

Vizion Platform Fundamentals

Copyright 2003-2023 OneVizion, Inc All Rights Reserved



Agenda

- Introduction to OneVizion
- Design
- Trackors, Trackor Types and Trees
- Trackor Tree
- Using OneVizion
- Logging In and Navigation
- Logging In
- Home Page
- Info, Dev and Admin Centers
- User Settings
- User Panel
- User Settings & Subscribing to Notifications
- Favorites
- Share Page Link

- Help
- Events Notification Panel
- Menu Applications
- Application Page
- Header & Command Bar
- Trackor Browser and Trackor Browser Grid
- Views, Filters and Relations
- Adding & Cloning Trackor Records
- Editing Trackor Records & Row Editor
- Trackor Chats
- Workplans
- Reports and Exports



Introduction to OneVizion

OneVizion offers the Vizion Platform – a proven no-code/low-code platform that quickly solves the complex problem of managing projects and assets and all of their associated schedules, billings & budgets, documents, and processes. Solutions built on our Vizion Platform are proven to empower effective executive decision making and optimize the competitive performance of our customers while efficiently meeting the ever-evolving needs of their businesses.





Design



Trackors, Trackor Types, and Trees

Trackor Type

The primary containers for organizing Trackors to represent the data of the business process or object.

Example: Site, Project, Purchase Order, Client, Customer

Trackor

A unique data record for a Trackor Type, e.g., "Job ID 12345"

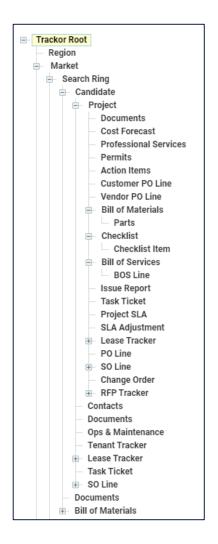
Trackor Tree

A visual representation of all accessible Trackor Types and their parentchild relationships within the OneVizion system.



Trackor Tree

- The Trackor Tree allows user to create/maintain Trackor Type "Relationships" in the database
- A Trackor Type must exist on the Trackor Tree in order to be accessible to the userbase
- The "Trackor Root" is the most basic/top level of the Trackor Tree
- Assigning a Trackor to the root means it can exist without any "Parent" relationships
- Assigning a Trackor underneath an existing Trackor Tree value will create
 a parent-child relationship between the two, meaning the "Parent"
 Trackor can be related to multiple "Child" Trackors.







Logging in and Navigation



Logging Into the Vizion Platform

The Supported Browsers are: Firefox Google Chrome Microsoft Edge

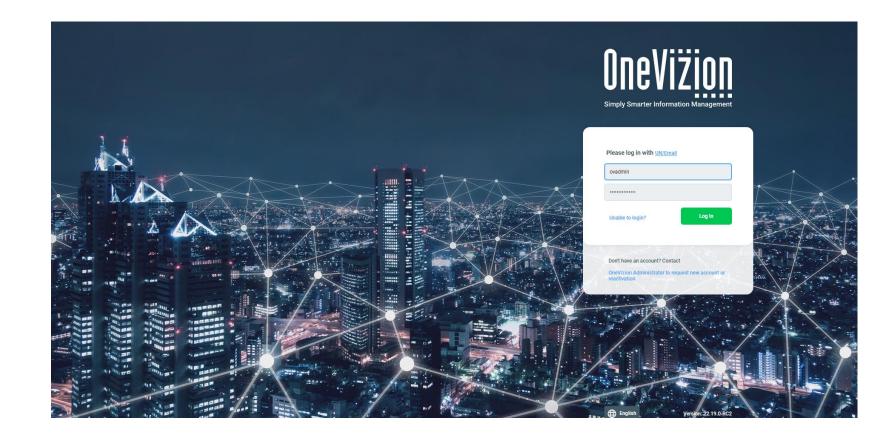






In order to use the Vizion Platform, users must be set up with a username and password by their system administrator.

To log in to the system, enter the username and password assigned by the administrator into their respective text boxes and click the "Log In" button.





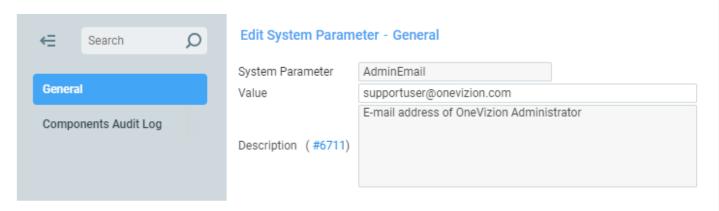
Request New Account

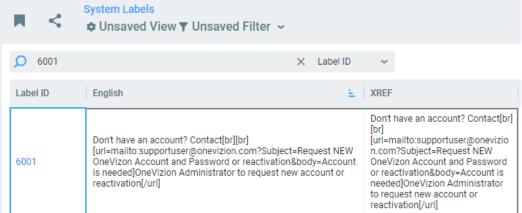
New users may click on the link to request a new account.

Don't have an account? Contact

OneVizion Administrator to request new account or reactivation

The contact email and messages are controlled by System Parameters and System Labels.





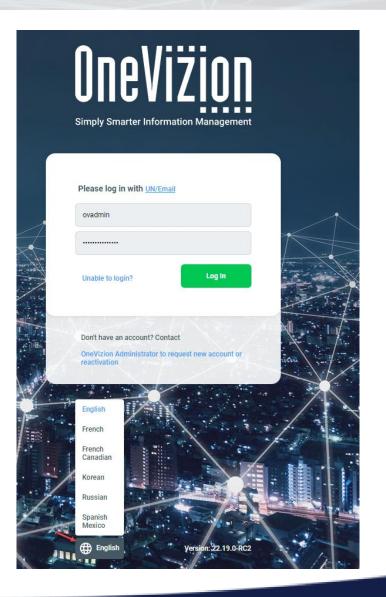


Language Choice

The Login Page provides an option for the user to select the Language option (listed options will be in 'Localization->Languages') for the Login page. User's selection will be stored in browser cookies.

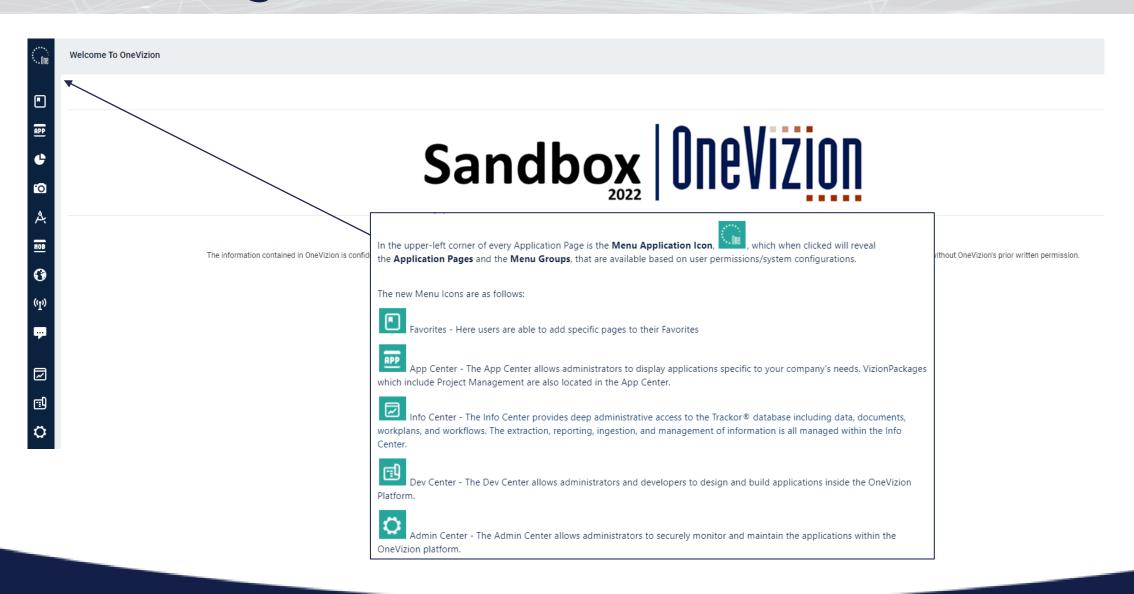
Subsequently, the Login page will be set to the option stored in the cookie. If there is no 'LangID' in the browser cookie, then the value stored in System Parameter "DefaultLoginPageLanguage" will be used.

After logging in, the language selection in the Login Page will be saved to 'User Settings->OneVizion Language'. Any changes made to 'User Settings->OneVizion Language' will also get saved to the browser cookie.



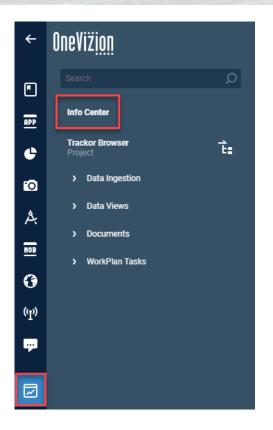


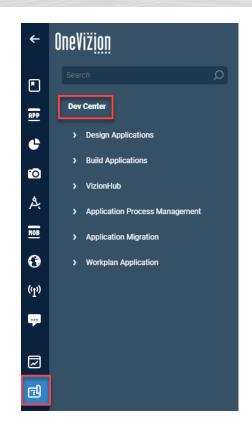
Home Page





Navigation - Info, Dev and Admin Centers







Users can do a quick search by entering a few letters in the Search Box. The search engine will automatically filter the results as the words are typed. When the desired Application Page appears, it can be accessed by clicking "Enter".







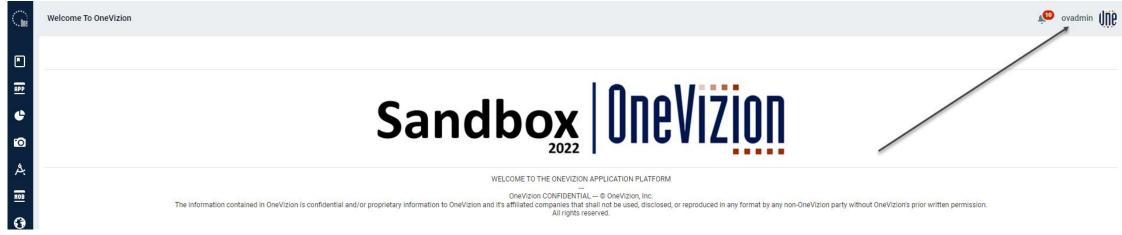
User Settings

Copyright 2003-2022 OneVizion, Inc All Rights Reserved



User Setting Form

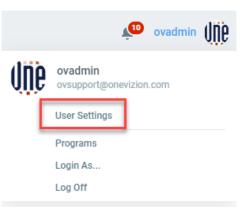
User Settings contains a number of useful options that allow users to customize their OneVizion® Vizion Platform experience. These settings are specific to each user and will not affect anyone else in the system.



The user panel can be opened by clicking on the user's avatar or name.

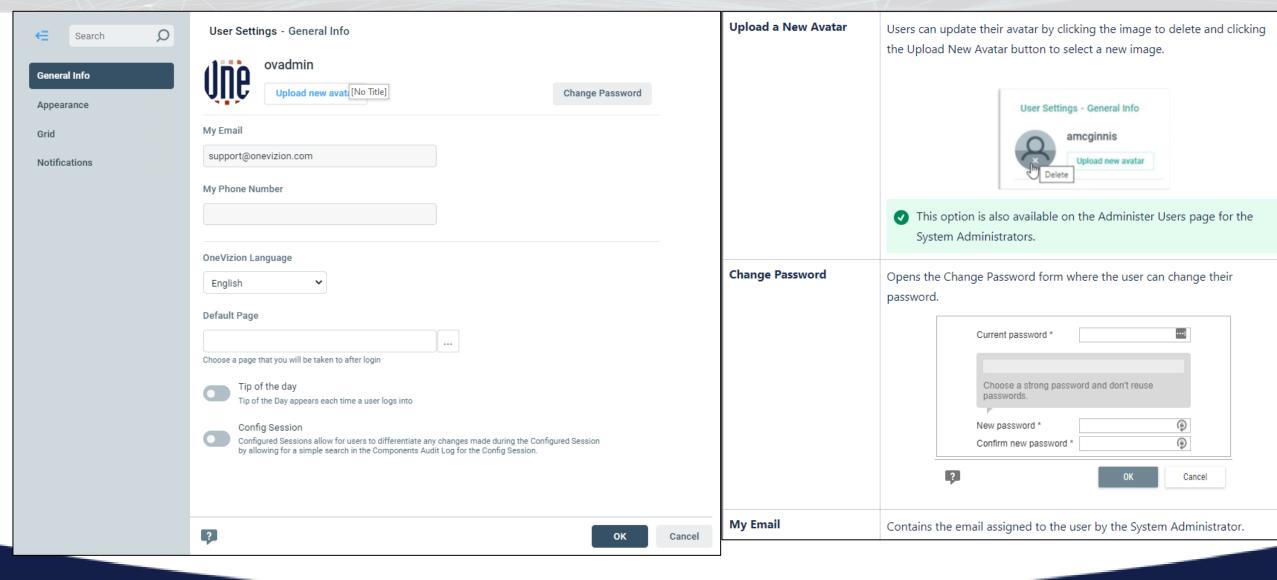
User settings are opened from this panel.

Inside the user panel is only what applies to the user and the program.





User Settings General Info tab





User Settings General Info tab

My Phone Number

Phone Number is a new static field in user data that was added to the User Settings, Admin User, and User Trackor forms.

The field is available on the Admin Users and Trackor Browser pages, it supports both sorting and filtering (in the QS and in the Filter Options).

The Phone Number must be unique. If the entered number already belongs to a different user, the following message will be displayed:

A user with the "Phone Number" you entered already exists. Please enter a different number.

Phone number value can be imported with the external import function "pkg_ext_imp_user.usersLoad". Expected column name is "PHONE_NUMBER".

Two new rules will be added for value validation. They have the same logic but a different rule type:

- 1. The "User's Phone Number Validation (After Created)" rule checks the phone number value when adding a new user.
- 2. The "User's Phone Number Validation (After Updated)" rule checks the phone number value when editing an already existing user's data.
- The "Format" of the phone number is controlled in the Rules mentioned above.

OneVizion Language

Contains the languages (e.g., English, Label IDs, Label IDs with Text) that are available to use, if the System Administrator has the system set up to use multiple languages.

Config Session

[No Title]



The Configured Session feature records any changes that users make to an entity (e.g., Rule, Import, Configured Field, etc.) under a specific session name that will then allow users to retrieve the activity from the Components Audit Log. To start using a Configured Session check the Config Session box in the User Settings Applet and give the Configured Session a name.

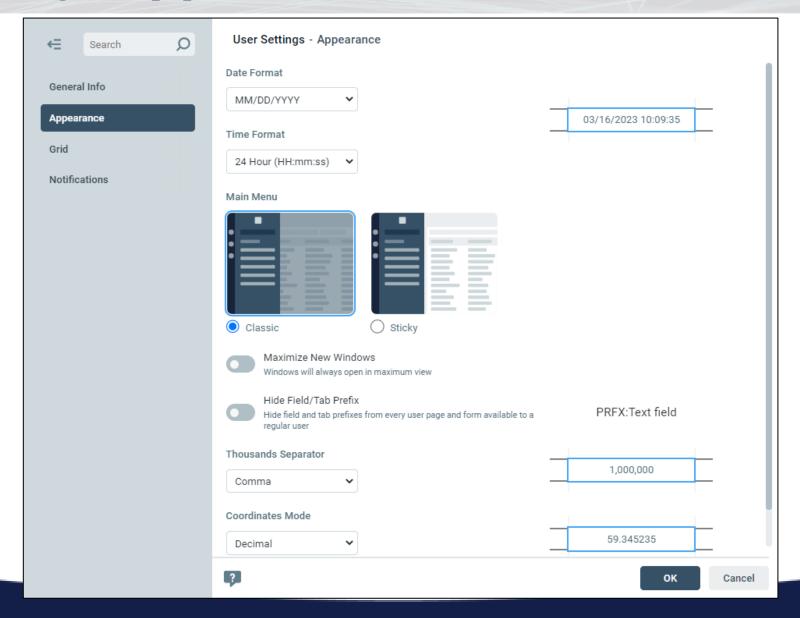
The Configured Session symbol



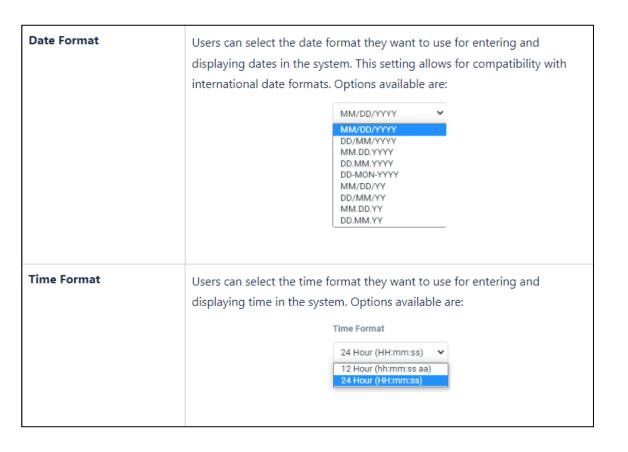
will appear beside the Application Menu selector. To see the name of the session hover over the Configured Session symbol.



User Settings Appearance tab





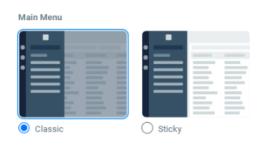


Users can choose whether to have the expanded Main Menu work with "Classic" or "Sticky" functionality. When Classic is enabled, the user will click the Main Menu icon to pen the expanded Main Menu; it will hide automatically. When Sticky is enabled, the Main Menu behavior will follow the following rules: 1. The menu panel is opened by default when the user logs in. Page's content is fully visible and is not overlapped by the menu panel. 2. When the user clicks on a menu item or interacts with a page's content the menu remains open.

or the "<-" icon on the top of the page.

"UserDefaultMainMenuSticky" program parameter. Its value defines the setting for new users if it is not set.

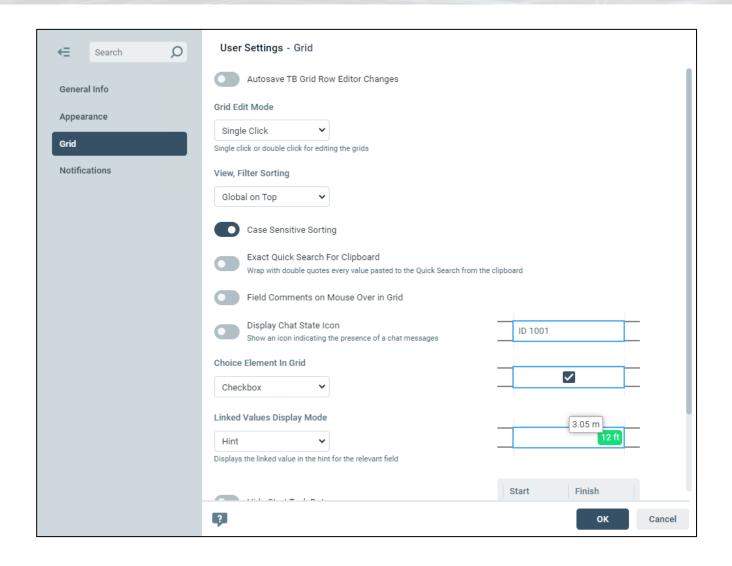
3. User can hide the menu panel by clicking the selected application's icon



Maximize New Windows	Switch ON to have new windows open to full-screen size.
Hide Field/Tab Prefix	Hide field and tab prefixes from every user page and form available to a regular user Trackor prefixes are useful for identifying the parent Trackor Type for a Trackor. While hiding pre-fixes makes for a cleaner user interface, it is more difficult to understand data relationships without prefixes enabled. The default value is "NO." If set to "YES," field and tab prefixes are hidden from every user page and form available to a regular user.
Thousands Separator	Allows user to select either a comma or space when displaying a number with 4 or more digits. Options available are: Thousands Separator Comma Space
Coordinates Mode	Decimal or Degree/Min/Sec for Mapping Coordinates Options available are: Coordinates Mode Decimal Degree/Min/Sec Degree/Min/Sec



User Settings Grid tab





User Settings Grid tab

Autosave TB Grid Row Editor Changes	
Grid Edit Mode	Contains the option of selecting a single click or double click for editing the application grid.
View, Filter Sorting	Global or Local on top
Case Sensitive Sorting	This option in User Settings allows switching between user pages (Trackor Browser, Tasks View, Mapper, EFile Browser, Tasks Overview, Tasks Summary, Workflow, and Admin WF) text value columns sorting modes. The default value is "YES" and can be changed in the new "UserDefaultCaseSensitiveSorting" program parameter. This option is supported when importing users; the source file column must be named "IS_CASE_SENSITIVE_SORTING".
Exact Quick Search For Clipboard	Wraps with double quotes every value pasted to the Quick Search from the clipboard
Field Comments on Mouse Over in Grid	Field descrption/comments will show on mouse over action.

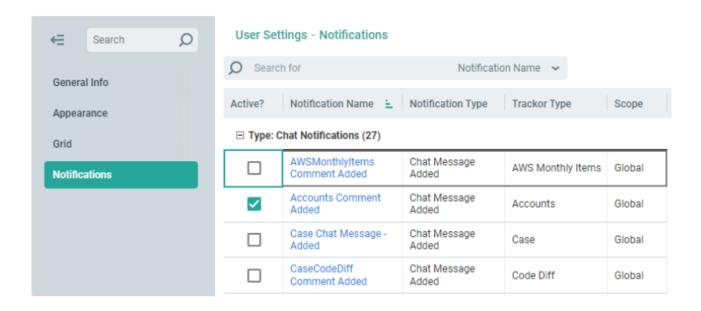
Display Chat State Icon	Individual users may turn this feature on in their User Settings by checking the "Display Chat Status Icon in Grid" checkbox. This will show an icon indicating the presence of a chat messages
Choice Element In Grid	Choose "Yes/No Drop-down" or "Checkbox"
Linked Values Display Mode	Displays the linked value in the hint for the relevant field
Hide Start Task Dates	Used to determine whether or not a user will see the Start Task Dates when working with WorkFlows. This is useful if users are simulating Task milestones with a duration of 0 days. Select from the following options: Yes - Users will not see the Start Task Dates when working with WorkFlows in the Vizion Platform. No - Users will see the Start Task Dates when working with WorkFlows in the Vizion Platform.
Force Quote Delimiters for CSV Export	The CSV file will be exported with quote marks at the beginning and end of the data contained in the file



User Settings Notifications tab

Notifications Tab

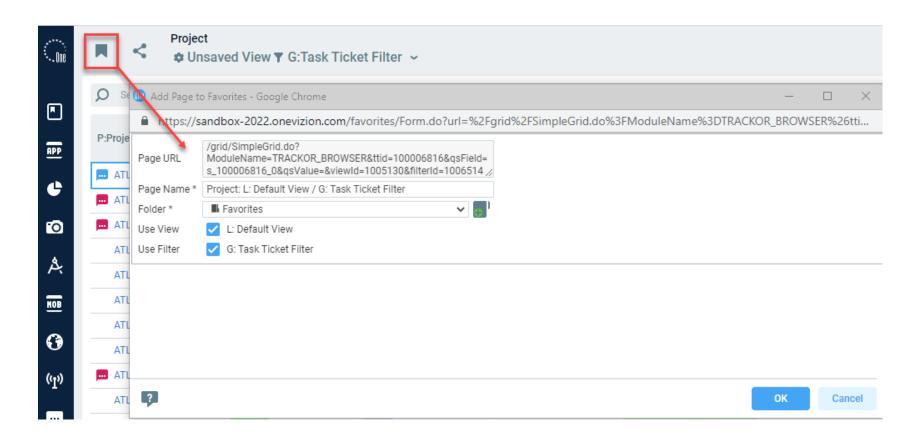
The Notifications tab contains all of the Notifications available in the Vizion Platform for a user's configuration and security settings. Notifications send users an Email Notification when certain events occur in the Vizion Platform. Users may subscribe to different Notifications in order to be notified when those trigger events occur. Users may subscribe to a Notification by selecting the checkbox in the "Active?" column next to the Notification to which the user wants to subscribe.





Favorites

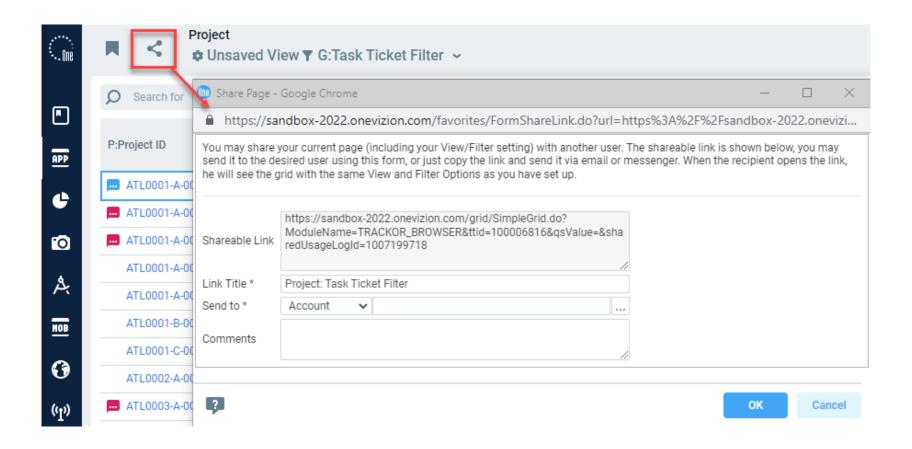
The Favorites feature enables a user to add their Favorite Application Pages to a group of folders. Users are also able to Organize their Favorites in Folders to suit their requirements.





Share Page Links

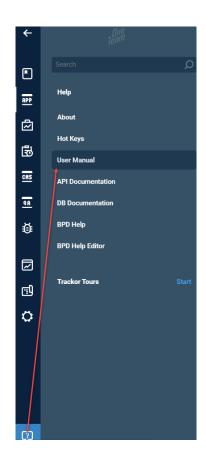
The Share Page Link feature enables a user to share Application Pages with other OneVizion users.

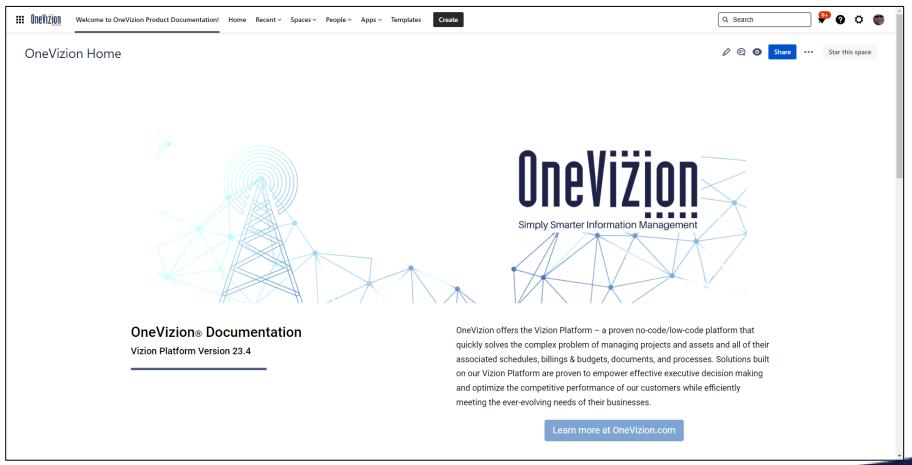




Online Documentation

The OneVizion online documentation can be found by using the 'Help' feature within the application or by using the URL wiki.onevizion.com



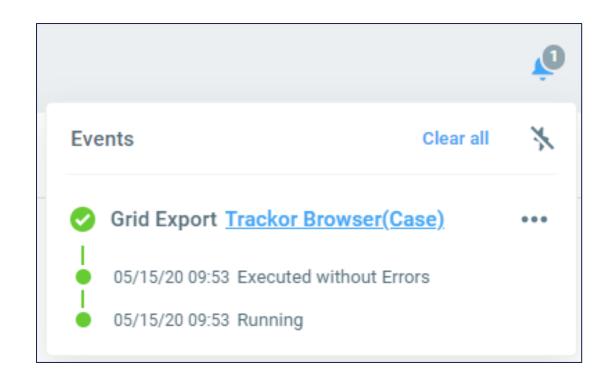




Event Notification Panel

The Event Notifications Icon shows all currently running processes commenced by the user, e.g., reports, imports, exports.

Users can directly download files or view processes from this location.







Application Page



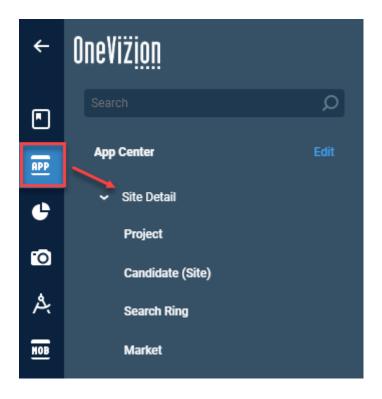
Menu Applications

Menu Applications are used to simplify the OneVizion® Vizion Platform for different types of users (e.g., Developer, Administrator, General User).

Menu Applications are assigned to users by the system administrator.

Links from the Main Menu will take users to predefined Application Pages

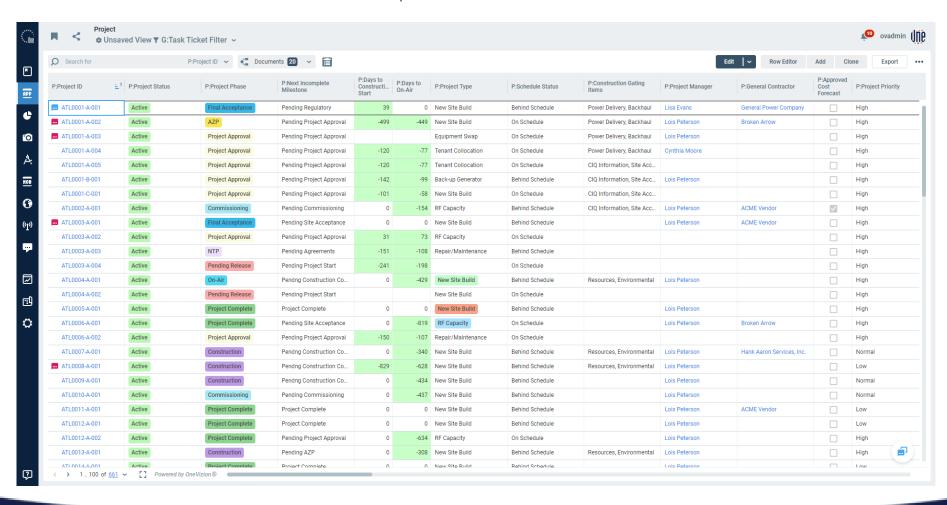
Example: App Center -> Site Detail -> Project, etc.





Application Page

The basic Application Page contains a Header Section and a Command Bar. The Header icons are used mainly to control the data displayed in the grid, whereas the Command Bar icons are used to manipulate the data.





Header & Command Bar

- 1. Menu Application The Application Groups and items that appear in the Menu Application depend upon user permissions and the configuration of the system.
- 2. Application Page Name Contains the name of the Application Page.
- 3. View Options Provides users with a set of options that control how the Application Grid will be configured, including the ability to select the number of rows displayed per page, font size, and specific columns the user wants to display. Users can access existing View Options or save their personalized View Options and access them later via the drop-down menu next to the icon.
- 4. Filter Allows users to determine what type of information is displayed in the rows of the Application Grid by selecting data based on certain parameters that usually correspond with the columns in the Application Grid. Users can access existing Filters or save their personalized Filters and access them later via the drop-down menu next to the icon.
- 5. Event Notification Allows users to see the status of Reports, Imports and Exports. Refer to the Events Notification Panel documentation.
- 6. Favorites Shortcut to user favorites
- 7. User Settings- Contains User specific settings
- 8. Quick Search Allows users to quickly search through the fields currently displayed in the application grid. Use the drop-down menu to select the column in which the user wants to search and enter the search value in the text box.
- 9. Command Bar Contains Icons that can either manipulate the records in Application Grid or open external Applets.
- 10. Task Applet View all tasks associated to a WorkPlan for a given Trackor.







Trackor Browser & Trackor Browser Grid

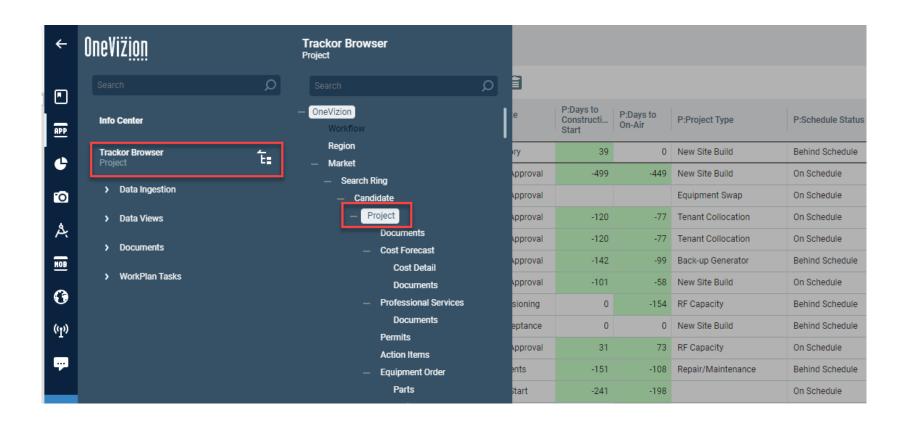


Trackor Browser

Navigational tool used to view unique Trackor Types

Some Trackor Types will be inaccessible due to security restrictions

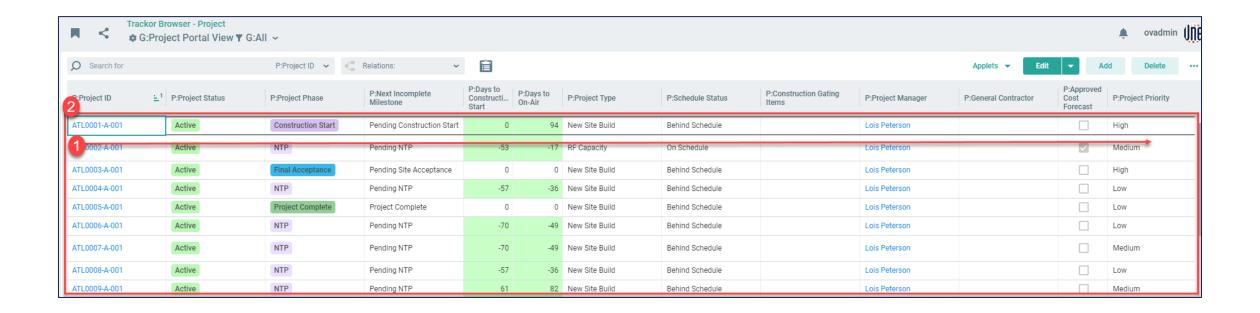
Clicking on a Trackor Type in the Trackor Browser Menu will open that specific Application Page





Trackor Browser Grid

The Trackor Browser Grid (2) shows Fields (1) for a Trackor Type





Pinning Applets and Buttons

Pointing mouse on a menu item will display the 3 dots, clicking on it will give the 'Pin' option to pin the menu item

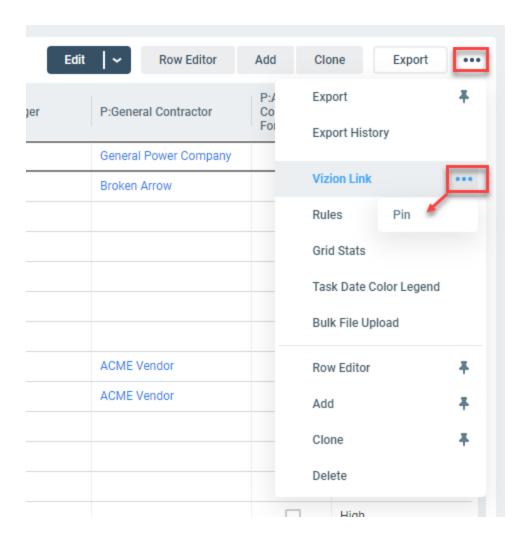
Menus already pinned will have a pin image at the end of the item

The pinned buttons/applets are stored in the Database for each Grid at the user level

Once the user customizes the buttons/applets for a Grid, it will be available across all devices and browsers for the user login

Menu options that are not available for a Grid will not be shown (for e.g. Clone, Tasks, Workflow, etc.)

The maximum number of buttons that can be Pinned is 5





Pinning Applets and Buttons (continued)

Users can unpin button by clicking on 3 dots at the end of a pinned item and selecting 'Unpin' (see screenshot)

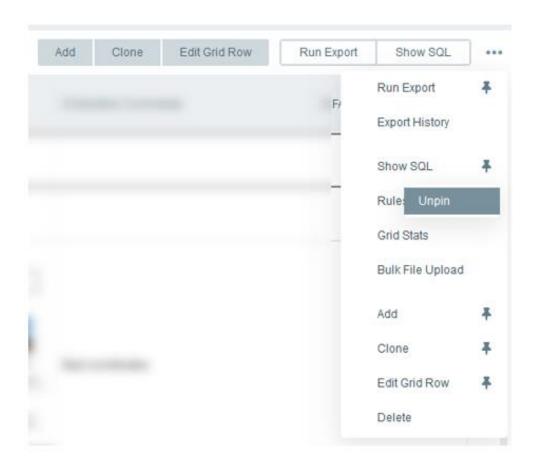
The feature applies to all Grids (User Trackor Browser and Admin Pages)

Admin Pages - menu options will vary based on the respective page. But steps to pin menu options remain the same

Button Background Color (see screenshot)
Solid/Dark for buttons that cannot be removed (Edit)

Lighter shade for buttons that perform Row-level operations (Add, Clone, Edit Grid Row, Delete)

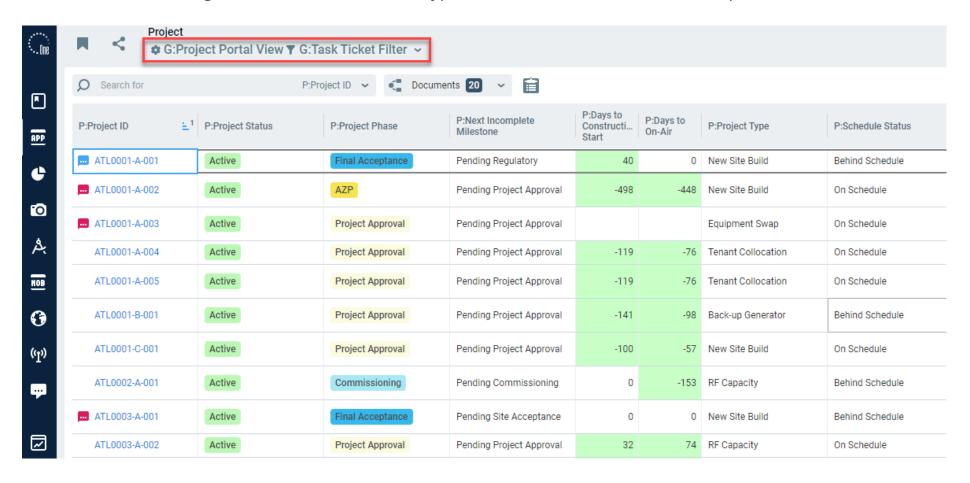
No background color for buttons that perform page level operations (Show SQL, Run Export, Export History, Rules, Grid Stats, Bulk File Upload)





Trackor Browser Grid

The Trackor Browser Grid shows Configured Fields for a Trackor Type based on the View and Filter Options







View, Filters and Relations



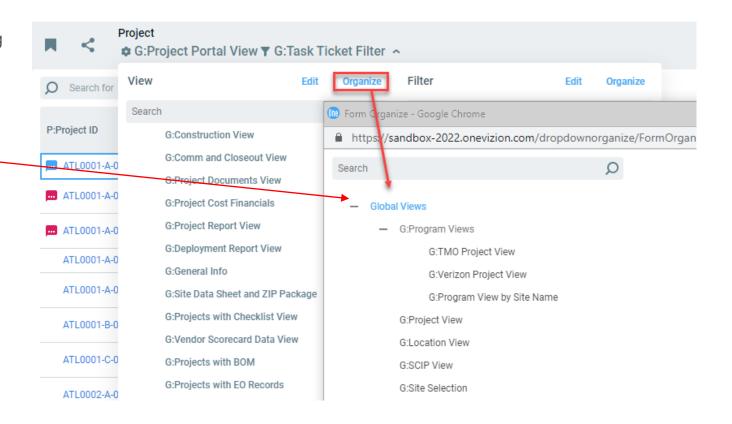
Views

Folders containing Views and Filters are created by using the Organize View Icon Organize

List of existing Views

Folders may be moved up or down the list by using the icons. Up Down

Local Views may be promoted to Global by using the icon. Promote to Global





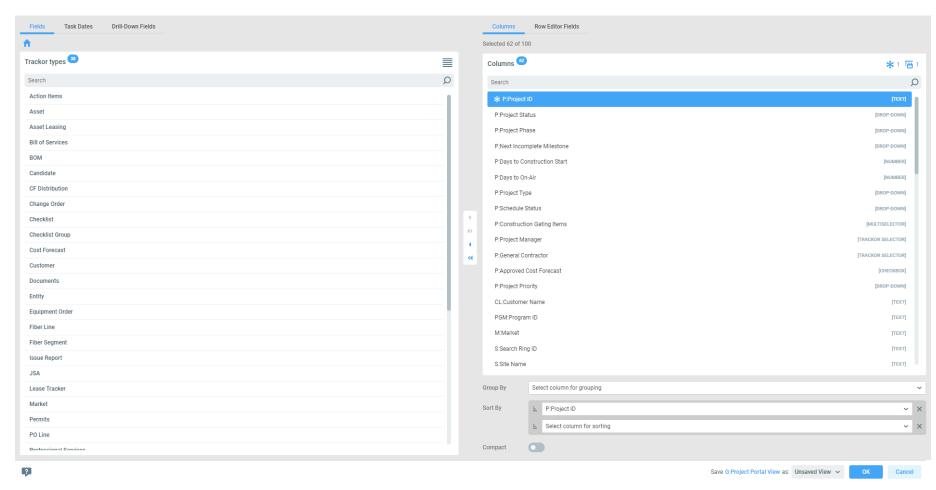
View Editor Form

Fields, Task Date and Drill Down fields can be added to the view columns on the right.

If tasks or drill down fields are not configured for this Trackor Type, the Task Date button disappears.

If Fields list grows to greater than 3000, then it will ask for the user to chose Trackor Type first.

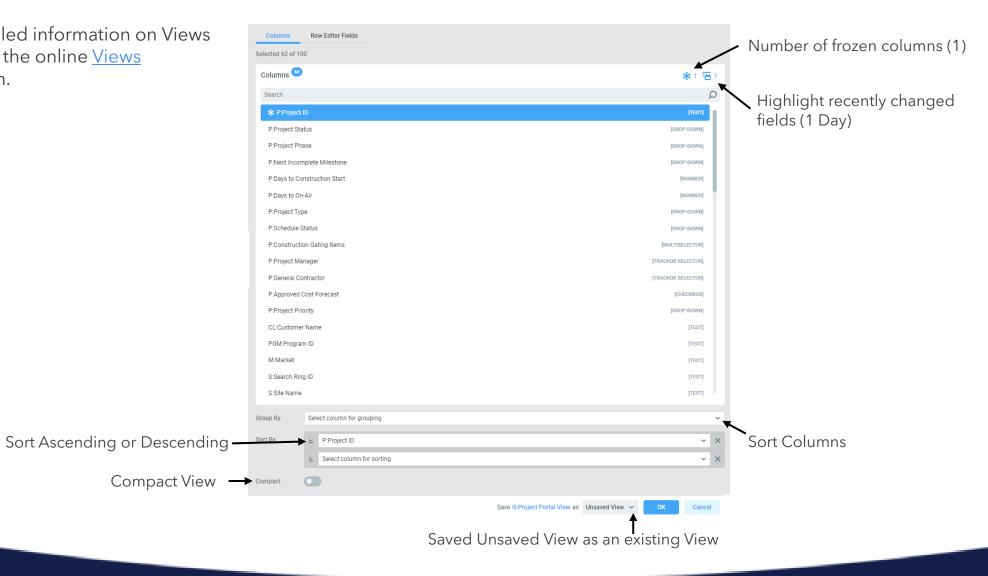
Views can be created for each different Group/Department the administrator may choose to save these globally or locally.





Views Editor Form

For more detailed information on Views please refer to the online Views documentation.



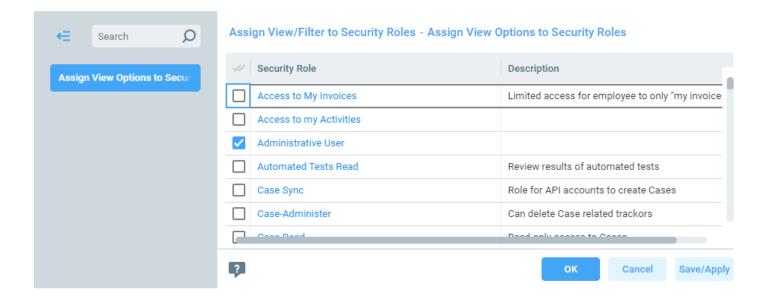


Views - Security Roles

When a new global view is created, the system automatically assigns the security role based on the default assignments set up for each security role. Users who are assigned to the same security role will be able to access the global view.

However, the administrator can also assign additional security roles (in addition to the default role) to a global view directly from the application page.

To assign a security role to a view option from the application page click the Sec Roles Assignments Icon, Sec Roles to open the Edit Security Role applet.



Views - Compact Mode

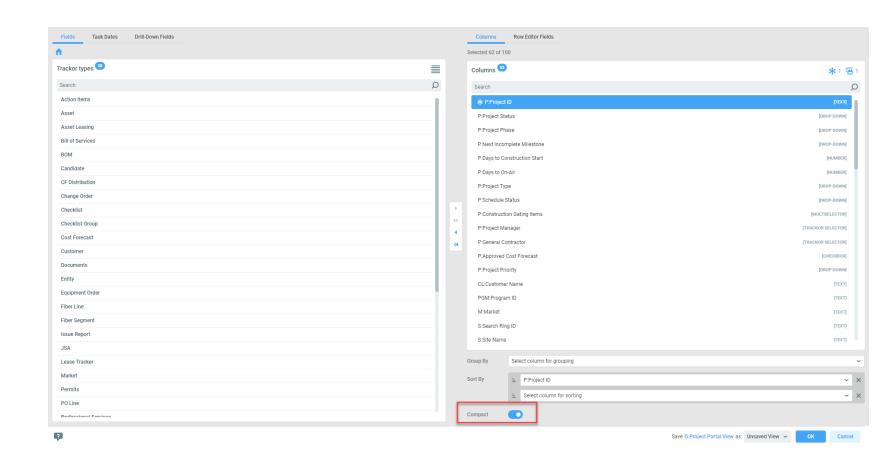
View Options switch "Compact" to enable compact mode for a specific View Option.

This option will be available on all user (trackor-specific) grids:
Trackor Browser, Tasks View, Tasks
Overview, Summary, Workflow, Mapping,
E-File Browser.

When the compact mode is turned on all rows in a grid will be displayed in a single line. Long field values will be trimmed with an ellipsis.

E-File fields will be displayed without any preview - only filetype icon and filename will be shown.

Wiki fields will display text only without additional formatting (original view will be available in edit mode)

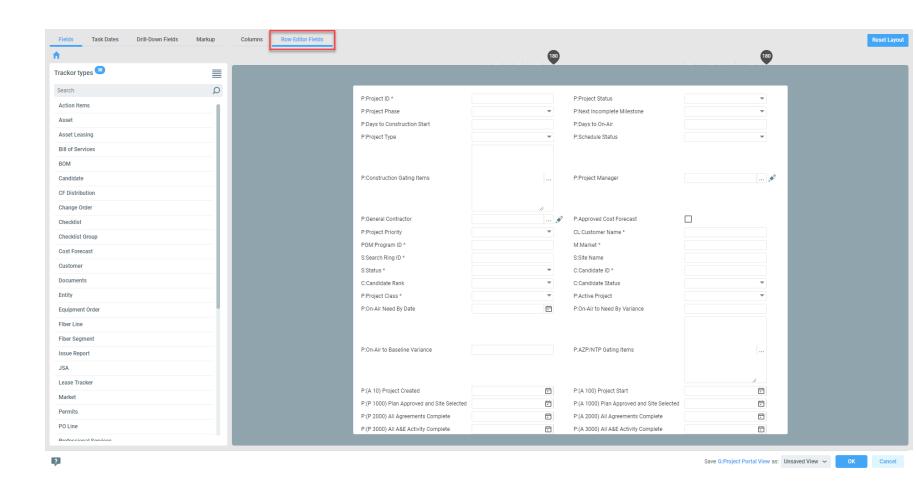




Views - Row Editor Form (example)

Administrators may set up the Grid Row form to enable users to update data while in the Row Edit Form of a Trackor Browser. This is helpful when there are multiple Trackors to be updated.

From the View Options form select the Row Editor Fields tab. Drag and drop the fields that users will need on the Grid Row Editor Form.



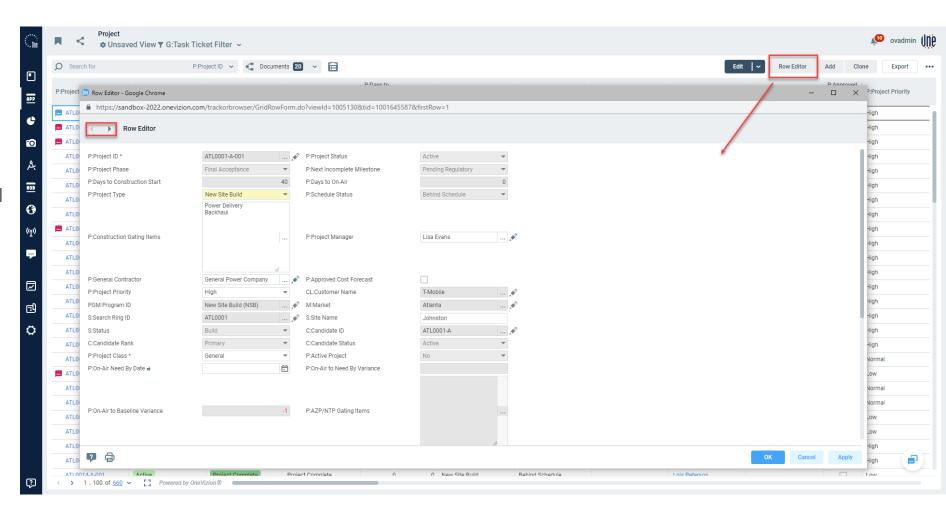


Views - Row Editor Form

Users can choose the Row Editor button.

This will open an applet containing all fields that are added to the Row Editor Form.

Users may navigate back and forth using the arrows in the top-let hand corner.

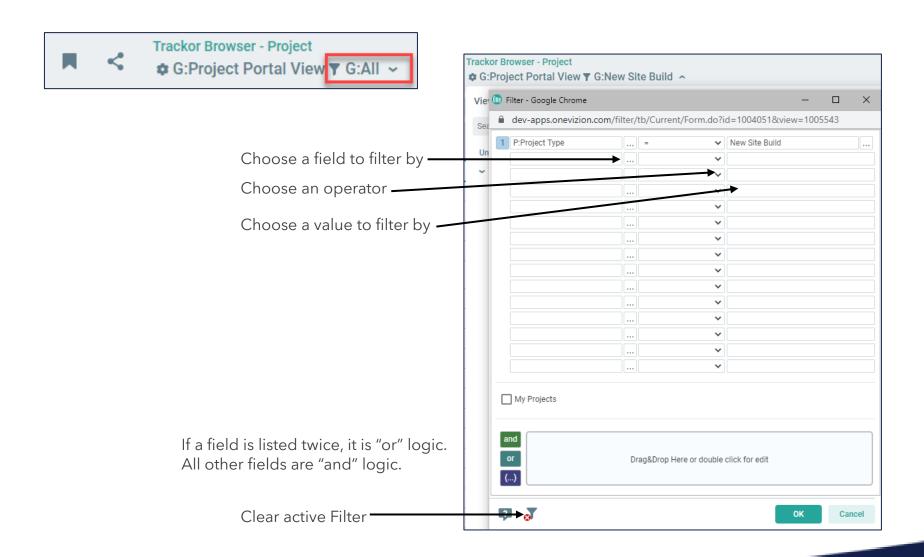




Filters

Filters are used to restrict the Trackors returned in the Trackor Browser Grid.
Filters can be accessed by clicking the Filter Icon located on the Header.

Users may lookup fields in Filter Options. An example would be, typing 'status' and hitting enter in Filter fields, will bring up all fields (up to 100 fields) that contain 'status' in its name. If the search brings mores than 100 fields, none of them will be shown. Users can use this approach to save time and clicks. Users can still click on the ellipsis and lookup the specific field.





Relations

Relations allow for quickly accessing related Trackors at the level immediately above or below the given Trackor Type

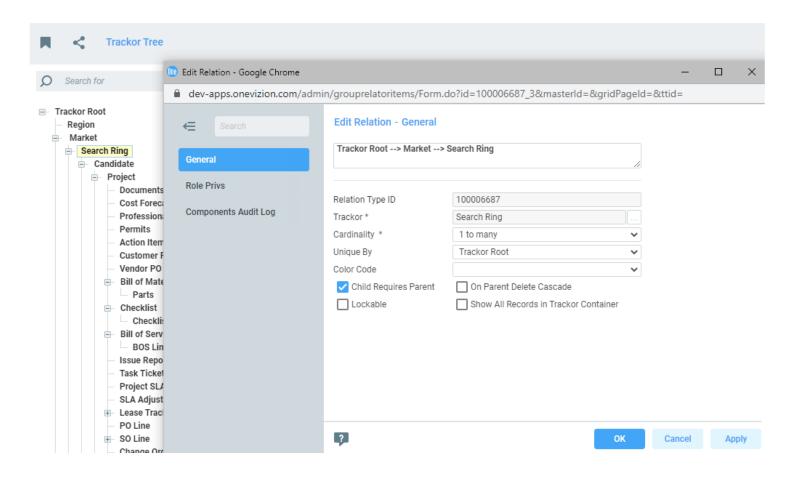
1 to Many: Easy to add parent fields into view without affecting record count.

Parent "Site"

Adding child fields into view will affect record count since there will be a row per child.

Children "Doc1", "Doc2", etc.

Many to Many: Adding parent or child fields into view will affect record count dramatically.



Many to many cardinality complicate any future relations in which this Trackor Type will be involved. Only select this if you have detailed knowledge of entity relationships in databases.





Adding, Editing and Cloning Trackor Records

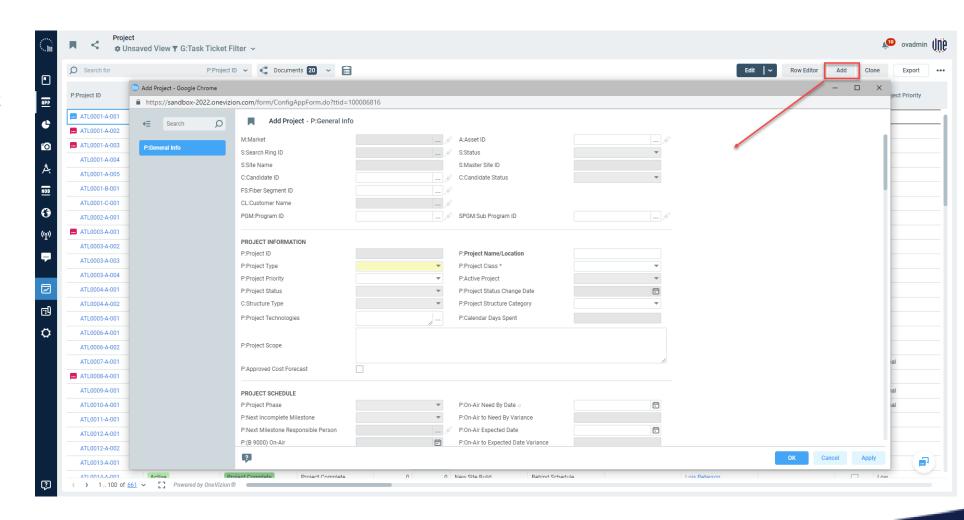


Adding a Trackor Record

To add a new Trackor Record click the Add Icon, Add from the Command Bar.

This will open a Trackor Record Applet with Tabs where the detail for a new Trackor Record can be entered.

*Note: User's ability to add and edit Trackor Records depends on the user permissions assigned to them by their System Administrator.

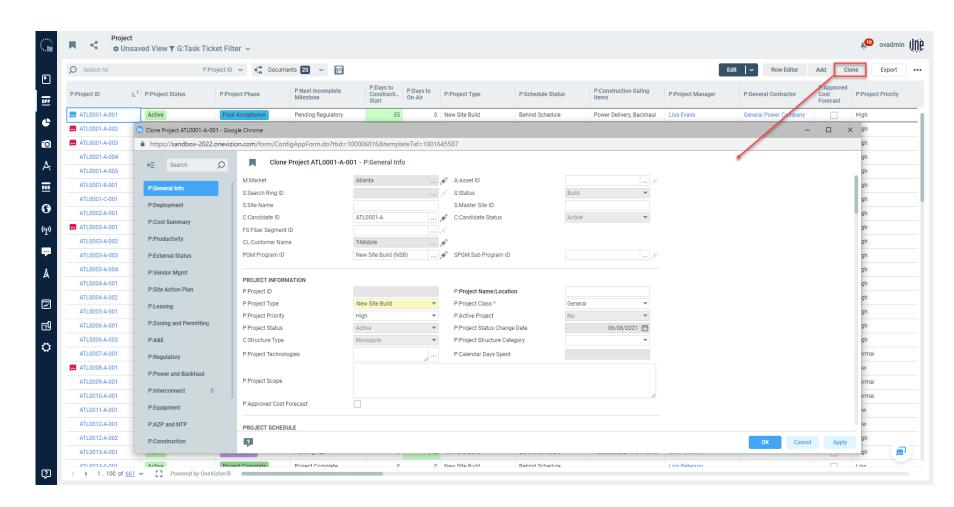




Cloning a Trackor Record

Users can copy, or clone, a Trackor Record by highlighting it in the Trackor Browser Grid and clicking the clone icon.

The option to clone a Trackor Record is not available on every Trackor Browser page.

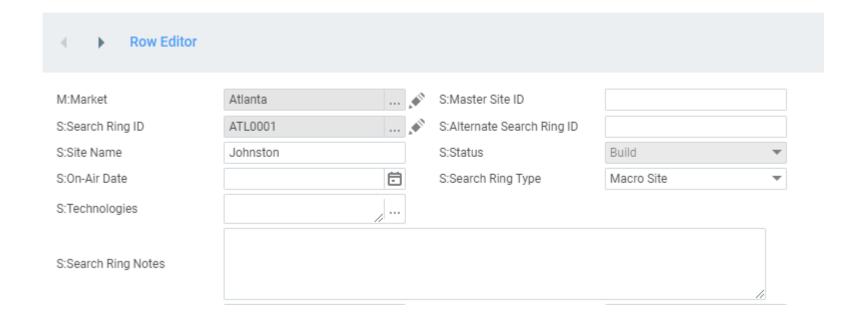




Row Editor

The Row Editor allows users to quickly modify records by entering data into Fields. Eligible fields are specified by the current View.

Users can use the Row Editor by highlighting the row in the application grid that users want to start editing and clicking the Row Editor button.



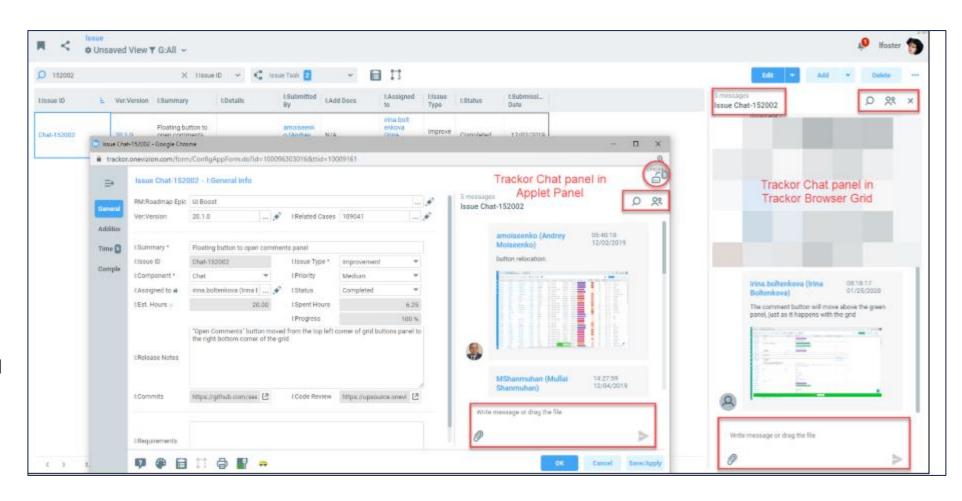


Trackor Chats

Trackor Chats allow users to have a conversation thread that can be associated with a trackor record.

Users can access the Trackor Chats of a record by clicking on the chat icon is either from the Trackor Browser grid or the Trackor Record applet.

Clicking on the icon opens the Trackor Chat panel that shows a timestamped conversation thread associated with that record.







WorkPlans



WorkPlans

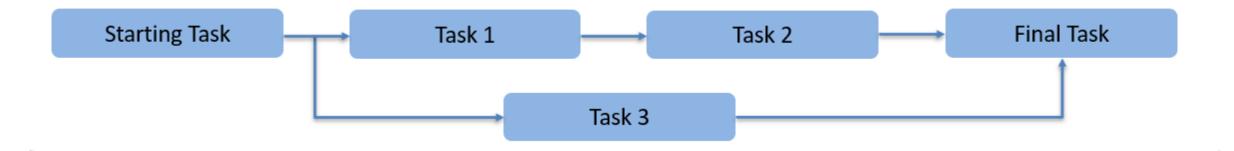
Workplans are used to manage Project Schedules

OneVizion features a full Project Management module using standard PMI methodology

Workplans do not stand alone - they are attached to a Trackor. In our current system the Project Trackor

Workplans Consist of Tasks that are linked together by Successor-Predecessor Logic

Tasks can be ordered serially, or they can run in parallel





Parts of a WorkPlan - Tasks

Tasks:

Date Pairs - Task Start Date and Task Finish Date

Duration - How long does it take to complete the task in days

Logic that interconnects the Tasks

Predecessor/Successor - relationship with related tasks

N/A - Mark a Task as Not Applicable or inactive

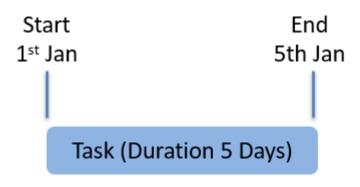
Block Calc - Lock a Task Date so it will not recalculate when other dates update

Calendars - Consider Holidays, etc.

Disciplines - Security on who can change Task Dates

Task Applet - Retrieve details related to a task

We have included the old BackOffice Field IDs into the Task Name and WBS





Parts of a WorkPlan - Templates

Workplans are instantiated from a standard Workplan Template

There can be multiple Workplan templates for different Project Types

Or, we can build a single all-inclusive template and selectively "N/A" unneeded tasks based on the Project Type

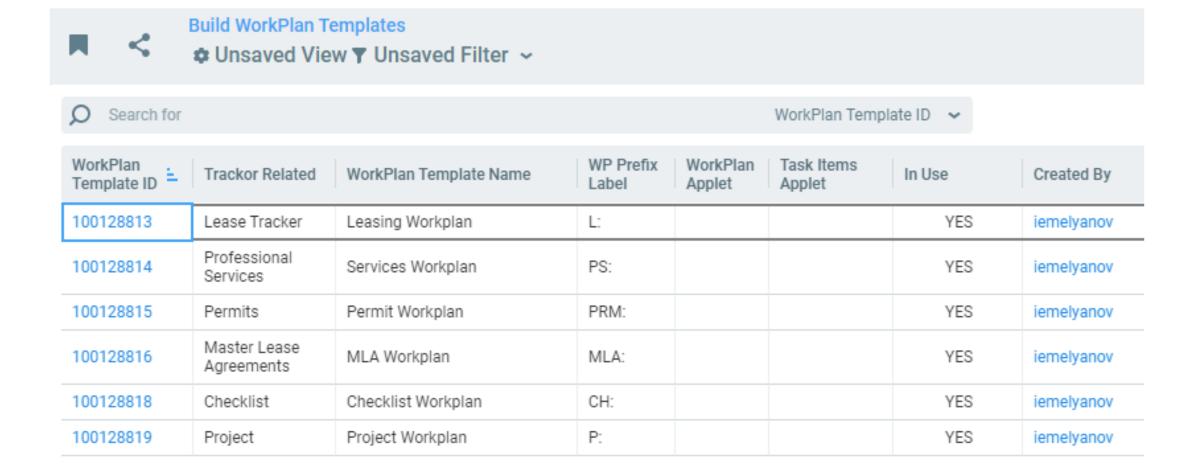
When the Start Date is set for an instantiated Workplan the system automatically calculates Baseline and Forecast Date Pairs based upon the Workplan logic

You can specify a Start Date and the Workplan will calculate the finish date, or You can specify a Finish Date and the Workplan will calculate the latest start

Changes to the template will cause ALL workplans associated with that template to change

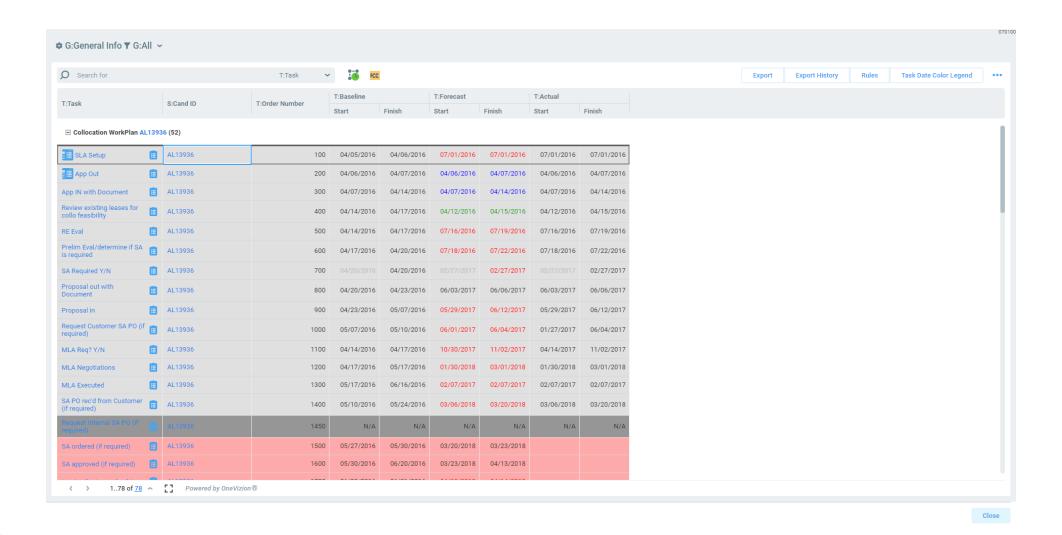


Parts of a WorkPlan - Templates





Parts of a WorkPlan - User View





Parts of a WorkPlan - Baseline

TiTook	S:Cand ID	T:Order Number	T:Baseline		T:Forecast		T:Actual	
T:Task		1:Order Number	Start	Finish	Start	Finish	Start	Finish
☐ Collocation WorkPlan AL1	3936 (52)							
SLA Setup	AL13936	Baseline Dates at Workplan		04/06/2016	07/01/2016	07/01/2016	07/01/2016	07/01/2016
App Out	AL13936	based on Task Successor-Pre	Duration and decessor Logic	04/07/2016	04/06/2016	04/07/2016	04/06/2016	04/07/2016
App IN with Document	AL13936			04/14/2016	04/07/2016	04/14/2016	04/07/2016	04/14/2016
Review existing leases for collo feasibility	AL13936	400	04/14/2016	04/17/2016	04/12/2016	04/15/2016	04/12/2016	04/15/2016
RE Eval	AL13936	500	04/14/2016	04/17/2016	07/16/2016	07/19/2016	07/16/2016	07/19/2016
Prelim Eval/determine if SA is required	AL13936	600	04/17/2016	04/20/2016	07/18/2016	07/22/2016	07/18/2016	07/22/2016
SA Required Y/N	AL13936	700	04/20/2016	04/20/2016	02/27/2017	02/27/2017	02/27/2017	02/27/2017
Proposal out with Document	AL13936	800	04/20/2016	04/23/2016	06/03/2017	06/06/2017	06/03/2017	06/06/2017
Proposal in	AL13936	900	04/23/2016	05/07/2016	05/29/2017	06/12/2017	05/29/2017	06/12/2017
Request Customer SA PO (if required)	AL13936	1000	05/07/2016	05/10/2016	06/01/2017	06/04/2017	01/27/2017	06/04/2017
MLA Req? Y/N	AL13936	1100	04/14/2016	04/17/2016	10/30/2017	11/02/2017	04/14/2017	11/02/2017



Parts of a WorkPlan - Forecast

T:Task	S:Cand ID	T:Order Number	T:Baseline		T:Forecast			T:Actual		
1.1dSK	S.Calid ID	1.Order Number	Sta	art	Finish	Start Fini		sh	Start	Finish
☐ Collocation WorkPlan AL1	3936 (52)			Foreca	st Dates are al	so Generated	at			
SLA Setup	AL13936	100	(Baseline at Project Start. They are updated				/01/2016	07/01/2016	07/01/2016
App Out	AL13936	200	(/07/2016	04/06/2016	04/07/2016
App IN with Document	AL13936	300	(Prog	ress as the Pro	ject Proceeds		/14/2016	04/07/2016	04/14/2016
Review existing leases for collo feasibility	AL13936	400	O	04/14/2016	04/17/2016	04/12/2016	04	4/15/2016	04/12/2016	04/15/2016
RE Eval	AL13936	500	0	04/14/2016	04/17/2016	07/16/2016	07	7/19/2016	07/16/2016	07/19/2016
Prelim Eval/determine if SA is required	AL13936	600	O	04/17/2016	04/20/2016	07/18/2016	07	7/22/2016	07/18/2016	07/22/2016
SA Required Y/N	AL13936	700		04/20/2016	04/20/2016	02/27/2017	02	2/27/2017	02/27/2017	02/27/2017
Proposal out with Document	AL13936	800	O	04/20/2016	04/23/2016	06/03/2017	06	5/06/2017	06/03/2017	06/06/2017
Proposal in	AL13936	900	0	04/23/2016	05/07/2016	05/29/2017	06	5/12/2017	05/29/2017	06/12/2017
Request Customer SA PO (if required)	AL13936	1000	0	05/07/2016	05/10/2016	06/01/2017	06	5/04/2017	01/27/2017	06/04/2017
MLA Req? Y/N	AL13936	1100	0	04/14/2016	04/17/2016	10/30/2017	11	1/02/2017	04/14/2017	11/02/2017

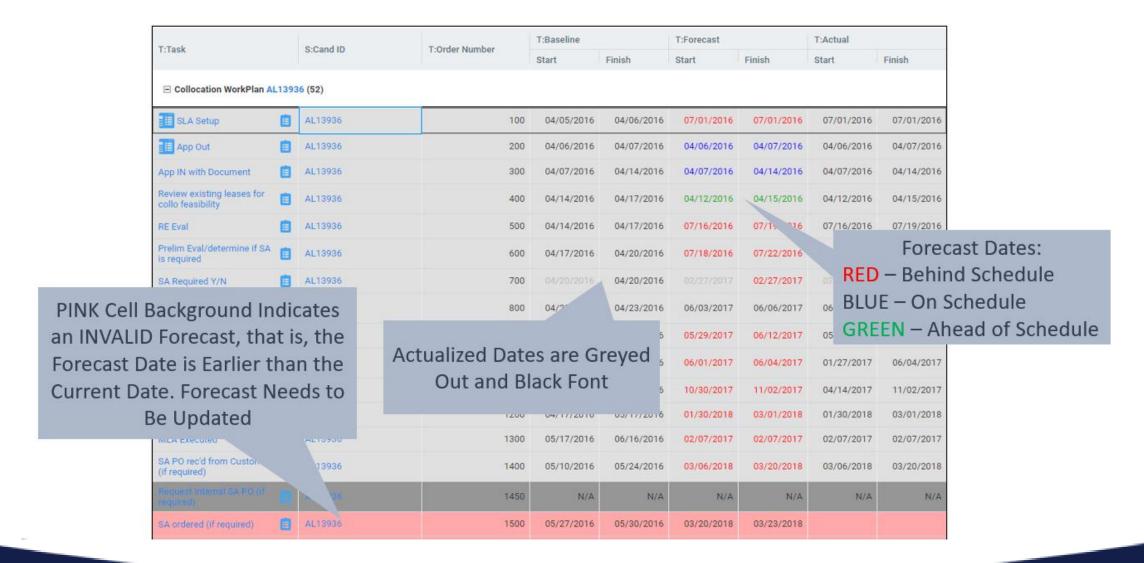


Parts of a WorkPlan - Actual

T:Task	S:Cand ID	T:Order Number	T:Baseline		T:Forecast		T:Actual	
1.1dSK	S.Calid ID	1.Order Number	Start	Finish	Start	Finish	Start	Finish
☐ Collocation WorkPlan AL13	936 (52)							_
							ed only when a	
SLA Setup	AL13936	100	04/05/2016	04/06/2016	(•	Forecast Dates set to Equal the	11/2016
App Out	AL13936	200	04/06/2016	04/07/2016	,		al Dates CANNO	77/2010
App IN with Document	AL13936	300	04/07/2016	04/14/2016	(Greyed		4/2016
Review existing leases for collo feasibility	AL13936	400	04/14/2016	04/17/2016	04/12/2016	04/15/2016	04/12/2016	04/15/2016
RE Eval	AL13936	500	04/14/2016	04/17/2016	07/16/2016	07/19/2016	07/16/2016	07/19/2016
Prelim Eval/determine if SA is required	AL13936	600	04/17/2016	04/20/2016	07/18/2016	07/22/2016	07/18/2016	07/22/2016
SA Required Y/N	AL13936	700	04/20/2016	04/20/2016	02/27/2017	02/27/2017	02/27/2017	02/27/2017
Proposal out with Document	AL13936	800	04/20/2016	04/23/2016	06/03/2017	06/06/2017	06/03/2017	06/06/2017
Proposal in	AL13936	900	04/23/2016	05/07/2016	05/29/2017	06/12/2017	05/29/2017	06/12/2017
Request Customer SA PO (if required)	AL13936	1000	05/07/2016	05/10/2016	06/01/2017	06/04/2017	01/27/2017	06/04/2017
MLA Req? Y/N	AL13936	1100	04/14/2016	04/17/2016	10/30/2017	11/02/2017	04/14/2017	11/02/2017



Parts of a WorkPlan - Color Coding



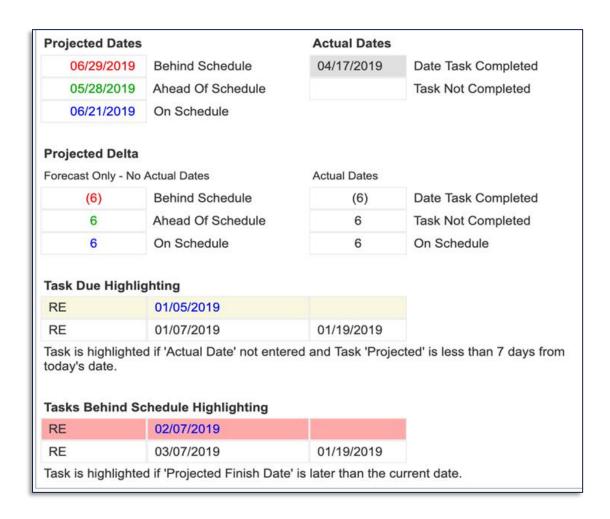


Color Coding

Allows Quick Evaluation of Project Status

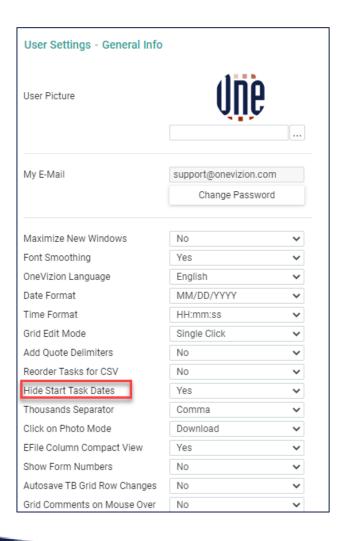
Font color indicates whether a Task's Forecast Date is on-schedule compared to the Baseline Date

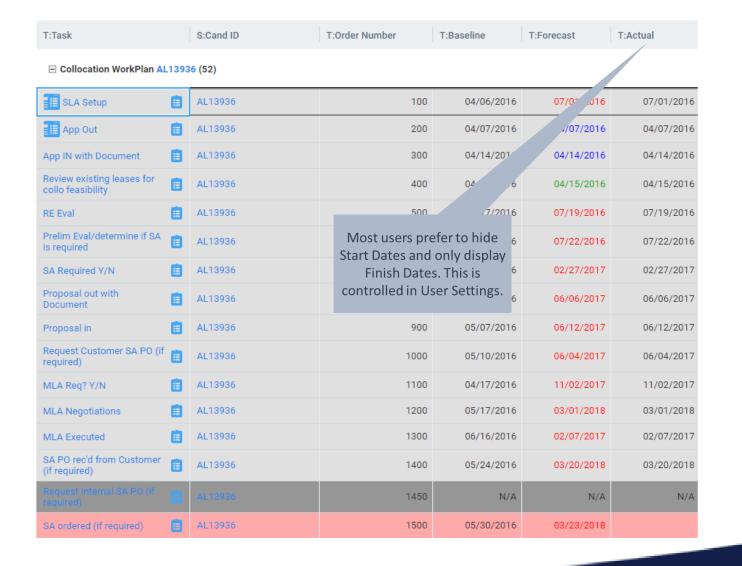
Cell background color indicates whether a Task has been updated, is due within seven days of the current date, or actualized





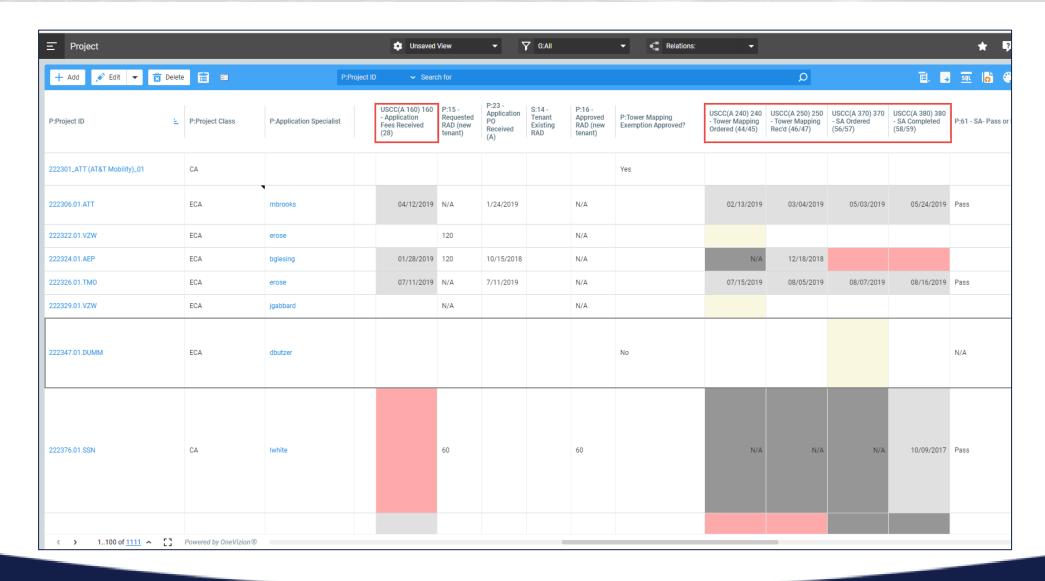
Hiding Start Dates





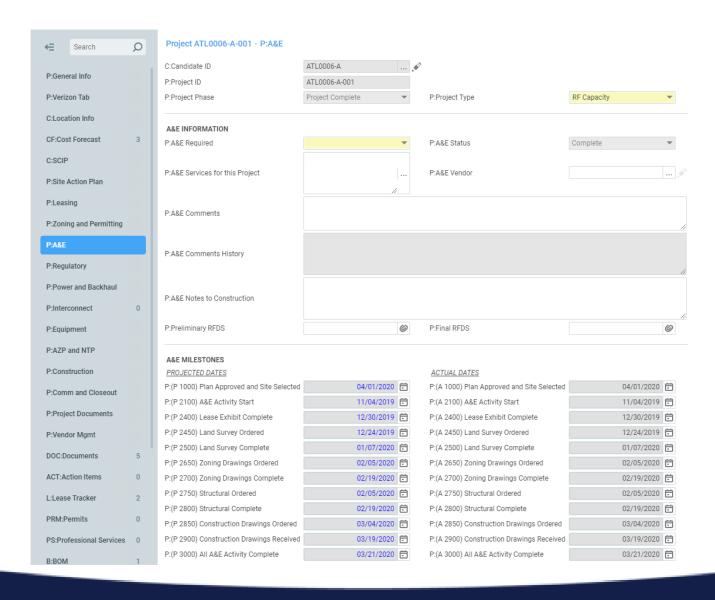


Start Dates shown in the Grid





Task Dates Shown on Tab







Exports and Reports

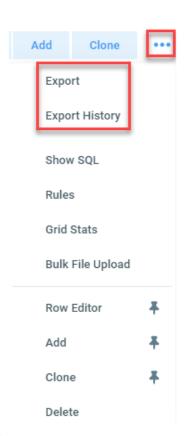


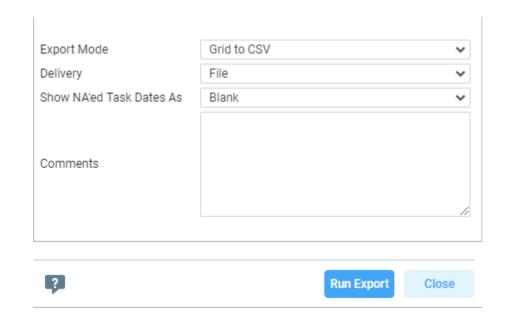
Grid Export

Users can run an Export, manage Export history, and view recent Exports by clicking the

Export Export History

Clicking the Export Icon Reveals the following Drop-Down Options.





Field Name	Field Description					
Export Mode	Offers Grid to CSV, Grid to Excel, Grid to JSON, and Grid E-Files to ZIP export options.					
Delivery	Offers File and E-mail delivery options.					
E-File Field	Appears when Grid E-Files to ZIP export option is selected. Contains all columns of E-File Fields.					
Comments	Allows for additional comments regarding the Export.					

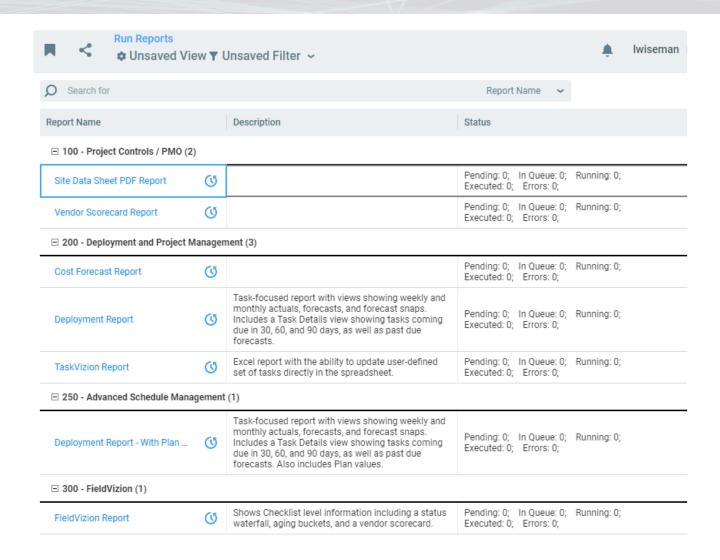


Reports

Reports are administrator-defined files with data from your OneVizion website. They can include formats such as Excel, CSV, and PDF.

Users can run reports from the "Run Reports" page.

Only reports assigned to the user are available.

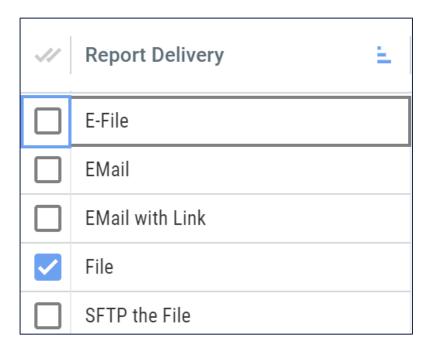




Reports

Report deliveries include E-File, Email, Email with Link, File, and SFTP the File.

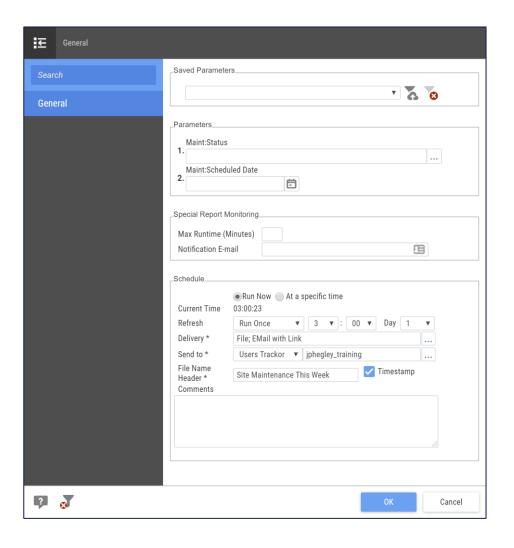
Report types include CSV, Excel, Excel sheet screenshot, Excel with VBA submit, and PDF, Word.



Reports

Reports can be configured with one or more parameters. These behave as filters to the report data.

Reports can be run immediately or be scheduled to run in the future. They can also be scheduled to run repeatedly using the "Refresh" selection.



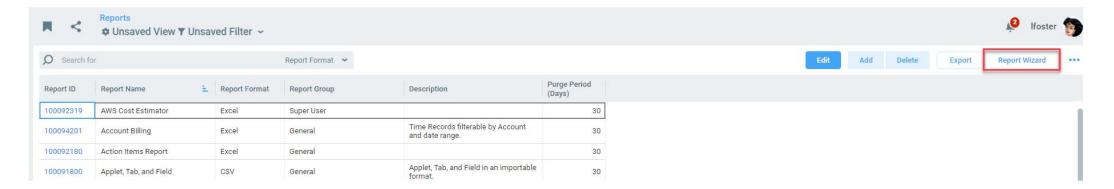


Report Wizard

While you can create a report manually, you can also utilize Views and Filters to create reports automatically using the Report Wizard feature on the Administer Reports page

Report Wizard

Both Excel and CSV reports are supported with this feature.





Report Wizard

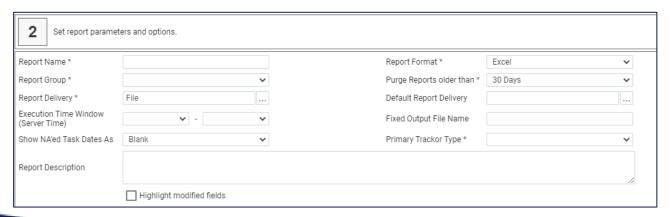
The Report Wizard walks you through the steps to create a report in the database

1. Create a new report or Modify an existing report





2. If you create new, setup basic parameters of the new report





Report Wizard

Step 4 enables users to review and edit the SQL statement.

The Report Wizard generates a SQL statement based on the rows, columns, and parameters chosen in Step 2. Users may edit the SQL statement, if desired.

If the SQL statement looks correct, users may save the Report to the system by clicking Finish.

When the Report is saved successfully, users may start creating another Report by clicking Back or close the applet by clicking Close.



Edit SQL of the report if you need so. You may add/edit/rename grid columns, but please do not change REX filter parameters manually (:paramN), go back to Step-2 instead. When everything is ready click 'Finish' button. Multiple report can be created. Press 'Back' to edit the parameters to create a different report

```
1 select
2 pkg_config_field_rpt.getValStrByStaticName(x10017068_xitor_id, 'XITOR_KEY') "MKT_TRACKOR_KEY" /* MKT:Market Name */
3 from (
4 select
5 internal.* from (
6 select /*+ORDERED*/ x10017068.xitor_id tid,
7 x10017068.xitor_class_id tcid,
8 x10017068.xitor_id x10017068_vitor_id,
9 x10017068.XITOR_KEY s_10017068_0_sort
10 from xitor x10017068
11 where x10017068.xitor_type_id = 10017068
12 and x10017068.program_id = 1
13 and x10017068.is_template = 0
14 ) internal
15 order by internal.s_10017068_0_sort asc) b
```

