ALASKA DATA ENTERPRISE REPORTING (ALDER) 2.0

ALDER 100
FOR REPORT VIEWERS

Presented by: Department of Administration

Division of Finance

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CHAPTER 1: Key Points of Emphasis

Introduction

ALDER is the enterprise reporting system for the State of Alaska. During an overnight batch process IRIS and ALDER conduct a handshake and IRIS provides ALDER with data from the previous day (some weekends do not apply). Report developers and agency advocates have the ability to create reports for their department to fit their specific needs, they're also available to agency staff for questions.

This is the first student guide for users to become more familiar with the reporting system and is applicable to all ALDER users.

Error message prompts

You may see error message prompts if you do not have security access for a feature or data, or if there is a problem with the report or application. If you need to send a message to your agency advocate, include the error message number and text, or a screenshot of the error message, and an explanation of what happened.

System Timeouts

The system has a 30-minute timeout with automatic logout. This means that you will automatically be logged out of the system after 30 minutes of inactivity. This is measured from the last time you downloaded data from the server (e.g., refreshed).

System Security

User IDs and Passwords

These are the same user IDs and passwords that you use for the State of Alaska e-mail system. When you log into ALDER, your user ID and password are authenticated using the state security credentials. Do NOT share your user ID or password with anyone.

To update your password: https://oit.alaska.gov/home/employee-dashboard/passwords/

Role-Based Security

Your security access has been established based on the level necessary to perform your job duties; ALDER will not display data that exceeds your security level on a report. Keep in mind that this security feature only applies on ALDER (Web Intelligence) reports; if a report is saved as an Excel or CSV file, all data will be displayed, regardless of security level. Users are responsible for the security and privacy of the data they access in ALDER. (AS 39.52.140)

Recommended Browsers

To ensure full functionality, the following browsers are recommended for accessing ALDER:

- Mozilla Firefox greater than 25
- Microsoft Edge
- Chrome

Browser set up information is located within the ALDER FAQ page.

Secure Website

ALDER is located on a secure website and is protected by the state's firewall. Consequently, the ALDER system cannot be accessed from outside the state enterprise system.

Windows-Like Environment

ALDER is formatted into a Windows-like environment, particularly the folder structure where reports are housed. Folders may contain subfolders, and each folder can be expanded or collapsed by clicking on the ⊞ or ⊟ buttons next to each folder.

Recycle Bin

Once a report is deleted it's transferred to the Recycle Bin, then permanently deleted after 30-days. To delete a report before the 30-days right click on the report in the Recycle Bin and select Delete. To restore any report located in the Recycle Bin, right click on the report and select Restore. To empty all the reports in the Recycle Bin right click on the report and select Empty Recycle Bin.
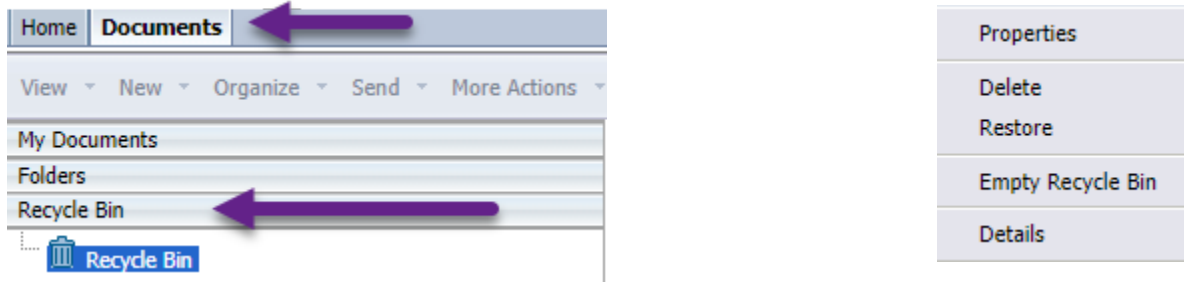
Multiple Ways to Perform Functions

There are multiple ways to perform the same function in ALDER. Some of these include double clicking, using the arrows, and/or right clicking. In most cases, this student guide only shows one of these ways.

Key Terminology

A list of key terminology can be found in the Appendix.

CHAPTER 2: Logging Into ALDER

Goals and Objectives

After you complete this chapter, you will be able to:

- Access the ALDER web page
- Sign into ALDER
- Use tools available on the ALDER home page
- Set your internet browser settings to allow downloads

Accessing the ALDER Web Page

- To use ALDER, you must first open your web browser (see Chapter 1 for a list of recommended browsers).
- Type in the web address (URL) for ALDER: https://alder.state.ak.us

Note: By signing into ALDER, you are agreeing to the principles of data stewardship and Alaska Statute 39.52.140.

Signing into ALDER

- Enter your ALDER username and password, which is the user ID and password that you use for the State of Alaska e-mail system.
- Click the Log On button.

- If you have successfully logged in, your screen should look similar to the following screenshot of the ALDER home page:
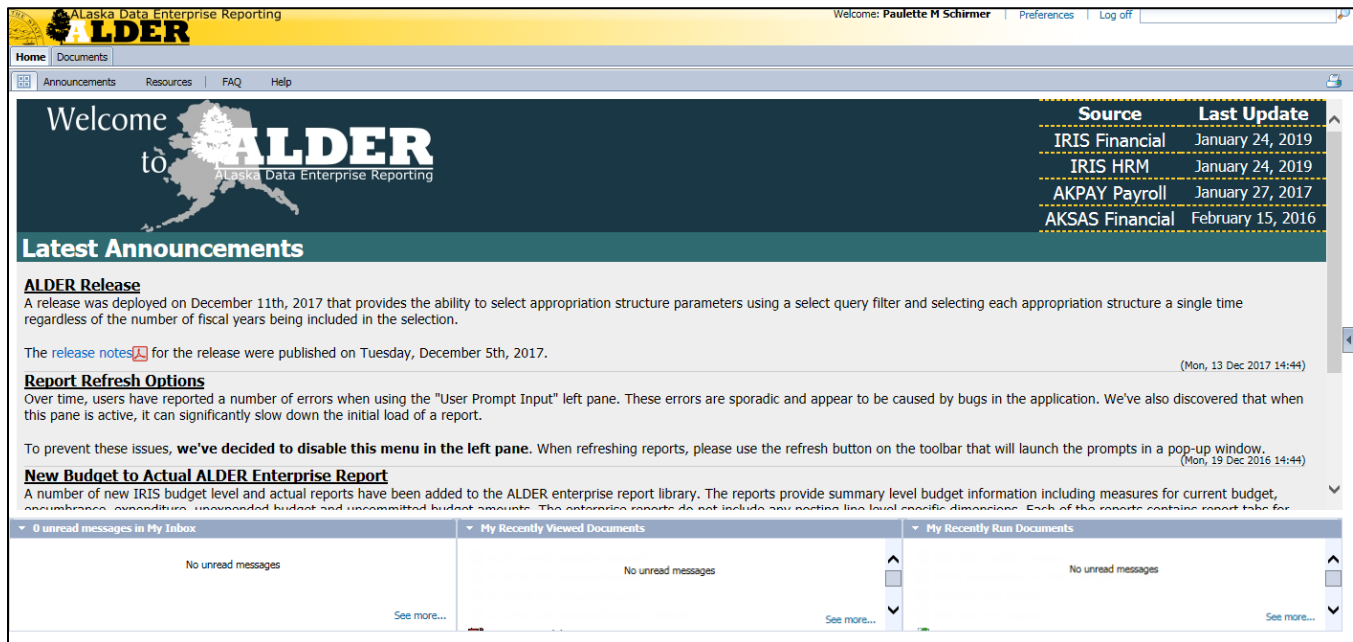
The ALDER home page includes:

- Home Tab with information about the last updates to ALDER and its status
- Announcements tab which is not used, announcement are distributed to the Alder email group
- Resources tab with helpful resources for report developers
- FAQ tab
- A Help tab which provides the order that should be followed when reaching out for help on an Alder report
- My Inbox
- Recently Viewed Documents
- Recently Run Documents

You can reach the Documents environment from the home page as well as any reports that you have pinned (covered later), via the Documents Tab.

Internet Browser Settings

When using ALDER, you may need to save a report from ALDER as an Excel or PDF document. This will require you to enable downloads in your internet browser settings. Follow the below steps to access a PDF document with step-by-step instructions for enabling downloads.

From the ALDER home page:

- Click on the **FAQ** tab.
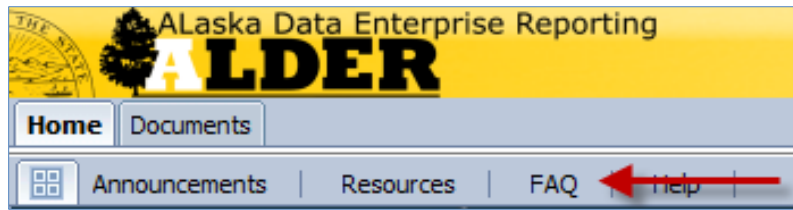
- Click on **Getting Started**.
- Click on **How should I setup my internet browser to work properly with ALDER?**
- Click on **ALDER Browser Setup**.
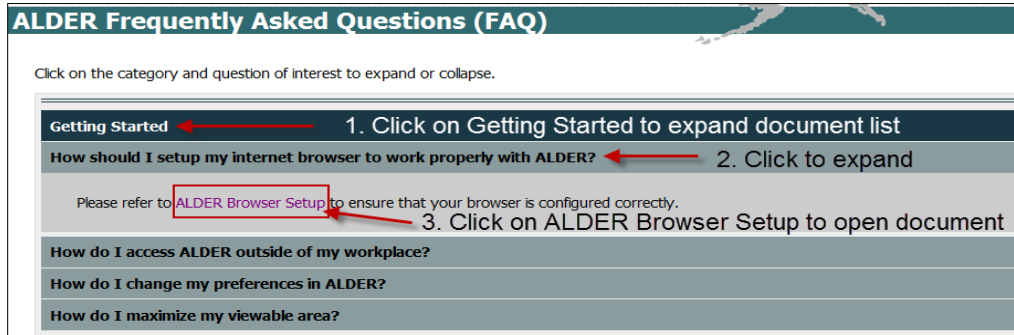
- Follow the instructions to set your browser. This will allow you to complete the exercises included later in this student guide without browser errors.
- Click on the **Home** tab to get back to the ALDER home page

Summary

You should now be able to:

- Access the ALDER web page
- Sign into ALDER
- Use the tools available on the ALDER home page
- Set your internet browser settings to allow downloads

CHAPTER 3: Navigating Through ALDER

Goals and Objectives

After you complete this chapter, you will be able to:

- Navigate around ALDER using panels and toolbars

Banner Toolbar

The Banner Toolbar is located at the top of the page as shown below:
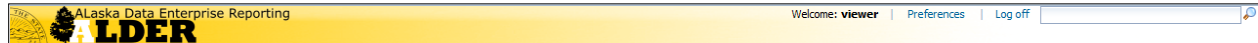
From the Banner Toolbar you can see your name, set preferences and log off. Currently the Search option is not functioning properly.

Header Toolbar

The Header Toolbar is located below the Banner Toolbar as shown below:
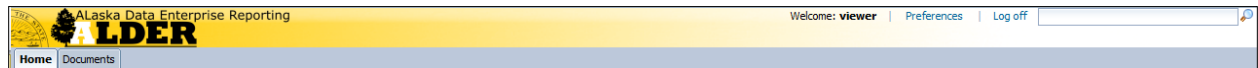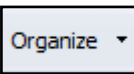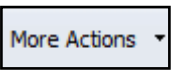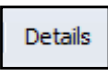
The Header Toolbar gives you access to the Home page and the Documents list, as well as any documents that you have pinned (covered later).

Workspace Toolbar

Click on the **Documents** tab. Your screen should look something like this (You will not have class folders):
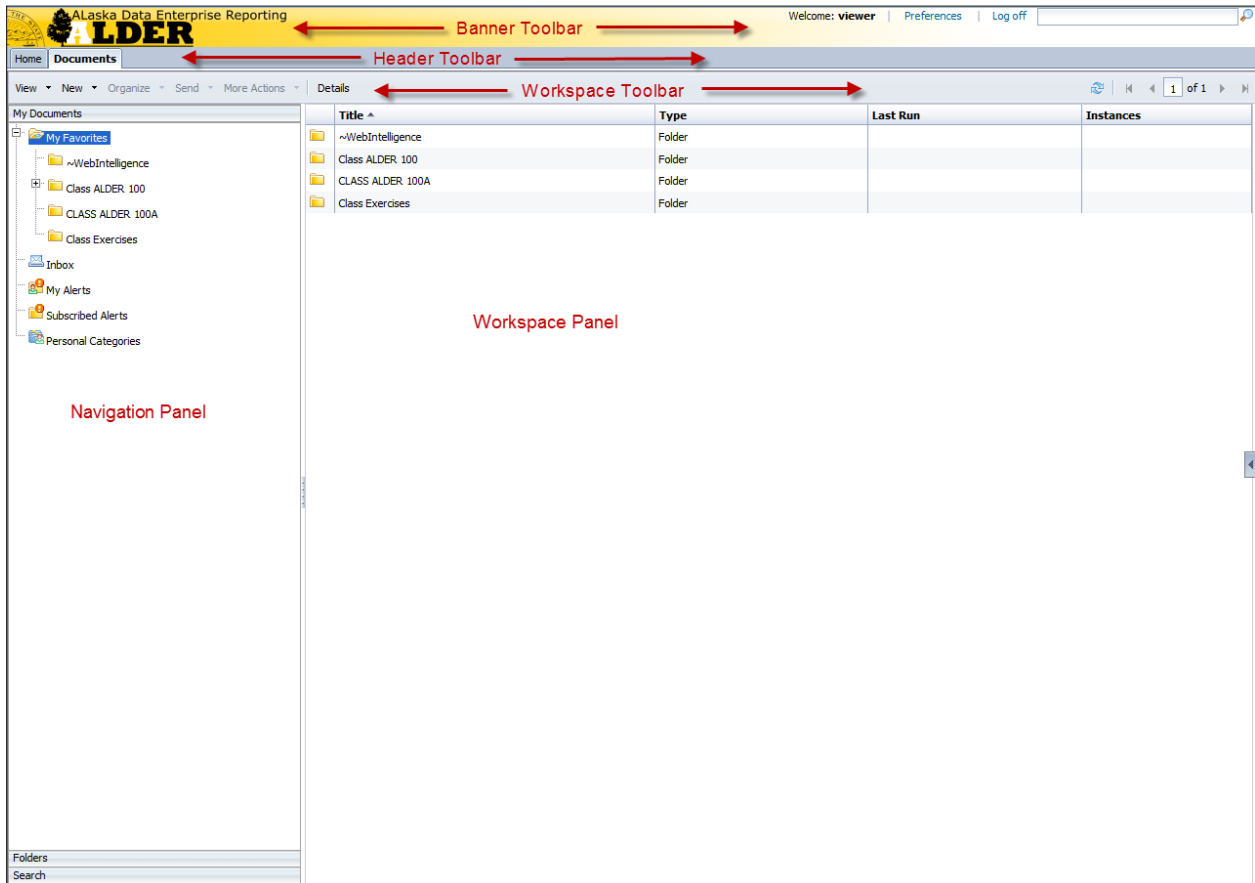
The workspace toolbar provides options for both the navigation panel and the workspace panel (discussed next).

Button / Dropdown List	Options	Function in ALDER
View ▾	View	Allows user to open a selected report
	Properties	Shows and allows editing of properties of a selected report
New ▾	Local Document Publication Hyperlink **Folder**	ALDER supports only creating a new folder
Organize ▾	Create Shortcut in My Favorites	Creates a Shortcut to a report in the My Favorites folder
	Cut	Cuts a report and/or folder
	Copy	Copies a report and/or folder
	Copy Shortcut	Copies a report and creates a shortcut
	Paste	Pastes the cut or copied report and/or folder
	Delete	Deletes a report and/or folder
Send ▾	BI Inbox	Sends a report to another ALDER user's inbox
	Email	Sends to a recipient's email
	FTP Location	Not supported
	File Location	Not supported
More Actions ▾	Modify	Opens a selected report for modification
	Schedule	Allows the scheduling of a selected report
	Mobile Properties	Not supported
	History	Shows the history of a selected report
	Categories	Not supported
	Document Link	Not supported
Details		Opens a pane on the right-hand side showing a summary of document details such as owner, description, type, instances, and last run
🔁		Refreshes current view when in a document folder
⏮ ◀ 1 of 1 ▶ ⏭	Pagination	Allows users to go to another page of the report listing

Navigation Panel

The navigation panel shows the folder structure that houses the reports that you, as a user, will need to access. The folder structure can be expanded or collapsed by clicking on the ⊞ or ⊟ buttons next to each folder name.
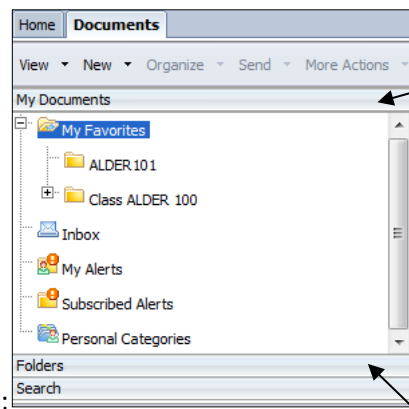
My Documents

- My Favorites: The My Favorites folder belongs to an individual ALDER user, and cannot be accessed by another user
- Subfolders may be added to My Favorites
- ~WebIntelligence folder: To house reports that ran but the system timed out (reports begin with do_not_use)
- Inbox: The Inbox is where reports will be received when a user sends a report to another user's BI Inbox; subfolders may NOT be added to the Inbox
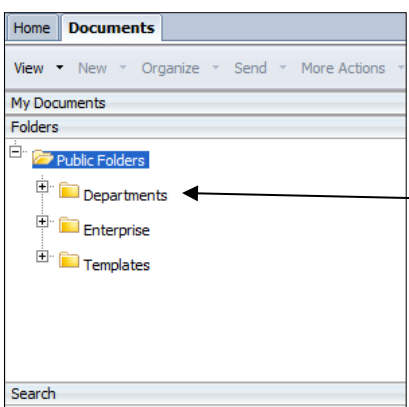
Folders

- This is where you will find the Department, Enterprise, and Templates folders and reports
- The Departments folder contains a folder for each department; departments can file department-wide reports in this folder; please see your agency advocate if you have a report to file here and for information on the required format
- There are separate folders for ALDER reports based upon AKSAS data and those based upon IRIS data
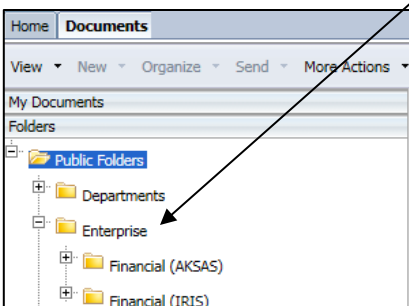
Enterprise folders are accessible by every ALDER user; reports created by the ALDER team to be used state-wide are filed here

Workspace Panel

The workspace panel displays a list of folders or reports based on what is selected (highlighted) in the navigation panel, as shown below.
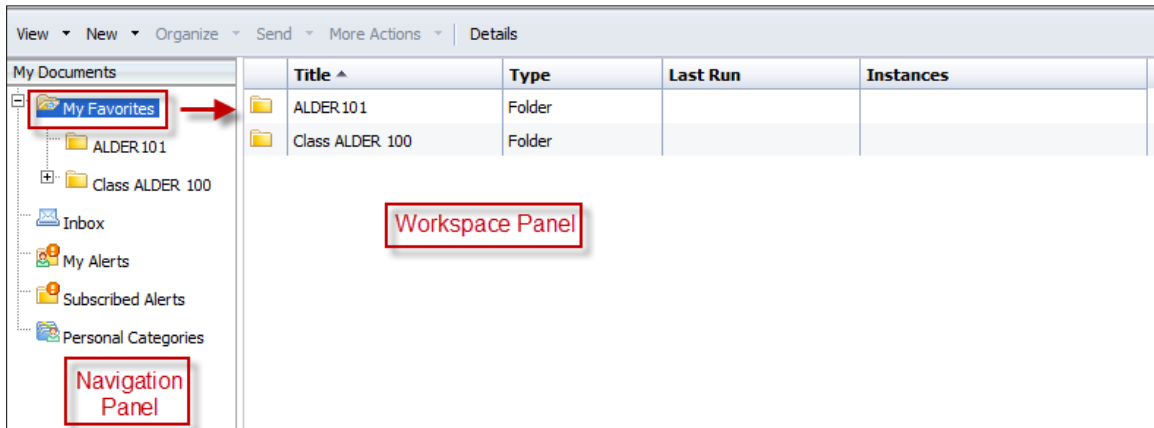
Workspace Panel List Options

The following instructions will show you how to walk down the folder structure to access the reports:

- In the navigation panel, Select **Folders**, expand **Public Folders**
- Expand **Enterprise**
- Expand **Financial (IRIS)**
- Click on **Structure (ST)**; your workspace panel should appear as below; you will see options including Title, Last Run and Instances

Title ▲	Last Run	Instances	
ST0001 - Activity Structure		0	
ST0002 - Appropriation Structure		0	
ST0003 - Appropriation Term Year Report		0	
ST0004 - Balance Sheet Account Structure		0	
ST0005 - Budget Structures		0	
ST0006 - Bureau Structure		0	
ST0007 - Department Object Structure		0	
ST0008 - Dept Revenue Source Structure		0	
ST0009 - District Structure		0	
ST0010 - Division Structure		0	
ST0011 - Function Structure		0	
ST0012 - Fund Structure		0	

By clicking on any of the display headers, except Instances, you can sort each of these options by ascending or descending order. You can also filter the options by hovering your mouse in the header row of the column you want to filter until you see the yellow funnel (filter icon), then click on the funnel and type in your filter. For instance you could filter Title by "Rev" to only see reports that include the the letters "rev" in the title. Once the filter has been activated, it will show as a funnel on the right hand side of the column being filtered and will remain active until the user deactivates it.

Summary

You should now be able to:

- Navigate around ALDER using panels and toolbars

Review

1. **What is the name of the panel that shows all the folders available in ALDER?**

   a.   Navigation panel.
   b.   Workspace panel.
   c.   Report panel.
   d.   Header panel.

2. **How is a folder expanded and collapsed?**

   a.   To expand a folder click on the ⊟; to collapse a folder click on the ⊟.

   b.   To collapse a folder click on the ⊞; to expand a folder click on the ⊞.

   c.   To expand a folder click on the ⊞; to collapse a folder click on the ⊟.

   d.   To collapse a folder click on the ⊞; to expand a folder click on the ⊟.

3. **What must you do to display a list of reports within a folder, and where will the list be displayed?**

   a.   Double click on the folder and the contents of the folder (list of reports) will display in the navigation panel.
   b.   Click on the folder and the contents of the folder will display in the workspace panel.
   c.   Click on the ⊞ and the contents of the folder (list of reports) will display in the navigation panel.
   d.   Click on the folder and the contents of the folder will display in the report panel.

CHAPTER 4 Using Folders

Goals and Objectives

After you complete this chapter, you will understand:

- Create a new folder
- Copy a folder
- Move a folder
- Delete a folder
- Review and change folder properties

Create a New Folder

In the navigation panel:

- Click on My Documents
- Click on My Favorites to highlight the folder name, as shown below
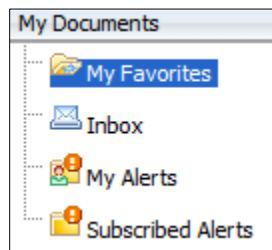
In the workspace toolbar:

- Click on the dropdown arrow next to the New button
- Select Folder
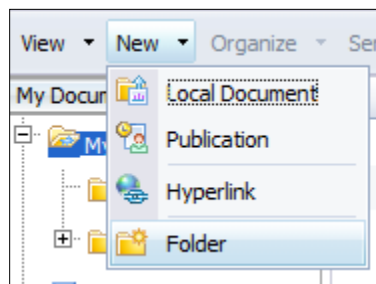
In the Create Folder box:

- Type: **Class ALDER 100A**
- Click **OK**
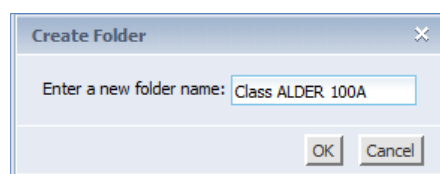
- Expand the My Favorites folder in the navigation panel to see the new folder you just created
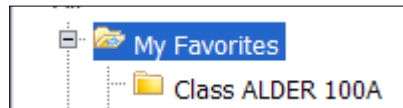
Copy a Folder

In the navigation panel:

- Click on the folder titled Class ALDER 100A
- Click on the dropdown arrow next to Organize
- Select Copy
- Click on the folder My Favorites
- Click on the dropdown arrow next to Organize
- Select Paste
- You will receive the following warning, Click OK
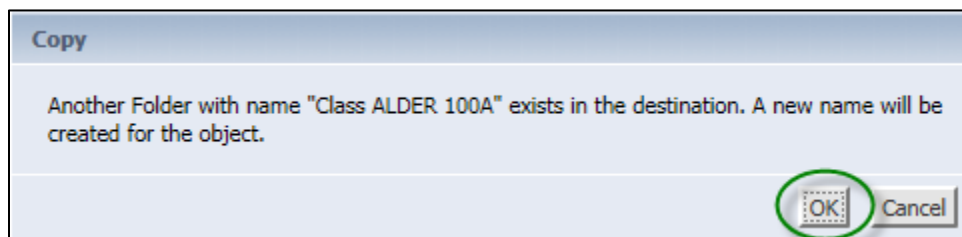
- Verify that your folder structure looks similar to the following:
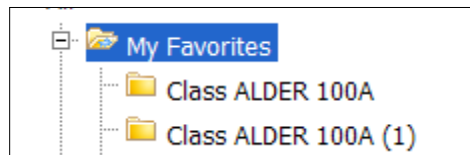
- If your folder does not appear as indicated, click Refresh in the workspace toolbar; if the folder was filed in the wrong location, we will show you how to move a folder next

Note: Copying entire folders from Enterprise reports into My Favorites is not recommended.

Move a Folder

In the navigation panel:

- Click on Class ALDER 100A (1)
- Click on the dropdown arrow next to Organize
- Select Cut
- Click on Class ALDER 100A in the navigation panel
- Click on the dropdown arrow next to Organize
- Select Paste

- In the navigation panel, expand the folder Class ALDER 100A
- It should look as follows:
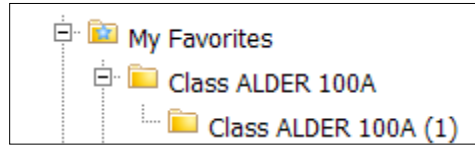
- If it does not, click Refresh in the workspace toolbar

Delete a Folder

In the workspace panel:

- Click on Class ALDER 100A (1)
- Click on the dropdown arrow next to Organize
- Select Delete
- Select OK
- The navigation panel should look as follows:
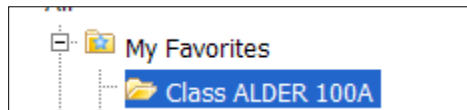
Folder Properties

Folder properties allow the user to change the name, description and/or keywords for an existing folder. This is the only place within ALDER that you can make such changes. Follow the steps below to change a folder's properties.

In the navigation panel:

- Click on Class ALDER 100A
- Click on the dropdown arrow next to View
- Select Properties
- From the Folder Name, remove the A
- In the Description, type: "This folder is used in class"
- In the Keywords, type: "Training"
- It should look as follows:
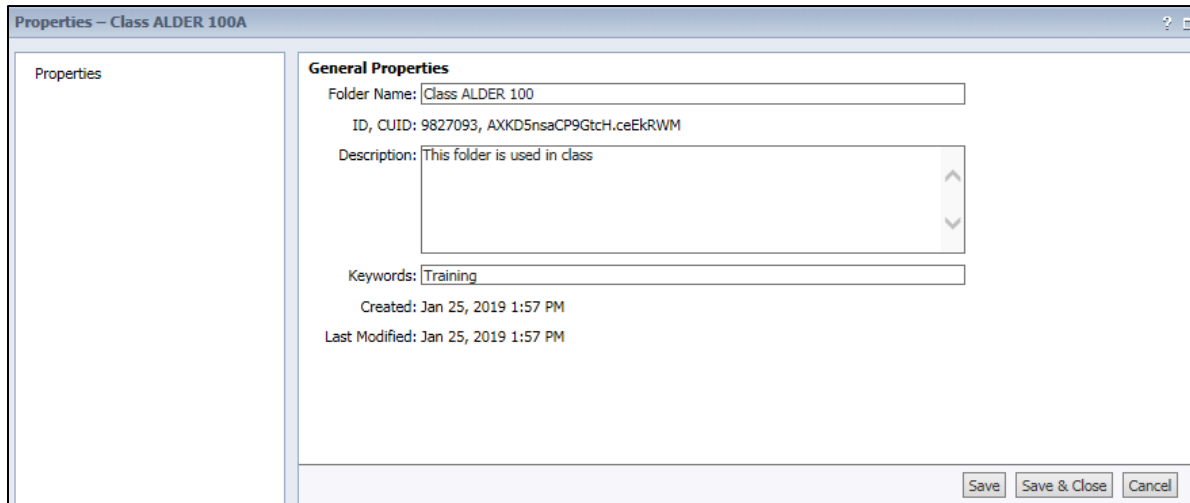
- Click Save or Save & Close
- The navigation panel should look similar to the following:
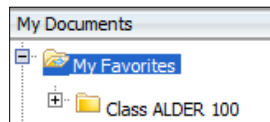
Note: If the workspace panel reflects the correct name and your navigation panel does not, you must log out of ALDER and then log back in. This is an issue with the tool and does not necessarily reflect user error.

Summary

You should now be able to:

- Create a new folder
- Copy a folder
- Move a folder
- Delete a folder
- Review and change folder properties

Review

1.   **Where would you go to change the name of a folder?**

   a.   Right click on the folder in the navigation panel, select Actions, select Properties.
   b.   Click on the folder in the navigation panel, select View from the workspace panel toolbar, select Properties.
   c.   Select the folder in the navigation panel, right click, select Properties.
   d.   Both B and C.

2.   **After you cut a folder, what must be done in order to file it in a new place?**

     a.   In the navigation panel, click on the folder where you want to paste the new folder, then select the dropdown arrow next to Organize, select Paste or right click and select Organize, then Paste.

     b.   In the workspace panel, click on the folder where you want to paste the new folder, then select the dropdown arrow next to Organize, select Paste or right click and select Organize, then Paste.

     c.   In the report panel, click on the folder where you want to paste the new folder, and then select the dropdown arrow next to Organize, select Paste or right click and select Organize then Paste.

     d.   In the header panel, click on the folder where you want to paste the new folder, and then select the dropdown arrow next to Organize, select Paste or right click and select Organize then Paste.

3.   **Once a report or folder has been deleted, can it be retrieved?**

     a.   Yes, through the Recycle Bin
     b.   No.

Exercise

During this class you will be requested to complete a number of exercises. You will need to create a new folder titled Class Exercises, located in My Favorites under the Class ALDER 100 folder. In this exercise you'll also update the properties of this new folder.

In the navigation panel:

1.   Expand My Favorites, and highlight Class ALDER 100 folder.

In the workspace toolbar, create a new folder:

2.   On the workspace toolbar, click on New.

3.   Select Folder.

4.   Name the new folder Class Exercises, click OK.

5.   Verify that the new folder was created as part of your Class ALDER 100 folder.

6.   Click on Class Exercises folder.

In the workspace toolbar, update the folder properties (highlight Class Exercises folder in navigation panel):

7.   Click on the dropdown menu next to View.

8.   Select Properties.

9.   Enter Class Exercise Reports in the Description box.

10.   Select Save & Close.

11.   Verify that you have added the description by highlighting the Class ALDER 100 folder in the navigation panel, hover your mouse over the Class Exercises folder in the workspace panel. You should see Description: Class Exercise Reports.

CHAPTER 5: Working With Reports

Goals and Objectives

After you complete this chapter, you will understand:

- Copy reports
- Copy shortcut reports
- Move reports
- Review and change report properties
- Delete reports

Copy Reports

1. Click on the Folders bar at the bottom of the navigation panel, expand Public Folders

2. Expand Enterprise

3. Expand Financial (IRIS)

4. Click on Budget (BD)

5. In the workspace panel, click on the report **BD0010 – Expenditure Budget and Actual**

6. Click on the dropdown arrow next to Organize

7. Select Copy

8. In the navigation panel, click on the My Documents bar, expand My Favorites

9. Expand Class ALDER 100

10. Click on Class Exercises

11. Click on the dropdown arrow next to Organize

12. Select Paste

13. Verify that your report is now in the Class Exercises folder
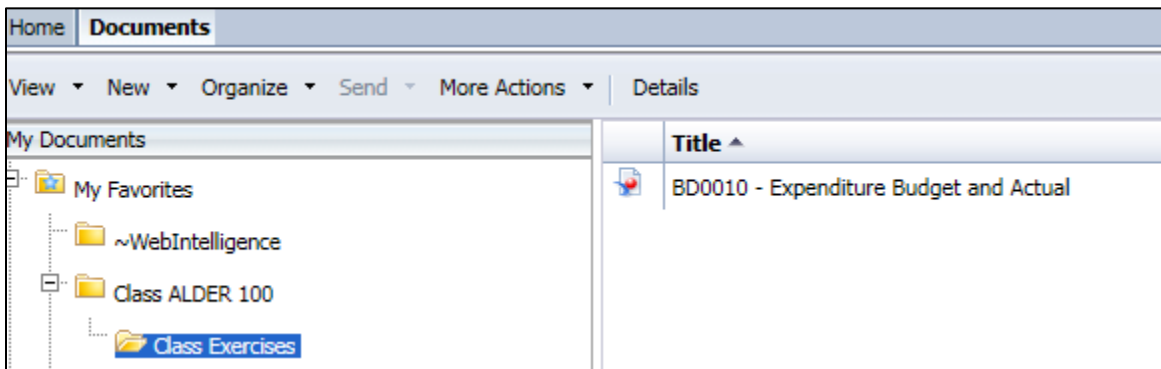
Note: Copied reports will not be affected by any changes made to the original report. If there are efficiency updates or corrections to the Enterprise reports (originals), you should obtain a new copy of the report on occasion.

Copy Shortcut Reports

A shortcut is just a link to the original report, so if the author changes the original report, the shortcut link will display the newest version.

Remember that only you have access to reports in My Favorites. This means a report should not be sent as a shortcut from My Favorites to another ALDER user's inbox. There is no link between folders under My Favorites and another user's inbox, so the other user would not be able to open it. Instead, a report should be sent as a copy. We'll cover sending reports later in this guide.

Move Reports

Note: An Enterprise report can be copied, but not moved. Let's move the BD0010 – Expenditure Budget and Actual report from the Class Exercises folder to My Favorites, Class ALDER 100.

1.   In the workspace panel, click on the report **BD0010 – Expenditure Budget and Actual**

2.   Click on the dropdown arrow next to Organize

3.   Select <u>Cut</u>
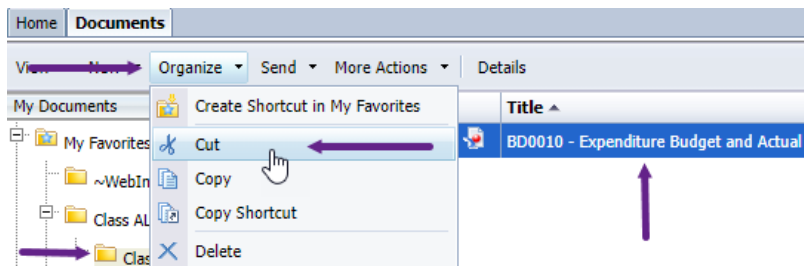
4.   In the navigation panel, click on Class ALDER 100

5.   Click on the dropdown arrow next to Organize

6.   Select Paste

7.   Verify that your report is now in the Class ALDER 100 folder, as shown below
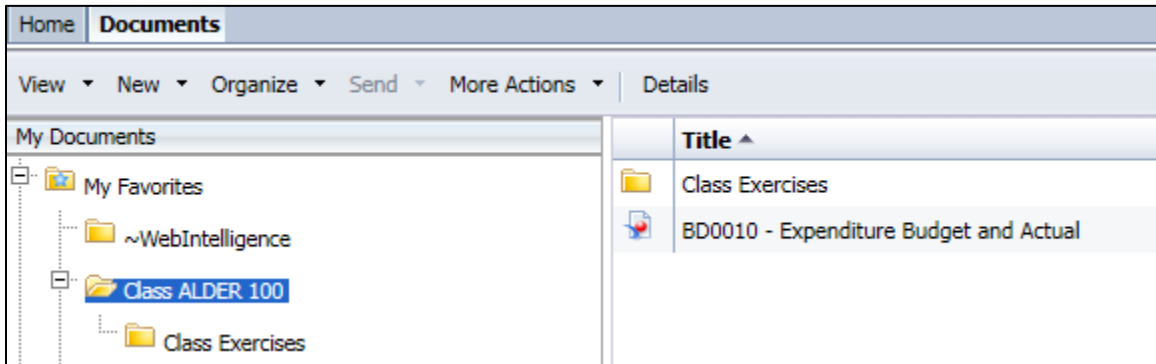
8.   Click on Class Exercises and verify the report no longer exists there

Report Properties

In the properties of a report, you can change the name of the report, update the description of the report, and add keywords that might help you search for a report.

1. In the navigation panel, click on Class ALDER 100

2. In the workspace panel, click on the report **BD0010 – Expenditure Budget and Actual**

3. Click on the dropdown arrow next to View

4. Select Properties

5. In the Title, add V1 to the end of the report name.

6. In the Description, view what currently exists

7. In the Keywords, view what currently exists; it should look as follows:

8. Select Save & Close

9. Verify that the report title has changed and that it looks as follows:
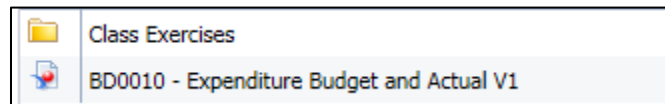
Delete Reports

1.   In the navigation panel, click on Class ALDER 100

2.   In the workspace panel, click on the report BD0010 – Expenditure Budget and Actual V1

3.   Click on the dropdown arrow next to Organize

4.   Select Delete

5.   Select OK

6.   Verify that your report has been deleted by viewing the workspace panel, which should look as follows:

Summary

You should now be able to:

-   Copy reports
-   Copy shortcut reports
-   Move reports
-   Review and change report properties
-   Delete reports

Review

1. **Once a folder has been opened, what must be done before a report can be copied, moved or deleted?**

    a.   In the workspace panel, you must first open the report.
    b.   In the navigation panel, you must click on the name of the report.
    c.   In the report panel, you must click on the name of the report.
    d.   In the workspace panel, you must click on the name of the report.

2. **An Enterprise report can be moved to My Favorites.**

    a.   False.
    b.   True.

3. **Should a report be sent as a shortcut from one user's My Favorites to another's Inbox?**

    a.   Yes.
    b.   No.

4. **Can a report title, description and keywords be changed?**

    a.   Yes.
    b.   No.

5. **How can a report be deleted from My Favorites?**

    a.   A report can be deleted from My Favorites by selecting the report in the workspace panel, then selecting the dropdown arrow next to Organize, and selecting Delete.
    b.   A report can be deleted from My Favorites by selecting the report in the navigation panel, then selecting the dropdown arrow next to Organize, and selecting Delete.
    c.   A report can be deleted from My Favorites by selecting the report in the workspace panel, then right clicking, and selecting Organize, then Delete.
    d.   Either A or C.

Exercise

Your job requires you to review open accounts payable in IRIS. You have found an Enterprise report that will assist you in your job. Save a copy of the report, titled AP0005 – Open Item Accounts Payable, in the Class Exercises.

In navigation panel:

1.   Find the Financial (IRIS) reports in the Enterprise folders.

2.   Open the list of Accounts Payable reports.

In workspace panel:

3.   Click on the AP0005 – Open Item Accounts Payable report.

In workspace toolbar:

4.   From the Organize dropdown menu, select Copy.

In navigation panel:

5.   Click on the My Documents bar.

6.   Click on Class Exercises folder under your Class ALDER 100 folder.

In workspace toolbar:

7.   From the Organize dropdown menu, select Paste.

8.   Verify there is a copy of the report in your Class Exercises folder.

CHAPTER 6: Opening and Viewing a Report

Goals and Objectives

After you complete this chapter, you will be able to:

- Open and view a report in ALDER
- Reading – PDF and HTML modes
- Pin a report, open a report in a new window, close a report
- Refresh data in an ALDER report
- Track changes in ALDER reports
- Maximize your real estate for optimum working space
- Navigate around the new workspace panel toolbar
- Save a report as an ALDER report, or as an Excel, CSV or PDF file
- Print a report from ALDER

Opening and Viewing a Report

From the navigation panel:

1. Click on the Folders bar

2. Expand Public Folders

3. Expand Enterprise

4. Expand Financial (IRIS)

5. Click on Accounts Receivable (AR)

6. Find **AT0001 – Exp Audit Trail**

7. Copy and paste report to Class ALDER 100 folder

8. From your Class ALDER 100 folder, double click on the report title

9. The report is now open

Upon opening a report you will have additional options on the header toolbar and the workspace toolbar, as well as a new report panel and workspace panel.

Reading – PDF and HTML modes

When you open a report it is currently defaulted to open in HTML format. This can be changed by the selecting the dropdown arrow under Reading on the workspace toolbar. The HTML mode has more options than the PDF mode.

PDF mode
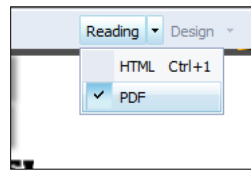
Following are report panel options in PDF mode which we will go over in Chapter 7.
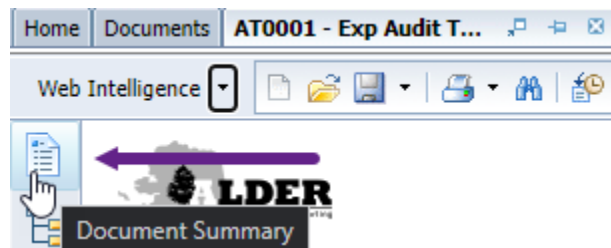
HTML mode

Following are the report panel options in HTML mode which we will go over in Chapter 7. Select HTML mode for the remainder of the class.

Workspace Toolbar

Pin a report, Open a report in a new window, Close a report

When you open a report you will have new options on the Header Toolbar.
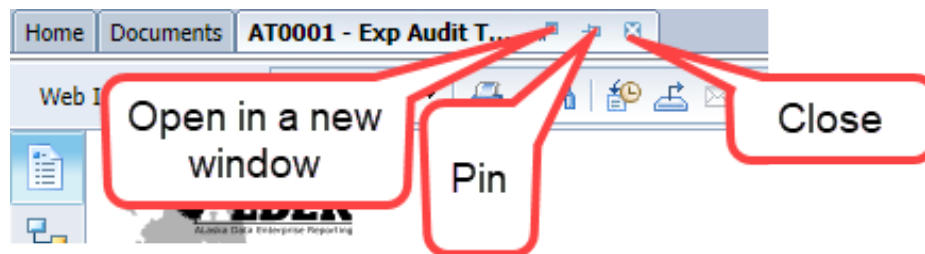
1.   Open in a New Window opens a new functional window of the report currently being viewed; this can be refreshed with new prompts

2.   Pin pins the current set of information to your header bar should you have to close ALDER and return later; the report is still there when you come back

3.   Close closes the report

Refreshing Data

Enterprise reports are saved with test data, so there is data when first opening a report.

1.   Click on the Refresh Data [icon] button

2.   A prompt box will appear:
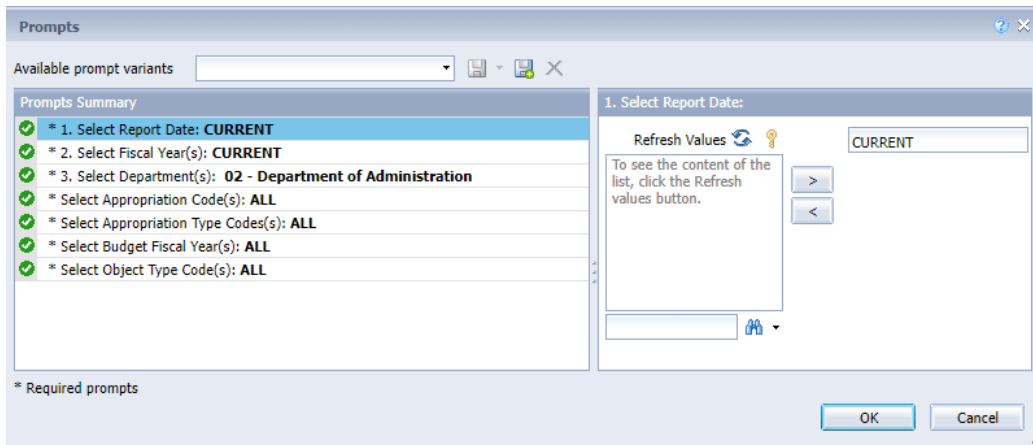
3.   Prompt boxes can be populated in one of two ways:
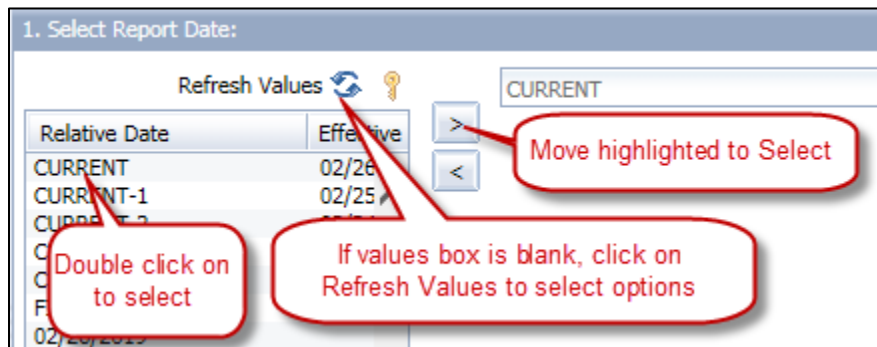
a.   Double click on the selection from the values box.
b.   Single click on the selection from the values box and use the arrow button.

c.   Click on the prompt box and manually type in the desired text and hit enter to search then select the data by double clicking or arrowing over. When using the search option enter part or all of the text, an asterisk (*) for a wildcard search is not necessary.
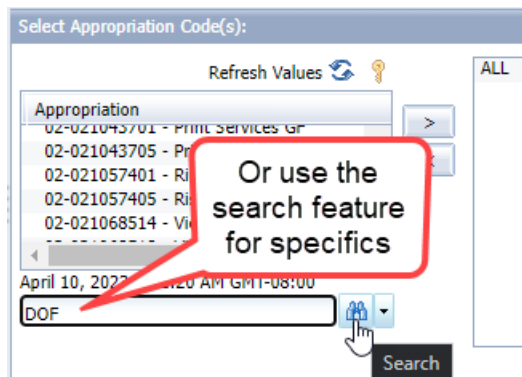
4.   Prompt boxes can be un-populated in much the same manner:

a.   Highlight the unwanted data and click the arrow button.
b.   Double click on the unwanted data. This only works when the data is in a list format (left screen shot below).

vs.
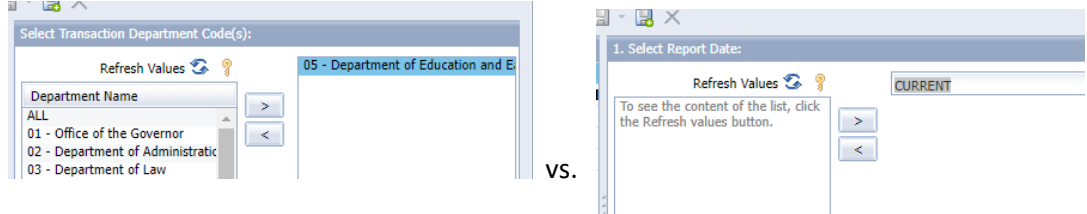
5.   Complete the fields of the prompt box as follows:

a.   Select Report Date: CURRENT
b.   Select Fiscal Year(s): CURRENT
c.   Select Document Department Code(s): 05 – Department of Education and Early Development
d.   Select Appropriation Code(s): ALL
e.   Select Appropriation Type Code(s): EADS
f.   Select Budget Fiscal Year(s): CURRENT
g.   Select Object Type Code(s): 3000 – Services; 4000 – Commodities

6.   To run click OK

7.   You should now have data in your report

Note: When you run the prompts (refresh data), the data will populate each tab of your report as shown below
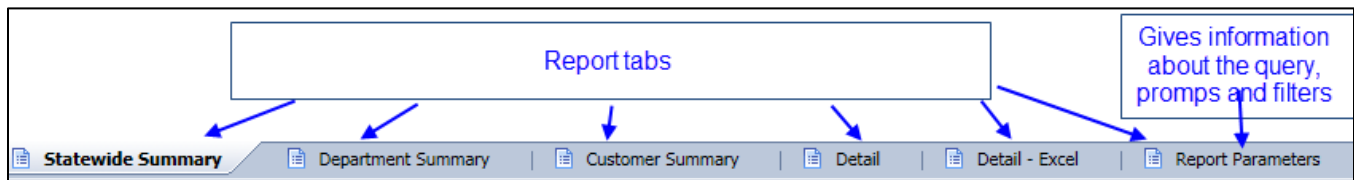
8.   Click on the Save icon to save your report

9.   Close the report

Standard Report Elements

There are some standard report elements that will be part of every ALDER report:

- The ALDER logo at the top of the report
- The title of the report at the top center of the report
- The last refreshed date and time in the upper right-hand corner
- The title of the report in the bottom left-hand corner
- The page numbers in the bottom center

Moving Around Within the Report
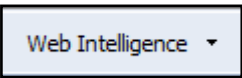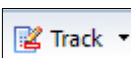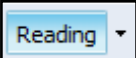
In the bottom right corner of the report you will see these arrows: [arrows image]. You can use these arrows to scroll the page up, down, left and right in the window or use the up arrow to jump to the bottom of the previous page or the down arrow to jump to the top of the next page. You can also use the scroll bars on the side and at the bottom of the report as well as the pagination tools at the bottom of the report.

The lower right section of the report allows you to go directly to different pages, update the display mode, zoom and provides the time the report was last refreshed. Note that if you see an exclamation [⚠ 21 minutes ago] instead of the refresh symbol [🔄 4 years ago] the report did not run successfully. It will contain no data or incomplete data. If this happens consult with a report developer or your agency advocate.
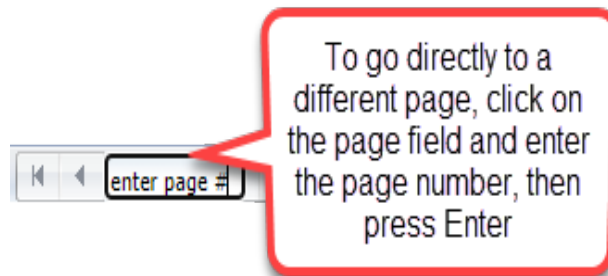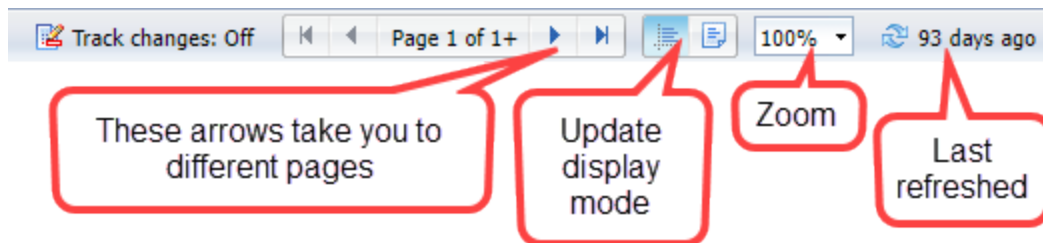
New Workspace Toolbar

Once a report is open, you will notice that the options on the workspace toolbar have changed. The chart below outlines the options available.

Button / Dropdown List	Options	Function in ALDER
Web Intelligence ▼	Side Panel	Changes the positioning of the report panel
	Report Tabs	Shows or hides the report tabs at the bottom of the report
	Status Bar	Shows or hides the bottom most bar which contains the report name, the pagination and zoom tools and the last refreshed time
(New icon)	New	This is not available
(Open icon)	Open	Opens the navigation panel so that you can choose a new report to open. Closes the existing report.
(Save icon) ▼	Save document	Saves your report
	Save As	Saves your report with a different name or location
(Print icon)	Export to PDF for printing	Allows printing outside of ALDER
(Search icon)	Search/find	Allows user to search for data elements within a report
(History icon)	History	List of dates corresponding to the instances of the scheduled document
(Export icon) ▼	Export	Export a single report tab or the entire document as: PDF, Excel (.xlsx), Excel (.xls), CSV Archive, or Text format
(Undo/redo icons)	Undo and/or redo	Allows the last action to be undone or redone
(Refresh icon) ▼	Refresh	Brings up a prompt box into which specific data elements may be requested from the universe (see appendix for definition)
Track ▼	Track	Activate and deactivate data tracking mode. Data tracking mode highlights differences in report data from one refresh to another refresh.
Reading ▼	Reading	Allows the change between PDF or HTML formats
		The remaining buttons are not available to viewers

Track

1.   Open **AT0001 – Exp Audit Trail** report located in the Enterprise folder

2.   From the workspace panel toolbar, click on the Track arrow to access the dropdown menu

3.   Click on Track

4.   Select Compare with last data refresh

5.   Review the next section 'Reports with data tracking shown' but do not make any changes

    a.   If additional tracked changes are needed on additional tabs on the report select the applicable boxes

6.   Select Refresh data now

7.   Click on OK
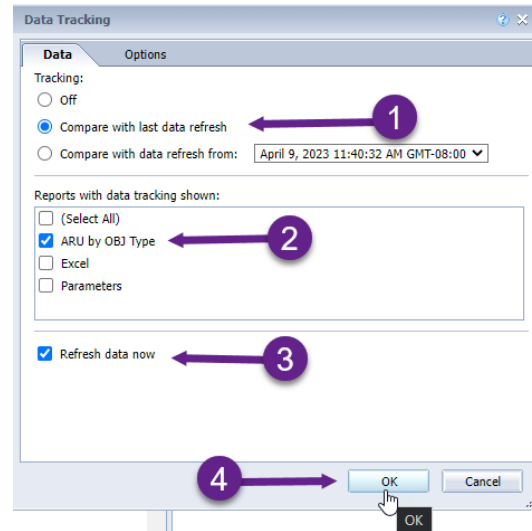
Saving As

8.   From the workspace panel toolbar, click on the Save arrow to access the dropdown menu
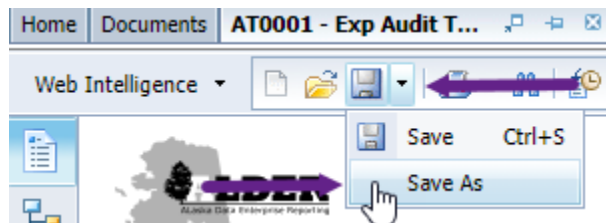
9.   Click Save as

10.   This will save a copy of the report as a Web Intelligence document in the specified folder; the title, description and keywords can be updated to differentiate it from other similar reports (click on [»] to see all options); for this exercise, select the Class ALDER 100 folder.

11.   Keep the description and keywords the same for this example

12.   Add your initials to the end of the file name

13.   The Permanent regional formatting box can be ignored; this option is used if the report is being sent to users in other countries, and will change the language depending on where the user is located; since ALDER is only being used in Alaska, there is no need to change the regional formatting

14.   The Refresh on open option will refresh the report data each time the report is opened, and will overwrite the data that was there when the report was last saved; for historical purposes, it is best to leave this box unchecked
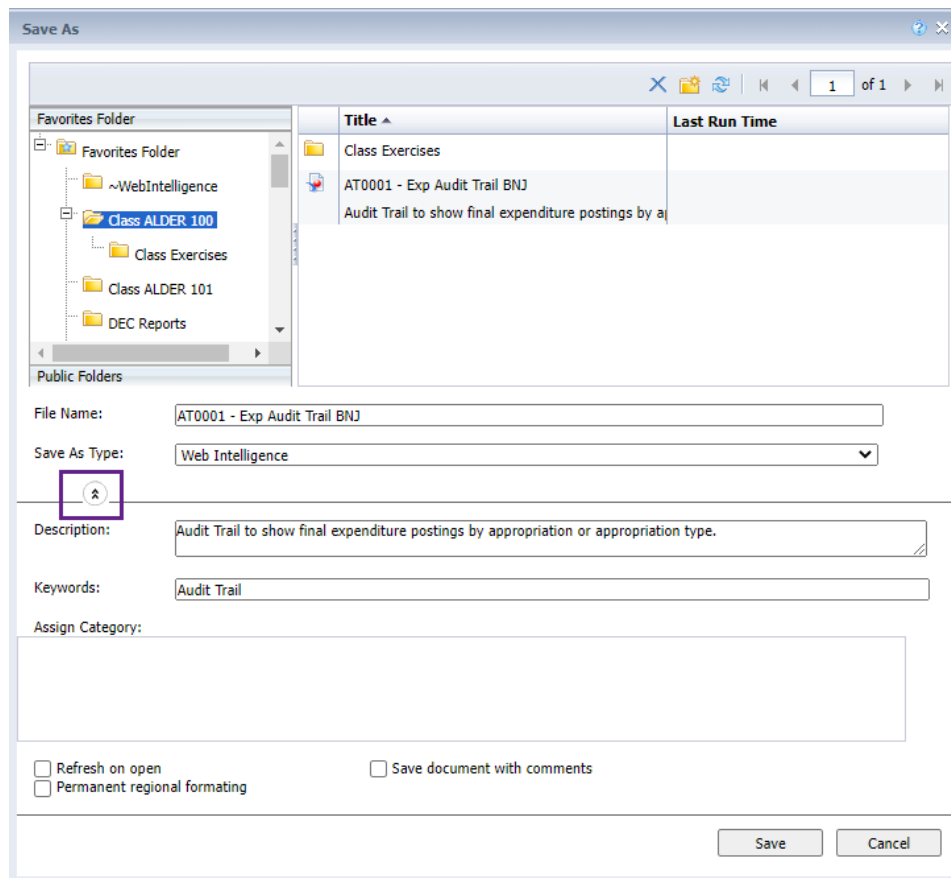
15.   Click Save

16.   Select the Pin icon on the report to pin this report
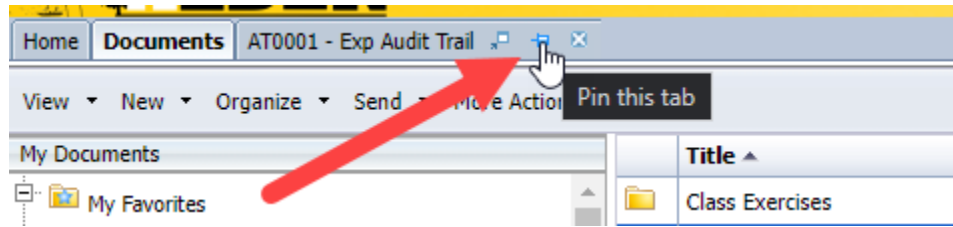
Note: The file name at the top of the report has now added a report to reflect the new name with your initials.

Exporting to My Computer

Under this option, a report can be saved in four different formats: Excel, PDF, CSV (comma separated value) or Text document. If a report is saved as an Excel, CSV or Text document, the data can be changed, but if it is saved as a PDF document, the data is static.

Note: If you are unable to complete this task, refer to the internet browser settings section in Chapter 2.

Exporting the document as Excel

1.   If you are running a version of Excel older than 2007, choose Excel (.xls) format when exporting the file. Since most state computers have been updated past Excel 2007, use of Excel 2007 will be explained.

2.   Exporting the document as Excel:

a.   Click on the dropdown arrow next to the Export button
b.   Select the reports to be exported or Select All to export all reports
c.   Select Excel (.xlsx) from the File Type drop down

3.   Select OK
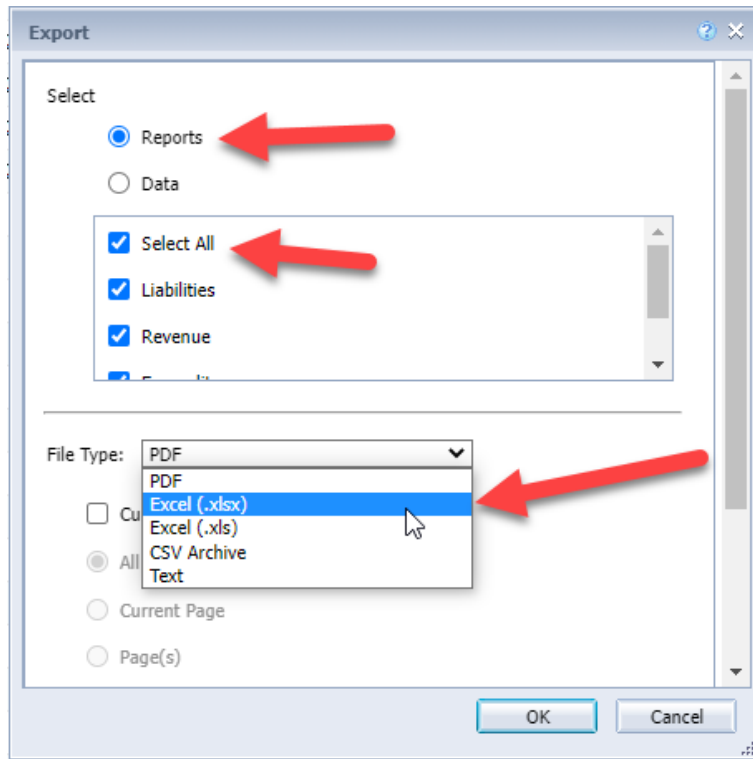
4.   The document will be downloaded and located in the downloaded files on your desktop and on your browser. The location of the file on your browser will depend on your browser.
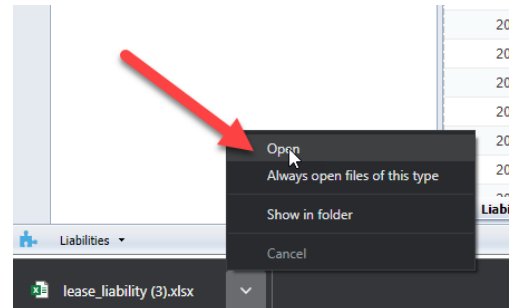
5.   Close the Excel file

Exporting the document as PDF

1.   Select the reports to be exported or Select All to export all reports

2.   Click on the dropdown arrow next to File Type

3.   Select PDF

4.   Select OK

5.   A new PDF document is downloaded on your desktop

6.   Close the PDF file

Exporting the document as CSV Archive

1.   Select the reports to be exported or Select All to export all reports

2.   Click on the dropdown arrow next to File Type

3.   Select CSV Archive

4.   Select OK

5.   CSV Files are downloaded on your desktop. Click on CVS file to open in Microsoft Excel. All formatting has been removed from the report, and each data element (available object) is displayed in its own column so sorting is easier. If you would like to see all the data elements that are available on a report, which may not be visible on an ALDER report, open the report as a CSV file. If there is a data element that you would like displayed on the report, contact your agency advocate.

6.   Close the CSV file.

Exporting the document as Text File

Opens in a Notepad format for editing or possibly copying into Word, Excel, or other programs.

Print a Report

1.   From your Class ALDER 100 Class Exercises folder, open the report **AP0005 – Open Item Accounts Payable**

2.   ALDER uses Adobe Reader to print.

   a.   If you are in PDF Reading mode you can right click on the report and select print; the report may be quite large, be very sure that you want to print it before you click the button; it is NOT recommended that you print the report for this example

3.   If you are in HTML Reading mode follow these steps:

4.   In the workspace toolbar, click the Print icon.

5.   Select Open in the File Download box (note: it may take quite a while for larger reports for the dialogue box to open).

6.   In the Adobe Reader toolbar, click the Print icon or click File and select Print; the report may be quite large, be very sure that you want to print it before you click the button; it is NOT recommended that you print the report for this example

7.   Click the Close icon in the upper right-hand corner of the Adobe Reader toolbar to go back to the report

Summary

You should now be able to:

- Open and view a report in ALDER
- Refresh data in an ALDER report
- Pin a report, open a report in a new window, close a report
- Navigate around the new workspace panel toolbar
- Save a report as an ALDER report, or as an Excel, CSV Archive, Text or PDF file
- Print a report from ALDER

Review

1. **How do you open a report?**

   a.   A report can be opened from the workspace panel by double clicking on the name of the report.
   b.   A report can be opened from the workspace panel by clicking on the name of the report, then right click and select View.
   c.   A report can be opened from the workspace panel by clicking on the name of the report, selecting the dropdown arrow next to View on the workspace panel toolbar and selecting View.
   d.   All of the above.

2. **What are some of the standard report elements in ALDER?**

   a.   ALDER logo, title of the report at the bottom of each page, last refreshed time and page numbering on top right.
   b.   ALDER logo, title of the report on the top of each page, last refreshed date, page numbering and your employee ID.
   c.   ALDER logo, title of the report on the top and bottom of each page, the last refreshed date and time, and page numbering.
   d.   Title of the report, last refreshed date and time, and report tab name.

3. **How do you print an ALDER report?**

   a.   In the workspace toolbar, select Export, then Export Document As (or Export Current Report As), and then select PDF.
   b.   In the workspace toolbar, select View, and select PDF mode.
   c.   In the workspace toolbar, click the print icon.
   d.   Both A and C.

Exercise

You recently viewed a number of reports in the enterprise folder that will help you complete a wide variety of tasks. One report that you would like to have in your favorites folder for future use is the **GA0001 – Accounting Templates**. Save a copy of this report to My Favorites, class exercises folder.

In navigation panel:

1. Find and open the General Accounting (GA) folder in the Enterprise Reports.

In workspace panel:

2. Find the **GA0001 – Accounting Templates** report.

In workspace toolbar:

3. From the save button dropdown menu, choose Save as and add Chapter 6 to the end of the report title.

4. Save the report in the Class Exercises folder located in Favorites Folder.

5. Verify that the report was saved in the Class Exercises folder.

Now that a report has been saved, this exercise will show the differences in the export document as Excel (.xlsx), Excel (.xls), PDF and CSV. Do not save these to the hard drive on your computer but let's explore the differences.

6. Refresh the data with the following prompts:

a. Select Report Date: Current
b. Select Accounting Template Department Code(s):   11 – Department of Fish and Game
c. Select Department Codes: 11

7. Click OK to Run Query

In workspace panel:

8. Click on the Export icon

9. Select all reports, File Type: Excel (.xlsx)

10. Select OK. Do not save this to the hard drive but leave open so we can compare the differences between the Excel, PDF and CSV Archive files. Leave the file open and go back to ALDER

Note: The computer at your office may be set up differently than the training computers. If you cannot open the file, select Save As instead.

In workspace panel:

1. Click on the Export icon

2. Select all reports, File Type: PDF

    a. If the page setup is not compatible with PDF the data will be on separate pages, it will not shrink to size.

3.   Select OK

In workspace panel:

4.   Click on the Export icon

5.   Select all reports, File Type: CSV Archive

6.   Select OK

7.   Open downloaded file

Look at the differences between the files. What differences do you see? Close the reports, including the ALDER report.

8.   Save report as **Chapter 6 Exercise Final**

9.   Close the report

CHAPTER 7: The Report Panel and Scheduling Reports

Goals and Objectives

After you complete this chapter, you will be able to:

- Utilize the report panel
- Schedule a report
- View the history of a scheduled report

Utilizing the Report Panel

When a report is opened in ALDER, a new panel is present. It is the report panel and is located on the left of your screen. The new panel provides new options while working in your report.

1.   Find the Audit Trail (AT) Reports folder in the Enterprise Reports

2.   Copy **AT0001 – Exp Audit Trail** report to your Class ALDER 100 folder

3.   Open the report

4.   You'll now see the new panel – the report panel on the left side
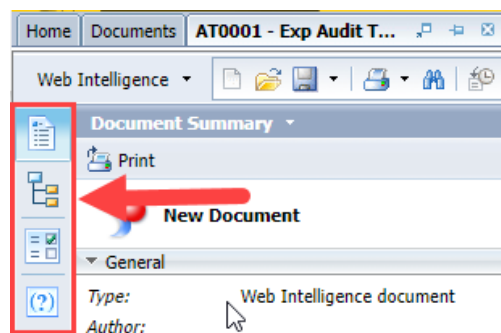
5.   The report panel contails four icons on the left: Document Summary, Navigation Map, Input Controls, User Prompt Input

6.   Select the Document Summary icon

    a.   This opens a new panel that gives you general information about the report as well as statistics, options, and parameters; you can print this summary using the print icon at the top of the panel

7.   Select the Navigation Map icon

    a.   By clicking the plus icon , you can expand the map
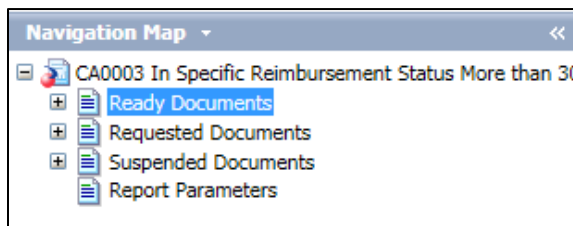
b.   This allows you to walk down the structure of a report section by section, which allows data elements to be found quickly

c.   For instance, if you wanted to go right to Suspended Documents in the report, you could just click on that data element and the information would be displayed in the workspace panel with at or near the top of the report

8.   Select the Input Controls icon

a.   Input controls must be added by an interactive user unless it's built into the report.

b.   This will allows you to add dynamic filters in the report

9.   Select <u>CPTL</u> under PL Appropriation Class Code to show all capital expenditures

a.   You'll notice the data in the report changes almost instantly
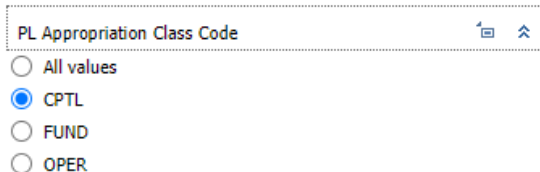
10.   Select the User Prompt Input icon

a.   This shows all the prompts that were selected when this report was refreshed.

11.   Locate 3. Select Department(s): (Template), which should say 02 – Department of Administration

12.   Click on (--Show List Of Values--)

13.   Click on <u>01- Office of the Governor</u>

14.   Select <u>Run</u>
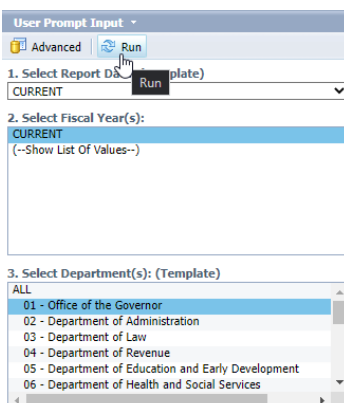
15.   Data should now be updated to show department 01 – Office of the Governor

16.   The final panel to discuss is the workspace panel. This is where the body of the report is located
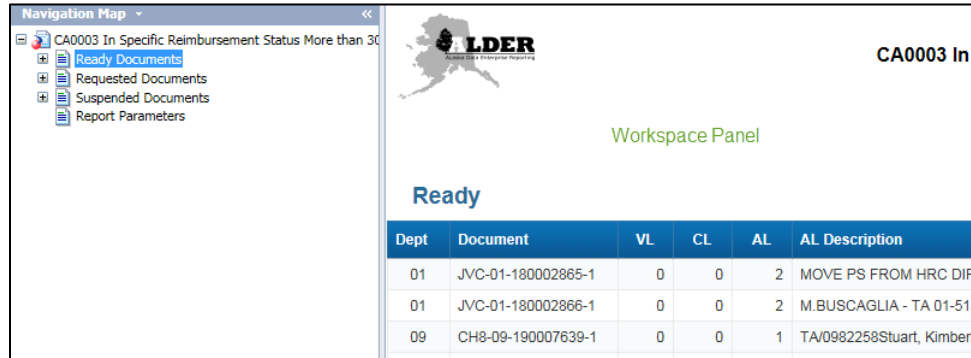
17.   Close the report

Scheduling Reports
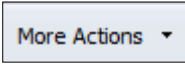
Often a report is needed daily, weekly, monthly or annually. By scheduling a report, it can export to the Enterprise Location, BI Inbox (Alder Inbox) or Emails. Note that a report cannot be scheduled from the Enterprise folders.
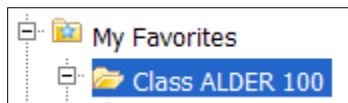
Reports can be scheduled from your department folder or your My Favorites folder.
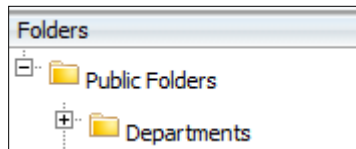
To schedule a report
---

1. Close the report you are currently in

2. In the navigation panel, expand My Favorites, and click on the Class ALDER 100 folder

3. Find the **AT0001– Exp Audit Trail (initials)** report, but DO NOT OPEN IT

4. Click once on the name of the report to select it

5. Click the down arrow next to More Actions [More Actions ▾]

6. Select Schedule, and you'll be in the following screen:

Schedule – AT0001 - Exp Audit Trail BNJ

▾ Schedule	**Instance Title**
Instance Title	AT0001 - Exp Audit Trail
Recurrence	
Prompts	
Formats	
Caching	
Events	
Scheduling Server Group	
Destinations	
Delivery Rules	
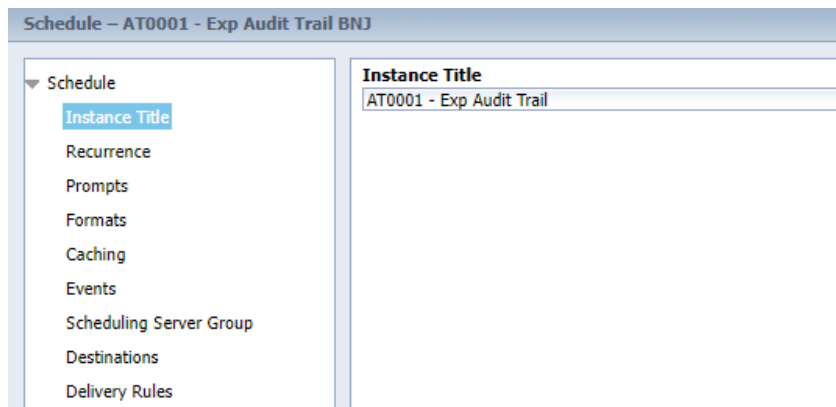
After a report completes a scheduled run, an instance is created. An instance is a version of the report that contains the data that was available at the time it was run. An instance created at a later date will contain any additional updates.

The instance title can be changed when a report is being scheduled to more accurately describe the report and data being scheduled.

[Schedule] [Cancel]

7. Update the Instance Title to Training Report. Do not press Schedule.

Schedule – AR0001 - Average Collection Time of Accounts Receivable

▾ Schedule	**Instance Title**
Instance Title	Training Report
Recurrence	
Prompts	
Formats	
Caching	
Events	
Scheduling Server Group	
Destinations	
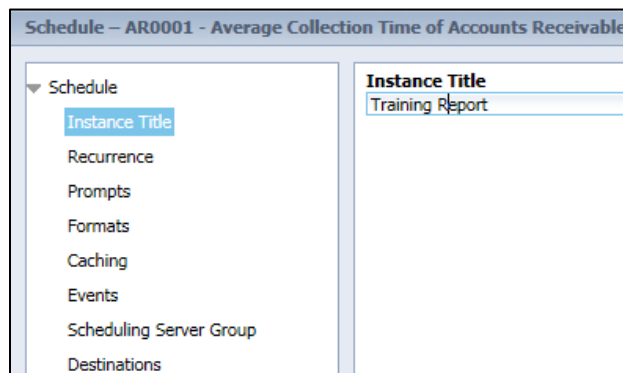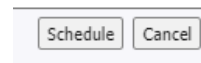
8.   Select Recurrence
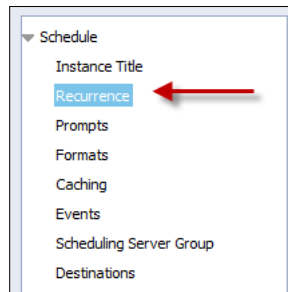
A report can be scheduled to run at multiple times, such as now, daily, monthly or on a certain day of the month. Although the option is there, we do not recommend hourly. As ALDER is only updated nightly for IRIS information, running a report hourly does not provide updated information throughout the day. Also, it takes up resources on the mainframe.

9.   Select Now, so the report will be scheduled now
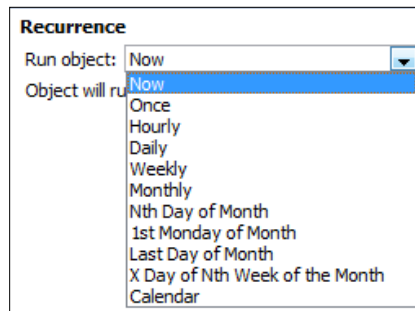
a.   If a report is scheduled to run overnight (Daily, Weekly, etc..) select 11:59 PM at the Start Date/Time and End Date/Time.

10.   Select Prompts
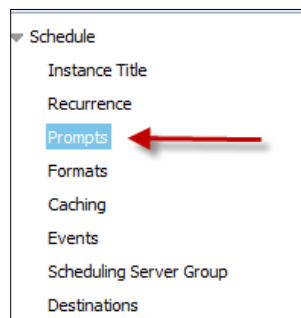
Prompts allow a report to be scheduled to run with other prompts. By clicking on Modify, the prompts can be changed for this instance. Click on Modify to change the prompts.

a.   Select Report Date: CURRENT
b.   Select Fiscal Year(s):   CURRENT
c.   Select Department(s):   12 – Department of Public Safety
d.   Select Appropriation Code(s):   ALL
e.   Select Appropriation Type Code(s):   P760

       f.   Select Budget Fiscal Year(s):   ALL
       g.   Select Object Type Code(s):   2000 – Travel
       h.   Select <u>Apply</u>

11.   Select Formats, which will bring up a screen that allows you to select the report output format
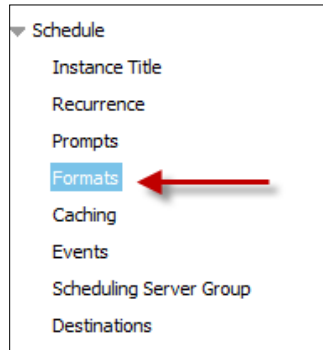
Output format allows a scheduled report to be sent as a Web Intelligence report, an Excel file, Adobe Acrobat (PDF), CSV or Text (TXT) file. Keep in mind that if a report is sent as an Excel, CSV, PDF, or Text file, all security restrictions for a report no longer apply, and the user can see everything that is on the report. Select Web Intelligence. Note that if exporting to an Email address Web Intelligence cannot be selected, Microsoft Excel is suggested.
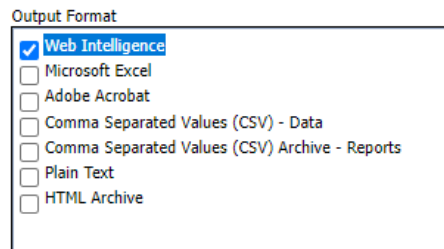
12.   Caching and Scheduling Server Group are not used in ALDER
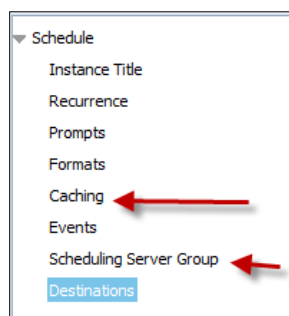
13.   Select Events
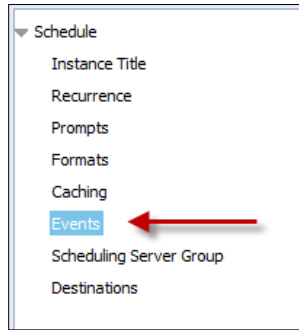
If you are scheduling a report to run overnight, event "IRIS Financial Update Complete" must be used. Note that the event does not need to be selected if the report is schedule to run Now.

1.   Click on the System Events file
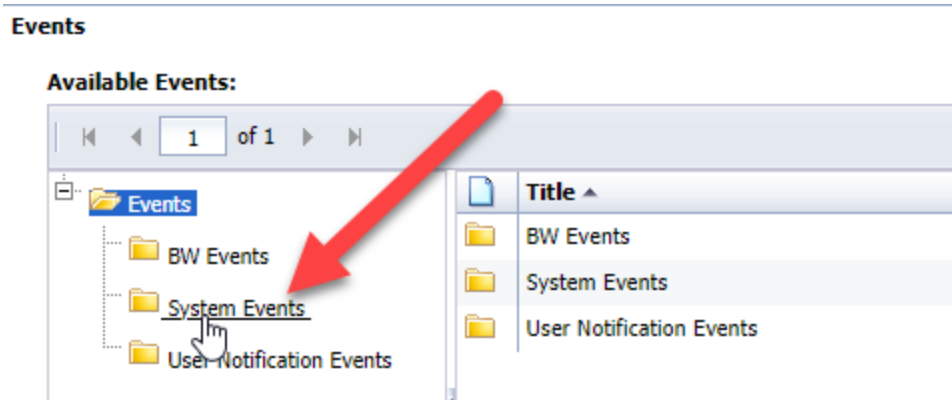
2.   Highlight IRIS Financial Update Complete and select the arrow to the Events to wait for section.
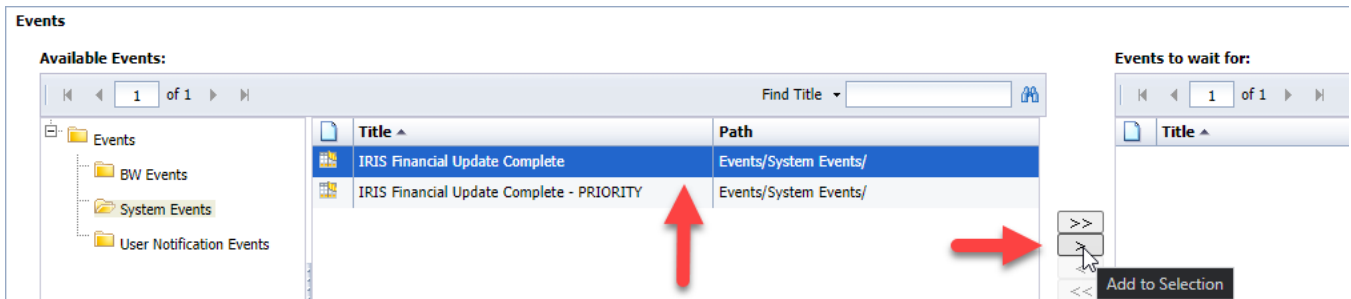
When complete it should look like this:
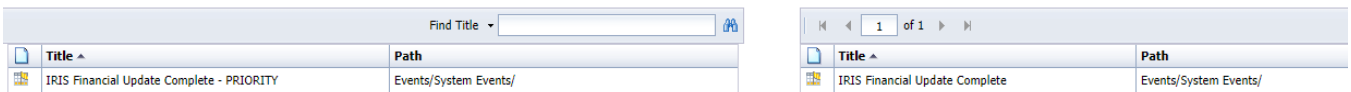
An event will allow an ALDER report to be run only after a certain event has occurred, such as after the IRIS Financial Update Complete. This allows an ALDER report to be run only after the data has been downloaded, so you are always assured of getting the most recent data. If an event is not used, ALDER resources will be locked up and your scheduled report could be deleted by the ALDER team. Do not select the PRIORITY event type, it's selected for special reports determined by the Alder team. Do not choose an event for this exercise, as we are scheduling the report to run now.

14.   Select Destinations
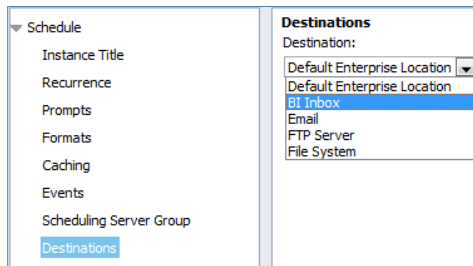
Destinations allows a scheduled report to be sent to an Enterprise Location, ALDER (BI) Inbox, Email, FTP Server, and File System.

15.   Select BI Inbox
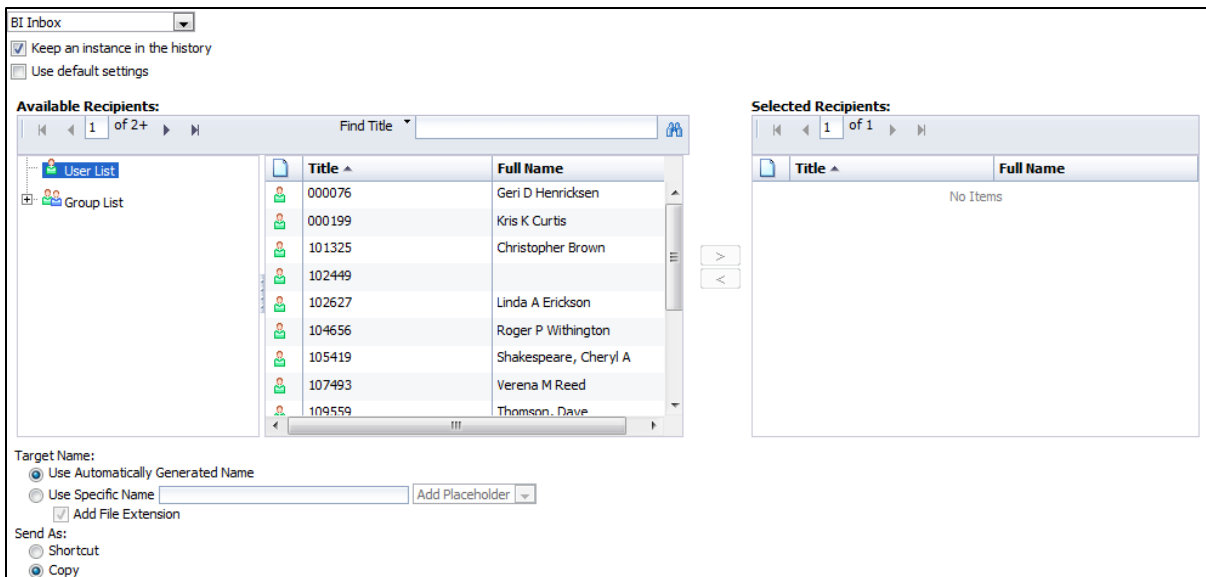
There is an option to use the default settings. If this box remains checked, the report will be scheduled to be sent to the user's BI (ALDER) Inbox (not the user's state email address).

16.   In the Find Title box, enter your user ID, then click on Find or press Enter; you can also use the dropdown arrow next to Find Title to search by Full Name

17.   The search results appear in the Available Recipients box

18.   Click on your ID, then click the right arrow to move your ID to the Selected Recipients box

Destinations
Destination:

| BI Inbox ⌄ |

☑ Keep an instance in the history
☐ Use default settings

Available Recipients:

| ⏮ ◀ | 1 | of 1 | ▶ ⏭ | Find Title ▾ | 302235 | 🔍 |

	Title	Full Name
🔍 Find result for "302235" in "User List"		No Items
📩 User List		
⊞ 👥 Group List		
⊞ 👥 Group Hierarchy		

Selected Recipients:

| ⏮ ◀ | 1 | of 1 | ▶ ⏭ |

	Title ▲	Full Name
👤	302235	Bonnie N Jensen

[>]
[<]
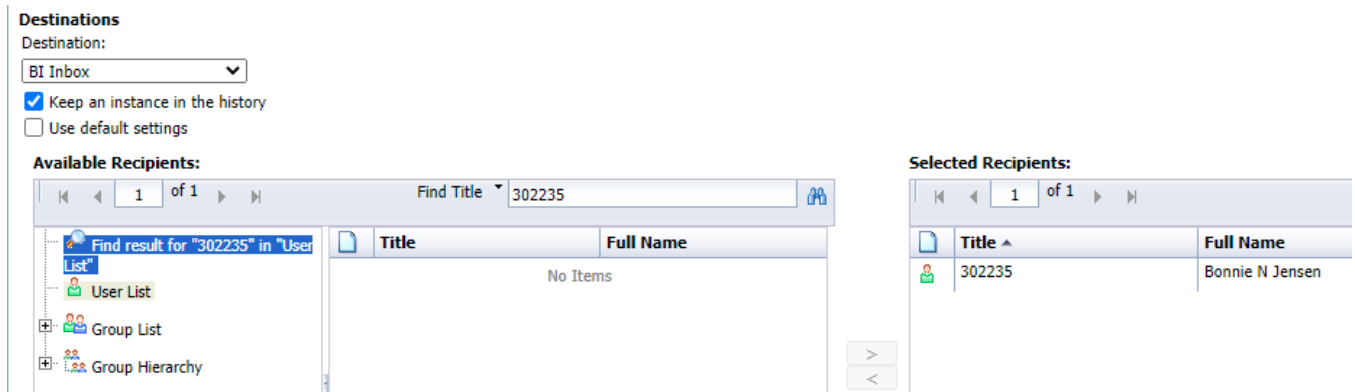
19.   The Target Name assigns a name to the instance; keep Target Name as Automatically
       Generated Name

20.   The Send As option allows you to send the report as a copy or a shortcut to the original report. A
       report should be sent as a copy

Send As:
○ Shortcut
◉ Copy
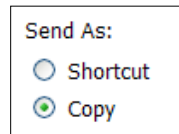
Remember that only you have access to all reports in My Favorites. This means a report should not be sent
as a shortcut from My Favorites to another ALDER user's inbox. There is no link between folders under My
Favorites and another user's inbox, so the recipient would not be able to open it. A report should be sent as
a copy.

21.   Click on Delivery Rules to ensure conditions of the reports are met. This will prevent the report
       from being distributed if it was not successfully refreshed.

Delivery Rules
Activate the delivery rules to send the instance (File System, Email, BI Inbox, FTP/SFTP) only if the following condition(s) is (are) met:
☑ The scheduled content has been successfully refreshed and is not partial.
    If this condition is not met, return the following status:
    ○ Warning
    ◉ Failed
☐ The scheduled content contains data.
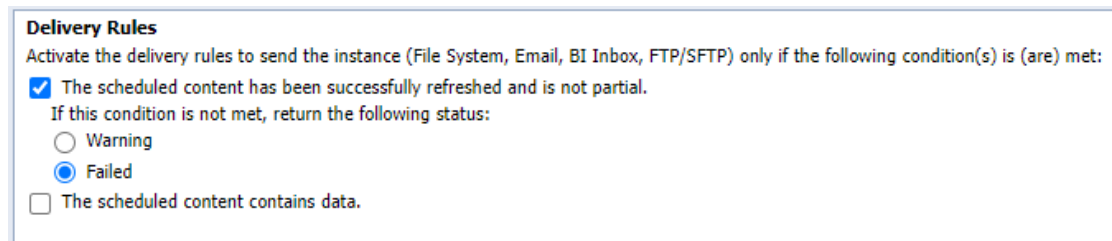
22.   Click on Schedule (at the bottom of the page); this will submit your scheduling request

Viewing a Report's History

Once a report has been scheduled, you are then returned to the History page. The History page displays
recent instances that have been scheduled for a report, with such details as who requested the instance,
what the parameters (prompts) were, what format the instance was in, if the instance was successful or not,
and allows the option of rescheduling. There are two different ways to navigate to the history section, step
16 will show how to access that page directly from the report.

1.   Close out of the History page by clicking the x in the Header bar

2.   Right click on the **AT0001 – Exp Audit Trail** report

3.   Select History

You are now on the History page for that particular report.

	Instance Time ▾	Title	Status	Created By	Type	Parameters
✅	Feb 28, 2019 9:27 AM	Training Report	Success	319327	Web Intelligence	CURRENT;11 - Department of Fish and Game;01/01/2019;(

History – AR0001 - Average Collection Time of Accounts Receivable

View ▾ | Organize ▾ | Send ▾ | More Actions ▾

4.   Click on the Instance Time to view the report

5.   Close the report; this returns you to the History page

The History page can be filtered in many ways. Hover over the display headers to locate the filter button and filter as needed.

History – AR0001 - Average Collection Time of Accounts Receivable

View ▾ | Organize ▾ | Send ▾ | More Actions ▾

	Instance Time ▾	Title	Status	Created By	Type	Parameters
✅	Feb 28, 2019 9:27 AM	Train	⦿ All ○ Failed ○ Success ○ Pending ○ Recurring OK Cancel	319327	Web Intelligence	CURRENT;11 - Department of Fish and Game;01/01/2019;(

6.   Right click on the symbol in the far left column (to the left of the Instance Time column); this will highlight/select the row and reveal the buttons referenced below. The options that are available are dependent on the Status.
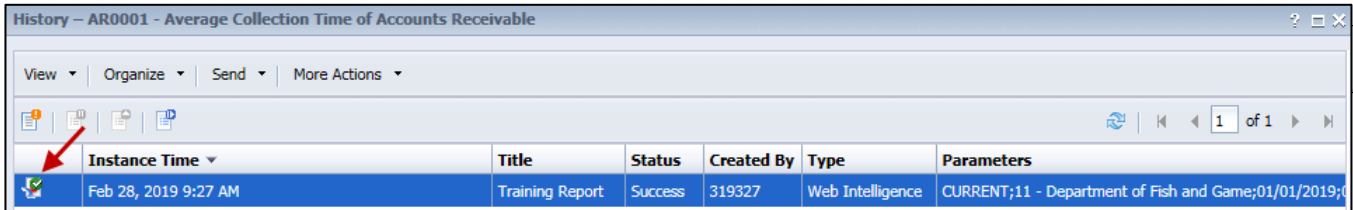
7.   There are buttons that provide information about the report as well as allow you to pause, resume or reschedule this selected instance

8.   Hover over View; this allows you to view miscellaneous information in the Status of the instance

9.   Hover over Organize; this allows you to delete this selected instance; DO NOT DELETE THE REPORT

10.   Hover over Send; this allow you to send this instance to a BI Inbox
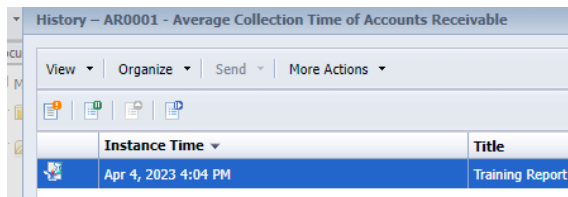
11.   In the lower section are more actions that might contain Run Now, Reschedule, Pause for selection. Note that Department Link is not supported.

12.   Click the Instance Details button ; this provides additional information about this instance

13.   If the instance was still running, the Pause an instance and Resume a paused instance buttons would be active

14.   The Rerun an instance button will return the instance with the same parameters

15.   Close History page

16.   To open the history of a report that you currently have open select the History icon on the Workspace panel

Searching a Report

Once a report has been ran and has data, you are able to search the current page of the report. This only works on the currently visible page, not the entire report. To complete, use CTRL+F for find within the workspace panel. It is more conclusive to export the document and search within either PDF or Excel.

Summary

You should now be able to:

- Utilize the report panel
- Schedule a report
- View the history of a scheduled report

Review

1.   **How do you search for data in a report?**

     a.   From the workspace toolbar, click on Find.
     b.   From the report panel, click on Find.
     c.   Use Ctrl+F in the workspace panel and type in a selection.
     d.   There is no way to search a report in ALDER.

2.   **What is an easy way of going directly to a certain section of a report?**

     a.   Use the report panel and use the Find function.
     b.   Use the Find function from the workspace panel.
     c.   Use the navigation map located in the report panel.
     d.   Use the Go to next index icon.

3.   **How do you schedule a report?**

     a.   In the workspace panel, click or highlight the report name, click the down arrow next to More Actions in the workspace toolbar, and select Schedule.
     b.   In the workspace panel, double click the report, right click, select Schedule.
     c.   In the workspace panel, click on the report name, right click, select Schedule.
     d.   Both A and C.

4. **If you are scheduling a report to run overnight, what required option must always be used?**

   a. Prompts.
   b. Events.
   c. Recurrence.
   d. Destination.

5. **What is created once a report has been scheduled?**

   a. Report.
   b. Destination.
   c. Instance.
   d. View latest instance.

6. **What does the history page show you?**

   a. Instance Time, Title, Status, Created By, Type, Parameters.
   b. List of instances for the report.
   c. View latest instance of the report and title of report.
   d. Number of instances for the report, status, instance time.

7. **How do you change the title, description or keywords of a report?**

   a. In the workspace panel, click on the report title, select the dropdown arrow next to View in the workspace toolbar, select Properties.
   b. In the navigation panel, click on the report title, select the dropdown arrow next to Actions, select Properties.
   c. In the workspace panel, click on the report title, right click, select Properties.
   d. Both A and C.

CHAPTER 8: Sending a Report

Goals and Objectives

After you complete this chapter, you will be able to:

- Send a report to other ALDER users

Sending a Report

ALDER reports can be shared by sending them to another user's inbox. This can be done using the send function in the header toolbar when the report is selected. Note: ALDER reports cannot be sent from the enterprise folder.

1. Copy **ST0002 – Appropriation Structure** report to your Class Exercise folder.

2. Click once on the **ST0002 – Appropriation Structure** report, but do not open it.

3. In the workspace toolbar, click on the down arrow next to the Send button.

4. Select BI Inbox.
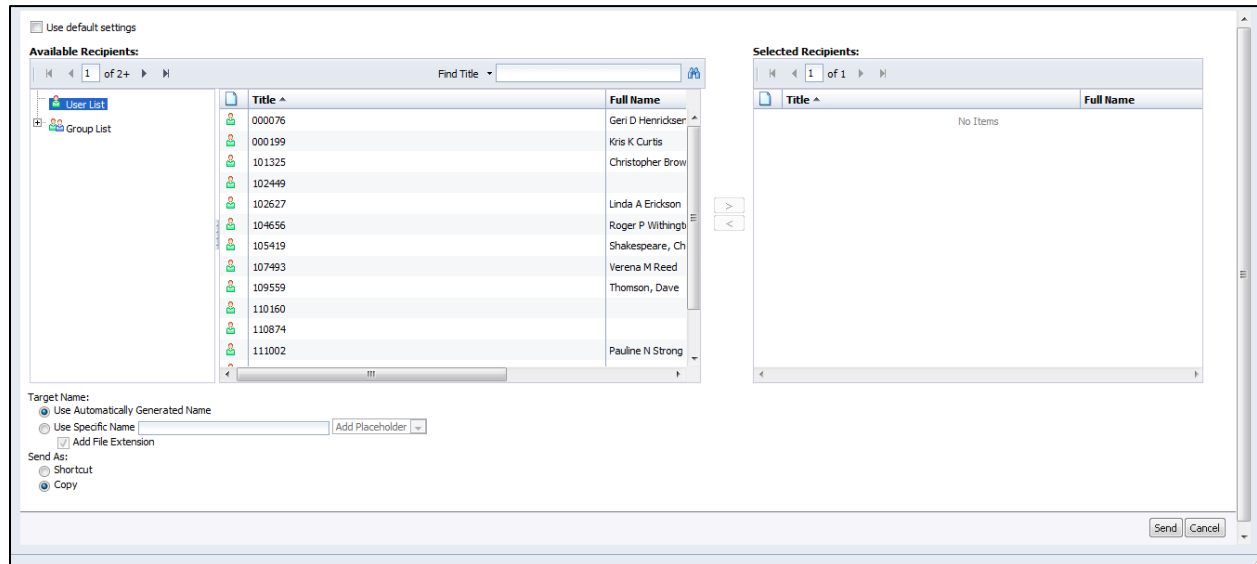
5.   In the Find Title box, type in Your Name. You are able to search on employee number (title) as well as the full name of the individual.

6.   Click on the find icon 🔍 and results will appear in the Available box. Note that ALDER has the option to send a report to more than one recipient at a time.

7.   Highlight the desired result, and then click the right arrow to move the name to the Selected box.

Find Title ▾ 302235	🔍		**Selected Recipients:**		
			⏮ ◀ 1 of 1 ▶ ⏭		
Full Name			🗋	**Title** ▲	**Full Name**
No Items			🔒	302235	Bonnie N Jensen
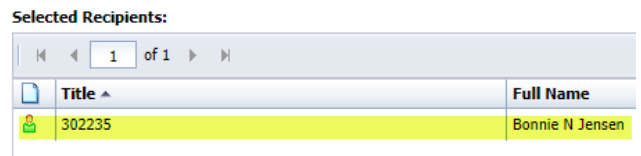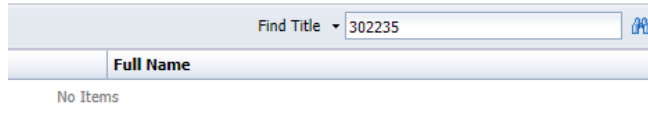
8.   The next option you will see is Target Name. It is recommended that the Target Name be kept as Use Automatically Generated Name. Adding a specific name overwrites the name of the report that is being sent.

Target Name:
⦿ Use Automatically Generated Name
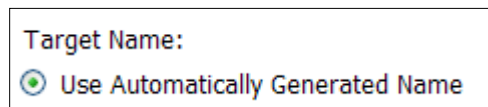
When selecting use specific name, you can add additional text to the end of the specific name that you typed in. For example, if you want a user to review a report, you can type in "for review" at the end of the report title and that is how it will display in their inbox. The dropdown menu provides options such as "Use Full Name." Note: The ID option is a random number; therefore, it is not useful.

⦿ Use Specific Name [   ] Add placeholder... ▾
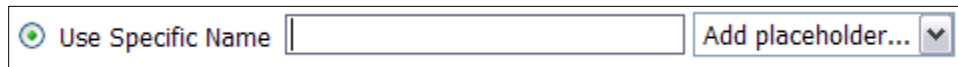
9.   Send As is the next option on the page. You will want to send the report as a Copy, not as a Shortcut. Remember, only you have access to your favorites; a shortcut is just a link or path to the original report location. Since no one else has a path to your favorites, a report sent from your favorites as a shortcut cannot be opened by the recipient.

Send As:
◯ Shortcut
⦿ Copy
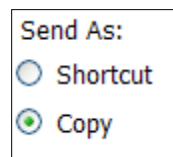
10.   Click Send. The recipient will now have a copy of the report in their ALDER inbox. If they cannot see it immediately, they may need to refresh their screen. When sending a report to another user, it's courteous to notify them the report is on the way either by calling or sending an e-mail message.

Summary

You should now be able to:

- Send a report to another ALDER user's inbox

Review

1.   **How is a report sent using ALDER?**

    a.   Click on the report without opening it. In the workspace toolbar, click the dropdown arrow next to Send.
    b.   Double click on the report name to open report. In the header toolbar, click the dropdown arrow next to Send To, and select the desired send options.
    c.   Click on the report name, right click, and select the Send option.
    d.   Both A and C.

2.   **What is the difference between sending a report as a copy versus sending as a shortcut?**

    a.   A shortcut is a link to the original report and is not available outside of the My Favorites folder, therefore the shortcut cannot be opened by the recipient. A copy is a snapshot of the report as it exists at the time it is sent, and will not reflect any changes in the future.
    b.   When sending a shortcut of a report to someone, you are sending a shortcut that links to the original report. A copy is a snapshot of the report as it exists and, if changes are made, the user will not have access to the changes.
    c.   When sending a shortcut of a report to someone, you are sending a shortcut that links to the original report. If changes are made, the receiver will see the changes. A copy of the report can be updated by the recipient.
    d.   None of the above.

Exercise

Your supervisor has requested a copy of your report AP0006 - AP Open Item Encumbrances – (AL). Send the report to yourself as a copy.

In navigation panel:

1.   From the Enterprise folder, find the report **AP0006 - Open Item Encumbrances – (AL)**

2.   Copy the report to your Class ALDER 100, Class Exercises folder

In workspace panel:

     3.   Click once on the report, but do not open

In workspace toolbar:

     4.   Select Send, BI Inbox

     5.   Click on the Find Title dropdown menu and select Find Full Name

     6.   Search for your name

     7.   Remember to send as a copy, not as a shortcut

     8.   Send the report to yourself

     9.   Save the report from your Inbox to your Class Exercises folder

     10.   Rename the report Chapter 8 Exercise

Appendix

Review Question Answers

Chapter 3 – Review Question Answers

1. **What is the name of the panel that shows all the folders available in ALDER?**

   a.   Navigation panel

2. **How is a folder expanded and collapsed?**

   c.   To expand a folder click on the ⊞ ; to collapse a folder click on the ⊟

3. **What must you do to display a list of reports within a folder, and where will the list be displayed?**

   b.   Click on the folder and the contents of the folder will be displayed in the workspace panel

Chapter 4 – Review Question Answers

1. **Where would you go to change the name of a folder?**

   d.   Both B and C

2. **After you cut a folder, what must be done in order to file it in a new place?**

   a.   In the navigation panel, click on the folder where you want to paste the new folder, then select the dropdown arrow next to Organize, select Paste or right click and select organize, then Paste.

3. **Once a report or folder has been deleted, can it be retrieved?**

   a.   Yes, through the Recycle Bin

Chapter 5 – Review Question Answers

1. **Once a folder has been opened, what must be done in the workspace panel before a report can be copied, moved or deleted?**

   d.   In the workspace panel, you must click on the name of the report

2. **An enterprise report can be moved to My Favorites.**

   a.   False

3. **Should a report be sent as a shortcut from one user's My Favorites to another's inbox?**

   b.   No

4.   **Can a report title, description and keywords be changed?**

a.   Yes

5.   **How can a report be deleted from My Favorites?**

d.   Either A or C

Chapter 6 – Review Question Answers

1.   **How do you open a report?**

d.   All of the above

2.   **What are some of the standard report elements in ALDER?**

c.   ALDER logo, title of the report on the top and bottom of each page, the last refreshed date and time, and page numbering.

3.   **How do you print an ALDER report?**

d.   Both A and C

Chapter 7 – Review Question Answers

1.   **How do you search for data in a report?**

c.   Use Ctrl+F in the workspace panel and type in a selection.

2.   **What is an easy way of going directly to a certain section of a report?**

c.   Use the navigation map located in the report panel

3.   **How do you schedule a report?**

d.   Both A and C

4.   **If you are scheduling a report to run overnight, what required option must always be used?**

b.   Events

5.   **What is created once a report has been scheduled?**

c.   Instance

6.   **What does the history page show you?**

a.   Instance Time, Title, Status, Created By, Type, Parameters

7.   **How do you change the title, description or keywords of a report?**

d.   Both A and C

Chapter 8 – Review Question Answers

1.   **How is a report sent using ALDER?**

d.   Both A and C

2.   **What is the difference between sending a report as a copy versus sending as a shortcut?**

a.   A shortcut is a link to the original report and is not available outside of the My Favorites folder, therefore the shortcut cannot be opened by the recipient. A copy is a snapshot of the report as it exists at the time it is sent, and will not reflect any changes in the future.

Exercises

Chapter 4 – Exercise

During this class you will be requested to complete a number of exercises. You will need to create a new folder titled Class Exercises, located in My Favorites under the Class ALDER 100 folder. In this exercise you'll also update the properties of this new folder.

In the navigation panel:

1.   Expand My Favorites, and highlight Class ALDER 100 folder.

In the workspace toolbar, create a new folder:

2.   On the workspace toolbar, click on New.

3.   Select Folder.

4.   Name the new folder Class Exercises, click OK.

5.   Verify that the new folder was created as part of your Class ALDER 100 folder.

6.   Click on Class Exercises folder.

In the workspace toolbar, update the folder properties (highlight Class Exercises folder in navigation panel):

7.   Click on the dropdown menu next to View.

8.   Select Properties.

9.   Enter Class Exercise Reports in the Description box.

10.   Select Save & Close.

11.   Verify that you have added the description by highlighting the Class ALDER 100 folder in the navigation panel, hover your mouse over the Class Exercises folder in the workspace panel. You should see Description: Class Exercise Reports.

Chapter 5 – Exercise

Your job requires you to review open accounts payable in IRIS. You have found an Enterprise report that will assist you in your job. Save a copy of the report, titled AP0005 – Open Item Accounts Payable, in the Class Exercises.

In navigation panel:

1.   Find the Financial (IRIS) reports in the Enterprise folders.

2.   Open the list of Accounts Payable reports.

In workspace panel:

3.   Click on the AP0005 – Open Item Accounts Payable report.

In workspace toolbar:

4.   From the Organize dropdown menu, select Copy.

In navigation panel:

5.   Click on the My Documents bar.

6.   Click on Class Exercises folder under your Class ALDER 100 folder.

In workspace toolbar:

7.   From the Organize dropdown menu, select Paste.

8.   Verify there is a copy of the report in your Class Exercises folder.

Chapter 6 – Exercise

You recently viewed a number of reports in the enterprise folder that will help you complete a wide variety of tasks. One report that you would like to have in your favorites folder for future use is the **GA0001 – Accounting Templates**. Save a copy of this report to My Favorites, class exercises folder.

In navigation panel:

1.   Find and open the General Accounting (GA) folder in the Enterprise Reports.

In workspace panel:

2.   Find the **GA0001 – Accounting Templates** report.

In workspace toolbar:

3.   From the save button dropdown menu, choose Save as and add Chapter 6 to the end of the report title.

4.   Save the report in the Class Exercises folder located in Favorites Folder.

5.   Verify that the report was saved in the Class Exercises folder.

Now that a report has been saved, this exercise will show the differences in the export document as Excel (.xlsx), Excel (.xls), PDF and CSV. Do not save these to the hard drive on your computer but let's explore the differences.

6.   Refresh the data with the following prompts:

a.   Select Report Date: Current
b.   Select Accounting Template Department Code(s):   11 – Department of Fish & Game
c.   Select Department Codes: 11

7.   Click OK to Run Query

In workspace panel:

8.   Click on the Export icon

9.   Select all reports, File Type: Excel (.xlsx)

10.   Select OK. Do not save this to the hard drive but leave open so we can compare the differences between the Excel, PDF and CSV Archive files. Leave the file open and go back to ALDER

Note: The computer at your office may be set up differently than the training computers. If you cannot open the file, select Save As instead.

In workspace panel:

11.   Click on the Export icon

12.   Select all reports, File Type: PDF

a.   If the page setup is not compatible with PDF the data will be on separate pages, it will not shrink to size.

13.   Select OK

In workspace panel:

14.   Click on the Export icon

15.   Select all reports, File Type: CSV Archive

16.   Select OK

17.   Open downloaded file

Look at the differences between the files. What differences do you see? Close the reports, including the ALDER report.

18.   Save report as **Chapter 6 Exercise Final**

19.   Close the report

Chapter 8 – Exercise

Your supervisor has requested a copy of your report AP0006 - AP Open Item Encumbrances – (AL). Send the report to yourself as a copy.

In navigation panel:

1.   From the Enterprise folder, find the report **AP0006 - Open Item Encumbrances – (AL)**

2.   Copy the report to your Class ALDER 100, Class Exercises folder

In workspace panel:

3.   Click once on the report, but do not open

In workspace toolbar:

4.   Select Send, BI Inbox

5.   Click on the Find Title dropdown menu and select Find Full Name

6.   Search for your name

7.   Remember to send as a copy, not as a shortcut

8.   Send the report to yourself

9.   Save the report from your Inbox to your Class Exercises folder

10.   Rename the report Chapter 8 Exercise

ALDER Key Terminology

Term	Definition
Available objects	Data elements that are available to use in a report but do not require re-executing the report.
Business Objects	Business Objects is the manufacturer of InfoView and Web Intelligence software that ALDER uses.
Enterprise reports	Reports developed for statewide use. They can be copied and customized to meet your agency's needs.
InfoView	The portal for ALDER that collects, consolidates and presents data and reports.
Instance	A version of the report that contains the data that was available at the time it was run.
Measure	Retrieves numeric data that is the result of calculations on data in the database.
Objects	An element in the universe that corresponds to a selection of data in the database. The name of an object is usually derived from the business terms.
Prompt	A dynamic filter that displays a question every time data is refreshed in a report. The prompts are answered by either typing or selecting the value(s) to be viewed. Web Intelligence retrieves only the values specified.
Query	A request for data from a database or other source. A user builds a query containing "objects" from a "universe." If the data is available, the requested data is returned usually in the form of a table or a chart.
Refresh	Refreshing reports ensures that you are viewing the most recent data available in the database.
Report	The graphical output from a query that has been executed. It includes data returned from the query, as well as formatting applied to the data to make the data more readable for end users.
Report filter	Report filters are applied to the data retrieved by a report that limit the values displayed in the report. Each report can be filtered to display a different subset of the same data depending on the user's requirements.
Schedule	Scheduling a report allows the report to run automatically at specified times. When a scheduled report runs successfully, an "instance" is created.
Template reports	Blank reports that include the standard report elements (logo, page numbers, last refresh date, etc.).
Universe	A logical group of data tables used for reporting. Universes provide an easy-to-use and understand interface for non-technical Web Intelligence users to run queries against a database to create reports and perform data analysis.
Web Intelligence	A Business Objects tool that allows users to create queries and reports to analyze data.

Definitions of User Roles and Capabilities

Group	Course	Capabilities		Prerequisites
Report viewers	ALDER 100 (self-paced)	•	Run, refresh and schedule reports in enterprise, department internal, public, favorites, and user's inbox folders	Increment 1: Some knowledge of structures and financial data
		•	Receive scheduled reports	
		•	Change prompt values for a report to limit the results displayed, but cannot change report layout	
Interactive users	ALDER 101 (self-paced)	•	Same capabilities as report viewers, plus the ability to:	ALDER 100
		•	Drag and drop fields onto a report from a list of objects	
		•	Change the sort, filter, and add new sections and breaks to a report	
		•	Create different views of data (e.g., charts)	
Report developers	ALDER 201 (2 days)	•	Same capabilities as interactive users, plus the ability to:	ALDER 101
		•	Perform quality assurance and certify developed reporting prior to being deployed	
		•	Develop agency-specific ad-hoc reports	
		•	Modify report queries	
Advanced Report Developers and Agency advocates	ALDER 300 (1 days)	•	Same capabilities as report developers, plus the ability to:	ALDER 201
		•	Be responsible for the two-way communications between the department and the ALDER project team	
		•	Serve as the first line of help desk support for department ALDER users	
		•	Develop reports from templates	
		•	Assist in Enterprise Report Development	
		•	Responsible for maintaining department folder structure within ALDER	