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Jaspersoft | Ad Hoc

Your Guide: Robert Newell

Part I: Introduction





- Introduction
- Configuration Basics
- Security Basics
- Installing Jaspersoft Studio
- Interface Introduction
- Data Adapter Setup
- Server Connection Setup

- Take 5 Minutes
- Turn to a Person Near You
- Introduce Yourself
- Business Cards

Course Outline

- Overview
 - What is Jaspersoft
 - How does Jaspersoft Work
- Accessing Advanced Reporting
 - Advanced Reporting Navigation
- Running a Report
 - Accessing and Running an out of the Box (OOTB) Report
- Running an Ad-Hoc Report
 - Accessing and Running an Ad-Hoc Report

- Saving and Accessing a Saved Ad-Hoc View/Report
 - Saving an Ad-Hoc View/Report
 - Accessing a saved View/Report
- Creating a Cross Tab View
 - Creating a Cross Tabbed Report
- Creating a Chart
- Creating a Dashboard
 - Creating a Dashboard Report
- Scheduling a Report
 - Creating a schedule
 - Setting the report parameters
 - Defining the output format
 - Sending report notification
- Appendix

Course Goal: To provide an overview of Jaspersoft functionality in conjunction with Clarity.

Course Objectives: You will learn how to:

- Understand How JasperSoft Works
- Access Advanced Reporting
- Access and Run a Pre-Existing Report
- Access and Run an Ad-Hoc Report
- Save and Access a Saved Ad-Hoc View/Report
- Create Dashboards, Charts and Cross Tab Views
- Schedule a Report

Overview

- What is Jaspersoft
- How does Jaspersoft Work



- Jaspersoft is a reporting software that takes information from Clarity to provide easy to read, highly interactive reports for users.
- Jaspersoft is a rights-based reporting system. The capabilities of the Advanced Reporting in Clarity is dependent on what security users are granted.
- Jaspersoft reporting allows for sorting, filtering, formatting, moving/hiding columns, string searches, zooming in/out which can be saved for future use.
- Jaspersoft comes with pre-formatted Clarity reports and self-service ad-hoc reporting.
- Ad-hoc reports are easy to use with drag and drop capability, crosstab views, tables or charts.
- Reports can be published in PDF, XLS, XLSX, CSV, DOC X, RTF, ODT, ODS, HTML, or PPTX.

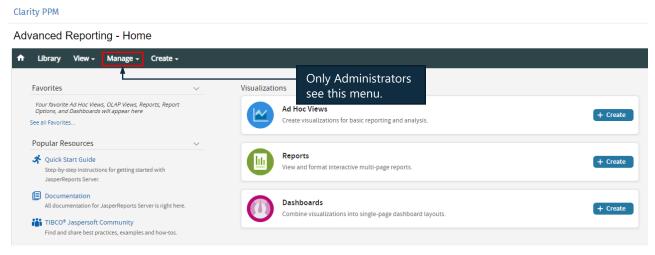
JasperReports Server

- The Advanced Reporting features use the JasperReports Server
- JasperReports Server is a stand-alone and embeddable reporting server that is optimized to share, secure, and centrally manage reports and analytic views.
- For information about using Jaspersoft with views, reports, and dashboards, access the <u>Jaspersoft</u> <u>Community</u> website and select the version of Jaspersoft that corresponds to your Classic PPM:
 - Clarity PPM 16.1 and higher: Jaspersoft 8.1
 - Clarity PPM 15.9.1 and higher: Jaspersoft 7.8
 - Clarity PPM 15.5.1 and higher: Jaspersoft 7.11
 - Clarity PPM 15.1 to 15.4: Jaspersoft 6.4.22
 - Clarity PPM 14.3: Jaspersoft 7.11
 - Clarity PPM 14.2 and lower: Jaspersoft 5.6.11

The average user will see the following modules in Jaspersoft. These modules allow the user to Create Ad Hoc Views, Run Reports, and Create Dashboards.

- Advanced Reporting Ad Hoc Create
- Advanced Reporting Dashboard Create
- Advanced Reporting Navigate

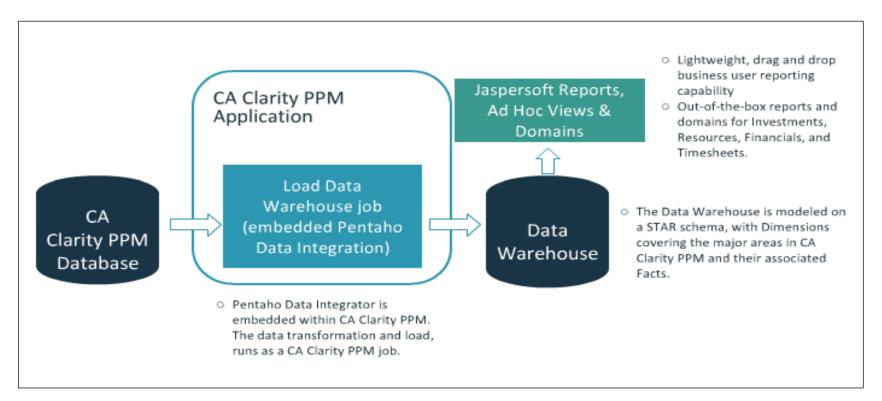
The rights above will show them the following when accessing advanced reporting.



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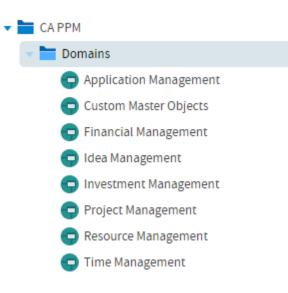
Jaspersoft data warehouse (or data mart) is where Clarity fields are stored for use in reports and/or analysis.

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Clarity contains domains that contain the most frequently used product data. Domains provide a **business view** of Clarity's **Data Warehouse**. They are selected via the Ad Hoc viewer when building Ad Hoc Views. Access to domain data is controlled via security permissions.

- Application Management
- Custom Master Objects
- Financial Management
- Idea Management
- Investment Management
- Project Management
- Resource Management
- Time Management



Let Rego be your guide.

Understanding Jaspersoft Domains

- The domain fields are organized into sets and items. The sets act like folders that you can expand to view the items. Some examples of domain sets include the General and the OBS sets.
- Custom attributes are listed and are viewable if they are enabled for the data warehouse. Each domain has its own custom attributes.
- We do not recommend that you change the domains that are provided with the product. To modify a product-provided domain, copy the domain, place it in another location in the repository, and make your changes in the copied version.

Domains Terminology

- Sets and Items
 - The domains are organized into sets and items
 - The sets act like folders that you can expand and view the items
 - Some examples of domain sets include the General and the OBS sets

| ur | ce | | | | | | | |
|------------|----------------|-----|-------------------------------|---------------------------------------|---|--|--|--|
| Pro | jects | | | | | | | |
| Pr | oject Name | | | | | | | |
| Project ID | | | | | | | | |
| De | escription | | | | | | | |
| Pr | oject Manager | | | | | | | |
| St | art Date | | | | | | | |
| Fi | nish Date | | | | | | | |
| ۲ | Custom | | | | | | | |
| Ŧ | General | | | | | | | |
| | Status | | | | | | | |
| | Progress | | | | | | | |
| | Stage | | | | | | | |
| | Stage Number | | | | | | | |
| | Stage Count | | | | | | | |
| | Sponsored By | | | | | | | |
| | Target Manager | Sou | irce | | | | | |
| | As of Date | | Portfolio | | ^ | | | |
| | | | Program | 1 | | | | |
| | | | ► Team | | | | | |
| | | | ▶ Tasks | | | | | |
| | | | Financia | 1 | | | | |
| | | | • Summa | ry Totals | | | | |
| | | | 🕨 Proj | ect | | | | |
| | | | ► Tear | n | | | | |
| | | | ► Task | < | | | | |
| | | | Assi | gnment | | | | |
| | | | | Total Hours | | | | |
| | | | | Assignment Total Actual Hours | | | | |
| | | | | Assignment Total Baseline Hours | | | | |
| | | | | Assignment Total EAC Hours | | | | |
| | | | | Assignment Total ETC Hours | | | | |
| | | | | Assignment Total Pending Actual Hours | | | | |
| | | | | Assignment Total Pending FAC Hours | | | | |

Source Project Proie Projec

• Fields.

- Items that display qualitative information, such as name or location, are fields
- Measures.
 - Items that display numeric values or aggregate values are measures
 - Measures are the quantitative values of a record, such as an amount
 - In domains, all items that are based on numeric fields are designated as measures
 - Items that display numeric values or aggregate values are measures. Measures are the quantitative values of a record, such as an amount. In domains, all items that are based on numeric fields are designated as measures. The items in Measures are numeric fields or items for which you can do mathematical calculations.

The investment management domain will only show data that is shared between the idea and project. If an attribute gets carried over when converting from idea to project, that attribute will be in this domain.

The following tabs will be available in the Investment Management domain





The project management domain will only show data that is on the project. This domain is unique because it contains data to the assignment level.

The following data in Clarity is available in the project management domain

| Project: | Properties 🔻 | Team | Task | ks Fi | inancial Plans | F | Risks/Issu | ues/Changes | | | | |
|-------------|--------------|-----------------|------------------|-------------------|--------------------|---------|-----------------------|------------------|-----------------|-----------------|---------|--------------------------------------|
| | Project: | | | | - | Pro | opertie | s - Main - | P | | | |
| Task: | Project: | - Tasks | - Task List | | | | | | 🛓 Оре | en in Scheduler | ▼ Scen | ario: [Select] 🔻 Action |
| | Task | Task IE ∼rmw | Start 3/21/13 | Finish 3/21/13 | Baseline Finish | ls Late | Status Not Started | % Complete Cr | ritical Open fo | or Time Entry | Actuals | Created By Administrator, Clarity |
| | | | | | | | | | | | | Displaying 1 - 1 |
| Accignment | Assignments | | | | | | | | | | | ö |
| Assignment: | | Loadir | | | | | | | C By Period | | | |
| | Resource A | Role Patter | n Start Fir | nish Actuals | Actual Cost (ACWP) | ETC | EAC 3/28/10 | 5 4/4/16 4/11/16 | 4/18/16 4 | 4/25/16 5/2/16 | 5/9/16 | Pending Actuals |

The idea management domain will only show data that is on the idea.

The following data in Clarity is available in the idea management domain

| Properties 🔻 | Team | Financial Plans | Hierarchy | Processes |
|--------------|----------|--------------------|-----------|-----------|
| ldea | - Proper | ties - Main - Idea | Summary | |

The resource management domain will only show data that is directly on the resource.

The following data in Clarity is available in the resource management domain



The time management domain will only show data that is on the timesheets.

The following data in Clarity is available in the time management domain

| My Timesheet Review & Approve Time | esheets | | | | | | | | |
|---|---|------------|----------|----------------|----------------|----------------|----------------|----------------|--------|
| Sep 4 - Sep 10 Sep 11 - Sep 17 Sep Open Open | p 18 - Sep 24 🔥 Open | | | | | | | | |
| Q Search or Filter | · | | | | | | | | |
| RESOURCE 283 | My Timesheet Review & Approve Timesheets | | | | | | | | |
| Aaron Bennett Development - Project Leads | Aug 14 - Aug 20 Aug 21 - Aug 27 Aug 28 - Sep 3 Open Open Open Open | > | HOURS 4 | 0.00/40.00 | PROJECT TIME | 1 | 00% | | |
| HRS 0/40.00 | Add Tasks Remove Tasks | Phase | Customer | Mon. 4 8.00 | Tue. 5 8.00 | Wed. 6 8.00 | Thu. 7 8.00 | Fri. 8 8.00 | Sat. 9 |
| AT AB Team | Conapse An MIT AARD Payments Modules (Do not Touch) (PR1151) | | | 0.00 | 0.00 | 0.00 | 0.00 | | |
| HRS 0/40.00 | Customer Release Previews (LM.003.040) Enablement | : Deploy | | 4.00 | 4.00 | 4.00 | 4.00 | 4.00 | |
| AG Quality - Engineers HRS 0/40.00 | Customer Research (LM.001.010) Research | : Design | | 4.00 | 4.00 | 4.00 | 4.00 | 4.00 | |
| | ✓ System Upgrade Release 15 (PR1036) | | | | | | | | |
| Adriana Ramos | Complete Project Plan (LM.001.050) Planning Phase | : Planning | | | | | | | |
| | Usability and User Acceptance Testing (LM.004.020) Deployment and Quality Phase | : Design | | | | | | | |
| | ✓ Other Work | | | | | | | | |
| | Vacation Time (~rmw) | : Design | | | | | | | |

The financial management domain will only show data that is on the cost, benefit, and budget plans.

The following data in Clarity is available in the financial management domain

| Cost | Plans | | | | | | | | | | | | | | | |
|-------|-----------------|-------------|-------------------|--------------------|--------|---------|-------------|------|---------|-------------|-----------------|-----------------|-------------|------------------|-----------------|--------------|
| Budg | ets | | | | | | | | | | | | | /iew | | |
| Bene | fit Plans | Тур | oe and Transactio | on Class Plan of I | Record | | | | | < P | er-Period Metri | cs - 55 Periods | | | ith Revenue and | ▼ Save ᡭ |
| Actua | al Transactio | ns | | | | | | | | | | | | | | |
| | | | | June 2019 | | | July 2019 | | | 2019-08 | | | 2019-09 | Totals | | |
| | Cost Type \star | Transaction | n Class 🛠 | Actual Cost | Cost | Revenue | Actual Cost | Cost | Revenue | Actual Cost | Cost | Revenue | Actual Cost | Co Cost | Actual Cost | Revenue |
| | Total | | | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 3,156,821. | 0.00 | 3,225,471.28 |
| | Capital | Software | | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| | Operating | Software | | | 0.00 | 0.00 | | 0.00 | 0.00 | | 0.00 | 0.00 | | 0.00 | | 68,650.00 |
| | Operating | External L | abor | | 0.00 | 0.00 | | 0.00 | 0.00 | | 0.00 | 0.00 | | 1,192,000. 00 | | 1,192,000.00 |
| | Operating | Travel | | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| | Operating | Internal La | abor | | 0.00 | 0.00 | | 0.00 | 0.00 | | 0.00 | 0.00 | | 1,964,821. 28 | | 1,964,821.28 |
| | | | | | | | | | | | | | | | | |

Accessing Advanced Reporting

• Advanced Reporting Navigation



• The ability to navigate to and within Advanced Reporting is based specific security rights. **Note**: Some functions may not be available based on advanced reporting security rights displayed on next page.

f

Home > Advanced Reporting

| ≡ | Clarity PPM |
|---|----------------------------|
| | Personal |
| | General |
| ŧ | Organizer |
| A | Dashboards |
| G | Portlets |
| | Advanced Reporting |
| | Account Advanced Reporting |

Clarity PPM Advanced Reporting - Home Library View - Manage - Create -Favorites Visualizations Your favorite Ad Hoc Views, OLAP Views, Reports, Report Ad Hoc Views Options, and Dashboards will appear here + Create Create visualizations for basic reporting and analysis. See all Favorites.. Popular Resources Reports 👫 Quick Start Guide + Create View and format interactive multi-page reports. Step-by-step instructions for getting started with JasperReports Server. Documentation Dashboards All documentation for JasperReports Server is right here. + Create Combine visualizations into single-page dashboard layouts. TIBCO® Jaspersoft Community Find and share best practices, examples and how-tos, Data Data Sources + Create Connect to a database or other data source. Domains + Create Define business views on Data Sources for use in visualizations. Admin Users and Settings 🌣 Admin Menu Manage users and configure your server instance.

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| Right | Description | Notes |
|---------------------|--|---------------------------------------|
| Advanced Reporting: | Allows resource to navigate to the Advanced | Required for Ad Hoc reporting. Note: |
| Ad Hoc Create | Reporting page and create Ad Hoc Views. Resource is | Domain access is required to enable |
| | assigned the following JasperSoft roles: ROLE_USER | create rights. |
| | and ROLE_ADHOC_DESIGNER. | |
| Advanced Reporting: | Allows resource to navigate to the Advanced | By default, this is the |
| Administer | Reporting page and administer Advanced Reporting. | Clarity Administrator. |
| | Resource is assigned the following JasperSoft roles: | |
| | ROLE_USER and ROLE_ADMINISTRATOR. | |
| Advanced Reporting: | Allows resource to navigate to the Advanced | To create a dashboard users, add |
| Dashboard Create | Reporting page and create Dashboards. Resource is | reports to the dashboard. Domain |
| | assigned the following JasperSoft roles: ROLE_USER | access is required to create reports. |
| | and ROLE_DASHBOARD_DESIGNER. | |
| Advanced Reporting: | Allows resource to navigate to the Advanced | Set to Admin account by default. This |
| Data Source Create | Reporting page and create Data Sources. Resource is | is for advanced users who will create |
| | assigned the following JasperSoft roles: ROLE_USER | new data sources. |
| | and ROLE_DATASOURCE_DESIGNER. | |

| <u>Right</u> | Description | <u>Notes</u> |
|---------------------|--|---|
| Advanced Reporting: | Allows resource to navigate to the Advanced | Set to Admin account by default. This |
| Domain Create | Reporting page and create Domains. Resource is | is for advanced users who will create |
| | assigned the following JasperSoft roles: ROLE_USER | new domains. |
| | and ROLE_DOMAIN_DESIGNER. | |
| Advanced Reporting: | Allows resource to navigate to the Advanced | By default, all users inherit this right , |
| Navigate | Reporting page. Resource is assigned JasperSoft role | but Clarity navigation rights are also |
| | as ROLE_USER. | required. |
| Advanced Reporting: | Allows resource to navigate to the Advanced | Domain access is required to create |
| Report Create | Reporting page and create Reports. Resource is | reports. |
| | assigned the following JasperSoft roles: ROLE_USER | |
| | and ROLE_REPORT_DESIGNER. | |

| | <u>Library</u> | <u>View</u> | <u>Manage</u> | <u>Create</u> | | | | | |
|---------------------------------|--|--|--|---------------|--|--|--|--|--|
| When selected the Advanced | Displays an alphabetical lis | Drop down menu that provides additional options: | | | | | | | |
| Reporting main page displays | ting of the out of the box reports | Search Results | Organizations | • Ad Hoc | | | | | |
| | available in Clarity. | Repository | • Users | • Report | | | | | |
| | | Schedule | Roles | Dashboard | | | | | |
| | | Messages | Update Domain Schema | • Domain | | | | | |
| | | | | Data Source | | | | | |

Advanced Reporting - Library

- The Library offers a more focused set of ad-hoc views, reports and dashboards.
- Search features provides the ability to narrow the list to a specific set of data.
- Each item displays the Created Date and Modified Date.
- From the Library ad-hoc views, reports and dashboards can re run and scheduled.

| ↑ | Library View - Manage - Create - | , | | | C |
|----------|--|--|--------|--------------|------------------------|
| Library | / | | | | |
| | Q s | how favorites only | | Sort E | By: Name Modified Date |
| \odot | Name | Description | Туре | Created Date | Modified Date |
| | | Application Management (APM) | | June 6 | June 6 |
| | Capacity vs. Allocation by OBS | Resource Management (PMO Accelerator) | Report | June 6 | June 6 |
| | Capacity vs. Booking Status by OBS | Resource Management (PMO Accelerator) | Report | June 6 | June 6 |
| | Capacity vs. Demand by Resource | Resource Management (PMO Accelerator) | Report | June 6 | June 6 |
| | Capacity vs. Demand by Role | Resource Management (PMO Accelerator) | Report | June 6 | June 6 |
| | Customizations Overview | Administration (PMO Accelerator) | Report | June 6 | June 6 |
| | Data Warehouse Schema | Administration (PMO Accelerator) | Report | June 6 | June 6 |
| | Database Connection Check: CA PPM | Administration (PMO Accelerator) | Report | June 6 | June 6 |
| | Database Connection Check: Data Warehouse | Administration (PMO Accelerator) | Report | June 6 | June 6 |
| | > Financial Budget vs. Forecast by Period | Financial Management (PMO Accelerator) | Report | June 6 | June 6 |
| | Financial Budget vs. Forecast by Period Detail | Financial Management (PMO Accelerator) | Report | June 6 | June 6 |

The View menu displays:

- Search Results: provides a way to quickly filter and look for specific reports using key words or pre-defined filters.
- **Repository**: displays folders where reports can be saved.
 - *Shared Folder* is the location where all Advanced Reporting users can save, view and use reports.
 - *Named User Folder* is where each individual can save their reports for their use only.
- Schedules: displays a list of scheduled reports, along with relevant details around owner, schedule, etc.
- **Messages:** provides basic information about a report and when selected will provide message details.

The Manage menu displays:

- **Organizations:** displays information pertaining to the organizations instance of JasperSoft Reporting.
- Users Administrator Use: displays a list of users, allowing an administrator to add or remove assigned roles
- Roles Administrator Use: displays a list of roles, and their members. Also allows for the creation of new roles to be managed within Jaspersoft

The Create menu displays:

- Ad Hoc Views: is a link to create an ad-hoc report.
- Report: provides the user with a simple way to access the shared or named user folder to run any saved report.
- **Dashboards:** is a link to where a dashboard report can be created.
- Domain: Administrator Use Only
- Data Source: Administrator Use Only

Advanced Reporting Home Screen

The Home screen has two sections:

- **Recently Viewed Items:** displays linkable list of those reports that were viewed by the logged in user.
- Advanced Reports Security Rights: allows the user to view various options on the Home screen.
- Click on Create or View List under the appropriate section.

| Н | ome | |
|---|---------------------------------|-------------|
| | | |
| | ▼ Recently Viewed Items | |
| | Project Risk Register | Report |
| | Project Risk Register | Report |
| | Investment Transaction Inquiry | Report > |
| | Ad Hoc View cjf | Ad Hoc view |
| | Project Status Report List | Report |
| | Project Status Detail | Report |
| | Project Issue Register | Report |
| | Capacity vs. Demand by Resource | Report |
| | Financial Capitalization Detail | Report |
| _ | Ad H | Hand Mine |

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Administrators



Functional Users





Ad Hoc Views Das

Dashboards

Let Rego be your guide.

Reports

Exercise 1: Navigation

Let Rego be your guide.

Running a Report

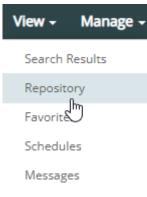
• Accessing and Running an Out-of-the-Box (OOTB) Report



Accessing Reports

Reports can be accessed three ways:

- Advanced Reporting Menu > Library
 - Library
- Advanced Reporting Home Page > Reports Icon
- Click View > Repository



Reports

View and format interactive multi-page reports.

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The Report section displays an alphabetical listing of the reports that are available.

- **Filters** provide the user with the ability to utilize a predefined set of criteria to find a report easily:
 - Modified by Me; Viewed by Me; Accessed Today, etc.
- Search to locate report(s) containing specific word(s).

| Repository | | | | | |
|-------------------------------------|--|---|--|--|--|
| Filters | ٩ | | | | |
| Favorite Status | All + Reports | | | | |
| All Files | ⊙ Name | Description | | | |
| Favorites | Application Assessment Analysis | Application Management (APM) | | | |
| Access Status | Capacity vs. Allocation by OBS | Resource Management (PMO Accelerator) | | | |
| All available | Capacity vs. Booking Status by OBS | Resource Management (PMO Accelerator) | | | |
| Modified by me | Capacity vs. Demand by Resource | Resource Management (PMO Accelerator) | | | |
| Viewed by me | Capacity vs. Demand by Role | Resource Management (PMO Accelerator) | | | |
| ∽ File Type | Customizations Overview | Administration (PMO Accelerator) | | | |
| All types | Data Warehouse Schema | Administration (PMO Accelerator) | | | |
| Reports | Database Connection Check: CA PPM | Administration (PMO Accelerator) | | | |
| Content resources | Database Connection Check: Data Warehouse | Administration (PMO Accelerator) | | | |
| Ad Hoc views | > Financial Budget vs. Forecast by Period | Financial Management (PMO Accelerator) | | | |
| Dashboards OLAP views | Financial Budget vs. Forecast by Period Detail | Name: | | | |
| Domains | Financial Capitalization Detail | Financial Forecast Review by Investment | | | |
| Data sources | Financial Capitalization by Investment | Path:) Loading | | | |
| Deprecated reports | ☆ Financial Forecast Review by Investment |) | | | |
| | Financial Forecast Review by Plan Grouping | Financial Management (PMO Accelerator) | | | |

When a Report is selected from the list the report screen will display without results.

- **Options** (report parameters) must be defined to render results.
- Use the **Browse** (binoculars) **Q** to select desired options.
- Browse fields also have auto-suggest functionality.
- After you have defined option criteria, click **Apply** to return results.

| Options | | | | |
|-----------------------|----------------|-------------|----------|----------|
| Project OBS Type | | | | ^ |
| | | | | a |
| | | | | - |
| Project OBS Unit | | | | |
| | | | | Q |
| Project Type | | | | |
| Available: 3 | | Selected: 0 | | |
| Search list | | | C | |
| Business Enhancement | | | | |
| Compliance /Mandatory | | | | |
| Maintenance | | | | |
| Select All | 🗙 Deselect All | | 🖾 Invert | |
| Project Manager | | | | |
| Available: 20 | | Selected: 0 | | |
| Search list | | | C | 2 |

Back

Navigates to the previous screen.



Save the report if changes were made.



Save the report in a different format: PDF, XLS, XLSX, CSV, DOC X, RTF, ODT, ODS, or PPTX.



Undo, Redo or Undo All changes.



Zoom In or Out.



Search Report provides the ability to search the report for specific text. Text will highlight in yellow. Drop-down options include Case Sensitive or Whole Words Only.



Navigation to various page(s) found in report by page or by arrows (single or multiple page forward and / or back)

Exercise 2: Overview of a Report

Let Rego be your guide.

Overview of Ad-Hoc Reporting

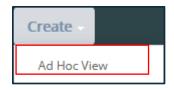
✓ Accessing and Creating an Ad-Hoc Report



- The Ad-Hoc Views editor supports the creation of various formats of reports for your Projects or Portfolios:
 - Table
 - Cross Tabs
 - Charts
- Users can include field summaries, define a set of predefined filters, sorting and other field formatting options.
- The reports are created using Click or Drag and Drop.
- Reports can be saved to a user's individual folder or to a shared folder.
- Reports can be scheduled to run based on the frequency established by the user.

Ad-Hoc Views can be accessed three different ways:

- Advanced Reporting Home Page > Ad-Hoc Views Icon > Create
- Select Ad Hoc View from the Create drop-down on the menu bar.





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The Select Data window will display the available **Domains** (see next slide).

Ad Hoc Viewer and Editor

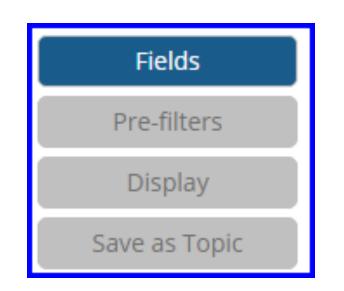
- The Ad Hoc viewer and editor is the interactive designer for viewing, creating, and editing an ad hoc view
- With an ad hoc view, you can explore and analyze data
- Ad hoc views can also be used to create content for reports

In order to create an Ad-Hoc report the user must select **ONE** domain.

- Note: Advanced Reporting does not allow the selecting of more that one domain.
- Administrators can develop custom domains to include components from different domains or custom objects.
- Once a domain is selected the Choose Data button will become active.

The Ad-Hoc choose data screen will display three main sections.

- The first section is a set of four action buttons.
 - Fields allow users to select the fields from within the Domain selected.
 - Note: It is not recommended that you select the entire set of fields within a Domain.
 - Pre-Filters provides the user the opportunity to define filter criteria so that unwanted or needed data is not pulled into the view when created.
 - Display allows the user to change the layout of the report by re-ordering fields or renaming the headings.
 - Save as Topic



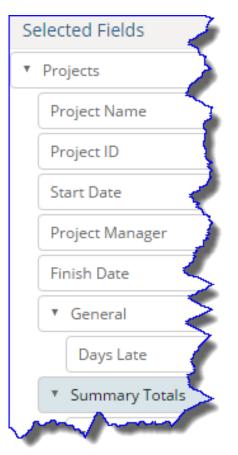
The second section is where the Domain fields are identified and selected.

Cl w cc

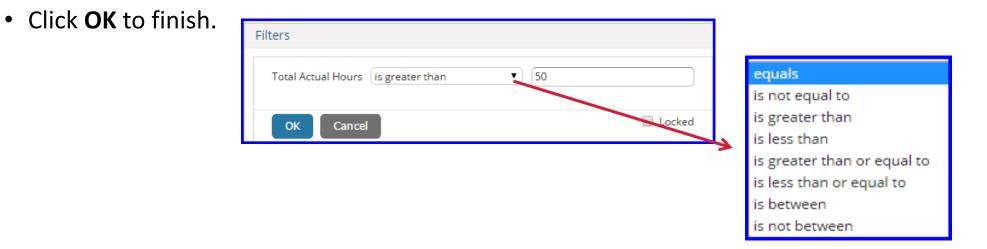
Clicking on the arrows to the left of a listed Items will expand or collapse the hierarchy of components.



When a component is identified the user can double-click or user the arrows to move the component into the selected fields section. Any unwanted items can be removed using the arrows.



- **Pre-filters** allow the user to select filtering criteria to populate the report with specific types of data.
- Select the data field(s) for the filter and use the drop-down to select the criteria. Then populate the data field.
 - Note: Options may vary based on item(s) selected.
- Once an item has been selected and the parameter entered, click **OK**.
- *Repeat this step* to add additional data elements.



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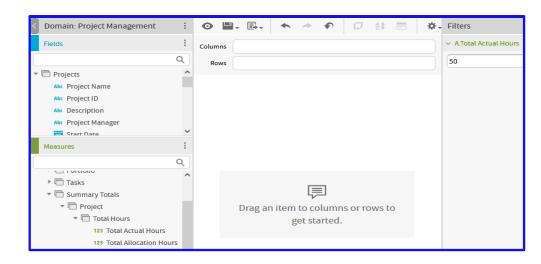
- Broadcom does not recommend that you select all fields in the domain. For best performance, use the following guidelines to create smaller views:
 - For the Investment Management, Project Management, Application Management, Idea Management, and Resource Management domains, select one metric set for each view. The metric sets are Summary, Weekly, Calendar, and Fiscal.
 - For the Financial Management domain, select one set for each view. The sets are Financial Transaction and Plan Data.
 - For the Time Management domain, select one set for each view. The sets are Missing Time and Timesheets.

The Layout page displays five sections:

- Fields (components) that were selected from the domain.
- Measures which are fields (components) that contain calculated fields.
- New Ad-Hoc View screen where the layout of the view is created.
- Filter section that display the pre-defined filters and where other filters can be added.

Let Rego be your guide.

• Custom Filter Expression

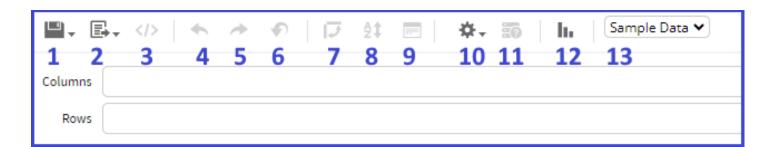


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Depending on your version the Ad Hoc view has been updated:

- 1. Save Options
- 2. Export
- 3. Get Embed Code
- 4. Undo the Last Change
- 5. Redo the Last Change
- 6. Reset the report to the last saved state
- 7. Switch the Groups

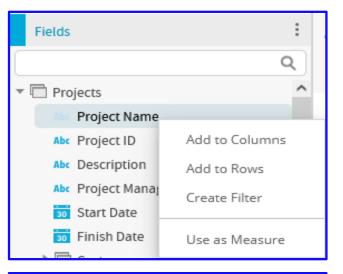
- 8. Set the Sort Order
- 9. Change the Input Values
- 10. Toggle Title Bar / Hide Layout Band
- 11. View SQL Query
- 12. Select Visualization Type
- 13. Type of Data

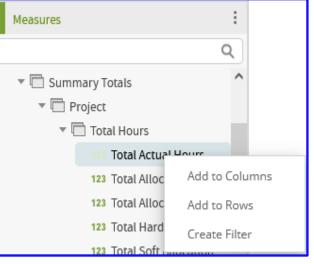


The Fields selected from the Domain will display on the left side of the screen.

 Right-clicking on a component in the Fields section will provide options to Add to Columns, Add to Rows, Create Filter or Use as Measure on the view.

 Right-clicking on a component in the Measures section provides the options to Add as a Column, Create Filter, Use for Sorting or Use as Field.





To create the View Layout: **Choose the report type** (Table, Cross Tab or Chart), then **double click the field(s) or measure(s)** into either the **Columns or Group** of a Table View.

- Double-clicking on the Component will add the Component into the Column Field. The Component can be dragged into the Group field or moved into a different order.
- Sample Data results will populate immediately.

| 🗉 Domain: Project Man | | New Ad Hoc View | | | | 1 | 🗆 Filters | |
|--|------|---|--------------|-------------------|-------------|---|------------------------------|--|
| Fields | | O 8. B. | ♠ | 💭 21 📰 | Table | • | A.Days L | |
| Projects III Project Name III Project ID | | Columns Project M Groups Project Na | | e × Finish Date × | Days Late × | | 25 | |
| III Project Manager | | ℃ Click to add a title | | | | | | |
| 🔟 Finish Date | | Project Manager | Start Date | Finish Date | Days Late | | | |
| | | 4G Upgrade Readiness, PR1001 | | | | | | |
| | | Reed, Henry | Jun 5, 2015 | Sep 15, 2015 | 64 | | | |
| | | 5 Stage NPD - Methodology Template, PDProcess1001 | | | | | | |
| | | Miles, Paul | Jan 1, 2013 | Mar 24, 2014 | 604 | | | |
| | | A Fabulous Project, P | RB1023 | | | | | |
| | _ | Thomas, Brian | Feb 2, 2015 | Apr 22, 2015 | 210 | | | |
| Measures 🗉 | 0- ≡ | A Fantabulous Projec | t, PRB1025 | | | | | |
| Projects | | Thomas, Brian | Feb 16, 2015 | Jul 20, 2015 | 121 | | | |
| 🕂 General | _ | A Fantastic Project, P | RS1000 | mono | | _ | | |

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Once the Components have been added into a Column, Group or View additional options are available by right-clicking on the component.

| Start | Total Actual Hours |
|--------|--------------------|
| | Remove from Table |
| | Switch to Group |
| k to | Create Filter |
| t Date | Move Left |
| | Move Right |

<u>Column/Group</u>

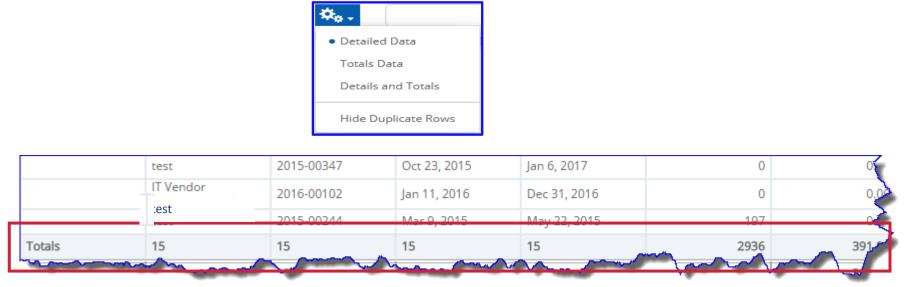
Data Ctart Data Einich I Use for Sorting... Add Summary Change Data Format 🕨 Edit Label Delete Label Remove from Table Create Filter Move Left Move Right

Let Rego be your guide.

A Title for the report can be created by selecting *Click to add a title*. Click to add a title

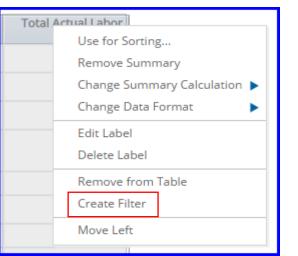
The View section also allows for the data to be displayed as a Detailed Data, Totals Data or Details and Totals.

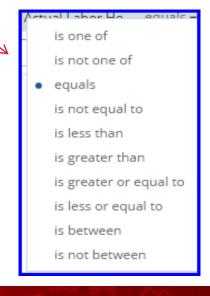
• If using Details and Totals, a Totals column will be added, and values aggregated at the bottom of the view.



Working with Filters

- The filters panel will display any pre-filters defined at the onset of report creation.
- Additional filters can be added by right clicking on the item and selecting **Create Filter**.
- Once the field displays in the Filters section, you can define the criteria.
- Click Apply to view filtered results.
- Note: Multiple filters can be applied to a view.





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3: Saving an Ad-Hoc Report

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Exerci

Saving and Accessing a Saved Ad-Hoc View/Report

- Saving an Ad-Hoc View/Report
- Accessing a saved View/Report



Saving a Report

There are three ways to save the view/report:

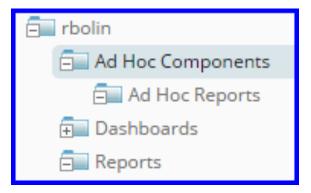
- Save Ad Hoc View
- Save Ad Hoc View As
- Save Ad Hoc View and Create Report
- Enter Data View Name and Report Name fields (required)
- Select the appropriate folder for the view and report .
- Click Save.
- Once saved the following message will be displayed.

| | Save Ad Hoc View As Save Ad Hoc View As Save Ad Hoc View and Create Save Ad Hoc View and Create R | |
|----------------------------|--|--|
| elds (required) | Data View Name (required): Ad Hoc View | Report Name (required): Ad Hoc View Report |
| nd report . | Data View Description: | Report Description: |
| isplayed. | rego CA PPM CA PPM Reports Output Shared Users | rego CA PPM CA PPM Reports Output Shared Users Rego |
| ave was successful close | | - |

Accessing a saved view/report can be accessed via:

- Library:
 - Enter search criteria.
 - Click on the view/report.
- Repository
 - Locate and expand the User folder
 - Click on Ad Hoc Reports or Reports
 - Click on the View or Report that populates to the rights of the folders section.

| Libr | ary | Rod | ХQ |
|------|-----|--------|----|
| 3 | Nan | ne | |
| | Rod | Report | |
| | Rod | View | |



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rcise 4: Creating a Report-

EX

Creating a Cross Tab View

• Creating a Cross Tabbed Report



- Cross Tab Views (similar to a pivot table) is the grouping of data in rows by one field and in columns by another field.
- For a Cross Tab View to function properly it must contain a measure as either a row or column.

Note: Measure(s) cannot be in both a column and a row in the same Cross Tabbed View.

| | Month | Apr-14 | Apr-15 | Aug-14 | Aug-15 | Dec-13 |
|---|-----------------|--------------------------|--------------------------|--------------------------|--------------------------|--|
| | Measures | Total Actual Labor Hours |
| Project Name | Project Manager | | | | | |
| | Totals | | 76.50 | | 76.50 | |
| + | Totals | 237.25 | 237.25 | 237.25 | | |
| + | Totals | | 24.00 | 24.00 | | 4 |
| + | Totals | | | 46.00 | | |
| + PARAMET CLARKER PARAMETER | Totals | <u>99.50</u> | <u>99.50</u> | <u>99.50</u> | | <u>99.50</u> |
| • Produkt Budata Program | Totals | <u>16.00</u> | | 16.00 | | 3 |
| + Personal Transmission | Totals | | <u>133.50</u> | <u>133.50</u> | | |
| + 1,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,, | Totals | | <u>2,777.52</u> | | <u>2,777.52</u> | |
| Totals | Totals | 352.75 | 2 348.27 | 556.25 | 2.854.02 | <u>99.5</u> 0 |
| | | | | | | and the second s |

Creating a Chart

• Creating a Chart



Creating Charts

Charts are a flexible way to see data graphically.

- Column and Bar
- Lines and Area
- Dual and Multi-Axis
- Time Series
- Scatter and Bubble
- Pie
- Range

| Coloct Visualization Type | | | | | | | |
|---------------------------|-------------------|-------------------|-------------------|------------------|--------------------|------------------------|----------------------------|
| Select Visualization Type | | | | | | | |
| All Types | | | h. | | | | 1 |
| Data Grid | Crosstab | Table | Column | Stacked Column | Percent Column | Bar | Stacked Bar |
| Column and Bar | | | | | | | |
| Line and Area | | \bigotimes | <i>//</i> | X | | * | |
| Dual and Multi-Axis | Percent Bar | Spider Column | Line | Spline | Area | Stacked Area | Percent Area |
| Time Series | | | | 12 | \sim | | \sim |
| Scatter and Bubble | | * | ۲ | L | | | |
| Pie | Area Spline | Spider Line | Spider Area | Column Line | Column Spline | Stacked Column Line | Stacked Column Spline |
| Range | | | 11.1 | | | | |
| Gauge | <i>~</i> | 3 | 11 11 | <u>/</u> ~ | X | | |
| | Multi Axis Line | Multi Axis Spline | Multi Axis Column | Time Series Line | Time Series Spline | Time Series Area | Time Series Area Spline |
| | p^{H} | :••• | | ۲ | | | a |
| | Scatter | Bubble | Ple | Dual-Level Pie | SemI-Pie | Heat Map | Time Series Heat Map |
| | | | | | | | |
| | | | | % | ③ | 80 | |
| | Dual-Measure Tree | Tree Map | Parent Tree Map | Gauge | MultI-Level Gauge | Arc Gauge | |

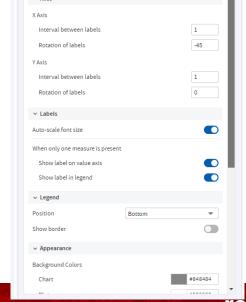
Creating Charts (2)

Ø.,

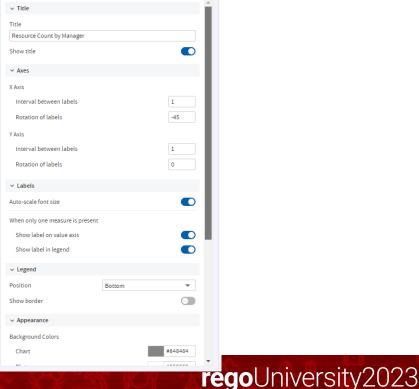
Chart Format...

- From the Ad-Hoc View menu **select Visualization Type** icon.
- Select the chart type and click Apply and Close.
- Click on the . Icons drop-down. The type of chart can be modified, or the chart can be future formatted. Format Visualization

• UPDATE: Format Visualization has moved to right side panel.









Aggregate Functions

- Many aggregate functions accept an optional level, which specifies the grouping to use for the aggregate. When a level is used in an aggregate, it must be enclosed in straight quotes ('), for example, 'RowGroup'.
 - Current (default) use the current value when at a looking at detail rows in a table view.
 - RowGroup use the parent values from a row location.
 - RowTotal use the grand total value from a row location.
 - ColumnGroup use the parent values from a column location.
 - ColumnTotal use the grand total value from a column location.
 - Total use the grand total value from a cross tab and the RowTotal from a Table.

Advanced Chart Formatting

While the Ad Hoc Designer provides some basic formatting in some cases you may require more control over a chart's appearance. Starting with Jaspersoft Version 6.2, the *Advanced Properties Tab* allows for advanced formatting.



| Axis Labels Appeara | nce Advanced | |
|---------------------------------|--|-----------|
| Property | Value | |
| colors | ["red", "DarkTurquoise", "blue", "green", "magenta", "purple", | / 🗊 |
| plotOptions.series.dataLabels.e | true | / 🗊 |
| //plotOptions.pie.innerSize | "50%" | / 🗊 |
| plotOptions.series.dataLabels.y | -20 | / 🗊 |
| | Add Nev | w Propert |
| | | nformat |

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rcise 6: Creating a Chart

Creating a Dashboard

• Creating a Dashboard Report



- A Dashboard report displays several reports in a single, integrated view.
- A dashboard can include other dashboards, input controls for choosing the data displayed in one or more frames, and custom frames that point to URLs for other content.
- By combining different types of related content, you can create appealing, data-rich dashboards that quickly convey trends.

Creating a Dashboard

- Jaspersoft Dashboards provides the ability to display several reports in a single, integrated view.
- Combining different types of reports, creates appealing, data-rich dashboards that quickly convey trends.
 - Drag and drop an item from the available content into the dashboard canvas.
 - Resize by dragging the edge of a content box to resize

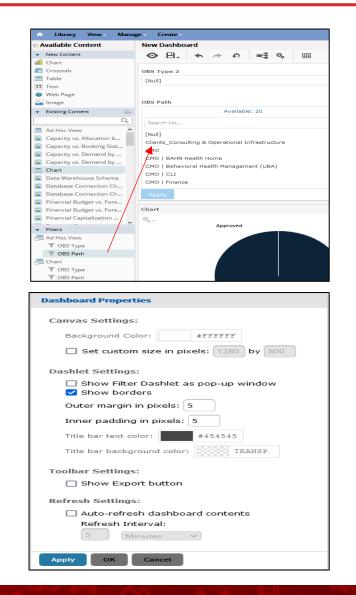
| Available Content | | • | 6 1 1 | P 🛒 | \$ | = | | | | | | | | | |
|---|----|----------|-----------------------------|-------------------|--------------------|------------------|------------------|--|-----------------------------|--------------------|--------|--------|--------|-----------------|-------------|
| V New Content | | | | | | | | | | | | | | | |
| Chart | | | | | | | | | | | | | | | |
| Crosstab | | | Capacity vs. All | location by OBS | 5 | | d' | KPIs by Project Type | | | | | | | 2 |
| Table | | | | e 1 of 2 | ▶ ₩ | | | | of 3 🕨 | * | | | | | |
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| - | | | | \sim | | | | Replant Aquillar - Accurrig France Imperio | bpik kter | 111 20 | | 1 | • | 9.8 | 2.0 |
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| I i i i i i i i i i i i i i i i i i i i | | | | | | | | Forgelicitesp Patientics weiter | Annual Parts | 915 10 | | | | 212 | -912 |
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| Capacity vs. Allocation by OBS | | | | | | | | | | | | | | | |
| equality to mocation by obo | | | | | | | | | | | | | | | |
| 🕠 Capacity vs. Booking Status by OBS | | | | | | | | | | | | | | | |
| equality to booking status by Obs | | | | | | | | | | | | | | | |
| 🕠 Capacity vs. Demand by Resource | | | | | | | | | | | | | | | |
| especial to bemand by neovalce | | | | | | | | | | | | | | | |
| Capacity vs. Demand by Role | | | | | | | | | | | | | | | |
| | | | | | | | | | | | | | | | |

Adding filters to Dashboard

- You can drag and drop the filters available on the reports on to your dashboards.
- To add mapping between parameters of different dashlets, click on to define parameter mappings.

| Pa | arameter Mapping | | | | | | |
|----|------------------|------------------|------------------|---------------------------|--------|---------|----------|
| | | | | | | | |
| | Source Dashlet | Filter/Parameter | Dashlet Affected | Filter/Parameter Affected | | | |
| | | OBS Path | Ad Hoc View 🗸 | OBS Path | \sim | | Î |
| | Filter Group | | Chart 🗸 | OBS Path | \sim | + | Ē |
| | | OBS Type 2 | Ad Hoc View | OBS Type | \sim | | Ē |
| | | 000 1990 2 | Chart | OBS Type | \sim | + | Î |
| | | | | | Cre | ate Nev | v Filter |
| | OK Cancel | | | | | | |

• To edit properties of any of the dashlets double click on the frame and you should get a new pop-up window to make changes.

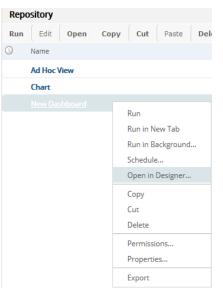




Adding New Content to Dashboard

- In addition to adding existing reports/views, you can also add New Content like Text fields, Images etc. to your Dashboard. To add new elements, drag and drop the element from 'New Content' section and drop it on the design section
- This elements can be well utilized to set Dashboard names and company logos
- Once the dashboard design is defined click on **Save**, the dashboard can then be tested by using the toggle button.
- To edit an existing dashboard, open the dashboard in 'Designer View' by right clicking on the dashboard name and selecting 'Open in Designer'.

| ŵ | Library | View 🗸 | Manag |
|-----|-------------|--------|-------|
| o A | vailable Co | ntent | |
| • | New Content | | |
| | Chart | | |
| | Crosstab | | |
| | Table | | |
| TT | Text | | |
| 9 | Web Page | | |
| | Image | | |
| | | | |



se 7: Creating a Dashboard

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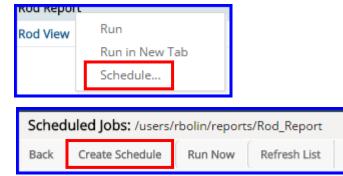
Scheduling a Report

- Creating a schedule
- Setting the report parameters
 - Defining the output format
 - Sending report notification



Scheduling a Report

- Advanced Reporting provides users with the opportunity to run a report based on needed frequency.
- Users can define the day, time, recurrence and output formats using the Scheduling Wizard.
 - 1. **Right click** on the **Report name** to be scheduled.
 - 2. Click Schedule.
 - 3. When the Scheduled Jobs window displays, click **Create Schedule**.



The Schedule window displays four tabs:

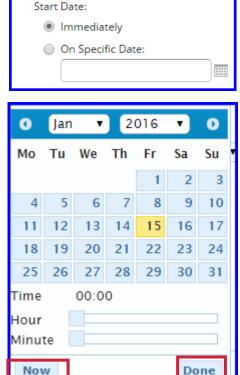
By default the Schedule tab displays to allow the user to define when the report is going to run.

Schedule Start Date:

- Immediately
- On Specific Date: click on the Calendar Icon to enter a specific date and time. Click Done.

Note: The *Now button* is accessed via the Calendar icon.

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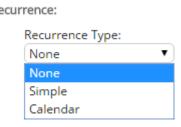
Schedule Start

Notifications

There are three options for setting a Recurrence schedule: None, Simple or Calendar.

- Set Recurrence Type to Simple.
- *Define the repeat cycle* by selecting number of minutes, hours, days or weeks.
- Select the **Schedule End** by selecting: Run a set number of times, Run until a specified date, or Run indefinitely.

| Recurrence: |
|-----------------------------|
| Recurrence Type: Simple |
| Repeat every (required): |
| 1 days 🔻 |
| Schedule End |
| |
| End Date: |
| Run a set number of times |
| Number of runs: |
| |
| Run until a specified date: |
| |
| Run indefinitelv |
| |
| Recurrence: |



For a more detailed set of recurring values select *Calendar from the Recurrence Type drop-down.*

| Recurrence Type: Calendar | | |
|------------------------------|---|---|
| Months: | Days: | Times: |
| Every Month | Every Day | Hours (required): |
| Selected Months: | Selected Days: | 0 |
| Jan 🜲 | Sun 🗘 | Enter 24-hour times like 9, 12, 15 or ranges like 9-12, 1-17 |
| | | Minutes (required): |
| | O Dates in Month: | 0 |
| | Enter dates (9, 12, 15) or date ranges (9-12, 1-17) | Enter 0, 15, 30, 45 to run every 1/4 hour |
| Schedule End | | |
| End Date: | | |

Let Rego be your guide.

If a report contains a set of report parameters, they can be set for the scheduled report. This will ensure that the report provides only the data necessary for the end user.

- Parameters will vary by report but could include:
 - Investment OBS Type
 - Investment OBS Unit
 - Investment Manager
 - Investment name
 - Investment Status
 - Investment Type
 - Fiscal Year

| Investment OBS Type | ~ |
|---------------------|-------------|
| | <u>></u> |
| Investment OBS Unit | ₹ |
| | |
| Investment Manager | |
| Available: 26 | Selected: 0 |
| Sand in contract of | June |

Scheduling a Report – Option Output Tab

There are many different report format options.

- The default is PDF.
- Only two formats can be chosen.

| Output File Options | | |
|-----------------------|--------------------|------------------|
| File name (required): | | |
| Rod_Report | | |
| Description: | | |
| | | |
| | | |
| | | |
| Time Zone: | | |
| America/Chicago - Cen | tral Standard Time | • |
| Output Locale: | | |
| (Default) | | ¥ |
| Formats: | | |
| CSV | | RTF |
| DOCX | ODS | XLSX |
| Excel | ODT | XLSX (Paginated) |
| Excel (Paginated) | PDF | PPTX |
| File Handling: | | |
| Overwrite Files | | |
| _ | h T : | |
| Sequential File Nam | • | |
| Timestamp Pattern: | | |
| yyyyMMddHHmm | | |

E-mail notifications can be sent to users who need to receive the completed report

Notifications can contain:

- Subject
- Message
- Send job status success and failure notifications/messages.
- Additional options such as repository links in email body, include reports as attachments, etc.

| end report when scheduler runs | Send job status notifications |
|---|---|
| To: | To: |
| Use commas to separate addresses | Use commas to separate addresses |
| CC: | Subject: |
| | |
| BCC: | Send success notification |
| | Success Message: |
| Subject: | |
| Message: | |
| | Send failure notification Failure Message: |
| | |
| L | |
| Include reports as repository links in email body | |
| Include report files as attachments | Include report job information |
| Include report files as ZIP attachment | Include stack trace |
| Include HTML report in email body | |
| Do not send emails for empty reports | |

ise 8: Scheduling a Report

Exe

Let Rego be your guide.

Let Rego be your guide.

rcise 9: Cre'ate Your Own

- Provided an understanding of how Jaspersoft works.
- Demonstrated how to access and navigate within Advanced Reporting
- Showed how to access and Run a Pre-Existing Report
- Created and saved an Ad-Hoc Report
- Demonstrated how to build Dashboards, Charts and Cross Tab Views

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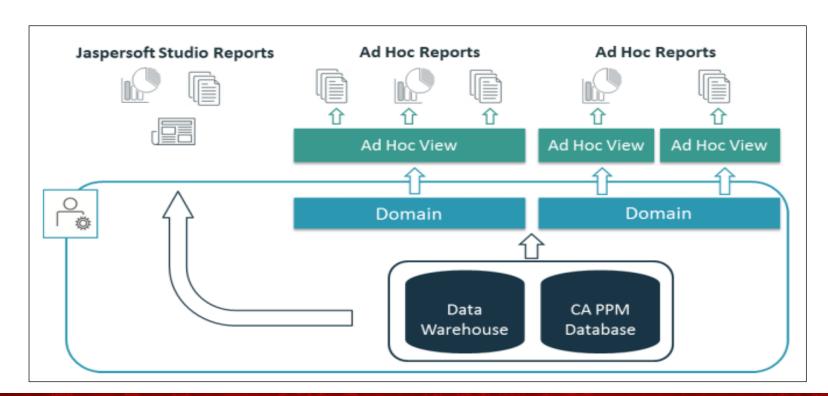
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- Jaspersoft Technical Overview
- Configuring Custom Attributes
- Jaspersoft Jobs
- Jaspersoft Security Administration
- Jaspersoft Users and Roles
- Create a custom Domain

Jaspersoft uses fields and data from Clarity and places them in a Data Warehouse. The Jaspersoft Data Warehouse allows for easy-to-read View generation, Interactive Reports, Dashboards and Charts.



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Jaspersoft Configuration Custom Attributes

- One of the key advantages of JasperSoft over Business Objects is the ability to add Custom Attributes to the Domain without needing to modify the Universe.
- However, in order to add the Custom Attribute, check **Include in the Data Warehouse** box on the Attributes properties page. *If you do not check this box, the attribute is not added to the domain*.

| Object: Risk Attribute: Escalate - Object Attribute | | | | | |
|---|----------|--|------|--|--|
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| Attribute Name | Escalate | <u>ه</u> | | | |
| | | ····· | | | |
| Read-Only | ~~~~~ | ~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~ | ~~~~ | | |
| Include in the Data Warehouse | T | Check to include the attribute in the warehouse. | | | |

There are three jobs that the Administrators need to schedule for Jaspersoft to work correctly. They are:

- Create and Update Jaspersoft Users Job
 - Creates active Clarity Users into Jaspersoft.
 - Security rights driven
- Load Data Warehouse Job
 - Extracts data from Clarity's databases
 - Optimizes the data for read performance purposes
- Load Data Warehouse Access Rights Job
 - Extracts access rights for investments and resources from Clarity databases

There are several new security rights associated with Jaspersoft reporting.

Best Practice Recommendations:

- New Clients: Remove security rights for access to the old Business Objects reports (*Reports Access*). This eliminates the risk of users becoming confused by accessing the wrong reporting feature.
- **Transitioning Clients:** Transitioning from BO to Jaspersoft where access to old reports is still needed, train users on the two reporting tools and their various functions in relation to each other.
 - However, they are not be able to create the view or report as no domains are available. To fix this, it is necessary to add users to domains using the *Manage* menu.

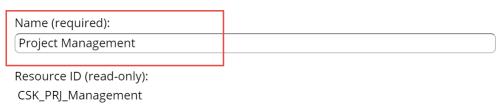
90

- For example, to give Project Managers (PMs) access to build reports from the Project Management Domain, add them to the CSK_ROLE_PROJECT_MANAGEMENT role. They will then be able to view the Project Management domain for Ad Hoc reporting and all out of the box public reports built using that domain.
- To give PMs access to all domains, add them to CSK_ROLEALL_REPORTS_DOMAINS. The following table shows the difference between the two roles.

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Custom domains should be created if the user group cannot create valuable reports with the out of the box domains. To create a custom domain follow the steps below

- 1. Copy an OOTB domain
- 2. Paste this OOTB domain into a custom domain folder outside of the Clarity folder
- 3. Click Edit on the new copied domain
- 4. Modify the name of the Domain



5. Click the Submit button

Note: Modifying the name destroys the link between the copied OOTB domain

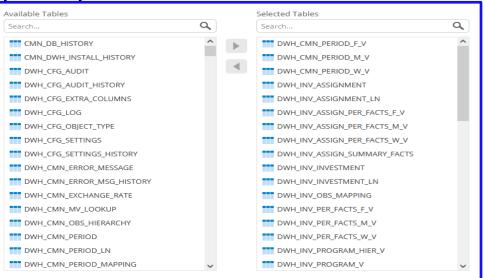
6. Click Edit on the new custom domain

Create a Custom Domain Cont.

- 8. Add the following DWH tables you want to bring into your new domain to the selected tables
- 9. Click the Joins tab

10. Join the two tables based on the data need.

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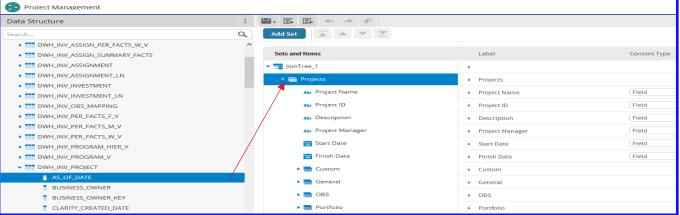


Create a Custom Domain Cont.

- 7. Click the Data Presentation Tab
- 8. Expand the jointree table in the Resources list on the far left side



9. Expand the tables in the tree and add the attributes you want to select in your domain by dragging and dropping it under the set



- 10. Once the attribute is added to the set click the Pencil icon next to attribute on the right side Project Name

- 11. Edit the label name to an appropriate label
- 12. Click Save
- 13. Click Ok once you have added all attributes
- 14. Click Submit to finish editing the domain

| Project Name | Field | < |
|-------------------------------------|-------|------------|
| Project ID | Field | ~ |
| Description | Field | ~ |
| Project Manager | Field | v |
| ▶ Start Date | Field | ~ |
| ▶ Finish Date | Field | v) |

- 1. Once the attribute is added to the set click the Pencil icon next to attribute on the right side
- 2. Edit the label name to an appropriate label
- 3. Click Save
- 4. Click Ok once you have added all attributes
- 5. Click Submit to finish editing the domain

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Part I: Introduction

<Descriptor>





- Introduction
- Configuration Basics
- Security Basics
- Installing Jaspersoft Studio
- Interface Introduction
- Data Adapter Setup
- Server Connection Setup

- Body copy (26 pt)
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- Font should be no larger than 26 pt
- If you have questions about color schemes, fonts, or the template please contact Michael Murdock

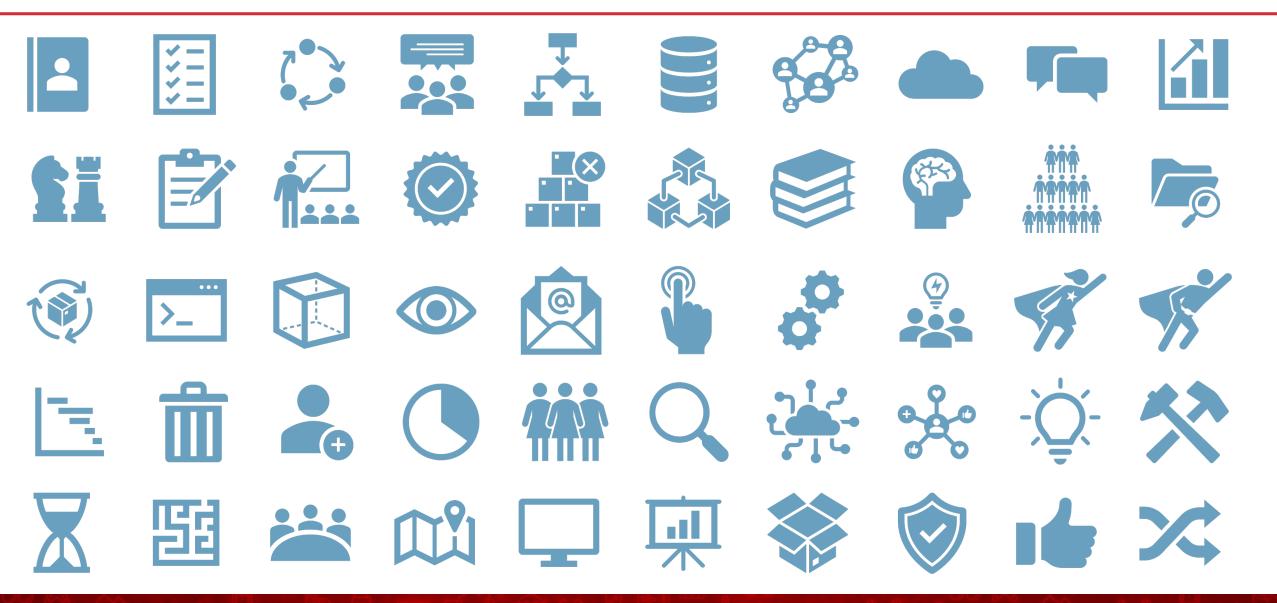
- Take 5 Minutes
- Turn to a Person Near You
- Introduce Yourself
- Business Cards

| Post Time Sheets | 6:00 PM | 6:00 PM |
|-----------------------------|---------|---------|
| Post Transactions | 6:30 PM | 6:30 PM |
| Post to WIP | 6:45 PM | 6:45 PM |
| Import Financial Actuals | 7:00 PM | 7:00 PM |

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