

## Course: Smart View & Excel Add-In

Duration	Cost	Prerequisites
1 Day	£990	Knowledge of Excel

### Course Description

Our one-day course is geared toward users of the Excel Add-In and/or Smart View. We show you all the features and tricks for extending the power of Excel into Essbase reporting.

We start by familiarising you with the essential vocabulary and basic understanding of Essbase databases. Next, we move into the mechanics of building reports with Smart View and the Excel Add-In and explore some of the more advanced features and gotcha's. Most of the coverage applies to the Excel Add-in and Smart View – we can emphasise/de-emphasise either one or both depending on the client preference.

### Course Content

#### Essbase / Planning Essentials

We quickly introduce you to Essbase with a review of Essbase topics and terminology that will be needed for developing reports.

#### Spreadsheet Reporting Basics

We start building ad-hoc reports and show you the drilling behaviours and the member selection options. All the essential mechanics of connecting, retrieving, drilling, and pivoting reports are covered. You'll gain an understanding of the reporting rules that govern valid report creation.

#### Reporting Options

This is an exploration of all the essential options that allow users to control the interface behaviour of the add-in with Essbase. We look at display, zoom, formatting, and all the important settings and what the best practices are for setting these up.

#### Advanced Reporting Options

Some of the more advanced features are covered: using member selection, cascading reports, working with formulas, creating asymmetric reports, and using the Query Designer.

#### Spreadsheet Reporting Basics

End-user training includes an afternoon workshop in which you'll develop spreadsheet reports from scratch using your application. Users will complete a series of reports designed to familiarise themselves with their application, re-enforce their end-user skills, and bring together many of the concepts from the class.

#### Report Challenges

Users complete a series of reports designed to reinforce their skills and bring together many of the concepts from the class.