
Excel Interface (XLI) For OpenText PPM

PPMetrics – Reporting User Guide

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1. Introduction

- In this document, for brevity, the term “XLI” is used to refer to the Excel Interface Add-on.

This document provides information about the use of the XLI. It was written for:

- PPM end users
- PPM technical support personnel

The XLI is an alternative interface for PPM based on Microsoft Excel. For end users, it is simply a macro-enabled Excel workbook. In this workbook, there are several tabs corresponding to certain functionalities of the different modules of PPM. This document shows users how to work with the XLI features intended for PPM Demand Management.

2. Excel Compatibility

Each XLI workbook is compatible with one or more Microsoft Excel versions. If a user tries opening the XLI with an Excel version for which your organization does not have a compatible XLI version, he will receive an error message and the XLI will shut down. If a user with an Excel compatible version tries opening an old version of the XLI template, a link to the correct version will automatically open up, thus allowing him to download the current version.

The XLI has been designed to display optimally with a resolution of 1024*768.

3. Security

The XLI workbook and worksheets are protected, with the exception of the "USER_CALCULATIONS(1-3)" tab(s). Only features and worksheet cells that are meant to be updated by end users are unlocked. If there is a chance that the XLI workbook has been corrupted, simply download a fresh copy from the server using the URL provided by your PPM administrator.

The XLI automatically inherits the security rights of the PPM user logged on to XLI. It may not be used to bypass the PPM security model, regardless of whether it has been customized or not.

4. Performance

When various XLI operations are performed for the first time in a new session (e.g. Search Staffing Profiles) they tend to execute slower than in subsequent times. If the XLI seems frozen or non-responsive while performing a resource-intensive operation, simply allow it to complete its execution by waiting.

5. Active Files Concurrency

While using the XLI, do not have other Excel files open and keep all Windows applications minimized.

6. Logging On

Prior to using the XLI, end users must be connected to their network to be able to log on to PPM.

Simply enter the PPM username and PPM password and click the 'Logon' button  to open the XLI.

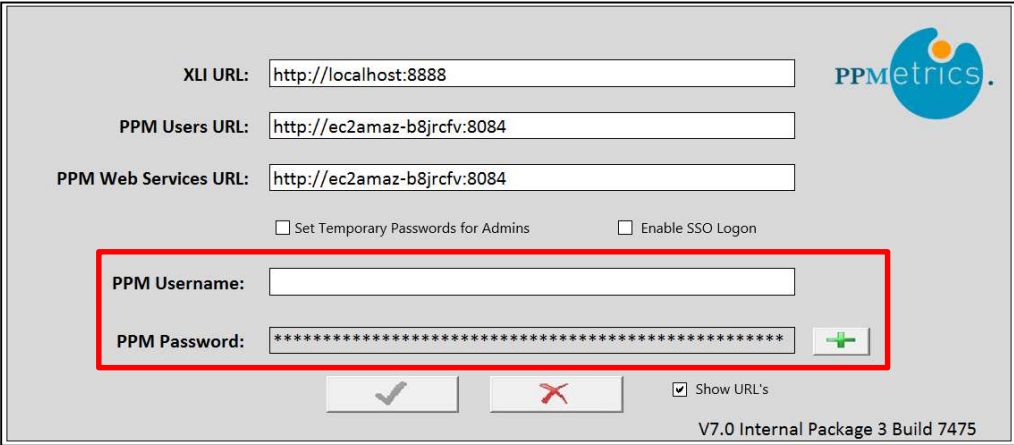
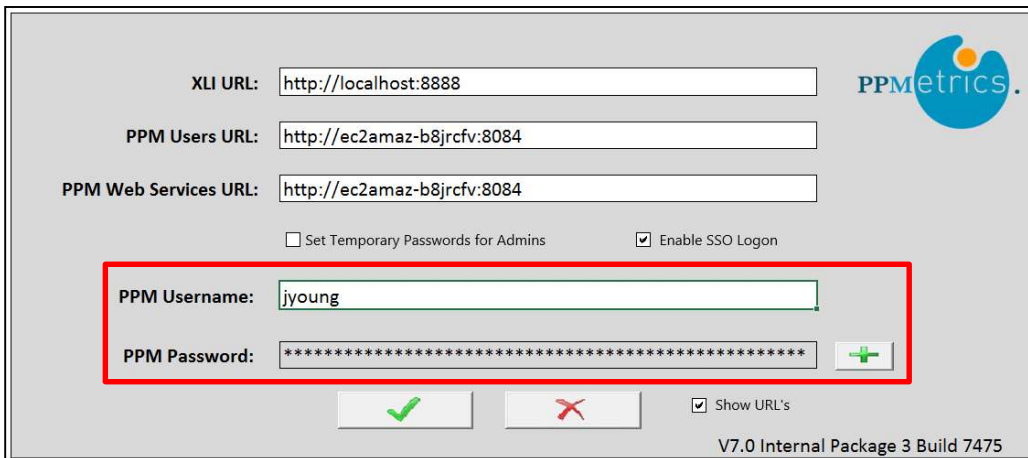


Fig. 4 PPM username and password are entered the first time the XLI is used

When the XLI is opened in subsequent times, the PPM credentials get automatically and optionally pre-populated (SSO), for as long as it is opened by the same Windows user. In case the PPM password changes, the user must re-enter their password into the XLI.

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- Note that as an optional configuration of full single-sign-on may be enabled for XLI, in which case users bypass the logon screen altogether.



The screenshot displays the PPMetrics configuration window. It includes the following fields and options:

- XLI URL:**
- PPM Users URL:**
- PPM Web Services URL:**
- ☐ Set Temporary Passwords for Admins
- ☒ Enable SSO Logon
- PPM Username:** (highlighted with a red box)
- PPM Password:** (highlighted with a red box)
- ☒ Show URL's

At the bottom, there are two buttons: a green checkmark button and a red X button. The text "V7.0 Internal Package 3 Build 7475" is visible at the bottom right.

Fig. 5 User's credential information is retained after the first time.

7. XLI Reporting – Functional Overview

The XLI provides simple means of reporting on PPM data through Microsoft Excel, without having to logon to PPM and, in many cases, without doing any coding. While the XLI reporting capabilities are not aimed at replacing the PPM dashboard or a Business Intelligence solution, they accommodate common use cases of having to export PPM data into Excel for the purposes of custom formatting, analysis, or collaboration with other users.

8. XLI Reporting – Technical Overview and Initial Setup

The XLI allows authorized users to develop any number of PPM reports which are all stored in XLI server-side database tables. There are two types of reporting related XLI privileges:

- Report Creators – Users allowed to construct new reports. In order to be able to construct XLI reports, a user must be a member of the security group "XL – Report Builders".
- Report Submitters – Users allowed to generate XLI reports. All XLI users have that capability, although report creators may apply access restrictions to specific reports by specific security groups.

The number of report rows generated by the XLI are administrator-defined and apply to all the XLI reports. In order to specify this setting, open the XLI “USER_SETTINGS” tab (only visible to PPM users with a “User Administration” license) and find the setting “Maximum Number of Report Rows to Retrieve”.

- ▶ Since PPM/XLI infrastructure and architecture significantly vary among customers, it is recommended to start with a “Maximum Number of Report Rows” setting of 200, and then gradually increase this value while testing the response time each time.

9. Building Reports

Users allowed to build XLI reports see the  icon at the top of the “REPORT” tab. When clicking on this icon, the report list form is displayed, allowing you to create, delete, or edit all the reports previously built by your organizations using the command buttons below the list.

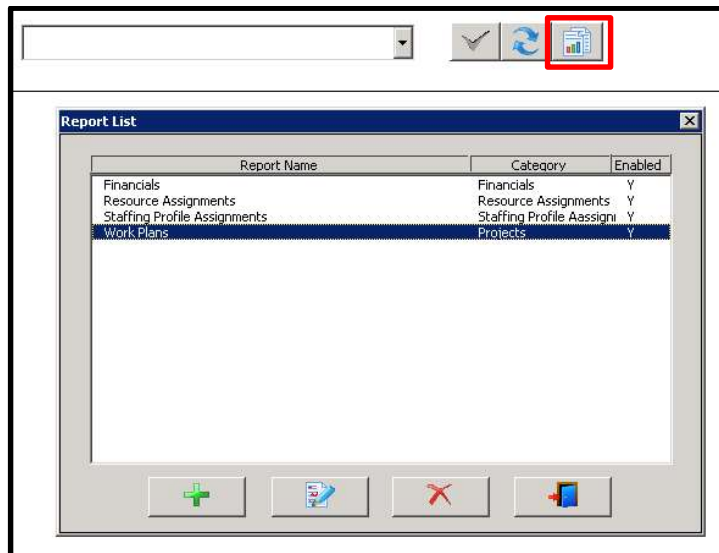


Fig. 1 Report List Form

Whether a new report is created or an existing report edited, the same reporting wizard is used for both. The reporting wizard consist of several tabs, allowing you to define various aspects of the report's behavior. Regardless of the active tab, you may always update the following fields and perform the following operations:

-
- Report name field – The name of the report, as displayed to end users. Must be a unique name.
 - Enabled field – Governs whether the report should be available to authorized users for submission.
 - Save operation – Saves the entire report configuration to the database.
 - Exit operation – Exits the report configuration without saving it.

The next paragraphs shall describe the different report tabs:

- Display fields tab contents:
 - Report Template – The XLI comes with a set of pre-built report templates containing common display fields and filters, thus allowing you to jump start report development.
 - Request Type – A list of your enabled PPM request types. When a request type is selected, the XLI automatically retrieves its fields (text fields, radio button, or auto-complete lists).
 - Display fields – List of fields to display on your report. You may add, delete, or edit display fields using the buttons below the list. When adding or editing a display field, various field attributes may be specified, such as width or prompt.

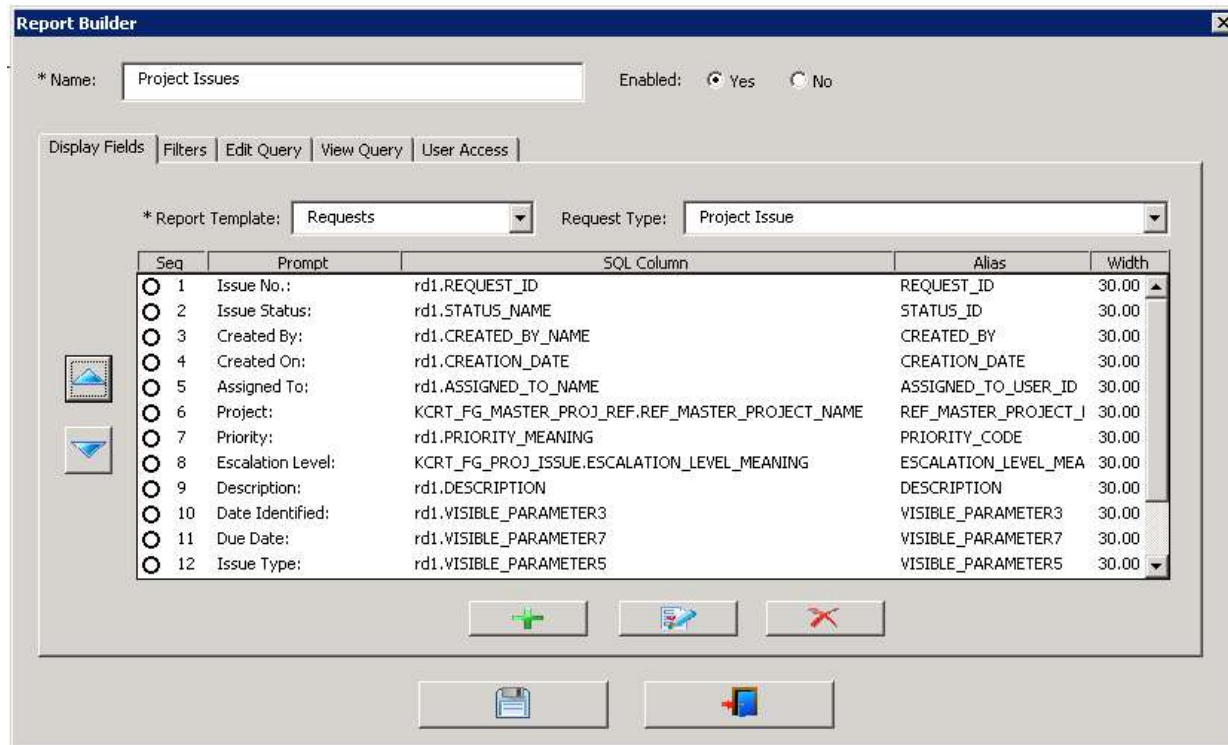


Fig. 2 Display Fields Tab

- Filters tab contents:
 - List of filters, allowing you to edit, delete, or add new filters that are displayed to report submitters and used to narrow down the report's output. When adding or editing a filter, the "report filter" window is displayed, whereas different filter attributes may be specified, such as its prompt or control type.

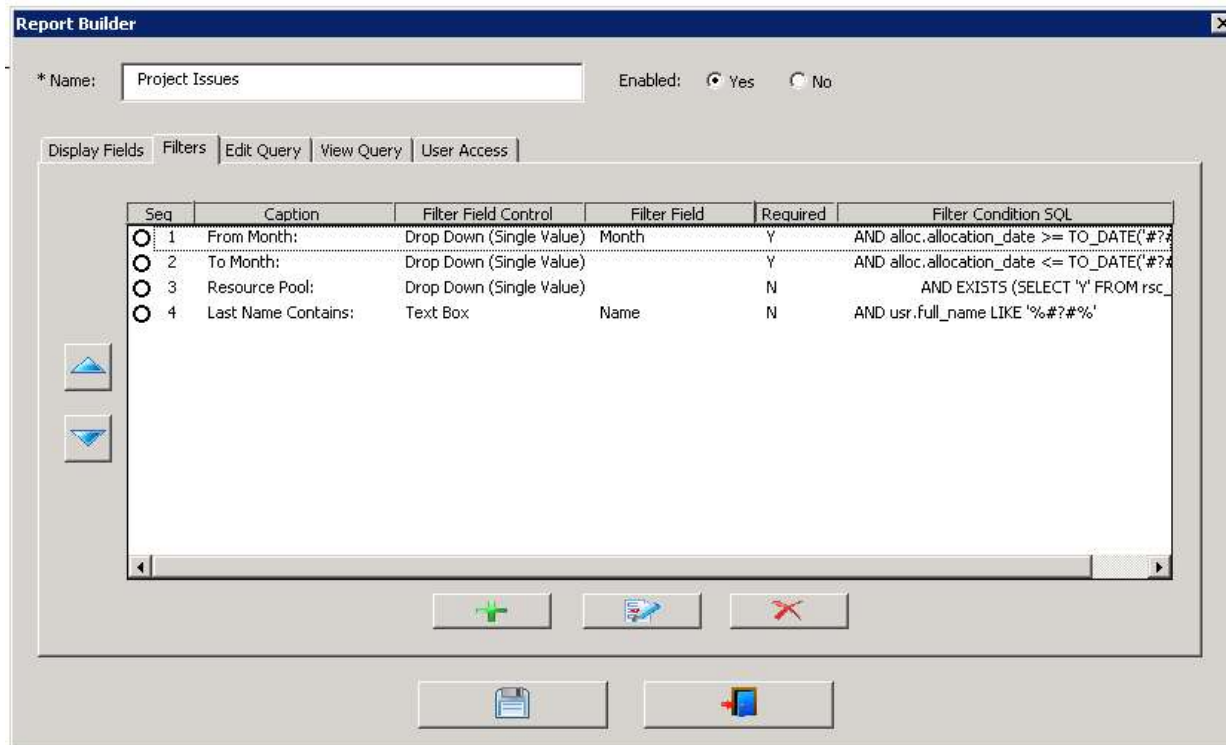


Fig. 3 Filters Tab

- Edit Query tab
 - From Clause - SQL “from” clause section of the report
 - Where Clause – SQL “where” clause section of the report
 - Group By Clause - SQL “group by” section of the report
 - Having Clause - SQL “having” section of the report
 - Sort By (level 1/2) – Allows you to select any of the display fields to be used for sorting the report output
 - Order (level 1/2) – The sort order of the chosen field
 - Order By Clause – The entire “order by” clause, as automatically filled by wizard, or manually updated by the user

Report Builder

* Name: Enabled: ☒ Yes ☐ No

Display Fields | **Filters** | Edit Query | View Query | User Access

* From Clause:

```
FROM kcrp_fg_pfm_project proj, kcrp_fg_pfm_asset asset, rsc_resource_assignments ra,
    rsc_staff_prof_allocation alloc, knta_users usr, xl_rsc_capacity cal S
```

* Where Clause:

```
WHERE alloc.staffing_profile_id = proj.prj_staff_prof_id (+) &#xD;
    AND alloc.staffing_profile_id = asset.asset_staff_prof_id (+) &#xD;
    AND alloc.position_id = ra.position_id &#xD;
    AND ra.status_code IN(1,2) &#xD;
    AND ra.resource_id = usr.user_id &#xD;
    AND ra.resource_assignment_id = alloc.assignment_id &#xD;
```

Group By Clause:

```
GROUP BY usr.user_id, usr.username, usr.full_name, TO_CHAR(alloc.allocation_date,'MM-YYYY'), ra.status_code,
    asset.asset_staff_prof_id, proj.prj_staff_prof_id, asset.asset_name, proj.project_name, cal.cal_month_hr
```

Having Clause:

Sort By - Level 1: Order: Sort By - Level 2: Order:

Order By Clause:

```
ORDER BY usr.full_name ASC
```

Fig. 4 Edit Query Tab

- View Query tab
 - The entire report's query, allowing you to paste it into a query editor for testing purposes.

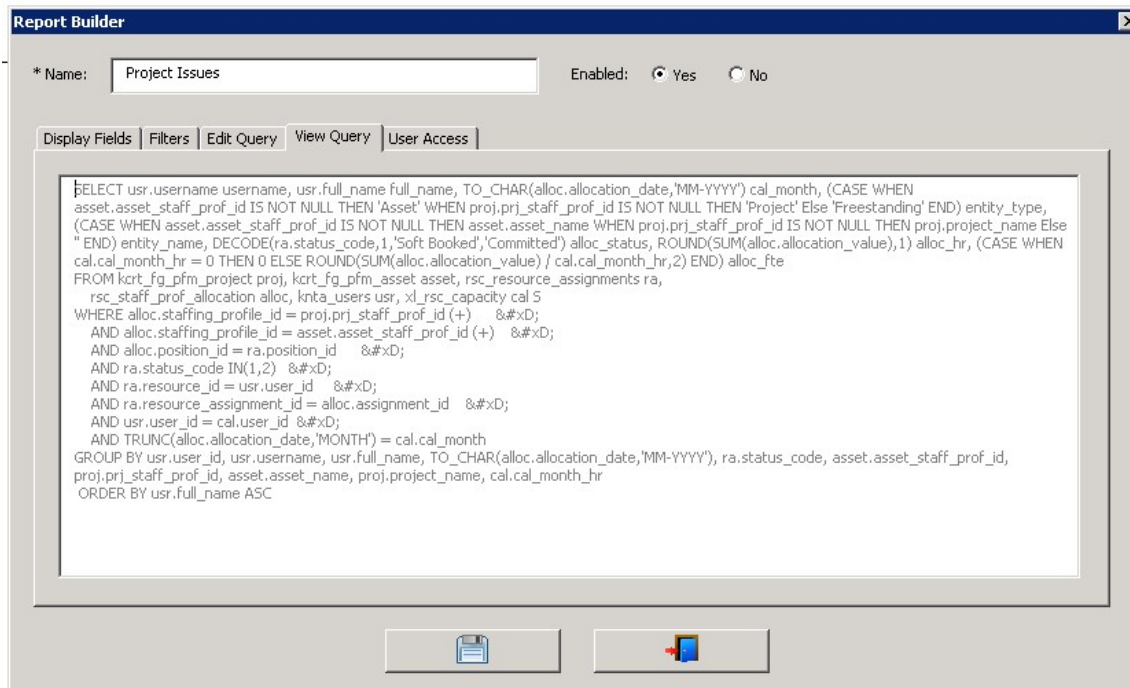


Fig. 5 View query tab

- User Access tab
 - Select Groups – Define one or more PPM security groups which their members should be able to generate the report
 - All User Access – Use in situations where all the XLI users should be allowed to generate the report

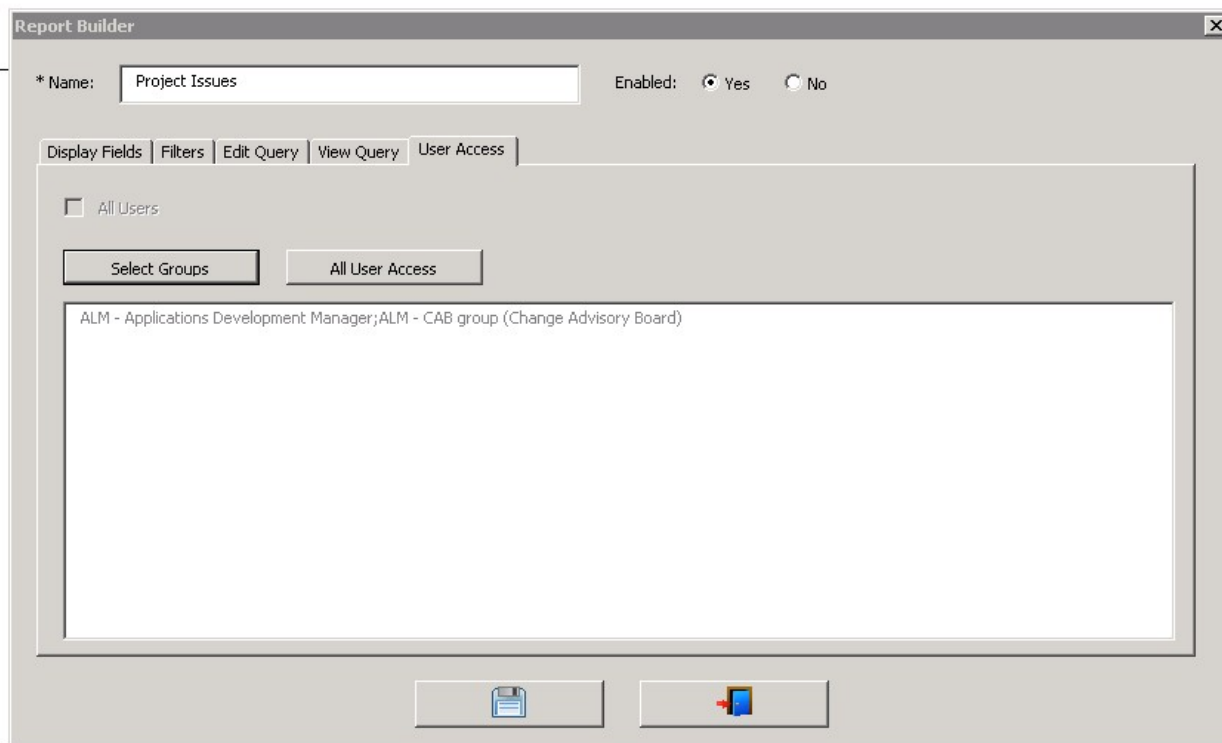


Fig. 6 User access tab

10. Building Dynamic Reports

Dynamic XLI reports provide the report creator with full control over its formatting and support incorporating Excel functions into the report outputs. One common use case for incorporating Excel functions is dynamically reading data from other XLI tabs without necessarily saving the updates back to PPM, thus supporting some level of what-if analysis.

Building a dynamic report starts with the following the same steps described above of building any other XLI report. Then, to make the report dynamic, the table XL_REPORT_DYN_CONFIGS must be populated with the details of the design. The table below lists the details of this table.

Field Name	Description	Data Type and Valid Valued	Example
REPORT_CONFIGS_ID	Unique record identifier. It is recommended to fetch new values from the sequence XL_REPORT_DYN_CONFIGS_S.	Number	
REPORT_ID	Foreign key to the column XL_REPORTS.REPORT_ID.	Number	
EXCEL_RANGE	References one or more Excel cells for which design specifications need to be applied using subsequent columns in this table.	Text (400)	• C16 • B15:B16
VALUE_SOURCE	Sets the value to populate the specified Excel range. The value can come from the result set of the report's query, an Excel function, or a combination. For the former, use the syntax =RS[ROW_NUMBER,COLUMN_NUMBE]).	Text (400)	• =RS(1,9) • =SUM(RC[-12]:RC[-1])
INTERIOR_COLOR	Fill color of the Excel range. Valid values range from 0 (Black) to 16,777,215 (White).	Number	
FONT_SIZE	The font size of the Excel range. Valid values are 0 to 127.	Number	
FONT_COLOR	The font's color of the Excel range.	Number. Corresponds to the Excel XlRgbColor enumeration.	

NUMBER_FORMAT	Special number formatting to apply to the values of the Excel range.	Text (100). Excel number format expression.	0%
MERGE_FLAG	Determines whether to merge the cells of the specified range (only applicable if the specified range has more than one cell).	Text (1). Y/N	
BOLD_FLAG	Determines whether to bold the range's value.	Text (1). Y/N	
UNDERLINE_FLAG	Determines whether to underline the range's value.	Text (1). Y/N	
BORDER_INDEX	Set the value of 4 to set borders around the entire Excel range.	Number. 4	
BORDER_LINE_STYLE	Determines the style of border the Excel range needs to have. Leave blank for empty borders.	Number. Valid values correspond to the Excel <code>XLLineStyle</code> enumeration.	1 (continuous line).
BORDER_WEIGHT	Determines the thickness of the Excel range's borders.	Number. Valid values correspond to the Excel <code>XLBorderWeight</code> enumeration.	2 (thin color).
BORDER_COLOR_INDEX	The color of the Excel range's borders. Valid values range from 0 (Black) to 16,777,215 (White).	Number	
COL_WIDTH	The width of the Excel range's column.	Number	10
HORIZON_ALIGN	Determines how to horizontally align the Excel range's value.	Number. Valid values correspond to the Excel <code>XLHAlign</code> enumeration.	-4108 for center

VERT_ALIGN	Determines how to vertically align the Excel range's value.	Number. Valid values correspond to the Excel XlVAlign enumeration.	-4108 for center
COND_FORMATS	Conditional formatting affecting the fill and font colors of the Excel range. The string format is: [formula condition A] \$@\$[Interior color when condition A is met] \$@\$[font color when condition A is met] ###[formula condition B] \$@\$[Interior color when condition B is met] \$@\$[font color when condition B is met]	Text (4000)	=ABS(\$R\$19)>0.1\$@\$255\$@\$16777215###=ABS(\$R\$19)>0.05\$@\$49407\$@\$0###=ABS(\$R\$19)<=0.05\$@\$5287936\$@\$16777215
SEQ_NUMBER	The order by which to process the Excel range's formatting compared to others. Typically, most records will have a value of 1 and be processed at no particular order. For special ranges which must be processed after the rest, such as merged ranges, set a value of 2 or higher.	Number. >=1	1
ENABLED_FLAG	Determines whether the XLI should read and process the record.	Text (1). Y/N	

11. Generating Reports

Generating XLI reports is simple and involves the following steps:

- Navigate to the “REPORT” worksheet
- Select one of the reports made available for your user account from the drop down box
- Hit the “Submit” button to the right of the drop down box
- The chosen report’s parameter screen is displayed. Fill out the required filters (marked with *) and any other optional filters you wish, and hit the submit button.
- The report results will be displayed on the spreadsheet

The screenshot shows the report generation interface. At the top, a dropdown menu is set to "Work Plans" and a green checkmark button is highlighted with a red box. Below this, a dialog box titled "Work Plans - Report Filters" is shown. Inside the dialog, the "* Project:" dropdown is set to "ACME Email Server Migration". A green checkmark button is highlighted with a red box, and a "Copy" button is visible to its right. The text "(first 200 results)" is displayed at the bottom right of the dialog.

Fig. 7 Report generation

- Note that the report result cells are unlocked, thus allowing you to update the report’s data locally as you see fit. The worksheet, however, is protected so you wouldn’t be able to add/remove columns etc. If you need to apply more extensive formatting than the XLI allows, simply copy the report’s output to a different workbook, by clicking on the copy  button.