







## All about Hyperion V9 Workspace





### Standard Toolbar

These are displayed prior to opening any item from the Navigate menu.

Button	Menu Command	Description
	File > New > Document	Create documents, such as books, batches, analysis documents, and scheduled batch jobs
	File > Open > Document	Use repository documents
	NA	Displays the default startup option for content area
 Explore	Navigate > Explore	Display Explore, to display the repository as a file management system
	File > Logoff	End the current session
	Help > Help on This Topic	Displays help for the page displayed in the content area







### Web Analysis Toolbar


Displays standard buttons and buttons specific to it.

Button	Menu Command	Description
	View > Data Layout	Display the Data Layout dialog box, used to redefine queries and dimension member selections
	File > Save	Save documents to the repository
	File > Save As	Save documents to the repository under new names or to new locations
	NA	Display the browser Print dialog box, used to define print parameters and options

### Explore Toolbar

Displays standard buttons and buttons specific to it.

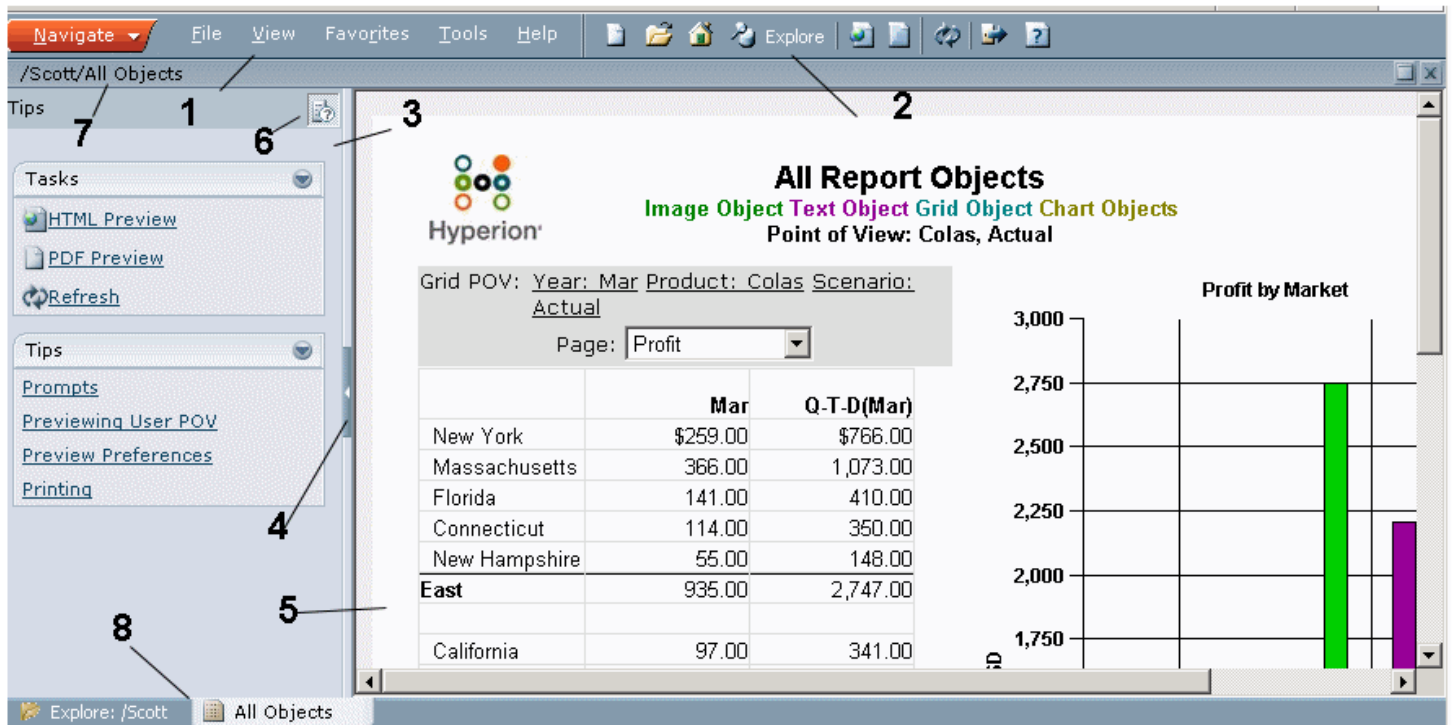
Button	Menu Command	Description
	File > New Folder	Creates folders
	NA	Navigates up to the repository location that contains the current folder
	Tools > Search	Displays the Search dialog box, used to search for files and folders by character string and file type
	Edit > Cut	Marks repository files to be moved
	File > Properties	Open the Properties dialog box, used to set file properties; for example, file permissions
	Edit > Paste	Pastes files to the current repository location

Button	Menu Command	Description
	View > Refresh	Updates Workspace with changes to scheduled batches

## Workspace User Interface

### Workspace Elements

Number	Name	Description
1	Menu Bar	Commands and sub-commands that organize tasks and modules (See *1 - Menus)
2	Standard toolbar	Buttons for performing tasks
3	View pane	Area that provides buttons that enable jumps between panels (each panel having a specific use and corresponding controls) and displays the list of documents and modules (Hiding this pane provides a larger content frame in which to use Workspace. Select <b>View &gt; View Pane</b> to hide and display).
4	View Pane or Content Area Adjuster	Setting to adjust the size of the View pane and content area
5	Content area	Area in which you view active-module documents, tasks, or files
6	Buttons	Buttons for performing module tasks
7	Process bar	Location of the current folder, document, or step.
8	Document tab bar	Information bar specific to the current module (If multiple documents are open, the current document tab is highlighted).



The screenshot shows the Hyperion workspace interface. The menu bar at the top includes 'Navigate', 'File', 'View', 'Favorites', 'Tools', and 'Help'. The standard toolbar contains icons for 'Explore', 'Home', and 'Refresh'. The view pane on the left shows a 'Tasks' list with 'HTML Preview', 'PDF Preview', and 'Refresh' buttons, and a 'Tips' section with links for 'Prompts', 'Previewing User POV', 'Preview Preferences', and 'Printing'. The main content area displays 'All Report Objects' for 'Image Object Text Object Grid Object Chart Objects' with a 'Point of View: Colas, Actual'. A table shows 'Grid POV: Year: Mar Product: Colas Scenario: Actual' with a 'Page: Profit' dropdown. The table data is as follows:

	Mar	Q-T-D(Mar)
New York	\$259.00	\$766.00
Massachusetts	366.00	1,073.00
Florida	141.00	410.00
Connecticut	114.00	350.00
New Hampshire	55.00	148.00
<b>East</b>	<b>935.00</b>	<b>2,747.00</b>
California	97.00	341.00

To the right of the table is a bar chart titled 'Profit by Market' with a y-axis ranging from 1,750 to 3,000. The chart shows a green bar for the 'East' region and a purple bar for 'California'. The document tab bar at the bottom shows 'Explore: /Scott' and 'All Objects'.

## \*1 - Menus

- From Workspace, the standard menus are Navigate, File, View, Favorites, Tools, and Help. These are explained in the following tables.
- Menus and buttons are updated as you use the system, based on the following criteria:
  - The roles granted to you. Role determines which items are displayed from Navigate.
  - The Navigate item being used and the task being performed. For example, if you use Explore, the menus contain file or folder tasks

## Dashboards

- The Dashboard section is a streamlined, push button approach to querying a database. Dashboards are ideal for users who do not have the time to build a query or design a report section. Up to the minute thumbnail views of data allow you to explore what is behind trends and indicators.
- On opening the file, you have a customized dashboard, which may show embedded reports and navigational buttons and boxes that allow you to retrieve data, and populate controls.
- Each button selection, item selection, or navigation sequence can invoke a script created by a Designer. Behind the scene, Interactive Reporting refreshes the Dashboard script commands that allow you to retrieve data, populate controls, hide objects, navigate to different sections, and specify report parameters