

# argos<sup>■</sup>

Enterprise Reporting Solution

## Report Viewer Guide

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# Introduction

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Argos is a powerful reporting solution designed for everyone from novice users to the most seasoned technical experts. For ease of use, Argos users are divided into three distinct types:

**DataBlock Designers:** Argos “power users” who create DataBlocks.

**Report Writers:** Intermediate users who use DataBlocks to build a variety of reports.

**Report Viewers:** Casual users who are able to run reports and save and distribute the output in a variety of useful formats.

Each user type has a corresponding guide associated with it. This guide is intended for Report Viewers. Regardless of your level of expertise, Evisions recommends that you become familiar with this guide before moving on to more advanced features.

Once you have completed this guide, you should be able to:

- Launch and log in to Argos (Getting Started)
- Navigate the menus and Explorer (Navigation)
- Run a variety of reports and save the output
- Know where to find additional help

These guides are designed to illustrate the features of the product. Additional information regarding specific features can be found by accessing the product help system built into Argos. From within Argos, simply press the Help button (or press the F1 key) to access the Argos Help screens.

## Evisions Support Site

The easiest way to get to the Evisions support site is to access it through Argos. Under the Help menu is a link to the Support page. A link to the Support page also exists on the Argos toolbar. All the technical documentation available for download is found under the Support page.

Evisions can also provide more in-depth and even customized training via our Professional Services department. Visit the Consulting Services page on the Evisions web site at <http://www.evisions.com/Services/Overview.aspx>.

### *What is this over here?*

This sidebar will be used throughout the guide to define terms, show examples and provide further clarity.

### *Argos*

Evisions’ software for building and deploying reports and dashboards across the enterprise.

### *DataBlock*

DataBlocks are the foundation of Argos. They contain user input forms and queries to retrieve information from one or more data sources. Reports in Argos have a DataBlock as their “parent” and each DataBlock can contain multiple reports.

### *Explorer*

The Explorer view is one way to navigate the folders, DataBlocks and reports in Argos.

### *Support icon on Argos toolbar*



# Getting Started

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## Starting Argos

Argos is Windows PC software which is web-enabled, meaning it is accessible from your web browser via an Internet connection. Before launching Argos, you may need to disable any pop-up blockers running on your computer. To disable the pop-up blocker in Microsoft (MS) Internet Explorer, select Tools, Pop-up Blocker, Turn off Pop-up Blocker. You should be able to re-enable the pop-up blocker once you have downloaded the software.

## **Connect to the Server**

Type the web address provided by your system administrator into the address bar of your browser to access the Multiple Application Platform Server (MAPS) launch page. This webpage provides a central access point for all MAPS applications, including Argos, FormFusion, IntelleCheck, Datamasque and the MAP Server Configuration Tool.

## **Start Argos**

Click **Argos** from the list of Evisions applications.

Click the **Argos** button to launch Argos.

Enter your user name and password (obtained from your system administrator) in the Login box. The **Remember this user** and **Remember the password for this user** are check boxes (available as determined by the MAPS Administrator) that are optional and should not be used on shared computers. Check them as desired.

Click the Login button.

## Change Password

To change your password, select Tools from the menu at the top of the screen and then select Change Password. You must know your current password in order to change it. The password strength indicator will help you determine if your password is secure enough. It is advisable to contact your system administrator before changing your password to verify that the change will not produce any undesirable results.

## **Browser support**

Argos is designed to operate using MS Internet Explorer, Mozilla Firefox, Google Chrome, and Apple Safari browsers.

## **Java**

Launching applications is done via Java. If Java is not installed on your PC, you will be prompted to install it.

## **Multiple Application Platform Server**

MAPS is the server that delivers the Argos software to users. Once Argos is installed, users connect to MAPS which fetches data and performs other tasks for them.

## **FormFusion**

Evisions' solution for enhancing documents and managing distribution via email, imaging software, print, etc. Users can rearrange and add data and images, change the layout, format fonts, etc.

## **IntelleCheck**

Evisions solution for payment processing – Accounts Payable, payroll and refund checks, Direct Deposit Advices and electronic refunds.

## **DataMasque**

Evisions solution for removing Personally Identifiable Information from any SQL-compliant database.

## **Password Strategies**

The following strategies will help you make a more secure password.

- Increase password length.
- Include letters and numbers.
- Use both upper and lower case.
- Use special characters [,!?, etc.

# Navigation

Argos has been designed with an intelligent interface that knows your user type and configures menus and buttons to show only those actions permitted.

Menus across the top allow you to take simple actions such as logging in to the product, finding items in the Explorer, customizing your Argos toolbars and changing your password. You can also access the integrated Help system or visit the Evisions web site that has many helpful resources available. The most common actions are replicated as buttons just beneath the menus.

At the very bottom of the screen, the status bar tells you what server you are logged in to, your username and user type.

Between the top and bottom toolbars is the Argos work area. The work area is broken into two halves. The left half contains the Navigation area while the right half contains the Action area.

## Action Area

The right hand side of the screen will have buttons for any actions you can take on a selected object. The buttons that show will depend on the type of object you select in the Navigation area.

## Navigation Area

This area contains the objects that you can perform actions on. There are three different views you can use for the Navigation area by clicking the desired tab (Explorer or Shortcuts). Each of these views is described below.

### Explorer view

The Explorer is the default view for the Navigation area, in which a simple menu of available folders and objects is displayed. Argos objects that can be found in the Explorer include:

**Folders** – Contains objects, including other folders

**DataBlocks** – The “parent” object for one or more reports

**Dashboards** - Display-only reports for quick reference.

**CSV Report** – A comma-separated values report

**Banded Report** – A fully-formatted report

**Extract Report** - A text report that meets pre-defined specifications

**Schedule** – Reports may be scheduled to run automatically

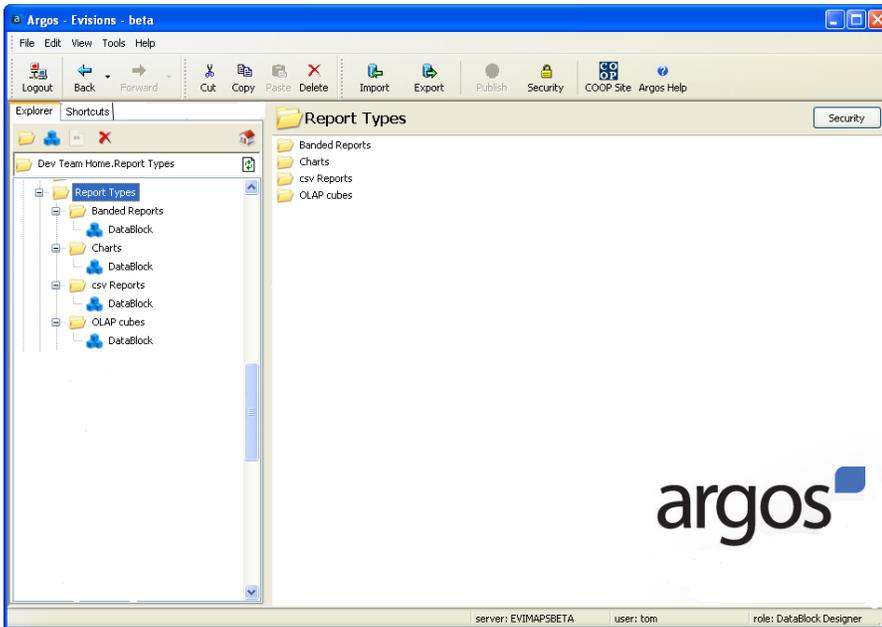
Some objects can be flagged as private. Private objects will not show up in the Explorer for users other than the creator and the administrator. These objects will have the “private eye” icon like the sample private Banded report icon on the list to the right.

Within the Explorer tree, reports always reside beneath a DataBlock parent. A DataBlock can have many “child” reports. Any object that has child objects will have a “+” next to it. Simply click the “+” to expand the object to view its children.

Icon	Explorer Objects
	Folder
	DataBlock
	CSV Report
	Banded Report
	Extract Reports (Delimited, Fixed Width, XML)
	Private Report (Banded)
	System created Dashboard
	User created Dashboard
	Schedule

### Explorer objects

Report Viewers do not have privileges to add, modify, or delete objects within the Explorer tree.

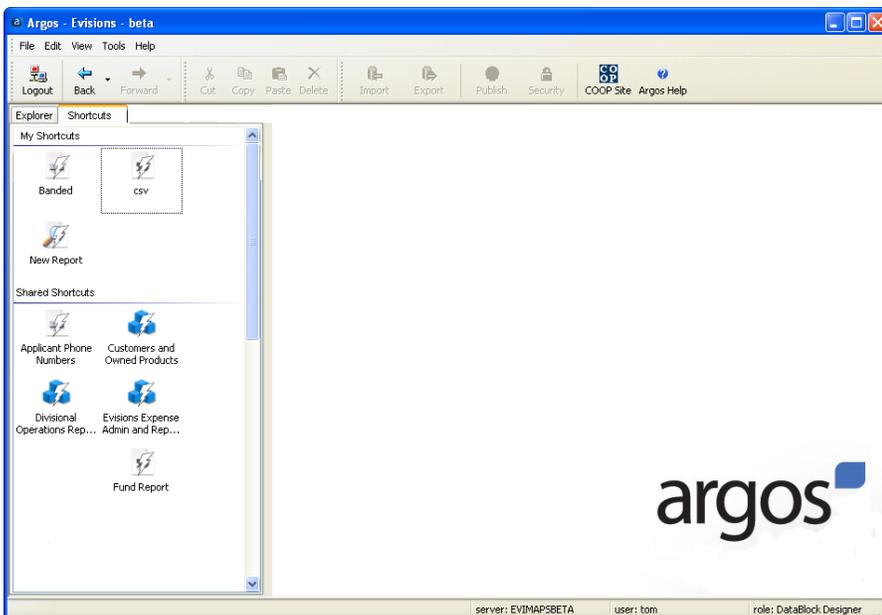


### Explorer Navigation

If you use a DataBlock or report frequently, you can right-click on it and choose “Add to Shortcuts”. Adding objects to the Shortcuts makes it easier to find what you need.

### Shortcuts View

This view can be very convenient as it shows only your available shortcuts. You can even rename a shortcut to something other than the original name. To find the original object in the Explorer view, right-click a shortcut and choose “Locate” (see figure on the right). Deleting or renaming a shortcut has no effect on the original object.



### Are my reports secure?

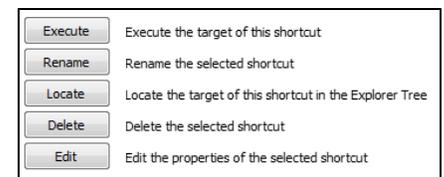
You may be wondering about the security of reports in Argos. Each object can be assigned to groups or individuals as needed. Unauthorized users would not be able to see objects they lack permissions for. It is even possible to have security all the way down to individual fields in a CSV or Banded report.

### Is my data secure?

All data transmitted from the server to Argos is “point-to-point” encrypted, meaning that anyone other than the intended user would see only gibberish. Once a report is created, care should be taken with resulting file(s) to ensure data security.

### Shortcut

A Shortcut is a reference to a DataBlock or Report. It can be shared (so all users can see it) or private (My Shortcuts) so only the creator can see it. Click the Shortcuts tab to switch to the Shortcuts view.



### Options for Shortcuts

# DataBlocks

Although Report Viewers and Report Writers do not create DataBlocks, an understanding of the components of the DataBlock can be helpful in understanding the relationship between DataBlocks and the various report types.

The DataBlock is the foundation from which all reports are created and contains **Forms** and **Queries**. Only users with DataBlock Designer privileges can create DataBlocks.

**Queries** obtain data from a database. The results of a query may be displayed on-screen on a dashboard, or output to a CSV, banded, or extract report. Dashboards and reports are "child" objects of the DataBlock in the Argos Explorer tree.

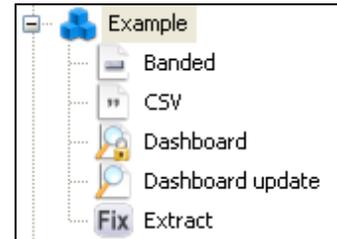
**Forms** hold the information that you see on a dashboard when you run it. Dashboards are used for two purposes:

- To obtain input selections from the user executing the report. The input selections can be passed to the queries to limit the results.
- To display results on the screen.

A dashboard can have multiple forms, and may provide a way of switching between forms.

When you run a report, it launches the default dashboard associated with that DataBlock. The dashboard allows you to enter any parameters that are needed to run the report. These parameters are then passed to the queries that retrieve the data. Depending on how the dashboard is configured, you may see the query results on the screen, or you may need to run the report using the report options at the top of the dashboard to get your results.

All reports underneath a DataBlock (CSV, banded, or extract) use the same queries in that DataBlock. The difference between the report types is in how the data (query results) are displayed.



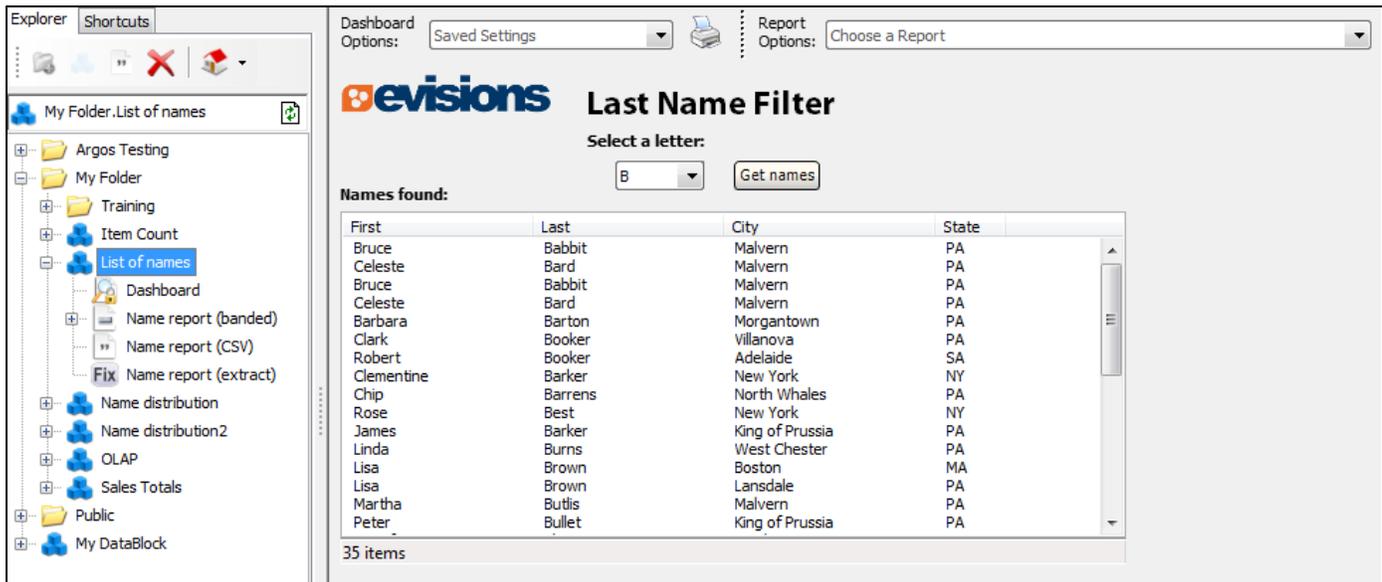
*Reports associated with a DataBlock*

# Dashboards

All DataBlocks have at least one **dashboard** which is created along with the DataBlock. The dashboard is used to gather any input parameters that are needed when you run a report. Dashboards can also display results on the screen, if the DataBlock designer configured it to do so.

Dashboards are a good choice when you need to access information quickly, but do not need to save results as you might when running a report. A good example is a situation where you want to view sales results for the organization. The dashboard could display a sales summary by region for each quarter. It may have additional "drill down" functionality on the dashboard, such as the monthly sales results for each salesperson. The results display on the screen immediately.

In order to save and share data with other users, you can run a report to generate a PDF of the same data, based on the information and options entered into the dashboard. In this case, you can run a banded report from the dashboard, and then send this PDF to the desired recipient.

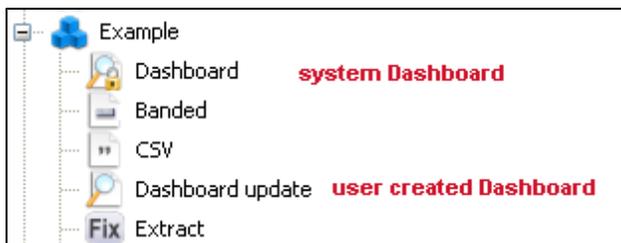


Running the default dashboard for the "List of Names" DataBlock

In the screenshot above, the dashboard on the right executes when launching the "List of names" DataBlock. This dashboard is the default (system) dashboard for this DataBlock. You can run any of the reports associated with this DataBlock by selecting the appropriate report in the **Report Options** drop down at the top of the dashboard. The report will include names beginning with the same letter you selected on the dashboard.

## Default Dashboard

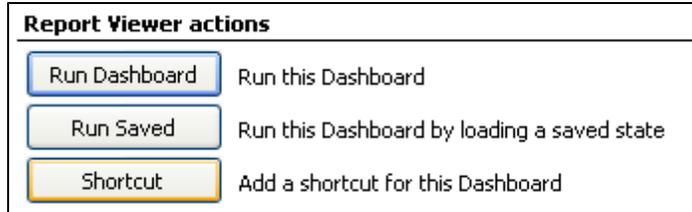
When a DataBlock is created, Argos also creates a default (system) dashboard, which is shown with a small padlock. The system dashboard is named "Dashboard" and cannot be renamed or deleted.



## Running a Dashboard

You may run a dashboard by any of the following methods:

1. Click on the **Run Dashboard** button when the dashboard is selected.



2. Right-click on the dashboard icon and select **Run Dashboard** from the menu.
3. Double-click on the dashboard.
4. Right-click on the DataBlock and select **Run Dashboard** from the menu to run the default dashboard for that DataBlock.

# Reports

Argos reports exist underneath a DataBlock, and use data from that DataBlock and/or its dashboard to generate the report. There are three different types of Argos reports: CSV, banded, and extract.

## CSV Report

A "Comma Separated Value" or "CSV" report is the simplest of the Argos report types. A comma delimited file is a text file that separates the desired columns with a comma or other specified delimiter. This type of report is especially useful when obtaining data for manipulation in spreadsheet software such as Microsoft Excel. It is also useful when creating files used by third party applications.

1	"SPRIDEN_FIRST_NAME", "SPRIDEN_LAST_NAME", "SPRADDR_CITY", "SPRADDR_STAT_CODE"
2	Bruce, Babbit, Malvern, PA
3	Celeste, Bard, Malvern, PA
4	Bruce, Babbit, Malvern, PA
5	Celeste, Bard, Malvern, PA
6	Barbara, Barton, Morgantown, PA
7	Clark, Booker, Villanova, PA
8	Robert, Booker, Adelaide, SA
9	Clementine, Barker, "New York", NY
10	Chip, Barrens, "North Whales", PA
11	Rose, Best, "New York", NY
12	James, Barker, "King of Prussia", PA

## Banded Report

Banded reports are fully-formatted PDF reports that give the report writer complete control over the location and appearance of the information in the report. The term "banded" comes from the fact that the report is organized into logical bands (groups) of data. For example, a "title" band may contain the title of the report, report date and logo. A "page header" band could hold the page number. Similarly, the report data is organized into "group" bands, "detail" bands, and other logical groupings.

Banded reports may also include custom fonts, rich text, charts, images, and other information. They can be used to create mailing labels, letters, and many other output formats that can be printed or emailed directly to recipients.

First name	Last name	City	State
<b>Names beginning with B</b>			
Page 1			
<b>Names for state: AZ</b>			
Mark	Ballentine	Tuscon AZ	AZ
<b>Names for state: DE</b>			
Bruce	Burns	Wilmington	DE
Benjamin	Burns	Wilmington	DE
<b>Names for state: MA</b>			
Lisa	Brown	Boston	MA
<b>Names for state: NY</b>			
Celeste	Bard	Snyder	NY
Rose	Best	New York	NY
Clementine	Barker	New York	NY
<b>Names for state: PA</b>			
Bruce	Babbit	Malvern	PA
James	Barker	King of Prussia	PA
Celeste	Bard	Malvern	PA
Linda	Burns	West Chester	PA
Clark	Booker	Villanova	PA
Lisa	Brown	Lansdale	PA
Bruce	Babbit	Malvern	PA
Bruce	Babbit	Malvern	PA

## Dashboard

A "screen-only" view of the DataBlock form, which can be used to enter parameters and/or display information and results.

## CSV Report

A "Comma Separated Value" file is generated by the report, which can then be viewed in spreadsheet software such as MS Excel.

## CSV Report Delimiters

A "Comma Separated Value" file generally has fields separated by a comma. However, other characters can be used to distinguish the fields. Other common delimiters are:

- spaces
- tabs
- periods
- quotation marks

...but we still call them CSV files.

## Banded Report

Argos' fully formatted report.

## Extract Report

Creates text reports that meet pre-defined specifications.

## Extract Report

An Extract Report is designed to create output files that meet pre-defined specifications. This feature is especially useful for creating delimited output that is more complex than a simple comma-separated file (CSV), for creating a fixed-width file in which each field is precisely positioned on a given line, or for creating an XML file. This could include files that you might upload to a government agency, clearinghouse, or service bureau.

Extract Reports are somewhat similar in design to a banded report. They are comprised of several *sections*, which behave like the bands in a banded report. There are two important differences, however:

- Extract reports are not divided into "pages". They are designed to create an output file, not printed output.
- Extract reports can loop through multiple datasets. In contrast, a banded report can only process each record in a dataset once.

1	Mark	Ballentine	Tuscon AZ	AZ
2	Jennifer	Bloom	Washington	DC
3	Bruce	Burns	Wilmington	DE
4	Benjamin	Bums	Wilmington	DE
5	Lisa	Brown	Boston	MA
6	Christine	Bushar	Duluth	MN
7	Celeste	Bard	Snyder	NY
8	Rose	Best	New York	NY
9	Clementine	Barker	New York	NY
10	Bruce	Babbit	Malvern	PA
11	James	Barker	King of Prussia	PA
12	Celeste	Bard	Malvern	PA

## Running Dashboards and Reports

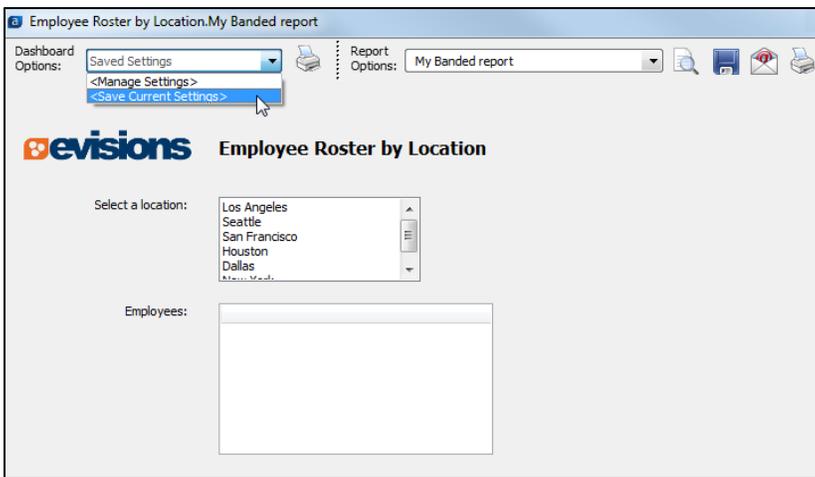
You can run a report (CSV, banded, or extract) or dashboard using any of the following methods:

- Click the **Run Report/Run Dashboard** button under **Report Viewer actions**.
- Right click on the report and select **Run Report/Run Dashboard**.
- Double click on the report or dashboard.
- Run the dashboard associated with the DataBlock, and then choose the report from the dashboard menu.
- You can view a report that was previously executed and saved by clicking [Run Saved](#).

Running a report opens the default dashboard for that report, which is the screen that allows you to input any parameters needed to generate the report. The dashboard may also display information and results, depending on how it is configured.



*Options available to the report viewer*



The toolbar at the top of the dashboard allows you to:

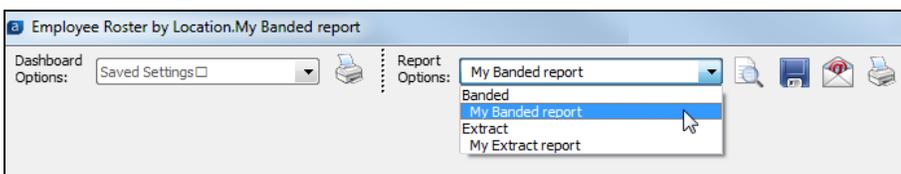
- Save dashboard settings and manage saved settings for parameter entry.
- Print the dashboard form.
- Select a report to run. You may choose any report associated with this DataBlock.
- Preview the report (banded reports).
- Save the report to disk (banded, CSV, and extract reports).
- Email the report ( banded, CSV, and extract reports).
- Print the report (banded).

#### Toolbar icons

Icon	Description
	Report preview (Banded)
	Save report (Banded, CSV, Extract)
	Create and email report (Banded, CSV, Extract)
	Save the report and open it with an associated application ( CSV, Extract)
	Print the report (Banded) - select the printer icon in the Report Options area
	Print the image of the form (All report types) - select the printer icon in the Dashboard Options area

#### Selecting the Report to Execute

If this DataBlock has any child reports (banded, CSV, or extract), they are listed in the **Report Options** drop down. Select the report you wish to execute, and then click the **Preview**, **Save**, **Email**, or **Print** button.

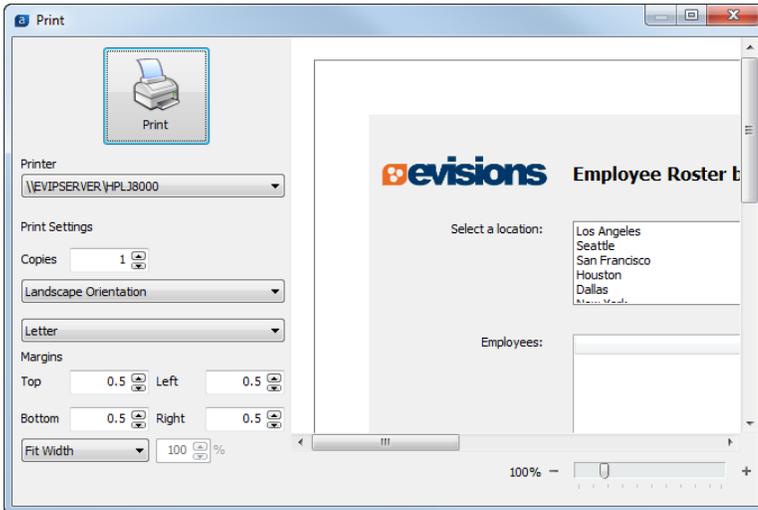


If you are using a very low screen resolution, you may not be able to see all of the Report Options drop down or the icons to the right. If this happens, you can click and drag the divider between the Dashboard Options and the Report Options to move the Report Options to where you can see them. On very small displays, an arrow button appears to allow you to scroll the toolbar.

## Print Options

When **Print Form** ( the print icon in the Dashboard Options area) is selected, the Print dialog below is displayed.

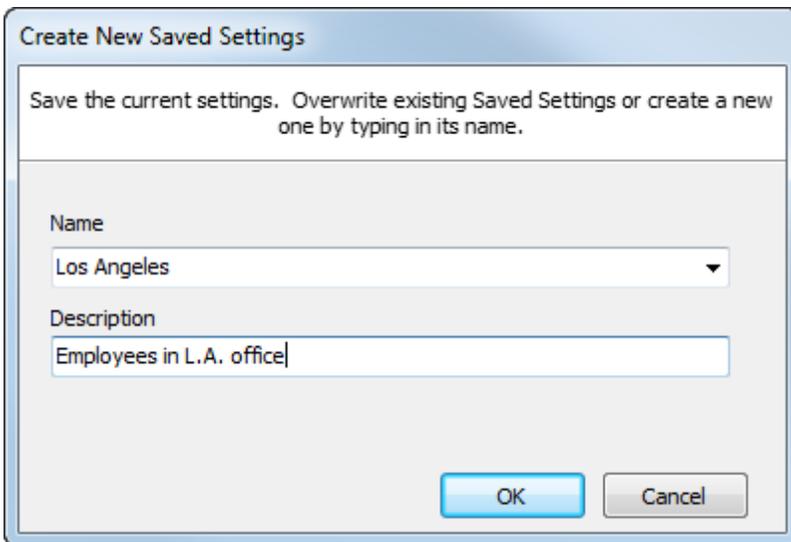
The print options are self-explanatory. The sliding percentage at the lower right zooms the image on the screen but is not considered in the printed output. The **Fit Width** drop down provides choices to either fit the image or scale it on the **printed output**.



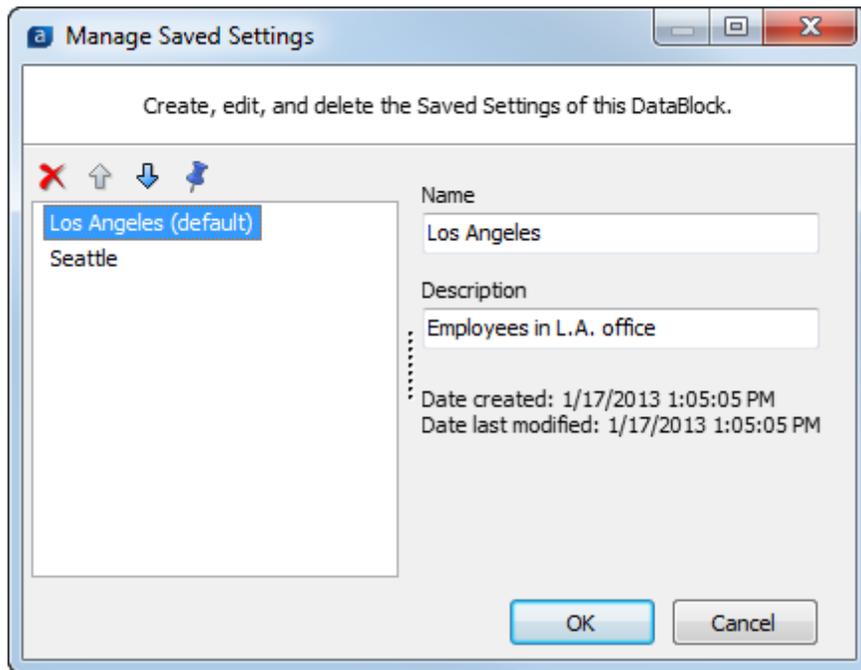
## Saving and Managing Settings

The **Dashboard Options** drop-down on the left of the toolbar allows you to save the parameters and settings used to run the report.

Select **Save Current Settings** to launch the dialog box below, where you can specify a name for this set of parameters.

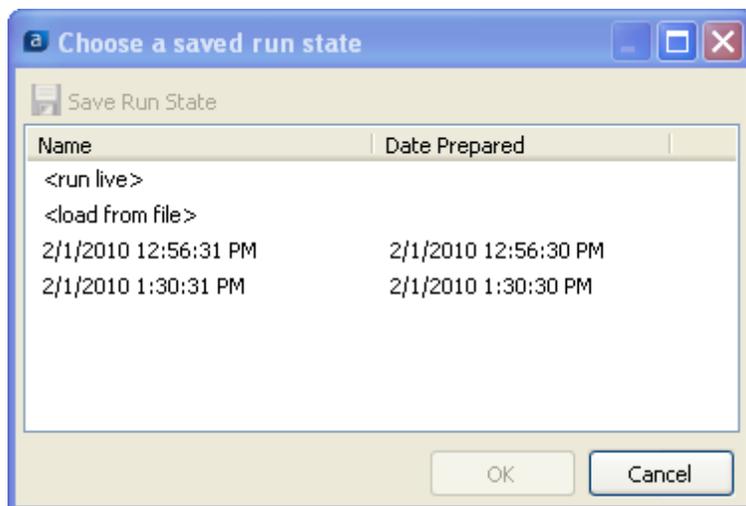


Select **Manage Settings** to delete, order, and identify which setting is assigned as the default when the report is run. To assign a setting as default, select the setting name then click the pin icon.



## Saved States

Scheduled reports can be configured to create a saved state, which saves the results of the report query (your data), any OLAP cube data, and the values of any form variables and writes them to a file on the MAP server. If a saved state has been created for the report you are running, you will see the following dialog when you run the report:



### Creating Saved States

Only DataBlock Designers and Administrators have the ability to generate saved states.

Saved states are useful for long-running reports or OLAP cubes that do not require up-to-the-minute data. These reports, which may take hours to create, can be scheduled to run overnight. The schedule then saves the execution state so that it can be used the next day without users having to wait for the report to run.

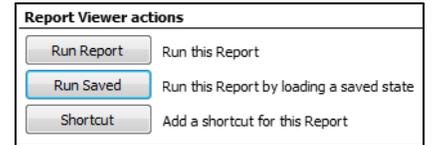
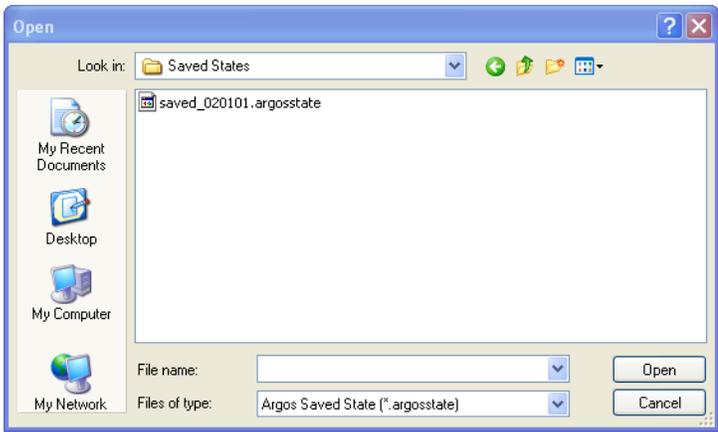
Select the saved state you wish to run, then click OK.

## Live Mode

You may choose to run the report live if the DataBlock Designer has enabled running in live mode. Running in live mode uses current data from the database, instead of a saved execution state.

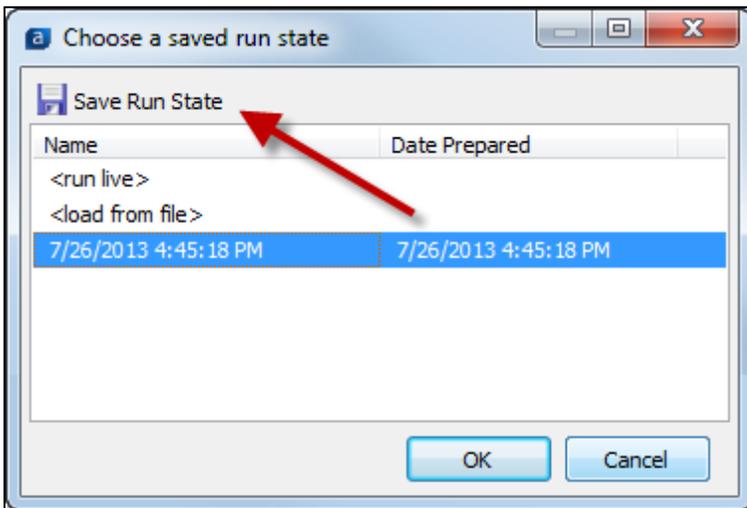
## Load From File

Saved states are stored on the MAP server. You can also save existing saved states to a local file, with an .argosstate extension. If you have a saved .argosstate file, you can load the saved state by selecting <load from file> and browsing to the file. This is the same as selecting **Run Saved** from the Report Viewer actions.



## Save Run State

To store a saved state on your local PC, click **Save Run State** after selecting a saved state.



## Executing Reports using Shortcuts

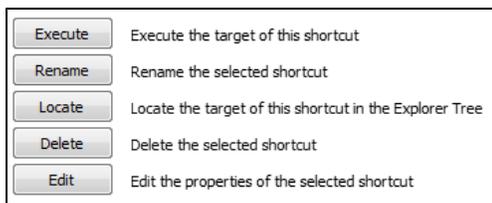
Shortcuts are useful for users who run the same reports on a regular basis. Rather than navigating through the Explorer tree to find the report you need to run, create a shortcut for easy access. It is very similar to creating a shortcut in Windows.

### *Adding a shortcut to a report*

- Right click on the report in the Explorer Tree.
- Select **Add To Shortcut**.
- Alternatively, select the report and click the Shortcut button in the right pane of the Explorer tree.
- A prompt to choose if the report will be shared or accessible only to you will pop up. Selecting **My Shortcut** makes the shortcut to the report viewable only to the user who created it, and selecting **Shared** allows everyone to use it. Only DataBlock Designers and Administrators can create shared shortcuts.

### *Report Options*

Click the shortcut to see the available options:



- Execute - run the report that is referenced by the shortcut.
- Rename - change the name of the shortcut.
- Locate - show the target of the shortcut within the Explorer Tree.
- Delete - delete the selected shortcut.

Note that you cannot view a saved state from a shortcut.

# OLAP

## On-Line Analytical Processing

Dashboards can be designed to include OLAP cubes. OLAP cubes are data structures which can be manipulated by the report viewer to produce a wide variety of views of data. The following describes OLAP and how the report viewer can work with OLAP cubes.

### Overview

OLAP is a specific way to represent statistical data for executives, specialists and analysts. It is designed to aid in decision-making and better information understanding. The main idea is to answer the user's questions, arising at the work time, on-the-fly, quickly. A popular definition is "A million spreadsheets in a box." The key to OLAP is its ability to allow the end user to configure different views of the same data.

An OLAP system allows user to get into details and generalize, filter, sort and regroup data at the time of analysis. Intermediate and final totals are recalculated instantly.

The user is presented data in an electronic spreadsheet format. By moving rows and columns or clicking them, the user makes the system perform calculations and show data in different aspects. Thus, the user can produce many reports out of a single dataset on their own, without any assistance from IT-specialists.

### OLAP-(On-line Analytical Processing)

#### Research Tip

There are numerous resources available on the Web that discuss the underlying technology for OLAP cubes.

#### Measures

The numbers in the OLAP spreadsheet or cube.

#### Dimensions

Fields by which data records are grouped.

The screenshot shows an OLAP report viewer interface. At the top, it says "Executing 'OLAP (save)'" in a blue header. Below that, there are several sections:

- Available Dimensions:** Includes dropdown menus for first\_name, sale\_date, last\_name, and city.
- Columns:** Includes a dropdown menu for region\_name.
- Main Table:** A pivot table with columns for product\_name, region\_name, quantity, and ExtendedPrice. The table is filtered by region\_name into two sections: "midwest" and "northeast". The "Total by COLUMNS" row shows a total quantity of 379 for the midwest and 437 for the northeast, with a total ExtendedPrice of \$176,727.00.
- Measures:** Includes dropdown menus for quantity and ExtendedPrice.

product_name	region_name	midwest		northeast	
		quantity	ExtendedPrice	quantity	ExtendedPrice
Acer Desktop PC		7	\$1,393.00	21	\$2,925.00
Asus VW266H 25.5" LCD Monitor		4	\$1,316.00	15	\$1,974.00
Canon CanoScan 8800F Scanner		13	\$2,587.00	2	\$311.00
Canon MP980 All-in-one		34	\$8,806.00	0	\$0.00
Canon Pixma MP250 Photo All-in-one Printer		14	\$546.00	7	\$882.00
Compaq CQ5300F Desktop PC		2	\$558.00	3	\$477.00
Epson GT-2500 Plus Network Ready Scanner		7	\$6,293.00	9	\$5,661.00
Epson NX415 All-in-one		11	\$935.00	6	\$561.00
Epson Perfection V30		14	\$1,106.00	6	\$546.00
Gateway Desktop PC		4	\$1,796.00	14	\$1,158.00
<b>Total by COLUMNS</b>		<b>379</b>	<b>\$176,727.00</b>	<b>437</b>	<b>\$2,925.00</b>

### Sample OLAP Data Cube

OLAP breaks data into two groups: facts (numbers, also called measures) and dimensions (descriptions). Facts (**Measures**) are aggregated in a given slice by some algorithm while the user defines grouping and aggregation depth by using **Dimensions**.

## Measures

Measures are the numbers in the OLAP spreadsheet or cube. They can also be referred to as Facts. The Measures are displayed in the cells of the cube. Measures are stored in what are called Fact Tables.

Fact tables typically contain the following types of fields:

- Key fields to join the Fact table to Dimension tables.
- Measure fields containing numeric values.

## Dimensions

Fields by which data records are grouped are called **Dimensions**. Dimensions can contain values of various types: strings, dates, numbers, and so on. A dimension lists members, all of which are perceived by the user to be similar types of data. A dimension is the answer to "How do you want to see your data." For example, a Time dimension might include members for years, quarters, months, and weeks. A Sales dimension could include product names, sales territories, and names of salespersons. When running the cube, the end user can select to group the data by any or all the defined dimensions.

Dimensions have levels that allow for drilling down. For example, if looking at sales figures per quarter, you could drill down to get more information as to the makeup of the sales (such as products sold monthly in each region by each salesperson).

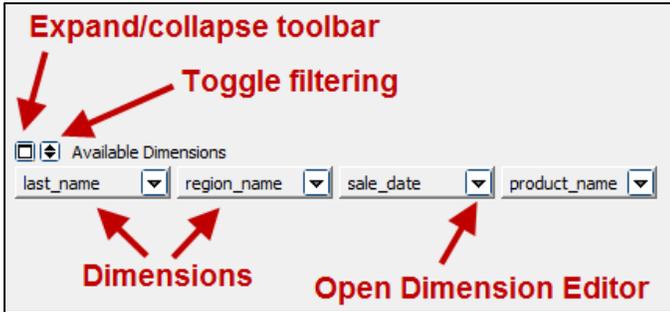
Dimensions can be pulled from the Fact Table but typically are stored in Dimension Tables.

Dimension tables have the following types of fields:

- Key fields, used to join the dimension tables to the fact table (star schema).
- Level name fields, used to store the member names for the levels. For example, the Time dimension table could have a field called Month, which would have values such as January, February, March, etc.
- Level Order Key fields, used to store integer values used to order the members of the levels (if necessary). For example, the Time dimension table could have a field called Month Order Key, which could have a value of 1 for January, 2 for February, 3 for March, etc.
- Member Property fields, used to store the member property information. A Time dimension could have a field called Day Count, which would store the number of days for each month.

## Dimension Toolbar

The dimension toolbar allows you to arrange and edit the dimensions of the cube.



### Dimension Editor

Allows the end user to 'override' or change some of the default settings defined by the creator of the DataBlock.

### Expand/Collapse Toolbar

This button allows you to collapse the dimension toolbar to have more room for the data.

### Filtering

Click the **filter** button to filter on a specific value of this dimension.

### Dimension Items

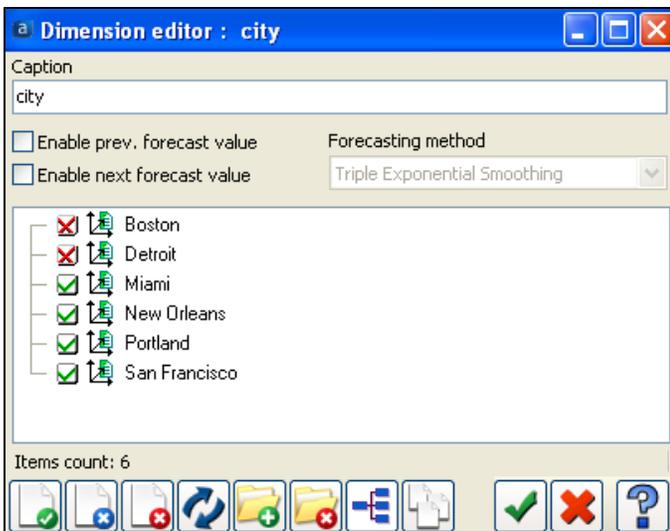
The dimensions you see here are the *available* dimensions; that is, dimensions not yet added to a row or column. You can drag and drop dimensions between the available dimensions area and the row and column areas.

The order of the items on the dimension toolbar has no significance. The order is determined by the order they were added by the designer. The user can also rearrange by dragging them to the dimension rows or dimension columns.

You can rename a dimension by editing its label in the dimension editor.

### Dimension Editor

To open the Dimension Editor, click the down arrow to the right of a dimension.



### Check box colors

The check boxes shown in the figure to the left can be set to green, blue, or red. The colors indicate the following:

Green indicates that the dimension value is included in the calculations and the value appears in the cube.

Blue indicates that the dimension value is included in the calculations, but the value does not appear in the cube.

Red indicates that the dimension value is not included in the calculations and the value does not appear in the cube.

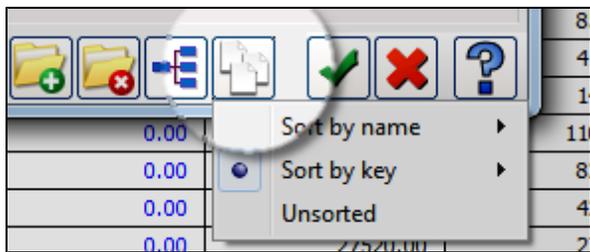
The Dimension Editor allows the user running the report to 'override' or change some of the default settings defined by the creator of the DataBlock. You can also apply filters and sorting to the dimension.

### Filtering

By default, all values are included. Click the green check mark next to an item to change it to *invisible* (blue X). Invisible values do not appear in the cube, but are still included in any totals or counts. Click the value again to set it to *filtered* (red X). Filtered values do not appear in the cube, and are also not included in totals or counts. Click the value again to restore it to the included state.

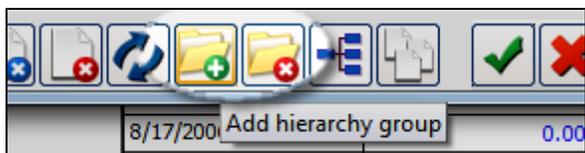
### Sorting

To change the sort order for a dimension, click the **sort** icon on the toolbar. Available options include sorting alphanumerically or by key value.



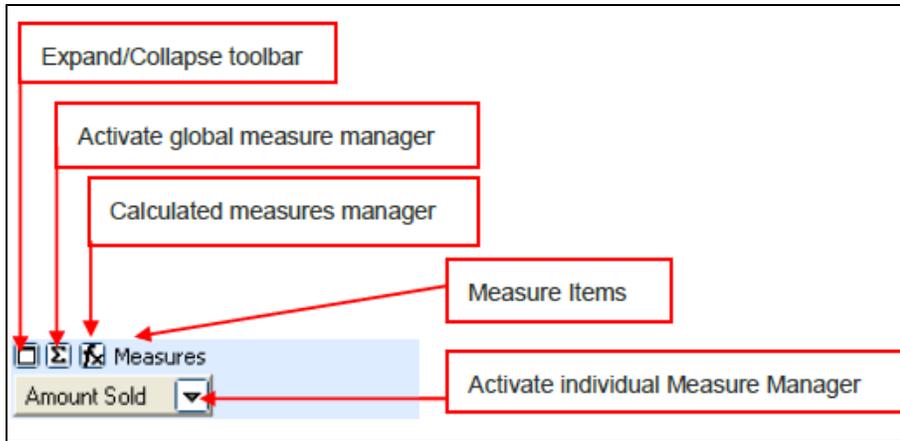
### Hierarchy Groups

Click on the **+ folder** icon to add a **hierarchy group** to which you can drag and drop values in the dimension editor. The purpose of a hierarchy group is to group similar items together. For example, you may want an "East" and "West" region for city values.



## Measures Toolbar

The measure toolbar allows the end user to modify the default settings for the added measures.



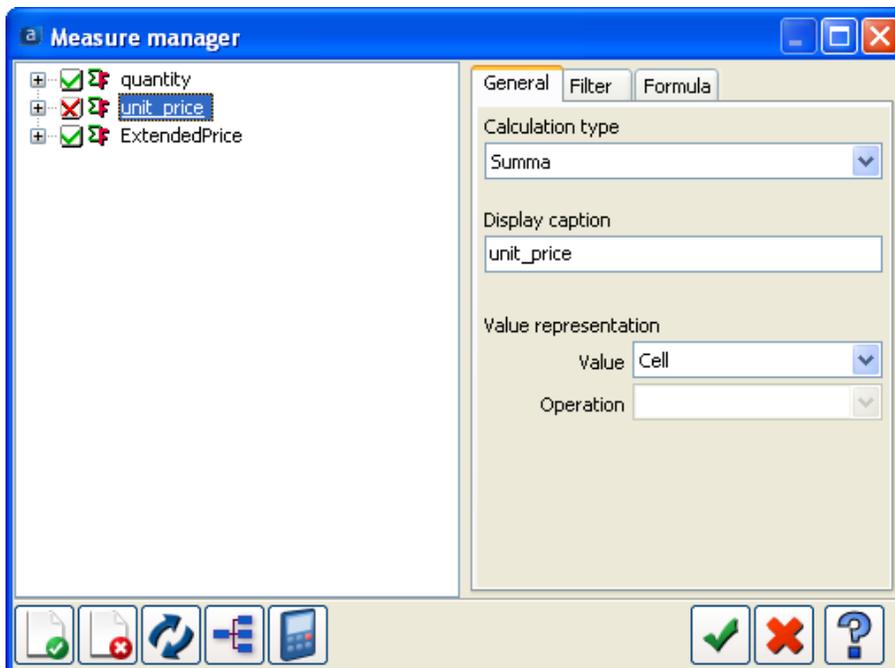
Measure Toolbar

## Expand/Collapse Toolbar

You can collapse the measure toolbar in order to have a bigger display area. The button acts as a toggle.

## Activate Global Measure Manager

To activate the global measure manager click the global message manager icon shown in the above figure.



## Measure Manager

Used to easily set the attributes of each measure, the displayed measure value and then the filtered value.

The measure manager is used to easily set the attributes of each measure item. Among the attributes you can set are the visibility of each measure, the displayed measure value and the filtered valued. On the example, to display the unit price measure, click on the red x to change to a green check mark.

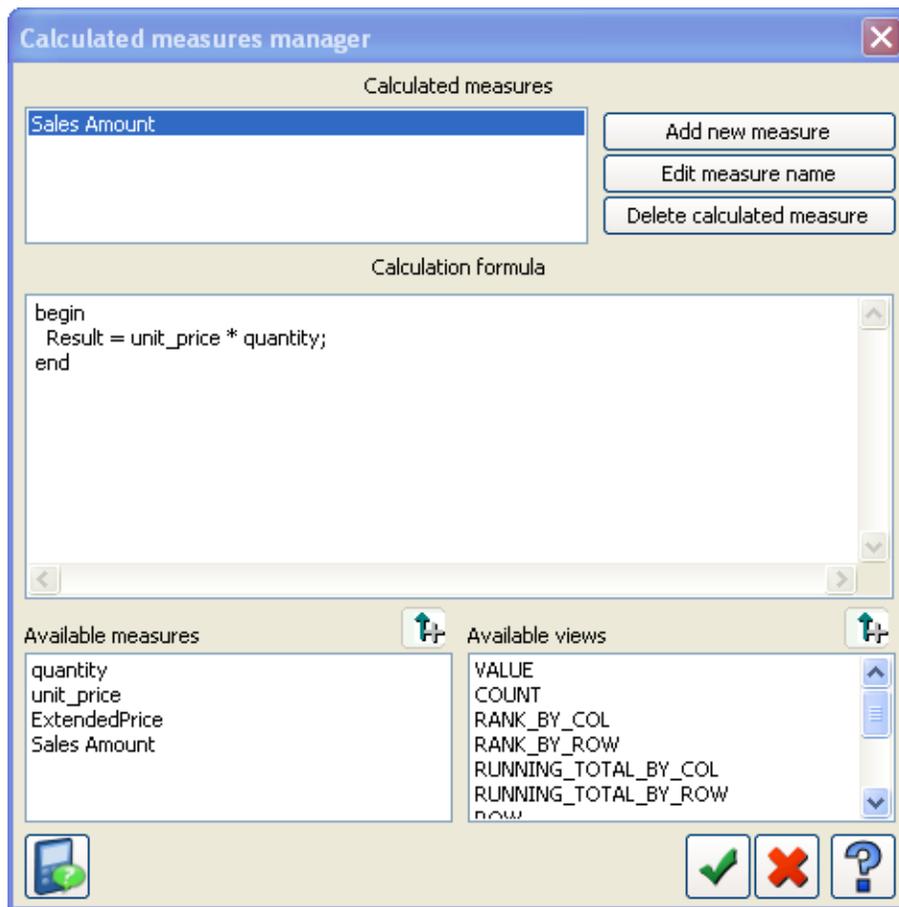
When a measure item is not displayed on the measures toolbar, use the global measure manager to set its state to visible again.

You can also add a new calculated measure by using the calculator icon on the bottom toolbar. This will bring up the same form as the 'Activate Calculated Measures Manager' button.

## Calculated Measures Manager

## Calculated Measures Manager

Used to add additional measures.



## Calculated Measures

In this example a new measure was added that multiplies the quantity sold by the unit price.

The calculated measures manager dialog box is used to add additional measures. The value of these calculated measures may use the values of the defined measures, much like how calculated fields are used in a database table.

## Measure Items

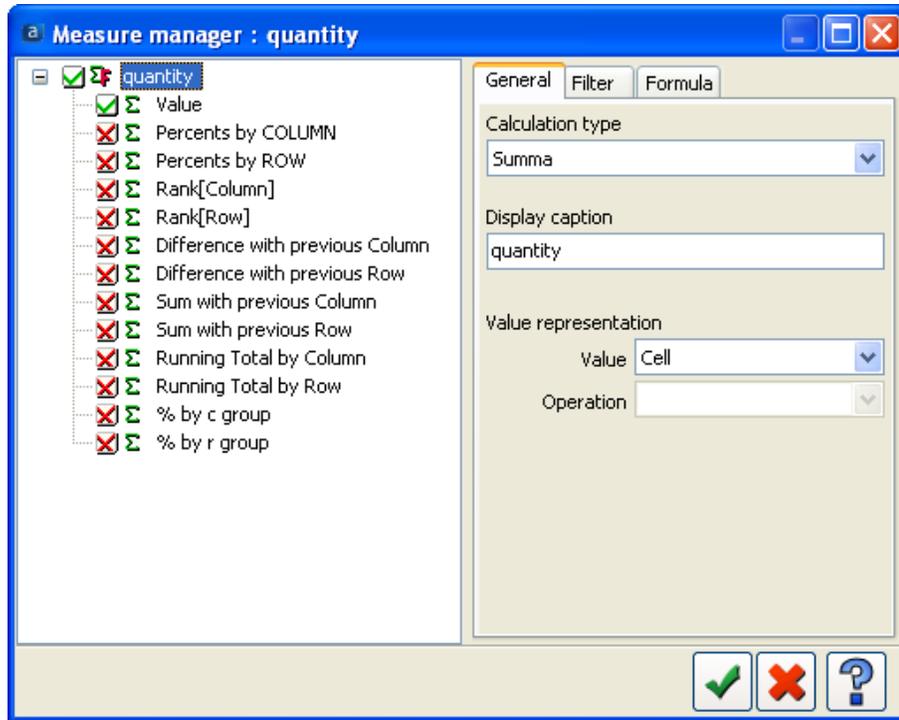
Display the 'visible' or active measures.

## Activate Individual Measure Manager

The individual measure manager is used to set the attributes of the selected measure. It is identical to the global measure manager, except that you can only set the attributes of the selected measure. To activate the individual Measure manager, click on the down arrow of the measure of interest. See the sidebar on this page.



*Activate the Individual Measure Manager for quantity measure*



*Activate Individual Measure Manager*

## Sample OLAP Cube

In the following sample, the product\_name dimension was dragged into the Dimension Row Toolbar; the region\_name dimension dragged into the Dimension Column Toolbar, and checked the quantity and ExtendedPrice measures to be visible.

**Executing "OLAP (save)"**

Available Dimensions: first\_name, sale\_date, last\_name, city

Columns: region\_name

product\_name

product_name	region_name	midwest		northeast	
	product_name	quantity	ExtendedPrice	quantity	ExtendedPrice
	Value	Value	Value	Value	
Acer Desktop PC		7	\$1,393.00	21	\$2,925.30
Asus VW266H 25.5" LCD Monitor		4	\$1,316.00	15	\$1,974.00
Canon CanoScan 8800F Scanner		13	\$2,587.00	2	\$2,587.00
Canon MP980 All-in-one		34	\$8,806.00	0	\$0.00
Canon Pixma MP250 Photo All-in-one Printer		14	\$546.00	7	\$546.00
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Epson NX415 All-in-one		11	\$935.00	6	\$558.00
Epson Perfection V30		14	\$1,106.00	6	\$546.00
Gateway Desktop PC		4	\$1,796.00	14	\$2,514.00
<b>Total by COLUMNS</b>		<b>379</b>	<b>\$176,727.00</b>	<b>437</b>	<b>\$2,925.30</b>

Measures: quantity, ExtendedPrice

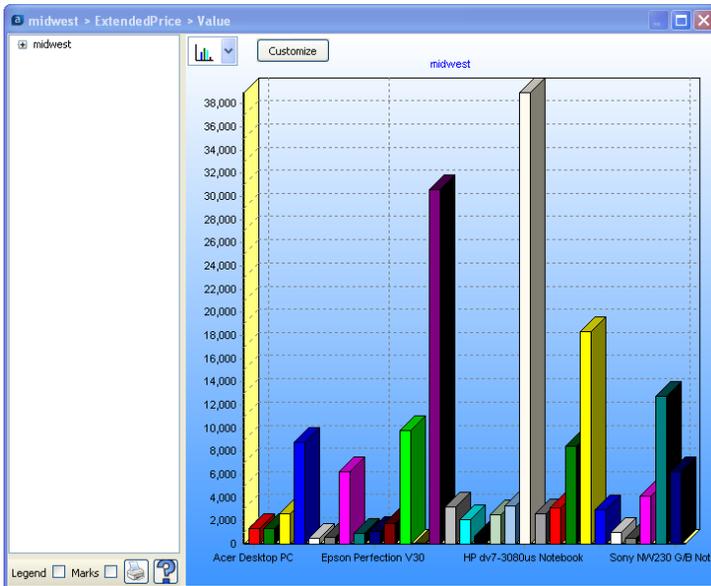
### Sample OLAP Cube

The user has complete control over what is displayed and how it is displayed. Experiment by moving dimensions into rows or columns in order to produce the desired report format.

Right-clicking anywhere within the cube will bring up a menu which allows you to export the cube to your installed spreadsheet application and automatically launch it.

## Graphs

In the above cube, note the graph icon on the Column Dimensions. If you click, the user will have access to different charts. In this example the chart icon was clicked in the ExtendedPrice column.

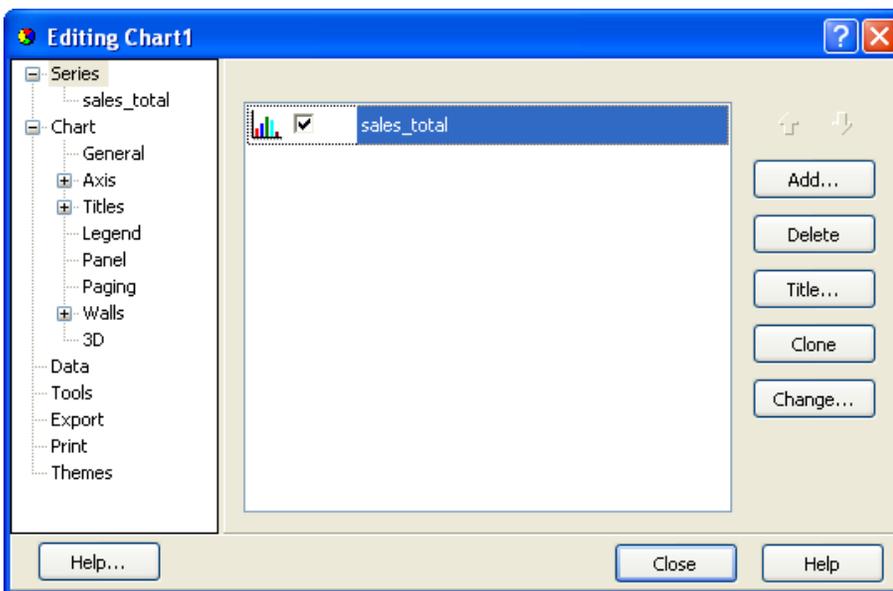


*OLAP Graph*

## Graph Options

The end user can change the style of the chart by clicking the drop down list displayed above the chart.

The user has seven predefined styles to select. In addition, other properties of the chart can be modified by clicking the 'customize' button. This brings up the same interface as found in the Band Editor:



*OLAP Graph Types*

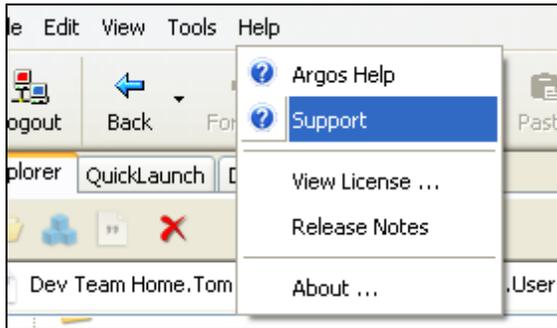
## OLAP Graph Options

# Argos Resources

## Support Site

The Evisions support site is located at <http://www.evisions.com/Support/Overview.aspx>.

The site requires a login to access. If you are a registered Argos user, you can create an account for yourself by going to **Help -> Support** in Argos.



The first time you access the support site from Argos, you will be asked to log in or register a new account. Subsequent visits will use your Argos credentials to log you in automatically. The figure on the right shows the login screen that appears when accessing the support site for the first time.

Registering for a new account gives you a default set of permissions for the Evisions website. You may need to contact your administrator if you require additional permissions, such as HelpDesk access or the ability to upload items to the CO-OP Share.

After accessing the site, navigate around the site noting the available tools for Argos users.

The Argos support page contains links to many useful resources including:

- Release guides.
- Online and recorded training. Online live training is completely free and can be repeated as needed.
- Documentation such as upgrade guides and technical white papers.
- Pre-built DataBlocks provided by Evisions.
- FAQs.

## CO-OP User Community

The CO-OP user community is home to the Share and the product forums. The CO-OP Share contains a large number of pre-built DataBlocks that you can download and use in Argos. Evisions provides some of the DataBlocks; others have been uploaded to the Share by clients like yourself. We encourage you to take advantage of this collaborative space, and to upload any DataBlocks that you feel could benefit other Argos users.

You can access the CO-OP via the button on the Argos toolbar, or from the Support tab of the Evisions website. Again, if you do not have an account, you can register through the Argos software or your administrator can create an account for you. You may also need to contact your administrator to have upload permissions for the CO-OP added to your account.

A screenshot of the 'Account Login' and 'Register New Account' screens. The 'Account Login' section has fields for 'User Name:' and 'Password:', a 'Login' button, and a 'Remember Login' checkbox. The 'Register New Account' section has fields for 'User Name:', 'Password:', 'Confirm Password:', and 'Email Address:', a 'Register' button, and a 'Forgot Password?' link.

*Account registration screen*



*The CO-OP icon on the Argos toolbar*

## Important Links

- [Product Support](#)
- [Training](#) - Free, live online training for all products.
- [In-product Help](#) - A complete description of all features in Argos. Also includes training videos and Argos user guides.
- [Knowledge Base](#) - Answers to common questions or problems.
- [HelpDesk](#) - Technical support.
- [CO-OP Share](#) - Pre-built DataBlocks and data dictionaries from Evisions and other clients.
- [Forums](#) - Collaborate with other Argos users, and receive information on product updates.

# Getting Help

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For information on using the software, please refer to the in-product Help, which contains detailed information on all aspects of the product.

If you are having problems with the installation or configuration, you can search our knowledge base of common issues and their resolutions at <http://helpdesk.evisions.com>. If you are unable to find the solution, submit a HelpDesk request with a detailed explanation of the problem you are experiencing.

Please do not hesitate to contact the Evisions HelpDesk if any questions or problems arise. We are here to help you and want to ensure your success.

If you find that areas of this documentation could benefit from additional detail or clarification, please let us know. We are constantly trying to improve the installation process to make it as easy as possible.