

Design panel

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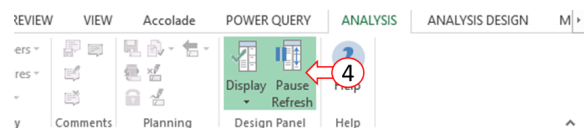
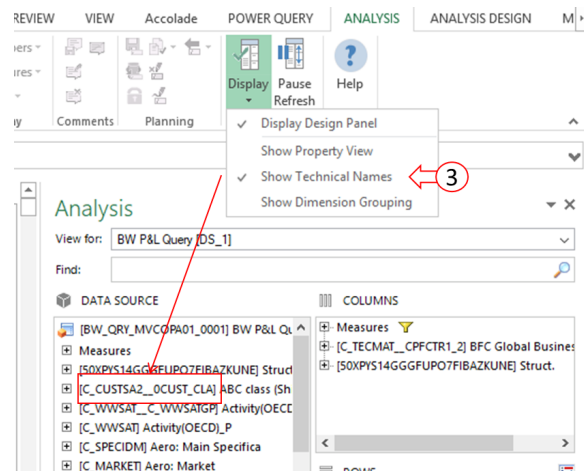
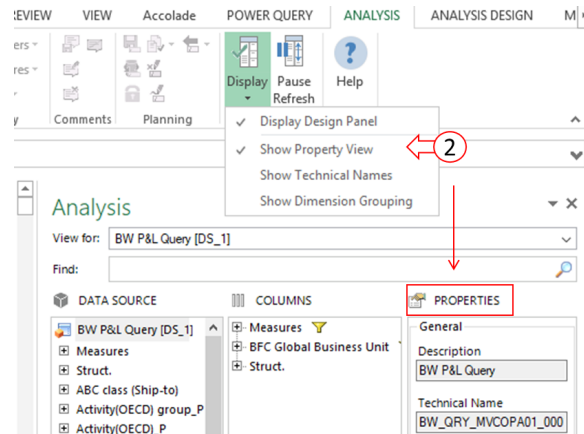
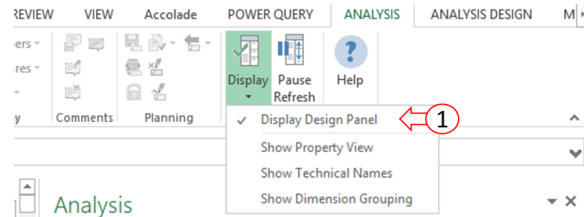
The Design Panel

1. You can show and hide the design panel by choosing Display >> Display Design Panel in the design panel group. You can modify the size and position of the design panel in Microsoft Excel.

2. On the Analysis tab, you can show and hide the property view on the design panel by choosing Display Show Property View .

3. You can also show and hide the technical names in the design panel by choosing Display Show Technical Names in the design panel group. The technical names are displayed in squared brackets.

4. Working with the design panel, the crosstab is updated after each navigation step. You can choose Pause Refresh to deactivate the permanent refresh.

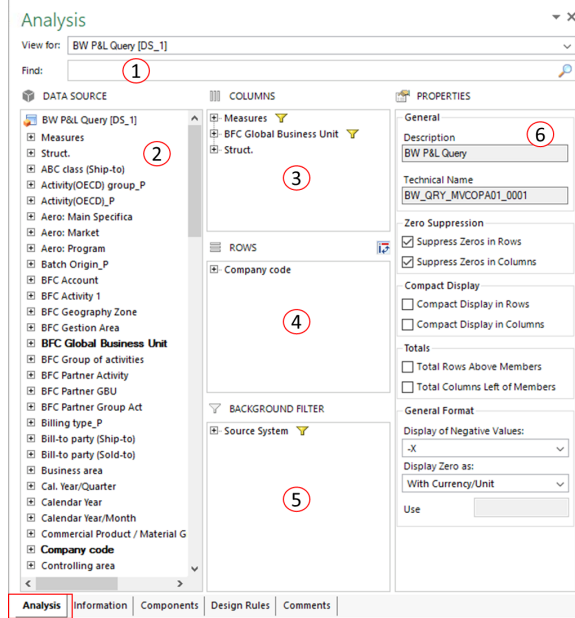


Analysis Tab


On the Analysis tab, you can see the available fields for a single data source and the fields currently used to display the data in a crosstab in columns and rows.

The Analysis tab contains the following sections:

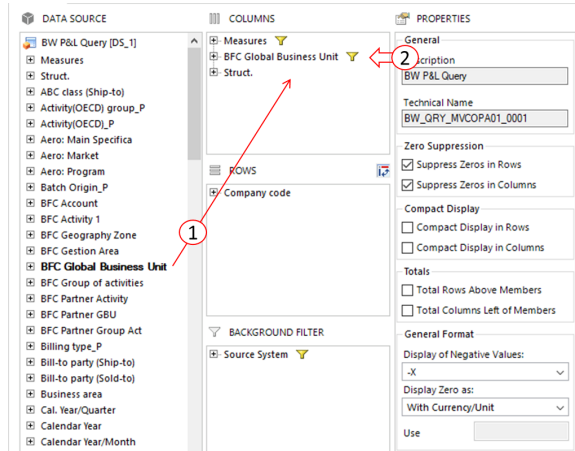
- Search field:** You can search for a numeric or character string. The search results are highlighted.
- Columns:** This section contains all fields that are currently displayed in columns.
- Data source:** The section displays all fields of the data source: measures, dimensions, attributes and hierarchies. You can move a data source field to another section on the Analysis tab to add it to the crosstab. If you move a field to another section, its name is displayed in both sections: the data source section and the other crosstab section, for example Rows. Attribute and hierarchy fields that are added to another crosstab section, are displayed in bold letters in the data source section.
- Rows:** This section contains all fields that are currently displayed in rows.
- Background Filter:** This section contains all fields that are currently defined as background filters.
- Properties:** In this section, you can define properties for the data source, measures and dimensions. You can show or hide this section by choosing "Show Property" View in the design panel group.



Using the Analysis tab, you have the following options to analyze data and create new views on it:

- You can use drag and drop to move fields in the four sections
- You can use the context menu to create, change and remove filters. If a filter is defined for an object, you see a filter icon  beside this object.

In the Property view on the Analysis tab, you can define properties for the data source, measures and dimensions in the workbook.



Information Tab

On the **Information Tab** of the **Design Panel** you can choose to see details information about the entire workbook or a particular data source :

- Data source Name
- Key Date : Current date except for very specific reports.
- Last Data Update : Date of the last data loading (Careful : Not always accurate in the case of queries build on Multi-Providers).
- Variables : List of prompts and their values
- Filter : Any filters applied in the report
- Information : Identification of the datasource

Components Tab

This is the initial customization for reports. If settings are changed will only be applied to versions saved in personal computer, core report published in server will not be changed.

- **Refresh Workbook on Opening:** if marked will automatically refresh the report (without showing prompt).
- **Force Prompt for Initial Refresh:** if marked the Prompt will appear when you open report
- **Store Prompts with Workbook:** if marked will save the values in the Prompt
- **Remove Data Before Saving:** if marked will delete all values from report. Next time the report is open will be empty.
- **Merge Variables:** in case of several queries in the same workbook, if marked will merge prompt variables (if possible).

Related Information

- [Analysis Ribbon Toolbars](#)

The screenshot shows the 'Analysis' ribbon with the 'Information' tab selected. The main area displays metadata for a query named 'BW P&L Query [DS_1]'. The 'Data Source Name' is 'BW P&L Query'. The 'Key Date' is 'Wednesday, April 27, 2022'. The 'Last Data Update' is 'Thursday, January 25, 2018 2:28:05 PM - Wednesday, April 27, 2022 11:01:42 AM'. Below this is a 'FILTER' section for 'BFC Global Business Unit' with various technical details like 'Calendar Year/Month' (01.2022), 'Company code' (0245 WP1_400/0245), and 'InfoProvider' (IBFC - P&L - Version 1: Total P&L, IBFC - P&L - Version 2: Interco Sales, IBFC - P&L - Version 3: Third Party, IIM - RCS - COSA). An 'INFORMATION' section follows, showing 'Query Technical Name' (BW_QRY_MVCCOPA01_0001), 'InfoProvider Technical Name' (MVCCOPA01), 'InfoProvider Name' (Profitability Analysis: COPA - P&L), 'Created By' (LDEPOIX), 'Last Changed By' (MGIRAUD), 'Last Changed At' (Friday, January 28, 2022 4:17:52 AM), 'System' (WBP), and 'Logged On User' (CROLLIER). At the bottom, a navigation bar includes 'Analysis', 'Information', 'Components', 'Design Rules', and 'Comments'.

The screenshot shows the 'Analysis' ribbon with the 'Components' tab selected. At the top, there are radio buttons for 'By Data Source' (selected) and 'By Sheet'. Below, a list of components is shown, including 'P&L_Query (08-11-44) v2 (version 1).xlsx' and its sub-components 'BW P&L Query [DS_1]' and 'BW P&L Query [DS_2]'. The 'PROPERTIES' section is visible, with sub-tabs for 'General' and 'Planning'. The 'General' sub-tab is active, showing settings for 'Refresh Behavior' (with 'Force Prompt for Initial Refresh' checked), 'Subsequent Refresh' (set to 'Transaction Data Only'), and 'General' settings (with 'Store Prompts with Workbook' and 'Merge Variables' checked, and 'Remove Data Before Saving' unchecked). The bottom navigation bar is the same as in the previous screenshot.