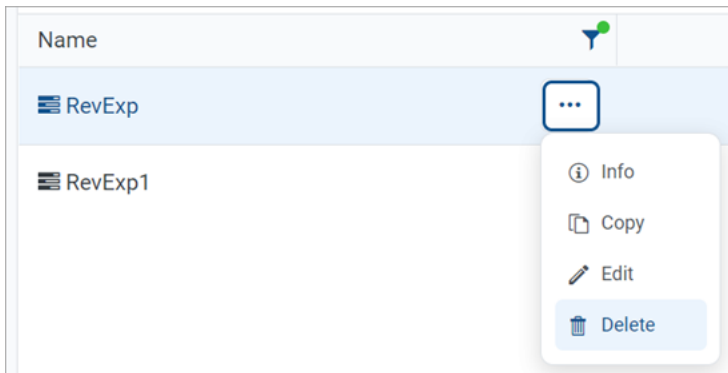
### ► Deleting fixed row structures

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

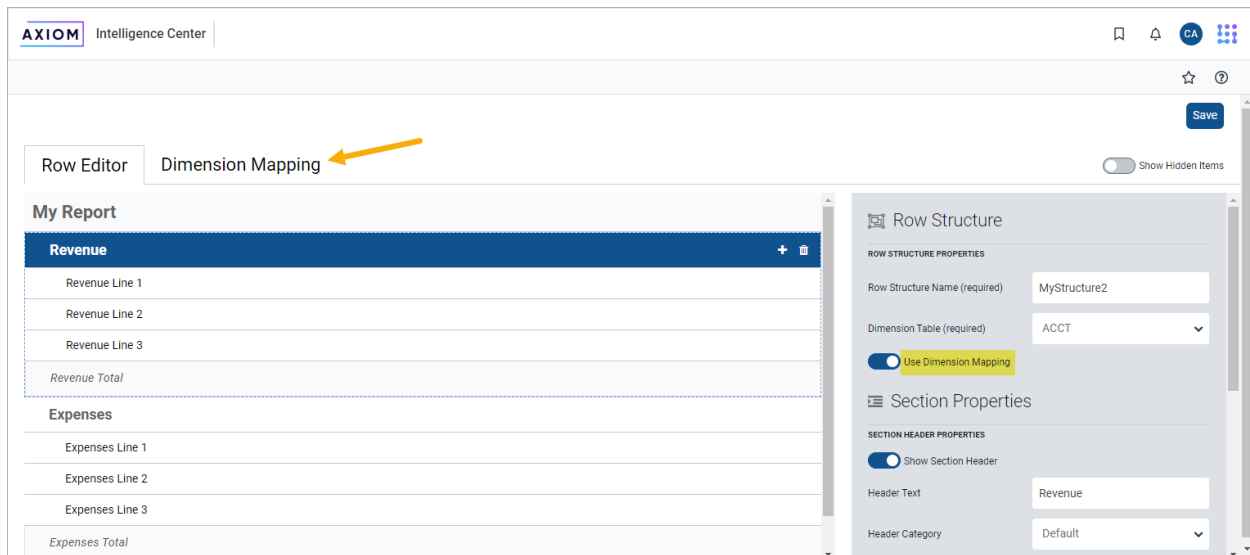
By default, the Row Editor consists of two primary areas:

- 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.

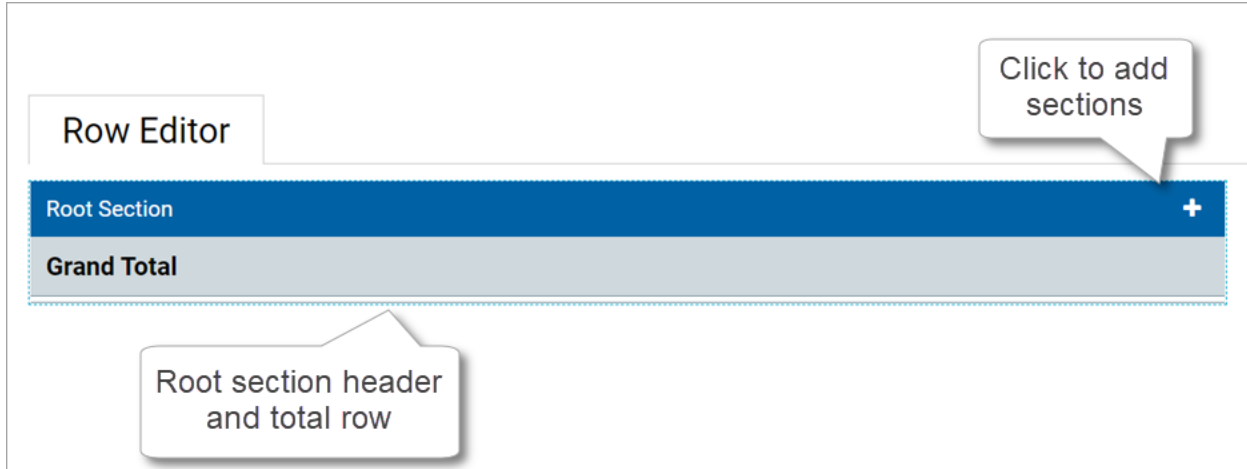
*Example Row Structure properties area*

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	<p>The primary dimension table to be used on the data rows. You can select any reference table in your system.</p> <p>This selection is used as follows:</p> <ul style="list-style-type: none"> <li>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.</li> </ul> <p><b>NOTE:</b> 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.</p> <ul style="list-style-type: none"> <li>If <b>Use Dimension Mapping</b> 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.</li> </ul>
Use Dimension Mapping	<p>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.</p> <p>If <b>Use Dimension Mapping</b> is enabled, the row structure editor updates as follows:</p> <ul style="list-style-type: none"> <li>A new tab named <b>Dimension Mapping</b> becomes available next to the <b>Row Editor</b> 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 <b>Dimension Mapping</b> tab to assign mappings to each row.</li> <li>The <b>Filter</b> fields in the <b>Section Properties</b> and the <b>Row Properties</b> 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.</li> </ul> <p>For more information on the differences between using filters or dimension mapping to define data rows, see <a href="#">Using dimension mapping versus row filters in a fixed row structure</a>.</p>

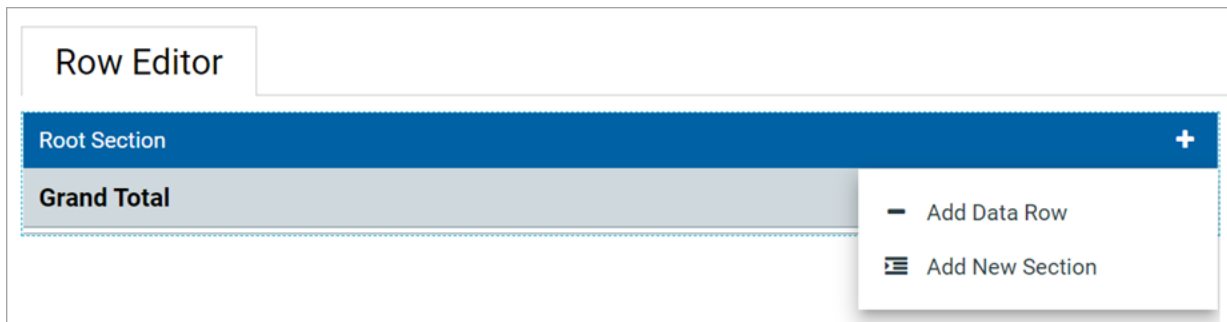
► Adding, removing, and reordering sections

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	
Root Section	
<b>Section 1</b>	+ 🗑️
New Data Row 1	
New Data Row 2	
New Data Row 3	
<b>Section Total</b>	
<b>Section 2</b>	
New Data Row 1	
New Data Row 2	
New Data Row 3	
<b>Section Total</b>	
<b>Grand Total</b>	

*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	
Root Section	
<b>Section 1</b>	
New Data Row 1	
New Data Row 2	
New Data Row 3	
<b>Sub Section 1</b> <span style="float: right;">+ 🗑️</span>	
New Data Row 1	
New Data Row 2	
New Data Row 3	
<b>Section Total</b>	
<b>Section Total</b>	
<b>Section 2</b>	

*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.

The screenshot displays the 'Row Editor' interface with two tabs: 'Row Editor' and 'Dimension Mapping'. The main area shows a report titled 'My Report' with a table structure. The 'Revenue' section header is highlighted in blue, and an orange arrow points from it to the 'Section Properties' configuration pane on the right. The 'Section Properties' pane is divided into several sections:

- ROW STRUCTURE PROPERTIES:**
  - Row Structure Name (required): MyStructure
  - Dimension Table (required): ACCT
  - Use Dimension Mapping:
- SECTION HEADER PROPERTIES:**
  - Show Section Header:
  - Header Text: Revenue
  - Header Category: Default
- SECTION TOTAL PROPERTIES:**
  - Show Section Total Row:
  - Total Row Placement: Below
  - Total Row Text: Revenue Total
  - Total Row Category: SubTotal3
- SECTION PROPERTIES:**
  - Indent Child Rows:

*Example Section Properties area*

## Section Header Properties

Item	Description
Show Section Header	<p>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.</p> <p>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.</p> <p><b>NOTE:</b> 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 <b>Show Hidden Items</b>, 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.</p>
Header Text	<p>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.</p>
Header Category	<p>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:</p> <ul style="list-style-type: none"><li>• <b>Header1</b> through <b>Header6</b>: 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.</li><li>• <b>Default</b>: Axiom Strategy Management 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.</li></ul> <p>By default, the header category is set to <b>Header1</b> for the root section header, and <b>Default</b> for all newly added sections.</p>

## Section Total Properties

Item	Description
Show Section Total Row	<p>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.</p> <p>If this option is disabled, then the remaining section total properties become hidden because they do not apply.</p>
Total Row Placement	<p>The location of the total row in the section, either <b>Below</b> the data rows or <b>Above</b> the data rows. The total row is located below the data rows by default.</p>
Total Row Text	<p>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.</p>
Total Row Category	<p>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:</p> <ul style="list-style-type: none"><li>• <b>Grand Total or Total:</b> 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.</li><li>• <b>SubTotal1 through SubTotal4:</b> 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.</li></ul> <p>By default, the total row category is set to <b>Grand Total</b> for the root section total row, and <b>Subtotal3</b> for all newly added sections.</p>

## Section Properties

Item	Description
Indent Child Rows	<p>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.</p>

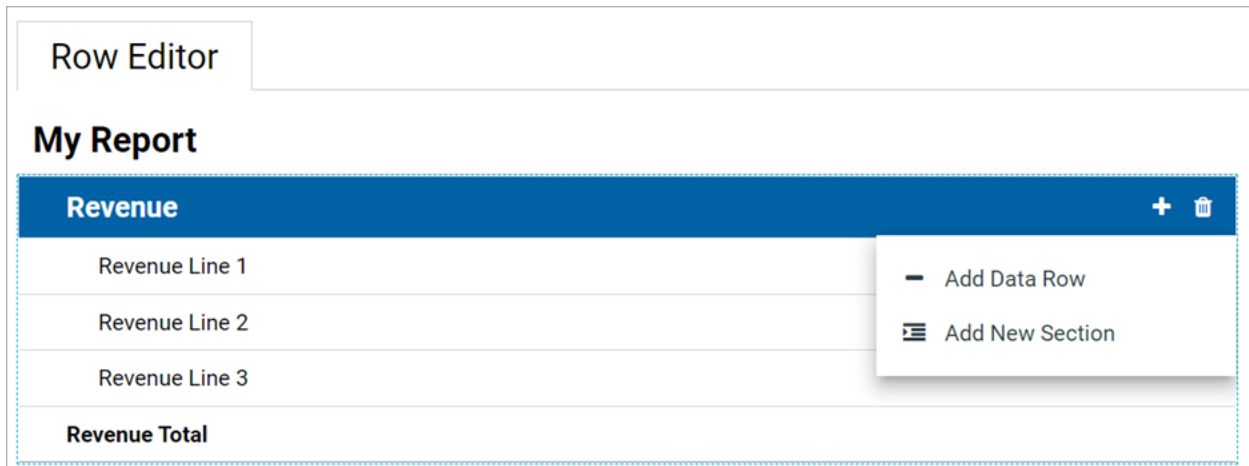
Item	Description
Parent Total Row Behavior	<p>Specifies how the data in this section is treated when computing the total row of the parent section. Select one of the following:</p> <ul style="list-style-type: none"> <li>• <b>Add:</b> The data in this section is added when computing the parent total. This is the default behavior.</li> <li>• <b>Subtract:</b> The data in this section is subtracted when computing the parent total.</li> <li>• <b>Ignored:</b> 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.</li> </ul> <p>Although this option displays on the root section, it does not apply because the root section does not have a parent section.</p> <p>For example, imagine that you have a parent section with two subsections. Subsection A totals 5000, and Subsection B totals 1000.</p> <ul style="list-style-type: none"> <li>• If both subsections are set to add, then the total of the parent section is 6000.</li> <li>• If Subsection A is set to add but Subsection B is set to subtract, then the total of the parent section is 4000.</li> <li>• If Subsection A is set to add but Subsection B is set to ignore, then the total of the parent section is 5000.</li> </ul>
Section Data Filter	<p>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 <b>Use Dimension Mapping</b> is disabled.</p> <p>Enter the filter criteria statement to apply to the data rows in this section. Section data filters use normal filter syntax for Axiom Strategy Management. 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.</p> <p>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 <code>Dept.Region='East '</code> and <code>Dept.Region='West '</code>. 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.</p>

► 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.

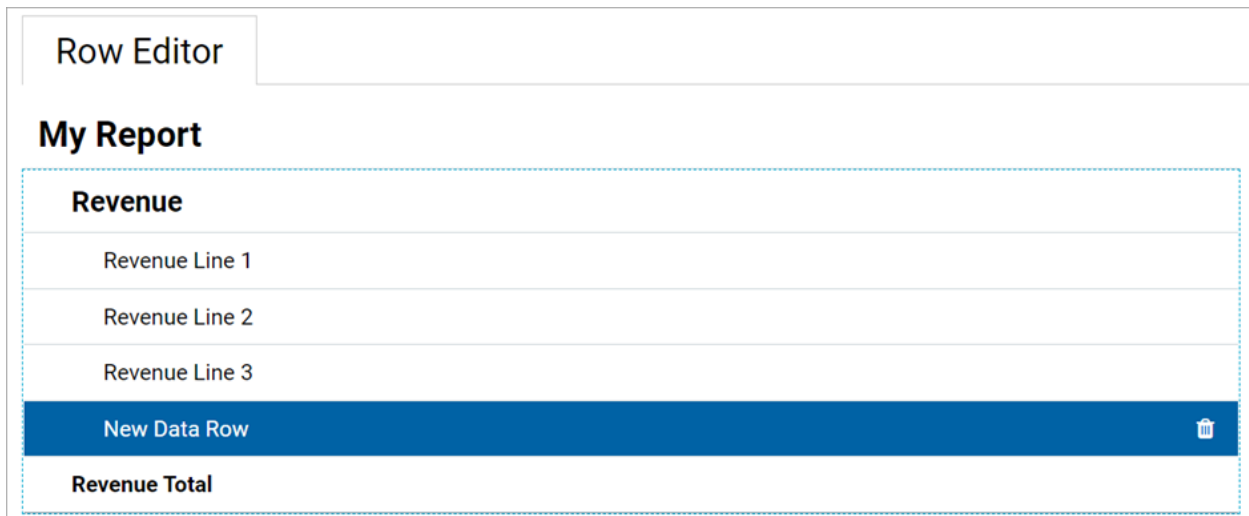
To add new data rows to a section:

- 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.

The screenshot displays the 'Row Editor' interface. On the left, a report titled 'My Report' is shown with two sections: 'Revenue' and 'Expenses'. The 'Revenue' section contains 'Revenue Line 1', 'Revenue Line 2', 'Revenue Line 3', and 'Revenue Total'. The 'Expenses' section contains 'Expenses Line 1' and 'Expenses Line 2'. An orange arrow points from the 'Revenue Line 1' row to the 'Data Row Properties' section of the right-hand pane. The right-hand pane is titled 'Row Structure' and contains the following fields: 'ROW STRUCTURE PROPERTIES', 'Row Structure Name (required)' with the value 'MyStructure', 'Dimension Table (required)' with a dropdown menu showing 'ACCT', a toggle for 'Use Dimension Mapping' which is turned on, and 'Data Row Properties' with a field for 'Row Text' containing 'Revenue Line 1'. A 'Show Hidden Items' toggle is visible in the top right corner of the editor area.

*Example Row Properties area*

Item	Description
Row Text	<p>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.</p> <p>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".</p>
Data Filter	<p>A filter criteria statement to define the data to query into this row. Only applies when <b>Use Dimension Mapping</b> is disabled. If dimension mapping is enabled, then use the <a href="#">Dimension Mapping tab</a> to map the data for this row.</p> <p>Row filters use normal filter syntax for Axiom Strategy Management. You can type the filter, or you can use the <a href="#">Filter Wizard</a> to create a filter based on the specified Dimension Table for the row structure.</p> <p>For example, if the data filter is <code>Acct.Category='Revenue'</code>, 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.</p> <p>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 <code>Acct.Acct=4000</code>, while another row is <code>Acct.Category='Marketing'</code>, and a third row is <code>Fcst.Acct=670</code>. However, keep in mind the following:</p> <ul style="list-style-type: none"> <li>• If you use the Filter Wizard to make the filter, it is limited to the table selected as the <b>Dimension Table</b> for the row structure. If you want to use a different table for a particular row, you must manually write the filter.</li> <li>• 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.</li> </ul>

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	<code>Dept.Company='Company A'</code>
Current Section Filter	<code>Dept.Region='US West'</code>
Row Filter	<code>Acct.Acct=4000</code>

Then the data for this row is determined as follows:

```
Dept.Company='Company A' AND Dept.Region='US West' AND Acct.Acct=4000
```

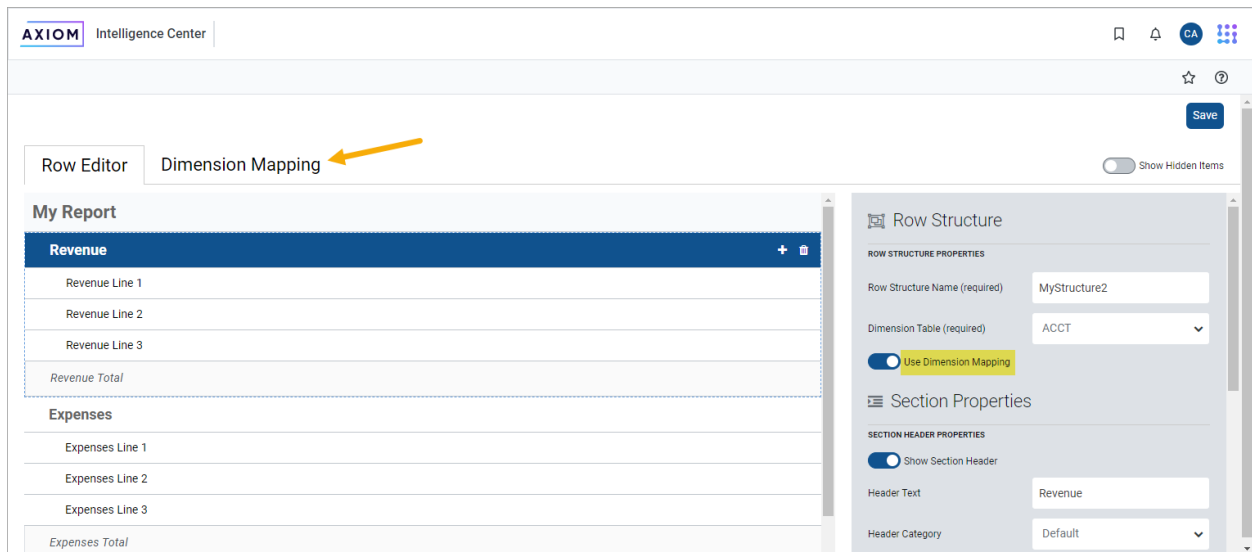
## Using the Dimension Mapping editor

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.

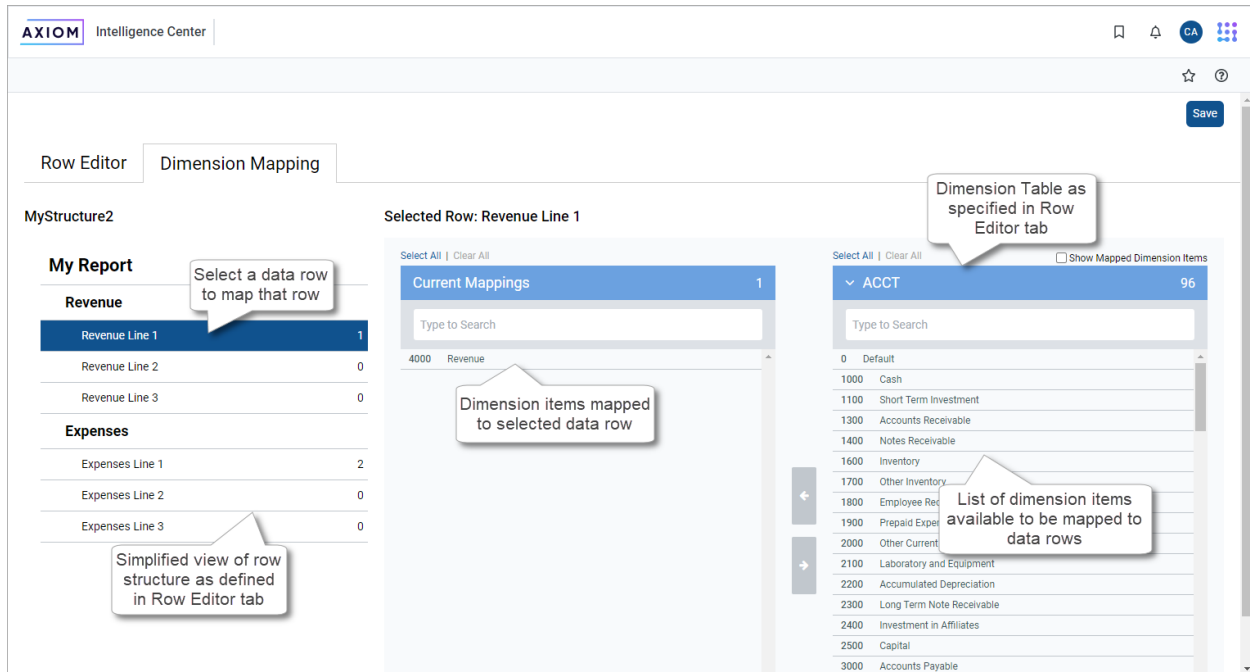
### ► Dimension Mapping editor overview

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.



The screenshot shows the AXIOM Intelligence Center interface. At the top, there's a navigation bar with the AXIOM logo and 'Intelligence Center' text. Below that, there are two tabs: 'Row Editor' and 'Dimension Mapping', with a yellow arrow pointing to the 'Dimension Mapping' tab. The main content area is divided into two sections: 'My Report' and 'Row Structure'. The 'My Report' section shows a table with 'Revenue' and 'Expenses' sections, each containing three lines and a total row. The 'Row Structure' section on the right contains several properties: 'Row Structure Name' (MyStructure2), 'Dimension Table' (ACCT), and a toggle for 'Use Dimension Mapping' which is turned on. Below that, there are 'Section Properties' including 'Show Section Header' (turned on), 'Header Text' (Revenue), and 'Header Category' (Default).

*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.)

The screenshot shows the 'Dimension Mapping' tab in a software interface. On the left, under 'MyStructure', there is a 'My Report' section with two categories: 'Revenue' and 'Expenses'. Under 'Expenses', 'Expenses Line 1' is selected and has a count of 2. The main area is titled 'Selected Row: Expenses Line 1'. It contains two panels. The left panel, 'Current Mappings', shows two items: '5200 Software Expense' and '5400 Computer Expense'. The right panel, 'ACCT', shows a list of accounts with a count of 96. The list includes '0 Default', '1000 Cash', '1100 Short Term Investment', '1300 Accounts Receivable', '1400 Notes Receivable', '1600 Inventory', '1700 Other Inventory', '1800 Employee Receivable', '1900 Prepaid Expenses', '2000 Other Current Assets', '2100 Laboratory and Equipment', '2200 Accumulated Depreciation', '2300 Long Term Note Receivable', and '2400 Investment in Affiliates'. A search box is at the top of the 'ACCT' list, and a checkbox for 'Show Mapped Dimension Items' is in the top right.

*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

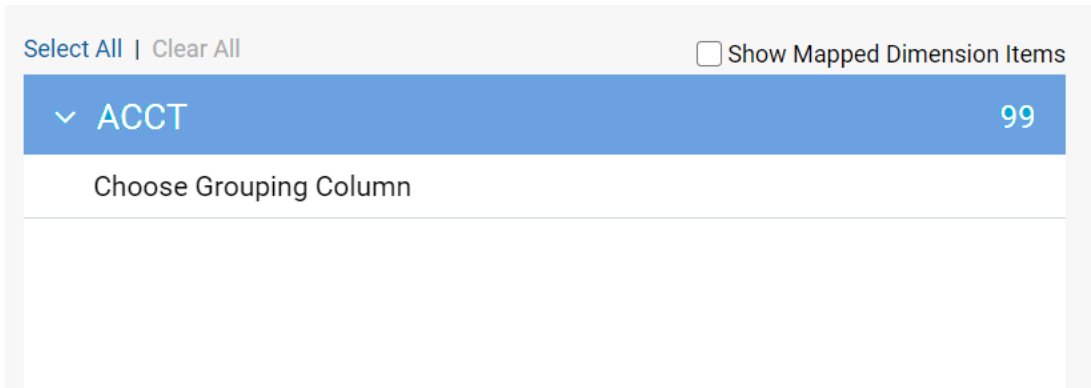
You can search and filter the dimension column to more easily find the dimension items that you want to map.

- 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**.

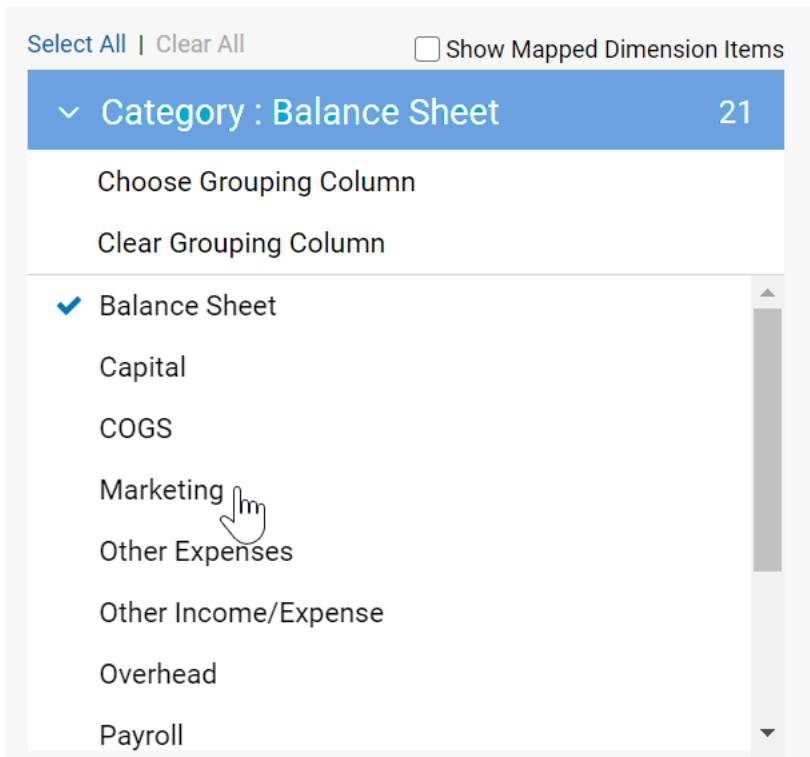


2. In the **Choose a Grouping Column** dialog, select the grouping column that you want to use, and then click **OK**.

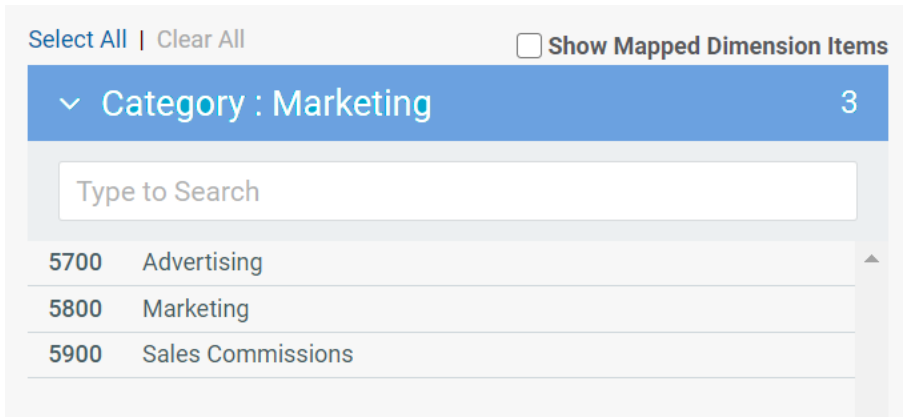
The dimension column becomes filtered by the first value in the selected grouping column. This value displays in the column header.

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.



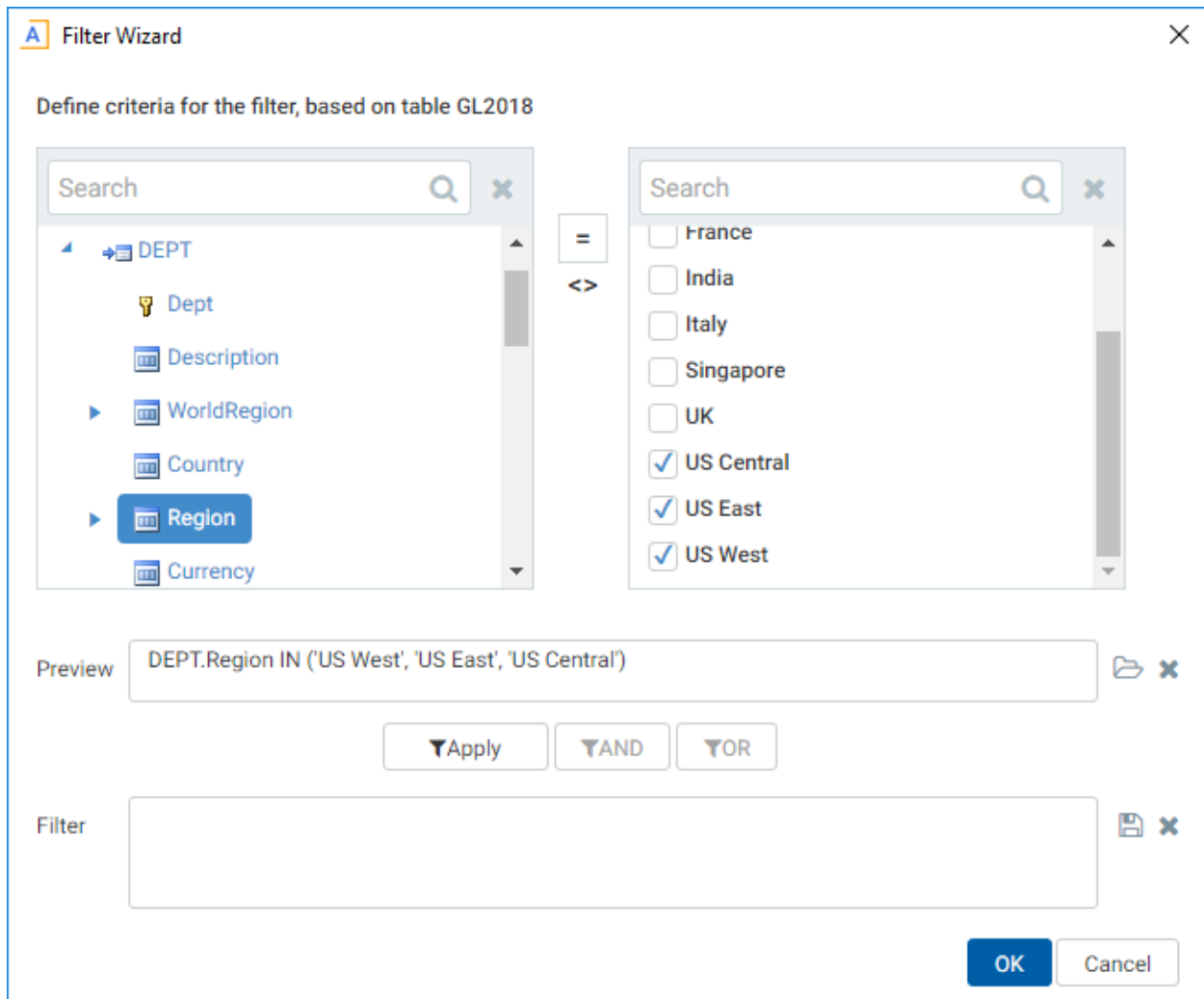
The dimension column is now filtered to only show accounts that belong to the Marketing category.



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 Strategy Management 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:

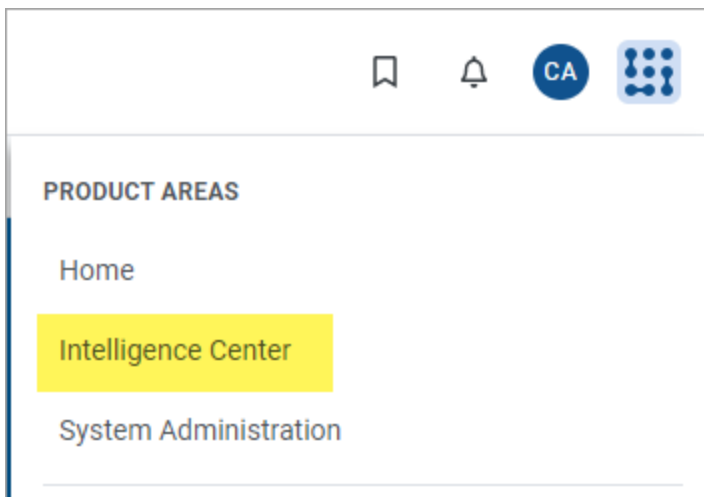
- Using the Navigation menu in the Web Client
- Using links within your home page or product pages
- Using links within a task pane or ribbon tab in the Desktop Client

## ▶ 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 Strategy Management 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

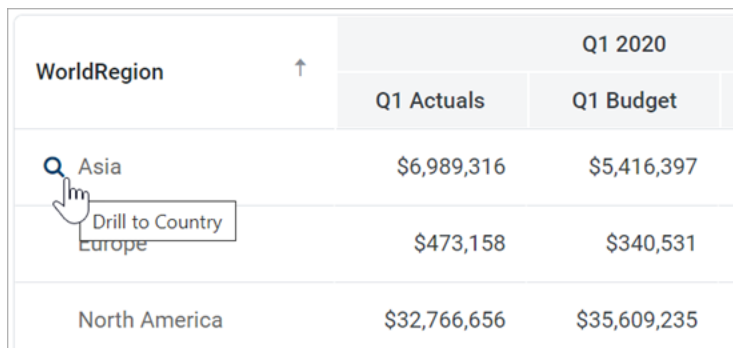
If the web report has been configured to enable drilling, you can drill any data row in the report. Total rows, subtotal rows, and section header rows are not drillable.

#### 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.



WorldRegion	Q1 2020	
	Q1 Actuals	Q1 Budget
Asia	\$6,989,316	\$5,416,397
Europe	\$473,158	\$340,531
North America	\$32,766,656	\$35,609,235

*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.

Region	Q1			Q2		
	Q1 Actuals	Q1 Budget	Difference	Q2 Actuals	Q2 Budget	Difference
United Kingdom Sales Region (UK)	\$161,771	\$247,830	-34.73%	\$237,089	\$244,075	-2.86%

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.

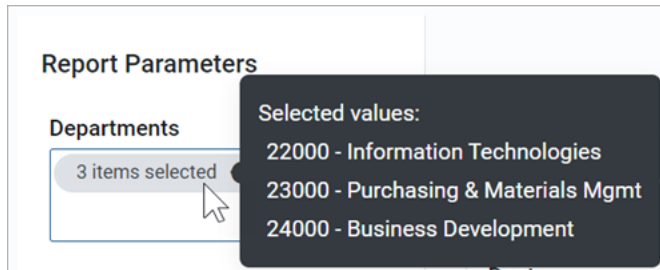
Vice President	Q1 2022			Q2 2022		
	Q1 Actuals	Q1 Budget	Difference	Q2 Actuals	Q2 Budget	Difference
Bree Sigman	\$6,015,031	\$6,954,348	-13.51%	\$6,437,818	\$6,848,978	-6.00%
Evan Simpson	\$12,810,352	\$13,195,690	-2.92%	\$5,298,342	\$12,995,756	-59.23%
Frank Martinez	\$161,693	\$331,567	-51.23%	\$262,089	\$326,543	-19.74%
Javier Grant	\$5,018,848	\$4,165,304	20.49%	\$4,119,925	\$4,102,194	0.43%

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).

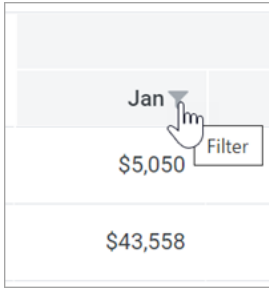
The web report may only allow sorting by a single column, or it may allow sorting by multiple columns. This is configured by the report designer. If the grid uses single-column sorting, then it is not possible to clear the sort on a column. Instead you must click on a different column to change the sort 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.

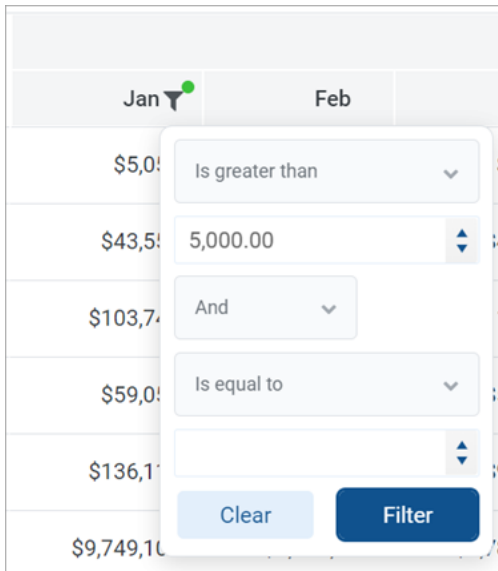
If a column allows filtering, the filter icon displays in the column header when you hover your cursor over the column header.



*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 Strategy Management 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

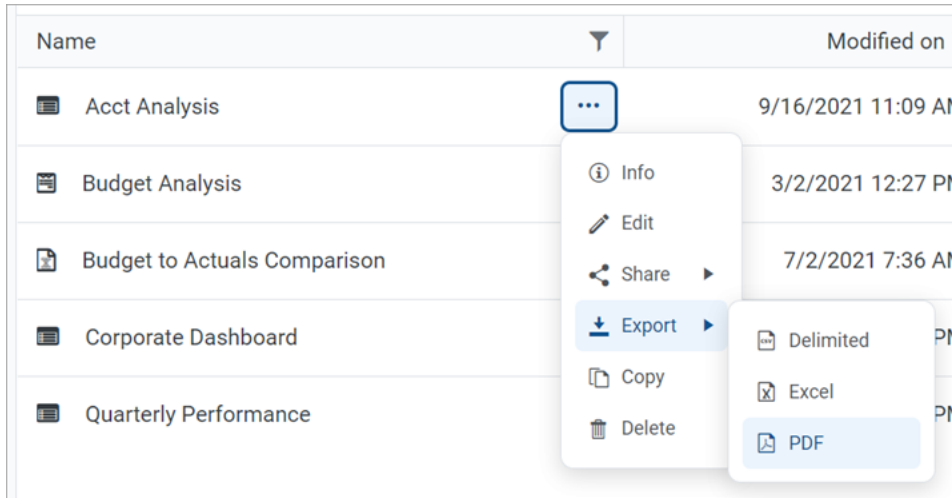
You can export a web report as a PDF file, and save the file locally or to the Axiom Strategy Management repository. The export can be performed while viewing the report, or from the Reports Library in the Intelligence Center.

- 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.

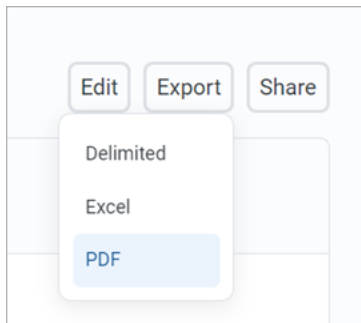
Any user who can view the report can export to PDF and save it to a local folder location. In order to save a PDF copy to the Axiom Strategy Management repository, you must have read/write access to at least one folder in the Reports Library.

**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 Strategy Management 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 Strategy Management 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	<p>If you are exporting from the report viewer and the report has paged data, select one of the following:</p> <ul style="list-style-type: none"> <li>• <b>Current Page:</b> 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.</li> <li>• <b>All Pages:</b> The export will contain all pages of data, up to 10 pages maximum.</li> </ul> <p>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.</p> <p><b>NOTES:</b></p> <ul style="list-style-type: none"> <li>• 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).</li> <li>• 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.</li> </ul>
Layout	Select the page size for the PDF. You can choose from the following standard page sizes: <b>A3, A4, A5, Legal, Letter, or Tabloid</b> . Letter is the default size.
Orientation	Select the orientation for the PDF, either <b>Portrait</b> or <b>Landscape</b> . Portrait is the default orientation.
Margin	Specifies the PDF page margins. Select one of the following: <ul style="list-style-type: none"> <li>• <b>None:</b> No margin</li> <li>• <b>Narrow:</b> 0.5 inch margins all around</li> <li>• <b>Normal:</b> 1 inch margins all around (default)</li> </ul>
Header Footer	<p>Specify optional header and footer text. The variables <code>{page_number}</code> and <code>{total_pages}</code> can be used in the header or footer.</p> <p>You can select from several predefined header and footer options using variables, or you can type text into the Header or Footer box.</p> <p><b>NOTE:</b> 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.</p>
Alignment	Specify the alignment of the header and footer text, if defined: <b>Left, Center</b> (default), or <b>Right</b> .

## 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 Strategy Management repository.

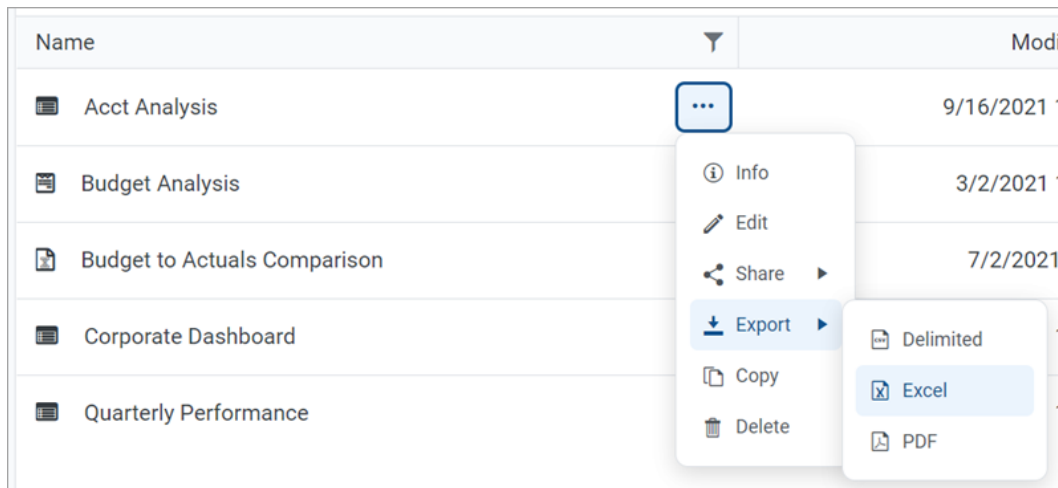
The export can be performed while viewing the report, or from the Reports Library in the Intelligence Center.

- 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.

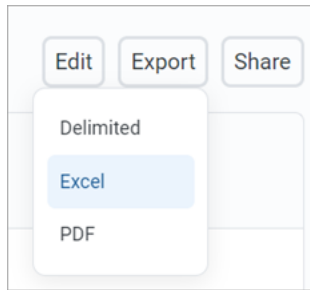
Any user who can view the report can save the spreadsheet export locally. In order to save the spreadsheet export to the Axiom Strategy Management repository, you must have read/write access to at least one folder in the Reports Library.

### 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 Strategy Management 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 Strategy Management 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 Strategy Management repository.

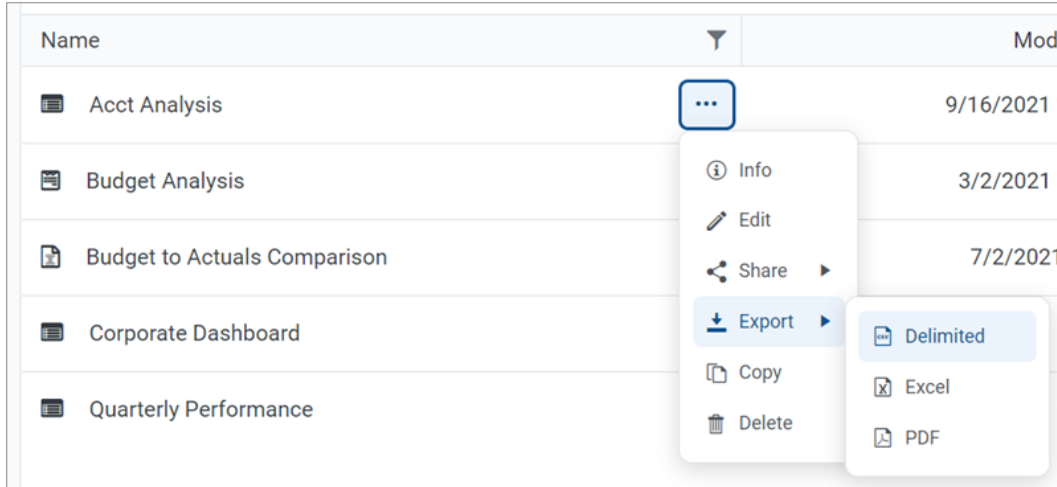
The export can be performed while viewing the report, or from the Reports Library in the Intelligence Center.

- 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.

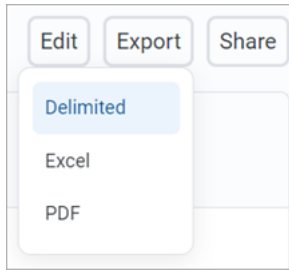
Any user who can view the report can save the delimited file locally. In order to save the delimited file to the Axiom Strategy Management repository, you must have read/write access to at least one folder in the Reports Library.

**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 Strategy Management 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 Strategy Management 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 Strategy Management 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 Strategy Management 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 Strategy Management, or any email address that the Axiom Strategy Management system can send email to.

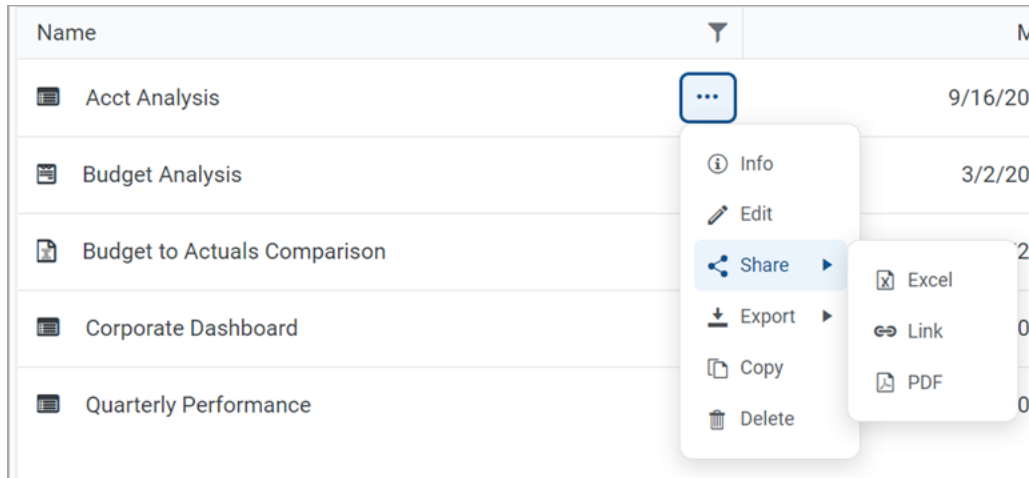
**NOTE:** When sharing a web report as a PDF or Excel attachment, keep in mind that Axiom Strategy Management does not enforce any security on these attachments. Any user who receives the email can view the attachment.

**To share a web report via email:**

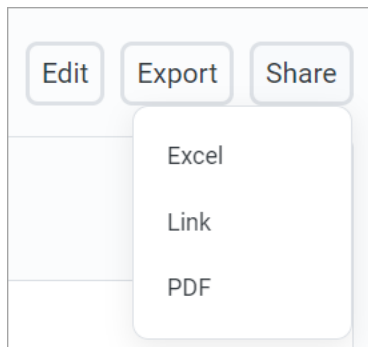
1. In the [Intelligence Center](#), locate the report in the folder tree, or search to find it.

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 Strategy Management 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.

**E-mail** ×

To:  +

Cc:  +

Bcc:  +

Subject:

Expense Analysis.pdf

Attached is a copy of the expense analysis that we talked about.

Cancel Send

*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 be sent by the Axiom Strategy Management 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

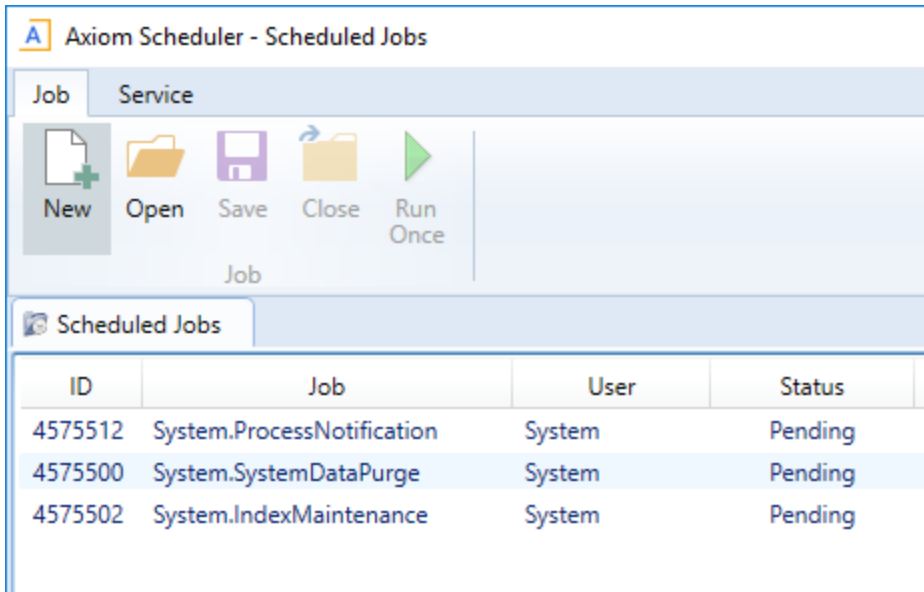
In order to create a Scheduler job with a Web Report Processing task, you must be an administrator or a user with the **Scheduled Jobs User** permission. You must also have read/write access to at least one folder in the Scheduler Jobs Library to save the job. Scheduler jobs can only be created in the Desktop Client.

**To create a Scheduler job with a web report processing task:**

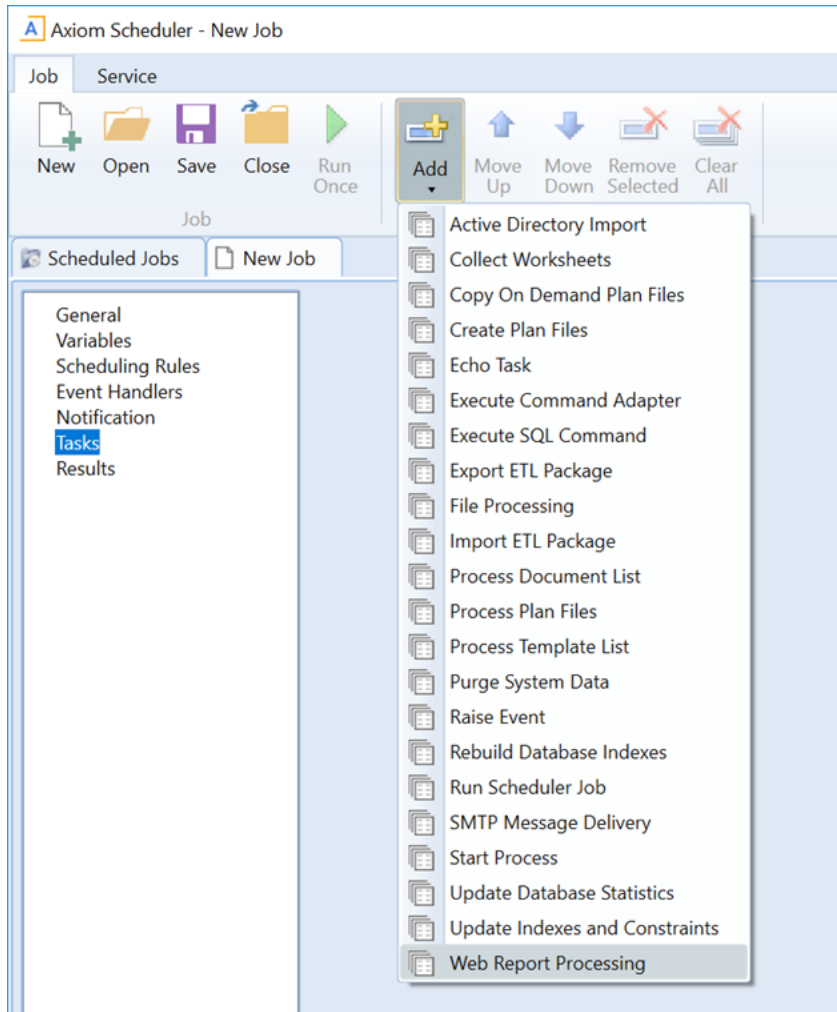
1. On the **Axiom** tab, in the **Administration** group, click **Manage > Scheduler**.

**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**.



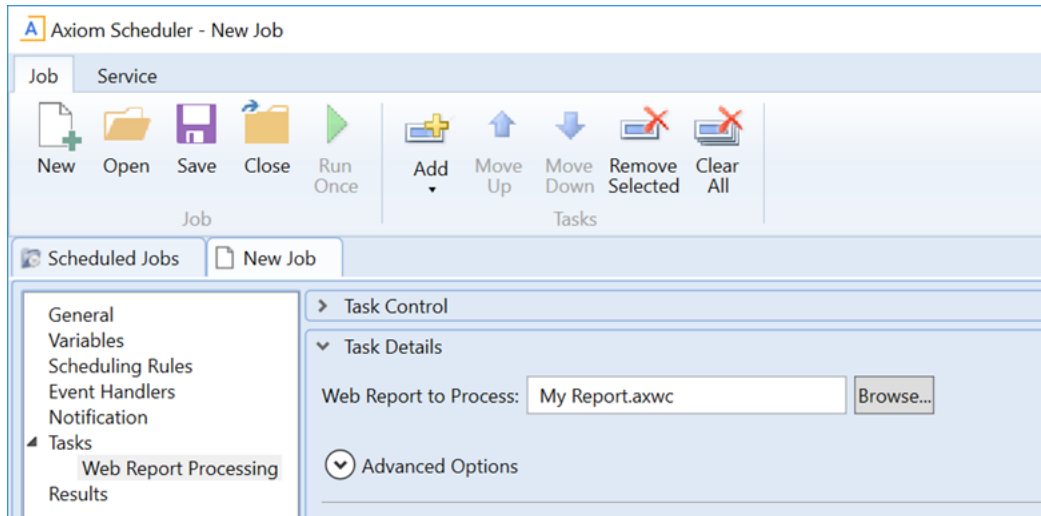
3. Select the Tasks section of the job, then on the Job tab, click Add > Web Report Processing.



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.




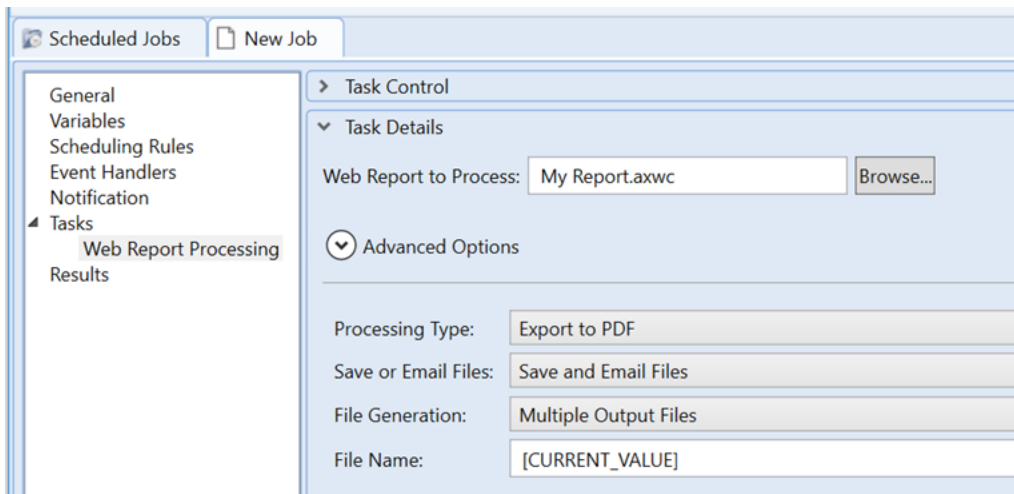
*Example task with report selected for processing*

5. Complete the general processing properties that determine the processing type and the output:

Item	Description
Processing Type	<p>Select one of the following to determine the output format of each pass:</p> <ul style="list-style-type: none"> <li>• <b>Export to Excel</b> (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.</li> <li>• <b>Export to PDF</b>: 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.</li> </ul>
Save or Email Files	<p>Select one of the following to determine the delivery method for the output:</p> <ul style="list-style-type: none"> <li>• <b>Save Files</b> (default): The output files are saved to the specified output folder.</li> <li>• <b>Email Files</b>: The output files are emailed to the specified recipients. The output files are not saved anywhere on the file system.</li> <li>• <b>Save and Email Files</b>: The output files are both saved and emailed.</li> </ul>

Item	Description
File Generation	<p>Select one of the following to determine whether the output is saved as a single file or multiple files:</p> <ul style="list-style-type: none"> <li>• <b>Multiple Output files</b> (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).</li> <li>• <b>Single Output File</b>: 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.</li> </ul> <p>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.</p>
File Name	<p>Specify how the output file (or files) should be named. You can do the following:</p> <ul style="list-style-type: none"> <li>• You can use processing variables and/or Scheduler job variables to generate dynamic file names.</li> <li>• You can type a "hard-coded" file name.</li> </ul> <p>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.</p> <p>To use a processing variable, you can type the variable or you can click the pencil icon  to open a text editor. From the <b>Insert Variable</b> list, select the variable that you want to use.</p> <p>For example, you could set the file name to <code>Income Statement [Current_Value]</code>. If the report is being processed by region to multiple output files, this will generate file names such as <code>Income Statement West</code>, <code>Income Statement East</code>, and so on (where "East" and "West" are region names).</p> <p><b>NOTE:</b> Processing variables and Scheduler variables use different syntax. Processing variables are enclosed in square brackets. Scheduler job variables are enclosed in curly brackets.</p>

Item	Description
Sheet Name	<p>Specify how the sheet for each pass should be named. This property only applies when the processing type is <b>Export to Excel</b>. You can do the following:</p> <ul style="list-style-type: none"> <li>You can use processing variables and/or Scheduler job variables to generate dynamic sheet names.</li> <li>You can type a "hard-coded" sheet name.</li> </ul> <p>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.</p> <p>To use a processing variable, you can type the variable or you can click the pencil icon  to open a text editor. From the <b>Insert Variable</b> list, select the variable that you want to use.</p> <p>For example, you could set the sheet name to <code>[Current_Value]</code>. If the report is being processed by region, this will generate sheet names such as <code>West</code>, <code>East</code>, and so on (where "East" and "West" are region names).</p> <p><b>NOTE:</b> Processing variables and Scheduler variables use different syntax. Processing variables are enclosed in square brackets. Scheduler job variables are enclosed in curly brackets.</p>



*Example task with general processing properties configured*

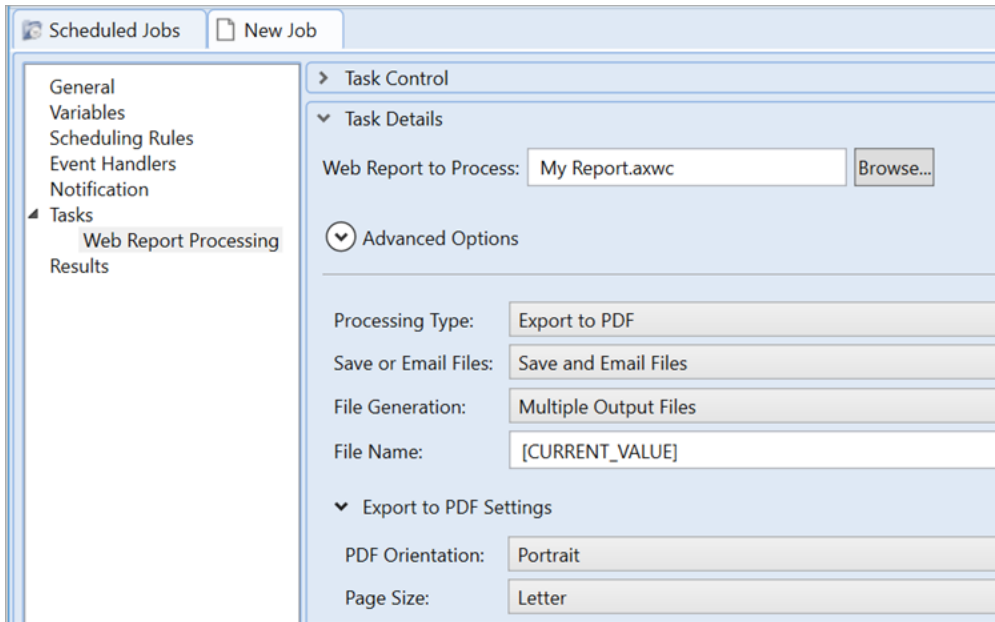
- Depending on the selected processing type (PDF or Excel), complete the properties specific to that processing type:

## Export to PDF Settings

Item	Description
PDF Orientation	Select the orientation for the PDF, either <b>Portrait</b> or <b>Landscape</b> . Portrait is the default orientation.
Page Size	Select the page size for the PDF. You can choose from the following standard page sizes: <b>A3</b> , <b>A4</b> , <b>A5</b> , <b>Legal</b> , <b>Letter</b> , or <b>Tabloid</b> . Letter is the default size.

## Export to Excel Settings

Item	Description
Include Column Headers	<p>Specifies whether column headers are included in the file output. By default this is set to <b>On</b>, which means column header text is included in the first row of the spreadsheet. Column grouping headers and multi-row headers are not included.</p> <p>If this option is set to <b>Off</b>, then column headers are omitted from the file output and the data starts in the first row of the spreadsheet.</p>
Include total row	<p>Specifies whether the total row is included in the file output. By default this is set to <b>On</b>, which means that the total row is included in the spreadsheet.</p> <p>If this option is set to <b>Off</b>, then the total row is omitted from the file output.</p> <p><b>NOTE:</b> 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.</p>




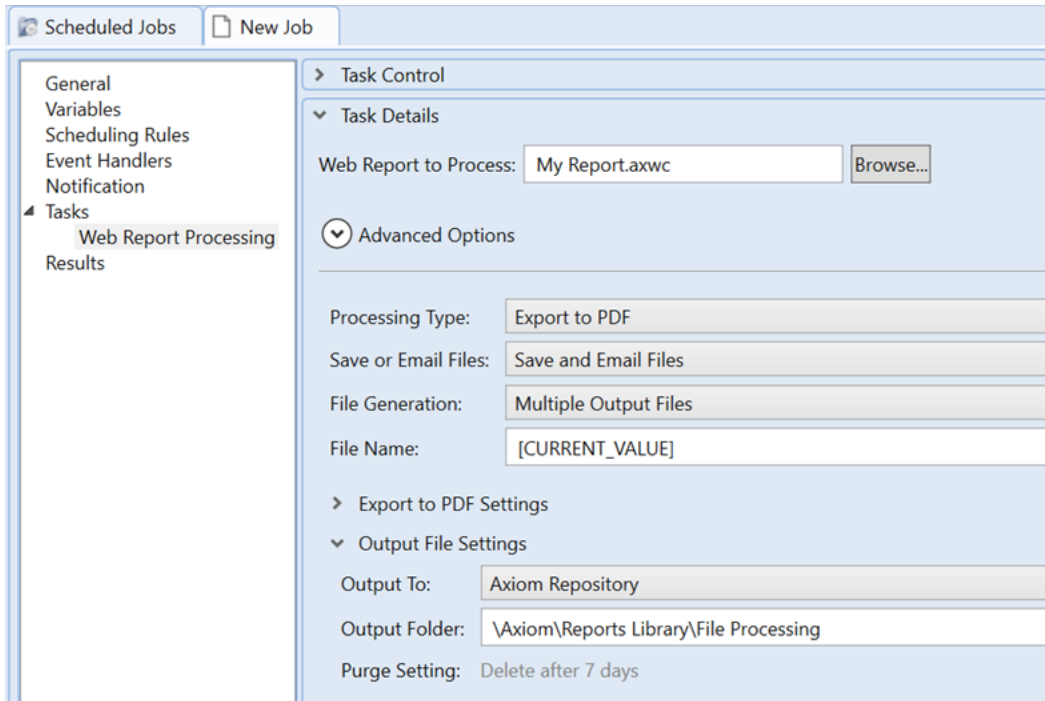
Example task with PDF-specific settings

7. If the processing is set to **Save Files** or **Save and Email Files**, complete the **Output File Settings**:

Item	Description
Output To	<p>Select one of the following:</p> <ul style="list-style-type: none"> <li>• <b>Local File System</b> (default): The output location is outside of Axiom Strategy Management, to a location on your local network share. The specific path is detailed in the <b>Output Folder</b> setting. Access to output files is not controlled by Axiom Strategy Management.</li> <li>• <b>Axiom Repository</b>: The output location is the Axiom Strategy Management file system, within the Reports Library. The specific path is detailed in the <b>Output Folder</b> setting. Access to output files is controlled by security access to the designated folder within Axiom Strategy Management.</li> </ul>


Item	Description
Output Folder	<p>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 <b>Output To</b>.</p> <p>The output folder can be made dynamic as follows:</p> <ul style="list-style-type: none"> <li>• If <b>File Generation</b> is set to <b>Multiple Output Files</b>, then processing variables can be used in the output folder path. For example, you can include <code>[Current_Value]</code> 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.</li> <li>• Scheduler job variables can be used in the output folder path.</li> </ul> <p><b>NOTE:</b> Processing variables and Scheduler variables use different syntax. Processing variables are enclosed in square brackets. Scheduler job variables are enclosed in curly brackets.</p> <p><b>Local file system</b></p> <p>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).</p> <p>The ability to save files to the specified location and access them after saving is controlled by local network security.</p> <p><b>Axiom repository</b></p> <p>The specified location in the Axiom file system must be within the Reports Library, and the location must use the full path (meaning: <code>\Axiom\Reports Library\...</code>). The ability to save files to the specified location and to create new folders (if necessary) depends on the Axiom Strategy Management 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.</p> <p>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 Strategy Management security, so that the appropriate users will be able to access the files after they are created.</p>



Item	Description
Remote Data Connection	<p>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.</p> <p>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.</p> <p>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 <i>Scheduler Guide</i>.</p>
Purge Setting	<p>This option only applies when the file output is being saved to the Axiom Repository.</p> <p>If you want the file output to be automatically deleted after a specified period of time, then click the pencil icon  to open the <b>Choose Date</b> dialog.</p> <ul style="list-style-type: none"> <li>• <b>No purge date</b> (default): File output is not automatically deleted.</li> <li>• <b>Static purge date</b>: Select a specific date, after which the output will be deleted.</li> <li>• <b>Relative purge date</b>: 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.</li> </ul>



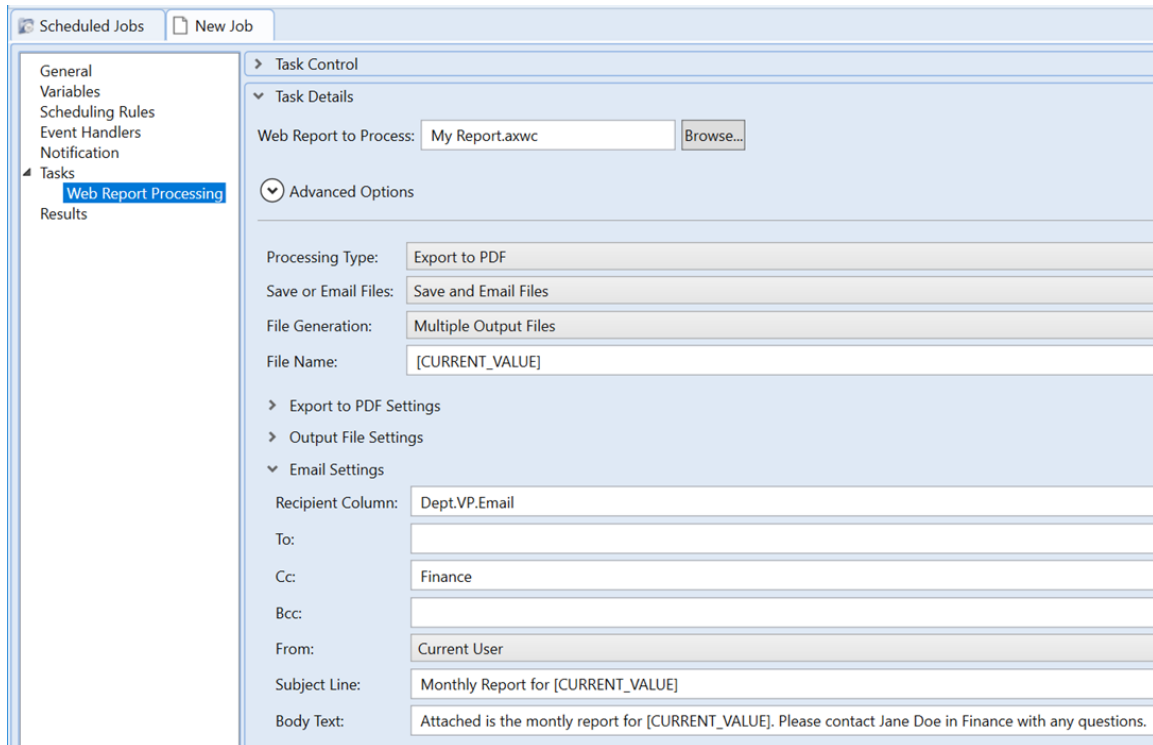
*Example task saving output to the Axiom Repository*

8. If the processing is set to **Email Files** or **Save and Email Files**, complete the **Email Settings**:

Item	Description
Recipient column	<p data-bbox="518 254 1398 359">Optional. Specify a table column that holds the desired email recipients for each pass. This option only applies if <b>File Generation</b> is set to <b>Multiple Output Files</b>, so that each pass will be sent a separate email.</p> <p data-bbox="518 386 1398 569">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.</p> <p data-bbox="518 596 1398 848">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.</p> <p data-bbox="518 875 1398 1058">To verify that the recipient column will resolve as you expect for each pass, you can click the <b>Preview Multipass List</b> button in the <b>Multipass Data Settings</b> section. The specified recipient column displays in this preview so that you can see the recipient column values associated with the multipass column values.</p> <p data-bbox="518 1085 1398 1148"><b>NOTE:</b> The recipient column must have a one-to-one relationship with the values in the specified multipass column.</p>
To	<p data-bbox="518 1167 1398 1314">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.</p> <p data-bbox="518 1341 1398 1488">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.</p> <p data-bbox="518 1516 1398 1652"><b>NOTE:</b> If <b>File Generation</b> is set to <b>Multiple Output Files</b>, 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 <b>Recipient Column</b> option.</p>
CC	<p data-bbox="518 1671 1398 1734">Optional. Specify the CC recipient(s) for the email. This field follows the same rules as the To field.</p>


Item	Description
BCC	Optional. Specify the BCC recipient(s) for the email. This field follows the same rules as the To field.
From	<p>Select one of the following to specify the From address for the email:</p> <ul style="list-style-type: none"> <li>• <b>Current User:</b> The email will be sent from the user who executes the Scheduler job.</li> <li>• <b>System User:</b> The email will be sent from the designated From user for Scheduler. This is the same value returned by the <code>{Scheduler.FromEmailAddress}</code> job variable.</li> </ul>
Subject Line	<p>Enter the subject line for the email. Processing variables can be used in the subject line when <b>File Generation</b> is set to <b>Multiple Output Files</b>.</p> <p>To use a processing variable, you can type the variable or you can click the pencil icon  to open a text editor. From the <b>Insert Variable</b> list, select the variable that you want to use.</p> <p>For example, you could set the subject line to <code>Monthly report for [Current_Value]</code> in order to include the current pass value in the subject line.</p>
Body Text	<p>Enter the body text for the email. Processing variables can be used in the body text when <b>File Generation</b> is set to <b>Multiple Output Files</b>.</p> <p>To use a processing variable, you can type the variable or you can click the pencil icon  to open a text editor. From the <b>Insert Variable</b> list, select the variable that you want to use.</p>




Scheduler job variables can be used in any of the email settings except the From setting.



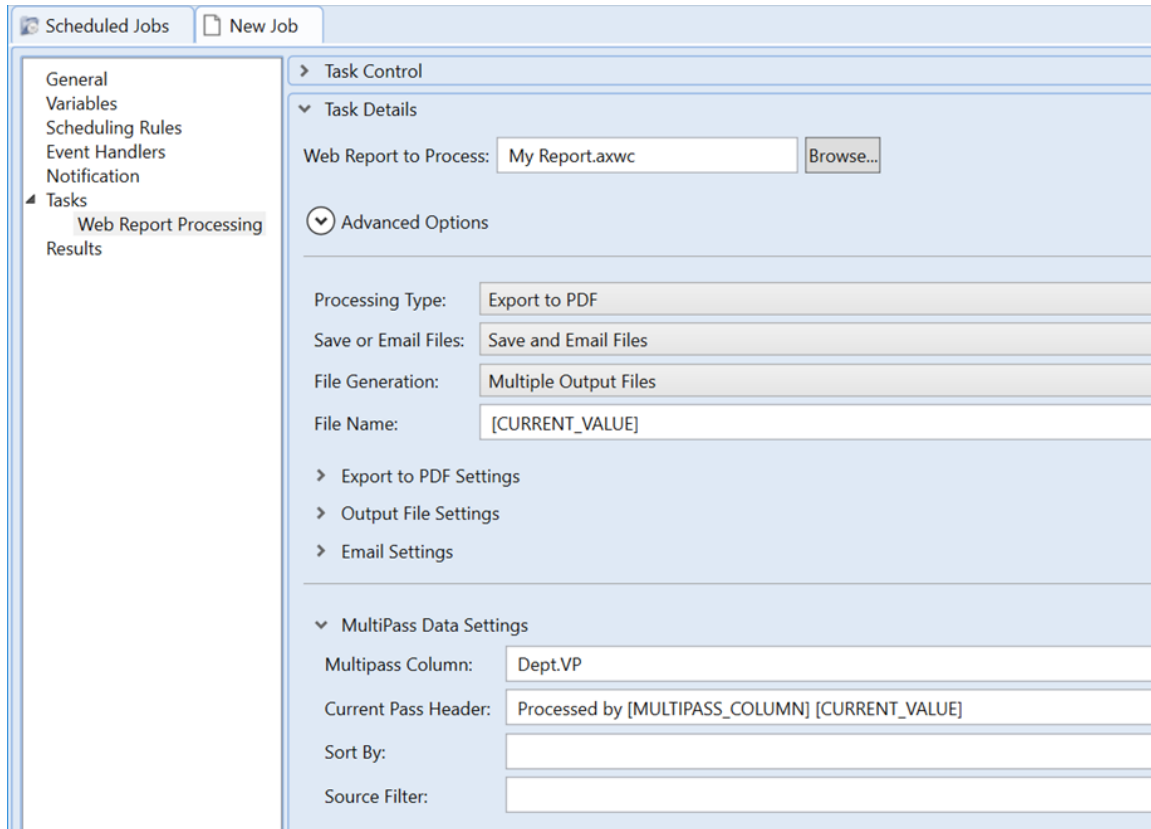
*Example task looking up email addresses from a recipient column*

9. Complete the multipass settings for processing:

Item	Description
Multipass Column	<p data-bbox="518 254 1399 436">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.</p> <p data-bbox="518 464 1390 680">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.</p> <p data-bbox="518 707 1399 924">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.</p> <p data-bbox="518 951 1399 1131">To verify the list of values for processing, click the <b>Preview Multipass List</b> 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 <b>Recipient Column</b> (in the email settings) or a <b>Sort By</b> column, these columns are also shown in the preview.</p>

Item	Description
Current Pass Header	<p data-bbox="521 256 1382 323">Optional. Define a header to display in the report output file. This option only applies if the processing type is <b>Export to PDF</b>.</p> <p data-bbox="521 348 1390 491">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 <b>Insert Variable</b> list, select the variable that you want to use.</p> <p data-bbox="521 516 1068 548">For example, you can define a header such as:</p> <pre data-bbox="599 569 1344 596">Processed by [MULTIPASS_COLUMN] [CURRENT_VALUE]</pre> <p data-bbox="599 613 1292 680">When processing by Dept.Dept, this would resolve such as <b>Processed by Dept 22000</b></p> <p data-bbox="521 705 1365 886">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.</p>
Sort By	<p data-bbox="521 907 1403 1087">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 <i>Asc</i> or <i>Desc</i> after the column name (ascending order is used if not specified). For example: Dept.Dept Desc. Separate multiple values with semicolons.</p> <p data-bbox="521 1113 1398 1255">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.</p> <p data-bbox="521 1281 1403 1423">The processing order is only relevant when <b>File Generation</b> is set to <b>Single Output File</b>, since it determines the order of each individual pass within the single file. When outputting to <b>Multiple Output Files</b>, the order is still used during processing but it has no useful impact on the outcome.</p>
Source Filter	<p data-bbox="521 1449 1398 1516">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.</p> <p data-bbox="521 1541 1360 1608">When the multipass list of values is generated, any value that does not meet the source filter will be excluded from processing.</p> <p data-bbox="521 1633 1365 1701">By default, all values in the specified multipass column are processed if the source filter is left blank.</p>

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]	<p>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.</p> <p>This variable is typically used in settings such the file name, sheet name (when generating Excel output), and folder path.</p>
[CURRENT_PASSNUMBER]	<p>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.</p>
[MULTIPASS_COLUMN]	<p>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.</p> <p>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.</p>

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 Strategy Management 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

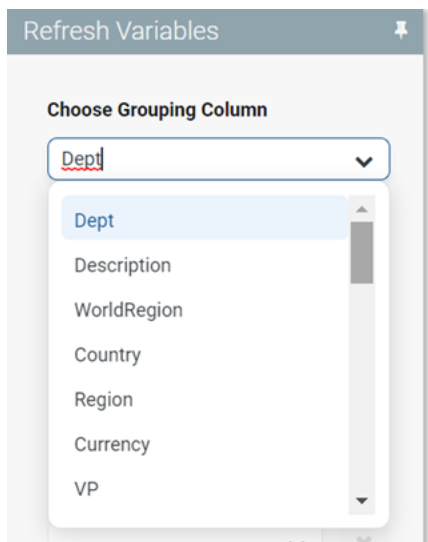
If the web report uses refresh variables, Scheduler job variables can be used to pass variables to these variables. For example, in some cases the report may require certain refresh variables to be set before data can be queried. In this case, the Scheduler job must pass values for these required refresh 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`

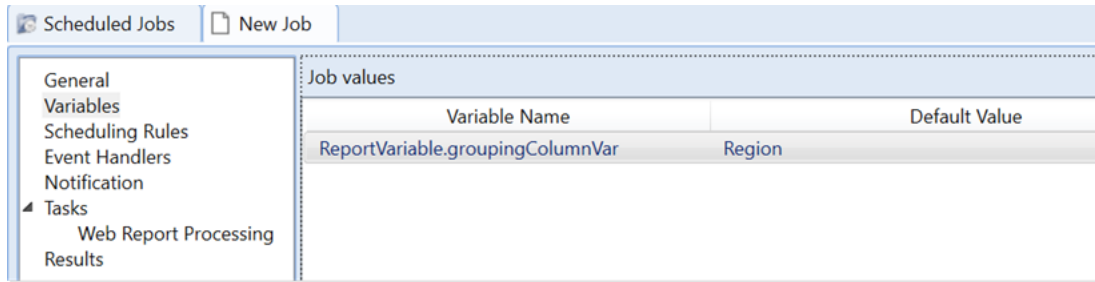
Where `ReportVariable` is a dedicated keyword that tells processing to apply the variable as a report parameter, and `VariableID` is the name of the specific report parameter.

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**

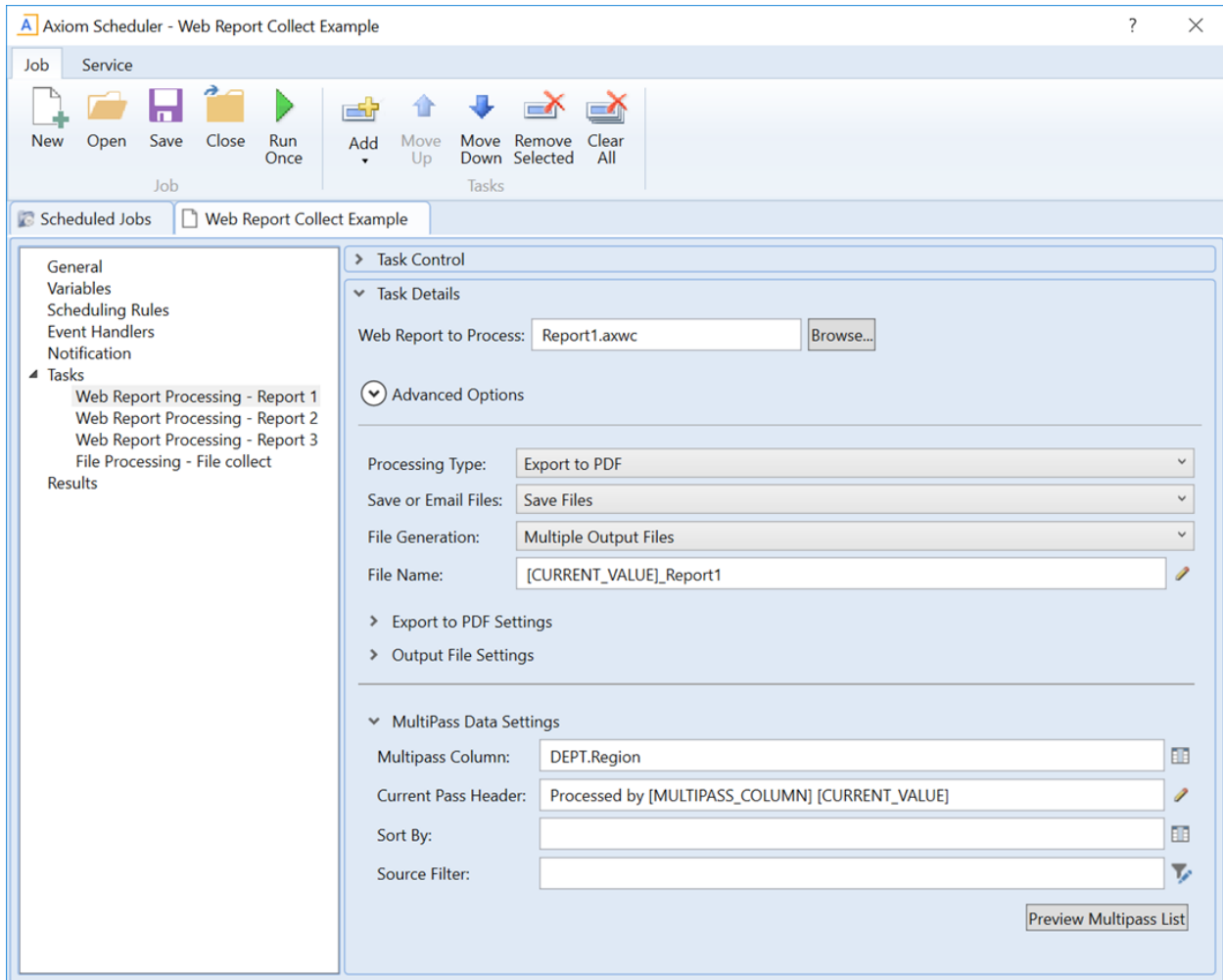
You can combine web report processing with the File Collect feature to create and deliver "report books". For example, you may have three different reports that you want to process by region, then you want to collect the output into region-specific report books to deliver to each regional manager.

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.

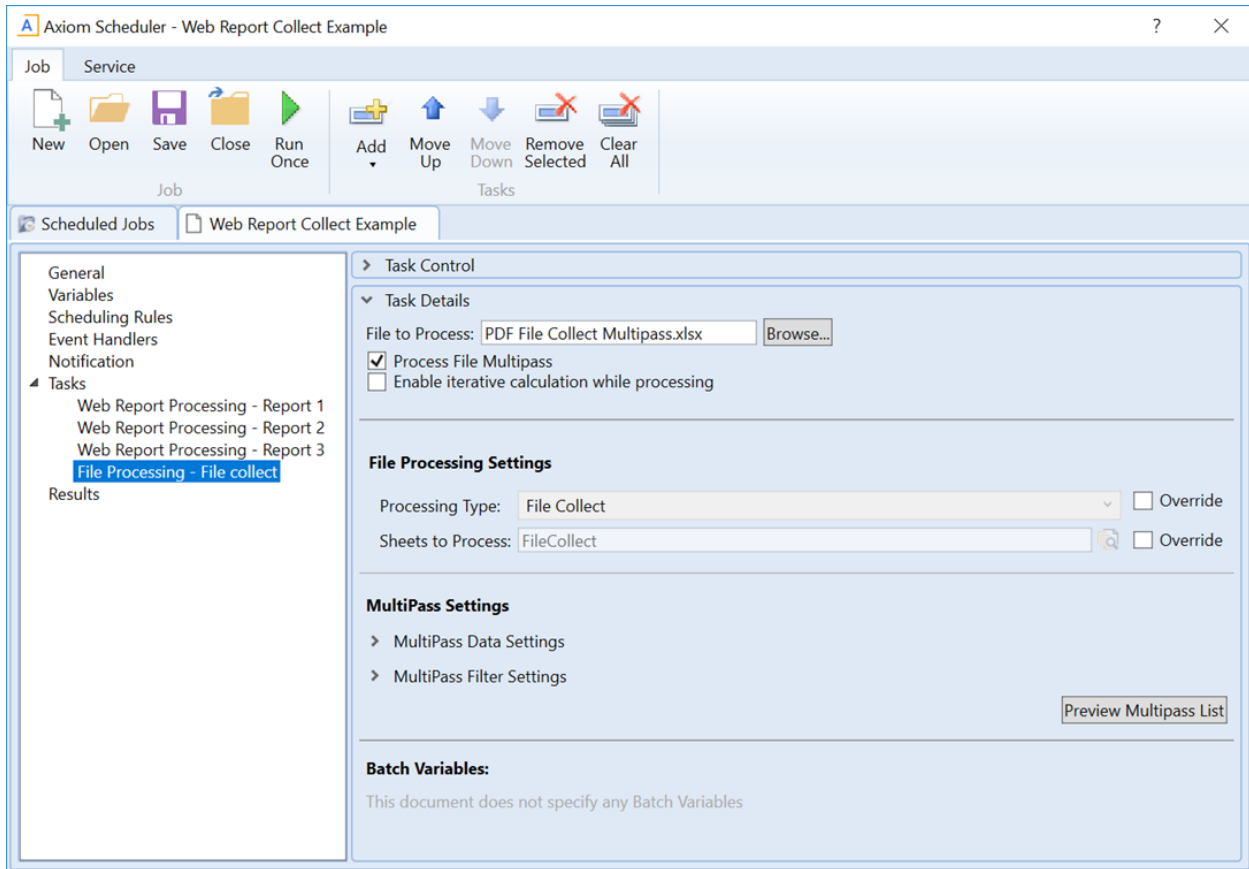
File Collect is an option of File Processing. It can be used to collect any PDF or Excel files, regardless of how they are generated. For more information on how to configure file collect, see the File Collect documentation.

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 Strategy Management 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.

Axiom Assistant

Home test\_drill PDF File Collect Multipass Screenshot x

**File Processing Settings**

Processing Type: File Collect

Sheets to Process: FileCollect

**Multipass Settings** [Show Advanced View](#)

Source Column: DEPT.Region

[Preview Multipass List](#)

**Actions**

- Refresh file lists in selected column(s)
- Refresh all file lists
- Add additional package columns
- Add new source folder section
- Add new file collect sheet
- Process file
- Process file multipass

**FILE COLLECT CONFIGURATION**

8 Package name (Optional) Common Files Report Book

9 Active On

10 Source File Type (Excel or PDF) PDF

13 **Email Settings**

14 Email to list jdoe@mycompany.com

15 Email CC list noreply@mycompany.com

16 Email from Monthly Report Book

17 Subject text Attached is your regional monthly report book for June.

18 Body text Normal

19 Message priority On

20 Attach file to email Off

21 Attach each file separately (don't combine them into one)

22

23 **Source Folder Settings**

24 File source (Axiom or Local) Axiom Repository Axiom Repository

25 Source folder path \Axiom\Reports Library\File Processing \Axiom\Reports Library\File Processing

26 File filter list \*cover\* \*(Dept.Region)\*.pdf

27 (Multipass only) Filter template (e.g. (Dept.Dept)\*.xlsx)

28 Source folder path

29 File filter list

30 (Multipass only) Filter template (e.g. (Dept.Dept)\*.xlsx)

31

32

33

34 **Output File Settings**

35 Output location (local file or Axiom) Axiom Repository

36 Output file purge setting (Axiom files only) - can be a static purge date or number of days \Axiom\Reports Library\Monthly Reports

37 Output folder path

38 Remote Data Connection Name Region\_West\_MonthlyReportPackage

39 Output file name (no extension) .pdf

40 Output file type Save File and Send Email

41 Save or email generated files

42

43 **File List Settings**

44 Auto-generate file list On On

45 Continue On Error On On

46 Include common files in package On On

47

48 **File List** **File List**

49

50 \Axiom\Reports Library\File Processing \Axiom\Reports Library\File Processing

51 cover.pdf West\_Report1.pdf

52 West\_Report2.pdf

53 West\_Report3.pdf

54

55

*Common Files are added at the beginning of a package if 'Include common files in package' is set to 'On'.*

Example File Collect configuration to collect the PDF output into a PDF report book

# Administering Security

The Axiom Strategy Management system administrator manages security in the Axiom Strategy Management subsystem. To manage security, the system administrator needs to have the Security Admin role.

**NOTE:** Currently, system administrators need to add users and assign user roles by accessing the Security Management window from the Desktop Client.

Security is integrated at all levels of Axiom Strategy Management, meaning that no matter where you are in the system, you can only view data and use features for which you have the appropriate access.

Security in the Axiom Strategy Management is based on the following:

- **Logon** – Allows users to log on to the system.
- **Subsystem** – Gives users access to one or more Axiom Healthcare Suite products licensed by your organization.
- **Role** – Determines which assets you have access to. Assets include icons, tools, report, utilities, task panes, and so on. Users may have multiple roles. For example, a user might be an administrator for Axiom Strategy Management but an end-user for another Axiom product.
- **Filter** – Restricts the data that you can view for each asset. For example, you may have access to a specific report, but the report may only display specific information based on department. Typically, you are restricted to your specific department or entity while administrators have broader access.

## About user roles

All user roles in Axiom Strategy Management, except the Strategy Management Administrator role, are additive, which means you can assign a user multiple roles as needed, with each assigned role adding rights. You can assign users as many roles as necessary to do their work, but the best practice is to add no more rights than the user needs. The starting role for everyone but administrators is the Strategy Management User role, which you assign to each new user as you add them to the Axiom Strategy Management subsystem.

▶ Axiom Everyone

This role provides access to the Axiom platform functions with which Axiom Strategy Management is integrated. All Axiom Strategy Management users are given this role by default when you add them to Axiom Strategy Management if they do not already have this role from having access to another Axiom product. This role cannot be configured by the Axiom Strategy Management Admin.

▶ Strategy Management User

This is the baseline role in Axiom Strategy Management. All users except Strategy Management administrators are assigned this role; it provides access to general navigation and core functionality within the Web Client. This role is preconfigured and should not require additional configuration after the initial system is set up. The following tabs refer to those in the Security Management dialog accessible from the Excel or Windows Client. Baseline access includes:

Tab	Access to
Permissions	None
File Groups	Can query Strategy Management – Requests
Tables	SMReference – Full Read access on all tables except Initiative, unless the user is the designated owner or sponsor for an Initiative; in which case, the user has access to only those Initiatives for which they are owner or sponsor.

Tab	Access to
Files	<p data-bbox="457 254 1203 285">Reports Library &gt; Strategy Management Utilities &gt; Home Pages</p> <ul style="list-style-type: none"> <li data-bbox="457 310 1406 506">• Dashboard – Read only <ul style="list-style-type: none"> <li data-bbox="500 352 1406 422">◦ Can drill down to view details on Perspectives and Perspective measures, including measure data and KPI icons</li> <li data-bbox="500 436 1377 506">◦ Can view list of Objectives but not view performance data or KPI icons, unless the user owns the Objective</li> </ul> </li> <li data-bbox="457 527 1357 764">• Perspectives – Read only <ul style="list-style-type: none"> <li data-bbox="500 569 922 600">◦ Can see all enabled Perspectives</li> <li data-bbox="500 615 1328 684">◦ Can drill down to view Perspective measure details but not related Objective measures</li> <li data-bbox="500 699 1357 768">◦ Cannot see Baseline, Prior, Current, or Target information for related Objective measures unless the user owns the related Objective</li> </ul> </li> <li data-bbox="457 785 1377 1022">• Objectives – Read only <ul style="list-style-type: none"> <li data-bbox="500 827 1377 896">◦ Cannot view Objective measure data or KPI icons unless the user owns the Objective</li> <li data-bbox="500 911 1289 942">◦ Cannot drill down to details unless the user owns the Objective</li> <li data-bbox="500 957 1312 1026">◦ Cannot view associated Initiatives unless the user is the owner or sponsor for the Initiative</li> </ul> </li> <li data-bbox="457 1043 1370 1157">• Initiatives – Read only <ul style="list-style-type: none"> <li data-bbox="500 1085 1370 1157">◦ Additional Initiative role required to see Initiative names and Initiative data, except for Initiatives the user owns or sponsors</li> </ul> </li> <li data-bbox="457 1178 797 1209">• Admin pages – No access</li> </ul>

### ► Strategy Management Executive

This role adds the following access rights to the Strategy Management User role:

- Provides full read access to Objectives, Initiatives, and measures information.
- File Groups tab – Adds Read Only access to all plan files
- Tables tab > SMReference
  - Adds full Read access to the Initiative table

### ► Strategy Management Initiative Creator

This role adds the ability to create Initiatives and submit them for review and approval using the Initiative Approval Process Management workflow. Only users with this role can create Initiatives in the Web Client. System administrators cannot create Initiatives in the Web Client without the Initiative Creator role. System administrators can add Initiatives in the Excel or Windows clients using the import

Initiatives utility.

**NOTE:** This role requires the user to have either the Strategy Management User role or the Strategy Management Admin role.

#### ► Strategy Management Initiative Owner

This is not strictly a “user role” because it is not managed in the system security settings, it is assigned by the Initiative creator when they create the Initiative. This adjunct role enables the user to review and modify an Initiative when it is in the Owner Review stage of the Initiative creation approval process, to update an Initiative’s measure data and milestone status when the Initiative is in the Active Tracking stage of the Initiative update approval process, and to approve an Initiative as Complete in the Pending Reset stage of the Initiative completion process. An Initiative owner can also abort an Initiative at the Active Tracking step in the Initiative creation approval process and the Initiative update approval process.

**NOTE:** Users can only be assigned this role if they already have the Strategy Management User role.

#### ► Strategy Management Initiative Sponsor

This is not strictly a “user role” because it is not managed in the system security settings, it is assigned by the Initiative creator when they create the Initiative. This adjunct role enables the user to review and modify an Initiative when it is in the Sponsor Review stage of the Initiative creation approval process. This role also enables the user to review and approve Initiative measure data in the Active Review stage of the Initiative update approval process.

**NOTE:** Users can only be assigned this role if they already have the Strategy Management User role.

#### ► Strategy Management Initiative Approver

This role enables the user to approve Initiatives into the Active Tracking stage of the Initiative Approval Process Management workflow, or to reject or abort Initiatives. This role also enables the user to view comments and submission history for Initiatives.

**NOTE:** Users can only be assigned this role if they already have the Strategy Management User role.

This user role adds the following rights:

Tab	Access to
File	<ul style="list-style-type: none"> <li>• Dashboard – Read only <ul style="list-style-type: none"> <li>◦ Can see Subscribed Initiatives in list</li> <li>◦ Can access Initiatives approval process task page</li> </ul> </li> <li>• Perspectives – Read only <ul style="list-style-type: none"> <li>◦ Can see all Initiatives related to each Objective and can click to access Initiative-related pages</li> </ul> </li> <li>• Objectives – Read only <ul style="list-style-type: none"> <li>◦ Can see all Initiative information and click to access Initiative-related pages (but still cannot see Objective measure data unless user is Objective owner)</li> </ul> </li> <li>• Initiatives – Read only <ul style="list-style-type: none"> <li>◦ Can see all Initiative names and Initiative summary data</li> <li>◦ Cannot create an Initiative</li> <li>◦ Can click to go to Initiative plan file page, approval process routing page</li> </ul> </li> </ul>

### ► Strategy Management Admin

This role grants the user system administrator access, including access to all Axiom Strategy Management tools and tables from the Excel or Windows Client. This role does not require the Strategy Management User role be assigned in addition. This role does not provide the ability to assign roles to users.

Tab	Access to
Permissions	<ul style="list-style-type: none"> <li>• Administer announcements</li> <li>• Administer Axiom Explorer</li> <li>• Administer tables</li> <li>• Scheduled jobs user (can use Scheduler in Desktop Client for the following jobs: SM_CreatePlanFiles, UpdateMeasureData-SQL, and UpdateMeasureTarget-SQL)</li> </ul>
File Groups	<p>Can query Strategy Management – Requests</p> <ul style="list-style-type: none"> <li>• Create Plan Files (in the Excel and Windows clients)</li> <li>• Create new records</li> <li>• Run Axiom Queries</li> </ul>
Tables	<p>SMReference – Full access</p> <p>Data – Full access</p>

Tab	Access to
Files	Reports Library > Strategy Management Utilities > Home Pages <ul style="list-style-type: none"> <li>• Objectives – Full Read access</li> <li>• Initiatives – Full Read access</li> <li>• Admin pages – Full access</li> </ul>

## ▶ Security Admin

This role grants the user the ability to add users to the Axiom Axiom subsystem and to assign other Strategy Management roles.

- Permissions tab
  - Administer Security – Security Management utility for managing users, user roles, and access to the Axiom Strategy Management subsystem

## Add a user

Use these instructions to add a user to Axiom Strategy Management. Every user is first assigned the Strategy Management User role unless that user is assigned the Strategy Management Administrator role.

**NOTE:** You must have the Security Admin role to be able to access the Security Manager and assign roles to users.

To add a user to Axiom Strategy Management:

1. [Launch the Desktop Client.](#)
2. In the **Ribbon**, click the **MAIN** tab.
3. In the **Security** section, click **Security Manager**.
4. In the top left corner of the **Security Management** dialog, click **Users**.
5. At the bottom left of the dialog below the list of users, click the **Create user plus (+)** icon.
6. In the **User Details** section of the **General** tab, add the user's information. For information, go to the Axiom Desktop Client help and search on "defining user properties."
7. At the bottom right of the **Security Management** dialog, click **Apply**.

**NOTE:** You cannot assign roles or a subsystem to the user until you click Apply.

8. In the **Assigned Roles** section, click the **Add plus (+)** icon.
9. In the **Assign Roles** dialog:

- a. Scroll to the bottom of the **Available Roles** column and click **Strategy Management User**.
  - b. Click **Add** to move the role to the **Assigned Roles** column.
  - c. Click **OK**.
10. In the **Assigned Subsystems** section, click the **Add plus (+)** icon.
11. In the **Available Subsystems** column of the Assign Subsystems dialog:
  - a. Click **Strategy Management**.
  - b. Click **Add** to move it to the **Assigned Subsystems** column.
  - c. Click **OK**.
12. Click **Apply**.
13. Click **OK**.

## Assign roles to users

You can assign roles to a user at any time after adding the user to the Axiom Strategy Management subsystem and giving them the Strategy Management User Role in the Security Management utility.

These instructions assume that the user already has the Security Management User role and has been added to the subsystem.

**NOTE:** You must have the Security Admin role to be able to assign roles to users.

### To assign roles to a user:

1. [Launch the Desktop Client](#).
2. In the **Ribbon**, click the **MAIN** tab.
3. In the **Security** section, click **Security Manager**.
4. In the top left corner of the **Security Management** dialog, click **Users**.
5. Locate and select the user in the list of names.

**NOTE:** If the list is long, you can clear the **Disabled** check box to view only active users, or you can type the user's name in the search field above the list.

6. In the **Assigned Roles** section of the **General** tab, click the **Add plus (+)** icon.
7. In the **Assign Roles** dialog:
  - a. Scroll to the bottom of the **Available Roles** column and select the desired role.
  - b. Click **Add** to move the role to the **Assigned Roles** column.

- c. Repeat until you have added all the desired roles for the user.
  - d. Click **OK**
8. Click **Apply**.
  9. Click **OK**.




# Reference

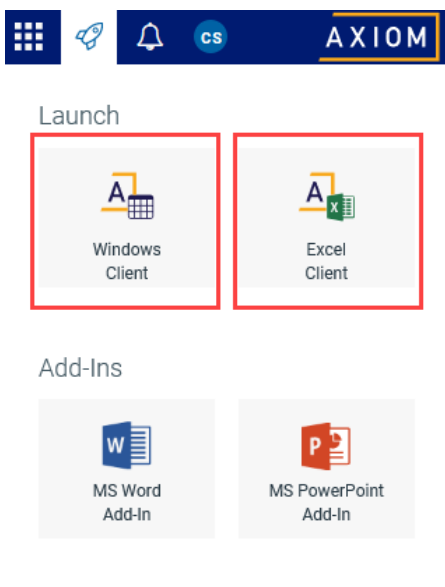
This appendix contains reference information for administrators configuring and maintaining Axiom Axiom.

## Launch the Desktop (Excel or Windows) Client

Use the following instructions to launch either the Windows Client or the Excel Client from Axiom Strategy Management.

To launch one of the spreadsheet clients:

1. In the Global Navigation bar (blue bar at top of page), click the Quick Launch icon ()
2. In the **Quick Launch** menu, click the desired Desktop Client (Windows or Excel).

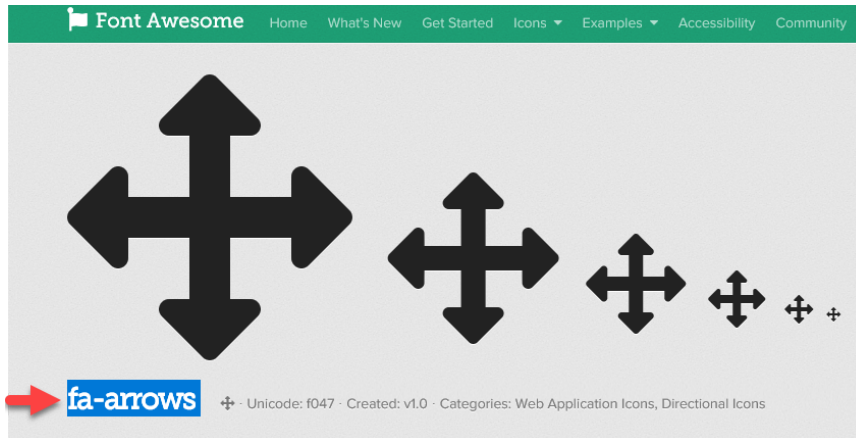


The application launches.

# Get Perspective icons

Axiom Strategy Management uses free icons from Font Awesome. Only icon names from Font Awesome will work.

1. Go to [Font Awesome](#) and search for the icon you want or review the available lists.
2. Locate the desired icon in the list and click it. A new page opens for that icon. The code for the icon displays below a picture of the icon.
3. Use your cursor to highlight just the code, as shown in the following example.



4. Right-click the highlighted name, and select **Copy**.
5. In Axiom Strategy Management, navigate to the desired **Icon** field, place your cursor in the field, right-click and select **Paste**.
6. Click **Save**.

# About measures

Axiom Strategy Management uses data collectors called *measures* to determine how the items in the strategy hierarchy—Perspectives, Objectives, and Initiatives—are performing currently and over time.

Each measure captures specific data. For example, if an Objective is to improve patient access to care, you could assign a measure that records the average time it takes for a patient to schedule a primary care visit.

Measure data is updated on a regular schedule according to the measure's frequency; the default is monthly. The system administrator updates Perspective and Objective measure data. Initiative measure data is typically updated by the Initiative owner, or an administrator can also update them if needed.

Each measure has some or all of the following attributes:

- **Description** – Measure name
- **GL Acct** – General Ledger account in which the measure belongs
- **Precision** – The number of decimal values that display for units when the system displays measure data in Measure Detail windows
- **Class** – Category in which the measure belongs
- **Type** – Method used for updating the measure
- **Unit** – Format type of the data the measure produces (i.e., *amount* for currencies, *percent* for percentages, *number* for other numeric data)
- **Frequency** – How often the measure data is updated and reported
- **Formula Description** – Optional. How the measure data is derived, if applicable
- **User Drill** – Optional. Indicates the measure has an associated drill document
- **Enabled / Disabled** – Whether or not the measure is available to be selected for hierarchy items (Perspectives, Objectives, and Initiatives)
- **MeetsTargetDirection** – Direction of the measured data (higher or lower) that is favorable when the data is compared to the set target

When measures are assigned to Perspectives, Objectives, or Initiatives, they receive the following additional attributes:

- **Baseline** – Starting point at which data measurements begin. This can be from the current year or a historical average for the past 12 months.
- **Target** – The number used as a comparison point against which measure data is compared to determine if the data is favorable or unfavorable. The person assigning the measure to a Perspective, Objective, or Initiative, sets the target. The target typically comes from either a benchmarked or budgeted number.
- **Period Begin** – (Called Start Date in Initiative measures) The starting date for which measure data is collected and recorded. This date typically coincides with the start date of the Initiative.

- **Period End** – (Called End Date in Initiative measures) The date measurement data stops being collected and recorded.
- **Department** – Optional. The department from which the measure data is taken
- **Entity** – Optional. If a department is selected, then the entity is the higher-level section of the organization (e.g., location, building), or the organization itself, that the department belongs to. If no department is specified, then the entity is the part of the organization or the entire organization from which the measure data is taken.

## About Key Performance Indicator icons

Axiom Strategy Management displays Key Performance Indicator (KPI) icons to represent current status as compared with set targets and to show period-over-period trends. KPIs use measurements of active data to reflect whether the hierarchy item they apply to is performing favorably, unfavorably, or a mix of both, as compared to the target set in the item's measure.

### How the system determines KPI icon use

The system displays KPI icons to provide at-a-glance performance status for Perspectives, Objectives, and Initiatives. Perspective and Objective KPIs reflect their measure data. Initiatives are different in that their KPI icons represent the status of their milestones. For more information, see [About Initiative milestones](#).

KPI icons represent a value judgment of whether the data measured is favorable or unfavorable compared to the target set in the measure when the measure is applied to a Perspective or Objective.

Measured data can be higher than, lower than, or right on the target. Whether data above the target or below the target is favorable or unfavorable depends on what is being measured. For example, when measuring profitability, data above the target is favorable. However, if the measure tracks the number of patient falls, then your target would be the maximum number of falls considered acceptable in a period, and a number at or below the target would be favorable. The direction of the data—above or below the target—that is favorable, is called the *MeetsTargetDirection* attribute. The *MeetsTargetDirection* attribute is defined when the measure is created.

In the following example, a Perspective measure tracks the AHRQ Patient Safety Indicator Composite for serious complications. For this measure, the *MeetsTargetDirection* is set to Lower. The target is set to the number 50. The current measurement is 47, which is lower than the set target, so the current measurement is favorable. The icon used to represent the measure's current performance is called a *performance* icon. In this case, because the performance is favorable, the icon used is a check mark in a green circle.

Notice that the current measurement is lower than the prior measurement, which indicates improved performance over time. In Axiom Strategy Management, performance over time is called *trend*. When data is moving in a favorable direction from the previous measurement, the trend is favorable, which is represented by a green, up arrow icon.

Clinical Performance

Measure	Measure Description	Entity	Dept	Unit	Baseline	Prior	Current	Target
837	QTR-AHRQ Patient Safety Indicator Composite (Serious Complications)	0	0	Number	75.00	48.81	47.00	50.00

The screenshot shows a table with columns for Measure, Measure Description, Entity, Dept, Unit, Baseline, Prior, Current, and Target. A row of data is shown for 'QTR-AHRQ Patient Safety Indicator Composite (Serious Complications)'. Callouts point to a green checkmark icon (Performance icon), a green up arrow icon (Trend icon), the 'Prior' value of 48.81 (Prior measurement), the 'Current' value of 47.00 (Current measurement), and the 'Target' value of 50.00 (Target).

Icons and icon colors indicate status: a check mark indicates favorable, an exclamation mark indicates unfavorable. Green represents favorable data, and red represents unfavorable data. Orange indicates the status is a mixture of favorable and unfavorable data if the icon is a performance icon. For a trend icon, orange indicates the trend is flat, meaning it is moving neither favorably nor unfavorably as compared to the previous frequency period measurement.

The following example of the list of Objectives from the Dashboard page displays each Objective's KPI and trend icons.

Objective Performance	
✓ ▶	Accelerate resource optimization - clinic space, scheduling, staff
! ▶	Attract and Retain Top Talent
✓ ▲	Earn Highest Patient Satisfaction and Experience Scores
✓ ▶	Earn Industry Leading Patient Satisfaction & Experience Scores
✓ ▶	ED Wait Time Reduction, Improve Patient Flow
✓ ▶	Effectively Manage Controllable Supplies Expense related High-Cost Implants &
✓ ▶	Effectively Manage Labor Cost and Productivity in-line with Industry Best Practi
✓ ▶	Grow Primary Care Market Share 10%
☰ -	Grow Sleep Lab Clientele
✓ ▶	Improve Patient Access to Clinical Care
⊖ ▼	Invest Capital Strategically in Support of Business & Financial Goals





For detailed descriptions of each icon used in the system, see the following tables.

## Key Performance Indicator icons

Axiom Strategy Management uses two kinds of KPI icons: performance and trend. Performance icons come in two types: single-measure and roll-up measure. Single-measure icons reflect the status of a single measure, whereas roll-up measure icons reflect a combination of two or more measures.


### ► Performance icons for hierarchy measures




This table lists the performance icons used for Perspective, Objective, and Initiative measures. Performance icons represent the status of measurements for a single frequency period.

Icon	Meaning
	This icon indicates the hierarchy item's measure is performing favorably compared to the set target. The system displays this icon to represent the performance of a single measurement or multiple measurements that are performing favorably.
	<p>This roll-up icon indicates that the hierarchy item's measure performance is a mix of favorable and unfavorable measurements compared to the set target.</p> <p>This icon always represents a roll-up measurement. This icon also always represents a mix of favorable and unfavorable measurements for the item being measured, regardless of how many of the measurements are favorable or unfavorable. For example, if a Perspective has four measures and three of them are favorable and one is unfavorable, this performance icon is used; likewise, if three of the measures are unfavorable and one is favorable.</p>
	This icon indicates that the item is performing unfavorably compared to the target. The system displays this icon to represent the performance of a single measurement or multiple measurements that are all performing unfavorably.
	This icon indicates that either no data is available for the item or that you do not have permissions to view that data.

### ► Trend icons for hierarchy measures

Trending is determined by comparing the measure value of the current frequency period to the previous frequency period. In the case of roll-up measures, this is evaluated by comparing the previous period performance (i.e. green, red, orange) to the current period performance. Trend icons apply only to measure data performance, not Initiative milestone performance.

Icon	Meaning
	The item is trending favorably. This means the performance is headed in a favorable direction compared to the previous measurement.

Icon	Meaning
	The item is trending flat. This means the performance is trending neither favorably nor unfavorably compared to the previous measurement.
	The item is trending unfavorably. This means the performance is headed in an unfavorable direction compared to the previous measurement.
	The item contains no data, or you do not have permissions to view the data.

## Icon combinations

The following table lists the possible performance-trend icon combinations and their meaning.

Icon set	Meaning
	Performance is favorable compared to the target, and trending favorably compared to the previous measurement.
	Performance is favorable compared to the target, and trending flat, neither up nor down, compared to the previous measurement.
	Performance is currently favorable compared to the target, but trending unfavorably.
	Performance is a mixture of favorable and unfavorable measurements compared to the target, and is trending favorably compared to the previous measurement.
	Performance is a mixture of favorable and unfavorable measurements compared to the target, and is trending flat compared to the previous measurement.
	Performance is a mixture of favorable and unfavorable measurements compared to the target, and is trending unfavorably compared to the previous measurement.
	Performance is unfavorable compared to the target, and trending favorably compared to the previous measurement.
	Performance is unfavorable compared to the target, and trending flat compared to the previous measurement.
	Performance is unfavorable compared to the target, and trending unfavorably compared to the previous measurement.
	There is no performance or trend data available for the item, or you do not have permissions to view the data.

# About Initiative milestones

When creating an Initiative, users can set milestones to track the life cycle of the Initiative. Milestones provide a way to ensure that the Initiative project gets launched on time, that work gets done according to schedule, and that Initiatives are completed on time. Milestones are tracked monthly.

Unlike Perspectives and Objectives, Initiatives do not have begin and end dates; instead, an Initiative's life cycle begins at creation and ends when all of its milestones are complete and the Initiative no longer needs to collect measure data. However, since an Initiative supports an Objective, the Initiative's milestone time frames need to fall within the associated Objective's Period Begin and Period End dates. To ensure this happens, each newly-created Initiative comes with two built-in milestones:

- Initiative Kickoff – Uses the current date as the milestone's start date.
- Initiative Completion – Uses the last day of the month of the Period End date of the associated Objective as the milestone's start and end dates. For example, if the Objective Period End date is June 2021, the Initiative Completion milestone dates will be June 30, 2021.

**NOTE:** The system only displays Objective dates on the Admin Maintenance page to system administrators.

Before submitting the Initiative for approval, if you delete both of these Initiatives without adding any others, save the file and then go back to the plan file page, the default Initiatives will be restored. (However, if the milestones are deleted during the owner or sponsor review stages, the Initiatives are not restored.) This is a safeguard to prevent creating Initiatives with no milestones. While you can save an Initiative without milestones, the best practice recommendation is to have at least one Milestone per Initiative. This is especially important because **Initiative status is derived from milestone status**. You do not have to add all the milestones before submitting the Initiative for approval; the Initiative owner or sponsor can add milestones before the Initiative is approved to active tracking.

After the Initiative has been approved to the Active Tracking stage, Initiative owners and sponsors can update the status of milestones.

## ► Milestone status

When the system displays an overall Status for an Initiative on the Initiatives page, it uses the most recent status of the Initiative's milestones. However, the milestone status displayed in the Status column on the Initiatives page is not an aggregation of the Initiative's milestones; rather, the system checks the status of all the Initiative's milestones and if there is a problem with any of them, the system displays the status that is the most urgent.

For example, if any milestones have the status of Needs Attention, then this is the status that displays in the Status column, even if the other milestones are On Track or Completed. However, if another one of the Initiative's milestones has the status At Risk, then this is the status that displays because At Risk is a higher level of urgency than Needs Attention. This feature allows you to see immediately which Initiatives need help to get back on track.

## Milestone status icons

Initiative milestone status is represented using KPI icons but no trend icons. When the dash icon (—) is used to represent milestone status, it indicates that there is no milestone data. No milestone data usually indicates that the Initiative has not reached the Active Tracking stage in the Initiative creation approval process.

ID	Status	Initiative Name	Owner	Sponsor	Stage
1	Needs Attention	Digital Engagement	Rick Grayson	Dr Johnson	Active Tracking
26	On Track	New Initiative	Dr Johnson	Darryl Fleck	Initiative Creation
27	On Track	Admit Goal Written to Bed Occupied -	Rick Grayson	Dr Johnson	Active Tracking
28	On Track	Admit Order Written to Bed Occupied-	Tom Mckinlay	Jay Spence	Initiative Creation
29	On Track	Bed Assigned to Occupied	Rick Grayson	Dr Johnson	Initiative Creation
31	On Track	Testing the Workflow	Orlando Ramos	Orlando Ramos	Pending Reset
40	No Status	Reduce WTH voluntary turnover for rolling 12 month period ending June 30, 2020 to	Jeff Goldstein	Daniel Ziegler	Initiative Creation