Click&DECiDE
Business Application Intelligence

New Web Portal User Guide
For Click&DECiDE 2013

Last Edition November 7th, 2013

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1. Introduction

Users can connect to the Click&DECiDE Web Portal installed on a Server machine, inside or outside your organization. All you need is Internet Explorer version 9 or greater. If you wish to run items such as Cubes, you will be prompted to install the Microsoft Office 2003 Web Components on your local computer.

The following browsers are supported: Internet Explorer version 9 or greater, Google Chrome (except for the cubes), Mozilla Firefox (except for the cubes). User profiles are defined by the System Administrator via the Click&DECiDE Administration Manager tool.

The new Click&DECiDE version 12.x and version 2013 provide a new way to create easy Dashboards using the Google Charts without the need to install nothing on the client workstation connected to the new Web Portal. Note that the use of the Google Chart Dashboards requires access to Internet and a browser such as Internet Explorer version 9 or greater, Google Chrome or Mozilla Firefox.

The new Click&DECiDE version 12.x and version 2013 Web Portal has been designed to be run from an iPad, an Android tablet or smartphones such iPhone or Android phones.

2. Connecting to the Web Portal

To connect to the Click&DECiDE Web Portal, please follow the steps below:

1. Open your Internet browser.
2. Enter the following link: http://server_name/dvweb

   Note: the server_name can be the name of the server machine, the IP Address or a domain URL.
3. Press **Enter**.
4. **Note:** depending on the Click&DECiDE Web Server configuration, you will be prompted for a login unless Windows Authentication has been setup and depending on the Browser configuration.

2.1. Connection as a Standard User

In that case you do not belong to a **Task Administrator** group defined in the **Click&DECiDE Administration Manager**.

2.1.1. Under Click&DECiDE Authentication

You can use the proposed **Guest** account unless you have defined other Users.

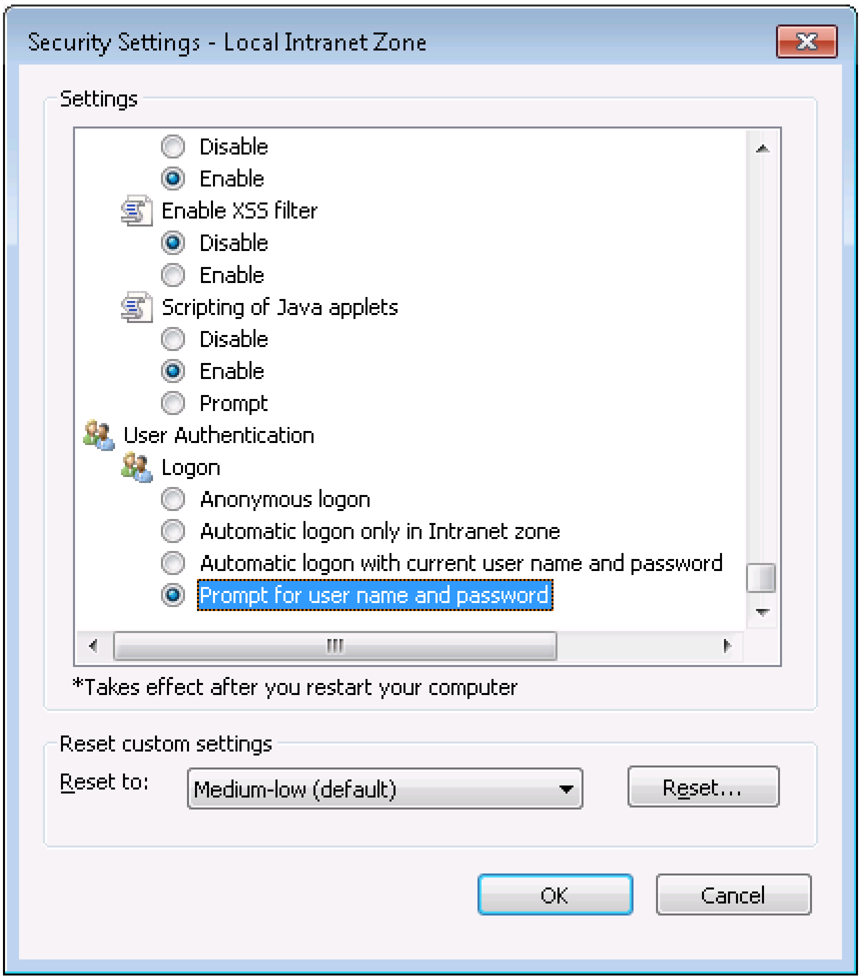
1. Enter the **User Name**: Guest
2. Enter the **Password**: guest

3. Click **OK**.

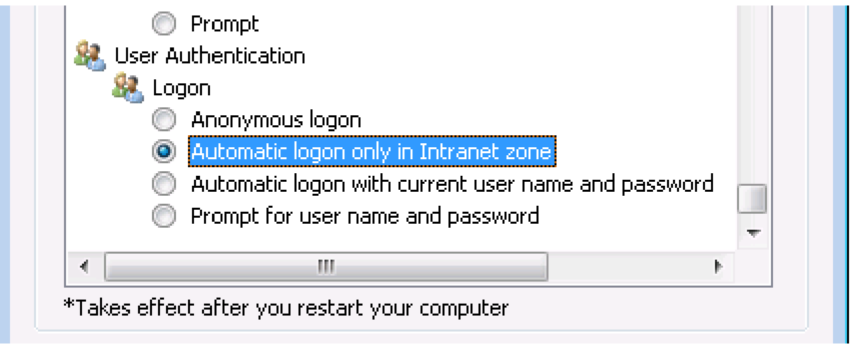
2.1.2. Under Windows Authentication

You do not need to Log in, except if your Browser configuration requires an Authentication.

Example: Under I.E.: go to Tools > Internet Options > Security then click “Local Intranet” and “Custom Level”, then go to the end of the list and check the option defined for “User Authentication”: a login can be required with the following option:



And no login will be required with the following option or the option “Automatic logon with current user name and password”:



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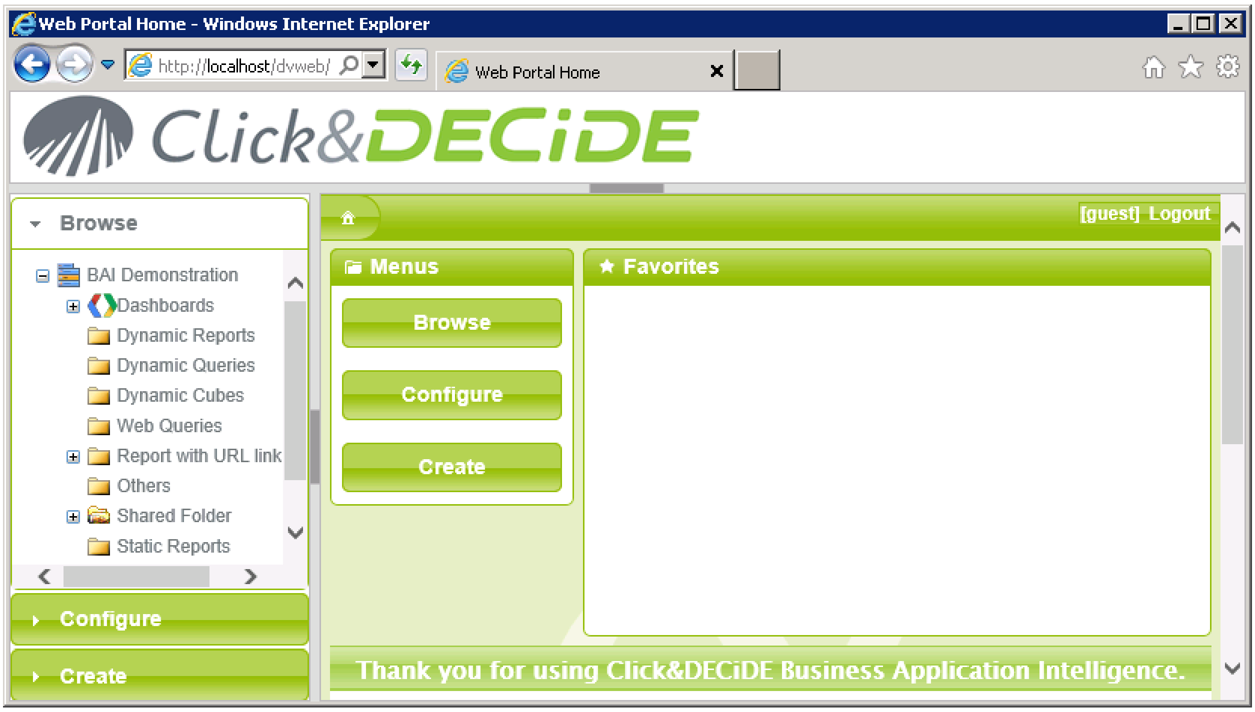
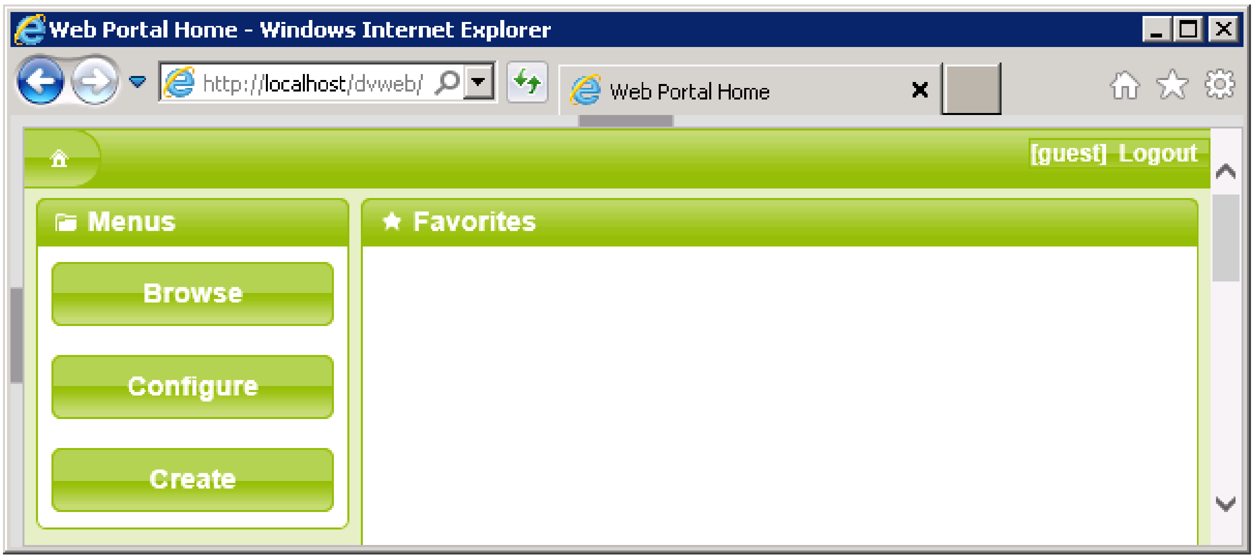
2.1.3. Standard Menus and Commands

As you are not belonging to a Task Administrator Group, you only will see the authorized menus for the Group you belong to, defined by the System Administrator via the Click&DECiDE Administration Manager in the Server (Menu BAI Demonstration only), and the authorized commands will be the **Browse** button, the **Configure** button and the **Create** Button.



From an iPad or Android Tablet or Smartphone only the right pane will be displayed.



On the above screen, a Standard User only will access to the following commands:

Click **Browse** to display the Menu List defined for the Group you belong to.

Click **Configure** to customize this Home Page, see your Credential, manage your Data Source Logins and manage your Favorites.

Click **Create** to open the Google Chart Dashboard Editor

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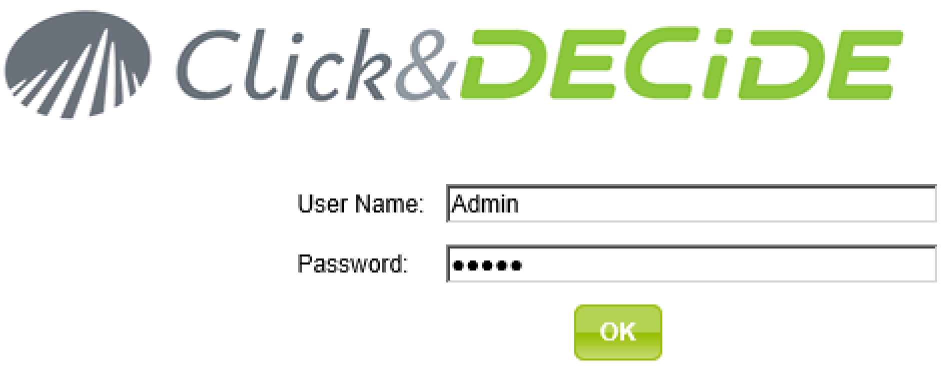
2.2. Connection as a Task Administrator User

In that case you belong to a **Task Administrator** group defined in the **Click&DECiDE Administration Manager**.

2.2.1. Under Click&DECiDE Authentication

You can use the proposed **Admin** account unless you have defined other Users.

1. Enter the **User Name**: Admin
2. Enter the **Password**: admin



3. Click **OK**.

2.2.2. Under Windows Authentication

You do not need to Log in, except if your Browser configuration requires an Authentication.

Example: Under I.E.: go to Tools > Internet Options > Security then click "Local Intranet" and "Custom Level", then go to the end of the list and check the option defined for "User Authentication".

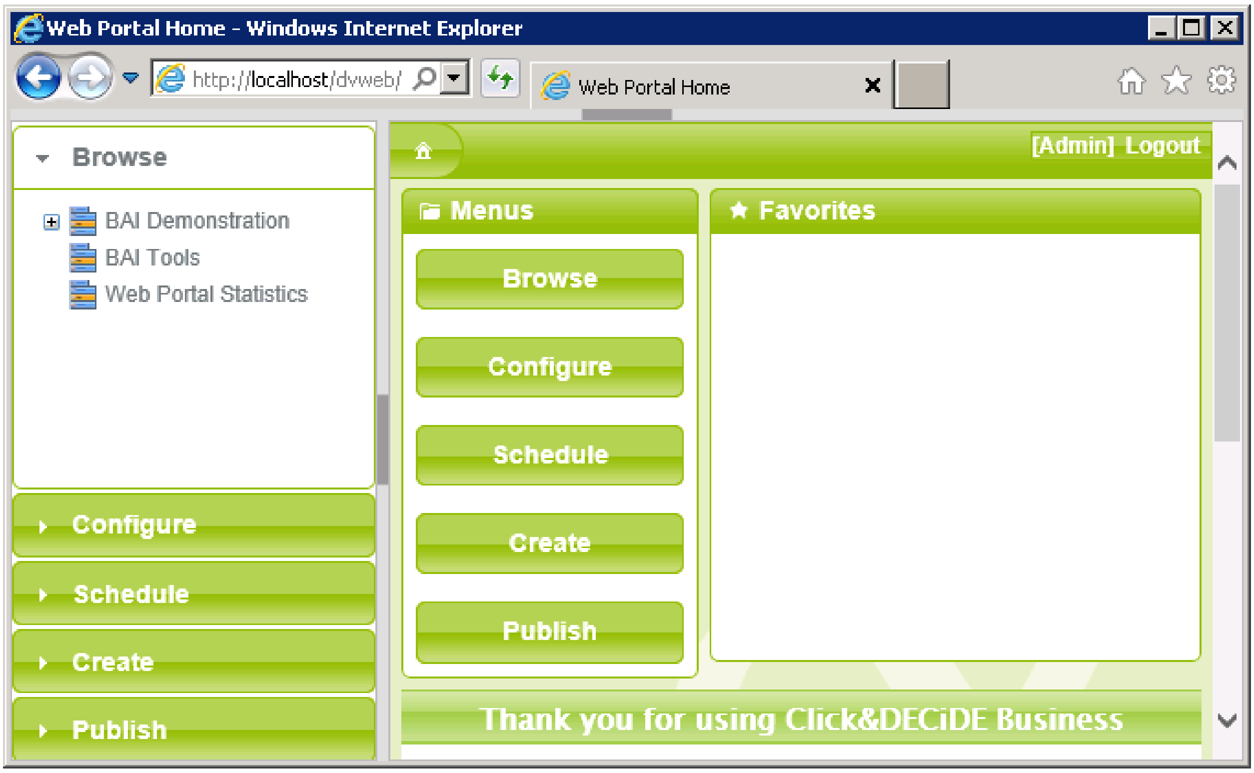
2.2.3. Task Administrator Menus and Commands

As you are belonging to a Task Administrator Group, you will see the authorized menus for the Task Administrator Group you belong to, defined in the Click&DECiDE Administration Manager in the Server, and the authorized commands will be the Browse button, the Configure button, the Schedule button, the Create Button and the Publish button..

Note: as a Task Administrator, you are authorized to perform the **Standard** command plus the following commands:

- Click **Schedule** to define or edit Schedule tasks, for example schedule the generation of a specific report, and sent this report to a list of recipients at the date and time you wish.
- Click **Publish** to create and edit RSS Feeds, Highlights and Information feeds.
- Click **Configure** to customize the Home Page, see your Credential and manage your Data Source Logins, **see the users who are currently connected to the Web Portal** and manage your Favorites.

As you can see in our demo database installed with the software, the Admin User gets more menus than the Standard User (Menus BAI .Demonstration + BAI Tools + Web Portal Statistics):



Note that only users belonging to a **Task Administrator Group** can see the **Schedule** and **Publish** command, but also can see the **Connected Users** in the **Configure** command.

2.3. Hiding the Banner or the Left Pane Menu list:

It is easy make the left menu pane wider or narrower or hidden, as necessary (depending on the size of the report, query, cube or Dashboard you want to display in the right pane, or the length of a URL, report name you want to view in the left menu pane). You also can hide or show the Banner according the size you need to display Dashboards, Reports, Cubes etc.

2.3.1. Modify the size or Hide the Left Menu Pane:

To make the left Menu pane narrower: select the vertical bar and drag it to the left.

To make the left Menu pane wider: select the vertical bar and drag it to the right.

To hide the left Menu pane: click the vertical bar to hide the Left Menu pane.

To show the left Menu pane: click the left vertical bar to show the Left Menu pane.

2.3.2. Hide or Display The Banner:

To hide the Banner: click the horizontal bar to hide the Banner.

To show the Banner: click the horizontal bar to show the banner.

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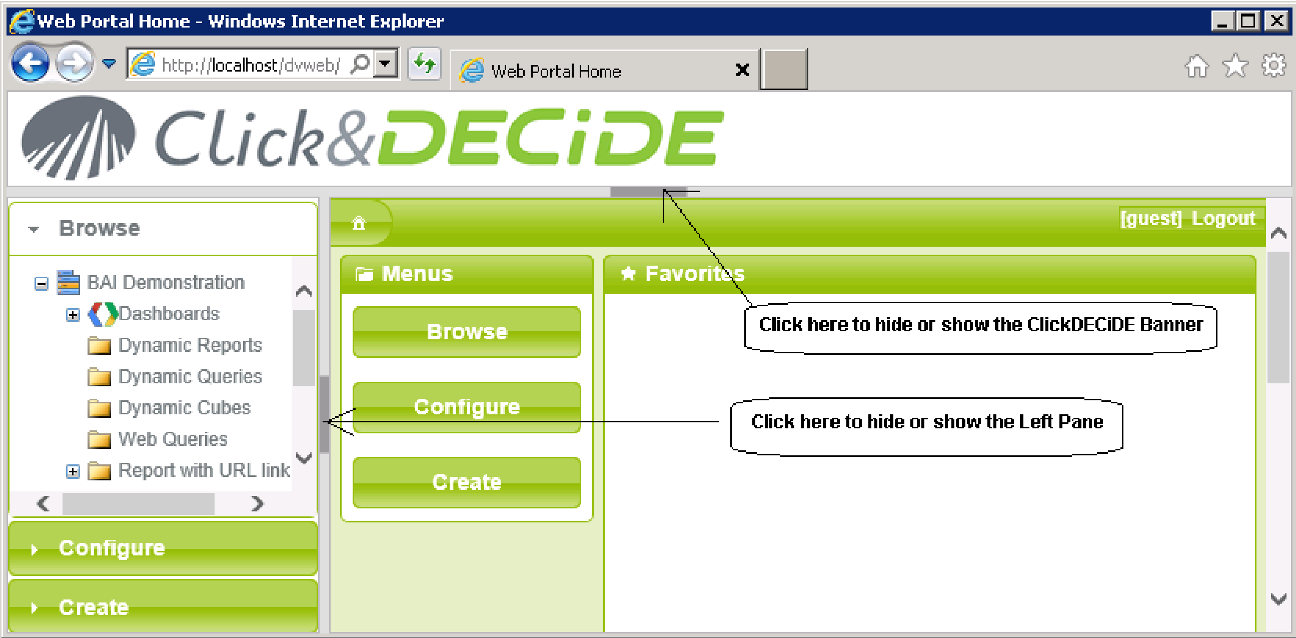
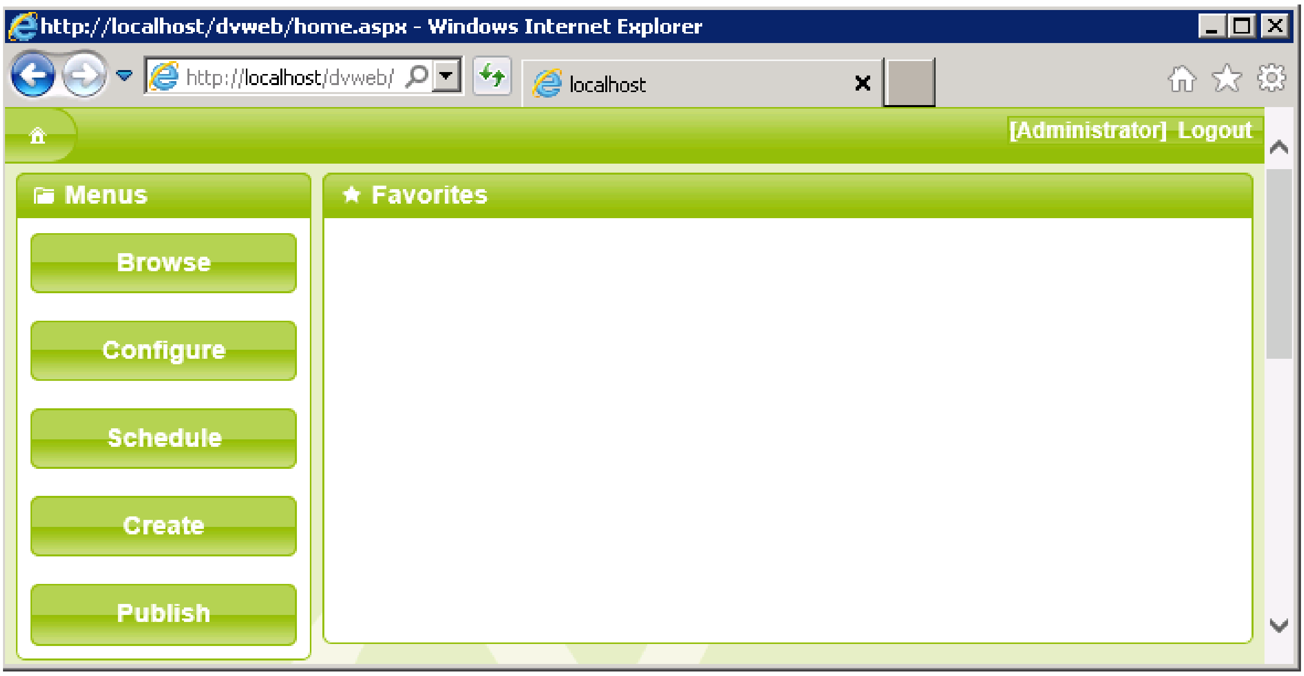


Click the Home Page icon to go back to the Home Page.

Note: you also can directly get the Web Portal without Banner neither Left Menu List by replacing http://localhost/dvweb/ with http://localhost/dvweb/Home.aspx



This is the mode used with iPad, iPhone or Android Tablets and Smartphones

2.4. Logging Out of the Web Portal

To log out of the Web Portal, just click the “**Logout**” button on the right of your [User-ID]:

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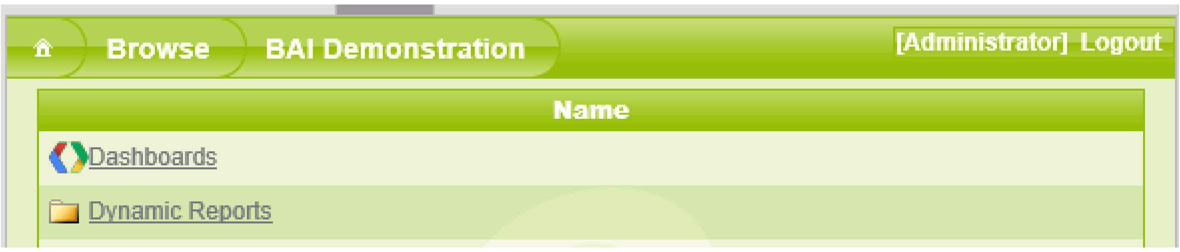
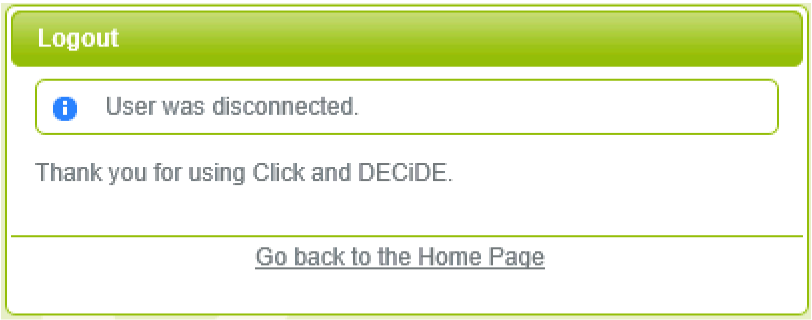


You will be disconnected from the Server, allowing another user to login in your place. The number of users connected will depend on the License Certificate for the Server. The License Certificate can include a number of CALs (Client Access License for identified users) and/or a number of Concurrent Users. For Concurrent Users, when you disconnect, another Concurrent User can connect in your place. Note that you will be disconnected from IIS in the Server after a time out (the default time out is 10 minutes).

This message will appear, allowing you to reconnect by clicking “Go back to the Home Page”:



Note also that when a User is inactive more than the duration defined in the Timeout, he is automatically disconnected. When he clicks again to a Menu Item, he is automatically reconnected if the maximum number of users is not reached.

2.5. Refreshing the Menu

With the new Click&DECiDE Enterprise Version 2013 and greater, any new file located in a Shared Folder will automatically be displayed when accessing this shared folder. You do not need any more to refresh the Menu content as it was necessary with previous versions of Click&DECiDE.

Nevertheless, if the Menu Structure has changed because you added a new shared folder or a new branch, etc. you need to **refresh the Menu by disconnecting** from the Web Portal and **reconnecting** again.

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3. Configure

3.1. View

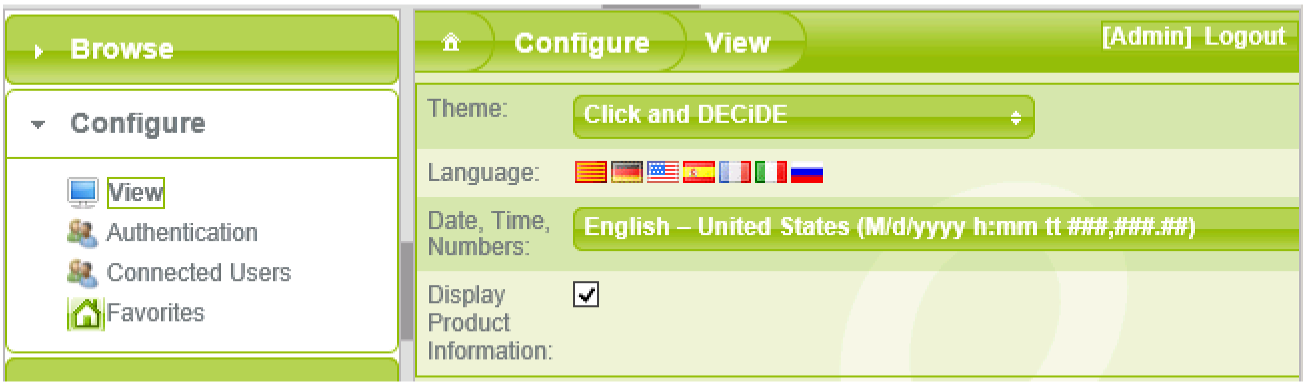
The **View** command enables any user (Standard Users and Task Administrator Users) to modify:

- the Click&DECiDE Web Portal's Theme (Background and Menu Look)

- the language to be used

- the date, time and numeric formats

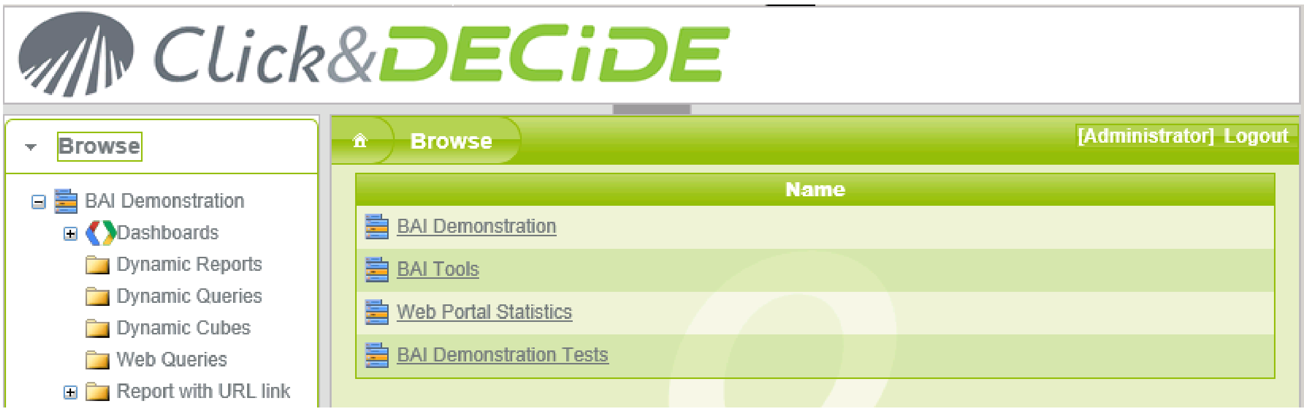
and enables any user to display or hide the product information when opening the Web Portal:



3.1.1. Theme:

Select the skin you want from the drop-down list. Several skins are available by default:

- **Click and DECiDE**: the Click&DECiDE skin in green, grey and white.



- **Blue**: a Blue skin.

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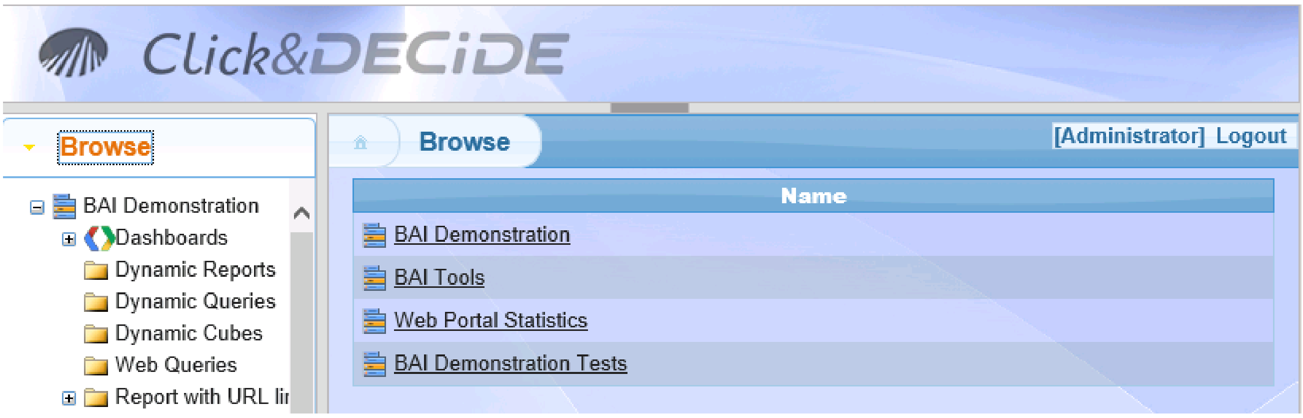
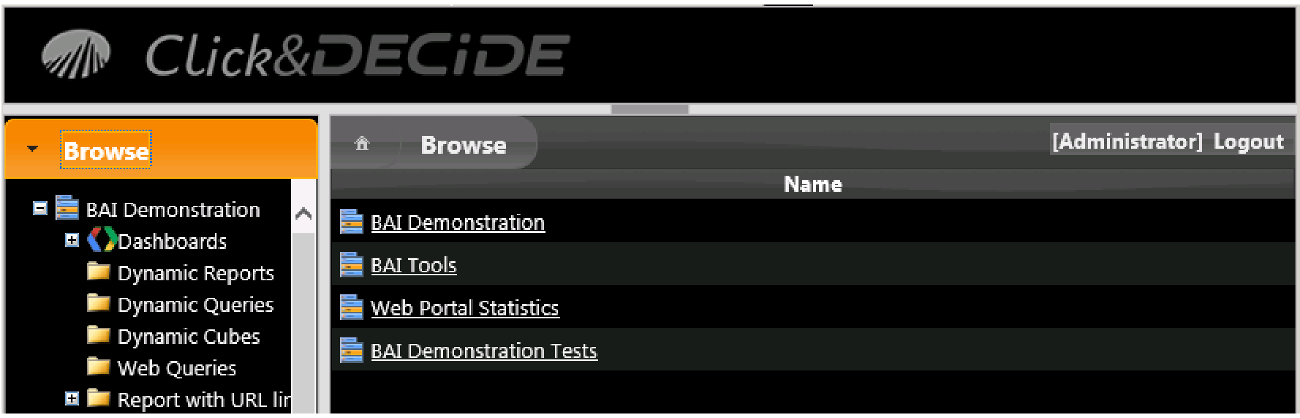
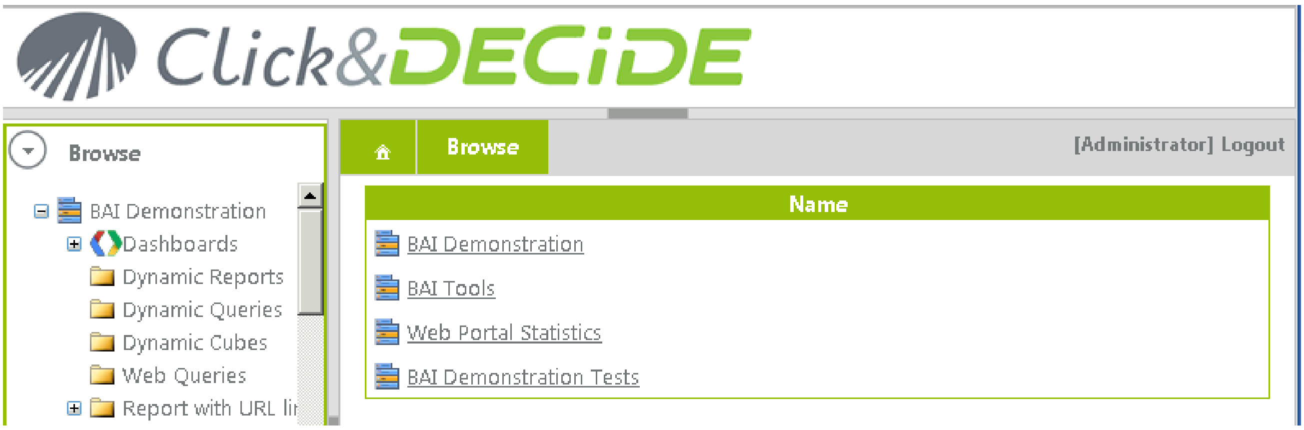


- **Darkness:** a black background, and white text.



- **Metro:**. a Windows 8 look, soft and flat.



- **Surf:** an acid green, orange and pink skin with surf icons.

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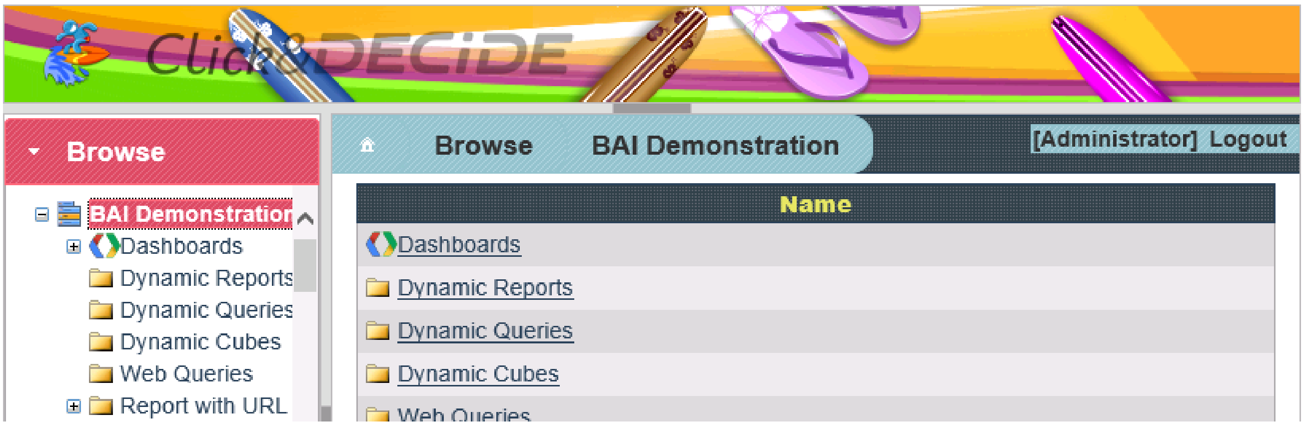

- **Customize your Theme!**

You also can customize your Theme using "JQuery" doing the following steps:

a) Start with any of the existing Theme (except the Metro Theme), for example start using the Click&DECiDE Theme.

b) In the Server where Click&DECiDE Enterprise is installed, go to the directory: C:\inetpub\wwwroot\dvweb\App_Themes

c) Copy the "Click and DECiDE" directory under a new name, for example "My Personal Theme".

d) Go to the C:\inetpub\wwwroot\dvweb\App_Themes\My Personal Theme\jquery.ui directory

e) Open the jquery-ui-1.9.2.custom.min.css file with a text editor

f) In the row number 4 select the link full beginning with http://jqueryui.com/themeroller/......

g) Paste this link into a browser and press Enter

h) In the JQuery ThemeRoller you can customize the skin step by step using the "Roll Your Own" Tab or select an already prepared theme in the Gallery Tab:

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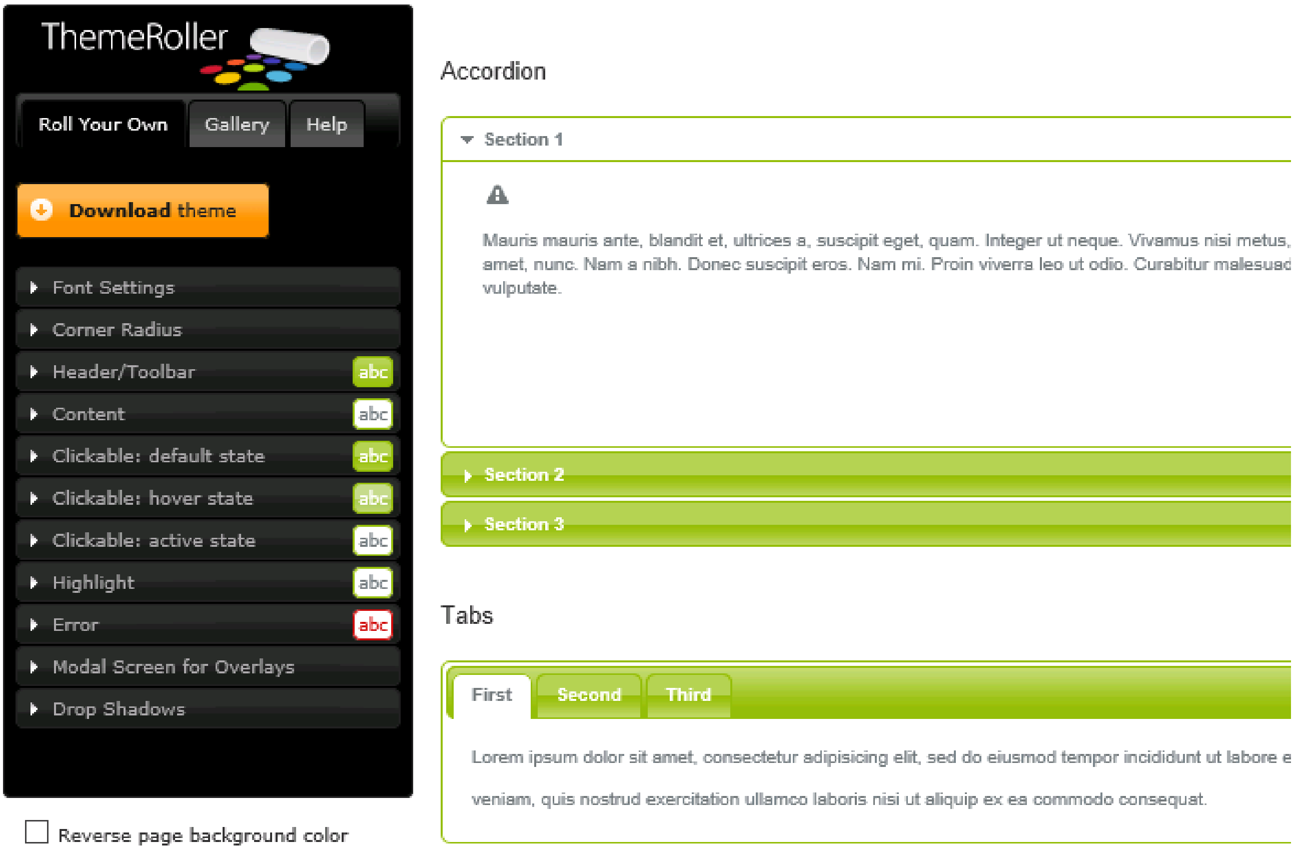
ThemeRoller

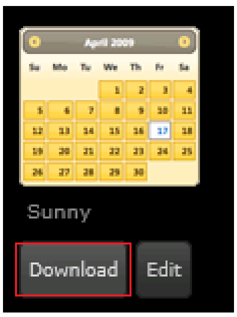


i) Rool You Own: define yourself what you want to change (Font, Corner radius, Colors etc)

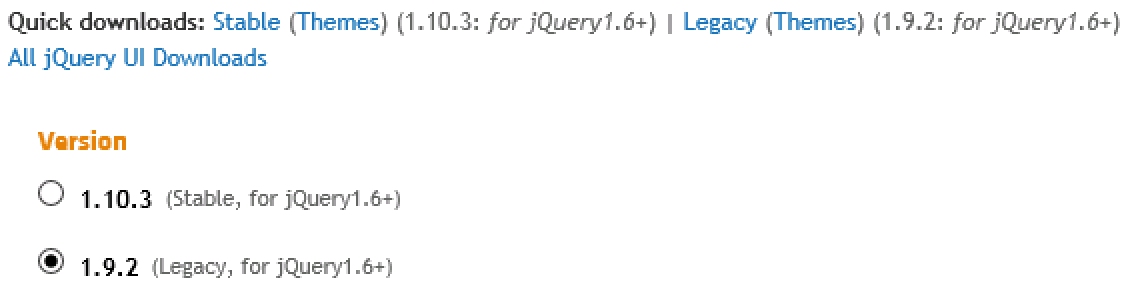
j) Gallery: select the existing Gallery template that you wish to use.

k) In both case, finish by clicking “**Download theme**”

l) Select for example the “Sunny” Gallery Template and click the Download button just under the template picture:

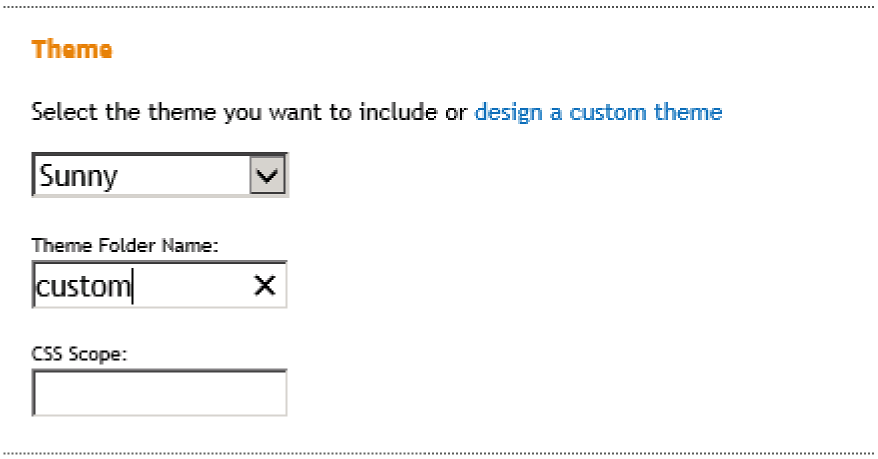


m) In the Download Builder screen, select the **1.9.2 option**:



n) Keep **Toggle All** selected:

o) In the bottom of the page, replace “Sunny” with “custom” in the **Theme Folder Name** box:

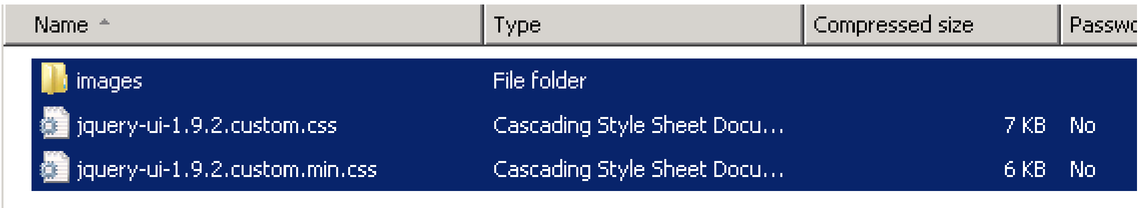


p) Click **Download**

q) Save the “jquery-ui-1.9.2.custom.zip” file in a temporary directory

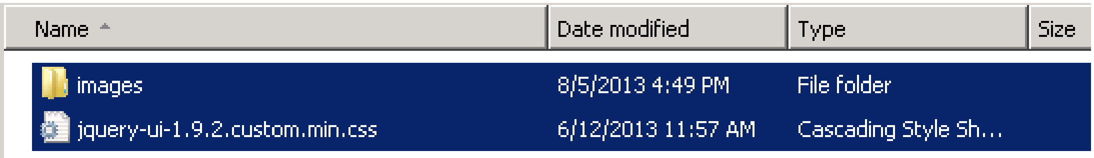
r) Open the jquery-ui-1.9.2.custom.zip file and select inside the content of :
C:\Temp\jquery-ui-1.9.2.custom.zip\jquery-ui-1.9.2.custom\css\custom

Those means select and copy these 2 files and the image directory:



s) Now go to the C:\inetpub\wwwroot\dvweb\App_Themes\My Personal Theme\jquery.ui directory

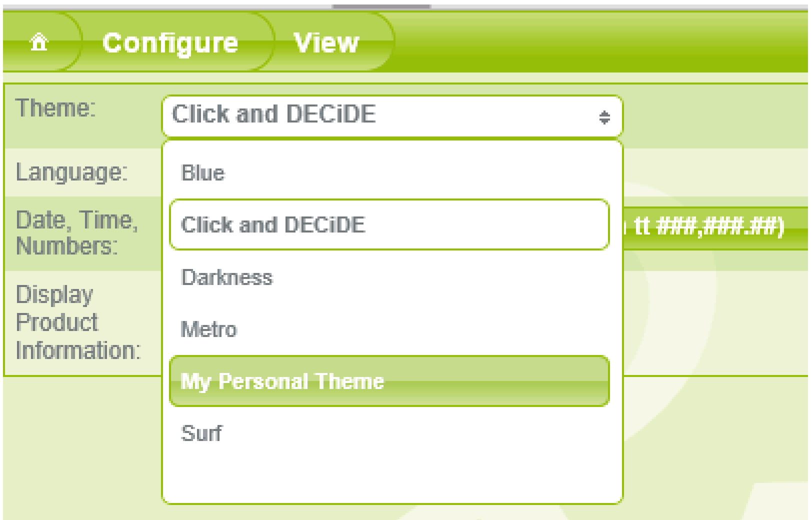
t) Select and delete the following file and directory



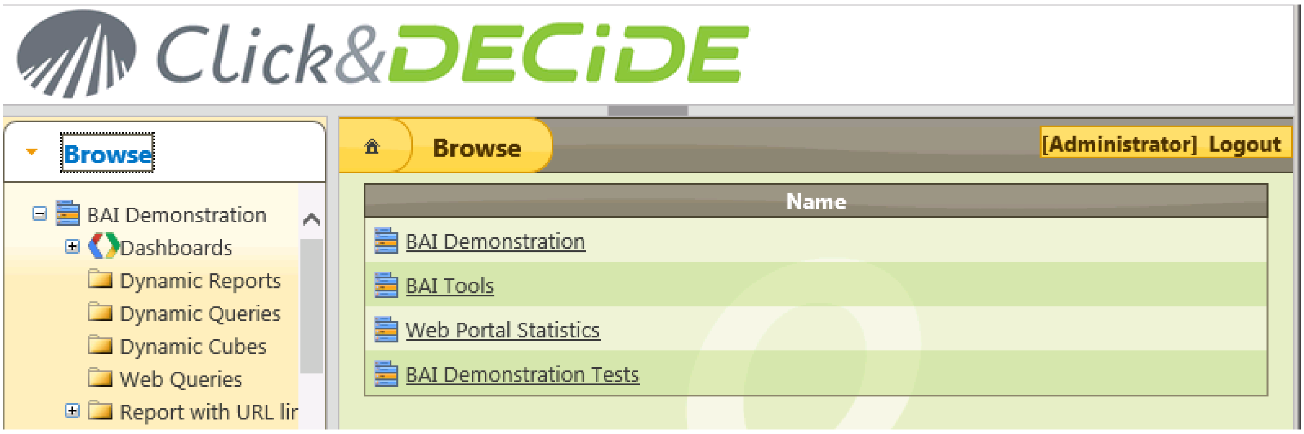
u) Paste the directory and the 2 files copied in step “r”

v) Go back to the Web Portal and Refresh it using <F5>.

w) Now the new “My Personal Theme” will appear in the list:



x) Select this Theme to use it.

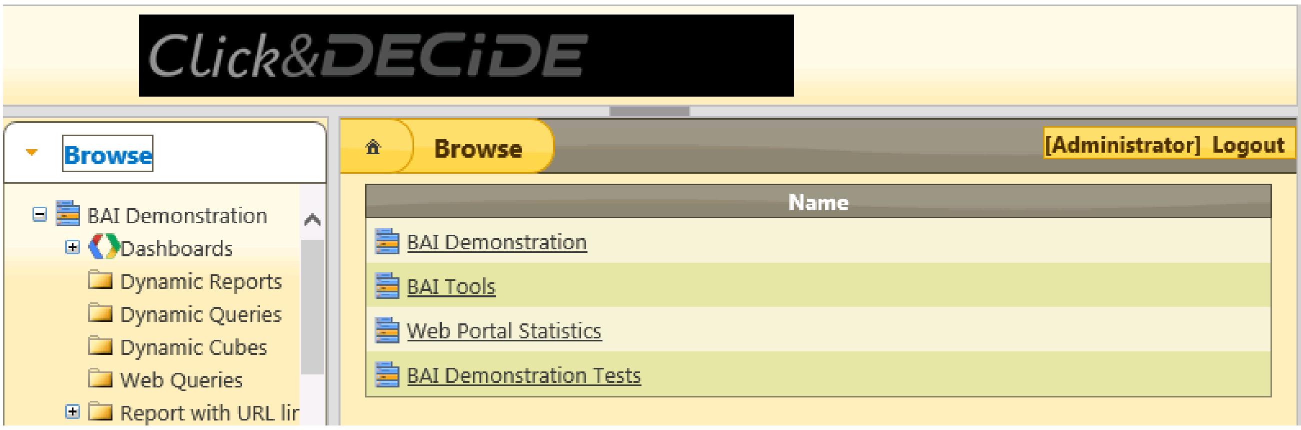


y) How to change the Banner and the Background pictures?

Go to the C:\inetpub\wwwroot\dvweb\App_Themes\Darkness\Images directory for example to copy the following pictures: background.png, header.png, HeaderBckgd.png and logo.png

Copy these 4 pictures into the C:\inetpub\wwwroot\dvweb\App_Themes\My Personal Theme\Images directory

Check the result by refreshing the Web Portal



(If you do not like the result, you also can modify these 4 pictures yourself, keeping the same size and file names). Refer also to our FAQ KBA223

z) How to remove a Theme?

Just remove the directory corresponding to this Theme in the C:\inetpub\wwwroot\dvweb\App_Themes directory and refresh the Web Portal.

3.1.2. Language:

Click the country flag for the language you wish the menus to be displayed in. The following languages are available: Spanish, German, English, Catalan, French, Italian and Russian.

3.1.3. Date, Time and Numbers

Select in the list the Country you need to format the date, time, timestamp and numeric data when they are not already formatted by the query, report or cube. This applies specially when using Web Queries links into an Excel spread sheet.

3.1.4. Display Product Information

You can disable or enable the Product Information frame that appears when connecting to the Web Portal. This frame will inform you if your version is up to date, or if a new version is available.

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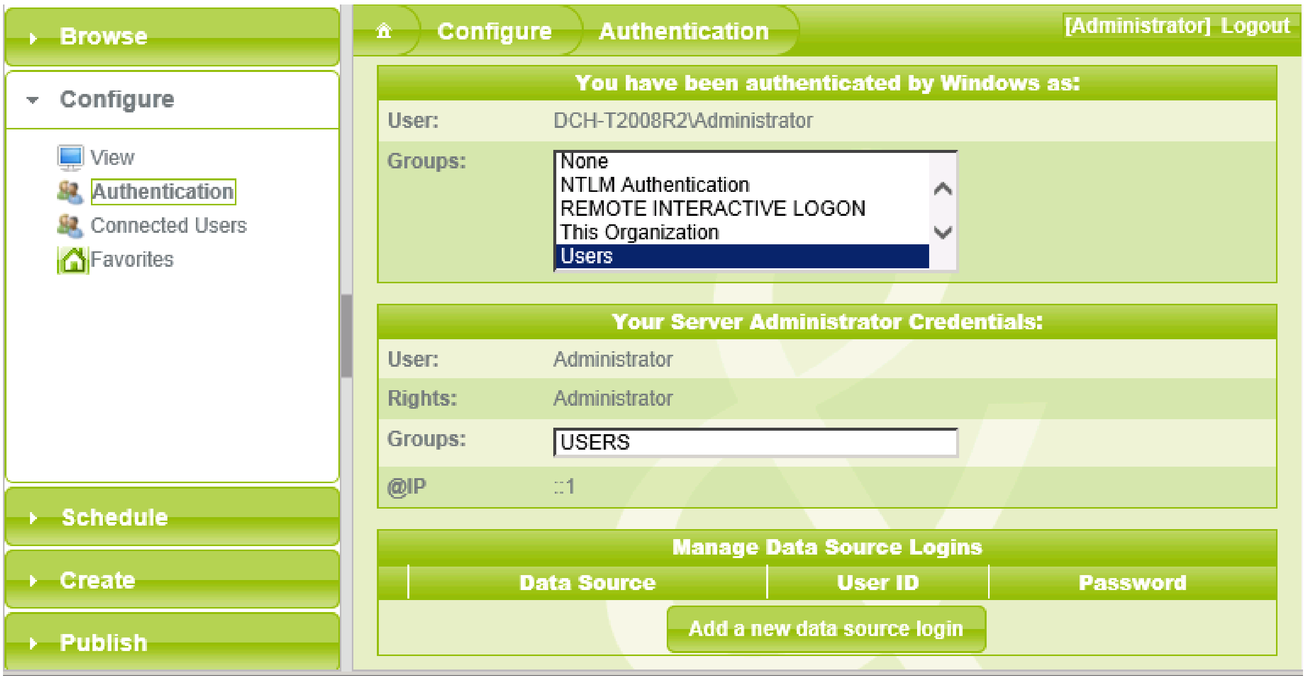
3.2. Authentication

The **Authentication** command enables any user (Standard Users and Task Administrator Users) to see their credentials (User ID, Rights, Groups and Computer IP Address) and manage the Data Source Logins if needed.

3.2.1. Windows Authentication

If the **Windows Authentication Mode** has been defined in the Server, then you are a user identified in a Windows Group and you belong to the same Windows Group defined in the Click&DECiDE Administration Manager in the Server. The **Authentication** box will appear as follow:

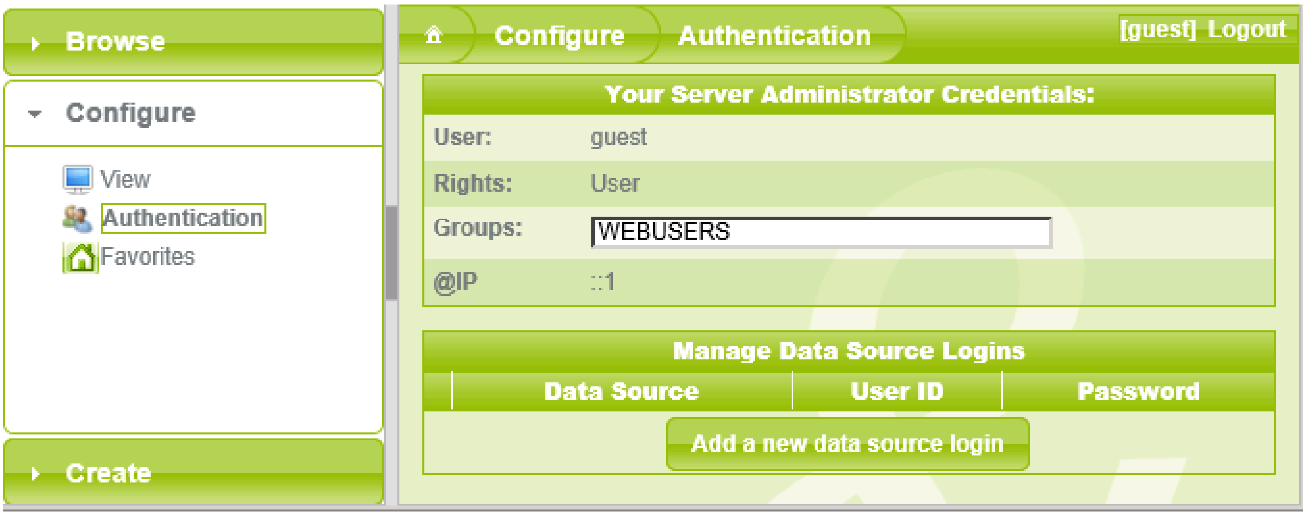


The Rights could be “User” if you do not belong to a “Task Administrator” Group or “Administrator” if you belong to a “Task Administrator” Group in Click&DECiDE Administration Manager.

The IP Address of your computer also appears here.

3.2.2. Click&DECiDE Authentication

If the **Click&DECiDE Authentication Mode** has been defined in the Server then the Groups are the one you belong to, defined in Click&DECiDE Administration Manager. The Authentication box will appear as follow:



The Rights could be “User” if you do not belong to a “Task Administrator” Group or “Administrator” if you belong to a “Task Administrator” Group in Click&DECiDE Administration Manager.

The IP Address of your computer also appears here.

3.2.3. Manage Data Source Logins

This feature allows the user to connect to a database that is not using the Windows credential and keep nevertheless the Windows Authentication for the Web Portal Access. For example, you have a distinct User-ID and Password to connect to the iSeries and want to be under Windows Authentication in the Web Portal because the use of the Excel 2010 Power Pivot or Web Queries from any Excel requires this Authentication Mode.

To add you own credential for the iSeries data source, do the following steps:

Note that this data source must previously be defined in Click&DECiDE Administration Manager as a “Data Source Secured by Click and DECiDE”:

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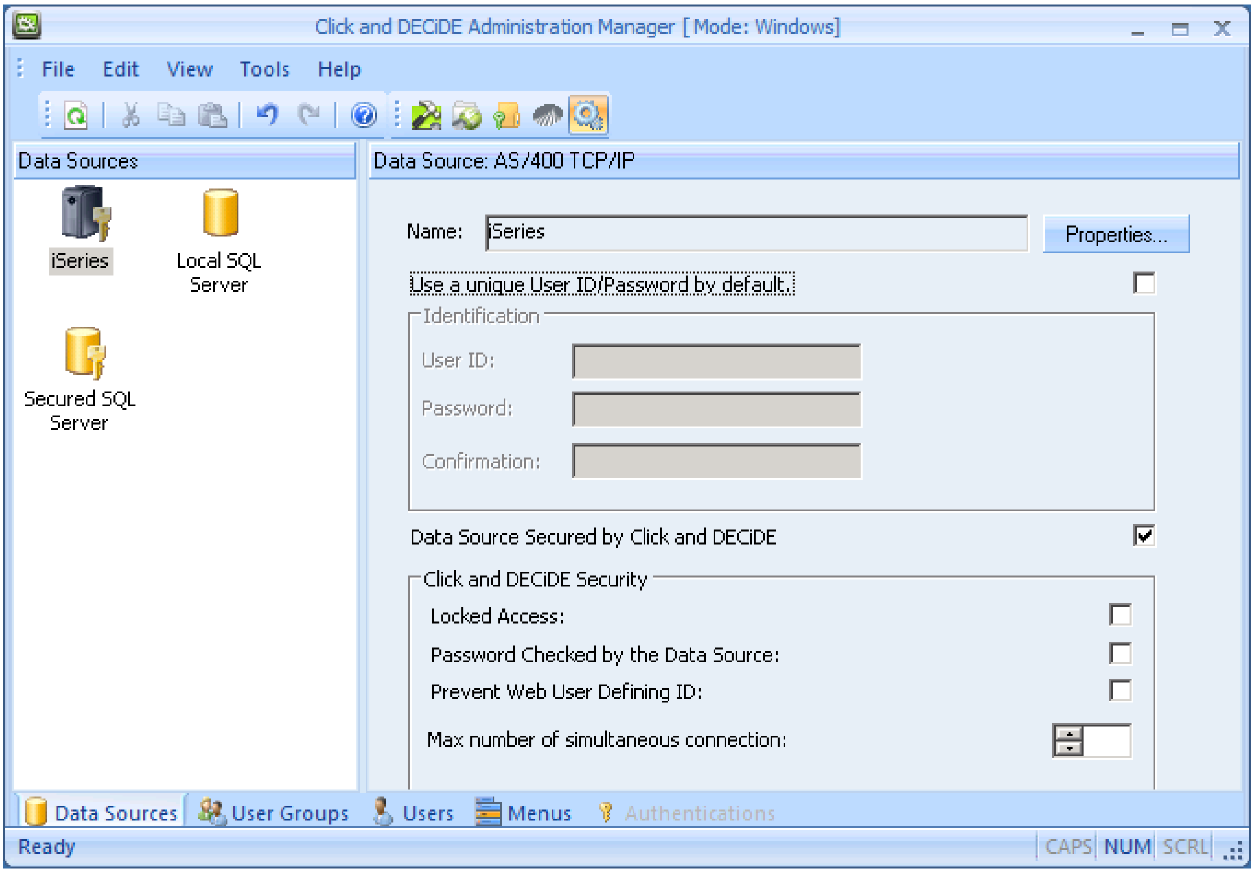
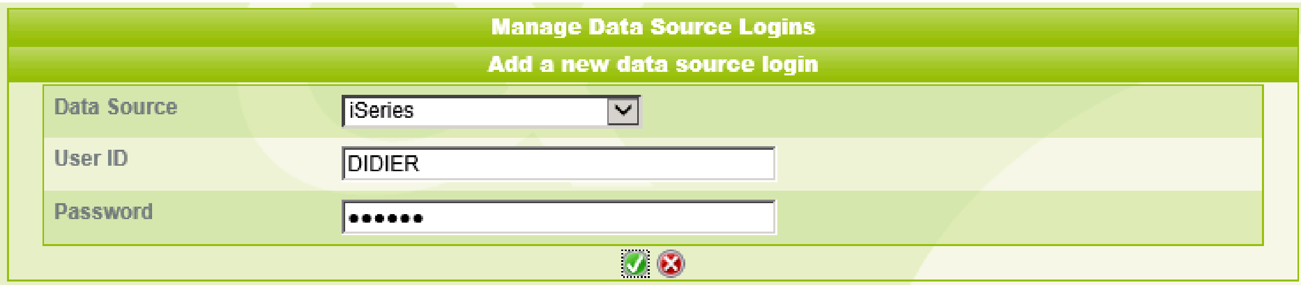


In the “Manage Data Source Logins” from the Web Portal, click “**Add a new Data Source Login**”:

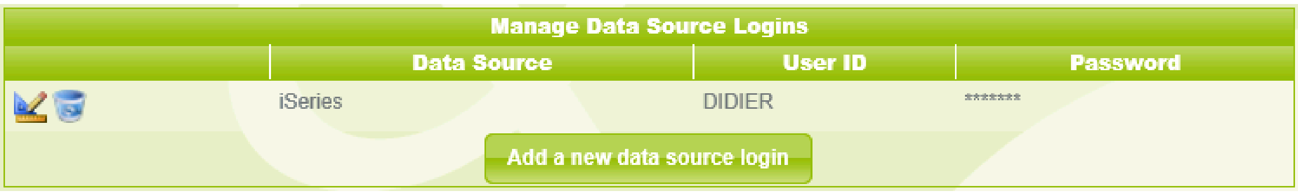


Select in the Data Source list your iSeries Data Source (only Data Sources secured by Click and DECiDE will appear).

Enter your USER-ID and Password (Case sensitive).

Validate with the green check box.

The list of your Data Sources Logins will be updated:



In the Click&DECiDE Administration Manager side, on the Server, your credential has been added in the User Tab (Press F5 to refresh if needed). The password is encrypted.

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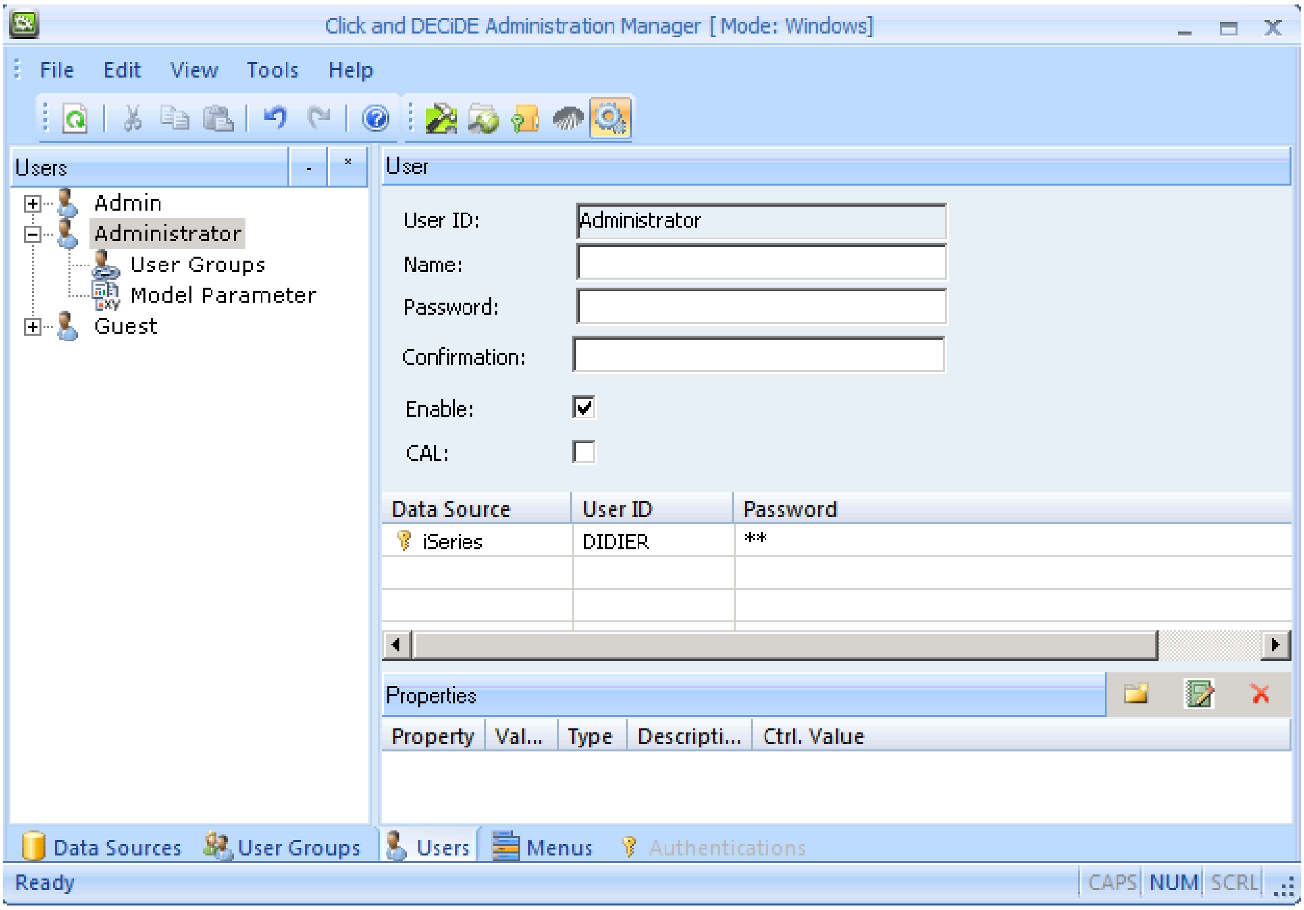


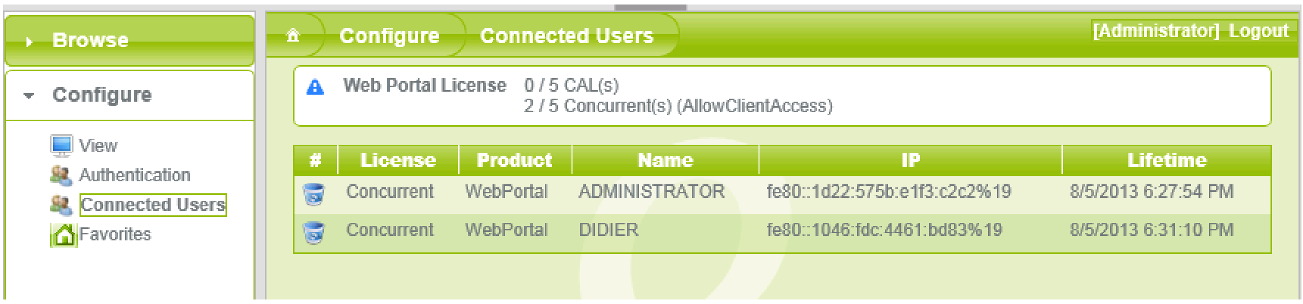
So, the access to the Web Portal will use the Windows Authentication (here User-ID is Administrator), but when running iSeries queries, cubes or reports, the iSeries Login (DIDIER + password) will be sent to the iSeries automatically.

When your iSeries Login will change periodically, just come back here to update your new login using the most left icon  to edit the configuration.

Of course, the use of “Data Source Logins” is not necessary when using a Data Source already supporting your Windows credential, such as Microsoft SQL Server for example.

3.3. Connected Users

At any time, the Administrator or other authorized users belonging to a Group being “**Task Administrator**” in Click and DECiDE Administration Manager can see all active users, and see if they are identified as CAL users (Client Access License) or Concurrent Users.



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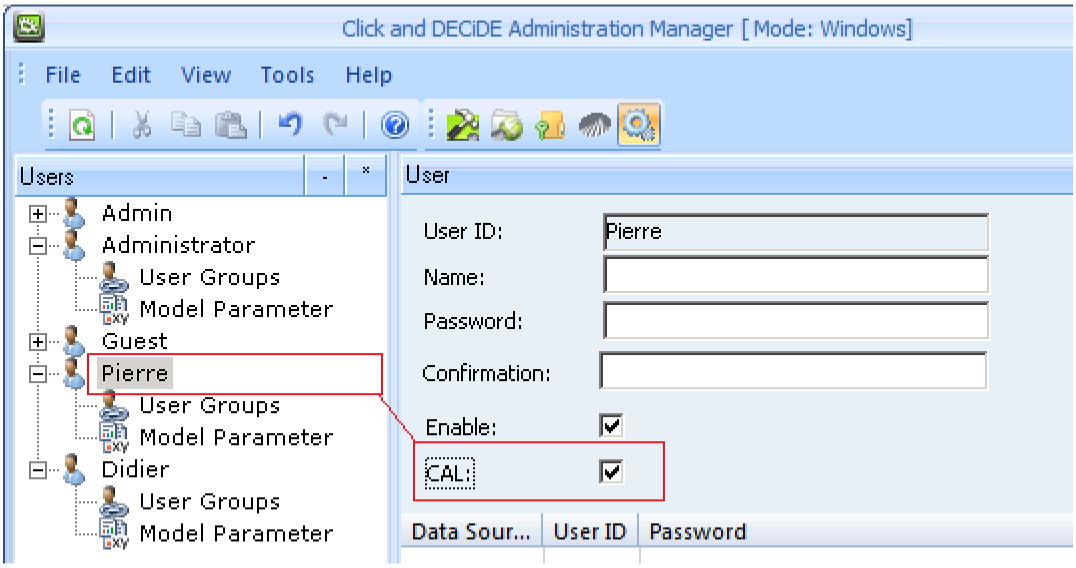
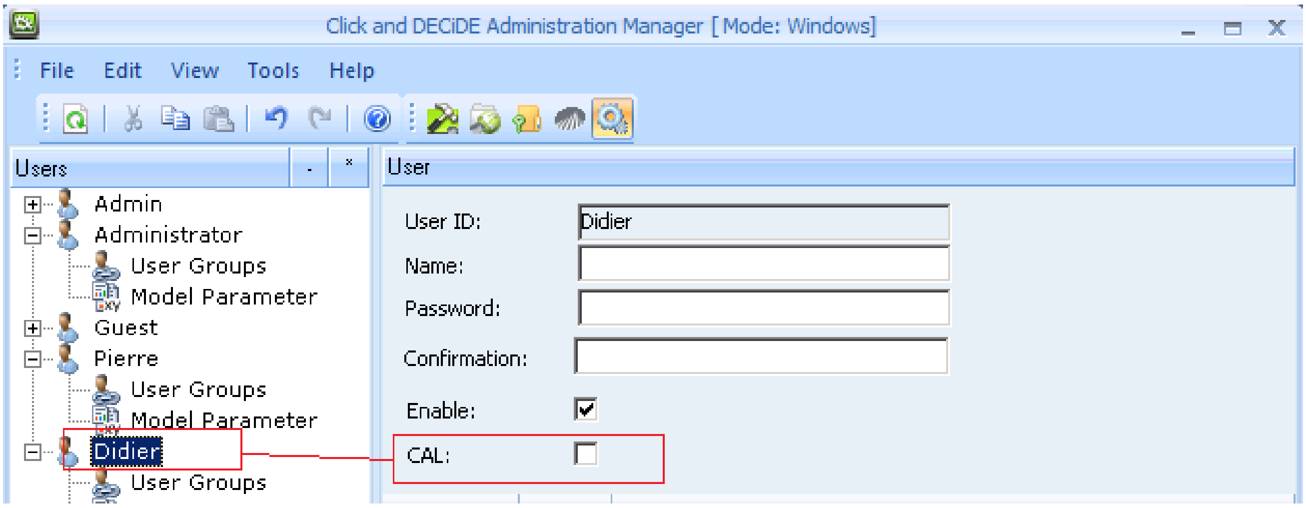
On the Top of this screen, the Administrator can see how many “Client Access License” (CAL) user(s) and how many Concurrent User(s) are connected and the maximum authorized users authorized by the License Certificate.

Note that the number of licenses used for the “Client Access License” (CAL) corresponds to identified users, specified in the User Tab of Click and DECiDE Administration Manager and having the “CAL” option activated: example, in the picture below Pierre is a “CAL” User:



And in the next picture Didier is not a “CAL” User and will appear as a “Concurrent User”:



Note that it is not necessary to add the User “Didier” in that case in Administration Manager if using Windows Authentication if this user will never be declared as a CAL User.

From left to right, this Connected Users screen displays:

An icon allowing to **remove** the corresponding user (example a User who left the Company)

License type: CAL (Client Access License) or Concurrent Users.

Product: Web Portal or Connect.

User Name: the connected user’s User ID.

IP Address: IP of the connected user computer. (IPV4 or IPV6).

Lifetime: this information gives the date and time when the user will be disconnected if there is no activity in the Web Portal. (This only concerns Concurrent Users).

Note: after 10 minutes without activity, a concurrent user is disconnected, whereas a CAL User still appears but their IP Address displays “Inactive”. The Lifetime displays the last lifetime that was valid before the timeout.

Example 1:

Web Portal License 1 / 5 CAL(s)
2 / 5 Concurrent(s) (AllowClientAccess)

#	License	Product	Name	IP	Lifetime
	CAL	WebPortal	VIRGINIE	192.168.0.54	12/14/2009 10:42:43 AM
	Concurrent	WebPortal	DIDIER	fe80::e434:f0b8:a5e1:3c9c%8	12/14/2009 10:38:35 AM
	Concurrent	WebPortal	ADMINISTRATOR2	::1	12/14/2009 10:39:10 AM

After a while, the User VIRGINIE appears as inactive.

Web Portal License 1 / 5 CAL(s)
1 / 5 Concurrent(s) (AllowClientAccess)

#	License	Product	Name	IP	Lifetime
	CAL	WebPortal	VIRGINIE	Inactive	12/14/2009 11:06:24 AM
	Concurrent	WebPortal	DIDIER	fe80::e434:f0b8:a5e1:3c9c%8	12/14/2009 11:34:28 AM

The VIRGINIE CAL user appears with an Unknown IP Address when inactive, this allows the same user to connect again from another PC with a different IP Address.

Example 2:

Web Portal License 1 / 5 CAL(s)
2 / 5 Concurrent(s) (AllowClientAccess)

#	License	Product	Name	IP	Lifetime
	CAL	WebPortal	VIRGINIE	Inactive	12/14/2009 11:06:24 AM
	Concurrent	WebPortal	ADMINISTRATOR2	::1	12/14/2009 12:02:10 PM
	Concurrent	Connect	DIDIER	192.168.0.96 / fe80::e434:f0b8:a5e1:3c9c%8	12/14/2009 12:06:28 PM

In the above screen, the user DIDIER is connected at the same time using a Connect data source and the Web Portal. That is why you see his IPV4 address and his IPV6 address separated by a slash.

The reason is that the Web Portal can display both IP address types: IPV4 and IPV6, whereas Connect can only display IPV4.

Note: the Administrator can disconnect anybody from this screen using the **Remove** icon. This is useful if you want to remove a CAL user that no longer works in the Company. This user should then be removed from the Click&DECiDE Administration Manager and be replaced with a new user if necessary.

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3.4. Favorites

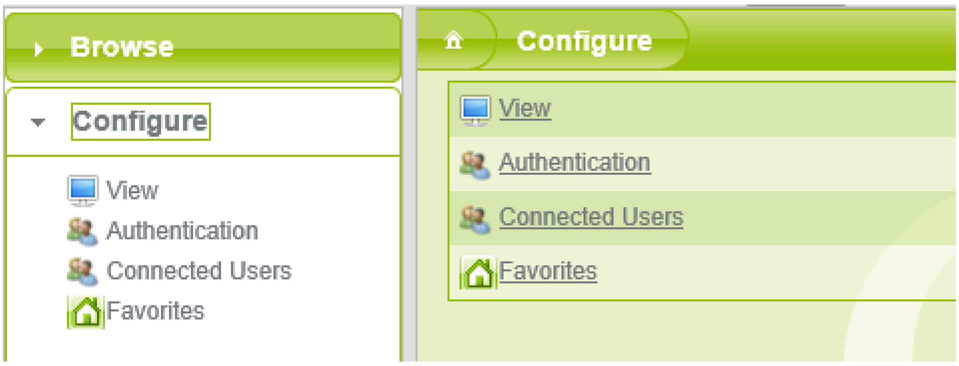
The “Favorites” are corresponding to the “Home Pages” from a previous version of Click&DECiDE. If you install Click&DECiDE 2013 above a previous version having existing “Home Pages”, you will see them in the Favorite frame.

The **Favorites** frame enables you to display for example the result of a report in HTML or PDF format, or a Dashboard made with the Google Charts etc.

A Favorite can display a Report or a Google Chart Dashboard that do not retrieve any data but are used to display a customized menu offering some URL link to other reports or to other Google Chart Dashboards.

Important: in the URL copied to the clipboard, the server name could be **localhost** if you are working directly on the Server machine. For any URL to be used from a remote computer connected to the Web Portal Server, you need to replace **localhost** by the Server’s **IP Address** or **Server Name**, followed by the port number if different than 80.

To access to the Favorite frame, click **Favorites** in the **Configure** command:



3.4.1. Adding a Favorite

You first need to copy the URL of the required Report, Dashboard or Cube etc.

To do so, select the required item in the Menu as if you wish to run it. Example: select the Report “Date Keyword Report” in the Dynamic Report branch and select as parameter “This Month” and PDF format:

Then click the ➔**Share** button that will display all available links depending of the output formats specified in the Menu for this item:

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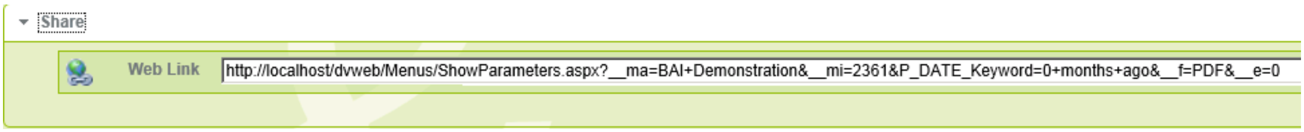
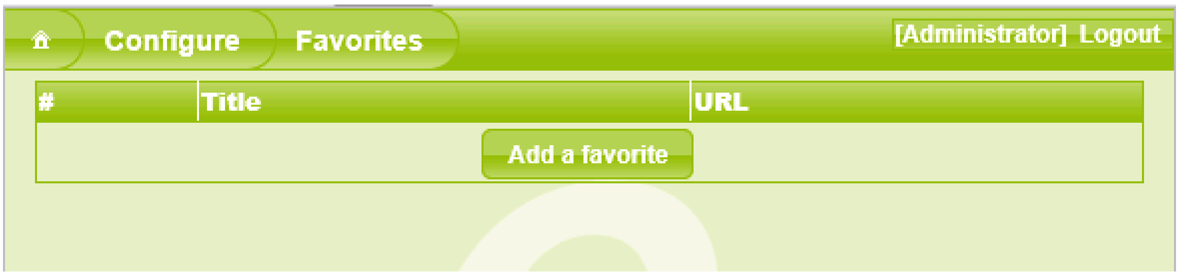
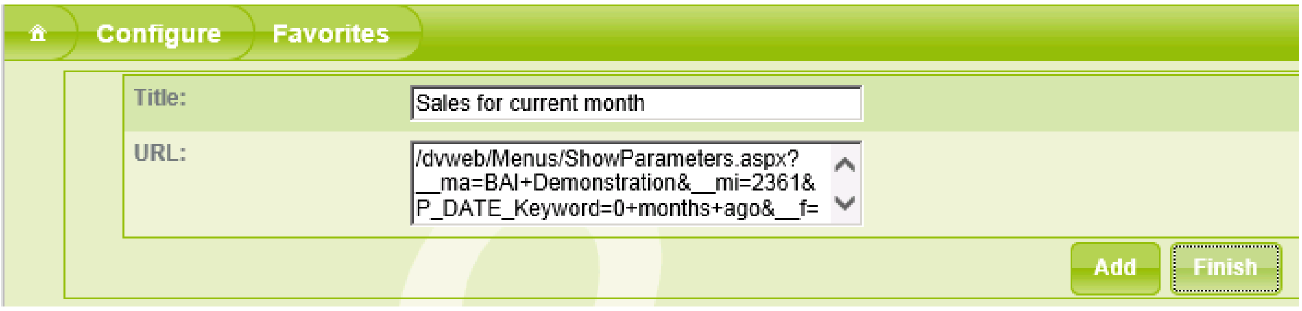


Copy the proposed URL into the clipboard and go back to the Favorite frame.

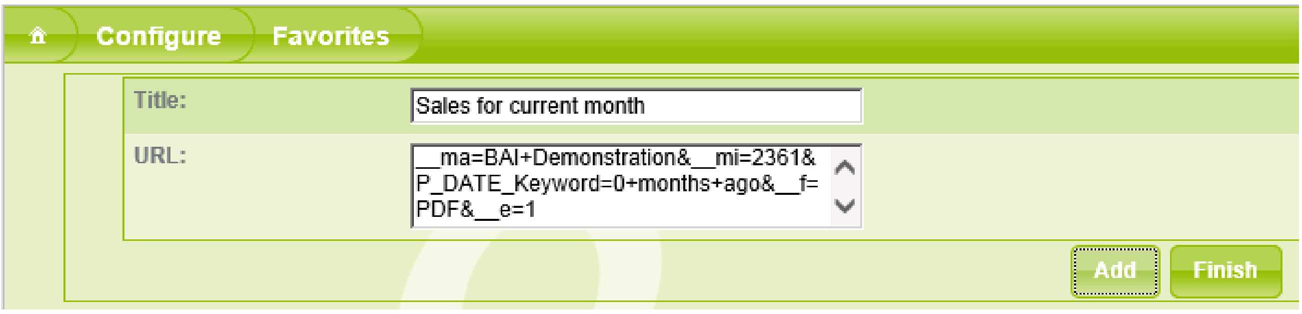
Click **Add a Favorite** in this screen:



Enter a Title and paste the URL into the box but change localhost with the server name and add the port number if different than 80 or just use the URL starting at /dvweb/… etc.

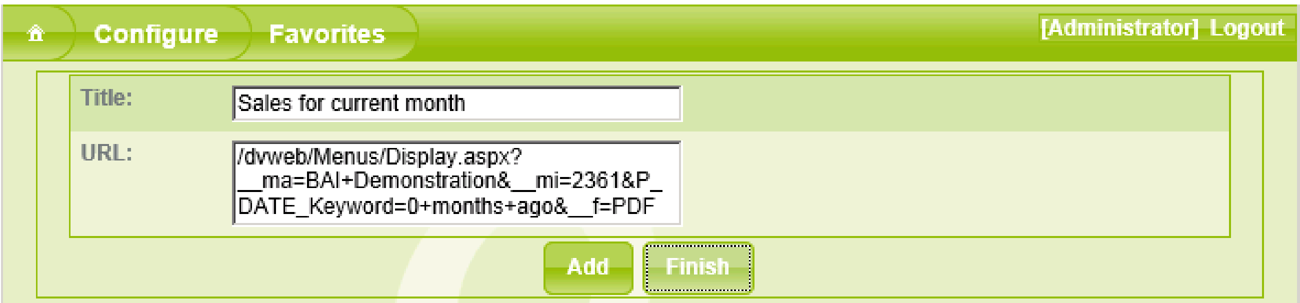


Note that the end of the URL finishes with __e=0, that means the report will not be run immediately. If you want this Favorite to be run immediately, change the __e=0 with __e=1



Note that if you want this Favorite to be run without showing any parameters nor output formats nor the Abort button, change **ShowParameters.aspx** with **Display.aspx** (the __e=1 will not be used):

/dvweb/Menus/Display.aspx?__ma=BAI+Demonstration&__mi=2361&P_DATE_Keyword=0+months+ago&__f=PDF



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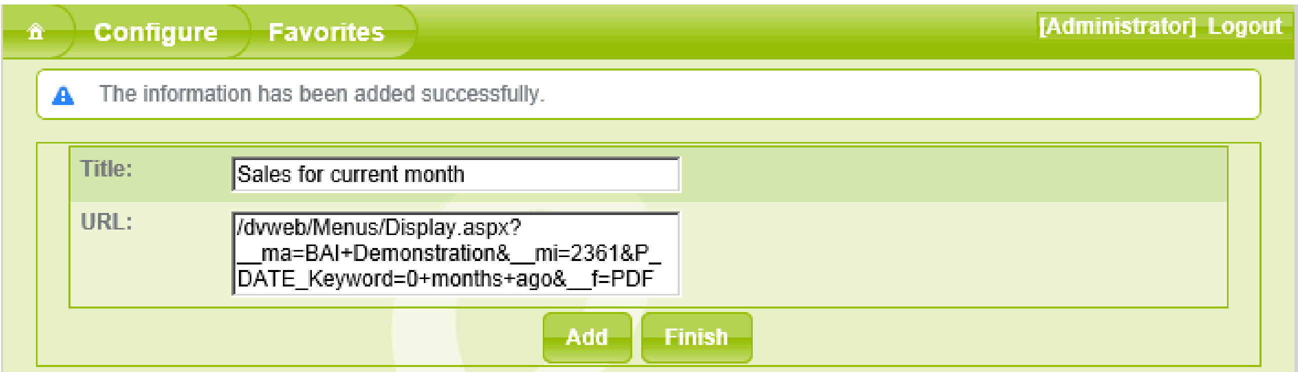
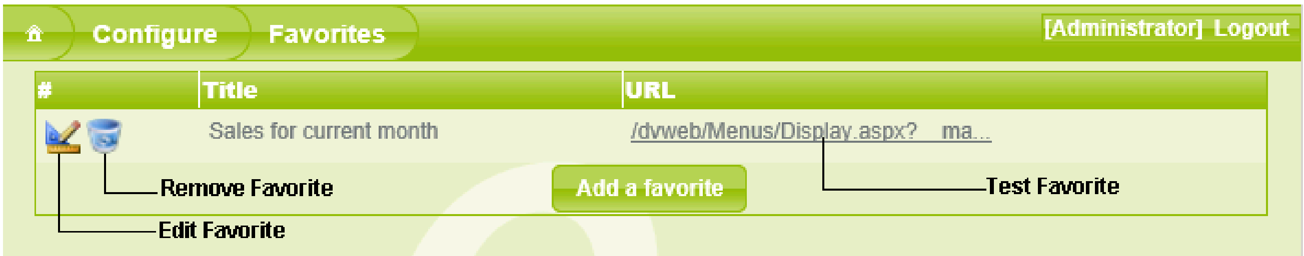
Click **Add**. This message will appear:

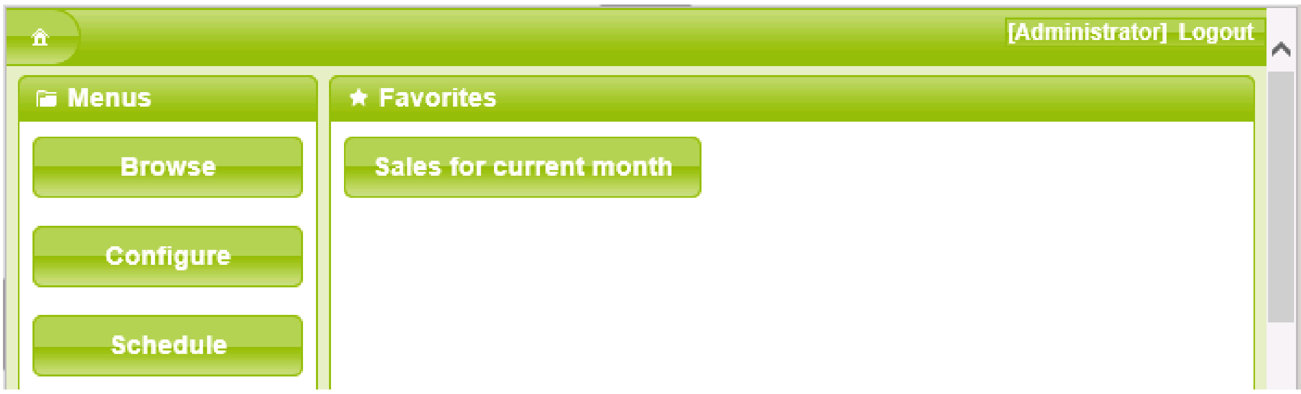


Click **Finish.**
You first Favorite has been added, and two icons allow you to edit or remove this Favorite

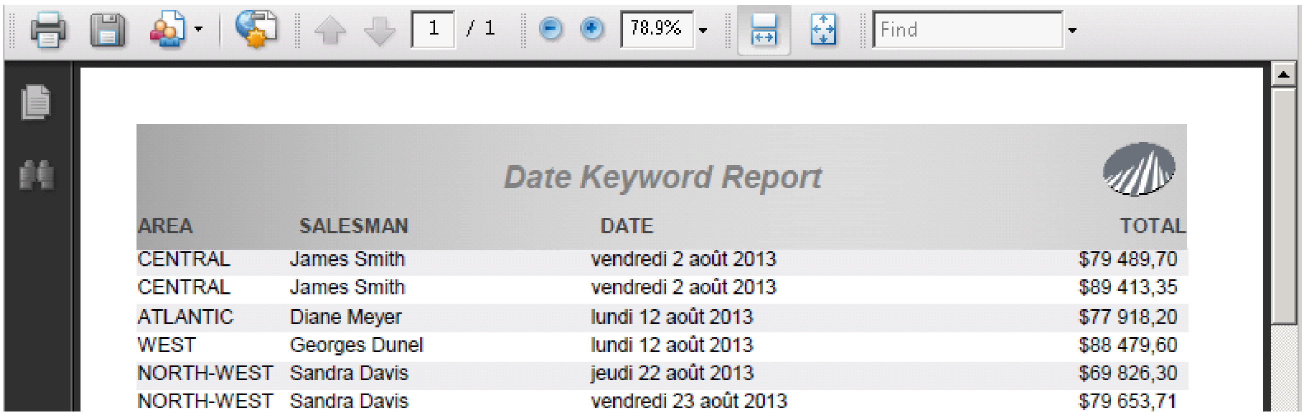


Note that you also can test the URL link by clicking on the URL in this box.

Now, when accessing to the Home Page using the icon , you will see your Favorite as follow:



Click directly this "Sales for current month" favorite to get the result in the output format defined in the URL:



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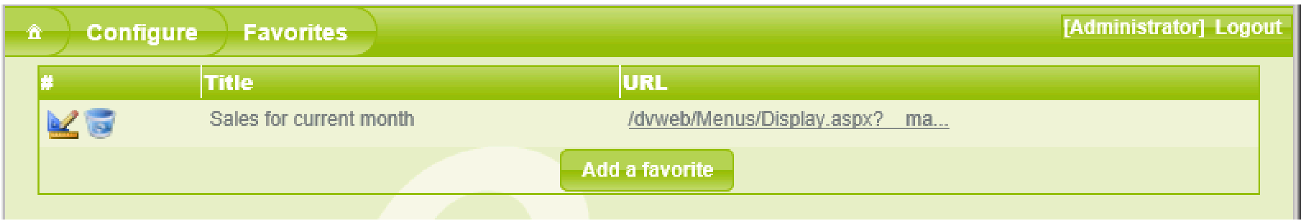
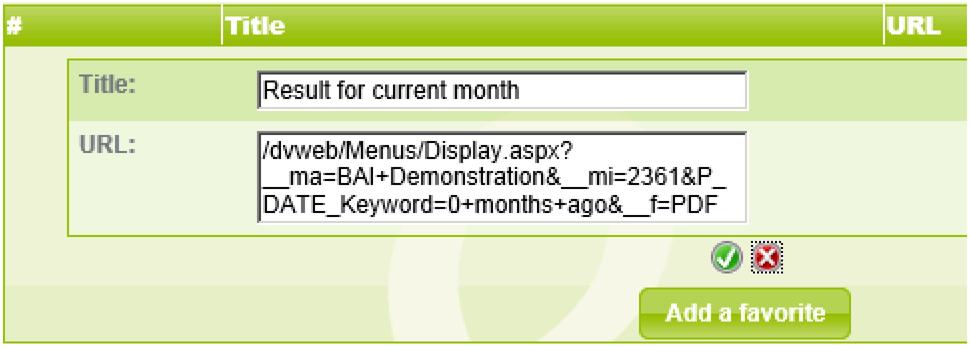
3.4.2. Modifying a Favorite

Access to the Favorite box through the Configure command.



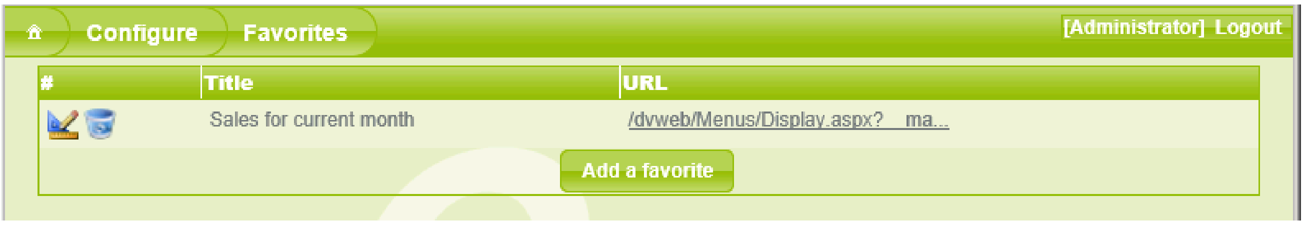
Click the Edit icon to modify the required Favorite in the list.

Make the required changes and click the green check icon to validate or the red cross icon to cancel.



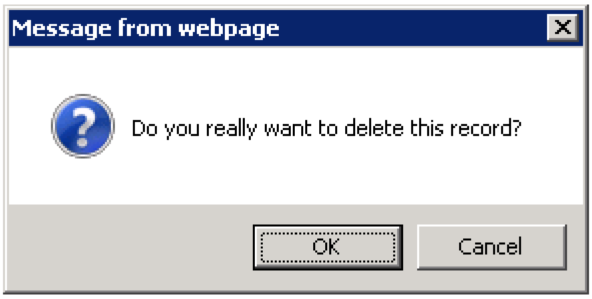
3.4.3. Removing a Favorite

Access to the Favorite box through the Configure command.



Click the Remove icon to delete the required Favorite in the list.

Click OK on the next message or Cancel.



The selected Favorite is removed from the list.

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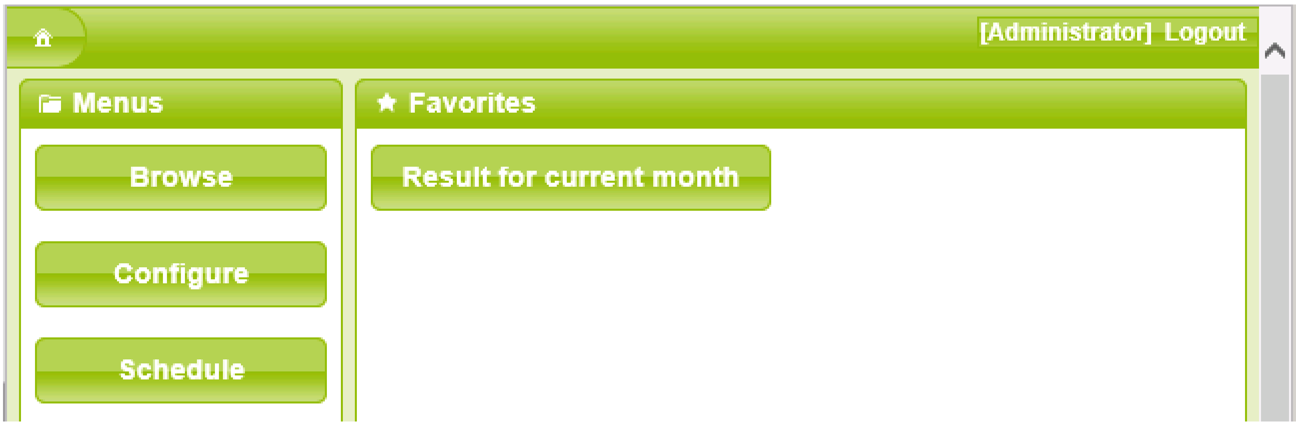
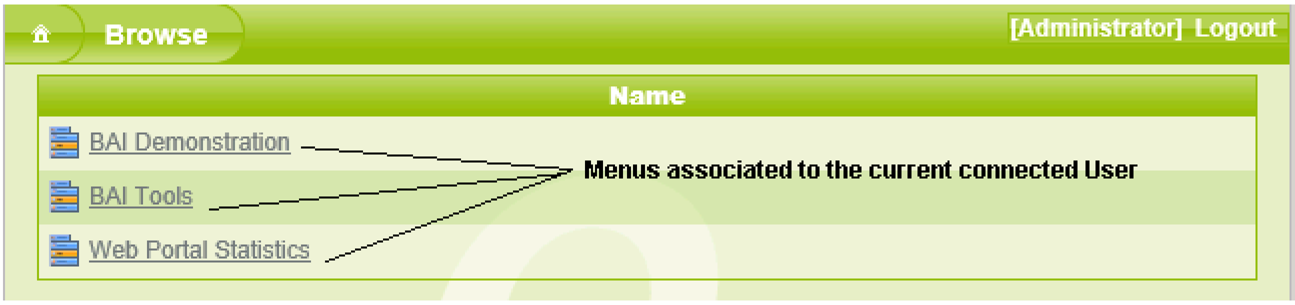
4. Browse

To run menu items, follow the steps below:



1. Click the **Browse** command in the Web Portal.



2. Select one of the Menus assigned to your profile.

   Note: the **Menu**s depend on the Menus assigned to the Group you belong to, defined by your Administrator in the Click&DECiDE Administration Manager for the Server.

3. Refresh the Menu by logging out and then login again, if necessary.

4.1. Working with Menu Branches

Menus can display the following items.

4.1.1. Items that do not Require the Installation of Additional Components

The following items do not need additional components to be installed:

- A branch running a dynamic query, dynamic report, static query and static report.
- A branch displaying a link to a file in the following formats: PDF, Excel, Word or an URL link.
- A branch, called a Shared Folder, displaying any file type or Click&DECiDE project files containing queries or reports (except cubes).

4.1.2. Items Requiring the Installation of Additional Components

The following menu items require the installation of additional components:

- A branch running a Cube.
- A branch, called a Shared Folder, displaying Click&DECiDE project files containing cubes.
- In both cases, a Microsoft Web Component ActiveX should be installed.

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4.1.3. Items Requiring the Installation of Additional Software

The following items require the installation of additional software:

- A branch running the Click&DECiDE Builder software:

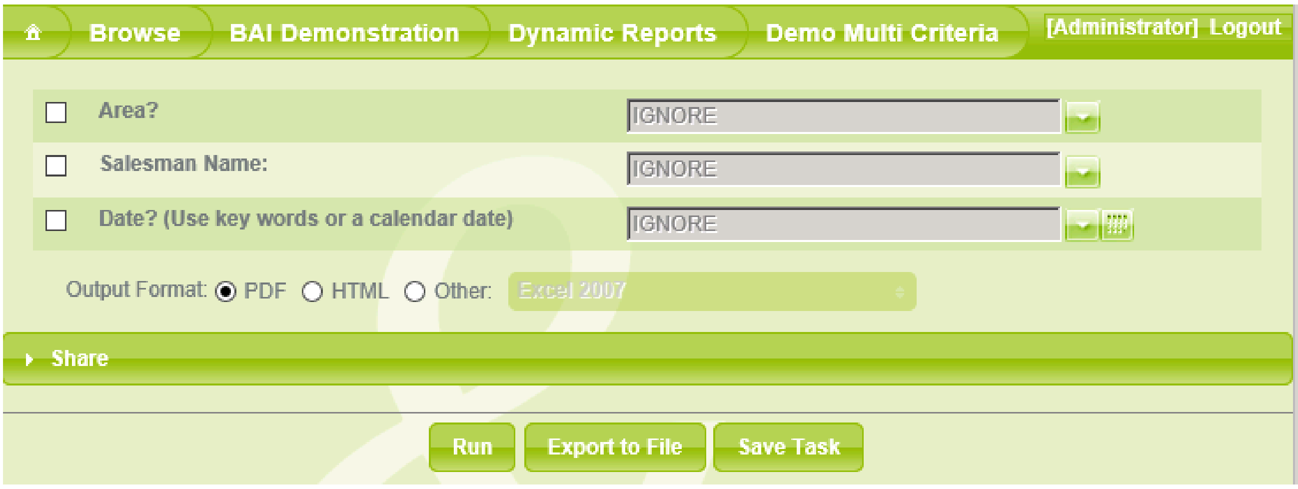
4.2. Running a Dynamic Item

To run a dynamic item, such as a query, report or cube, please follow the steps below. The following explanation applies to a dynamic query, report or cube. The example will be given with a dynamic report.

4.2.1. Exporting a Report in PDF Format

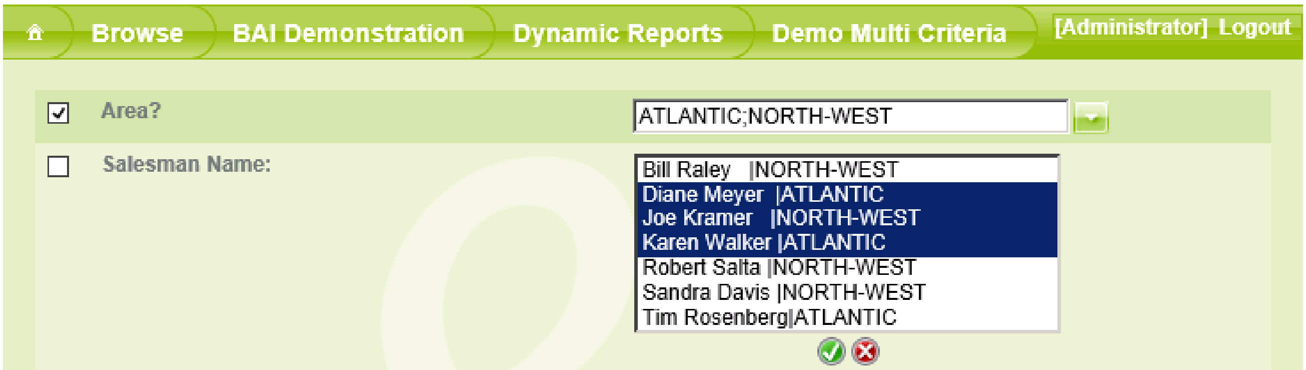
To export a report in PDF format, please follow the steps below.

1. Select **Browse**.
2. Select **BAI Demonstration**.
3. Select **Dynamic Reports**.
4. Click the **Demo Multi Criteria** report.

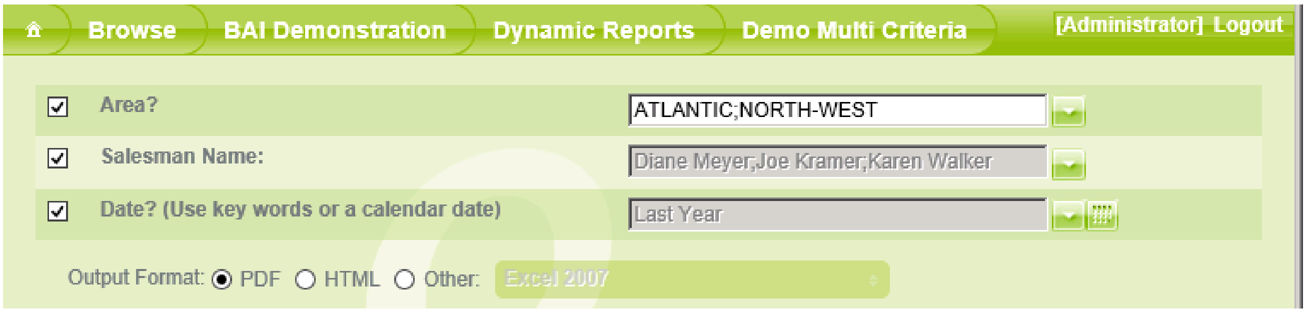


5. Note all the parameters required by this report are displayed. A default value or the IGNORE reserved word appears when no values are authorized.
6. Select the values you wish, as appropriate. Click the down arrow to display the drop-down list (click **Shift + Click** or **Ctrl + Click** to select several values at the same time), or click the **Calendar** icon to display the calendar (for **Date** or **Date Time** fields), you can also enter values in the edit box.
7. **Click Ctrl+Click:** to select non-contiguous values.

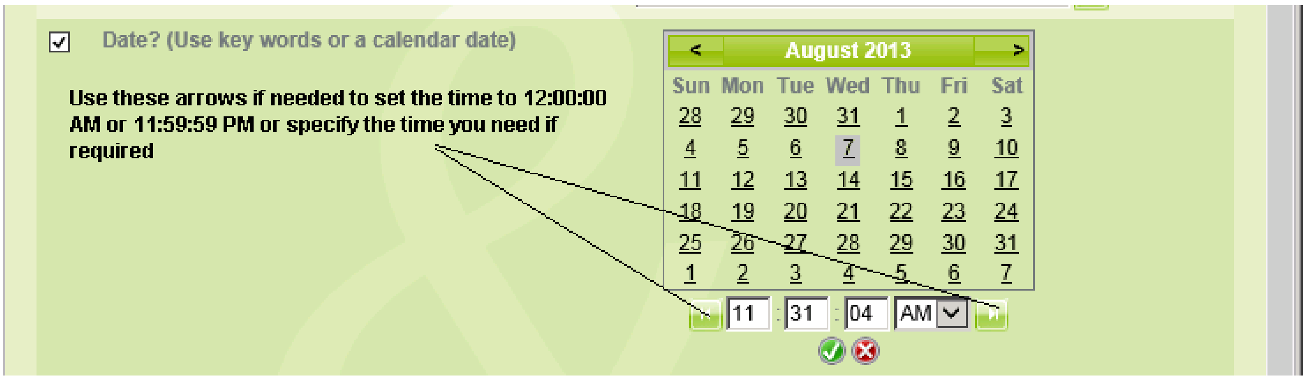
8. Click the green button to validate or the red button to cancel.
9. Click **Shift+Click** to select contiguous values.



10. Click the green button to validate or the red button to cancel.
11. Select a keyword for the **Date** field: (please refer to the Keyword List at the end of this manual).



12. Or click the **Calendar** icon to select a specific date or date time.



13. Note the output formats authorized by the Administrator are displayed. The default output format is **PDF** (Acrobat Reader).
14. Click **Run** if the current parameters are correct. The result will appear in the output format you selected.

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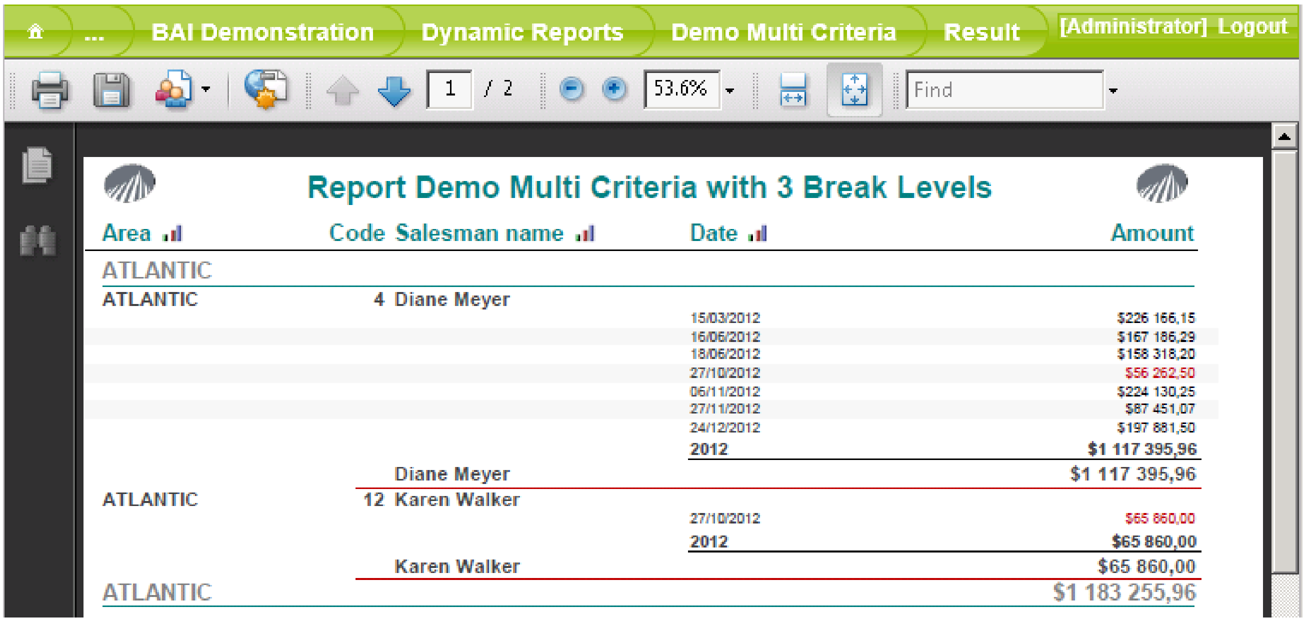
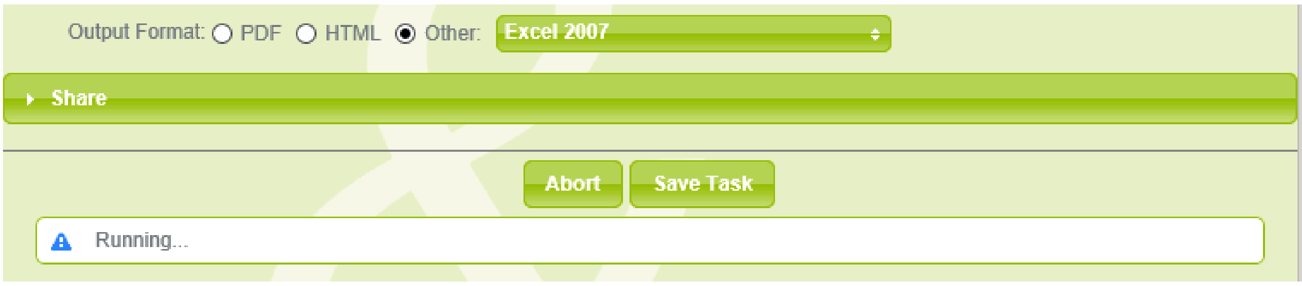


4.2.2. Exporting to another Output Format

1. Select the output format HTML or Other.
2. Select the Other option button to view the list of additional output formats supported by Click&DECiDE if your Administrator has setup this menu branch to propose other formats.

3. Click **Run** to get the report result in the specified output format, according to the parameter values you entered. In the example below we selected the Excel 2007 output format and above criteria with “Last Year” for the date.
4. A message appears while running:



5. Then a message ask you what to do with the generated Excel file:

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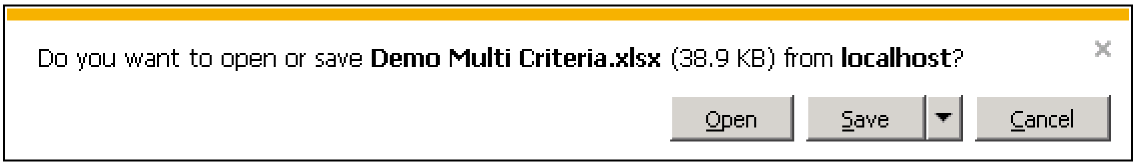
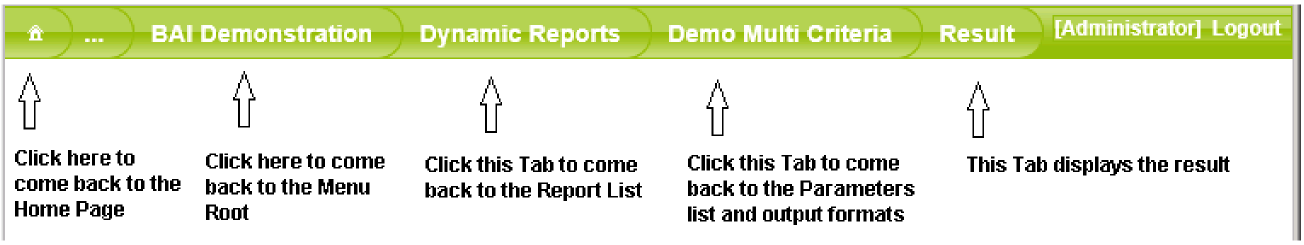


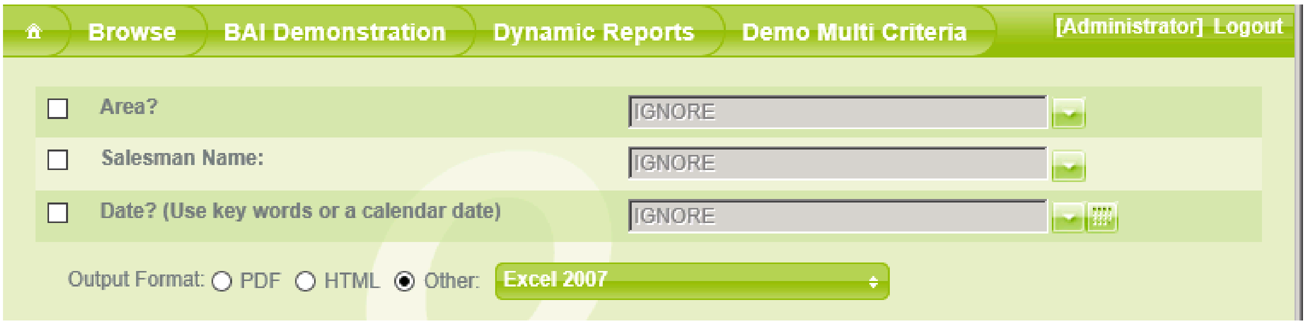
Click Open or Save and open the file under Excel 2007, 2010 or greater.

6. Click on the required Tab to go back to the location you need:



7. The Tab corresponding to the item name will display the last parameters and output formats used.

Note: if you wish to IGNORE a parameter previously defined, clear the check box to the left of the value and the IGNORE reserved word will be restored.

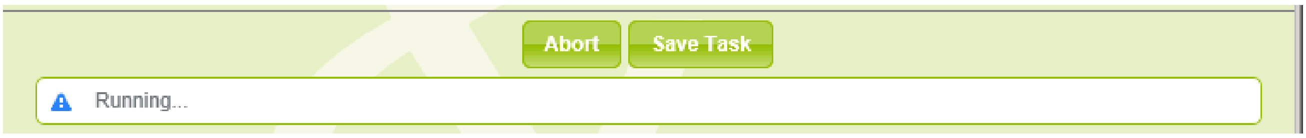


Note: sometimes a parameter can be mandatory and/or not editable according to the way it has been defined by the Report Author.

Note: when entering several values by hand in an edit box, the separator value is a semi-colon. No additional quotes are required for text fields as the field type is known by the application.

4.2.3. Stopping a running Job

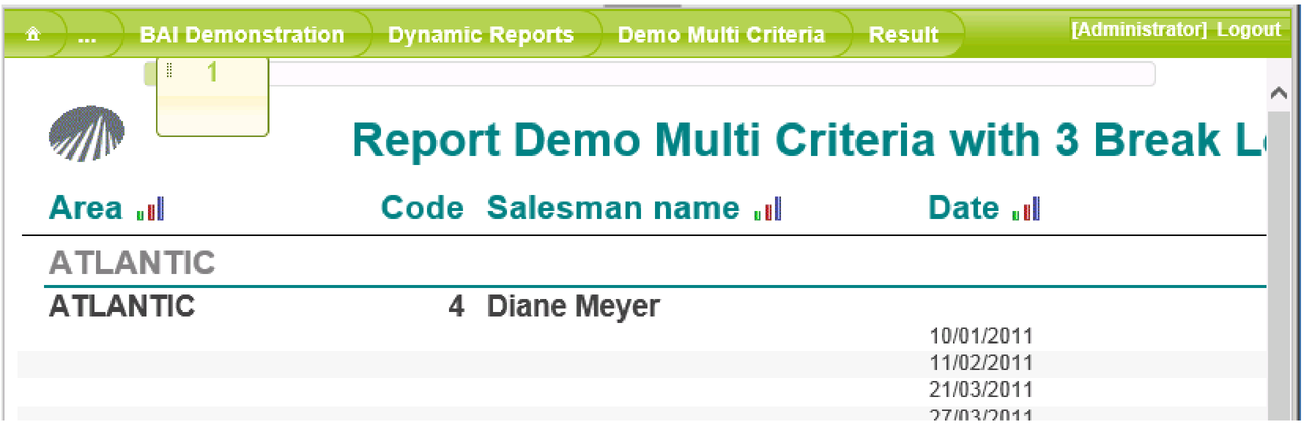
Since version 10.2.2, during the execution time, the Run button is changed to **Abort**, so that it is now possible to stop an execution in progress. The consequence is that you cannot click elsewhere on the Web Portal before the current run is completed or stopped. (Improvement of the Click&DECiDE Export Manager Service).



It should be noted that two steps are required when executing a query: the FIRSTDATA that returns the first set of data and then the FETCH that returns a result of successive data packet. Cancelling the execution cannot be done until the return of FIRSTDATA, i.e. either during the recovery following blocks, either during the formatting of data (query, report and cube). Cancelling during FIRSTDATA is planned for version 11 of Click&DECiDE.

4.2.4. Working with the Navigation Bar in a Report in HTML Format

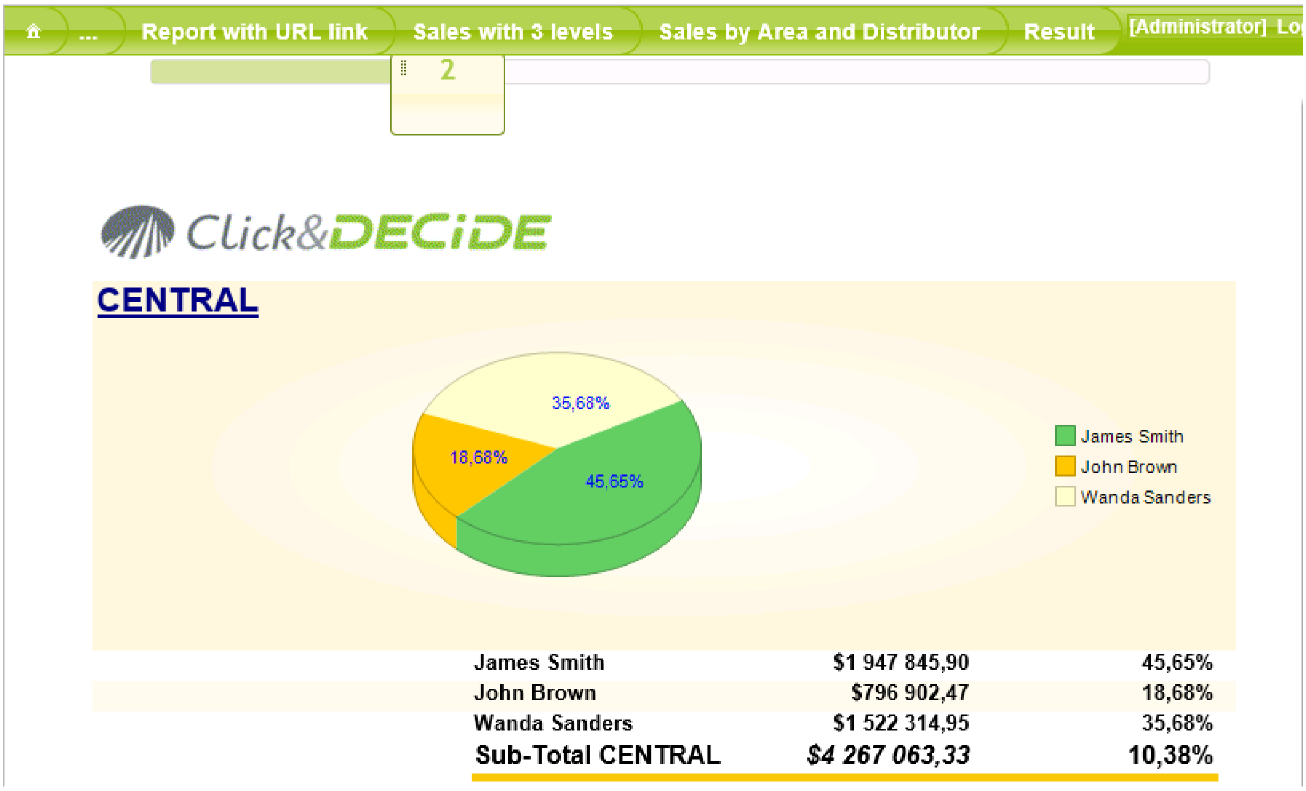
If you export a report to HTML format which generates several pages then a special navigation bar appears. Follow the steps below for more information. **This new navigation bar has been designed to work fine under an iPad, iPhone, or Android Tablet or Smartphones**.



Move the Page Number cursor to right or left to reach a specific page number or just next page or previous page.

Example using the Demonstration Menu

1. Click the **Report with URL link** branch.
2. Click the **Sales with 3 levels** branch.
3. Click the **Sales by Area and Distributor** report in the right pane.
4. Click **Run** to run it. A first report appears with a page for each Area. The Area field contains a hyperlink that can call another report giving more details about this area.



5. Click the value you want, for example the **Central** value (or any other area on next pages) and the second report will appear in place of the first one.

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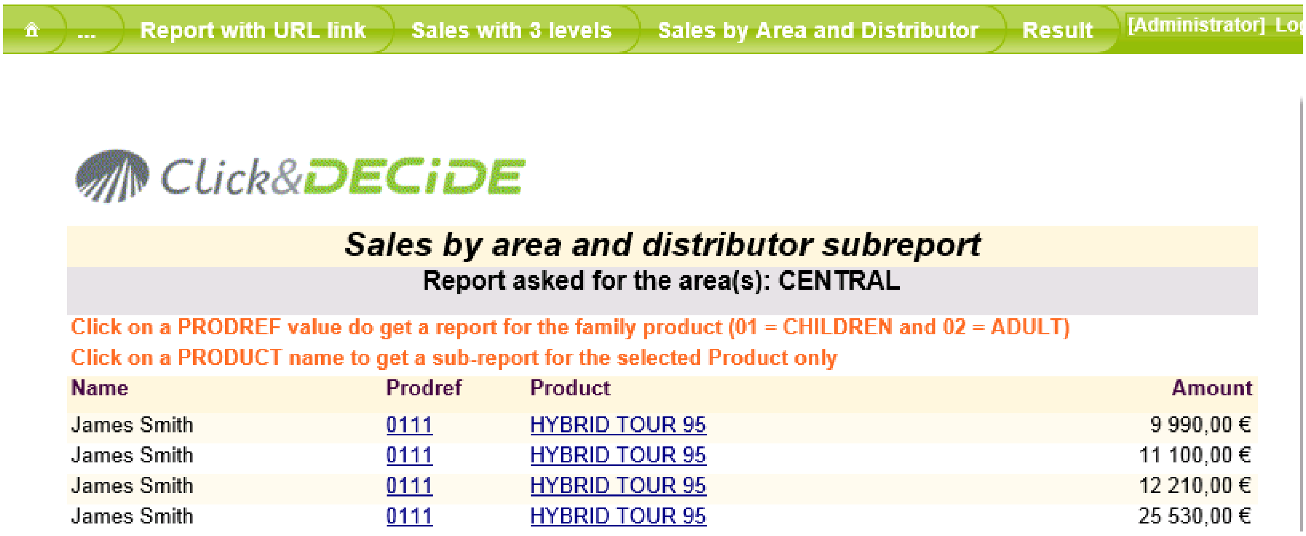
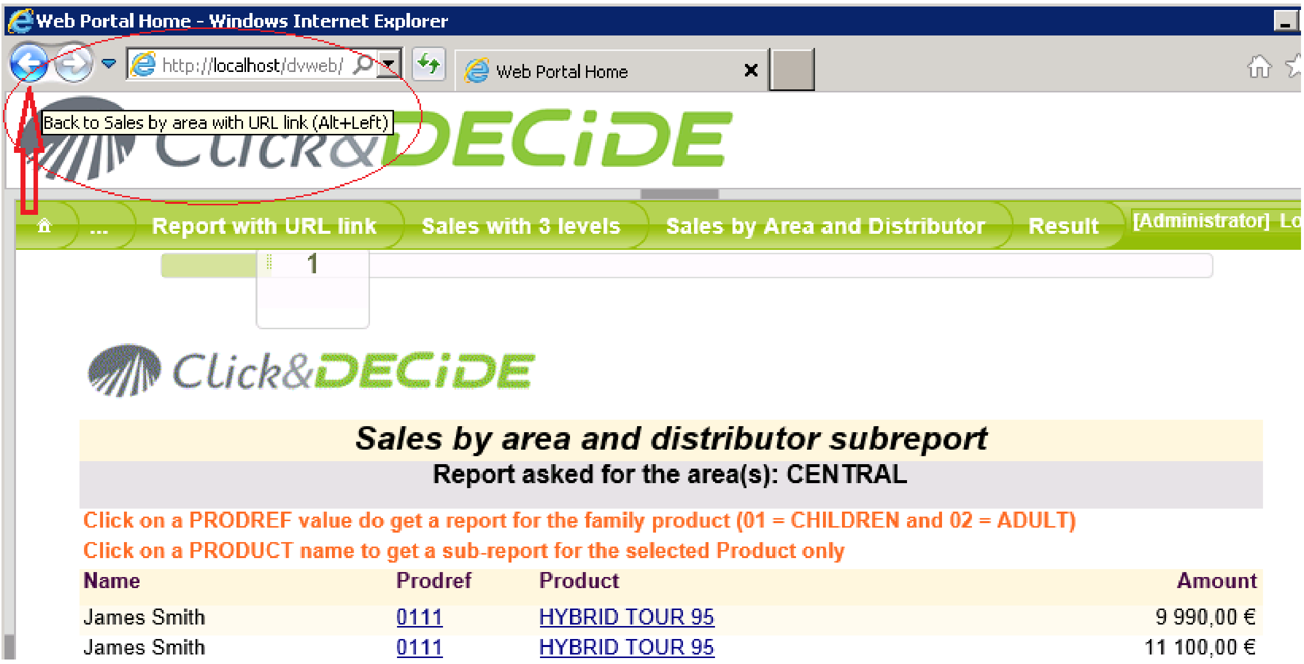
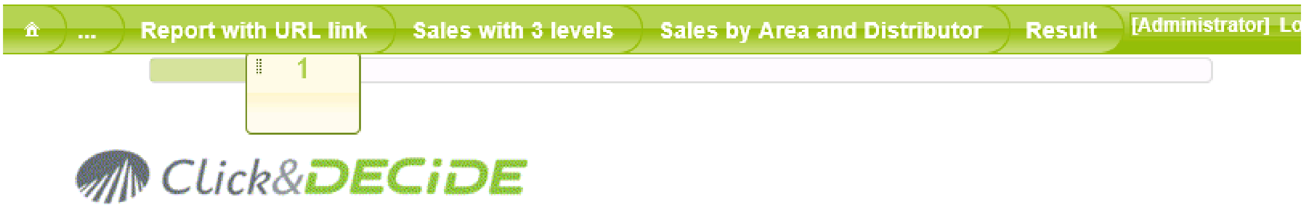


6. Click the Back Button from your browser to come back to the previous report, then the Next Browser button to go back to the last report.



7. Select an article code beginning with “02” in the PRODREF column. A third report for the ADULT family will appear in place of the current report.



Sales by area and distributor third subreport with parameter

You have selected the ADULT Family (Product number beginning with 02) and the CENTRAL Area.

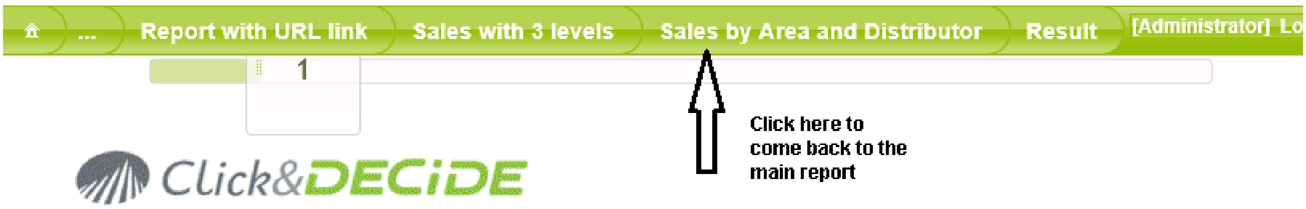
PRODREF	PRODUCT	FAMILY	QTY	AMOUNT
0213	BMX ADULT RACER	Adult	16	12 736,00 €
0214	BMX URBAN LEAGUE	Adult	14	31 500,00 €
0215	SCHWINN EXCURSION RACER	Adult	9	13 365,00 €

8. Click the Back Browser button to come back to the previous report.

4.3. Working with Useful Icons and Buttons

4.3.1. Navigation icons

Home Page: sends you back to the Main Home Page.



Sales by area and distributor third subreport with parameter

You have selected the ADULT Family (Product number beginning with 02) and the CENTRAL Area.

PRODREF	PRODUCT	FAMILY	QTY	AMOUNT
0213	BMX ADULT RACER	Adult	16	12 736,00 €

4.3.2. Export to File button

Export to File **Export to File:** exports the current report directly to a file without building the result in the Web Page. This avoids displaying the result and having to click **Save As**. It is particularly useful when running output formats such as ASCII, as it automatically generates an ASCII file on the disk.

4.3.3. Save Task button

Save Task **Save Task:** generates a task that can be scheduled later. If you are not recognized as a Task Administrator user, this button is hidden. A Task Administrator user is a user who belongs to a Group defined as "Task Administrator" in the Click&DECiDE Administration Manager on the Server. Only the Administrator of this module can modify the user status.

4.3.4. Share Button Bar

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Share: generates the required links (URL) such **as Web Link, Google® DataTable Datasource, Excel® WebQuery Datasource, QlikView® Script, Excel® Power Pivot or Click'n'Decide Builder Query.**

4.3.4.1. Web Link:

This link can be used when defining a Favorite, or used inside a Google Chart or be saved as a Shortcut on your desktop.

Note: an URL can finish by __e=0 if you do not want to run immediately the item or by __e=1 if you want to get the report result immediately.

The Web Link URL proposes by default this kind of link:

http://localhost/dvweb/Menus/ShowParameters.aspx?__ma=BAI+Demonstration&__mi=2492&__e=0

where ShowParameters.aspx will display first the parameters list and the output formats available for this item.

You can use **Display.aspx** instead of **ShowParameters.aspx** to not see the parameters list neither the Output formats and run directly the item if __e=1. Refer to the Technical Appendix.

4.3.4.2. Google® DataTable Datasource:

This link will be used when creating some Dashboards with the Google Charts. (Refer to the BAI Dashboard Google Chart User Guide V2013).

4.3.4.3. Excel® WebQuery Datasource:

This link will be used when using the WebQuery inside an Excel file. See the chapter about the WebQuery in this Manual and the Technical Appendix.

4.3.4.4. QlikView® Script:

This link will be used when using QlikView to generate the required QlikView script.

4.3.4.5. Excel® Power Pivot:

This link will be used when using the PowerPivot module from Excel 2010 or greater. See the chapter about the Power Pivot in this Manual.

4.3.4.6. Click'n'Decide Builder Query:

This link allows the user to copy and paste this link into a Click&DECiDE Builder project file and get automatically the corresponding query built inside this project. Useful when using Click&DECiDE Web Builder.

4.4. Saving a Task

4.4.1. Create a new Task

To create a task, please follow the steps below. This example will use the **Demo Multi Criteria** report for the **Last Month** period.

1. Select the **Dynamic Report** branch in the left **BAI Demonstration** menu.
2. Click the **Demo Multi Criteria** report.
3. Ignore all parameters except the **Date**.
4. Replace the year with **Last Month**.
5. Select **PDF** output format.

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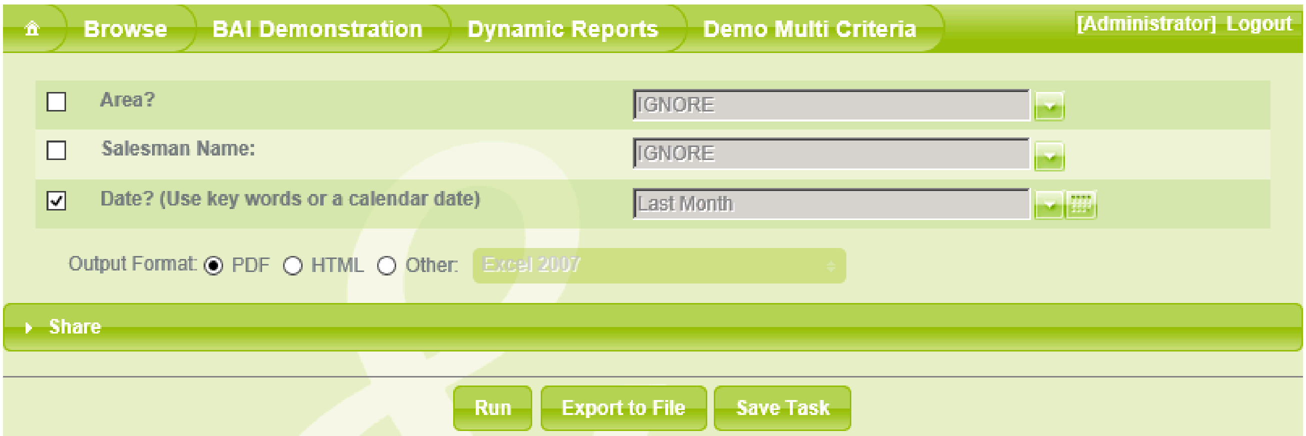
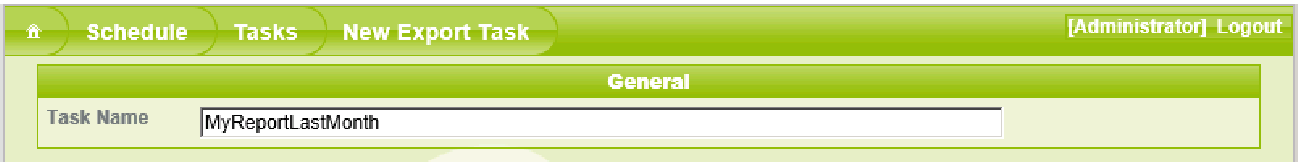
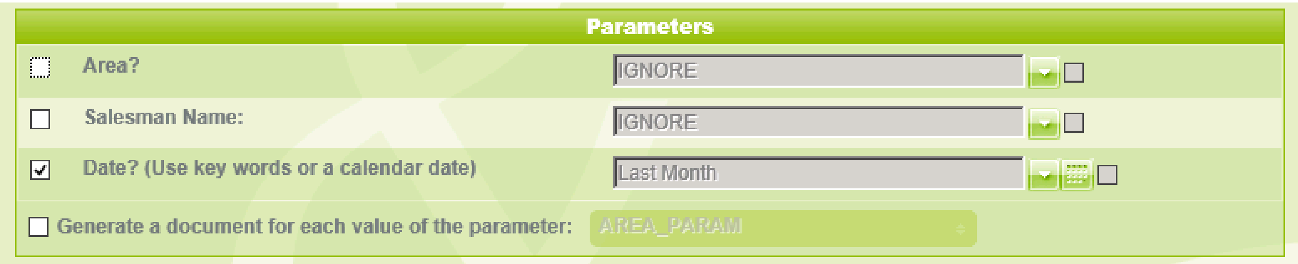


6. Click the **Save Task** button.
7. **General**: enter a name for the Task.

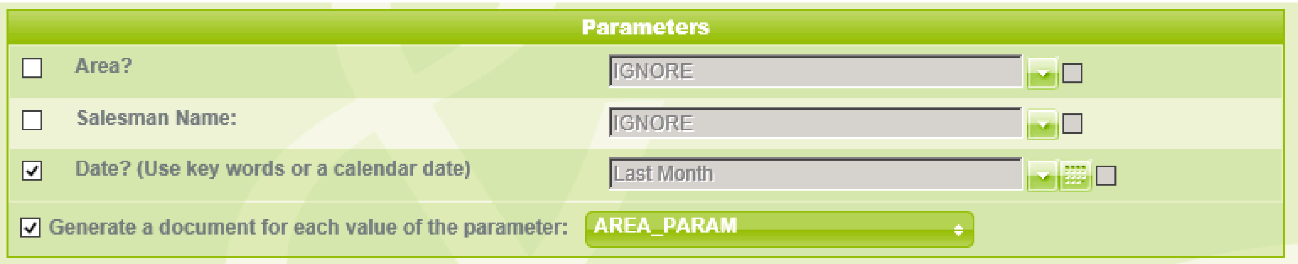


8. **Source**: note the Report information (New in version 2013): Menu Name, Item Name and Menu ID:

9. **Parameters** status: the parameters default values can be changed again here and, optional, you can use the last option to generate a document for each distinct value of the specified parameter.



If you want for example to get a different target directory and/or a destination different file name for each value of the AREA field, managed by the AREA_PARAM parameter, then select this option and this parameter:



10. **Destination**: click the **Browse** icon to define the **Destination Directory**. By default the Shared Folder (and sub-directories) can be used because all new files created in these directories can be accessed later via the Web Menu. The Shared Folder corresponds to the following default path on the Server: C:\Program Files\Click and DECiDE\BAI\DemoWeb\Shared Folder.

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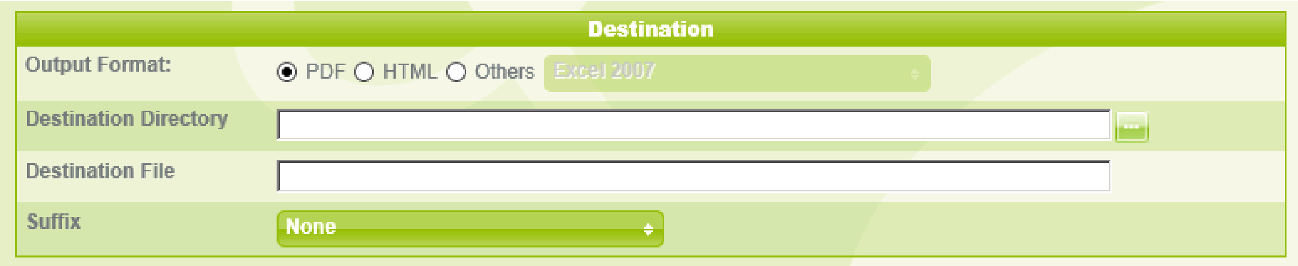

Example with the option to generate several documents for each value of the parameter AREA_PARAM:

The variable #PARAM_ITERATE# is automatically proposed in the Destination directory (but can be removed if needed) and can be used also in the **Destination File** Name. This variable will take the distinct AREA values found according to the other criteria. (NORTH-WEST, ATLANTIC, SOUTH etc.). If you are not using this iteration option, anyway enter a file name according to the chosen output format, for example **Sales for Last Month.pdf**.

11. **Suffix:** when a report is exported periodically, you can automatically get a dynamic name according to the chosen period. To do so, modify the name to "**Sales for the Month_.pdf**" to add an underscore between the file name and suffix, and click the Suffix drop-down list to select the appropriate suffix: if we are the 1st September 2013...

Suffix	Result	Comment
None		No suffix will be added
YY	13	The suffix will be the 2 digits of current year
YY-1	12	The suffix will be the 2 digits of last year
YYMM	1309	The suffix will be the 2 digits of current year and 2 digits of current month
YYMM-1	1308	The suffix will be the 2 digits of last month's year and 2 digits of last month
YYMM-1D	1308	The suffix will be the 2 digits of yesterday's year and 2 digits of yesterday's month
YYMMDD	130901	The suffix will be the 2 digits of current year, 2 digits of current month and 2 digits of current day
YYMMDD-1	130831	The suffix will be the 2 digits of yesterday's year, 2 digits of yesterday's month, and 2 digits of yesterday
NNNN	0001	The suffix will be a number starting at 0001 to 9999

Select for this example the **YYMM-1** suffix:

12. Post-Treatment (optional): you can decide to make an action such as "Send an e-mail", "Export to Google Doc", "Roambi Exporting Services", of feed some tables such as the Highlight Table, the Information Table or the RSS Feed Table, when the item is run through the Scheduled Task.

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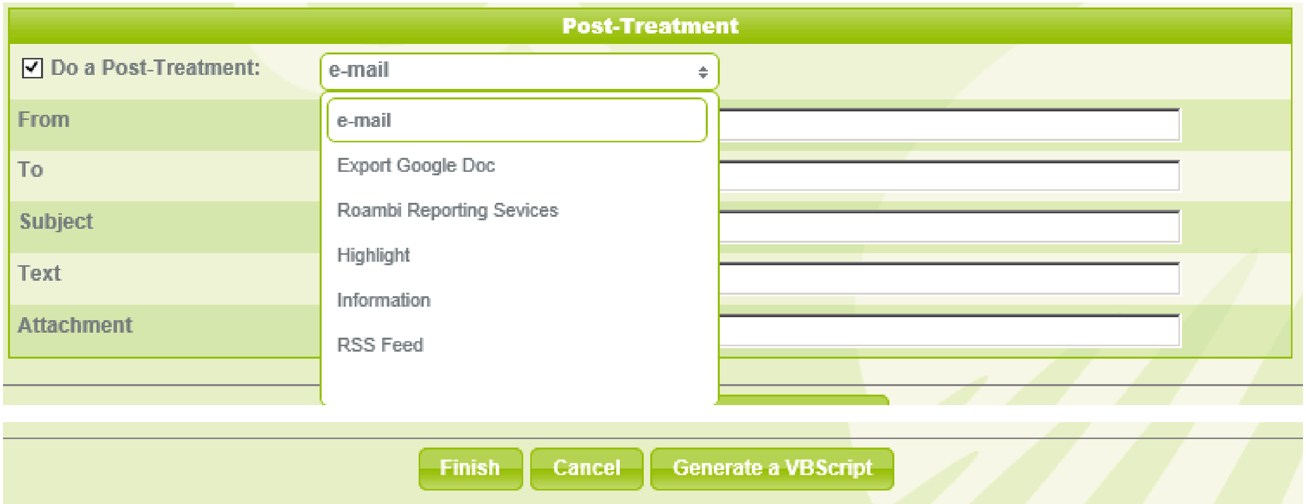
If you want to do so, select this option:



13. Click **Finish** unless you wish to use optional command "Generate a VBScript" using the corresponding button (reserved to advanced users who wish to manage this task by hand by customizing this Visual Basic Script).

4.4.2. Do a Post Treatment

Do a Post Treatment allows you to decide which kind of actions must be done at the run time report.

4.4.2.1. E-mail

It is possible to send a file (for example a report) by e-mail to one or more recipients, only working with single generated file, such as **PDF, Excel, ASCII**, and so on. To do so, follow the steps below.

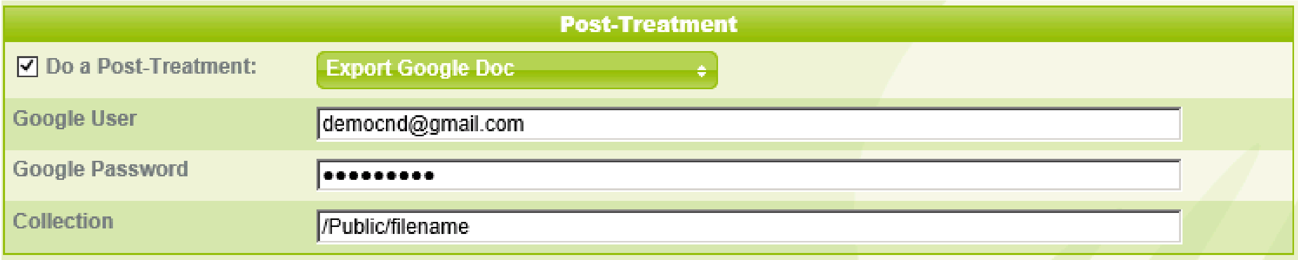
When the generated files are multiple such as **Cube HTML Export**, the e-mail action only sends the file with the *.cub extension. This file can be used to refresh a cube using the other static files (*.hta, *.gif, *.xml etc.).

When the generated files are multiple such as **Query or Report HTML export**, the e-mail action does not work because only one file is sent. This may be modified in a future version of Click&DECiDE BAI.

1. Select the **e-mail** as Post-Treatment.
2. Enter the sender e-mail address in the **From** field.
3. Enter the Recipient(s) address in the **To** field (to enter several recipient addresses, separate each address by a semi-colon).
4. Enter the message title in the **Subject** entry field.

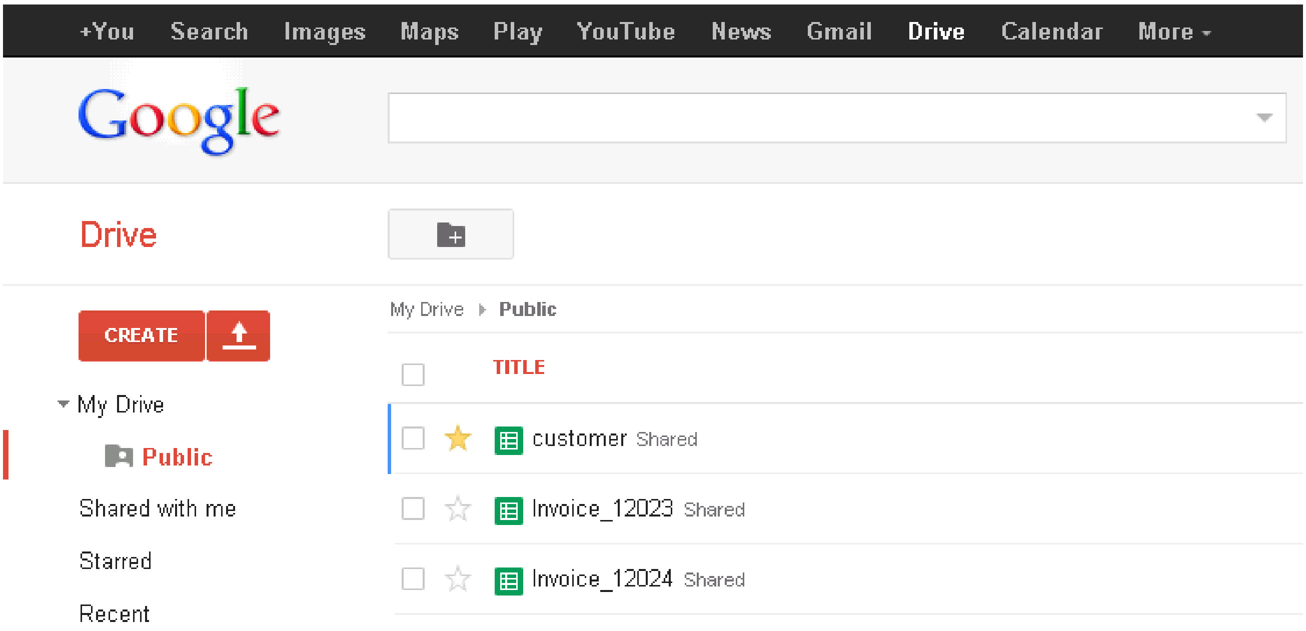
5. Enter the message body in the **Text** entry field.
6. Note that the Attachment field can use the **=Destination()** function to return the file name with the full path. Another function, called **=FileName()** can sometimes be used to only return the file name without the path.
7. Note the generated file will automatically be attached to the e-mail using the predefined **=Destination()** function that you can see in the Attachment edit box:
8. Click **Finish**

4.4.2.2. Export Google Doc



You need a Goggle account, enter you e-mail address and password, and then specify the Google Drive (shared with other people) and File Name you wish to use. Note that this Post-Treatment has been done specially for the Excel output format. (single file) when exporting.to Google Doc. Click **Finish** when done.

Example of Google Drive and File Names:



In the above example **/Public** in the Collection box represents My Drive / Public (Shared)

And **/Filename** are the above examples “customer” (shared), Invoice_12023 (shared) and Invoice_12024 (shared).

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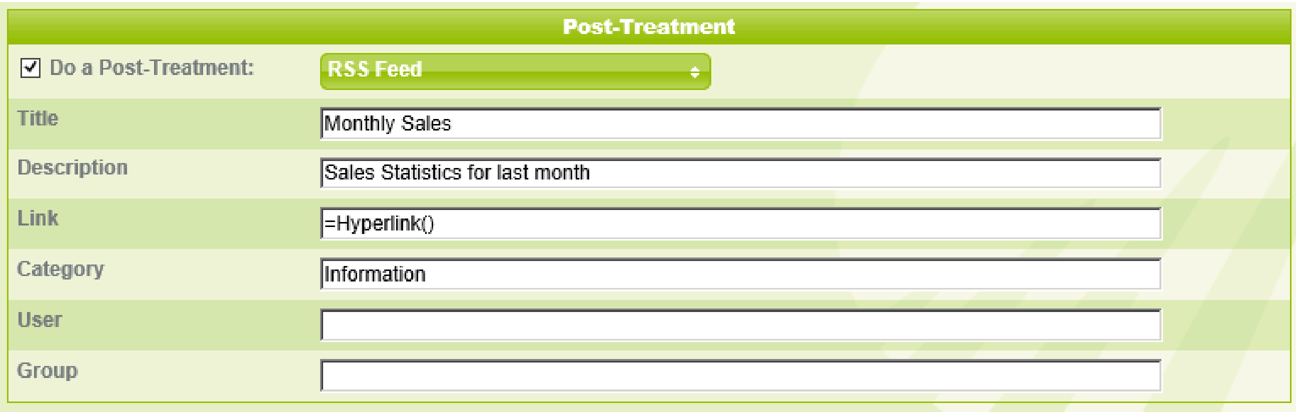
4.4.2.3. Roambi Reporting Services

Enter your Roambi Web Service URL, your login, the destination folder and file name. Click **Finish** when done.

4.4.2.4. Export to Highlight and Information tables

This feature is maintained only for compatibility with previous versions of Click&DECiDE but is not any more supported.

4.4.2.5. Sending RSS Feed Alerts



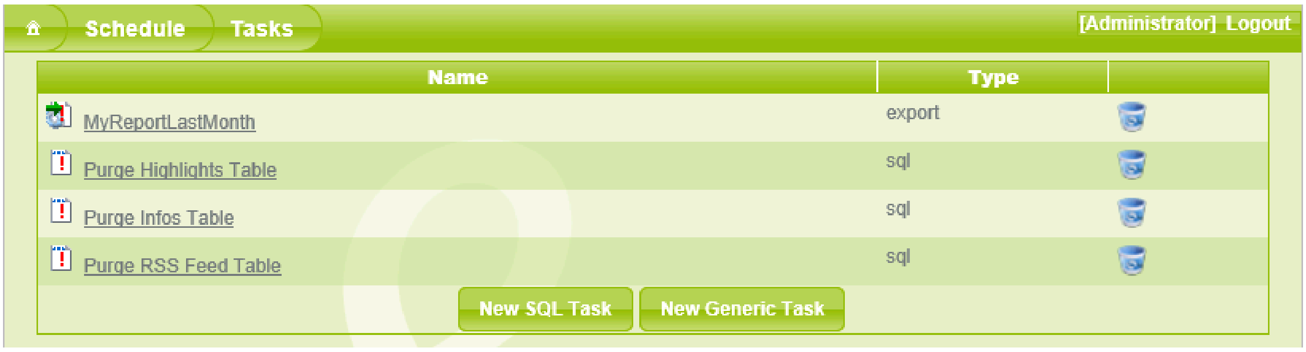
The document generated by the Scheduled Task can add a record in the RSS Feed Table located into the DataSetReport database installed in your SQL Server by Click&DECiDE.

1. Select the **RSS Feed** Post Treatment.
2. Enter the **Title** you want to be displayed in the RSS Title area.
3. Enter the **Description** you want to be displayed in the RSS Description area.
4. Enter the **Link = Hyperlink()**. This function will automatically generate the URL corresponding to the report file created so that the end user can open this report when clicking the RSS Title.
5. Enter the **Category** so that you can classify your information in several categories, such as Brochures, Videos, Documentation, Price List and so on. This is optional.

   Note: Standard RSS Feed readers do not use **User** and **Group**.

6. Click **Finish** when done.

Any new Task will appear in the Web Portal as follow, in the Schedule Task Frame.



4.4.3. Modifying or Deleting a Task

To view or modify or delete an existing task, please perform the steps below.

1. Click the **Schedule** command in the Web Portal.

2. Click **Tasks**
3. Your tasks and default Click&DECiDE tasks will appear in the frame. (See previous above picture).
4. To edit a Task, just click on the Task Name. The Task will be open.
5. To delete a Task, just click on the right  icon and confirm. Note that a Task cannot be deleted if still used by a Scheduled Task.

For more information, please see the **Schedule** section to learn how to schedule one or more tasks.

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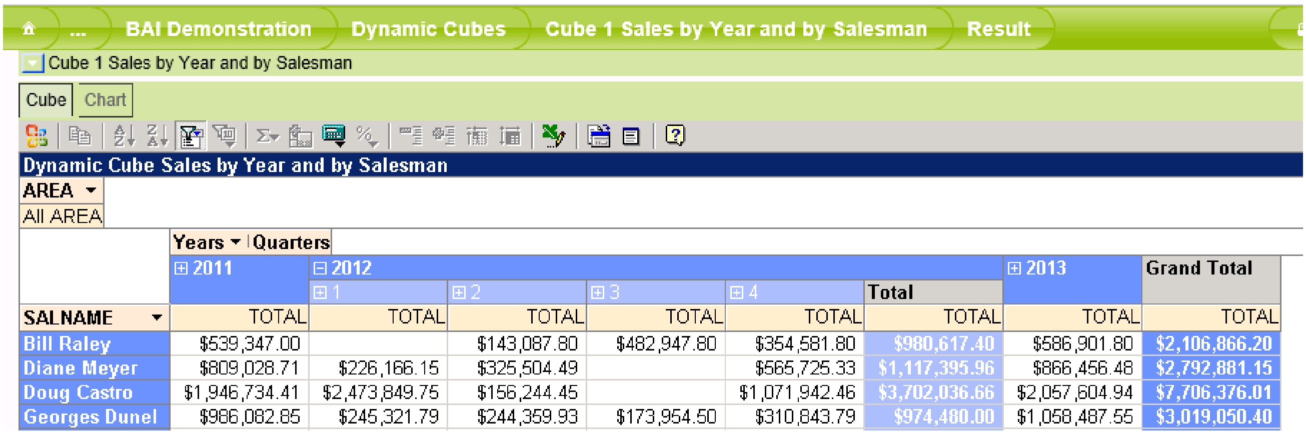
4.5. Running a Dynamic Cube

To run a dynamic cube, please follow the steps below. In this section we will explain some specific commands that can be used once a cube is displayed. This example will use the following cube: **Cube 1 Sales by year and salesman**,

Note: Mozilla Firefox and Google Chrome Browsers do not support the Cube feature.

1. Click the **Dynamic Cube** branch.
2. Select the cube you want, in this example **Cube 1 Sales by year and salesman**.
3. Ignore all the parameters to get three years.
4. Click **Run** to run the Cube.
5. Note you may be prompted to install an ActiveX Web Component if it is the first time you are running Cube from this PC.
6. Click the plus sign to expand Date levels.
7. Click the **Area** filter field to display only certain areas, please refer to the Cube User Guide for more information.



SALNAME	2011 TOTAL	2012 Q1 TOTAL	2012 Q2 TOTAL	2012 Q3 TOTAL	2012 Q4 TOTAL	2012 Total TOTAL	2013 TOTAL	Grand Total TOTAL
Bill Raley	$539,347.00		$143,087.80	$482,947.80	$354,581.80	$980,617.40	$586,901.80	$2,106,866.20
Diane Meyer	$809,028.71	$226,166.15	$325,504.49		$565,725.33	$1,117,395.96	$866,456.48	$2,792,881.15
Doug Castro	$1,946,734.41	$2,473,849.75	$156,244.45		$1,071,942.46	$3,702,036.66	$2,057,604.94	$7,706,376.01
Georges Dunel	$986,082.85	$245,321.79	$244,359.93	$173,954.50	$310,843.79	$974,480.00	$1,058,487.55	$3,019,050.40

8. Click the **Chart Tab** to display the Graph.

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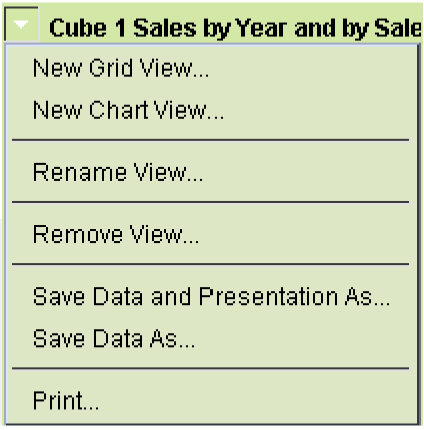
Click the down-arrow in the top left corner of the screen to display the specific Cube commands that are available in the Web Portal. The following context menu appears.



New Grid View…: creates a new **Cube** tab to get another presentation of the available dimensions and measures.

New Chart View…: creates a new **Chart** tab to get another graph presentation. A Chart can be linked to a Cube View or can be standalone.

Rename View: allow you to rename a Cube View or Chart View. First select the View to be renamed, then use this command.

Remove View: allow you to remove a Cube View or Chart View. First select the View to be removed, then use this command.
Warning: if you are removing a Cube View linked to a Chart View, a message will appear explaining that the Chart View is linked to the Cube View and that you will also lose these views.

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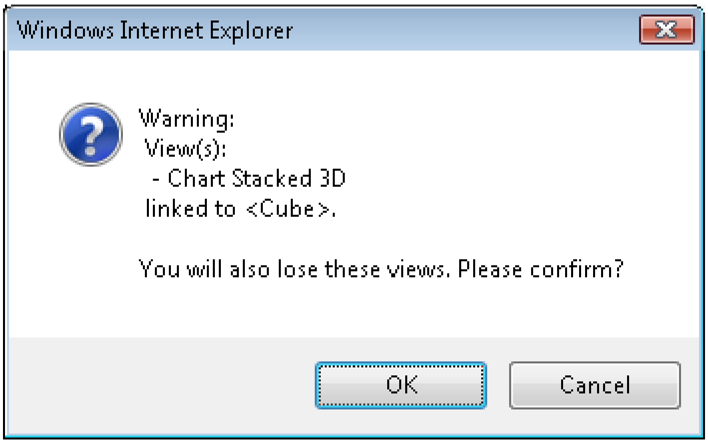
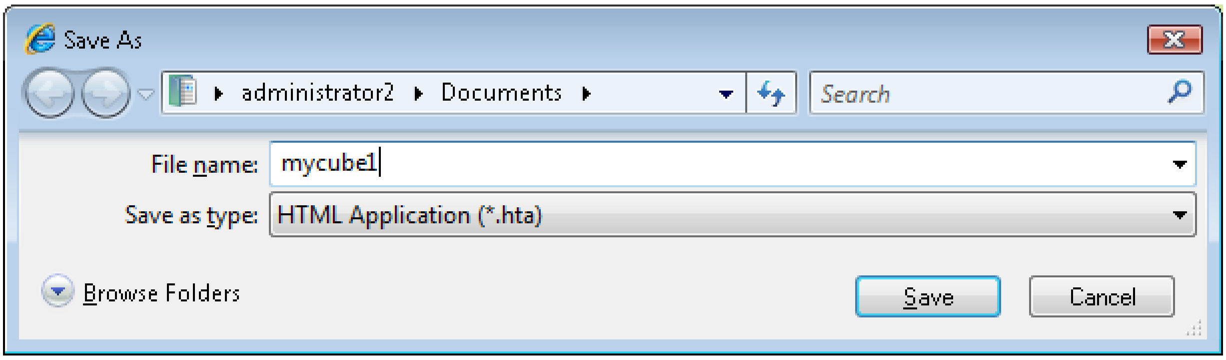


Click **OK** only if you accept losing both views. The above example concerns the "**Cube 6 Sales by Year and by Salesman with 2 graphs**".

9. Click **Save Data and Presentation As** to save your cube's presentation and data.
   Note: if you customized your Cube must save it locally, otherwise the next time you connect to this Cube in the Web Portal, you will get the Cube presentation defined on the Server machine.
10. Enter the **File name**.



11. Click **Save**.

Note: you can now access this cube offline, without needing to connect to the Web Portal. To do so, go to the destination directory and double-click the *.hta file (in this example, the file mycube1.hta).

4.5.1. Updating a Dynamic Cube

To update a cube later with new data, please follow the steps below.

1. Connect to the same cube via the Web Portal, for example, every day.
2. Run the same cube to get new data.
3. Select **Save Data As** and you will be able to save the new data in the same destination directory.

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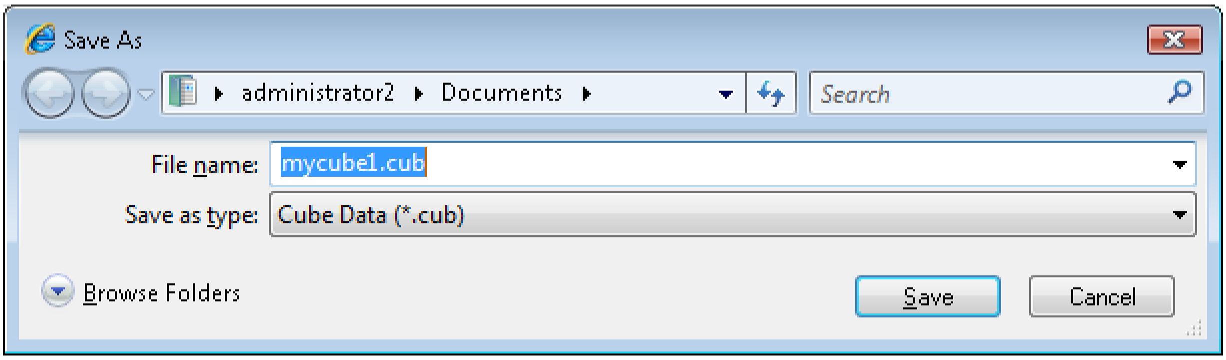
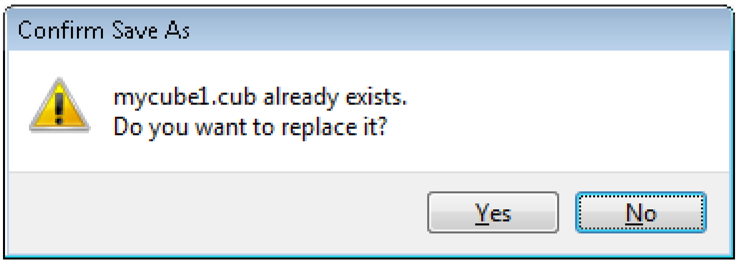
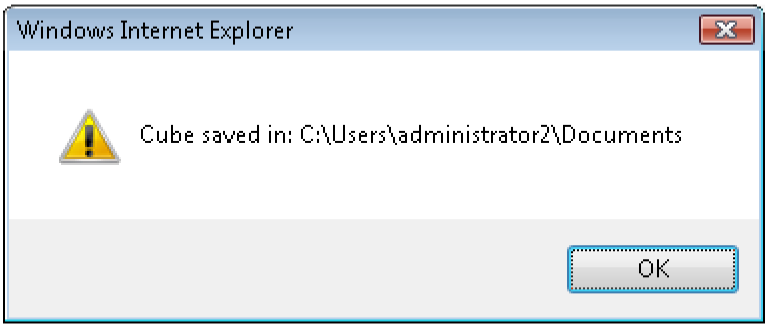


4. Click **Save**.



5. Click **Yes**



6. Click **OK**.
7. Disconnect from the Web Portal.
8. Double-click the mycube1.hta file to open your customized cube with the refreshed data.

4.5.2. Exporting a Cube to Excel 2007

Since version 10.1 a cube can be exported to Excel 2007 (or greater) if the new output format **Excel 2007 Pivot Table** appears. Select for example the “Cube 1 Sales by Year and Salesman” in the Dynamic Cubes branch:

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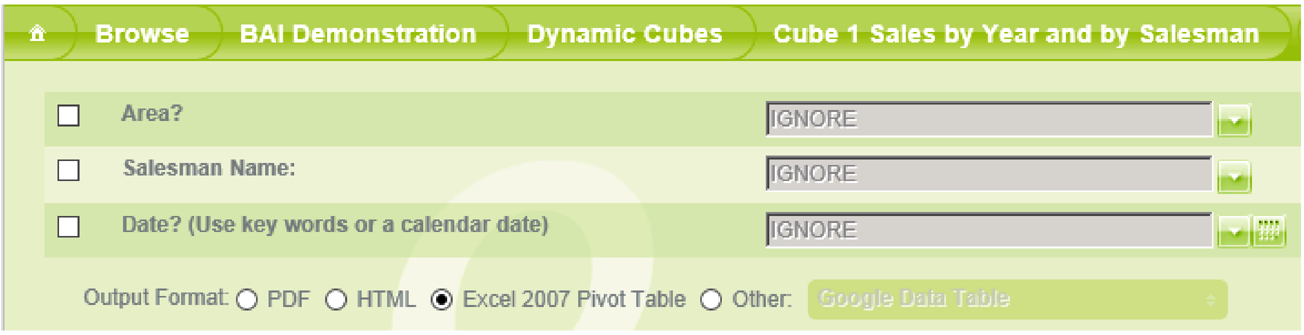


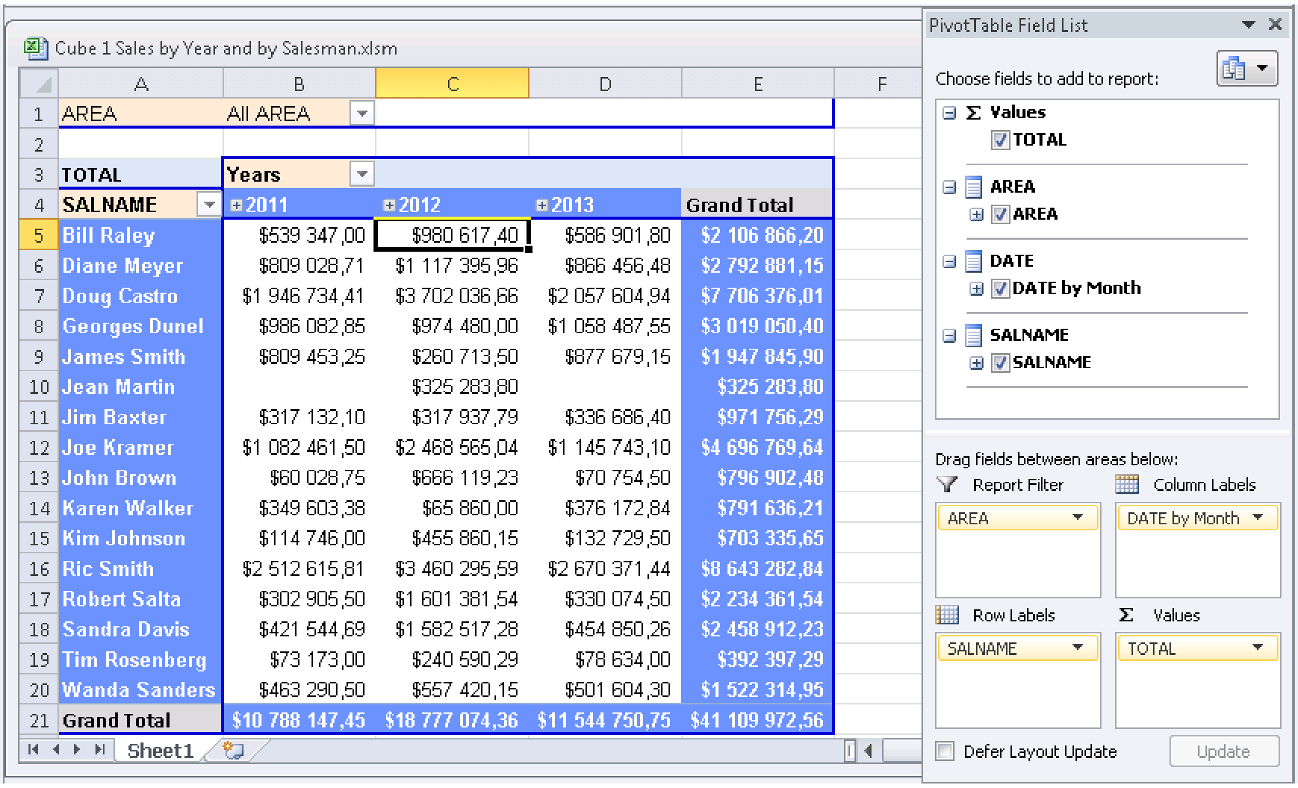
1. Select the **Excel 2007 Pivot Table** output format
2. Click **Run** to send the Cube Data to Excel 2007 (or 2010 or greater).

Note: this action cannot concern the Chart Tab.

If this output format is not visible, refer to the Click&DECiDE Administration Manager Guide.pdf to see how to add this output format for a cube, on paragraph 6.6.4.

Warning: the  icon that you can see in the cube result has not the same function as the Excel 2007 Pivot Table output format.

This icon only can work to send a cube to Excel when using a Cube Analysis, not when using a file having "cub" extension.



AREA	All AREA			
TOTAL	Years			
SALNAME	2011	2012	2013	Grand Total
Bill Raley	$539 347,00	$980 617,40	$586 901,80	$2 106 866,20
Diane Meyer	$809 028,71	$1 117 395,96	$866 456,48	$2 792 881,15
Doug Castro	$1 946 734,41	$3 702 036,66	$2 057 604,94	$7 706 376,01
Georges Dunel	$986 082,85	$974 480,00	$1 058 487,55	$3 019 050,40
James Smith	$809 453,25	$260 713,50	$877 679,15	$1 947 845,90
Jean Martin		$325 283,80		$325 283,80
Jim Baxter	$317 132,10	$317 937,79	$336 686,40	$971 756,29
Joe Kramer	$1 082 461,50	$2 468 565,04	$1 145 743,10	$4 696 769,64
John Brown	$60 028,75	$666 119,23	$70 754,50	$796 902,48
Karen Walker	$349 603,38	$65 860,00	$376 172,84	$791 636,21
Kim Johnson	$114 746,00	$455 860,15	$132 729,50	$703 335,65
Ric Smith	$2 512 615,81	$3 460 295,59	$2 670 371,44	$8 643 282,84
Robert Salta	$302 905,50	$1 601 381,54	$330 074,50	$2 234 361,54
Sandra Davis	$421 544,69	$1 582 517,28	$454 850,26	$2 458 912,23
Tim Rosenberg	$73 173,00	$240 590,29	$78 634,00	$392 397,29
Wanda Sanders	$463 290,50	$557 420,15	$501 604,30	$1 522 314,95
Grand Total	$10 788 147,45	$18 777 074,36	$11 544 750,75	$41 109 972,56

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4.6. Running a Web Query

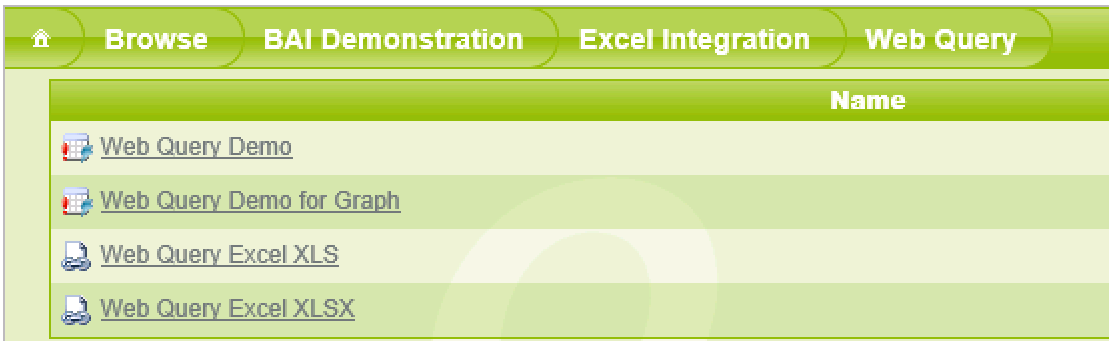
A Web Query is a query sent to a specific Click&DECiDE output format, named a WebQuery, generate a special URL that can be used later in any Excel file (Excel 2003, Excel 2007) to retrieve the data from the query from the Web (i.e. the Internet) without any Click&DECiDE software or components installed.

Warning: this feature only works if the Click&DECiDE Web Server has been setup using **Windows Authentication**.

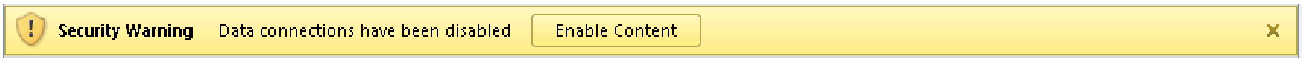
4.6.1. Running a Predefined Example with Excel

To run a predefined example of a Web Query with Excel, please follow the steps below.

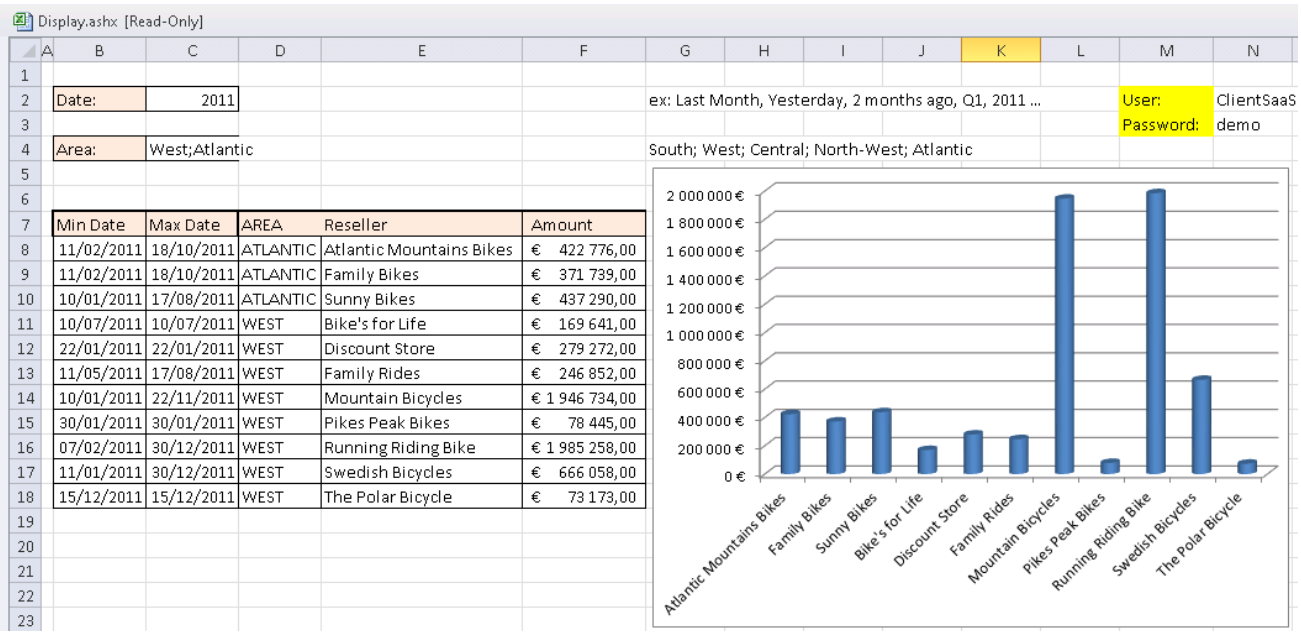
1. Click the **Excel Integration** > **WebQuery** branch in the left **BAI Demonstration** Menu.



2. Click one of the predefined example files, that is either **Web Query Excel XLS** or **Web Query Excel XLSX** in the right pane.
3. Open the file in Excel.
4. Note that depending on your Windows version, you may need to click the **Options** button and click **Enable this content**.



5. Click **OK** and this example should appear as follows.



Min Date	Max Date	AREA	Reseller	Amount
11/02/2011	18/10/2011	ATLANTIC	Atlantic Mountains Bikes	€ 422 776,00
11/02/2011	18/10/2011	ATLANTIC	Family Bikes	€ 371 739,00
10/01/2011	17/08/2011	ATLANTIC	Sunny Bikes	€ 437 290,00
10/07/2011	10/07/2011	WEST	Bike's for Life	€ 169 641,00
22/01/2011	22/01/2011	WEST	Discount Store	€ 279 272,00
11/05/2011	17/08/2011	WEST	Family Rides	€ 246 852,00
10/01/2011	22/11/2011	WEST	Mountain Bicycles	€ 1 946 734,00
30/01/2011	30/01/2011	WEST	Pikes Peak Bikes	€ 78 445,00
07/02/2011	30/12/2011	WEST	Running Riding Bike	€ 1 985 258,00
11/01/2011	30/12/2011	WEST	Swedish Bicycles	€ 666 058,00
15/12/2011	15/12/2011	WEST	The Polar Bicycle	€ 73 173,00

6. Modify the date using a year, or a keyword.

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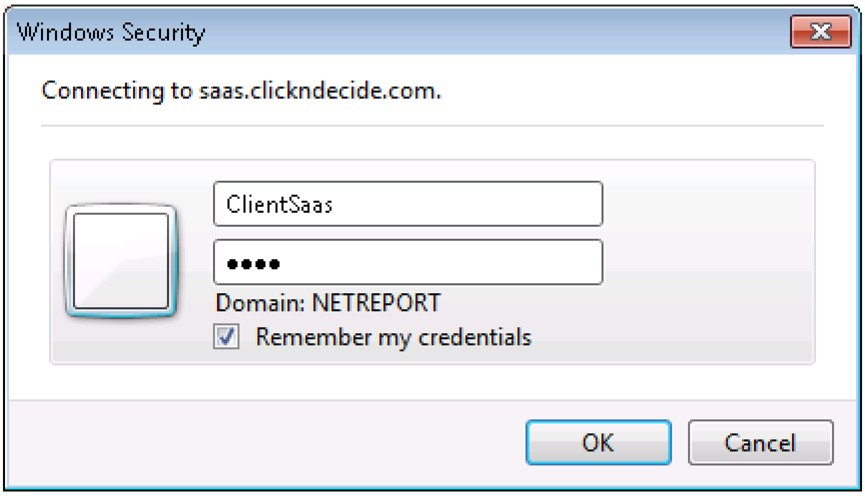
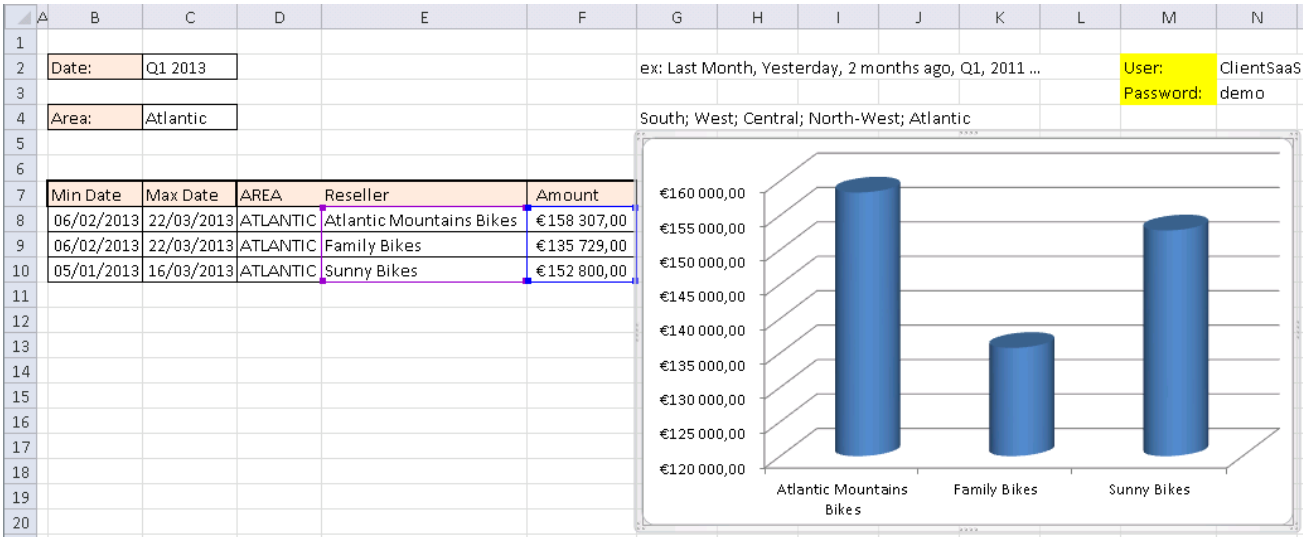
7. Modify the Area box using the proposed values (Atlantic, Central, North-West, South, West).
8. Validate to update the Excel sheet using data from the Click&DECiDE Web site.
9. Enter your **User Name** (ClientSaas by default).
10. Enter the **Password:** demo.



11. Click **OK**.
12. Modify the year value, for example for **Q1 2013** (or the current or last year)
13. Modify the Area value for example for **Atlantic**.
14. Validate, and the Excel sheet will be updated as follows.



Important note: if the date or numeric formats are not correct in your Excel file, you can edit the Query Link and replace for example the end of the URL **&__lg=fr-FR**&__f=WebQuery with **&__lg=en-GB&**__f=WebQuery to get an English format.

Note that when you will build your own WebQuery, be sure to use the correct format in the Configure> View> command: the chosen format will build the correct syntax in the URL.

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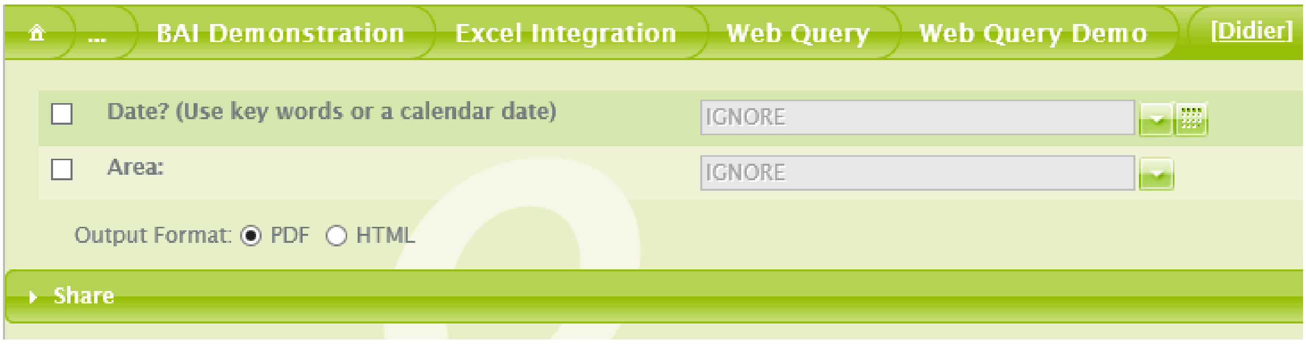
4.6.2. Defining your Web Query Example

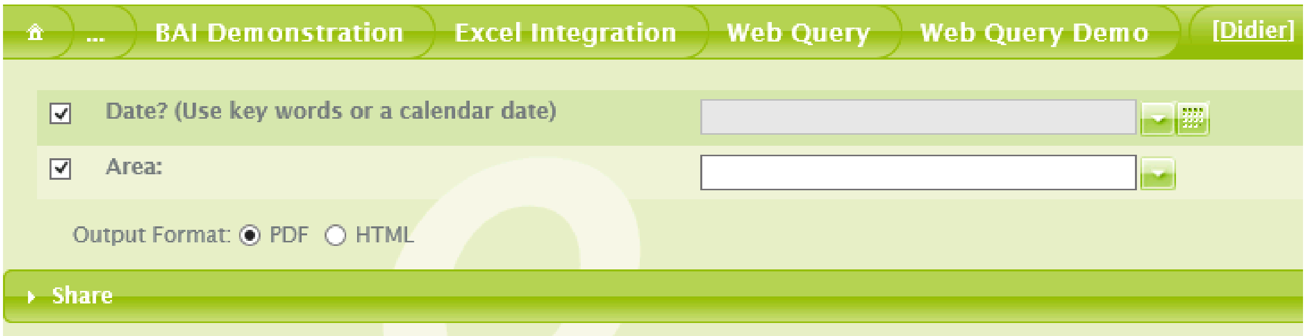
4.6.2.1. Generating the Web Query URL

To generate the Web Query URL, please follow the steps below.

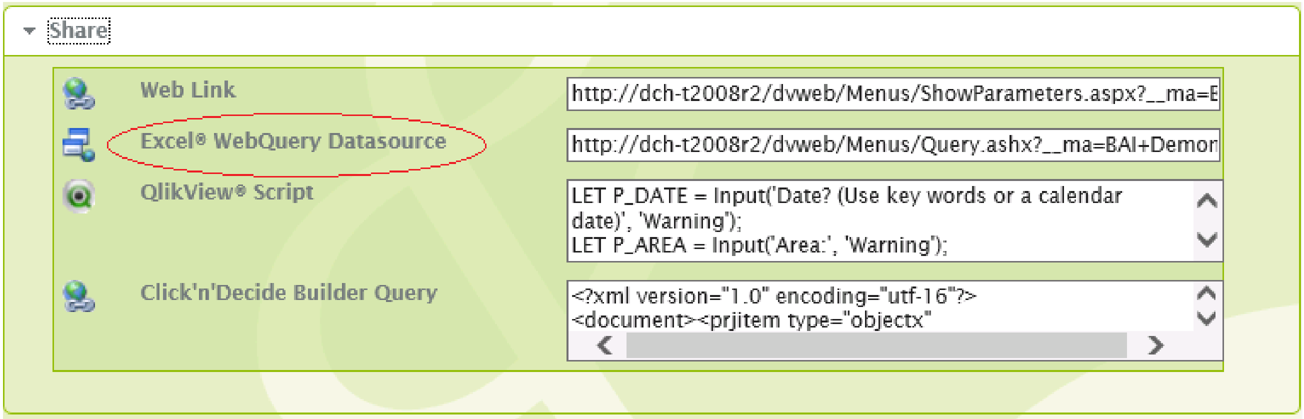
1. Click the **Excel Integration** > **WebQuery** branch in the left **BAI Demonstration** Menu.
2. Select the **Web Query Demo** query.



3. Select the **Date** criteria but do not select any values for this parameter.
4. Select the **Area** criteria but do not select any values for this parameter.



5. Click the  button.



6. Copy the URL from the box at the right of "**Excel WebQuery Datasource**"
7. Note, the link will look something like the following example:

   http://**localhost**/dvweb/Menus/Query.ashx?__ma=BAI+Demonstration&__mi=2364&P_DATE=["P_DATE","P_DATE"]&P_AREA=["P_AREA","P_AREA"]&__lg=fr-FR&__f=WebQuery

   or

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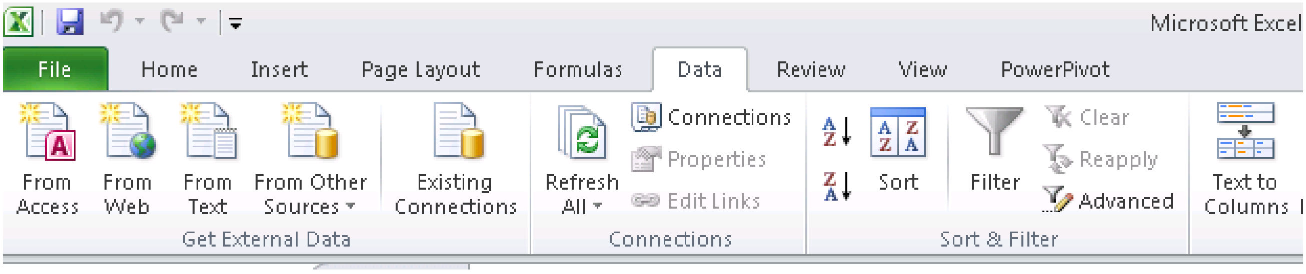
http://**servername**/dvweb/Menus/Query.ashx?__ma=BAI+Demonstration&__mi=2364&P_DATE=["P_DATE","P_DATE"]&P_AREA=["P_AREA","P_AREA"]&__lg=fr-FR&__f=WebQuery

8. Note that criteria are transmitted as Parameters and not as Values.

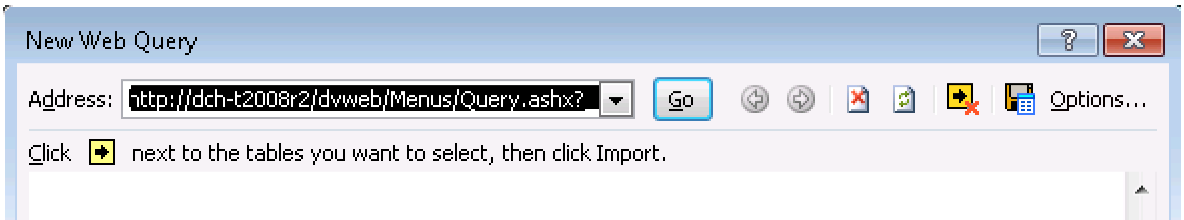
4.6.2.2. Building an Customized Excel Page

To build an Excel page, please follow the steps below.

1. Open Excel.
2. Create a new document.
3. Enter the word "**Period**" in cell **A2**
4. Enter the word "**Area**" in cell **A3**
5. Set the mouse cursor in cell **B5** for example.
6. Select the **Data** tab.
7. Click the **From Web** button.
8.



9. Paste your WebQuery URL into the Address field in the **New Web Query** dialog box.



10. Click **Go** and wait until the data are displayed:

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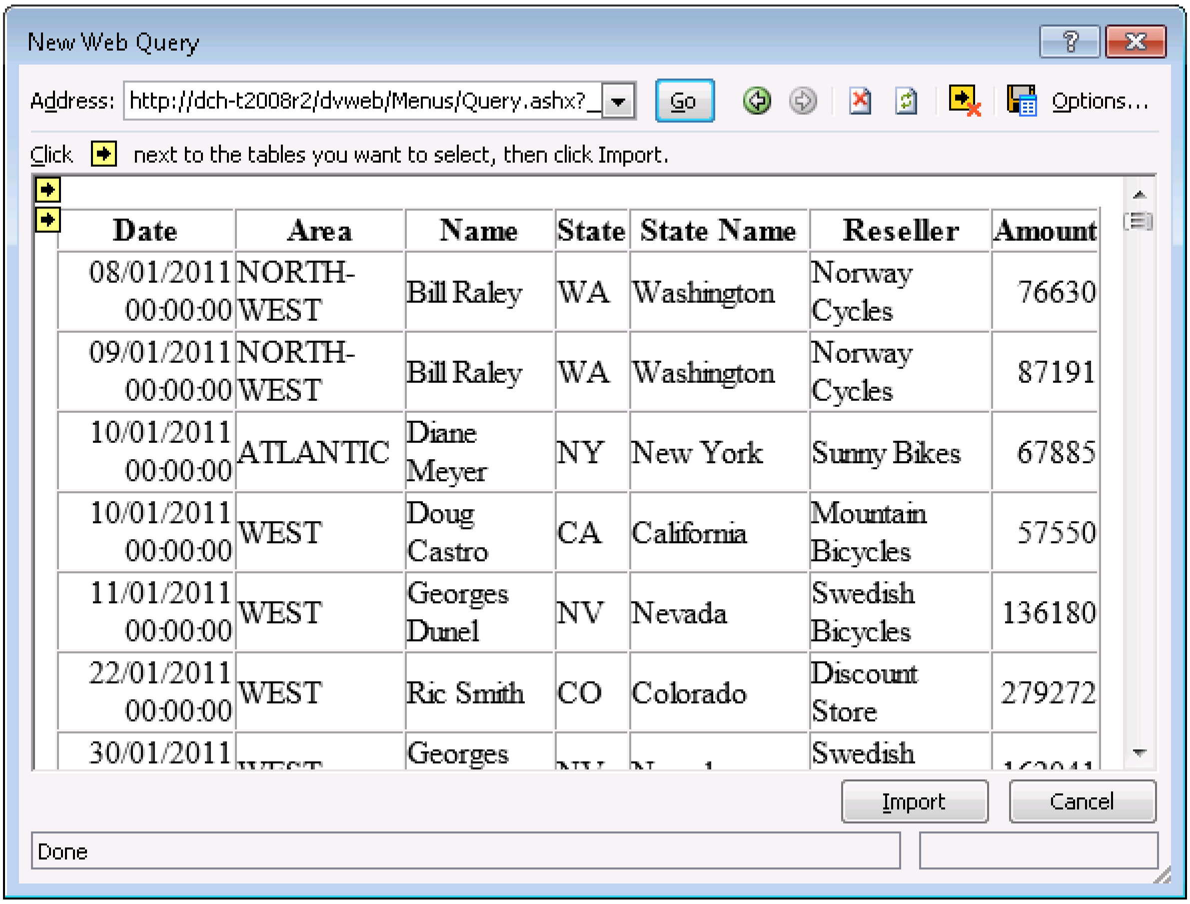
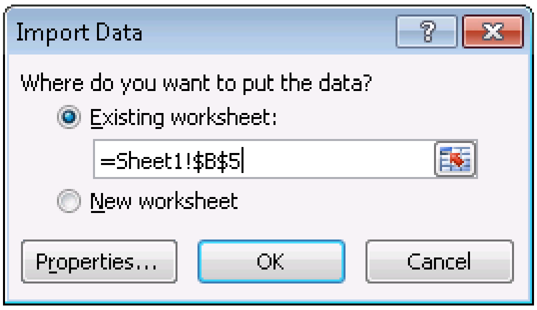
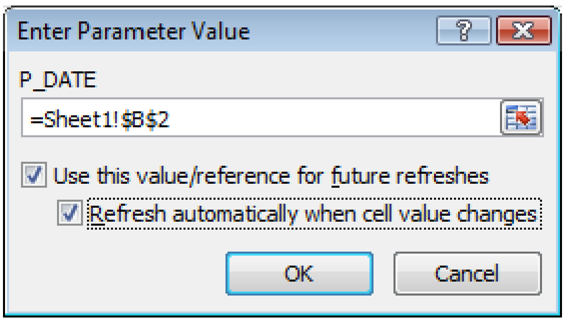


11. Click **Import** and select the Cell B5.



12. Click **OK** to confirm the starting cell**.**



13. Select the cell B2 for the Date parameter and activate the options “Use this value/reference for future refreshes” and “Refresh automatically when cell value changes”**.**

14. Click **OK**.

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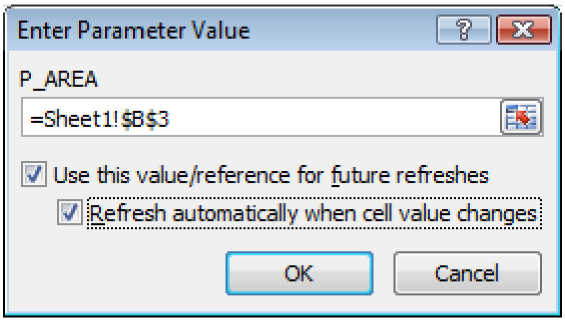
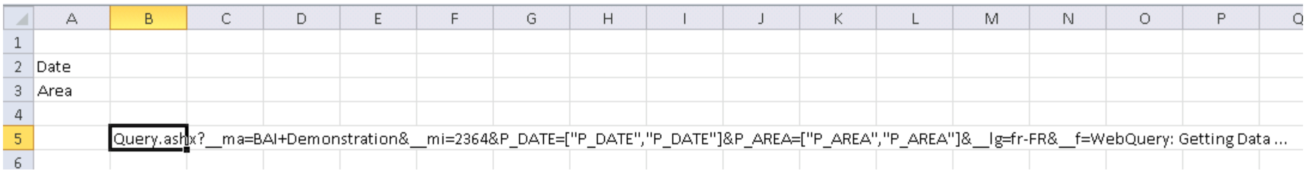


15. Select the cell B3 for the Area parameter and activate the options “Use this value/reference for future refreshes” and “Refresh automatically when cell value changes”.
16. Click **OK**. The data will feed the sheet starting in cell B5, first row including the column headers:



17. The link appears and then replaced with the result from cell B5 as follow:

	A	B	C	D	E	F	G	H
1								
2	Date							
3	Area							
4								
5		Date	Area	Name	State	State Name	Reseller	Amount
6		08/01/2011	NORTH-WEST	Bill Raley	WA	Washington	Norway Cycles	76630
7		09/01/2011	NORTH-WEST	Bill Raley	WA	Washington	Norway Cycles	87191
8		10/01/2011	ATLANTIC	Diane Meyer	NY	New York	Sunny Bikes	67885
9		10/01/2011	WEST	Doug Castro	CA	California	Mountain Bicycles	57550
10		11/01/2011	WEST	Georges Dunel	NV	Nevada	Swedish Bicycles	136180

18. Note the result appears in the Excel sheet, starting at cell B5.
19. Now enter a date keyword or a year (current year or last year) in cell B2 and press Enter. The result will be refreshed for the concerned value:

	A	B	C	D	E	F	G	H
1								
2	Date	2012						
3	Area							
4								
5		Date	Area	Name	State	State Name	Reseller	Amount
6		08/01/2012	NORTH-WEST	Sandra Davis	ID	Idaho	On 2 Wheels	67523
7		09/01/2012	NORTH-WEST	Sandra Davis	ID	Idaho	On 2 Wheels	77116
8		10/01/2012	CENTRAL	John Brown	ND	North Dakota	Bikes for Tykes	223333
9		10/01/2012	CENTRAL	Wanda Sanders	ND	North Dakota	Bikes for Tykes	208749
10		24/01/2012	WEST	Georges Dunel	NV	Nevada	Swedish Bicycles	245322
11		24/01/2012	NORTH-WEST	Joe Kramer	WA	Washington	The Polar Bicycle	320677

Note: as you can see in the above screen shot, data are updated from Cell B5 and previous data has been removed.

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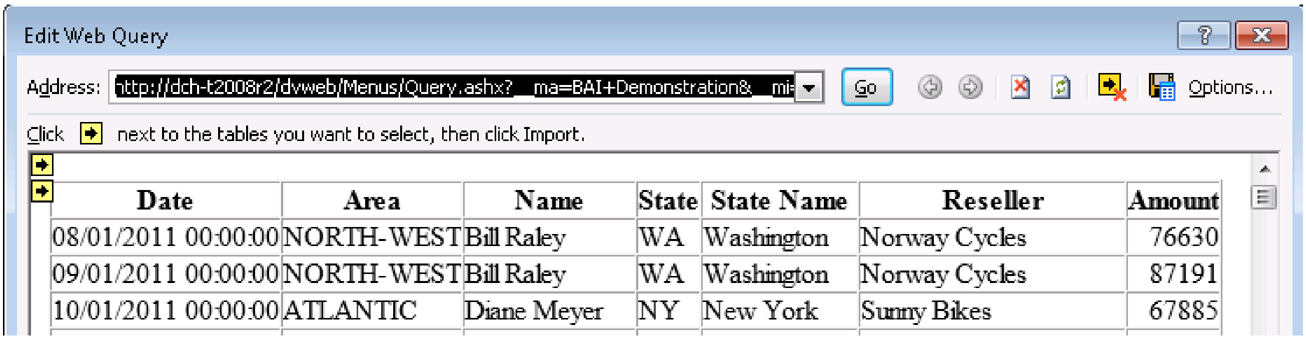
20. Now enter one or several Area names in cell B3 and press Enter. The result will be refreshed for the concerned value: (Atlantic;Central;North-West;South;West with semicolon as separator)

	A	B	C	D	E	F	G	H
1								
2	Date	2012						
3	Area	Atlantic;South						
4								
5		Date	Area	Name	State	State Name	Reseller	Amount
6		14/03/2012	SOUTH	Jim Baxter	FL	Florida	Central Hut	262983
7		14/03/2012	SOUTH	Kim Johnson	LA	Louisiana	New Haven Cycles	247934
8		15/03/2012	ATLANTIC	Diane Meyer	VT	Vermont	Family Bikes	226166
9		16/03/2012	ATLANTIC	Tim Rosenberg	MA	Massachusetts	Atlantic Mountains Bikes	240590
10		16/06/2012	ATLANTIC	Diane Meyer	NY	New York	Sunny Bikes	167186
11		18/06/2012	ATLANTIC	Diane Meyer	NY	New York	Sunny Bikes	158318
12		27/10/2012	ATLANTIC	Diane Meyer	VT	Vermont	Family Bikes	56263
13		27/10/2012	ATLANTIC	Karen Walker	MA	Massachusetts	Atlantic Mountains Bikes	65860
14		28/10/2012	SOUTH	Jean Martin	TX	Texas	Pro\Bikers	62168

Note: as you can see in the above screen shot, data are updated from Cell B5 and previous data has been removed.

Date Keywords for the Period can be any keyword supported by Click&DECiDE such as a year, a month, Q1 to Q4 for the current year or Q1 to Q4 followed by a year, or Last Month, Last Week etc. (see all supported keyword at the end of this manual).

21. **Editing again the link**: make a right mouse click anywhere in the data area then select **Edit Query**:



You can here paste a new URL link or modify the one used.

22. **Modifying the parameters**: make a right mouse click anywhere in the data area then select **Parameters**:

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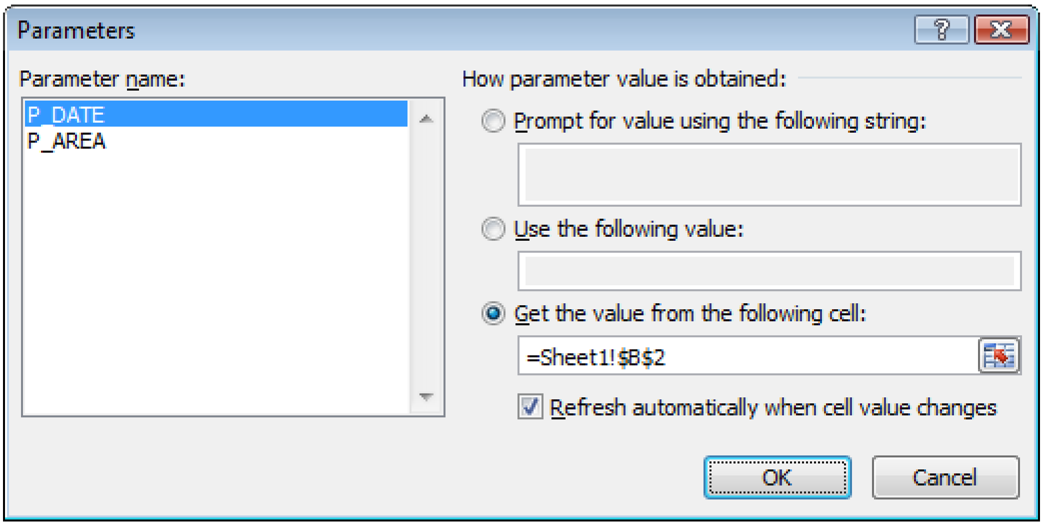
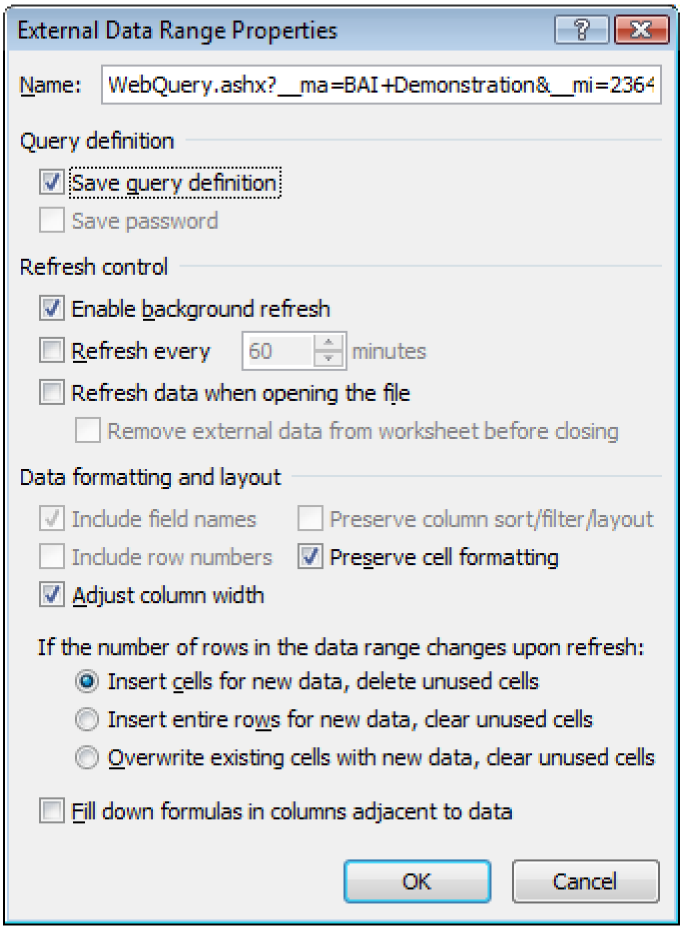


You can here modify how parameter values are updated.

23. Other options are available in the command **Data Range Properties**:



4.6.3. How to use an URL bigger than 255 characters with WebQuery and Excel

Form the Click&DECiDE Web Portal you can copy the WebQuery URL corresponding to a Query and paste this URL inside Excel using the command Data > From Web as describe previously. But the URL cannot be used if the size is bigger than 255 characters.

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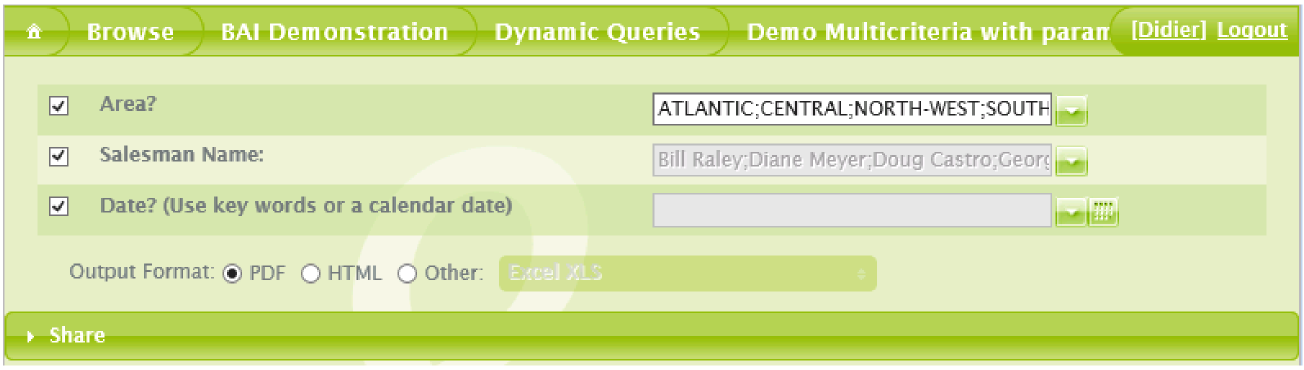
A workaround is given in this Manual to be able to use WebQuery URL bigger than 255 characters.
This manual will gives an example using the Demo_Multicriteria query given in the BAI Demonstration Menu.

4.6.3.1. Select the Query to be used and copy the WebQuery URL

To generate the Web Query URL, please follow the steps below.

1. Click the BAI Demonstration menu in the Web Portal.
2. Select the Dynamic Queries branch.
3. Select the “Demo Multicriteria with parameters” query.

To get a very long URL we are going to defined several values for the Area parameter and the Salesman Name parameter, such as this example: all areas are selected and all salesmen are selected. Only the Date parameter remains selected but empty:



4. Now click the  button.

5. Copy the Excel WebQuery Data source link.
6. Optional: you can paste this URL into an editor to check the length: this one is 423 characters!

http://dch-t2008r2/dvweb/Menus/Query.ashx?__ma=BAI+Demonstration&__mi=2274&AREA_PARAM=ATLANTIC%3bCENTRAL%3bNORTH-WEST%3bSOUTH%3bWEST&SALNAME_PARAM=Bill+Raley%3bDiane+Meyer%3bDoug+Castro%3bGeorges+Dunel%3bJames+Smith%3bJean+Martin%3bJim+Baxter%3bJoe+Kramer%3bJohn+Brown%3bKaren+Walker%3bKim+Johnson%3bRic+Smith%3bRobert+Salta%3bSandra+Davis%3bTim+Rosenberg%3bWanda+Sanders&P_DATE=["P_DATE","P_DATE"]&__lg=fr-FR&__f=WebQuery

4.6.3.2. Transform this URL using TinyURL

7. Open a new window in your browser and copy this URL: http://tinyurl.com/create.php

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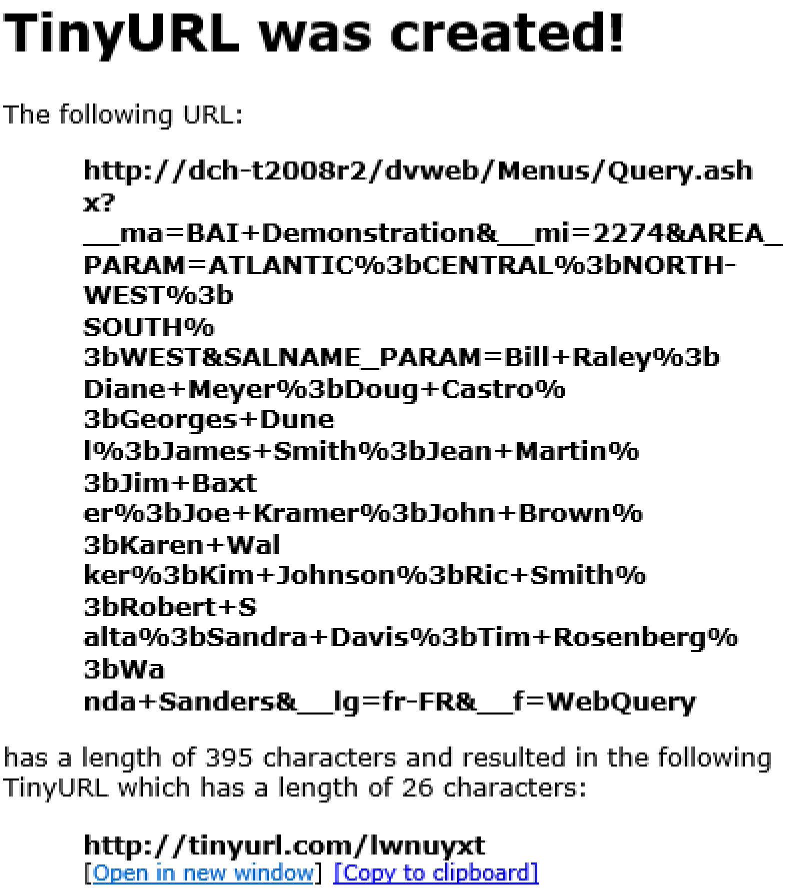
8. Copy the WebQuery URL in the "**Enter another long URL to make tiny**" box and click the **Make TinyURL!** Button. You will get the result as follow:



TinyURL was created!

The following URL:

http://dch-t2008r2/dvweb/Menus/Query.ashx?__ma=BAI+Demonstration&__mi=2274&AREA_PARAM=ATLANTIC%3bCENTRAL%3bNORTH-WEST%3bSOUTH%3bWEST&SALNAME_PARAM=Bill+Raley%3bDiane+Meyer%3bDoug+Castro%3bGeorges+Dunel%3bJames+Smith%3bJean+Martin%3bJim+Baxter%3bJoe+Kramer%3bJohn+Brown%3bKaren+Walker%3bKim+Johnson%3bRic+Smith%3bRobert+Salta%3bSandra+Davis%3bTim+Rosenberg%3bWanda+Sanders&__lg=fr-FR&__f=WebQuery

has a length of 395 characters and resulted in the following TinyURL which has a length of 26 characters:

http://tinyurl.com/lwnuyxt
[Open in new window] [Copy to clipboard]

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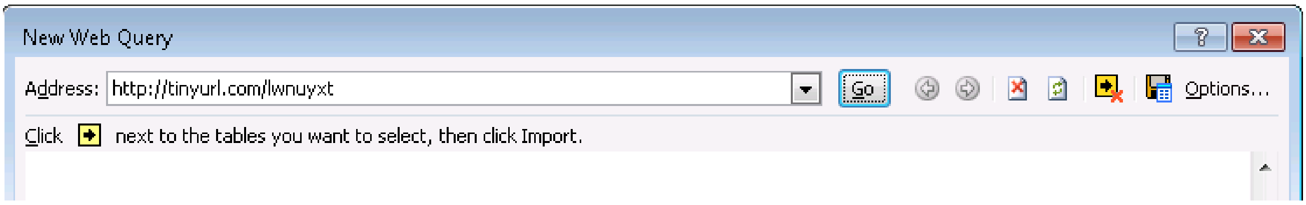
Copy the new URL into your clipboard, using the [Copy to clipboard] link. Note that the short URL has been copied to your clipboard automatically. If you lost it, or if you did not click Allow access to the previous message, you can manually copy again the above dynamic URL such as this example: http://tinyurl.com/lwnuyxt

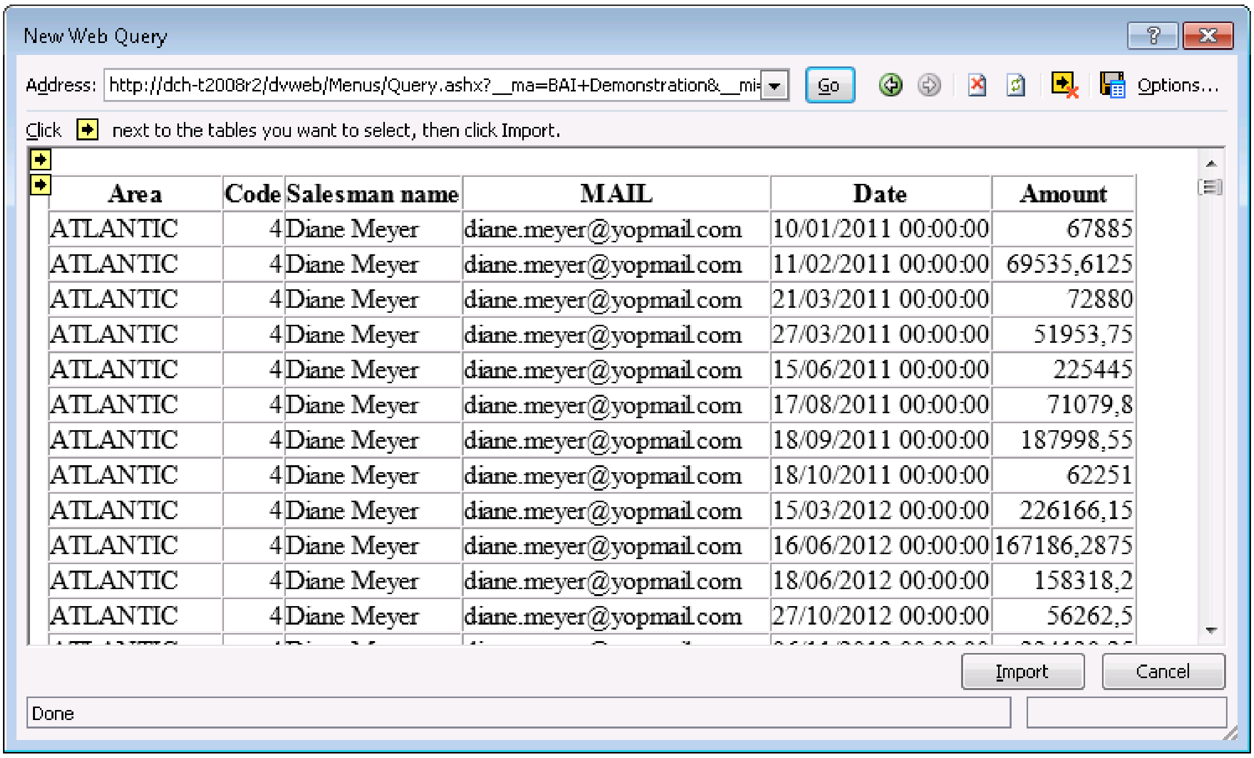
4.6.3.3. Use the TinyURL in Excel to import the WebQuery:

To build an Excel page, please follow the steps below.

9. Open Excel.
10. Create a new document.
11. Go to the cell B5 for example.
12. Select the Data tab.
13. Click the From Web button.
14. Paste your TinyURL into the Address field in the New Web Query dialog box.



15. Click **Go**
16. Click **Import** once the data are displayed



Area	Code	Salesman name	MAIL	Date	Amount
ATLANTIC	4	Diane Meyer	diane.meyer@yopmail.com	10/01/2011 00:00:00	67885
ATLANTIC	4	Diane Meyer	diane.meyer@yopmail.com	11/02/2011 00:00:00	69535,6125
ATLANTIC	4	Diane Meyer	diane.meyer@yopmail.com	21/03/2011 00:00:00	72880
ATLANTIC	4	Diane Meyer	diane.meyer@yopmail.com	27/03/2011 00:00:00	51953,75
ATLANTIC	4	Diane Meyer	diane.meyer@yopmail.com	15/06/2011 00:00:00	225445
ATLANTIC	4	Diane Meyer	diane.meyer@yopmail.com	17/08/2011 00:00:00	71079,8
ATLANTIC	4	Diane Meyer	diane.meyer@yopmail.com	18/09/2011 00:00:00	187998,55
ATLANTIC	4	Diane Meyer	diane.meyer@yopmail.com	18/10/2011 00:00:00	62251
ATLANTIC	4	Diane Meyer	diane.meyer@yopmail.com	15/03/2012 00:00:00	226166,15
ATLANTIC	4	Diane Meyer	diane.meyer@yopmail.com	16/06/2012 00:00:00	167186,2875
ATLANTIC	4	Diane Meyer	diane.meyer@yopmail.com	18/06/2012 00:00:00	158318,2
ATLANTIC	4	Diane Meyer	diane.meyer@yopmail.com	27/10/2012 00:00:00	56262,5

As you can see the TinyURL has been changed to the full big URL, then the WebQuery will work fine.

17. Select the target top left corner for the data result, example cell B5:

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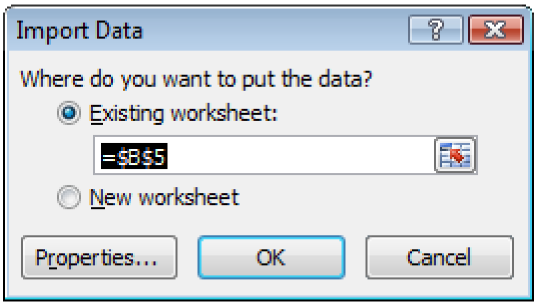
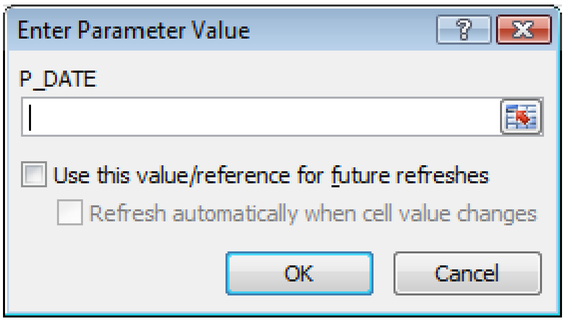
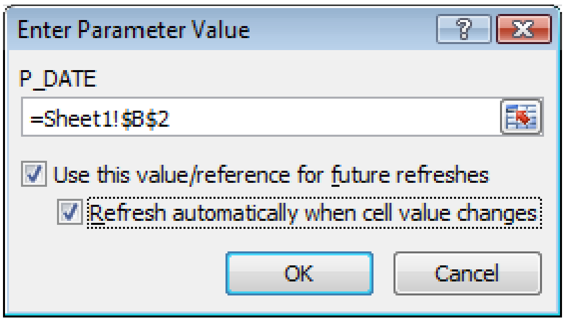


18. Click OK to confirm the starting cell.
19. As the Date is an empty not defined parameter, you will get this dialog:



20. Click the cell B2 to define the location for the Date parameter value.
21. Validate and check on the 2 options:



22. Click OK.
23. The result will appear from cell B5 on the rows below and right columns

	A	B	C	D	E	F	G
1							
2	Period						
3							
4							
5		Area	Code	Salesman name	MAIL	Date	Amount
6		ATLANTIC	4	Diane Meyer	diane.meyer@yopmail.com	10/01/2011 00:00	67885
7		ATLANTIC	4	Diane Meyer	diane.meyer@yopmail.com	11/02/2011 00:00	69535,6125
8		ATLANTIC	4	Diane Meyer	diane.meyer@yopmail.com	21/03/2011 00:00	72880

24. Any date value, or date keyword, entered in cell B2 will refresh the data

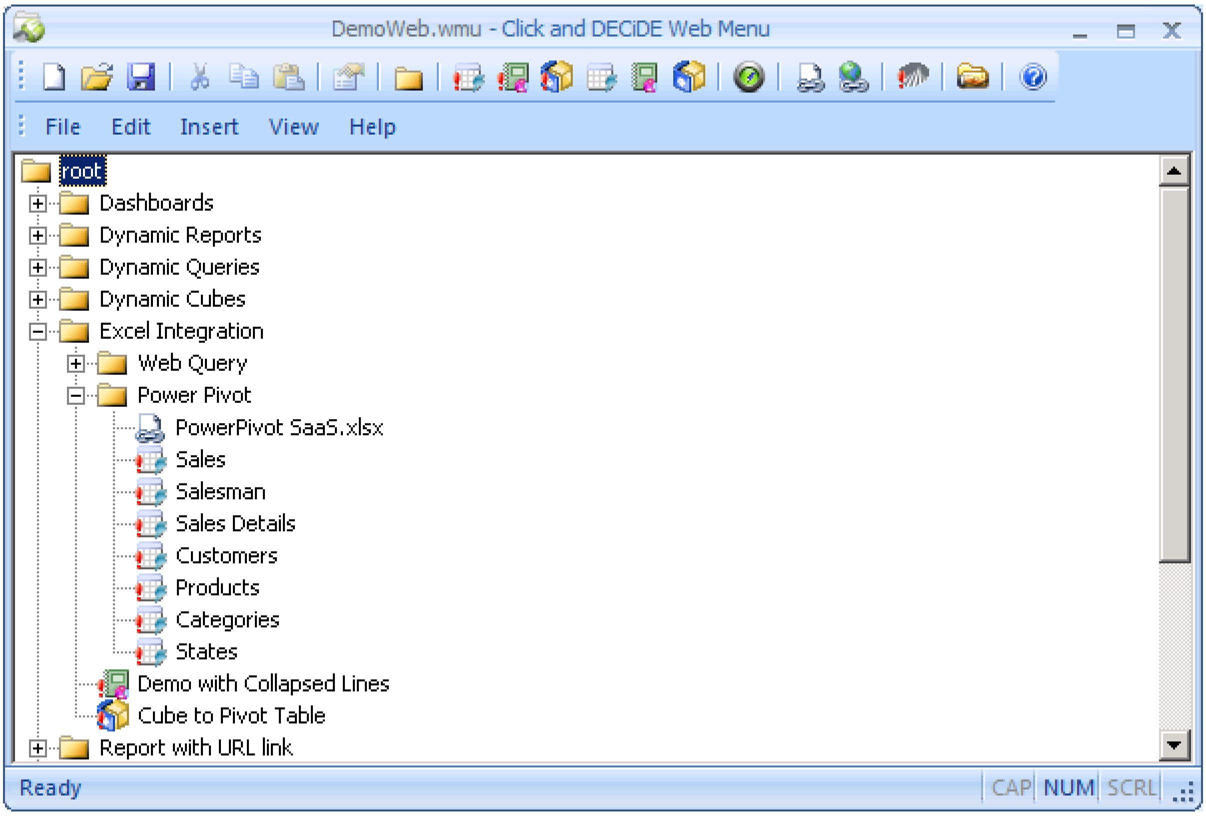
	A	B	C	D	E	F	G
1							
2	Period	Last month					
3							
4							
5		Area	Code	Salesman name	MAIL	Date	Amount
6		CENTRAL	5	James Smith	james.smith@yopmail.com	03/07/2013 00:00	76082
7		CENTRAL	5	James Smith	james.smith@yopmail.com	03/07/2013 00:00	86539
8		CENTRAL	9	John Brown	john.brown@yopmail.com	02/07/2013 00:00	70754,5
9		SOUTH	6	Jim Baxter	jim.baxter@yopmail.com	25/07/2013 00:00	178368,2
10		WEST	14	Doug Castro	doug.castro@yopmail.com	09/07/2013 00:00	144235,5
11		WEST	14	Doug Castro	doug.castro@yopmail.com	09/07/2013 00:00	156892,5
12		WEST	7	Georges Dunel	georges.dunel@yopmail.com	22/07/2013 00:00	191554,6
13		WEST	7	Georges Dunel	georges.dunel@yopmail.com	27/07/2013 00:00	63276,5
14		WEST	15	Ric Smith	ric.smith@yopmail.com	05/07/2013 00:00	86378,2
15		WEST	15	Ric Smith	ric.smith@yopmail.com	05/07/2013 00:00	96939,6
16							

4.7. Running a PowerPivot with Excel 2010

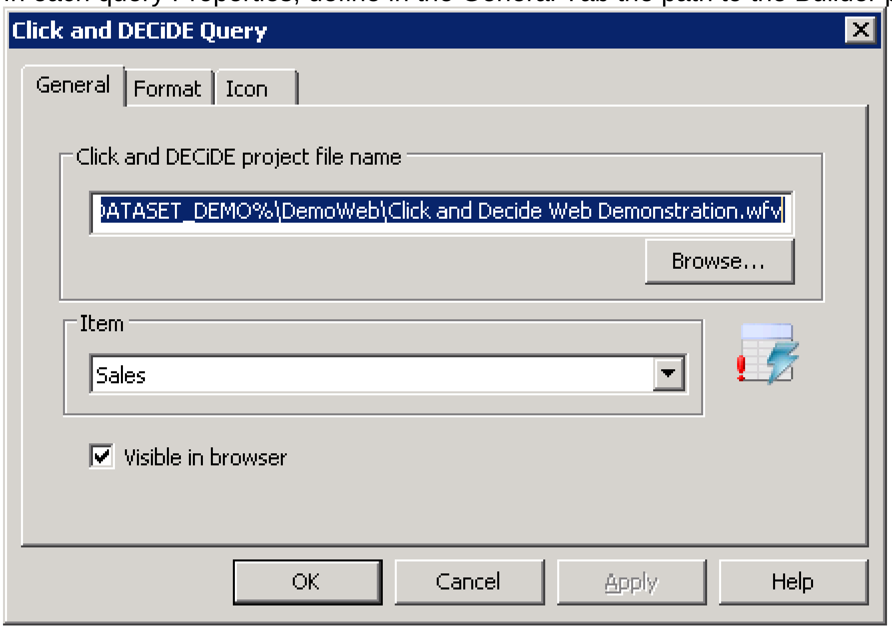
Requirements: Excel 2010 must be installed as well as the Power Pivot module. This module can be installed above your Excel 2010 version or greater.

4.7.1. Step 1: defining the tables you need in Menu Builder

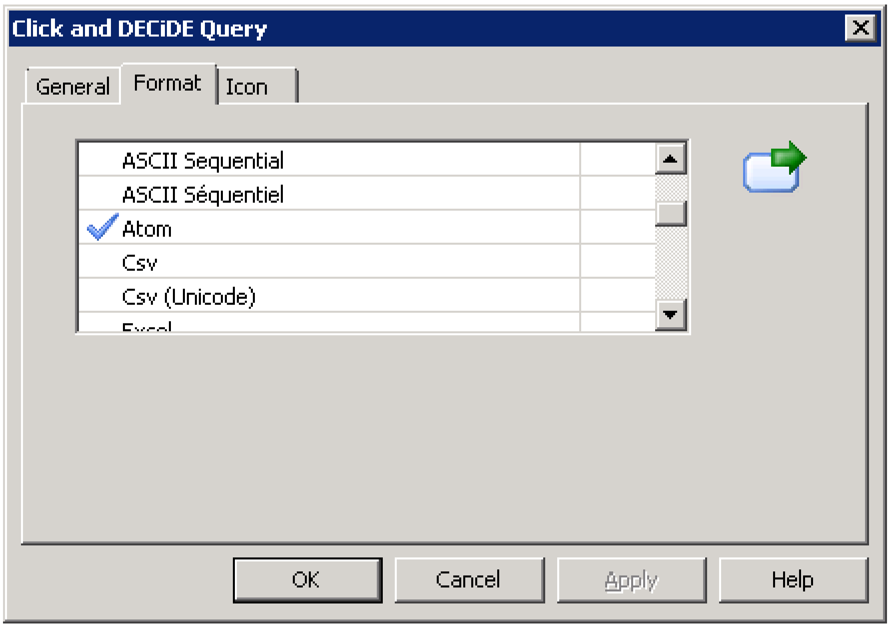
Open Click&DECiDE Menu Builder and add in a Branch all the required tables based on a query, as you can see in the DemoWeb.wmu file: to do so, add a dynamic query pointing to the Click&DECiDE Builder project file containing theses queries.



In each query Properties, define in the General Tab the path to the Builder project file and the query to be run:



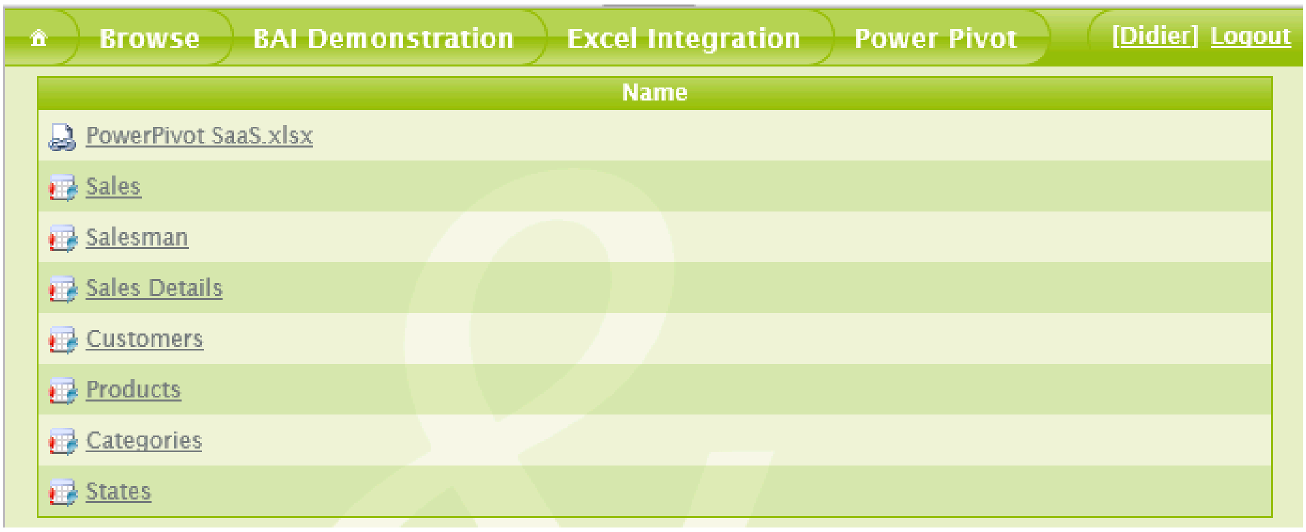
Then, on the **Format** Tab, add the **ATOM** output format:



Click **OK** and save the menu.

4.7.2. Step 2: Copying the ATOM URL link to be used in Excel 2010

Open the Web Portal against the Server having the Click&DECiDE Web Server installed, and, if needed, enter your login: (depending on your Authentication Mode). Once connected to the Web Portal, select the branch containing all your required queries having the ATOM output format:



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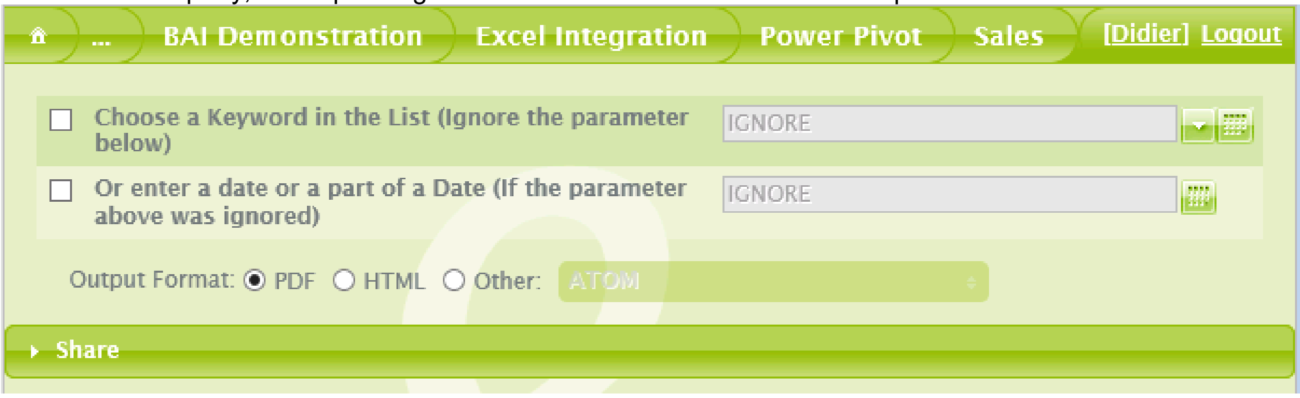
Select the first query, corresponding to the “Sales” Table in the above example:



Click the 

button to get the PowerPivot URL:

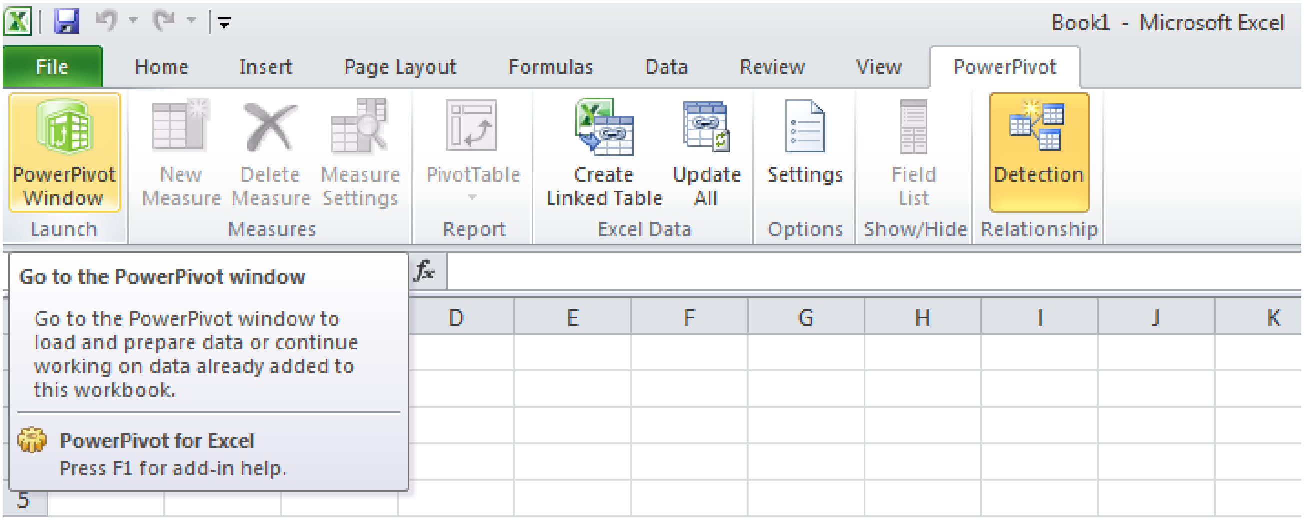
Note: if the ATOM format has been added in the Menu for this query, you automatically get the required URL using the Share button.

Copy the URL from this box.

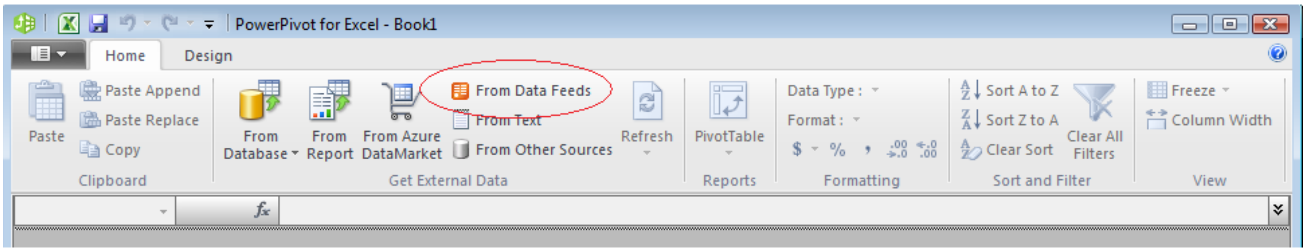
http://dch-t2008r2/dvweb/Menus/Query.ashx?__ma=BAI+Demonstration&__mi=2492&__f=Atom

4.7.3. Step 3: Adding the table content into the Excel Power Pivot Windows

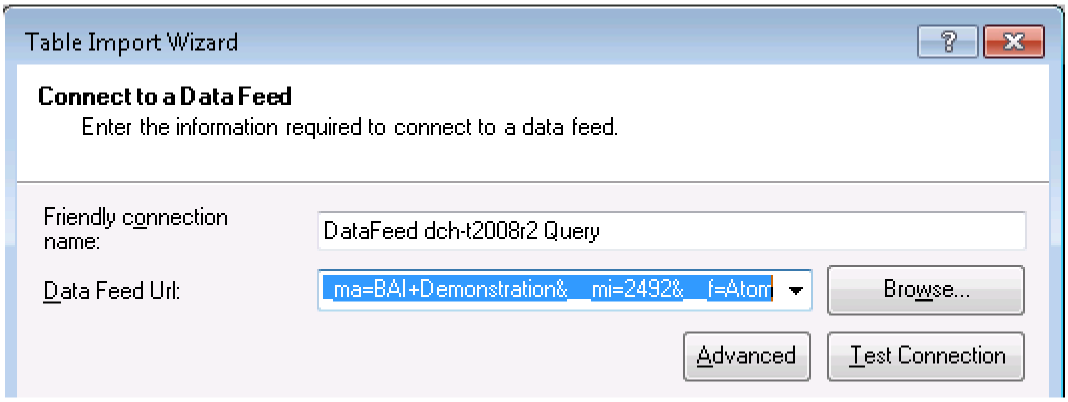
On the client workstation, start Excel 2010 and open a new sheet.



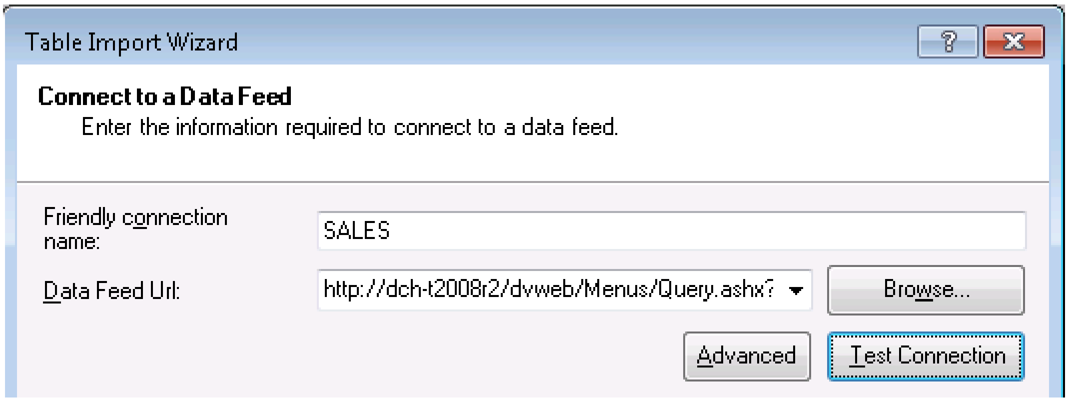
Select the **PowerPivot** Tab and click the **PowerPivot Window** icon:



Click the **From Data Feeds** icon, then paste the URL in the **Data Feed Url** box

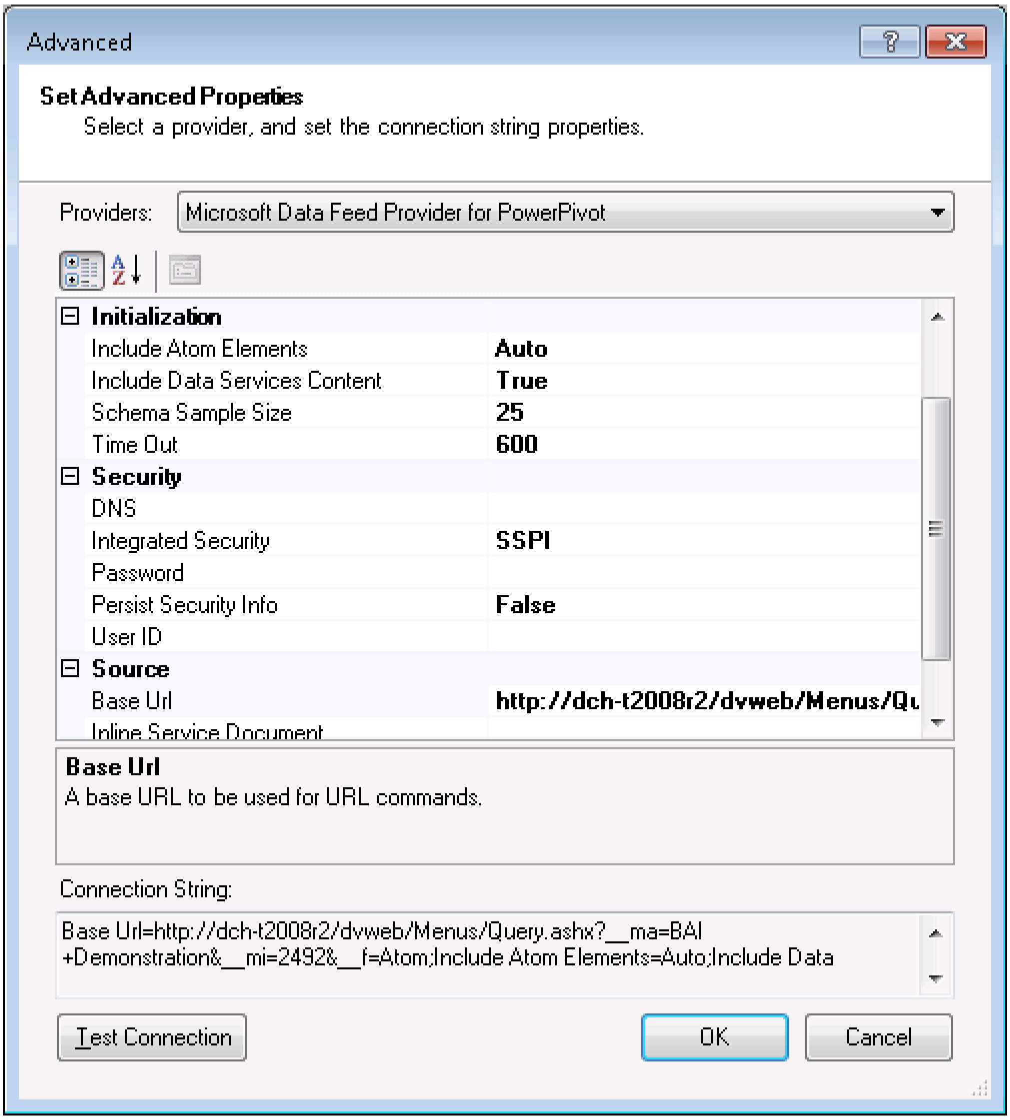


And change the Friendly connection name to an easier name: (table name for example):



The **Test Connection** could work immediately if you are under Windows Authentication and recognized by the Server. In other case, you could need to specify the login to be used.

To do so, click the **Advanced** button:



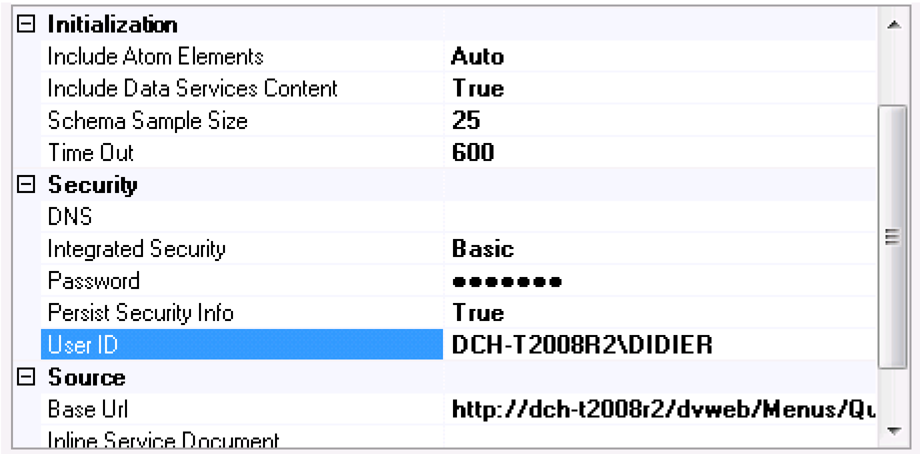
In the above dialog box:

- change **SSPI** with **Basic**

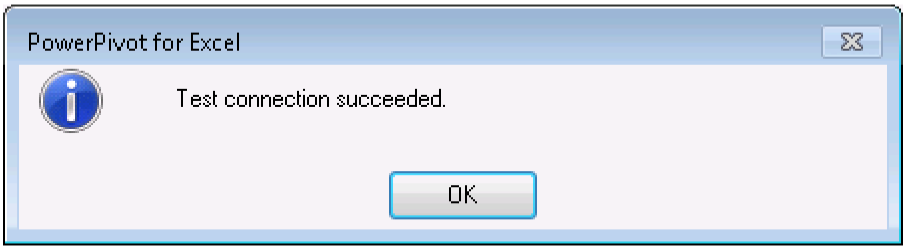
- Enter a valid **UserID** for the Server name visible in the URL

- Enter a valid **Password** for this UserID

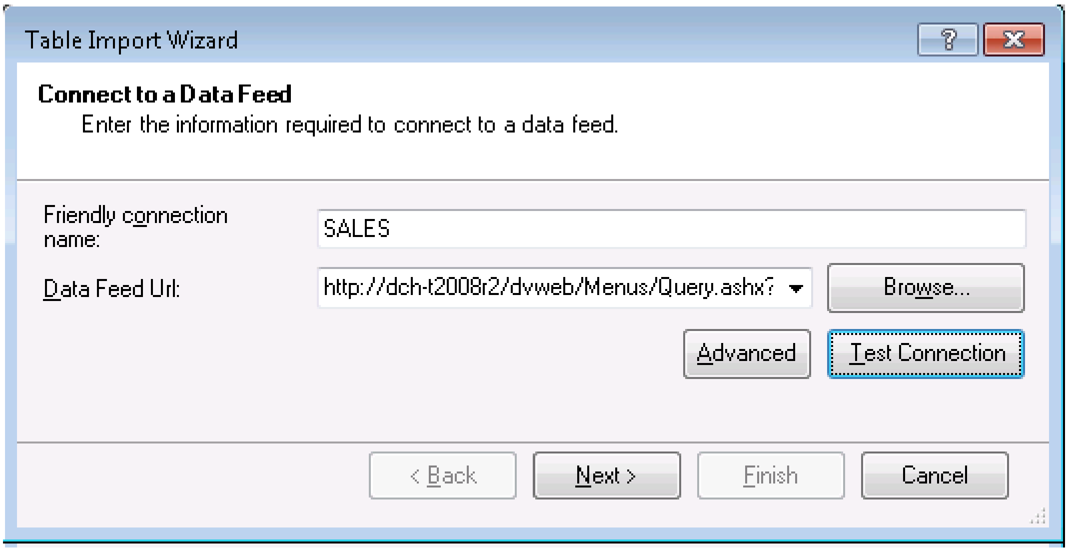
- Change the **Persist Security Info** to **True**



Click **Test Connection** then click **OK**.



Click **OK** twice to come back to the previous windows:



and click **Next**

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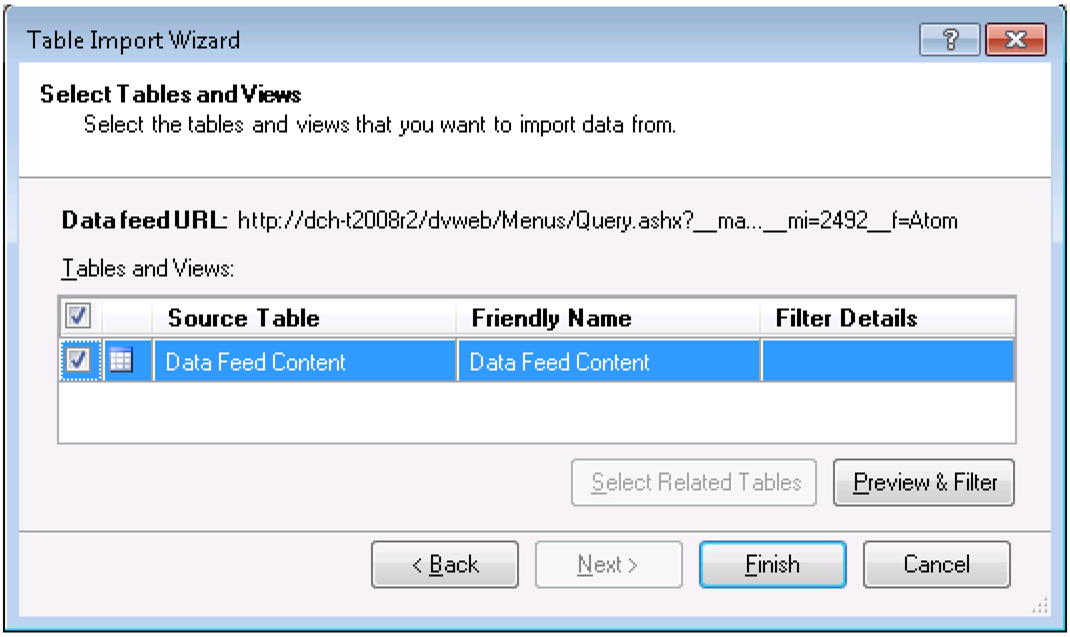
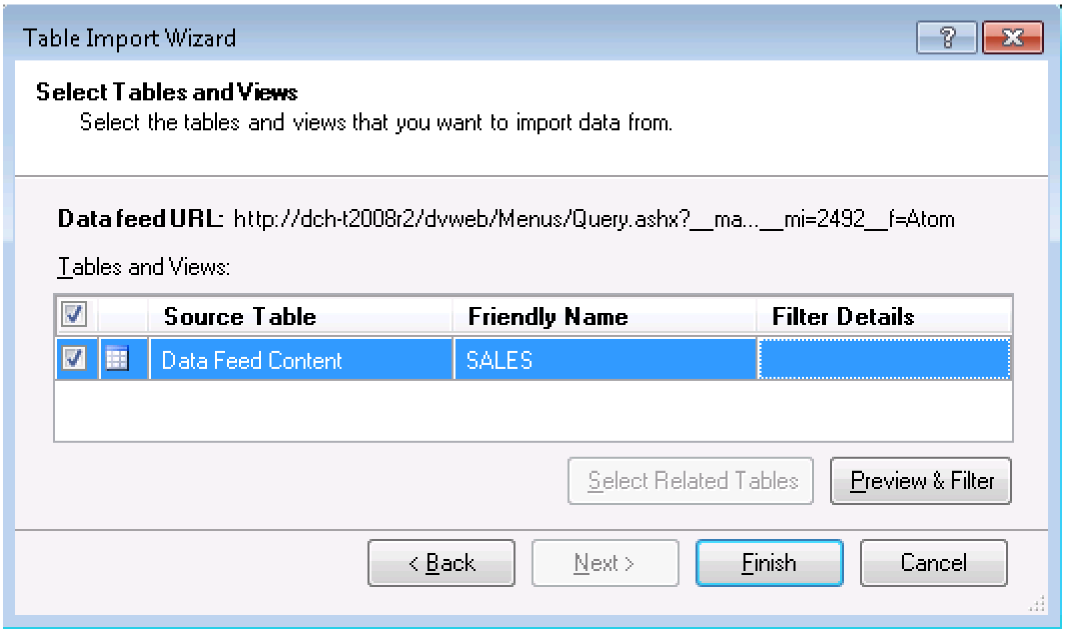


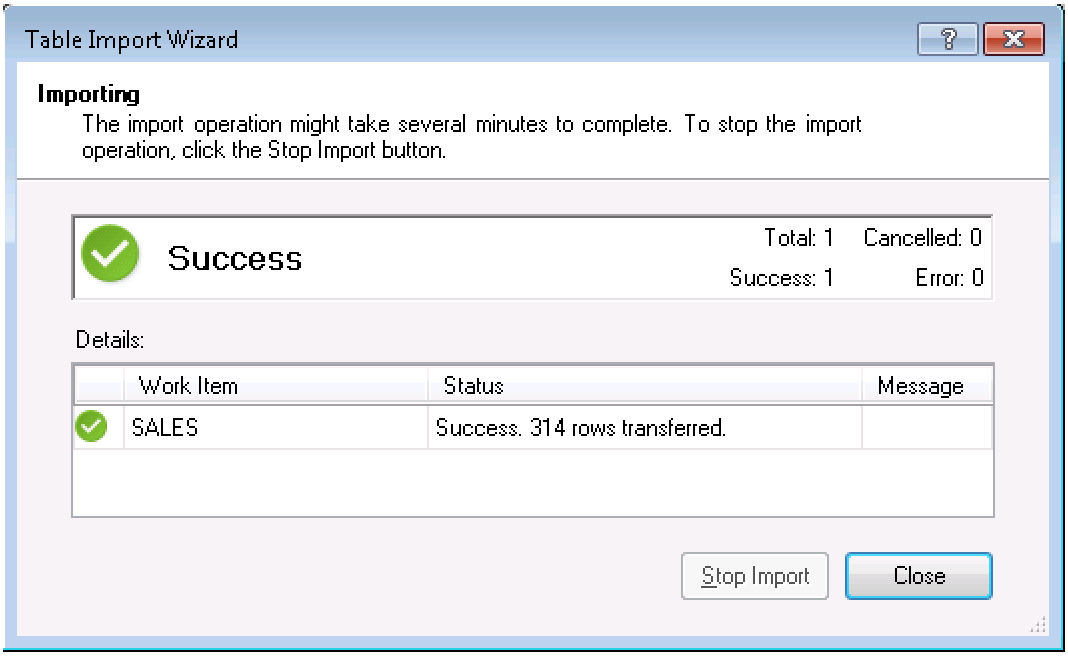
In the above screen, you also can give a friendly name for the **Data Feed Content**: we will use the Table Name: (it will be used as the Tab Name in the PowerPivot for Excel book:

Press F2 to modify the Friendly Name and enter the Table Name for example:



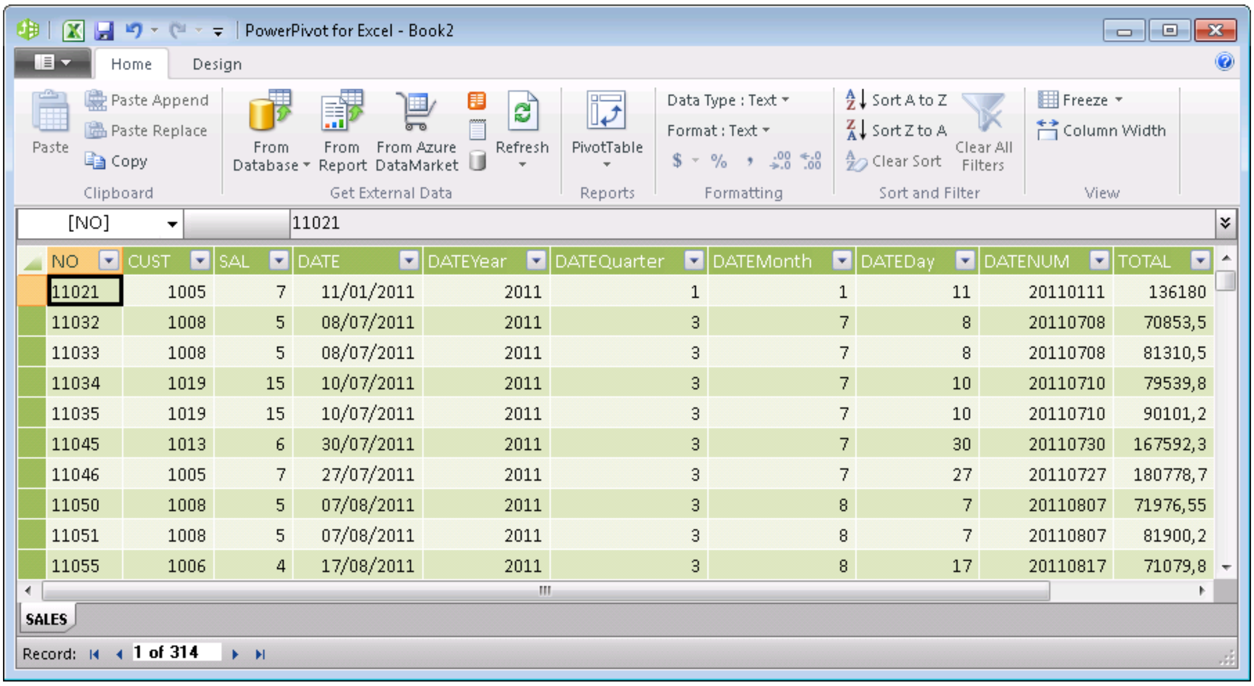
Click **Finish**

Once the data have been transferred to Excel, you will get this dialog:



Click **Close** and repeat, if needed, all steps to add another table.

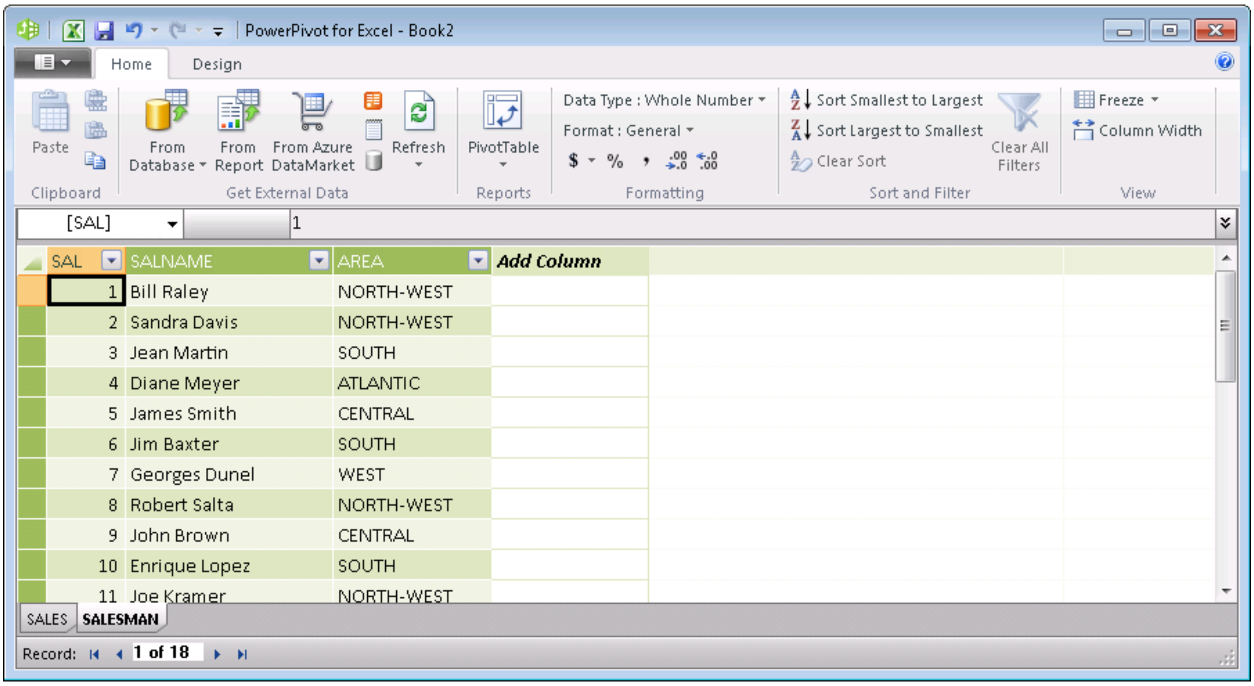
Each time, the PowerPivot Windows for Excel will create a new tab, with the Friendy Name and the table content:



NO	CUST	SAL	DATE	DATEYear	DATEQuarter	DATEMonth	DATEDay	DATENUM	TOTAL
11021	1005	7	11/01/2011	2011	1	1	11	20110111	136180
11032	1008	5	08/07/2011	2011	3	7	8	20110708	70853,5
11033	1008	5	08/07/2011	2011	3	7	8	20110708	81310,5
11034	1019	15	10/07/2011	2011	3	7	10	20110710	79539,8
11035	1019	15	10/07/2011	2011	3	7	10	20110710	90101,2
11045	1013	6	30/07/2011	2011	3	7	30	20110730	167592,3
11046	1005	7	27/07/2011	2011	3	7	27	20110727	180778,7
11050	1008	5	07/08/2011	2011	3	8	7	20110807	71976,55
11051	1008	5	07/08/2011	2011	3	8	7	20110807	81900,2
11055	1006	4	17/08/2011	2011	3	8	17	20110817	71079,8

Note that for any date, time or date time field found, some new dimension are created such as Year, Quarter, Month, Day etc.

If we repeat the steps for the Salesman Table we get 2 Tabs inside the PowerPivot for Excel Book:

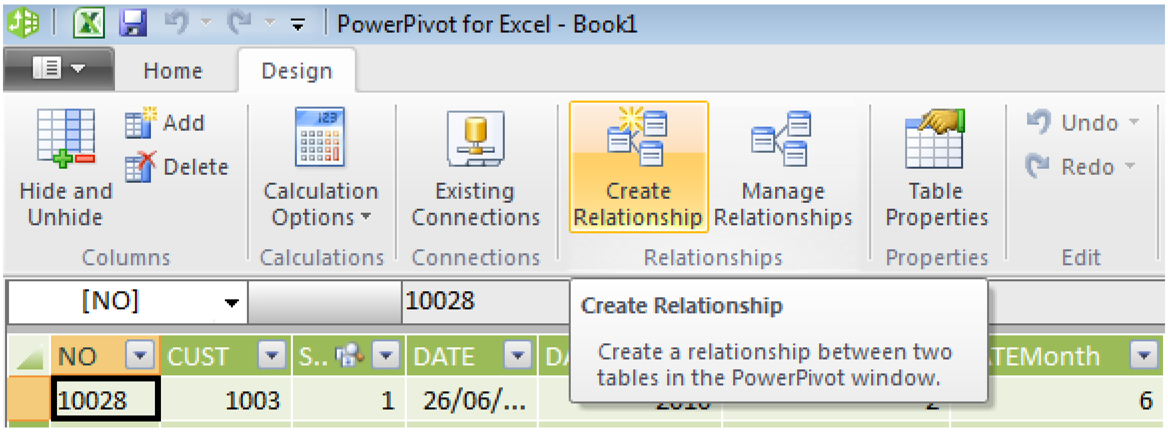


In the above screen, note the **Refresh** icon allowing to refresh data next time you will use this PowerPivot.

4.7.4. Step 4: Defining the Join condition for several tables

If more than one table is used, you must specify the join conditions between the tables.

To do so, select the **Design** Tab in the previous screen:



and click the **Create Relation Ship** icon:

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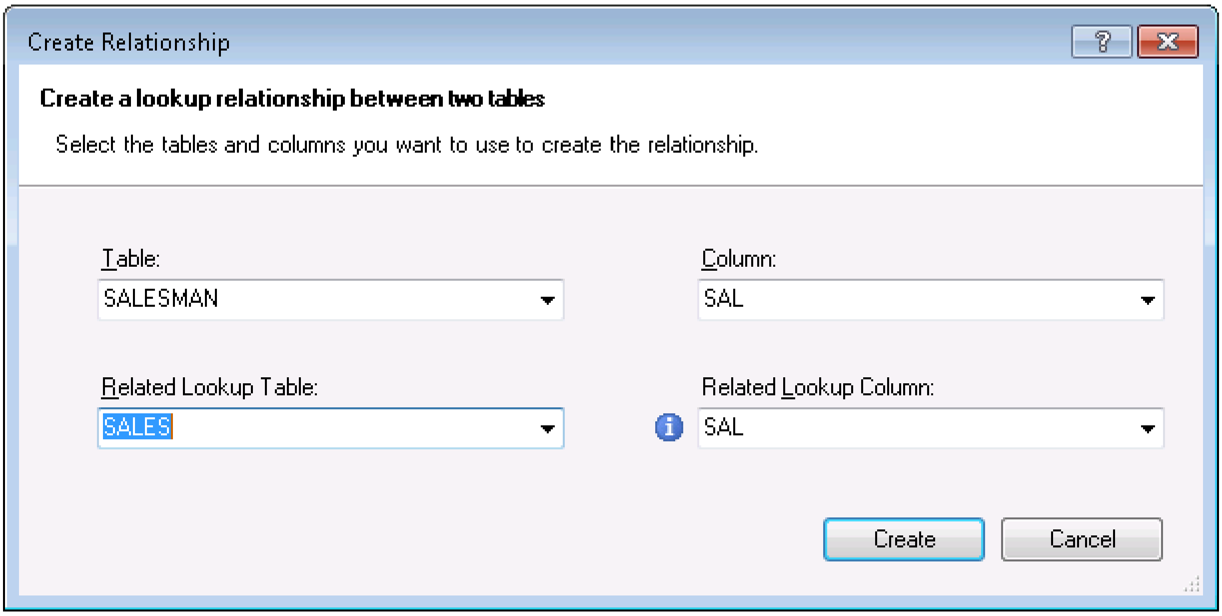
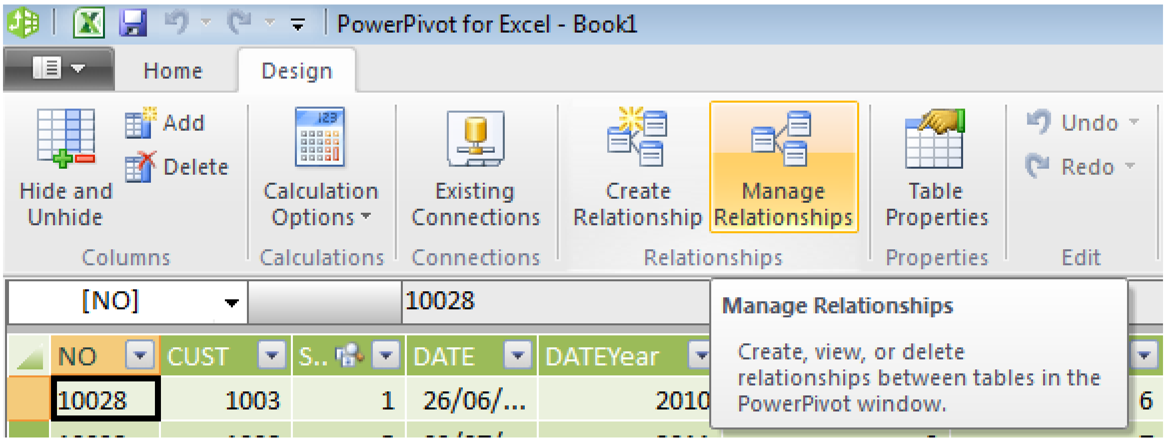
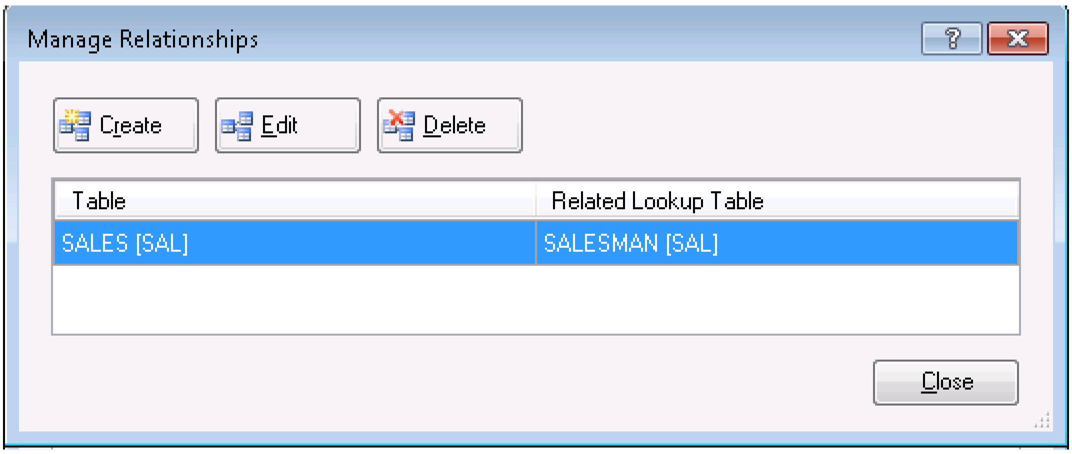


Define the required relationship between two tables and click **Create.**

To modify or add relationships, click the **Manage Relationships** icon:

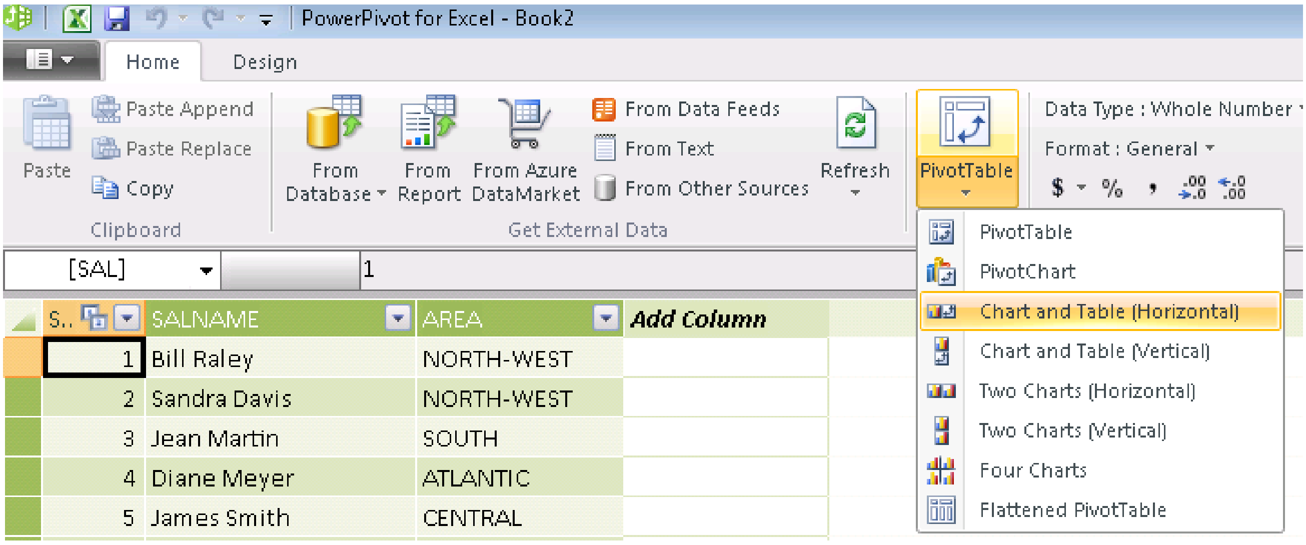




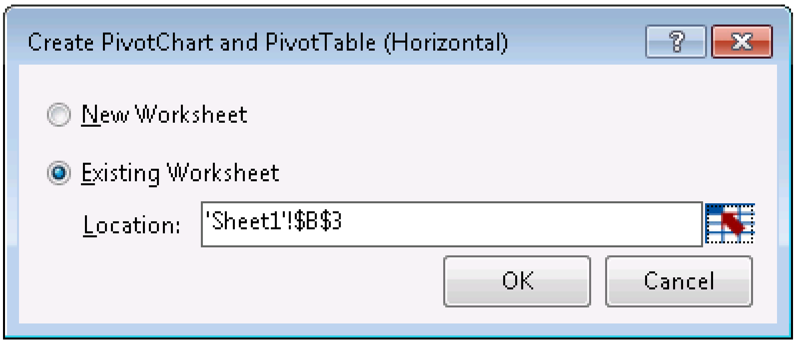
From here you can create, modify or delete a relationship. Click **Close** when finish.

4.7.5. Step 5: Creating the PowerPivot in the Excel Sheet

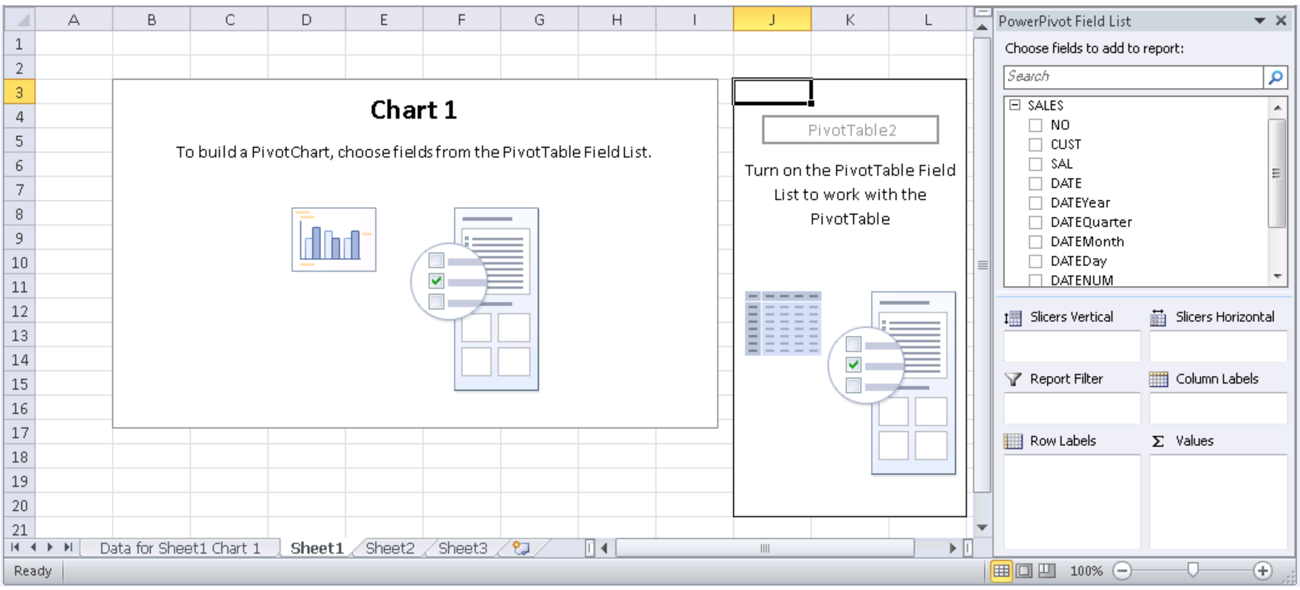
In the previous screen, click the **PivotTable** icon to create the PowerPivot in the existing sheet or a new sheet:



And select for example the “Chart and Table (Horizontal)” branch.



If we select the B3 cell, this cell will be the most top left corner of the PivotTable area. Click OK to confirm:



In the above screen, you see on the top right corner the dimensions and measures available for each table, and on the bottom right corner the boxes in which you can drag and drop the dimensions and measures that you need.

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The **Row Labels** box will receive one or several dimensions that you want to see as rows.

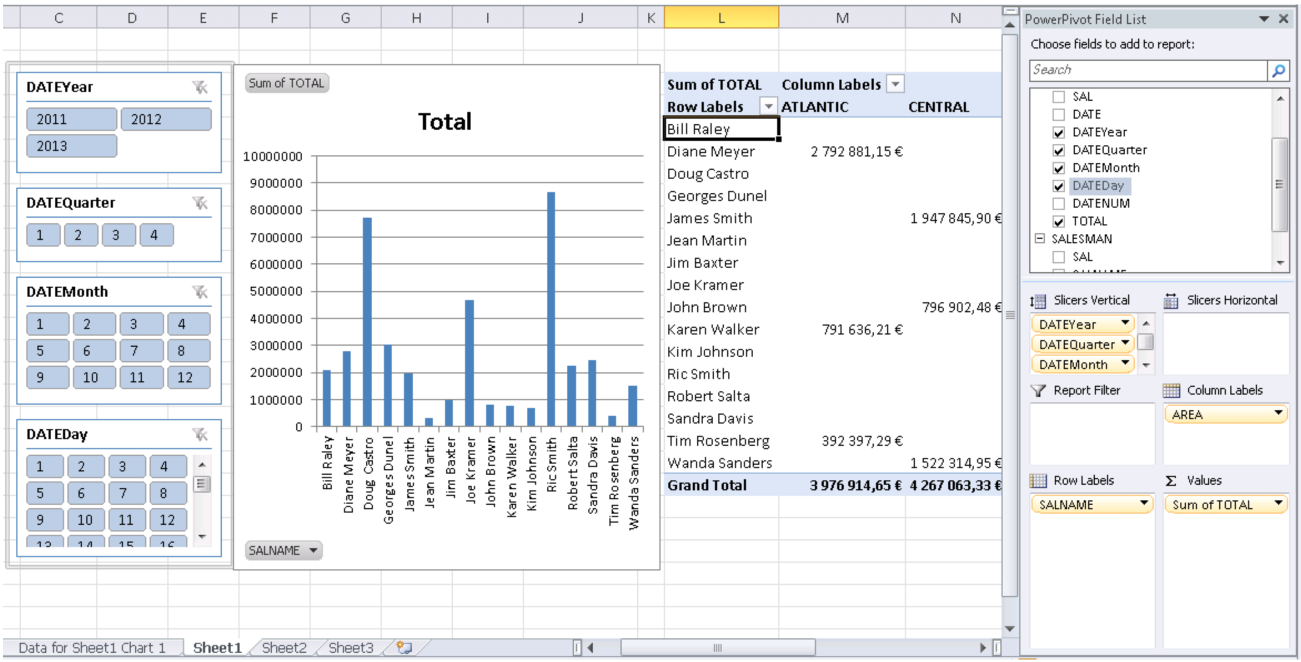
The **Column Labels** box will receive one or several dimensions that you want to see as columns.

The ∑ **Values** box will receive one or several numeric measure(s) that you want to see in the data area of the Pivot Table.

The **Report Filter** box can receive a dimension not visible in the Pivot Table, but used as a filter (criteria) to modify later what you want to see.

Then you can define one or several **Slicer(s)**, in a vertical and/or horizontal position. The slicers will display all available values as buttons allowing you later to click directly on the button(s) whose values should be displayed.

Example with the above Sales and Salesman Tables with **Vertical Slicers**:



In the above example, the Area have been defined as Column Labels and Salesman Name as Row Labels

The TOTAL field has been added in the measures (∑ **Values**)

The Year, Quarter, Month and Day are used in the vertical slicers.

The currency format has been defined for the Sum of Total.

Now, if you close the Field List and select only the Year 2013 by clicking on the Year slicer, you will only get data from the year 2013, and if you click on Quarter 2 you will only get data from Quarter 2 of the Year 2013:

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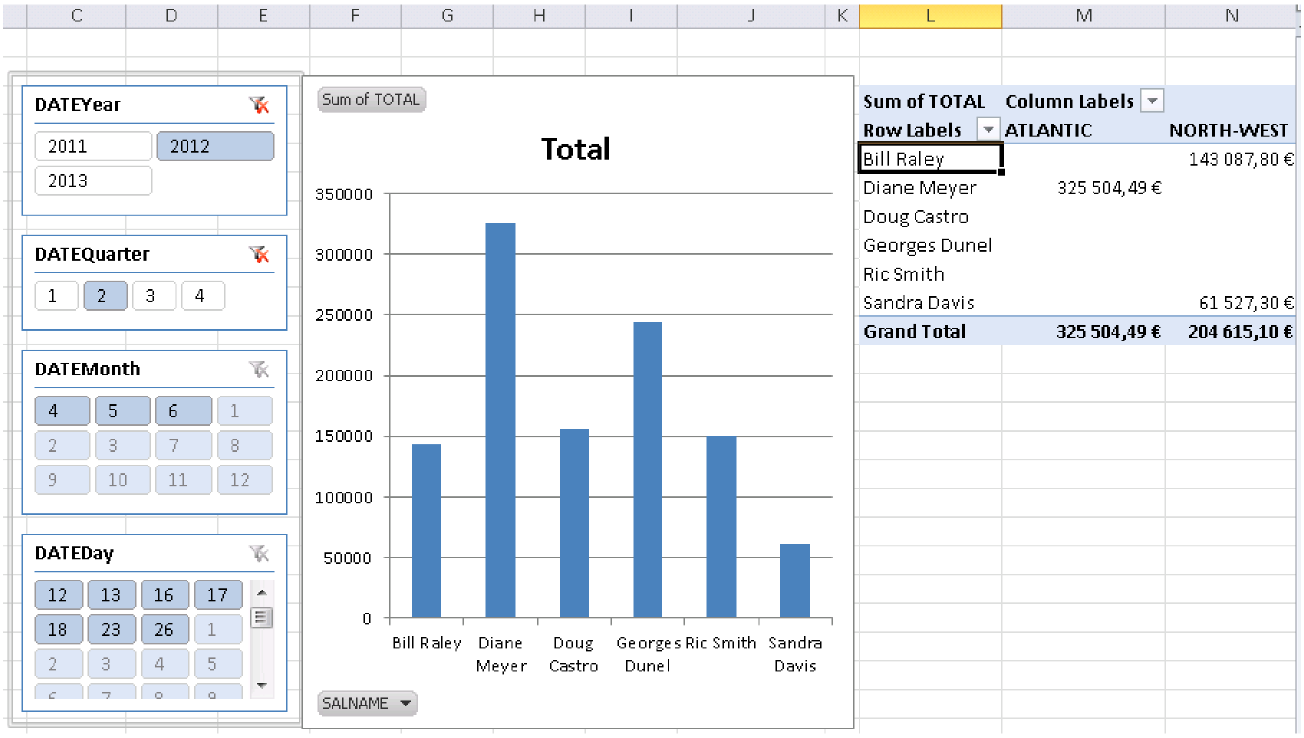


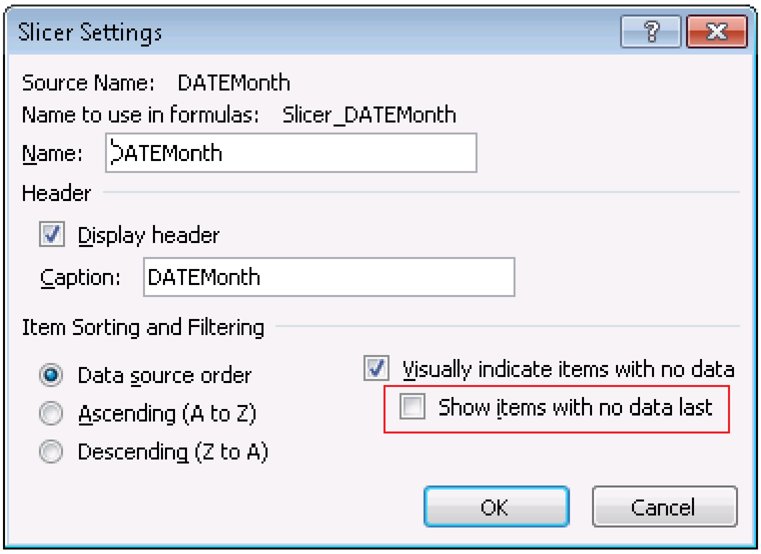
As you can see in the above picture, all months and/or days having no data appear in a light blue grey color.

Only years, quarters, months and days having data appear in a darker color.

You also see that the items without data are set at the end of the list in each slicer square.

You can modify this presentation using the following commands:

Make a right mouse click on a slicer and select the **Slicer Settings**



Here you can change some options to modify the presentation, for example remove the option "**Show items with no data last**" and click OK for all Date Slicers. The previous example will be as follow if you apply for Months and Days slicers (and if needed Quarter and Year):

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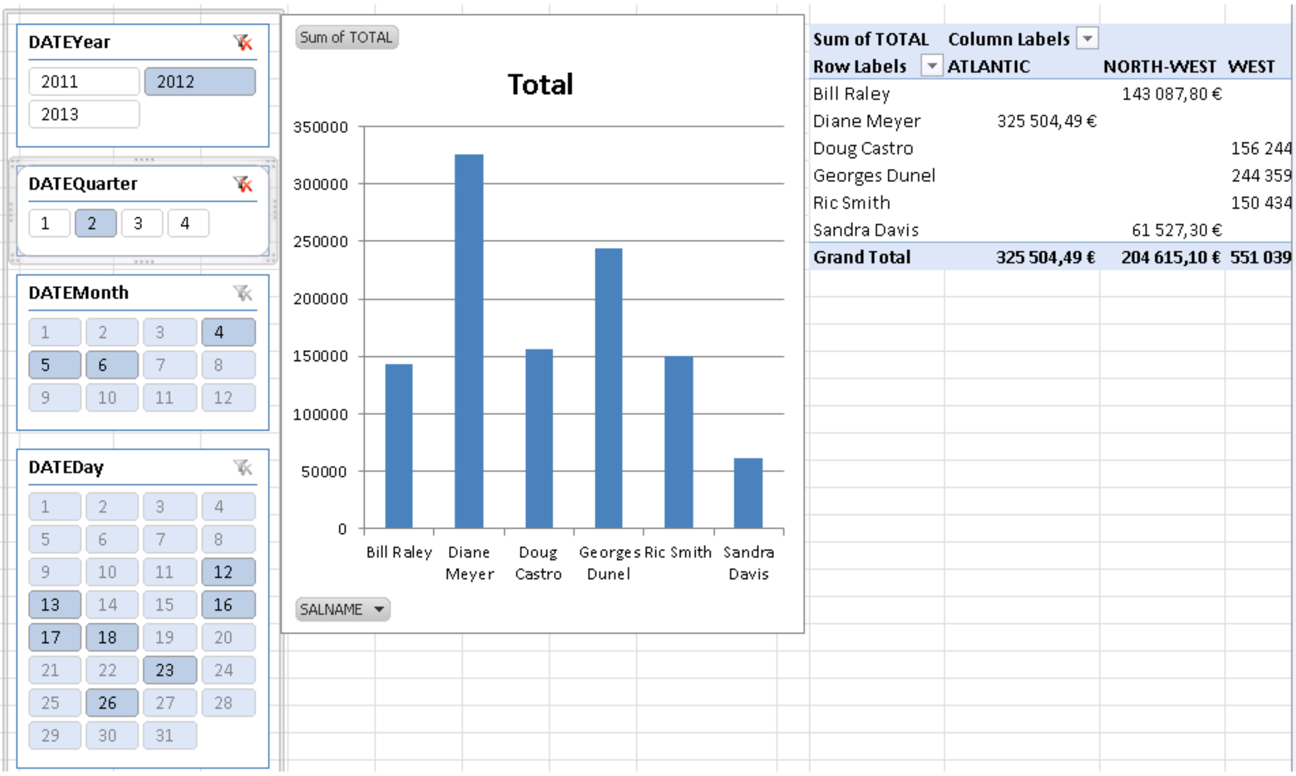

Now the month numbers are always in the order from 1 to 12, even if there are no data some months. Same comment for the days.

To **cancel** a slicer selection, just click the **Red Cross with the filter icon** in the slicer box:

Save your Excel Sheet.xlsx to finish.

Next time you will open it, you can refresh the table data, if needed, using the **Refresh** icon in the PowerPivot Window for Excel.

You also can add **Horizontal Slicers**, example with the AREA and SALESMAN.

If you click on WEST Area, only the vendors from this area will be displayed in the SALESMAN Slicer and the Graph:

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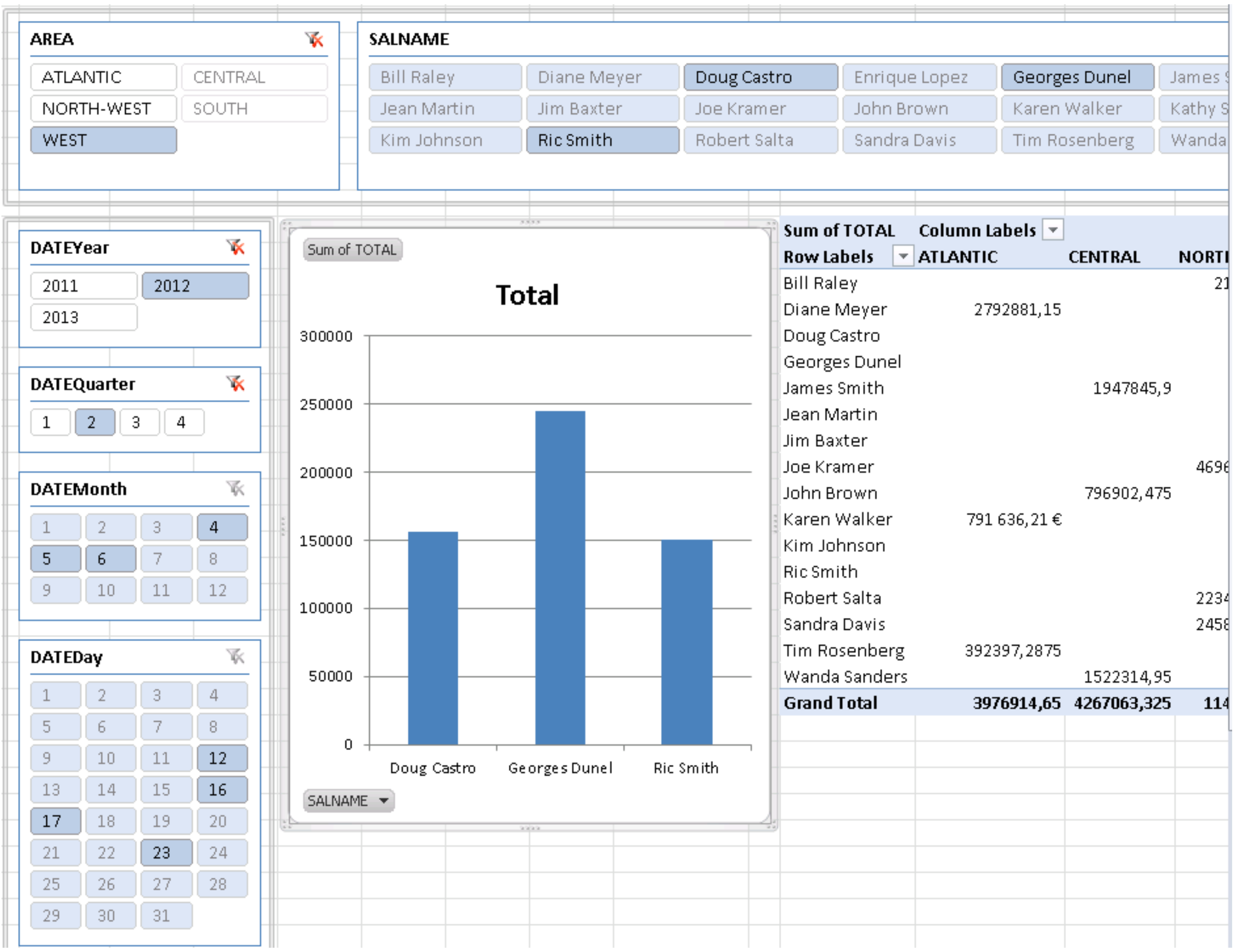

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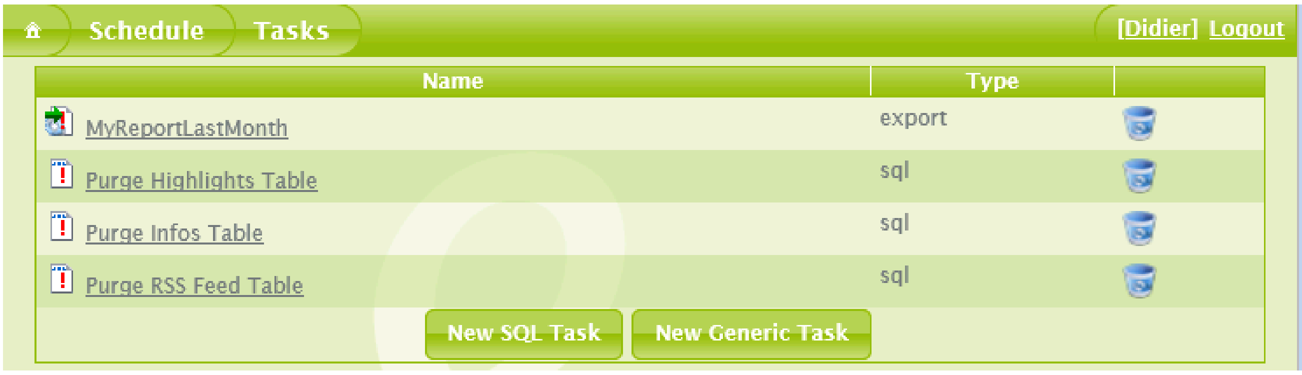
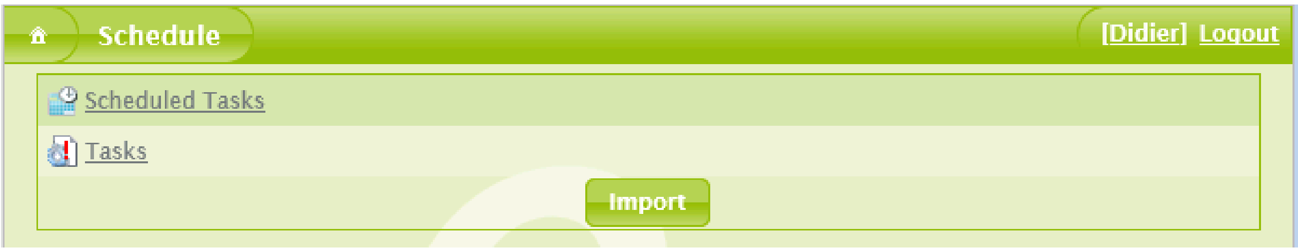
5. Schedule

We have already explained how to create a Task from a report (or query or cube) and have created a task named "**MyReportLastMonth**". Note that the **Tasks** list contains standard tasks installed by Click&DECiDE Enterprise Edition as well as the tasks you have created, such as the **MyReportLastMonth**:

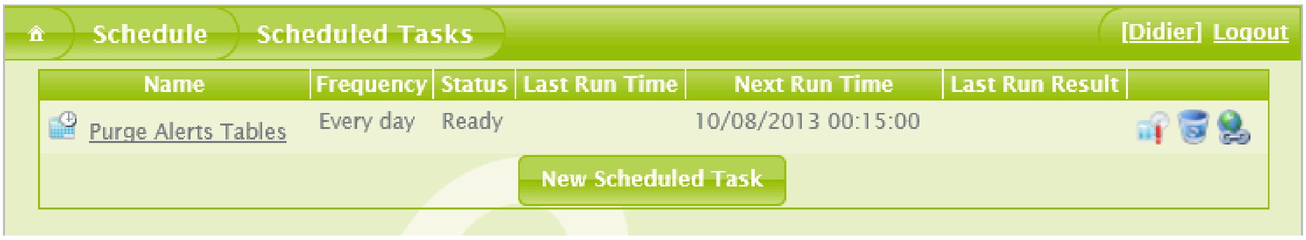


This section explains how to schedule one or several tasks at the same time. To do so please follow the steps below:

1. Click the **Schedule** command in the Web Portal (visible only if you belong to a "Task Administrator" Group on the Server).



2. Click **Scheduled Tasks** on the above windows. The Scheduled Task List should appear as follow the first time as we provide a task to purge the Alerts Tables:



5.1. Create a New Scheduled Task

To create a new scheduled task, please follow the steps below.

5.1.1. General

1. Click the  button.

   Change the default Scheduled Task Name "New Scheduled Task " to a new name (each scheduled task must have a distinct name) as the following example:

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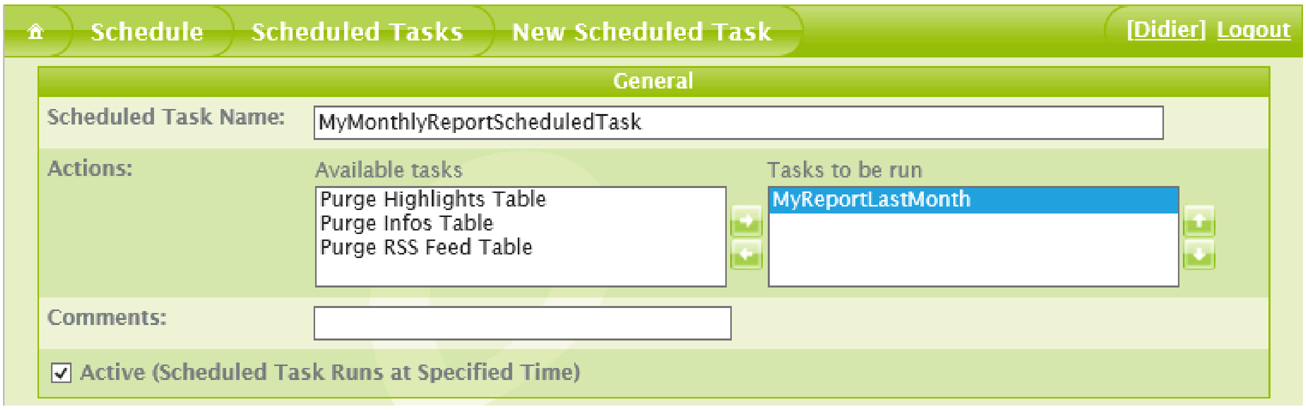
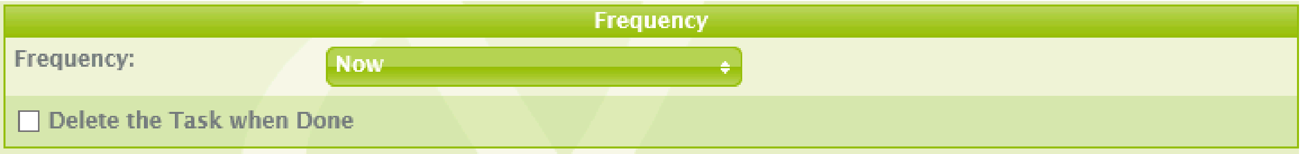


2. Select in the left **Available tasks** pane the task(s) you want to be performed by your scheduled task.
3. Click the right button to add these tasks to the right **Tasks to be run** pane.
4. Add a **comment** if necessary. This is optional.
5. Clear the **Active** check box if you need to disable this task temporarily.

5.1.2. Frequency

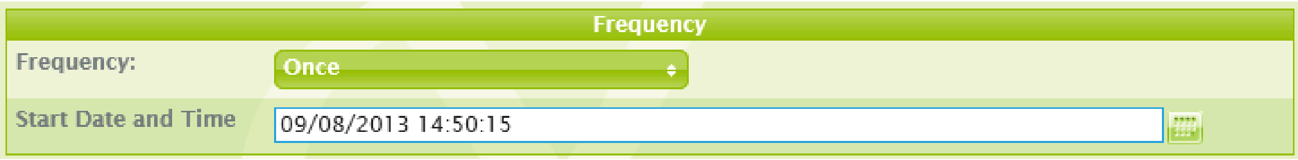
6. Define the **Frequency** you need for the selected tasks from the following:

Now (the task will run immediately between now and the next minute maximum).



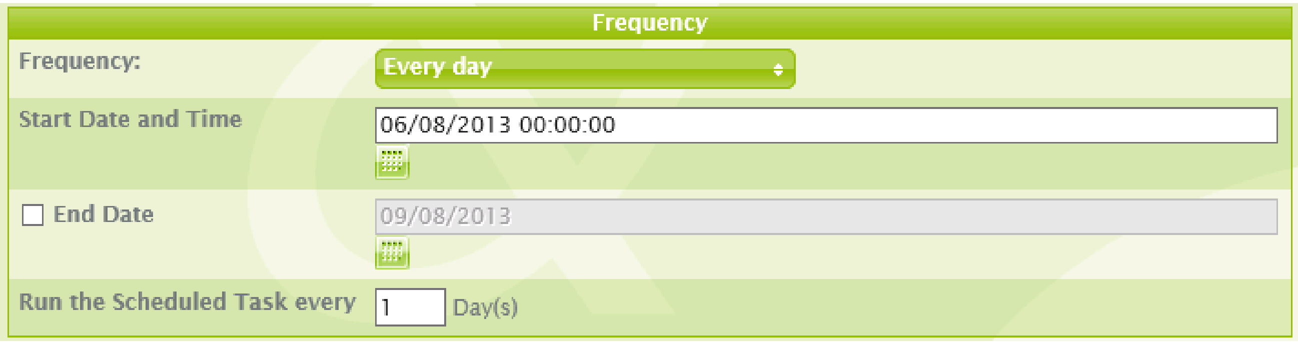
Note: select the **Delete Task when Done** check box if you do not wish to keep this scheduled task.

Once (the task will run only once at the specified date and time).



Specify the **Start Date and Time**, the task will be saved unless you decide to delete it later.

Daily (the task will run every day starting at the specified date and time).

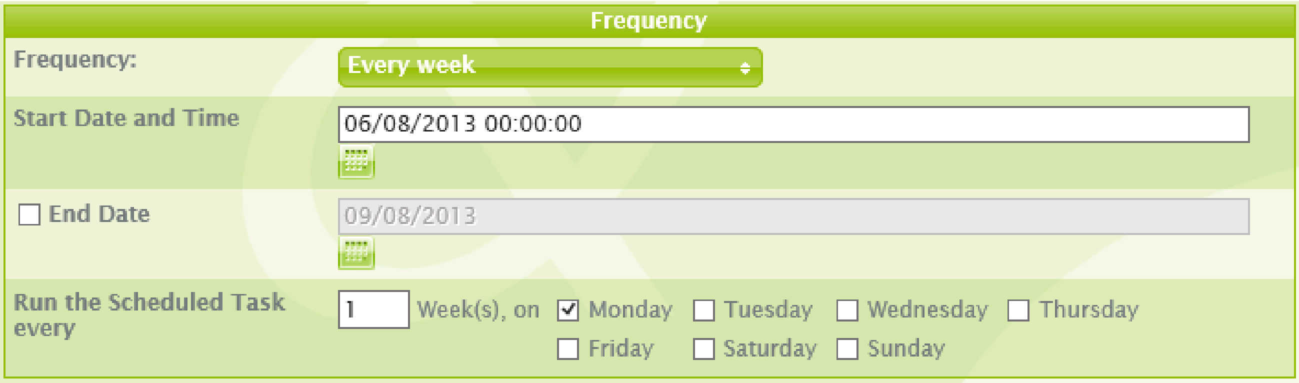


Specify the **Start Date and Time** with the Calendar; the task will be saved unless you decide to delete it later.

Specify an **End Date** if necessary.

Define whether the task must be run every day or every **X** days via the **Run the Scheduled Task every x Day(s)** check box.

Every Week (the task will run each week starting at the specified day and time).



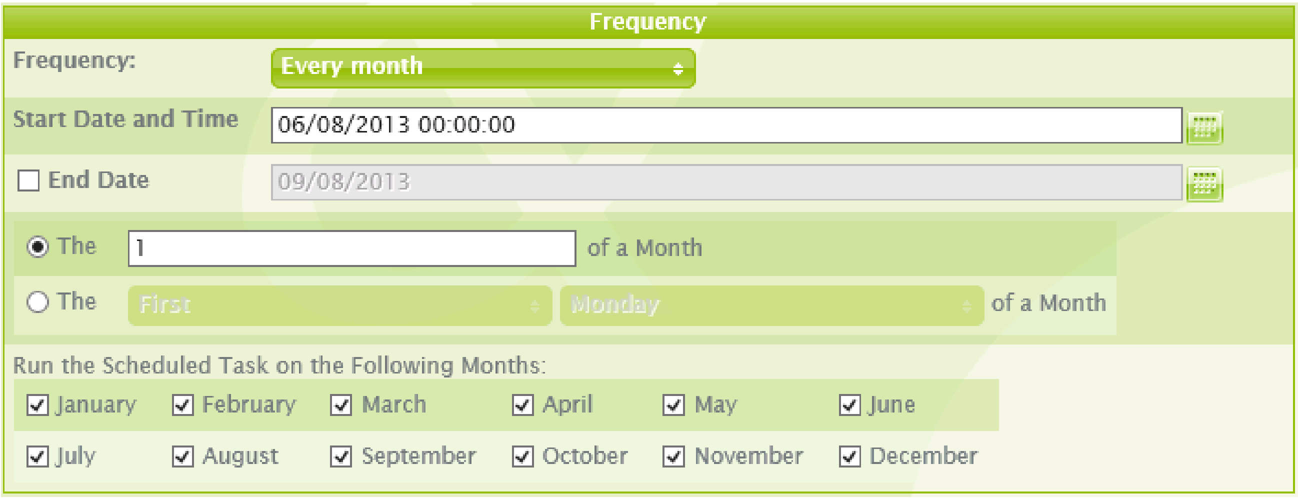
Specify the **Start Date and Time**, the task will be saved unless you decide to delete it later.

Specify an **End Date** if necessary.

Define whether the task must be run every week or every **X** weeks via the **Run the Scheduled Task every x Week(s)** check box.

Specify which **day(s) of the Week** you need to run this scheduled task by selecting the day of the week check boxes as appropriate.

Every Month (the task will run each month starting at the specified date and time).



Specify the **Start Date and Time**, the task will be saved unless you decide to delete it later.

Specify an **End Date** if necessary.

Select which **day of the month** the task must be run (between 1 to 31).

Select which day of the week (between Monday to Sunday) specifying the position of this day in the month (between First, Second, Third, Fourth or Last).

Select the **Run the Scheduled Task on the following Months** check boxes as appropriate, by selecting the required months of the year.

5.1.3. Repetition

7. Define the **Repetition** if needed:

For each frequency, you can specify if you need to repeat the scheduled task.

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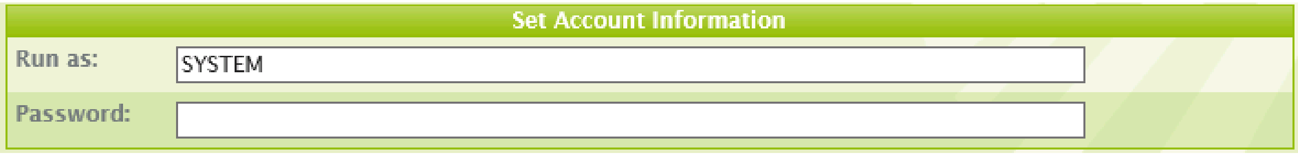
Repeat the Scheduled Task: check box. Enter an **Interval** for a time dimension in **Minutes** or **Hours**.

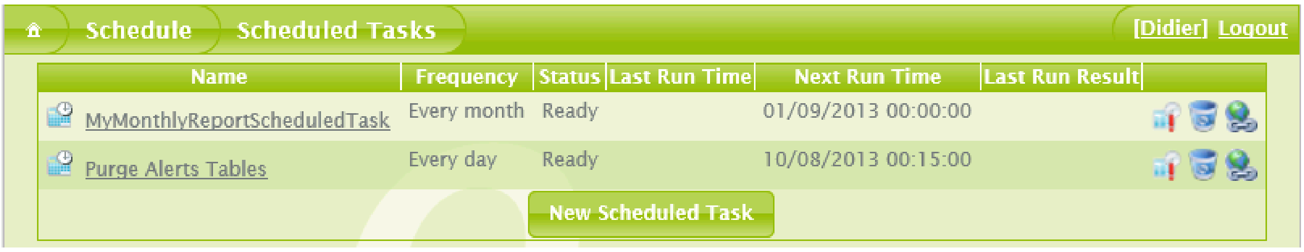
Enter a repetition **Duration** in **Hours** and **Minutes**.

5.1.4. Set Account Information



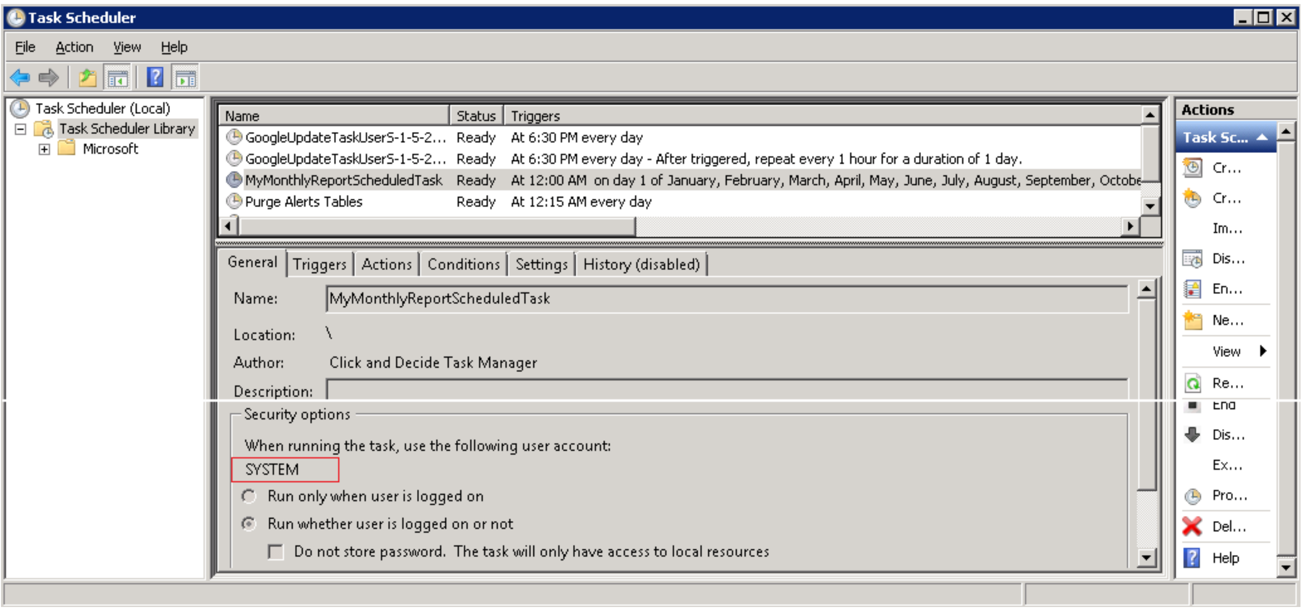
Before saving the scheduled task, be sure the SYSTEM user account is correct for your situation. See next paragraph for more details.

8. Click **Finish** to save the new Scheduled Task, that will appear in the list below:



5.1.5. Working with the Scheduled Task Account

When you run a task, the SYSTEM user account will be used by default. All scheduled tasks will be saved under the **Local System** account (note the **Security Options** in the **Windows Task Scheduler** on the server machine).



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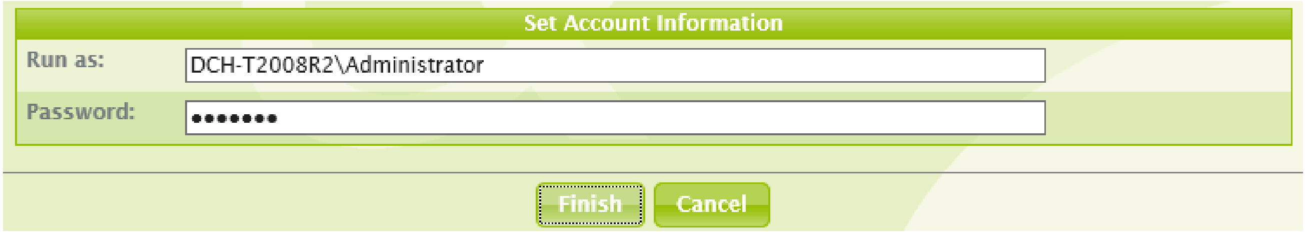
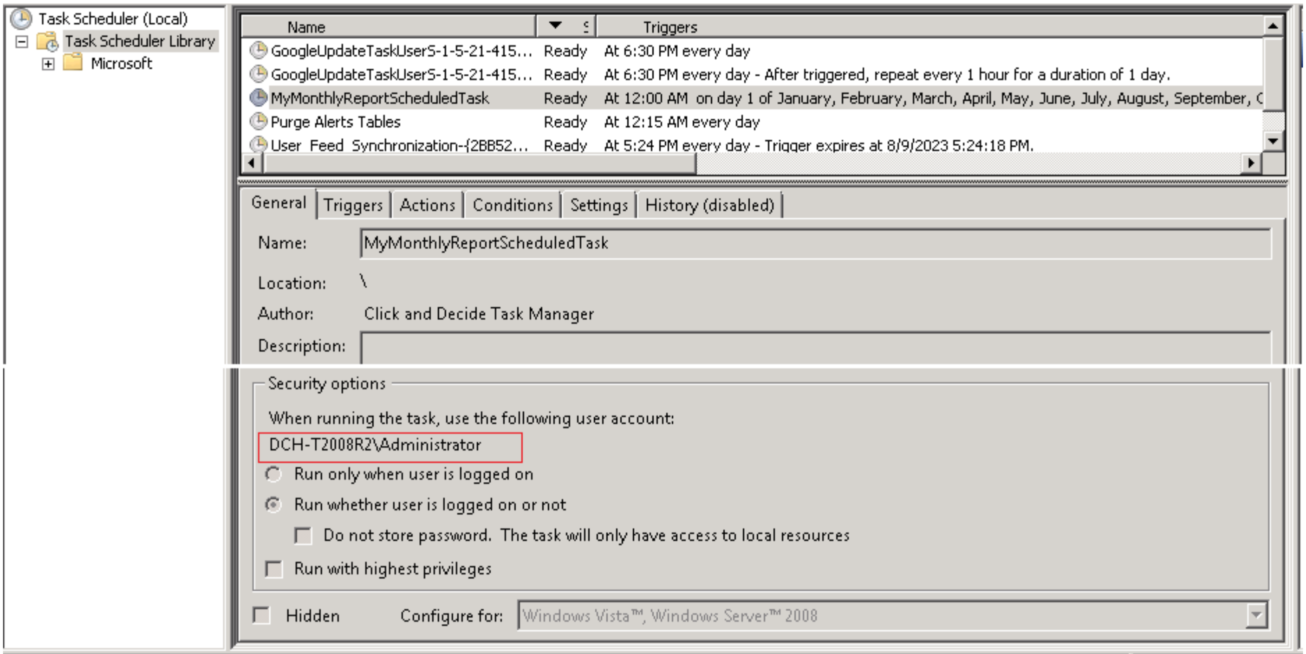
To use another user account or modify the settings, please follow the steps below. For example, if you wish to run the task under French regional settings rather than English regional settings, or if you wish to modify parameters for network security reasons.

Before saving the Scheduled Task by clicking the Finish button;



1. Enter the new Login in the Run As box
2. Enter the **Password**.
3. Click **Finish** at the base of the **Scheduled Tasks Configuration** pane in the Web Portal when all the required options are selected. The new scheduled task will appear in the left top list.
4. Open the **Windows Task Scheduler**, select **Start> Control Panel> Administrative Tools> Task Scheduler** to see the modified Scheduled Task



5. Press **F5** if necessary to refresh the right pane of the **Task Scheduler**.

5.2. Edit, Delete or Run Now a Scheduled Task

To edit or delete a scheduled task, please perform the steps below:

1. Click the **Schedule** command in the Web Portal (visible only if you belong to a "Task Administrator" Group on the Server).

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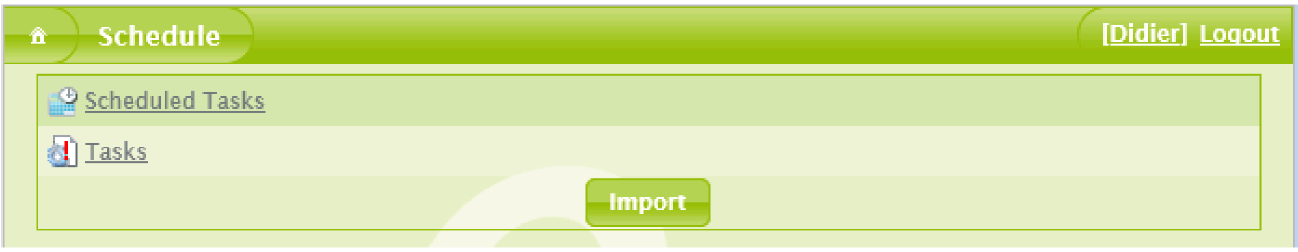
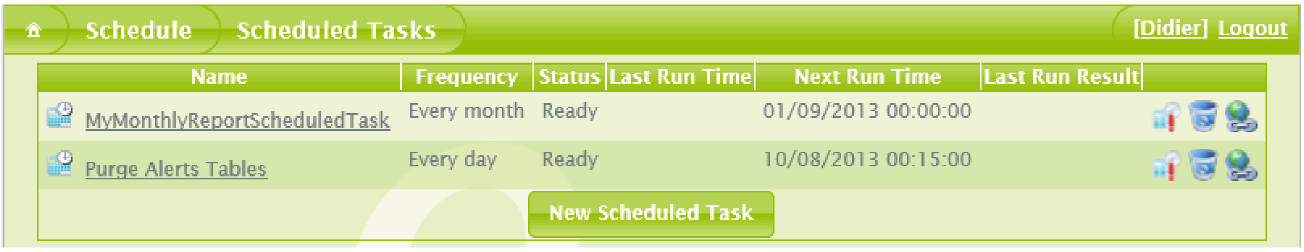


2. Click **Scheduled Tasks** on the above windows. The Scheduled Task List should appear as follow the first time as we provide a task to purge the Alerts Tables:



5.2.1. Edit:

Click directly the Scheduled task name you wish to modify in the editor.

5.2.2. Delete

Click the icon to remove this scheduled task.

5.2.3. Run Now

Click the icon to run now the Scheduled Task (useful to test it after creation).

5.3. Copy a Scheduled Task Shortcut

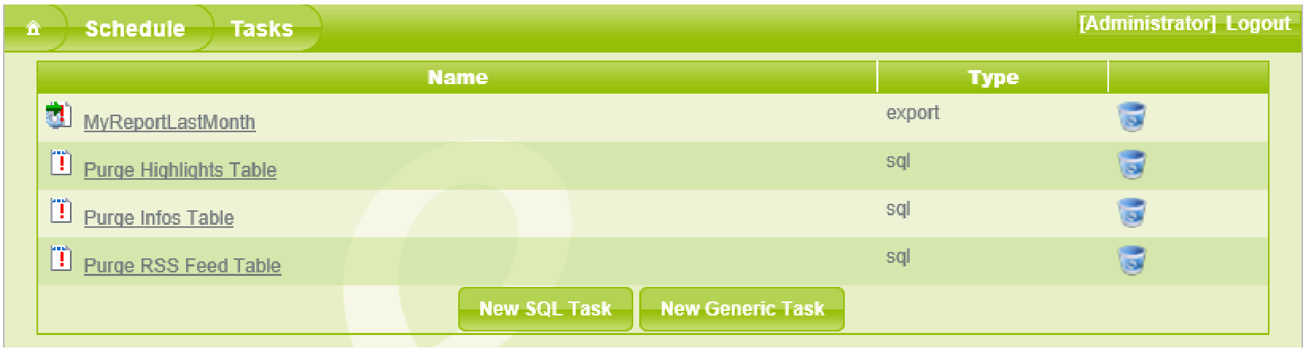
Sometimes it could be useful to authorize someone not being a Task Administrator to be able to run a Scheduled Task: this is the purpose of the last right icon: this URL can be copied into a Menu branch accessible from some users belonging to a Group displaying this Menu. (New feature of Click&DECiDE 2013).

5.4. Working with SQL Tasks

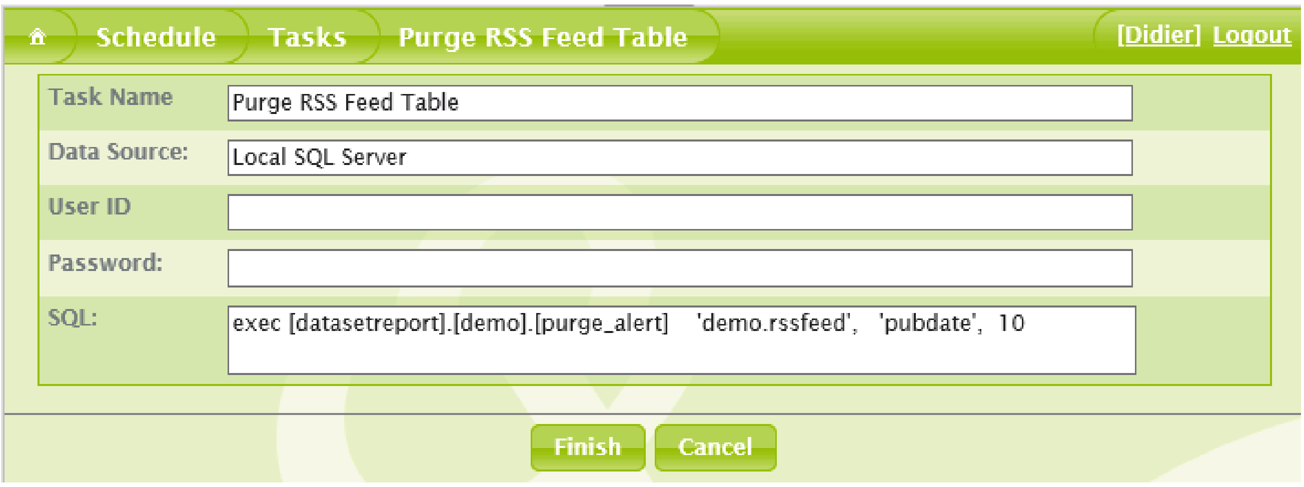
To work with SQL Tasks please follow the steps below. You can create an SQL Task to send an SQL command to a database. Note that this is reserved to advanced users and Administrators only. In this example we are going to view one of the tasks installed by default, **Purge RSS Feed Table** SQL Task. The **Purge RSS Feed Table** task contains an SQL command which runs an SQL Server procedure. This procedure will purge the required tables.

Note: the database can be one of the Data Sources defined in the Click&DECiDE Administration Manager. (SQL Server, Oracle, iSeries, DB2/UDB, ODBC Database).

1. Click the **Schedule** command in the Web Portal, the click the **Tasks** branch:

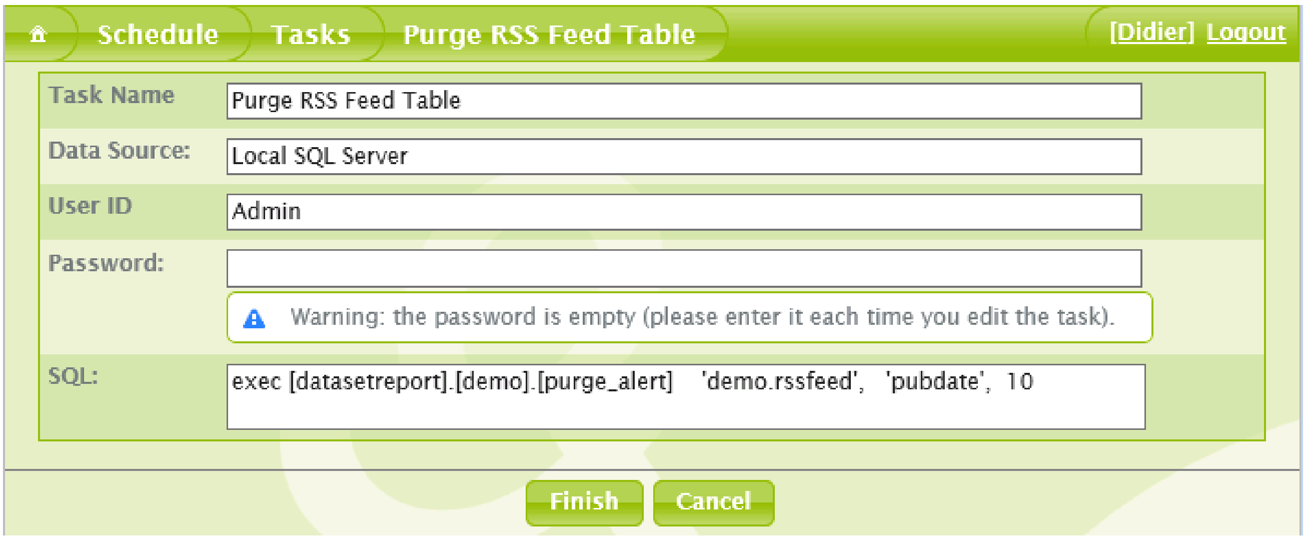


2. Select the **Purge RSS Feed Table** task.
3. Note the **Purge RSS Feed Table** task is opened in the Task Editor.



Note that if the User ID is empty, the program accepts an empty Password, because it could be a database under Windows Authentication.

But if the User ID is not empty, the program also accepts the password to be empty or not empty when creating the task, but, later, when editing this task again, the program always remove the password and a warning message will advise the user that the password is empty, so that he has to enter it again if exists.



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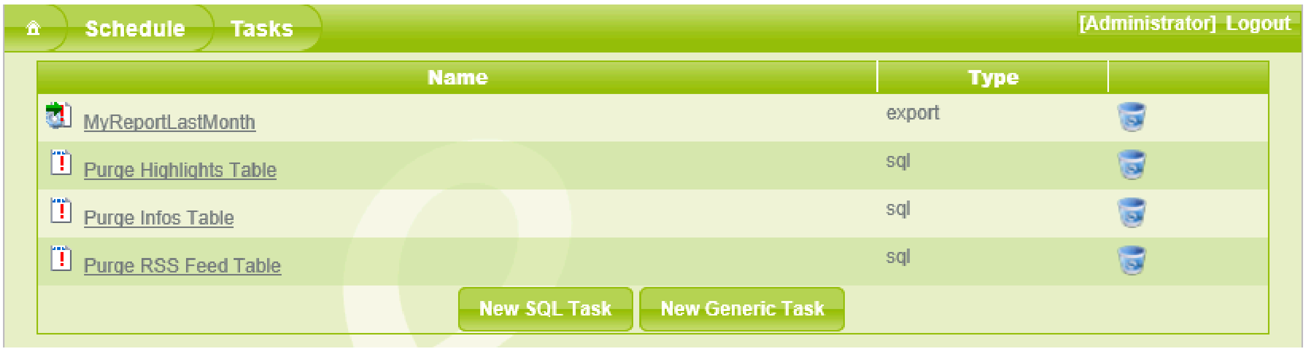
5.5. Creating Generic Tasks

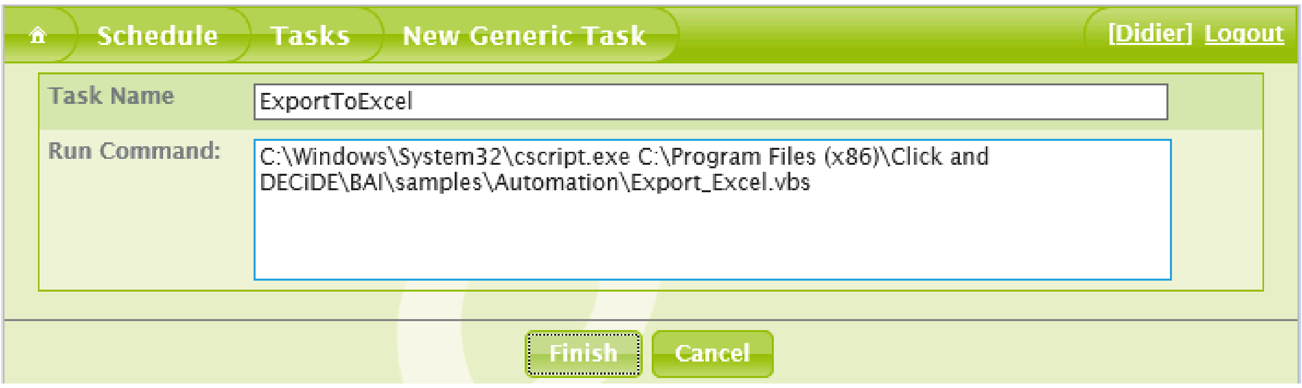
You can create a Generic Task to execute a program. Note this is reserved to advanced users and Administrators only. In the following example we will create a Generic Task which runs a VBS Script, named Export_Excel.vbs, located in the Click&DECiDE\BAI\Sample\Automation directory.

To create a Generic Task, please follow the steps below.

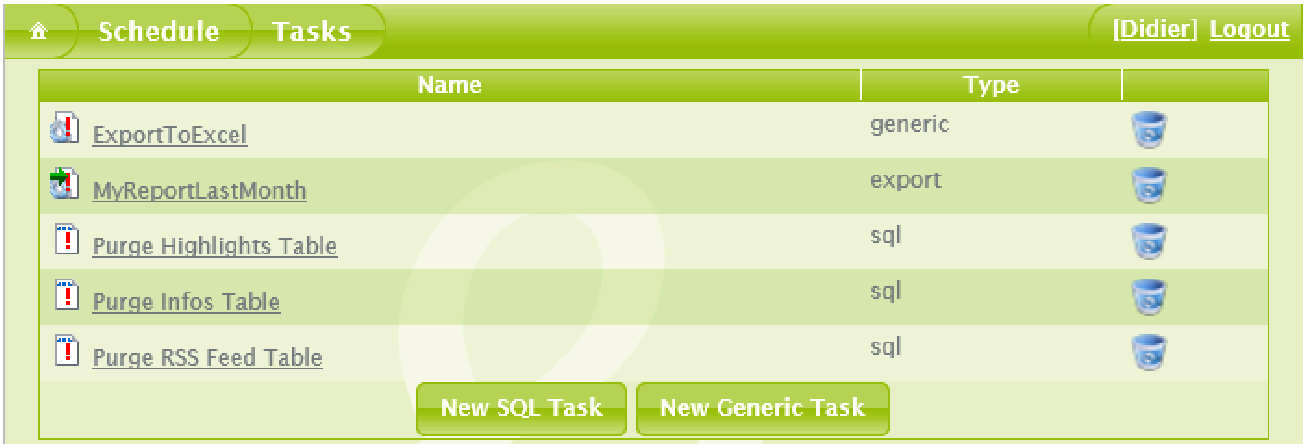
1. Click the **Schedule** command in the Web Portal, the click the **Tasks** branch:



1. Click **New Generic Task** button.
2. Enter the **Task Name**.
3. Enter the **Run Command**. In this example a VBS Script, named Export_Excel.vbs will be run, the file is located in the following directory: Click&DECiDE\BAI\Sample\Automation.



4. Click **Finish**.
5. Note your new SQL Task appears in the **Tasks** branch in the left pane.



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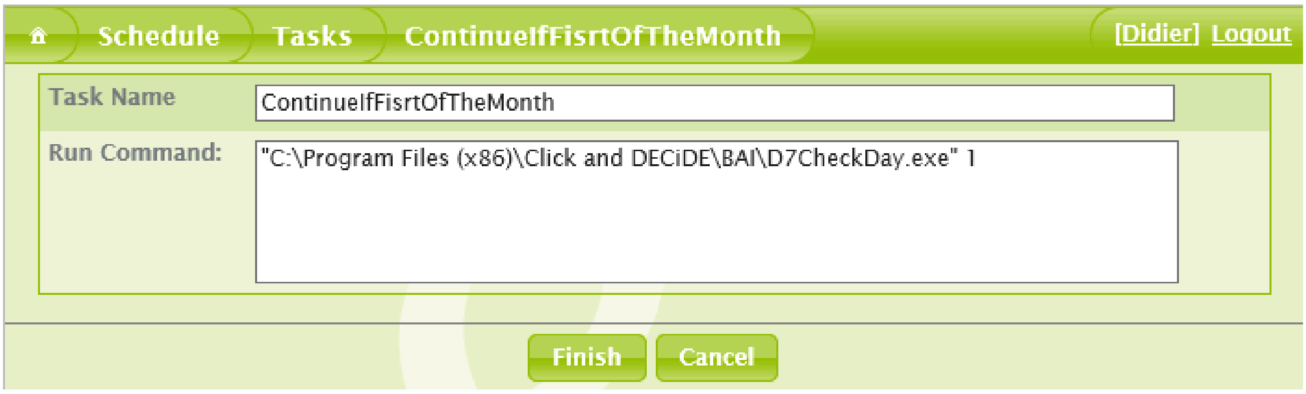
5.6. Running Successive Scheduled Tasks

When you run a scheduled task, the program will run task after task. However, if a task returns an error, the task that follows it will not be run. For this reason we have created a program named D7CheckDay.exe that generates an error if the current day is different from the parameter. For example, “D7CheckDay.exe” 1 will stop all the remaining tasks in the Scheduled Task if we are not the first day of any month, and will continue to run the remaining tasks if we are the first day of the month.

5.6.1. Run a task daily but only if first day of the month:

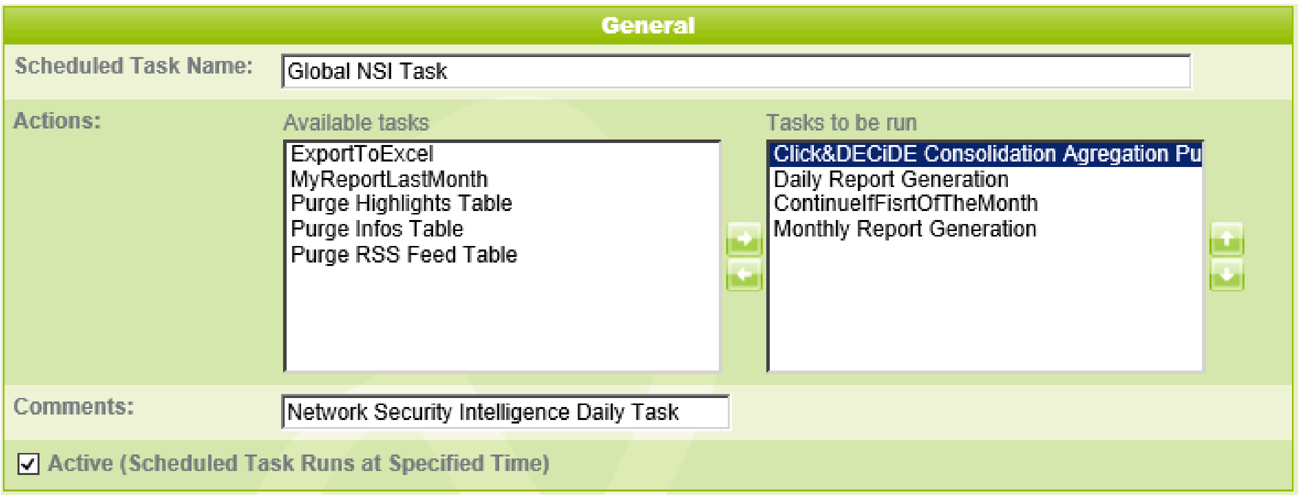


This is useful when you wish to create a Scheduled Daily Task running successively:

- the Consolidation, Aggregation and Purge tasks
- followed by the Daily Report Generation task
- then check if we are the first day of the Month
- then, if true, run the Monthly Report Generation task, or if false stop the procedure.
- “D7CheckDay.exe” 31 will check if we are the 31st day of the month

5.6.2. Run a task Daily but only if Last Day of the Month

- however “D7CheckDay.exe” -1 will check if it is the last day of the month (ex: 28th of February, 31st of March), for example:



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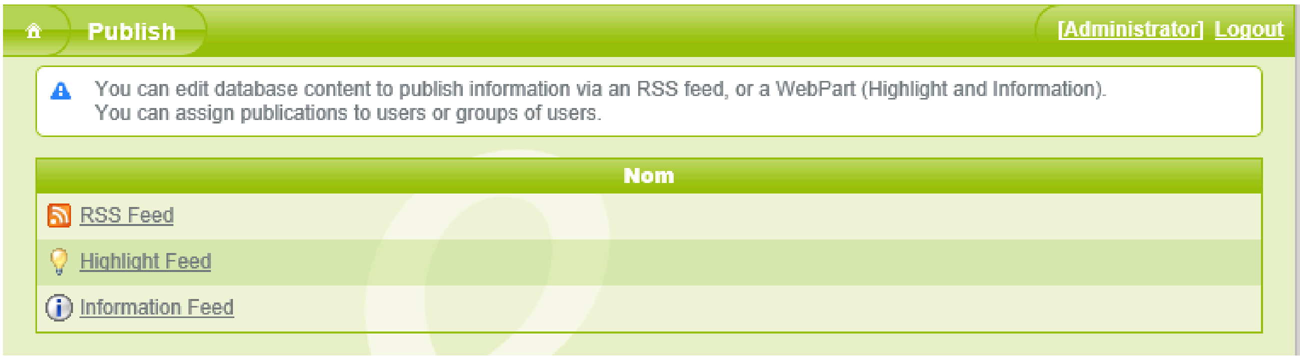
6. Publish

The **Publish** menu enables you to access the tables where the Alert information is saved (Information, Highlight and RSS Feeds). You can consult the table content, and create new records or deleted obsolete records from the Publish menu.

If an alert generated by a report or a scheduled task is supposed to add or update a record in one of these tables, then you can consult the **Publish** box to check if the expected record has been added successfully.

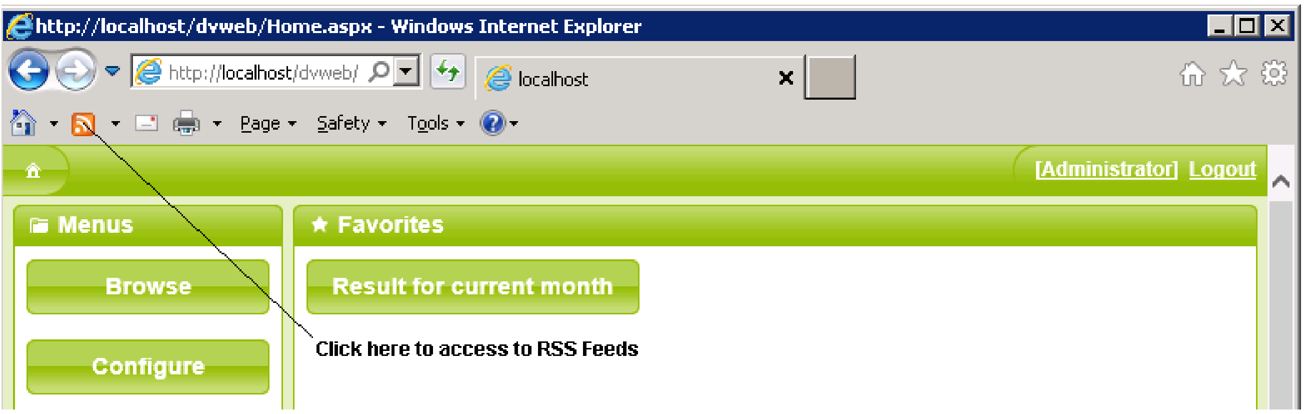


6.1. Working with the RSS Feed Table

You can distribute information via RSS Feed, to do so, please follow the steps below.

1. Click the RSS Feed icon in your navigator bar or enter the following URL in your browser:

   http://servername/dvweb/dvrss.ashx



Note: if you want to use RSS Feed under the Chrome browser, you need to install this extension:

https://chrome.google.com/webstore/detail/rss-subscription-extensio/nlbjncdgjeocebhnmkbbbdekmmmcbfjd

2. Note the Click and DECiDE RSS feed appears:

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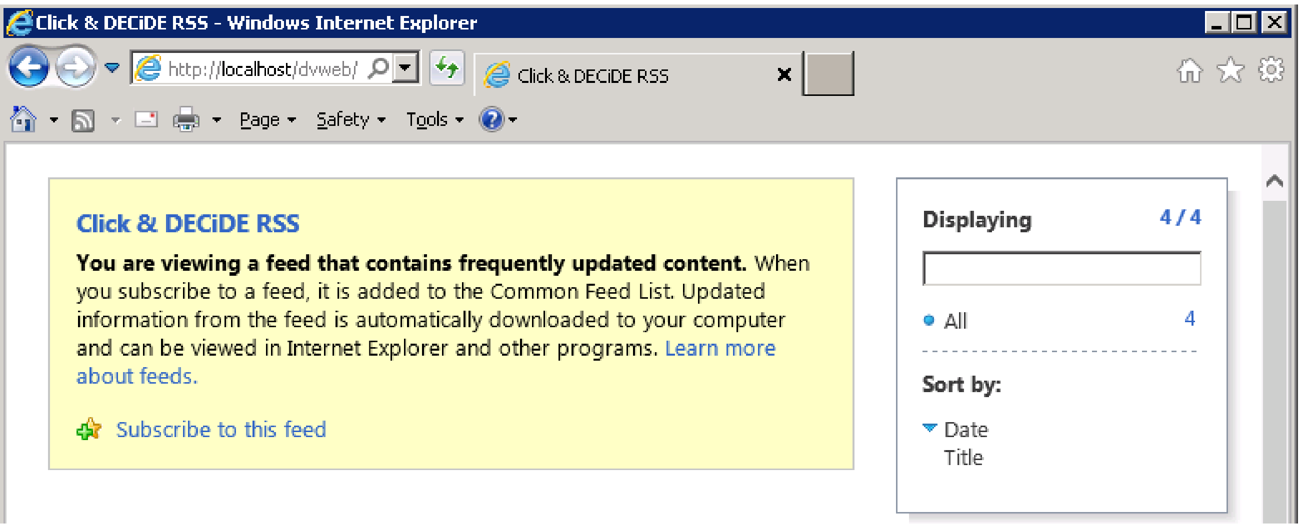
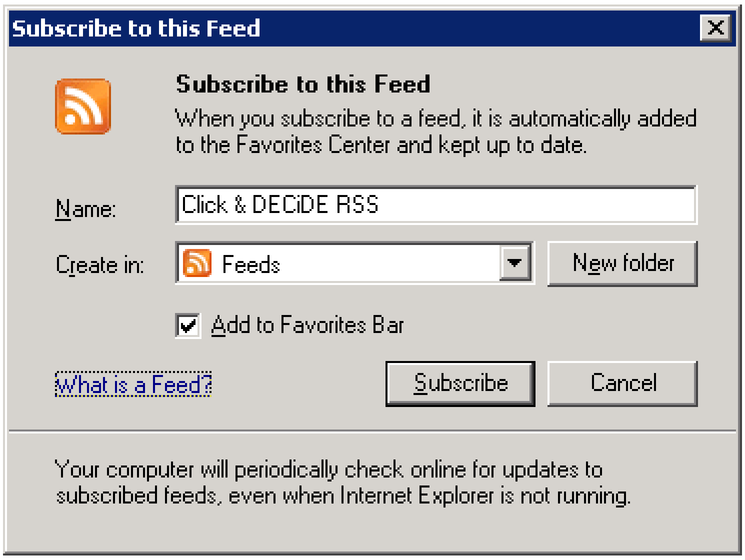
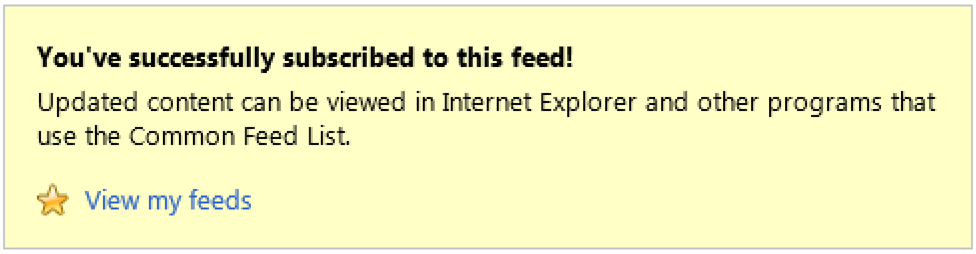


3. Click **Subscribe to this feed** if you want to add this RSS Feed to your Feed Headlines gadget.



4. Click the **Subscribe** button



5. Select the **Publish** command in the Web Portal
6. Click **RSS Feed** to create, edit or remove an RSS Feed from the RSS Feed Table.

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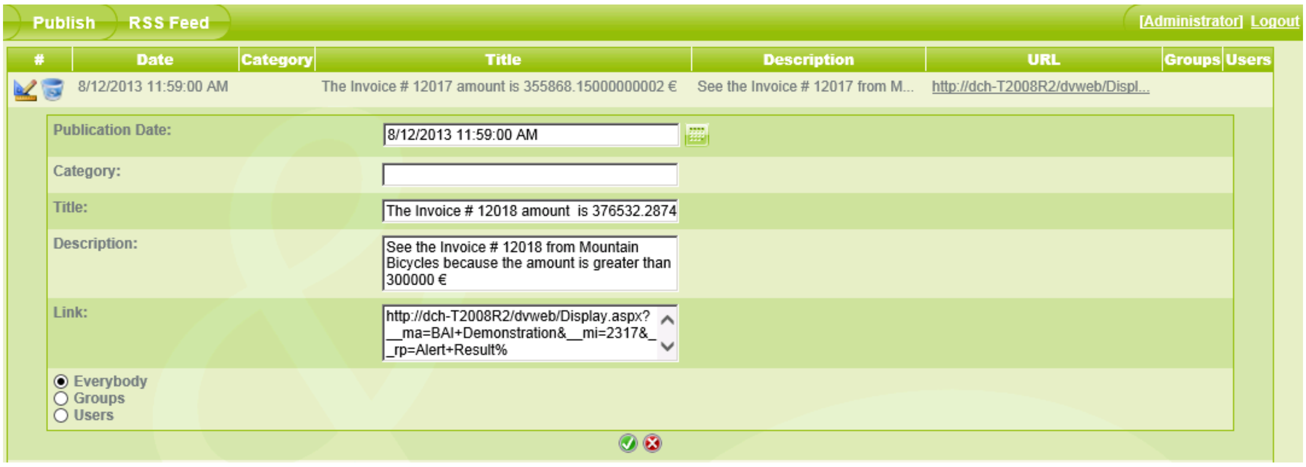
6.1.1. Editing an RSS Feed

To edit an RSS Feed, please follow the steps below.

1. Click the **Edit** icon to the left of the RSS Feed you wish to edit.
2. Edit the parameters as necessary.
3. Note the **Date** field's content can be used by the Purge command later.



4. Click the **OK** icon to confirm.

6.1.2. Creating a RSS Feed record

To create an RSS Feed, please follow the steps below.

1. Click **RSS Feed** in the **Publish** command in the Web Portal.
2. Click the **Add an RSS feed to publish** button at the bottom of the RSS feed screen.
3. Configure the parameters for the new RSS feed as appropriate.
4. Note the **Date** field's content can be used by the Purge command later.
5. Note the **Category** text box can remain empty (Optional).
6. **Note:** Standard RSS Feed readers do not use **Users** and **Groups**
7. Click **Add**.

6.1.3. Deleting an RSS Feed

To delete an RSS Feed, please follow the steps below.

1. Click **RSS Feed** in the **Publish** command in the Web Portal.
2. Click the **Remove** icon to the left of the **RSS Feed** you want to delete. A message will appear asking you to confirm.

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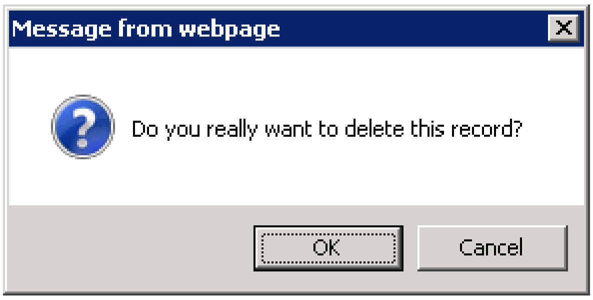


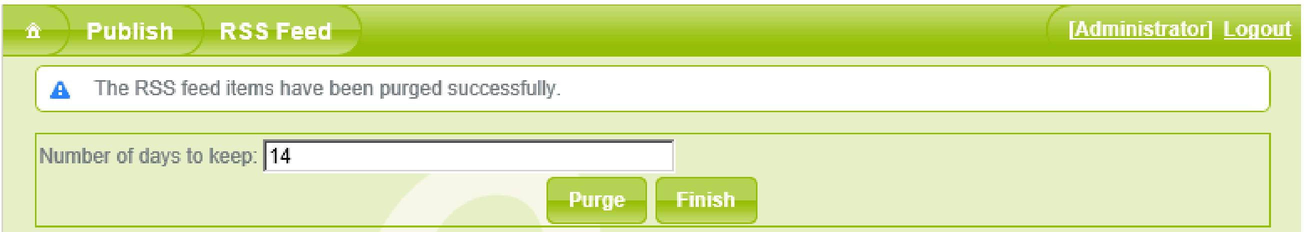
3. Click **OK**.

6.1.4. Purging Obsolete RSS Feeds

You can purge obsolete an RSS Feed, whose date is older than a specified number of days. To purge an obsolete RSS Feed, please follow the steps below.

1. Click **RSS Feed** in the **Publish** command in the Web Portal.
2. Click the **Purge existing RSS feeds button** at the bottom of the RSS feed screen.
3. Enter the **Number of days to keep**

4. Click **Purge**. The success message appears under the **Number of days to keep** text box.

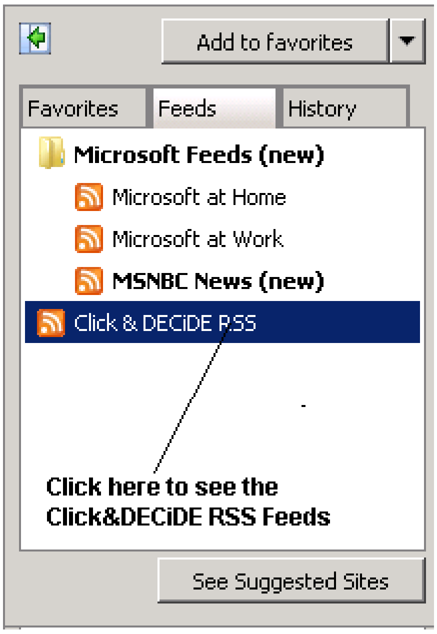


5. Click **Finish**.

6.1.5. Accessing your RSS Feed through your browser:

Under Internet Explorer click this icon to access the RSS Feeds:

Then:



1.1. Working with the Highlight Feed Table

The Highlight Feed Table still exists in the DataSetReport SQL Server database to ensure the compatibility with previous Click&DECiDE versions 10 or 11 but the WebParts feature using this table is not anymore supported by Click&DECiDE 2013. You can refer to the User Manual for; previous version at:

http://www.clickndecide.com/sites/default/files/assets/files/resources/clickndecide_bai_web_portal_user_guide_1.pdf

To access now to this table, do the following:

1. Click the **Publish** command in the Web Portal.
2. Click **Highlight Feed**.

6.1.6. Editing a Highlight Feed

To edit a Highlight Feed, please follow the steps below.

1. Click the **Edit** icon to the left of the Highlight Feed you wish to edit.

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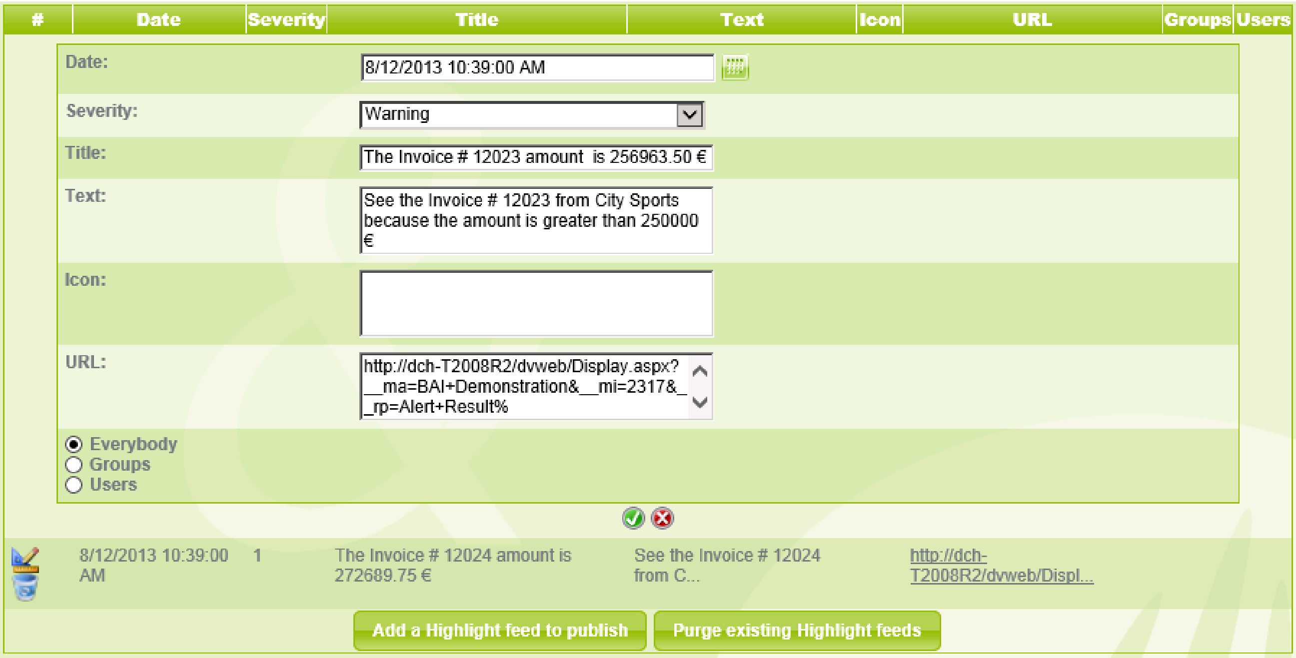


2. Modify the fields as necessary.
3. Note the **Date** field's content can be used by the Purge command later.
4. Click the **OK** icon to confirm your modifications.

6.1.7. Creating a Highlight Feed

To create a Highlight Feed, please follow the steps below.

1. Click **Highlight Feed** in the Publish command in the Web Portal
2. Click the **Add a Highlight feed to publish** button at the bottom of the Information feed screen.
3. Configure the parameters for the new Highlight feed as appropriate.
4. Note the **Date** field's content can be used by the Purge command later.
5. Click **Add**.
6. Click **Finish**.

6.1.8. Deleting an Highlight Feed

To delete a Highlight Feed, please follow the steps below.

1. Click **Highlight Feed** in the Publish command in the Web Portal
2. Click the **Remove** icon to the left of the Highlight Feed you wish to remove. A message appears asking you to confirm.
3. Click **OK** to continue.

6.1.9. Purging Obsolete Highlight Feeds

You can purge obsolete Highlight feeds, whose date is older than a specified number of days. To purge an obsolete Highlight Feed, please follow the steps below.

1. Click **Highlight Feed** in the Publish command in the Web Portal
2. Click the **Purge existing Highlight feed** button at the bottom of the Information feed screen.
3. Enter the **Number of days to keep**.

4. Click **Purge**.
5. Note the success message appears under the **Number of days to keep** text box.
6. Click **Finish**.

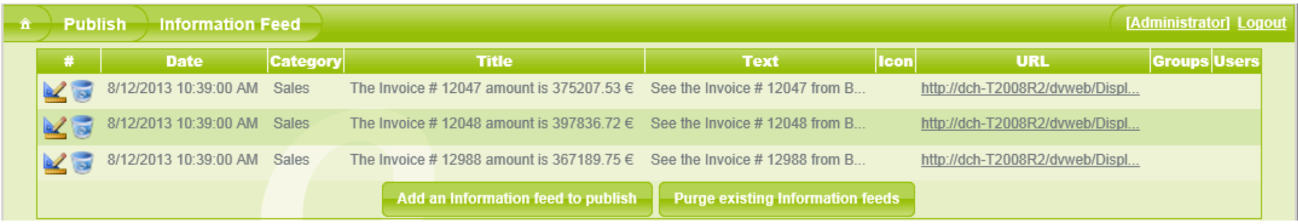
6.2. Working with the Information Feed Table

The Information Feed Table still exists in the DataSetReport SQL Server database to ensure the compatibility with previous Click&DECiDE versions 10, 11 or 12 but the WebParts feature using this table is not anymore supported by Click&DECiDE 2013. You can refer to the User Manual for; previous version at:

http://www.clickndecide.com/sites/default/files/assets/files/resources/clickndecide_bai_web_portal_user_guide_1.pdf

To access now to this table, do the following:

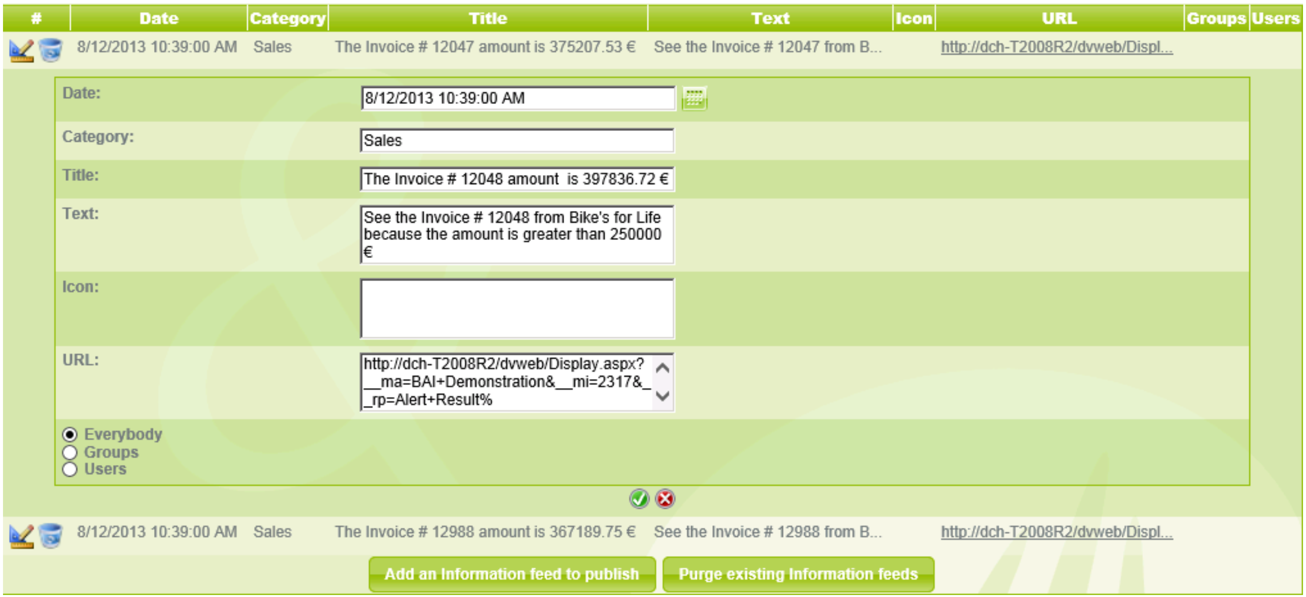
3. Click the **Publish** command in the Web Portal.
4. Click **Information Feed**.



6.2.1. Editing an Information Feed

To edit an Information Feed, please follow the steps below.

5. Click the **Edit** icon to the left of the Information Feed you wish to edit.



6. Modify the fields as necessary.
7. Note the **Date** field's content can be used by the Purge command later.
8. Click the **OK** icon to confirm your modifications.

6.2.2. Creating an Information Feed

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To create an Information Feed, please follow the steps below.

7. Click **Information Feed** in the Publish command in the Web Portal
8. Click the **Add an Information feed to publish** button at the bottom of the Information feed screen.
9. Configure the parameters for the new Information feed as appropriate.
10. Note the **Date** field's content can be used by the Purge command later.
11. Click **Add**.
12. Click **Finish**.

6.2.3. Deleting an Information Feed

To delete an Information Feed, please follow the steps below.

4. Click **Information Feed** in the Publish command in the Web Portal
5. Click the **Remove** icon to the left of the Information Feed you wish to remove. A message appears asking you to confirm.
6. Click **OK** to continue.

6.2.4. Purging Obsolete Information Feeds

You can purge obsolete Information feeds, whose date is older than a specified number of days. To purge an obsolete Information Feed, please follow the steps below.

7. Click **Information Feed** in the Publish command in the Web Portal
8. Click the **Purge existing Information feed** button at the bottom of the Information feed screen.
9. Enter the **Number of days to keep**.
10. Click **Purge**.
11. Note the success message appears under the **Number of days to keep** text box.
12. Click **Finish**.

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7. Working with Date Keywords

7.1. Invariant Predefined Functions

Invariant functions are keyword or expressions that can be understood by Click&DECiDE whatever your PC's regional settings language is.

INVARIANT PREDEFINED FUNCTIONS		
Function	**Range for x**	**Comment**
HOURS (**Note:** in INVARIANT mode, hours is always written in plural even if the value is x=0 or x=1).		
x hours ago	0 - 12	The date time interval from the beginning of the hour specified in the past from XX:00:00 to XX:59:59.
in x hours	0 - 12	The date time interval from the beginning of the hour specified in the future from XX:00:00 to XX:59:59.
since x hours	0 - 12	The interval from the beginning of the hour specified in the past at XX:00:00 up to now.
until x hours	1 - 12	The interval from now to the end of the hour specified in the future at XX:59:59.
DAYS (**Note:** in INVARIANT mode, days is always written in plural even if the value is x=0 or x=1).		
x days ago	0 - 7	The date of the day specified in the past from 00:00:00 to 23:59:59.
in x days	0 - 7	The date of the day specified in the future from 00:00:00 to 23:59:59.
since x days	0 - 7	From the beginning of the date of the day specified in the past from 00:00:00 up to now.
until x days	1 - 7	From now up to the end of the date of the day specified in the future at 23:59:59.
WEEKS (**Note:** in INVARIANT mode, weeks is always written in plural even if the value is x=0 or x=1).		
x weeks ago	0 - 7	The date interval for the week specified in the past from YYYYMMDD 00:00:00 to YYYYMMDD 23:59:59.
in x weeks	0 - 7	The date interval for the week specified in the future from YYYYMMDD 00:00:00 to YYYYMMDD 23:59:59.
since x weeks	0 - 7	From the beginning of the first day of the week specified in the past at 00:00:00 up to now.
until x weeks	1 - 7	From now to the end of the last day of the week specified in the future at 23:59:59.
MONTHS (**Note:** in INVARIANT mode, months is always written in plural even if the value is x=0 or x=1).		
x months ago	0 - 12	The date interval for the first day of the month specified in the past from YYYYMM01 00:00:00 to YYYYMM31 23:59:59.
in x months	0 - 12	The date interval for the first day of the month specified in the future from YYYYMM01 00:00:00 to YYYYMM31 23:59:59.
since x months	0 - 12	From the beginning of the first day of the month specified in the past at 00:00:00 up to now.
until x months	1 - 12	From now up to the end of the last day of the month specified in the future at 23:59:59.
QUARTER (**Note:** in INVARIANT mode, quarters is always written in plural even if the value is x=0 or x=1).		

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q1 or Q1		Uses the date interval for the First Quarter of the current year from YYYY0101 00:00:00 to YYYY0331 23:59:59.
q2 or Q2		Uses the date interval for the Second Quarter of the current year from YYYY0401 00:00:00 to YYYY0630 23:59:59.
q3 or Q3		Uses the date interval for the Third Quarter of the current year from YYYY0701 00:00:00 to YYYY0930 23:59:59.
q4 or Q4		Uses the date interval for the Fourth Quarter of the current year from YYYY1001 00:00:00 to YYYY1231 23:59:59.
x quarters ago	1 - 4	The date interval for the first day of the quarter specified in the past from YYYYMM01 00:00:00 to the last day of the same quarter at YYYYMM31 23:59:59.
in x quarters	1 - 4	The date interval for the first day of the quarter specified in the future from YYYYMM01 00:00:00 to the last day of the same quarter at YYYYMM31 23:59:59.
qx 1990 <---> qx 2030	1 - 4	Uses the date interval for the specified Quarter of the specified year from YYYY0101 00:00:00 to YYYY0331 23:59:59. (Note that the year can be between 1990 and 2030 in the current Click&DECiDE version 11.1.0 or greater).
YEARS (**Note:** in INVARIANT mode, years is always written in plural even if the value is x=0 or x=1).		
x years ago	0 - 10	The date interval from the first day of the year specified in the past at YYYY0101 00:00:00 to YYYY1231 23:59:59.
in x years	0 - 10	The date interval from the first day of the year specified in the future at YYYY0101 00:00:00 to YYYY1231 23:59:59.
since x years	0 - 10	From the beginning of the first day of the year specified in the past at YYYY0101 00:00:00 up to now.
until x years	1 - 10	From now up to the end of the last day of the year specified in the future at YYYY1231 23:59:59.

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7.2. Standard Days and Months Functions By Language

In the following table the first column is the same for Invariant or English, other available languages can be used according to your PC's regional settings language:

Invariant and English	%s is a	French	German	Spanish	Catalan	Italian	Swedish
Days		**Jours**	**Tags**	**Dias**	**Dies**	**Giorni**	**Dagar**
DAY FROM LAST WEEK							
last %s	Day name	%s semaine dernière	%s letzter wochse	%s semana pasada	%s setmana passada	%s settimana scorsa	%s förra vecka
DAY ON NEXT WEEK							
next %s	Day name	%s en huit	%s kommender woche	%s semana próxima	de %s en vuit	%s settimana prossima	%s nästa vecka
NEXT COMING DAY							
coming %s	Day Name	%s prochain	nächster %s	próximo %s	proper %s	%s prossimo	nästa %s
LAST MOST RECENT DAY							
most recent %s	Day Name	%s dernier	letzter %s	%s pasado	%s passat	%s scorso	i %ss
SINCE A DAY							
since %s	Day Name	depuis %s	seit %s	desde %s	des de %s	da %s	sedan %s
UNTIL A DAY							
until %s	Day Name	jusqu'a %s	bis %s	hasta %s	fins %s	fino a %s	till %s
Months		**Mois**	**Monaten**	**Meses**	**Mesos**	**Mesi**	**Månader**
NEXT MONTH ON NEXT YEAR							
next %s	Month Name	%s année prochaine	%s kommendes Jahr	%s año próximo	%s proper any	%s anno prossimo	%s nästa året
MONTH OF PREVIOUS YEAR							
last %s	Month Name	%s année dernière	%s letztes jahr	%s año pasado	%s any passat	%s anno scorso	%s förra året
NEXT COMING MONTH							
coming %s	Month Name	%s prochain	nächster %s	próximo %s	proper %s	%s prossimo	nästa %s
MOST RECENT MONTH							
most recent %s	Month Name	%s dernier	letzter %s	%s pasado	%s passat	%s scorso	i %ss
SINCE A MONTH							
since %s	Month Name	depuis %s	seit %s	desde %s	des de %s	da %s	sedan %s
UNTIL A MONTH							
until %s	Month Name	jusqu'en %s	bis %s	hasta %s	fins %s	fino a %s	till %s

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7.3. Other Hour Functions by language

Invariant and English	Range for x	French	German	Spanish	Catalan	Italian	Swedish
HOURS		**HEURES**	**STUNDEN**	**HORAS**	**HORES**	**ORE**	**TIMMAR**
last hour		dernière heure	Letzte Stunde	hora anterior	hora anterior	ultima ora	förra timmen
this hour		cette heure	Diese Stunde	esta hora	aquesta hora	quest ora	denna timme
next hour		prochaine heure	Nächste Stunde	hora siguiente	hora següent	prossima ora	nästa timme
0 hours ago / this hour		il y a 0 heures / cette heure	Vor 0 Stunden / Diese Stunde	hace 0 horas / esta hora	fa 0 hores / aquesta hora	0 ore fa / quest ora	0 timmar sedan / denna timme
1 hour ago / last hour		il y a 1 heure / dernière heure	Vor 1 Stunde / Letzte Stunde	hace 1 hora / hora anterior	fa 1 hora / hora anterior	1 ora fa / ultima ora	1 timme sedan / förra timme
x hours ago	2 - 12	il y a x heures	Vor x Stunden	hace x horas	fa x hores	x ore fa	x timmar sedan
in 0 hours / this hour		dans 0 heures / cette heure	In 0 Stunden / Diese Stunde	en 0 horas / esta hora	en 0 hores / aquesta hora	in 0 ore / quest ora	om 0 timmar / denna timme
in 1 hour / next hour		dans 1 heure / prochaine heure	In 1 Stunde / Nächste Stunde	en 1 hora / hora siguiente	en 1 hora / hora següent	in 1 ora / prossima ora	om 1 timme / nästa timme
in x hours	2 - 12	dans x heures	In x Stunden	en x horas	en x hores	in x ore	om x timmar
since 0 hours / since this hour		depuis 0 heures	Seit 0 Stunden	desde 0 horas	des de 0 hores	da 0 ore	sedan 0 timmar
since 1 hour / since last hour		depuis 1 heure / depuis la dernière heure	Seit einer Stunde / Seit 1 Stunde	desde 1 hora / desde la hora anterior	des d'1 hora / des de l'hora anterior	da ultima ora / da 1 ora	sedan sista timme / sedan 1 timme
last x hours	2 - 12	depuis x heures	Seit x Stunden	desde x horas	des de x hores	da x ore	sedan x timmar
until 1 hour		jusque dans 1 heure	Bis einer Stunde / Bis 1 Stunde	hasta 1 hora / hasta la hora siguiente	fins 1 hora / fins l'hora següent	fino a 1 ora / fino a ora prossima	till 1 timme
until x hours	2 - 12	jusque dans x heures	Bis x Stunden	hasta x horas	fins x hores	fino a x ore	till x timmar

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7.4. Other Day Functions by Language

Invariant and English	Range for x	French	German	Spanish	Catalan	Italian	Swedish
DAYS		**JOURS**	**TAGS**	**DIAS**	**DIES**	**GIORNI**	**DAGAR**
yesterday		hier	Gestern	ayer	ahir	ieri	igår
today		aujourd'hui / ce jour	Heute	hoy	avui	oggi	idag
tomorrow		demain	Morgen	mañana	demà	domani	imorgon
0 days ago / today		il y a 0 jours / aujourd'hui / ce jour	Vor 0 Tagen / Heute	hace 0 días / hoy	fa 0 dies / avui	0 giorni fa / oggi	0 dagar sedan / idag
1 day ago / yesterday		il y a 1 jour / hier	Vor 1 Tag / Gestern	hace 1 día / ayer	fa 1 dia / ahir	1 giorno fa / ieri	1 dag sedan / igår
x days ago	2 - 7	il y a x jours	Vor x Tagen	hace x días	fa x dies	x giorni fa	x dagar sedan
in 0 days / today		dans 0 jours / aujourd'hui / ce jour	In 0 Tagen / Heute	en 0 días / hoy	en 0 dies / avui	in 0 giorni / oggi	om 0 dagar / idag
in 1 day / tomorrow		dans 1 jour / demain	In 1 Tag / Morgen	en 1 día / mañana	en 1 dia / demà	in 1 giorno / domani	om 1 dag / imorgon
in x days	2 - 7	dans x jours	In x Tagen	en x días	en x dies	in x giorni	om x dagar
since 0 days / since today		depuis 0 jours / depuis ce jour / depuis aujourd'hui	Seit 0 Tagen / Seit Heute	desde 0 días / desde hoy	des de 0 dies / des d'avui	da 0 giorni / da oggi	sedan 0 dagar / sedan idag
since 1 day / since yesterday		depuis 1 jour / depuis hier	Seit 1 Tag / Seit Gestern	desde 1 día / desde ayer	des d'1 dia / des d'ahir	da 1 giorno / da ieri	sedan 1 dag / sedan igår
last x days	2 - 7	depuis x jours	Seit x Tagen	desde x días	des de x dies	da x giorni	sedan x dagar
until 1 day / until tomorrow		jusque dans 1 jour / jusqu'à demain	Bis 1 Tag / Bis Morgen	hasta 1 día / hasta mañana	fins 1 dia / fins demà	fino a 1 giorno / fino a domani	till 1 dag / till imorgon
until x days	2 - 7	jusque dans x jours	Bis x Tagen	hasta x días	fins x dies	fino a x giorni	till x dagar

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7.5. Other Week Functions by Language

Invariant and English	Range for x	French	German	Spanish	Catalan	Italian	Swedish
WEEKS		**SEMAINES**	**WOCHEN**	**SEMANAS**	**SEMANES**	**SETTIMANE**	**VECKOR**
last week		semaine dernière	Letzte Woche	semana pasada / semana anterior	setmana passada / setmana anterior	settimana scorsa	förra vecka
this week		cette semaine	Diese Woche	esta semana / semana actual	aquesta setmana / setmana actual	questa settimana	denna vecka
next week		semaine prochaine	Nächste Woche	semana próxima / semana siguiente	propera setmana / setmana següent	settimana prossima	nästa vecka
0 weeks ago / this week		il y a 0 semaines / cette semaine	Vor 0 Wochen / Diese Woche	hace 0 semanas / esta semana	fa 0 setmanes / esta setmana	0 settimane fa / questa settimana	0 veckor sedan / denna vecka
1 week ago / last week		il y a 1 semaine / semaine dernière	Vor 1 Woche / Letzte Woche	hace 1 semana / semana pasada	fa 1 setmana / setmana passada	1 settimana fa / settimana scorsa	1 vecka sedan / förra vecka
x weeks ago	2 - 7	il y a x semaines	Vor x Wochen	hace x semanas	fa x setmanes	x settimane fa	x veckor sedan
in 0 weeks / this week		dans 0 semaines / cette semaine	In 0 Wochen / Diese Woche	en 0 semanas / esta semana	en 0 setmanes / esta setmana	in 0 settimane / questa settimana	om 0 veckor / denna vecka
in 1 week / next week		dans 1 semaine / semaine prochaine	In 1 Woche / Nächste Woche	en 1 semana / semana próxima	en 1 setmana / propera setmana / setmana següent	in 1 settimana / settimana prossima	om 1 vecka / nästa vecka
in x weeks	2 - 7	dans x semaines	In x Wochen	en x semanas	en x setmanes	in x settimane	om x veckor
since 0 weeks / since this week		depuis 0 semaines / depuis cette semaine	Seit 0 Wochen	desde 0 semanas / desde esta semana	des de 0 setmanes / des d'aquesta setmana	da 0 settimane	sedan 0 veckor
since 1 week / since last week		depuis 1 semaine / depuis la semaine dernière	Seit 1 Woche	desde 1 semana / desde la semana pasada	des d'1 setmana / des de la setmana passada	da 1 settimana	sedan 1 vecka
since x weeks	2 - 7	depuis x semaines	Seit x Wochen	desde x semanas	des de x setmanes	da x settimane	sedan x veckor
until 1 week		jusque dans 1 semaine	Bis 1 Woche	hasta 1 semana	fins 1 setmana	fino a 1 settimana	till 1 vecka
until x weeks	2 - 7	jusque dans x semaines	Bis x Wochen	hasta x semanas	fins x setmanes	fino a x settimane	till x veckor

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7.6. Other Month Functions by Language

Invariant and English	Range for x	French	German	Spanish	Catalan	Italian	Swedish
MONTHS		**MOIS**	**MONATEN**	**MESES**	**MESOS**	**MESI**	**MÅNADER**
last month		mois dernier	Letzter Monat	mes pasado / mes anterior	mes passat / mes anterior	mese scorso	förra månad
this month / current month		ce mois / mois en cours / mois courant	Dieser Monat	este mes / mes actual	aquest mes / mes actual	questo mese	denna månad
next month		mois prochain	Nächster Monat	mes próximo / mes siguiente	proper mes / mes següent	mese prossimo	nästa månad
0 months ago / this month		il y a 0 mois / mois en cours / mois courant	Vor 0 Monaten / Dieser Monat	hace 0 meses	fa 0 mesos / aquest mes / mes actual	0 mesi fa / questo mese	0 månader sedan / denna månad
1 month ago / last month		il y a 1 mois / mois dernier	Vor 1 Monat / Letzter Monat	hace 1 mes / mes pasado	fa 1 mes / mes passat / mes anterior	1 mese fa / mese scorso	1 månad sedan / förra månad
x months ago	2 - 12	il y a x mois	Vor x Monaten	hace x meses	fa x mesos	x mesi fa	x månader sedan
in 0 months / this month		dans 0 mois / mois en cours / mois courant	In 0 Monaten / Dieser Monat	en 0 meses	en 0 mesos / aquest mes / mes actual	in 0 mesi / questo mese	om 0 månader / denna månad
in 1 month / next month		dans 1 mois / mois prochain	In 1 Monat / Nächster Monat	en 1 mes o "mes próximo"	en 1 mes / proper mes / mes següent	in 1 mese / mese prossimo	om 1 månad / nästa månad
in x months	2 - 12	dans x mois	In x Monaten	en x meses	en x mesos	in x mesi	om x månader
since 0 months / since this month		depuis 0 mois / depuis ce mois	Letzte 0 Monate	desde 0 meses / desde este mes	des de 0 mesos / des d'aquest mes	da 0 mesi	sedan 0 månader
since 1 month / since last month		depuis le mois dernier / depuis 1 mois	Seit Letztem Monat / Seit 1 Monat	desde el mes pasado / desde 1 mes	des del mes passat / des d'1 mes	da mese scorso / da 1 mese	sedan 1 månad / sedan förra månaden
last x months	2 - 12	depuis x mois	Letzte x Monate	desde x meses	des de x mesos	da x mesi	sedan x månader
until 1 month / until next month		jusque dans 1 mois / jusqu'au mois prochain	Bis 1 Monat / Bis Nächster Monat	hasta 1 mes / hasta el mes próximo	fins 1 mes / fins el mes següent	fino a 1 mese / fino a mese prossimo	till 1 månad / till nästa månaden
until x months	2 - 12	jusque dans x mois	Bis x Monate	hasta x meses	fins x mesos	fino a x mesi	till x månader

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7.7. Other Quarter Functions by Language

Invariant and English	Range for x	French	German	Spanish	Catalan	Italian	Swedish
QUARTER		**TRIMESTRES**	**QUARTALE**	**TRIMESTRES**	**TRIMESTRES**	**TRIMESTRI**	**KVARTAL**
Q1		T1	Q1	T1	T1	T1	K1
Q2		T2	Q2	T2	T2	T2	K2
Q3		T3	Q3	T3	T3	T3	K3
Q4		T4	Q4	T4	T4	T4	K4
Last Quarter		trimestre dernier	letztes quartal	trimestre anterior	trimestre anterior	ultimo,trimestre	förra kvartal
This Quarter		ce trimestre	dieses quartal	trimestre actual	trimestre actual	questo,trimestre	detta kvartal
Next Quarter		trimestre prochain	nächstes quartal	trimestre siguiente	trimestre següent	prossimo,trimestre	nästa kvartal
1 quarter ago		il y a 1 trimestre	vor 1 quartal	hace 1 trimestre	fa 1 trimestre	1 trimestre fa	1 kvartal sedan
x quarters ago	2 - 4	il y a x trimestres	vor x quartalen	hace x trimestres	fa x trimestres	x trimestri fa	x kvartaler sedan
In 1 quarter		dans 1 trimestre	in 1 quartalen	en 1 trimestre	en 1 trimestre	in 1 trimestre	om 1 kvartal
In x quarters	2 - 4	dans x trimestres	in x quartalen	en x trimestres	en x trimestres	in x trimestri	om x kvartaler
Last Qx	1 - 4	dernier Tx	letztes Qx	anterior Tx	anterior Tx	Tx scorso	förra Kx
Next Qx	1 - 4	prochain Tx	nächstes Qx	siguiente Tx	següent Tx	Tx prossimo	nästa Kx
Qx 1990 to Qx 2030 (*)	1 - 4	Tx 1990 to Tx 2030	Qx 1990 to Qx 2030	Tx 1990 to Tx 2030	Tx 1990 to Tx 2030	Tx 1990 to Tx 2030	Kx 1990 to Kx 2030
(*) For version 10.x and 11.0 the year range was 2004-2013, the new range 1990-2030 applies to versions 11.1 and greater.							

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7.8. Other Year Functions by Language

Invariant and English	Range for x	French	German	Spanish	Catalan	Italian	Swedish
YEARS		**ANNEES**	**JAHREN**	**AÑOS**	**ANYS**	**ANNI**	**ÅR**
last year		an dernier	Letztes Jahr	año pasado / año anterior	any passat / any anterior	anno scorso	förra året
this year		cette année	Dieses Jahr	este año / año actual	aquest any / any actual	quest anno	detta året
next year		an prochain	Nächstes Jahr	año próximo / año siguiente	proper any / any següent	anno prossimo	nästa året
0 years ago / this year		il y a 0 ans / cette année	Vor 0 Jahr / Dieses Jahr	hace 0 años / este año / año actual	fa 0 anys / aquest any / any actual	0 anni fa / quest anno	0 år sedan / detta året
1 year ago / last year		il y a 1 an / an dernier	Vor 1 Jahr / Letztes Jahr	hace 1 año / año pasado	fa 1 any / any passat / any anterior	1 anno fa / anno scorso	1 år sedan / förra året
x years ago	2 - 10	il y a x ans	Vor x Jahren	hace x años	fa x anys	x anni fa	x år sedan
in 0 years / this year		dans 0 ans / cette année	In 0 Jahren / Dieses Jahr	en 0 años / este año / año actual	en 0 anys / aquest any / any actual	in 0 anni / quest anno	om 0 år / detta året
in 1 year / next year		dans 1 an / an prochain	In 1 Jahr / Nächstes Jahr	en 1 año / año próximo	en 1 any / proper any / any següent	in 1 anno / anno prossimo	om 1 år / nästa året
in x years	2 - 10	dans x ans	In x Jahren	en x años	en x anys	in x anni	om x års
since 0 years / since this year		depuis 0 ans / depuis cette année	Seit 0 Jahren / Seit Dieses Jahr	desde 0 años / desde este año	des de 0 anys / des d'aquest any	da 0 anni / da quest anno	sedan 0 år / sedan detta året
since 1 year / since last year		depuis 1 an / depuis l'an dernier	Seit 1 Jahr / Seit Letztes Jahr	desde 1 año / desde el año pasado	des d'1 any / des de l'any passat	da 1 anno / da anno scorso	sedan 1 år / sedan förra året
last x years	2 - 10	depuis x ans	Seit x Jahren	desde x años	des de x anys	da x anni	sedan x år
until 1 year / until next year		jusque dans 1 an / jusqu'à l'an prochain	Bis 1 Jahr / Bis Nächstes Jahr	hasta 1 año / hasta el año próximo	fins 1 any / fins el proper any	fino a 1 anno / fino a anno prossimo	till 1 år / till nästa året
until x years	2 - 10	jusque dans x ans	Bis x Jahren	hasta x años	fins x anys	fino a x anni	till x år

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8. Technical Appendix

Here are some technical information about shortcuts, URLs functions etc.

8.1. Shorcut Pages

Warning: all shortcuts have changed in version 2013

Click&DECIDE Version 2013	
Shortcut Pages	
Old Shortcut Page	**Replace with**
/dvweb/Display.aspx	/dvweb/**Menus**/ShowParameters.aspx
	/dvweb/**Menus**/Display.as**p**x
	/dvweb/**Menus**/Display.as**h**x
	/dvweb/**Menus**/Download.ashx
/dvweb/WebQuery.ashx	/dvweb/**Menus**/Query.ashx

For compatibility reasons, old shortcuts are still supported but we recommend you to switch to the new syntax.

8.2. Common Parameters

Click&DECIDE Version 2013				
Common Parameters				
Shorcuts	**Description**	**Old Name**	**Type**	**Unit/Values/Example**
__ca=	Value for the Cache (1)		Integer	Minutes
__f=	Output format name	__format	String	PDF, HTML, Excel+XLS, ASCII, Excel+XLSX,Google+Data+Table etc
__ma=	Menu Alias	__mnu_alias=	String	__ma=BAI+Demonstration
__mi=	Menu Iem ID	__mnu_itemid=	Integer	__mi=2316
__rp=	Relative Path	__relative_path=	String	__rp=Area+Chart+Sample.xgc
__t=	Type	__type=	String	vision
__it=	Item Type	__item_type=	Integer	(1 : query; 2 : report; 3: pivot; 4 : cube)
__in=	Item Name	__item_name=	String	

(1) Only concerns the Dashboard Applications (Query.ashx)

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8.3. ShowParameters

Show Parameters				
Function	**Description**	**Supported Parameters**	**Action**	**Remarks**
ShowParameters.aspx				
/dvweb/Menus/**ShowParameters.aspx**?	Show the parameter list for the selected item	__sav=0	shows the file	
		__sav=1	download the file	
		__e=0	displays parameters before running	Old name: _exec=
		__e=1	runs without showing parameters	Old name: _exec= Note: if __e=1 and if a result already exists for the same query string, the result will be directly displayed. You need to click again the Run or Export button to reload the report or query.
/dvweb/Menus/ShowParameters.aspx?__ma=BAI+Demonstration&__mi=2316				

8.4. Display

Display		
Function	**Description**	**Comment**
Display.aspx		
/dvweb/Menus/**Display.aspx**?	Displays a runnable Menu item result with the navigation bar (Under a tablet or smartphone, no navigation bar is displayed).	Note: in the case of a runnable item, if the result already exists, it will be directly displayed, if not it will be run without the possibility to cancel. To run directly an item with the possibility to cancel, you must use ShowParameters.aspx with the &__e=1
/dvweb/Menus/Display.aspx?__ma=BAI+Demonstration&__mi=2558&__rp=Area+Chart+Sample.xgc		
Display.ashx		
/dvweb/Menus/**Display.ashx**?	Displays a runnable Menu item result without the navigation bar, useful for drill-down/drill-up reports or Parent/Child Dashboards.	Note: in the case of a runnable item, if the result already exists, it will be directly displayed, if not it will be run without the possibility to cancel.
/dvweb/Menus/Display.ashx?__ma=BAI+Demonstration&__mi=2558&__rp=Dashboard+GC+Main.xgc		

8.5. Download

Download		
Functionalities	**Description**	**Comment**
Download.ashx		
/dvweb/Menus/**Download.ashx**?	Downloads a Menu Item or it result.	Note: in the case of a runnable item, if the result already exists, it will be directly displayed, if not it will be run without the possibility to cancel. To run directly an item with the possibility to cancel, you must use ShowParameters.aspx with the &__e=1&__sav=1
/dvweb/Menus/Download.ashx?__ma=BAI+Demonstration&__mi=2538&YEAR_PARAM=&SALNAME_PARAM=&PRODREF_PARAM=&__f=PDF		

8.6. Query/WebQuery

Query /WebQuery		
Function	**Comment**	
Query.ashx		
/dvweb/Menus/**Query.ashx**?	Returns the raw data from a Menu Item Result.	Always run without the possibility to cancel. Use the &__ca=NN (minutes) to enable the browser cache in order to improve the performances.
/dvweb/Menus/Query.ashx?__ma=BAI+Demonstration&__mi=2528&P_Year=&__f=Google+Data+Table		
/dvweb/Menus/Query.ashx?__ma=BAI+Demonstration&__mi=2528&P_Year=["P_Year","P_Year"]&__f=WebQuery		
WebQuery.ashx		
/dvweb/**WebQuery.ashx**?	Returns the raw data from a Menu Item Result.	Short version of Query.ashx used for WebQueries. Do not need the &__f=WebQuery flag.
/dvweb/WebQuery.ashx?__ma=BAI+Demonstration&__mi=2528&P_Year=["P_Year","P_Year"]		
Note that for WebQuery URL longer than 255 characters, you can use the TinyURL describe in this User Guide page 57.		

8.7. Share button shortcuts

<table>
<tr><th colspan="3">Copy Shortcut in the Share Button</th></tr>
<tr><td colspan="3">Parameters</td></tr>
<tr><td>Checked</td><td>Value</td><td>Result</td></tr>
<tr><td>No</td><td>default</td><td>The URL will not contain this parameter and the default value will be used for the query</td></tr>
<tr><td rowspan="3">Yes</td><td>Empty</td><td>The URL will contain &PARAM= or &PARAM=["PARAM","PARAM"] for WebQueries</td></tr>
<tr><td>default</td><td>The URL will not contain this parameter and the default value will be used for the query</td></tr>
<tr><td>other</td><td>The URL will contain &PARAM=VALUE</td></tr>
</table>

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