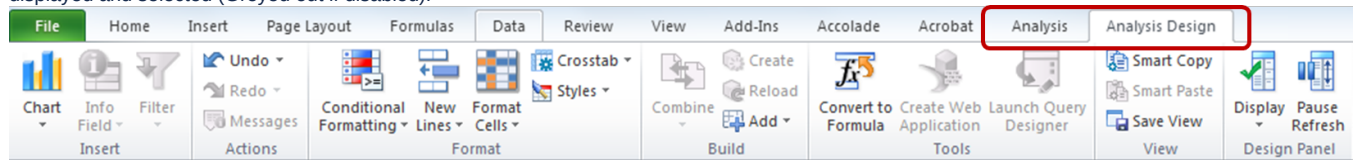


Analysis Ribbon Toolbars

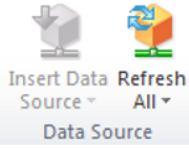
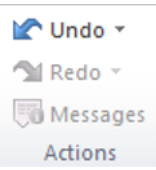
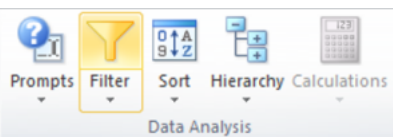
The use of analysis is done mainly via the ribbon in excel. Individual features in the ribbon are enabled or disabled based on the type of data displayed and selected (Greyed out if disabled).



"Analysis" tab

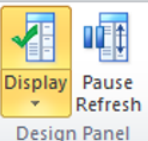
The Analysis tab contains the following groups:

- [Data Source](#)
- [Actions](#)
- [Data Analysis](#)
- [Display](#)
- [Comments](#)
- [Planning](#)
- [Design Panel](#)

Group	Icon	Description
		Insert Data source Insert data from a source system into a crosstab
		Refresh All Refresh all data sources. The data sources are updated with the corresponding data from the server and the crosstabs are redrawn
Group	Icon	Description
		Undo Undo last Analysis step
		Redo Redo last Analysis step
Group	Icon	Description
		Prompt Enter values for Query parameters and variables
		Filter Define filter criteria for data
		Sort Sort data
		Hierarchy Define hierarchy options such as expansion level and parent member positions
		Calculations Define simple calculations (+,-,*,/) and dynamic calculations (for example, ranking and cumulation)
Group	Icon	Description

Members ▾ Measures ▾ Totals ▾ Display		Member Display <i>Configure display for members (key/text)</i>
		Measure Display <i>Define display options for measures (for example, decimal places, scaling factors and currencies)</i>
		Totals (Show, Hide) <i>Configure display, position and calculation of totals</i>

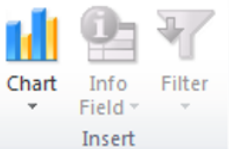
Group	Icon	Description
 New Comment Delete Show/Hide Comment Comments		Save Comment
		New Comment
		Delete Comment
		Show/Hide Comment
Group	Icon	Description
 Save Data Recalculate Lock Cells Work Status ▾ Display Change Back ▾ Planning		Save Data <i>Save plan values to InfoProvider</i>
		Recalculate <i>Recalculate plan values</i>
		Lock Cells <i>Lock and unlock input-ready cells</i>
		Work Status <i>Change the work status of the data source/selected cells</i>
		Display <i>Switch all data sources to display mode</i>
		Change <i>Switch all data sources to change mode</i>
		Back <i>Reset edited cells</i>

Group	Icon	Description
 Display Pause Refresh Design Panel		Display <i>Show/ Hide Design Panel.</i>
		Pause Refresh <i>Activate/deactivate automatic refresh after each navigation step in the Design Panel.</i>

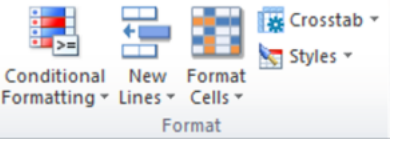
"Analysis Design" tab

The Analysis Design tab contains the following groups:

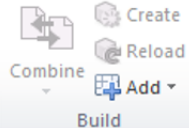
- [Insert](#)
- [Actions](#)
- [Format](#)
- [Build](#)
- [Tools](#)
- [View](#)
- [Design Panel](#)

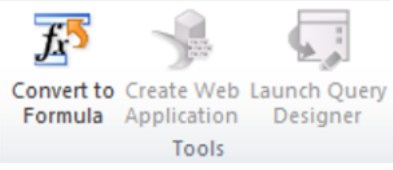
Group	Icon	Description
		Chart <i>Insert dynamic chart</i>
		Info Field <i>Insert information on data sources (for example, name and last data update)</i>
		Filter <i>Insert component for simple data filtering</i>

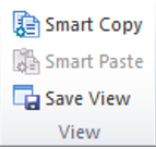
Group	Icon	Description
		Undo <i>Undo last Analysis step</i>
		Redo <i>Redo last Analysis step</i>

Group	Icon	Description
		Conditional Formatting <i>Define rules for highlighting values using colors and symbols</i>
		New Lines <i>Insert/delete new rows or new columns</i>
		Format Cells <i>Format new cells or existing cells</i>
		Crosstab <i>Configure display options for the crosstab.</i> <i>The following options are available:</i> • <i>Apply Default Formats</i> • <i>Display Symbols for Parent Members</i> • <i>Optimum Cell Width/Height</i> • <i>Repeat Members</i>
		Styles <i>Manage crosstab styles</i>

Group	Icon	Description
		Combine <i>Group crosstabs or link dimensions</i>

		Create <i>Create Local Provider</i>
		Reload <i>Reload Local Provider</i>
		Add <i>Add Local Provider to Data Source</i>

Group	Icon	Description
		Convert to Formula <i>Convert a crosstab into Excel formulas to retrieve the data.</i>
		Create Web Application <i>Transfer components in an Analysis workbook to the SAP BusinessObject Design Studio to create a web application</i>
		Launch Query Designer <i>Launch a query designer to check the query definition and to change the definition according to your needs</i>

Group	Icon	Description
		Smart Copy <i>Copy data source to clipboard</i>
		Smart Paste <i>Paste data source from clipboard as table</i>
		Save View <i>Save data source as view</i>

Group	Icon	Description
		Display <i>Show/ Hide Design Panel.</i>
		Pause Refresh <i>Activate/deactivate automatic refresh after each navigation step in the Design Panel.</i>

Related Information

- [Open data source or workbook](#)