



User Manual 1.2.1

Table of Contents

- Foreword..... 5
- About this documentation 7
- Who should read this documentation 8
- What’s new in version 1.2.1..... 8
- What’s new in version 1.2..... 8
- What’s new in version 1.1..... 9
- What’s new in version 1.0.1..... 9
- Setup 11
 - Prerequisites 11
 - Setting up a new installation 11
 - Setup 11
 - Initial Configuration 11
 - Updating an existing installation..... 14
- Getting Started..... 15
- Working with dimensions 16
 - The Dimension concept 16
 - Creating a Dimension..... 16
 - Editing a Dimension 16
 - Turning an attribute to dimension..... 18
 - Duplicating a dimension..... 19
 - Deleting a dimension 19
 - Changing the dimension Id 20
 - Editing dimension members 20
- Working with models 22
 - The Model Concept..... 22
 - Creating a Model..... 22
 - Editing a Model 23
 - Working with Advanced measure features 24
 - Duplicating a model 25
 - Changing a model Id..... 26
 - Deleting a model 26
 - Editing Model Members 27

- Filters..... 28
- Working with transformations..... 32
 - The Transformation Concept 32
 - The Copy Transformation 32
 - To create a copy transformation 32
 - To edit a copy transformation 34
 - Defining filters* 35
- The Lookup Transformation..... 37
 - To create a Lookup transformation 37
 - To edit a lookup transformation 38
 - Defining filters* 39
- The Aggregation Transformation 40
 - To create an Aggregation transformation 40
 - To edit an Aggregation Transformation..... 41
 - Choosing the aggregation dimensions..... 42
- The Data Cleaning Transformation 43
 - To create a Data Cleaning transformation..... 43
- The Run SQL Transformation 45
- The transformation Chain transformation..... 47
- Working with the Web Bar 49
- Extracting Data..... 50
 - How to Create a Query 51
 - How to edit a query 56
 - Selecting Rows and Columns Headers 57
 - Selecting columns 57
 - Working with filters 57
 - Hiding Headers 58
 - Sheet Positions..... 58
 - Summarize Results..... 58
 - Avoid duplicates..... 59
 - Single Row Result..... 59
 - Adding subtotals 59
 - Sorting query results..... 59
 - Synchronizing Queries..... 60

Editing the query SQL..... 62

How to Delete a Query 62

How to Duplicate a Query..... 63

How to rename a query 63

How to run a query 63

How to run a custom Macro before or after a query 64

How to import a query..... 64

How to create a connection..... 65

How to Delete a Connection..... 66

How to Update Connections..... 67

Managing licenses..... 68

General rules and limitations..... 69

 Valid Viney@rd Name (VVN) 69

 “Id-name” format..... 69

 The Dummy element..... 69

 Viney@rd Ids..... 69

 Data vs. Members 70

Foreword

Viney@rd is an unusual piece of Software.

We, at StraySoft, envisioned an application that could maximize the value of what our customers already own, the MS Office Suite. Instead of compelling users to adhere to a new philosophy, new conventions and different usage styles, we provided the tools to complement their natural information workflow.

Viney@rd strives to reconcile the unparalleled flexibility and freedom provided by Excel with the ability to retrieve and analyze sure and up to date information. Many other Spreadsheet Automation and Business Intelligence tools enforce a single version of truth by limiting the user ability to edit data; we believe that users are neither kids nor liars and they must be respected. In fact, users, not IT, should command the information analysis process.

With Viney@rd you'll be able to:

- Be in charge of your own data, if you wish, or having your IT department load them for you as easily as possible.
- Design your own structures creating a business model that adheres to your business mental schema, without bending to IT related constraints. Change it freely when required to accommodate new requirements or business evolution.
- Manage your system entirely within Excel, in a simple and intuitive manner. Many software claim to be simple and intuitive; we do not hide the necessity to understand few Viney@rd key concepts to be productive but, after that, it works straightforwardly.
- Transform automatically your data to make real life business calculations.
- Analyze your data within an Excel worksheet in a familiar way without technicalities. Do not learn a different way of organizing data but focus on business issues.
- Have Viney@rd feed your data one cell a time in order to update even the most complex worksheets without disrupting formats.

We hope you'll appreciate our efforts to privilege what is most important for us, you.

Enjoy.

Augusto Albeghi

Founder

This page is intentionally left blank

About this documentation

This user manual covers version 1.2.1, instructions for other versions may vary. The version code refers to ALL the software components, which must all be updated according to procedures.

Both the manual and the software are subject to changes without notice or any obligation to notify.

Straysoft di A.A & Associates expressly disclaims any warranty for the present manual. The manual is provided "As Is" without any express or implied warranty of any kind, including but not limited to any warranties of merchantability, noninfringement, or fitness of a particular purpose. Straysoft di A.A & Associates does not warrant or assume responsibility for the accuracy or completeness of any information, text, graphics, links or other items contained within the SOFTWARE PRODUCT and the manual. Straysoft di A.A & Associates makes no warranties respecting any harm that may be caused by the transmission of a computer virus, worm, time bomb, logic bomb, or other such computer program. Straysoft di A.A & Associates further expressly disclaims any warranty or representation to Authorized Users or to any third party.

In no event shall Straysoft di A.A & Associates be liable for any damages (including, without limitation, lost profits, business interruption, or lost information) rising out of Authorized Users' use of or inability to use the SOFTWARE PRODUCT and the manual, even if Straysoft di A.A & Associates has been advised of the possibility of such damages. In no event will Straysoft di A.A & Associates be liable for loss of data or for indirect, special, incidental, consequential (including lost profit), or other damages based in contract, tort or otherwise. Straysoft di A.A & Associates shall have no liability with respect to the content of the SOFTWARE

THIS SOFTWARE IS NOT AVAILABLE IN ITALY AND CAN NOT BE LICENSED TO ITALIAN CUSTOMERS. PLEASE CONTACT STRAYSOFT DIRECTLY FOR MORE INFORMATION ON THIS SUBJECT.

CONTACT INFORMATION

StraySoft di A.A. & Associates
c/o MBE cp 227
Corso Torino 28
Vigevano, Italy 27029

Phone: 338/7671592

E-Mail: postmaster@StraySoft.com

SUPPORT

Customers with a valid maintenance contract are eligible for direct support operations:

Please contact support@straysoft.com or phone 338/7671592

Users without a valid maintenance contract can refer to the users forum and to the knowledge base at

<http://www.straysoft.com/Support.html>

Who should read this documentation

This document is the **Viney@rd User Manual**. The **user** is the individual who is focused on loading, organizing and analyzing data by Viney@rd.

This manual covers all the concepts and tasks a user must be familiar with to use Viney@rd at its best. A working Excel knowledge is required as Excel features are given for granted. No formal IT training is normally required. A few basic IT skills may be requested for Viney@rd setup and configuration. Specifically, a basic Microsoft SQL server setup and security knowledge is required.

Topics like system maintenance, backups, database structures and operations technicalities are covered in the **Viney@rd Technical Manual**. The Technical Manual is addressed to trained IT technicians or highly experienced users and must be purchased separately.

The user is encouraged to begin with the "Getting Started" chapter. Then she should browse through the manual to get familiarity with other operations. The "General Rules and limitations" chapter also should not be skipped before starting any "official" work.

In general an incomplete knowledge of this manual may lead to unexpected results and/or data loss.

What's new in version 1.2.1

Version 1.2.1 is marked as a minor release because it provides few but helpful features.

- The area on the sheet where query results are placed is now named automatically in Excel
- Interruptions and subtotals can now be added, leveraging the Excel native feature
- A new and clearer icon set is now used
- Some minor bugs have been fixed

What's new in version 1.2

In version 1.2 we focused on features for advanced users or consultants/developers. They can now connect Viney@rd with their implementations.

- Models and dimensions Ids can now be manually changed. This makes the delete/create approach feasible.
- Dimension attributes can be turned into autonomous dimensions and models making use of these dimensions can be automatically updated
- Calculated measures can now be defined. These measures are not stored within the repository but are calculated on the fly with a formula.
- Measures can be associated with a default value to be applied to each new model row creation.

- The new "Run SQL" transformation has been added. Now the user can run, against the Viney@rd DB, its own SQL.
- The new "Transformation Chain" transformation has been added. This transformation defines a sequence of other transformations to be run sequentially together.
- The MS Excel AddOn now has a ribbon interface in place of the old style button. The query definition form interface has been refined and polished as well.
- The Query SQL can now be accessed and the FROM and WHERE clauses can be modified by hand.
- Before and/or after a query, a workbook user macro can be run.
- Previous query run values can now be cleared from the worksheet before the following run. This is a new option.
- A sorting feature is available even for non crosstab queries
- General data about query run time and result size are now visible.
- Several minor bugs have been fixed
- Few usability improvements have been added

What's new in version 1.1

In version 1.1, we focused on features which make the process of setting up and testing Viney@rd more straightforward.

- Windows Authentication can be used to connect to SQL Server together with SQL Server authentication.
- Now Viney@rd hints the user about the configuration steps, in a wizard-like path.
- The new MasterBook "Web Bar" enables communication with StraySoft site. The user can:
 - browse the knowledge base
 - discuss on the forum
 - Read the StraySoft blog
 - Post a direct complaint to us for a faster response
- The user manual is now available from within the MasterBook
- Row headers in query can now be hidden; this is useful when syncing two queries side by side.
- A new set of demo data, based on Microsoft's demo data is available
- Several minor bugs have been fixed

What's new in version 1.0.1

The aggregation transformation has been re-implemented. Now the user has more control over the transformation, both targeting existing models ore creating new aggregation. **Old transformations are still valid but require editing** before being run again.

- In previous versions, for models created by copy or aggregation, the data connection for pivot tables creation failed. This bug is resolved.
- A fast visual effect has been introduced in tabbed forms, to improve the overall look and feel.
- Other minor bugs have been corrected.

Setup

These setup instructions apply to version 1.2.1. This setup assumes a basic SQL server administration knowledge.

Prerequisites

Viney@rd is MS Windows only software that runs on top of Microsoft Office 2007 or 2010. Both server and client require Windows. Supported versions are XP, Vista, Server 2003 and 2008.

The system uses MS SQL Server as a backend, so a SQL Server instance must be available and the client workstation must have connectivity toward said instance. All editions of SQL Server 2005 and 2008 are supported, including the free ones.

The client machine must have ADO 2.8 installed.

The client machine must have Office 2007 or 2010 installed.

Warning: due to security limitations often implemented on Windows systems, some tasks might be performed only with administrative privileges or might require elevation. Business users may refer to their IT department or to a trained IT professional for advice on this topic.

Setting up a new installation

Setup

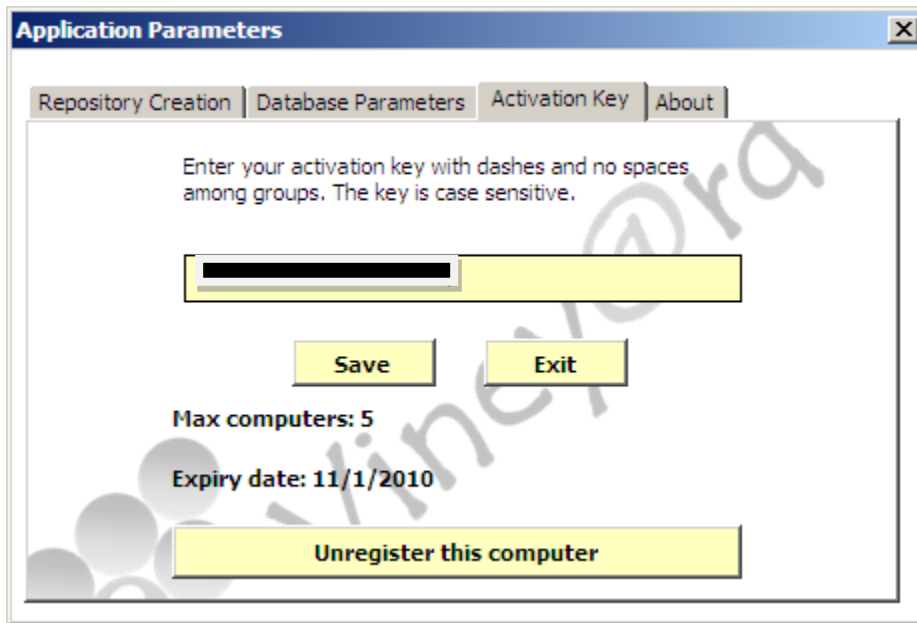
- Logon to the client machine, that is, the machine where MS Excel resides and the software will run.
- Run the installation package and follow the on-screen instructions. Make sure to review the EULA carefully and accept it.
- If pre-requisites are not met, the user will be prompted to install them.
Installation creates a new application group named "Viney@rd"

Initial Configuration

Viney@rd now requires being unlocked and linked to a MS SQL Server database. The application guides you through the configuration process by suggesting the next step.

Important notice: do not launch the ModelDoc add-in and do not move MasterBook.xlsm from the setup folder before going through the steps outlined below.

- Open MasterBook.xlsm. Enable macros if you are prompted to do so. Trusting the content is recommended not to be forced to answer continuously to security questions
- Click on "Options"
- Go to the "Activation Key" tab and enter the key code and save. A trial key code can be obtained at <http://www.straysoft.com/Try.html>



Now that Viney@rd is unlocked, it must be linked to an existing SQL server instance. Business users may need to refer to their IT department or to a trained IT technician.

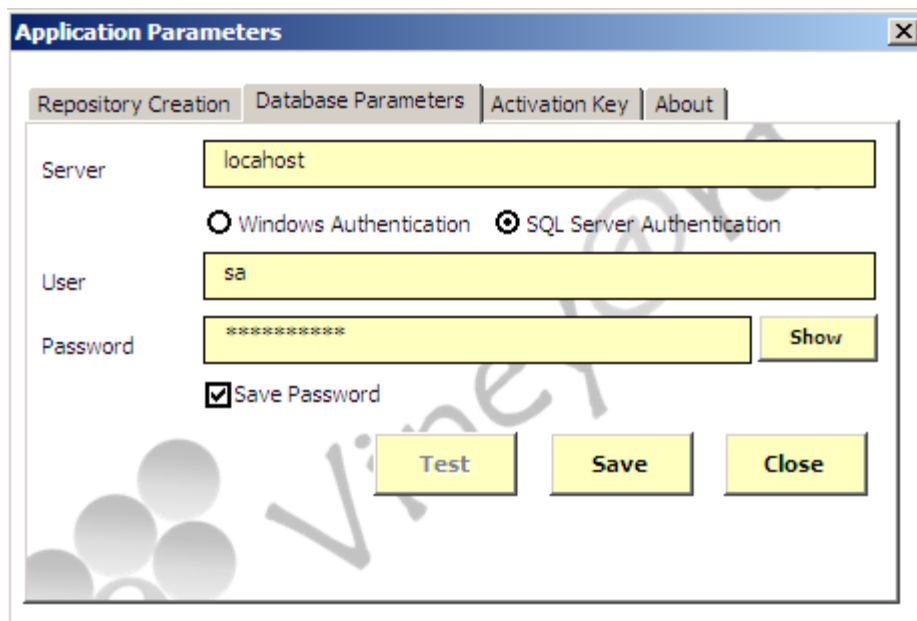
Using SQL server authentication

- On the SQL Server where the Viney@rd database will reside, identify, or create if it does not exist, a SQL server login. It must be granted the "sysadmin" SQL Server role for configuration. After configuration it can be demoted to the "public" role.¹
- Go to the "Database Parameters" tab; select the SQL server authentication button, enter the server name or the named instance to connect to, the login name created before and the login password. Click "Save"
- To verify the connectivity click "Test". The test command is enabled after save.

¹ If you installed a free SQL server edition on your PC, you might have been prompted for a password for the user sa. The user sa and the chosen password will work fine with Viney@rd. If you did not enter the password, then you'll likely need to use Windows authentication.

Using Windows authentication

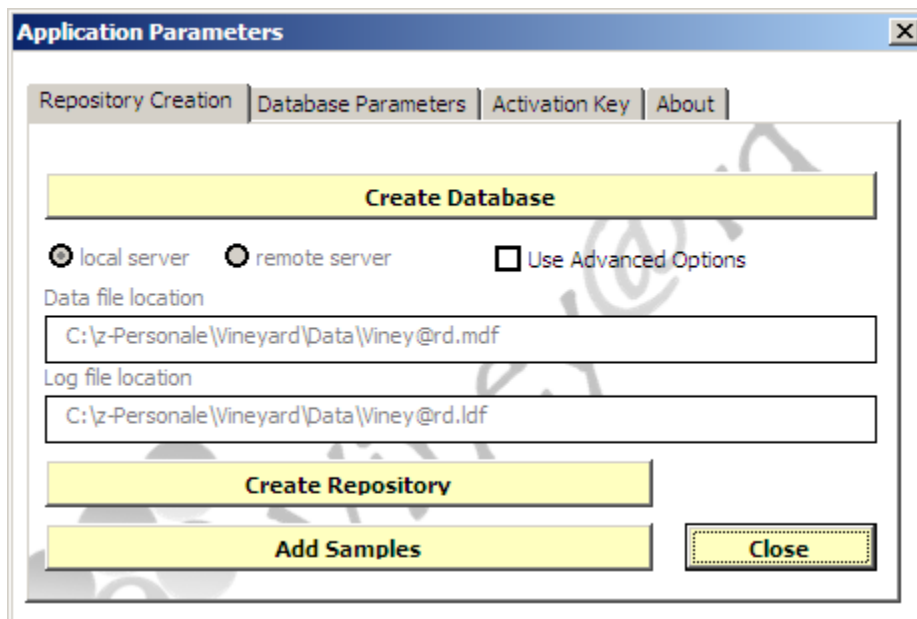
- Go to the "Database Parameters" tab; select the "Windows authentication" button.² Your Windows user must be granted the "sysadmin" SQL Server role for configuration. After configuration it can be demoted to the "public" role.³
- To verify the connectivity click "Test". The test command is enabled after save.



Now that you are connected with the SQL server instance, you must create the Viney@rd repository.

- Go to the repository creation tab.
- Click on "Create Database", an empty database named "Vineyard" will be created in few seconds. Leave the "Use Advanced Options" checkbox unchecked, its usage is covered in the Viney@rd Technical Manual
- Click on "Create Repository", the initial Viney@rd structure will be created.
- Optionally, click on "Add Samples" to add Demo content to Viney@rd.

² Your Windows user must be mapped to SQL Server as a login with administrative rights. While you may need to refer to your IT department for a corporate environment, if you installed a free version on your machine, the user who installed it is the administrator. So be sure of being logged to Windows with the said user.



Updating an existing installation

Updating an existing and functioning installation is a much easier task.

- Make sure nobody else is using Viney@rd.
- It is recommended to make a backup of the Viney@rd repository. Refer to your IT department or to a trained IT technician.
- Execute the installation package and the old files will be replaced. The existing configuration will be inherited by the new version.
- Before doing anything else, start the MasterBook, then work can resume as usual.

In case of reinstall of an existing installation, the Setup package will ask for uninstalling the existing version. Do this by the Control Panel application maintenance application.

All the users **must** update to the new version together. Upon the first MasterBook execution, the Viney@rd repository is updated to the new version and older version files may suffer from unpredictable effects if connected.

Getting Started

Describing how to use Viney@rd effectively in real life business cases is well beyond the scope of this document.

Anyway, Viney@rd cannot be approached as you would do with a personal productivity software tool. It gives its best within an organic effort to describe and analyze a business model.

The best thing to do, after setting up Viney@rd, having read the following sections of the manual and having played around a bit with the application, is to sit down with pen and paper and start thinking how to use it.

The best place to start is the most important segments of a business that is also messy. By "messy" I mean "not regulated through an established process". In a small company it may be purchases, or employees expenses or workshop orders or else.

Let us pretend we need to analyze employee expenses. Take an expense form and analyze it, determining what are the key data required to describe it. Some are easy to spot, the employee, the time span etc. Others are less obvious, like the tax deductible expenses in a note that may be mixed with non-deductibles, the forfeited expenses or the projects to which expenses should be allocated etc.

Start building sound dimensions describing the information you just extracted. Try to be as comprehensive as you can. Use those dimension to create a model. In our example the expense amount, the associated taxes and the sum of two are appropriate measures.

Then, collect your data on Excel, if you do not have already, and format them to be saved in the model. Use the MasterBook to save them.

Now you can use your data for your analysis.

This should be easy to do and provides you with a real value short after the purchase. Of course, this is only the first step to more comprehensive use of the application.

Working with dimensions

The Dimension concept

Dimensions are the business entities to which figures refer. For example the term invoiced amount has no meaning by itself. The invoiced amount in a time slice, by a salesman to the "golden" level customers has a precise meaning. Time, salesmen, customers are all dimensions.

In other words, dimensions qualify, or better "contextualize" your numbers.

All dimensions are shared within Viney@rd, as dimensions provide the common frameset in which contextualize data. Customers are always customers; their identity does not vary in the context of deliveries or credit. Every customer has always the same address, the same fax number etc.

All these customers' properties are called Dimension Attributes. You can imagine that these data are like tags to be attached to the customer and help characterize it.

One of the best ways to get started with Viney@rd is to define the relevant dimensions for your business.

Creating a Dimension

- Open the Master Book and click the "Dimensions" command.
- Click the "New..." command.
- In the "Name" text box, type a name for the dimension. The name must be a valid Viney@rd name as described in "General Rules"
- Click on "Save" command.

This procedure creates a dimension within the system. At this point, the dimension is still empty and uncharacterized.

Editing a Dimension

Once a dimension is saved, all the controls within the form go live. This same screen is shown by selecting a dimension on the list and clicking the "Edit" command on the "Dimensions" form.

The **description** text box may contain a descriptive paragraph, up to 250 characters long. It is shown in the dimension lists for mnemonic use.

The **attributes** list contains the dimensions attributes, listed in the common "code-name" format. Each newly create dimension has only one, undeletable, attribute whose default name is

"Description"

To **add** a new attribute:

- Click on the "Add" command
- Type the attribute name in the pop up form
- Click "OK"

To **edit** an attribute name

- Select the attribute
- Click on the "Edit" command
- Change the attribute name as desired in the pop up form
- Click "OK"

To **delete** an attribute

- Select the attribute
- Click the "Delete" command
- Confirm deletion

Be aware that there is **no undo** to this action and data stored within the attribute are permanently lost just after confirmation.

Attributes can be added, edited and deleted without affecting other attributes or dimension values. All the operations on attributes go in effect immediately, that is, there is no need to click the "save" command to make attribute changes permanent. Actually, the save command saves only name and description changes.

Dimension

Id: 9

Name: Sales Force

Created: 9/26/2009 1

Last Modified: 9/26/2009 1

Description:

Attributes:

- 0 - Description
- 1 - Title
- 2 - Name
- 3 - MidName
- 4 - Last Name
- 5 - Suffix
- 6 - Job Title
- 7 - Phone
- 8 - e-Mail
- 9 - e-Mail Promo
- 10 - Address (1)
- 11 - Address (2)
- 12 - City
- 13 - State Province
- 14 - ZIP
- 15 - Country Region
- 16 - Territory
- 17 - Territory Group
- 18 - Sales Quota

Buttons: Add, Edit..., Delete, Turn to Dimension, Edit Members, Save, Exit

Turning an attribute to dimension

An attribute can be turned into a dimension by selecting it and clicking the "Turn to dimension" command. This can be useful to place filters on attributes, to summarize data according to an attribute or to add more details to the models.

- Open the Master Book and click the "Dimensions" command.
- Select a dimension and click "Edit..."
- Select the attribute to be turned into a dimension and click "Turn to Dimension ..."
- Confirm to proceed
- The new dimension default name and description are the same as the attribute but they can be modified if required.
- Select "Remove attribute from the original dimension" if you want to remove the attribute from the dimension, otherwise nothing prevents to have a dimension and an attribute with the same name.
- Select "Copy data to the new dimension" to make a dimension member from each original attribute distinct value.
- Select from the list the models where the new dimension is to be added. The models listed are those where the original dimension is included.

Please note that, once created, the new dimension has no relation with the originating dimension and its members must be maintained separately, as any other dimension. There's no Undo on this operation.

Duplicating a dimension

- Open the Master Book and click the "Dimensions" command.
- Click the "Duplicate" command
- Type a new dimension name in the pop up form and choose whether to copy the members or the dimension structure only.
- Click "OK" and, after a time interval that depends on how many members are copied, the new dimension appears in the list.

Copying a dimension is an easy way to create a new dimension with the same structure as an existing dimension and, eventually, transfer data. A common case is dimensions that, often, all have the same members like date dimensions.

Copying **is not**, however, a way to avoid bad dimension changes or deletions. Remember that all Viney@rd objects are internally identified by their Id; the newly created dimension can't directly replace the original as it has a different Id.

Deleting a dimension

- Open the Master Book and click the "Dimensions" command.
- Click the "Delete" command
- Reply OK to confirmation request.

Be aware that dimension deletion **cannot be undone**. A dimension cannot be deleted if it is used in models. It must be removed from models before deletion.

Changing the dimension Id

Every dimension is identified by a numeric Id. This Id is set automatically at creation and is used throughout the site to identify it. In normal operations there's no need to change a dimension Id. Nonetheless, some particular occurrences may require it, such as wrongful deletion or heavy changes of a complex dimensions; these are occurrences in which creating a new dimension and deleting the old one may be an easier option than operating directly on the old one.

Change dimensions Ids with extreme caution, this operation might destroy models, transformations and queries if the Id is not properly set!

To change the dimension Id:

- Open the Master Book and click the "Dimensions" command.
- Select a dimension and click "Change Id..."
- Confirm by clicking "yes", cancel by clicking "no"
- Proceed by clicking "OK"
- Enter the new Id and click "OK" to change the Id, "Cancel" to abort the change.

There's no Undo on this operation.

Editing dimension members

Each dimension is a container for dimension members. For example, the record referring to a single customer is a member of customers' dimension. Viney@rd handles members editing by a simple Excel sheet.

To edit dimension members

- Open the Master Book and click the "Dimensions" command.
- Select a dimension and click the "Edit Members" command

A new worksheet, named after the dimension, appears.

The Dimension Edit Worksheet is divided in two main areas.

- The upper command strip, containing commands and options
- The body, containing a header describing the dimension structure (also known as "dimension metadata") and a table with the dimension members.

The **worksheet structure must be left untouched**. Do not edit or delete any cell within the command strip or the table header. Such edit may lead to unpredictable results and loss of work.

Each dimension contains at least one dummy element, the unassigned element that must be used whenever is not possible to associate a model record to a dimension value (see model chapter for details).

To **add a dimension member**, just select the row after the last table row and start typing.

To **edit a dimension member**, simply edit the appropriate row.

To **save changes**, click the "Save" button on the command strip. The default option "**replace**" forces Viney@rd to clear the entire dimension and replace its members with the table on the sheet. The "**append**" options append the table records to the existing dimension members. This may be used to work on data subsets, easier to handle, but it can easily lead to duplicates. Be aware that **save parses the table and stops** when a blank cell in the first column is reached.

The "**Load**" command cleans the worksheet table and reloads dimension data. It may be used to discard a batch of wrong changes

It is not necessary to delete the sheet when editing is over and it can be reused. Multiple sheets containing different versions of the same dimension can be saved simply saving the MasterBook, if the user has the appropriate windows permissions. See the Viney@rd Technical Manual to relocate the MasterBook and manage multiple copies.

| Edit Dimension Members | | | | |
|------------------------|----------------|---------------------|------------|---------------|
| Id | Value | Description | Country | Group |
| ### | Unassigned | Unassigned | Unassigned | Unassigned |
| 1 | Northwest | Northwest - US | US | North America |
| 10 | United Kingdom | United Kingdom - GB | GB | Europe |
| 2 | Northeast | Northeast - US | US | North America |
| 3 | Central | Central - US | US | North America |
| 4 | Southwest | Southwest - US | US | North America |
| 5 | Southeast | Southeast - US | US | North America |
| 6 | Canada | Canada - CA | CA | North America |
| 7 | France | France - FR | FR | Europe |
| 8 | Germany | Germany - DE | DE | Europe |
| 9 | Australia | Australia - AU | AU | Pacific |

Working with models

The Model Concept

What is called a "Model" in Viney@rd is the fusion of dimensions and data. Dimensions contextualize figures and provide the framework to analyze data within.

Usually a model refers to a particular business area and contains data related to the operations that take place within that area.

For example, the sales model may contain all the invoiced rows; therefore it may include dimensions like the customer, the product, a few dates (order date, invoice date, request delivery date etc.) And figures, called "Measures", like the invoiced quantity and amount.

A model may be thought as the raw data repository referring to a business topic. Populating the model and keeping it up to date is the pre-requisite for a sound business analysis.

Creating a Model

- Open the MasterBook and click the "Models" command
- Click the "New..." command
- In the "Name" text box, enter a model name (may be changed later) of max 50 chars.
- In the "Description" text box, optionally, type a description of the model (max 250 chars). This is for mnemonic and descriptive use only.
- In the "Dimensions" tab, pick one or more dimensions by moving them from the left list to the right by the arrow command. A model must include at least one dimension. The dimension list can be changed later.
- In the "Measures" tab, type a measure name (max 50 chars) and click "Add" to move it to the lower list. Repeat for all the model measures.
- Click the "Save" command to create the model and make your entries persistent.

Model [X]

Id

Name Created Last Modified

Description

Dimensions | Measures

| | | |
|---|--|--|
| 118 - Budget Versions 119 - Revision Numbers (0) 120 - Order Date (0) 121 - Due Date (0) 122 - Ship Date (0) 123 - Sales Orders Nbr. (0) 124 - Purchase Order Nbr. (0) 125 - Account Number (0) 126 - Customers (0) 127 - Sales Force (0) 128 - Territory (0) 129 - Currency (0) 130 - Products (0) 131 - Special Offers (0) 132 - test | <input type="button" value="->"/> <input type="button" value="<-"/> | 1 - Revision Numbers 2 - Order Date 3 - Due Date 4 - Ship Date 5 - Sales Orders Nbr. 6 - Purchase Order Nbr. 7 - Account Number 8 - Customers 9 - Sales Force 10 - Territory 11 - Currency 12 - Products 13 - Special Offers |
|---|--|--|

Editing a Model

- Open the MasterBook and click the "Models" command
- Select one of the existing models from the list on the left; model general information is shown in the upper right box to assist the choice.
- Click the "Edit..." command
- Change model name and description simply editing the respective text boxes.
- Add or remove dimensions in the "Dimensions" tab simply moving them back and forth from the right list by selecting them and clicking the arrow keys.

- Add or remove measures in the "Measures" tab simply adding them to the list or deleting them. There is no edit for measures.
- Click the "Save" command to make changes persistent

Users can change the model dimensions and measures at any time and at will. Remember, anyway, that there is **no undo** to deletions. That is, removing a dimension or a measure lead to a **permanent data loss** if the model was populated. Queries based on the model which make use of the deleted dimension, break as well.

In order to minimize unforeseen consequences, we **strongly encourage** users to make few changes a time and save often.

Working with Advanced measure features

- Select a measure
- Click on the "Advanced ..." command

On the "Advanced Measure Properties" screen you can define a default value for a normal measure or you can turn the measure in a calculated measure.

To define a default value for a measure:

- Click on the option "This measure has a default value".
- Enter the value
- Click "OK"

To define a measure as a calculated measure

- Click on the option "this measure is calculated"
- Compose the measure formula by selecting operators and operands from the two drop downs and clicking the respective "Add" commands. Clear wrong entries by simply selecting the formula text and hitting the "Canc" key.
- Enter the value to be returned in case of error
- Click "OK"

Advanced Measure Properties

Measure: Discount

This measure is calculated

Add

Add

In case of error return:

This measure has a default value

OK Cancel

Duplicating a model

- Open the MasterBook and click the "Models" command
- Select one of the existing models from the list on the left; model general information is shown in the upper right box to assist the choice.
- Click the "Duplicate" command
- Type the new model name and select whether model members will be duplicated or not

Duplicating a model is a good way to preserve model data before edits or transformations. It is also a good way to maintain different data versions.

Changing a model Id

Every model is identified by a numeric Id. This Id is set automatically at creation and is used throughout the site to identify it. In normal operations there's no need to change a model Id. Nonetheless, some particular occurrences may require it, such as wrongful deletion or heavy changes of a complex mode. In this case, creating a new dimension and deleting the old may be an easier option than editing on the old one.

Change models Ids with extreme caution, this operation might destroy models, transformations and queries if the Id is not properly set!

To change the model Id:

- Open the Master Book and click the "Models" command.
- Select a model and click "Change Id..."
- Confirm by clicking "yes", cancel by clicking "no"
- Proceed by clicking "OK"
- Enter the new Id and click "OK" to change the Id, "Cancel" to abort the change.

There's no Undo on this operation.

Deleting a model

- Open the MasterBook and click the "Models" command
- Select one of the existing models from the list on the left; model general information is shown in the upper right box to assist the choice.
- Click the "Delete" command
- Reply OK to confirmation request.

Be aware that there is no undo for model deletion so, deleting a model causes a **permanent data loss** exactly like dimensions. More, **all the transformations and user queries which refer to the model will stop working**. Creating a model with the same name will not work as, internally, all the Viney@rd objects are referred by the Id.

Editing Model Members

A model is a container for model members (also named "rows"). Like for dimension, members are the lines within the model. For example, an invoice row is a good candidate to be a model member.


- Open the MasterBook and click the "Models" command
- Select one of the existing models from the list on the left; model general information is shown in the upper right box to assist the choice.
- Click the "Members" command

A new worksheet appears, named after the model.

The Model Edit Worksheet is divided in two main areas.

- The upper command strip, containing commands and options
- The body, containing a header describing the dimension structure (also known as "model metadata") and a table with the model members.

Unlike dimension members, model members are not retrieved on open as the operation may take a long time, depending upon the elements number. Click the "Load" command to populate the table.



Replace

 Use Assisted Input
 Sort by Code

Edit Model Data

Append
 Replace All

| | | | |
|---------|---------------------------------|------------------------|---------------------|
| Model: | 10 Budget 2004 | | |
| Filter: | | | m |
| | 8 d | 118 d | 1 |
| | Customers | Budget Versions | Budget Value |
| | 238 A Great Bicycle Company | 3 Forecast 0 | 1409.382 |
| | 553 Accessories Network | 3 Forecast 0 | 1439.867 |
| | 351 Acclaimed Bicycle Company | 3 Forecast 0 | 5021.387 |
| | 157 Ace Bicycle Supply | 3 Forecast 0 | 4445.064 |
| | 448 Action Bicycle Specialists | 3 Forecast 0 | 229417.6 |
| | 461 Active Life Toys | 3 Forecast 0 | 85080.93 |
| | 404 Activity Center | 3 Forecast 0 | 25024.97 |
| | 3 Advanced Bike Components | 3 Forecast 0 | 136474 |
| | 403 Affordable Sports Equipment | 3 Forecast 0 | 97145.6 |
| | 597 All Seasons Sports Supply | 3 Forecast 0 | 5020.236 |
| | 528 Alpine Ski House | 3 Forecast 0 | 2348.97 |
| | 320 Amalgamated Parts Shop | 3 Forecast 0 | 117236.1 |
| | 182 Another Bicycle Company | 3 Forecast 0 | 184760.4 |
| | 491 Area Bike Accessories | 3 Forecast 0 | 244509.9 |

Filters

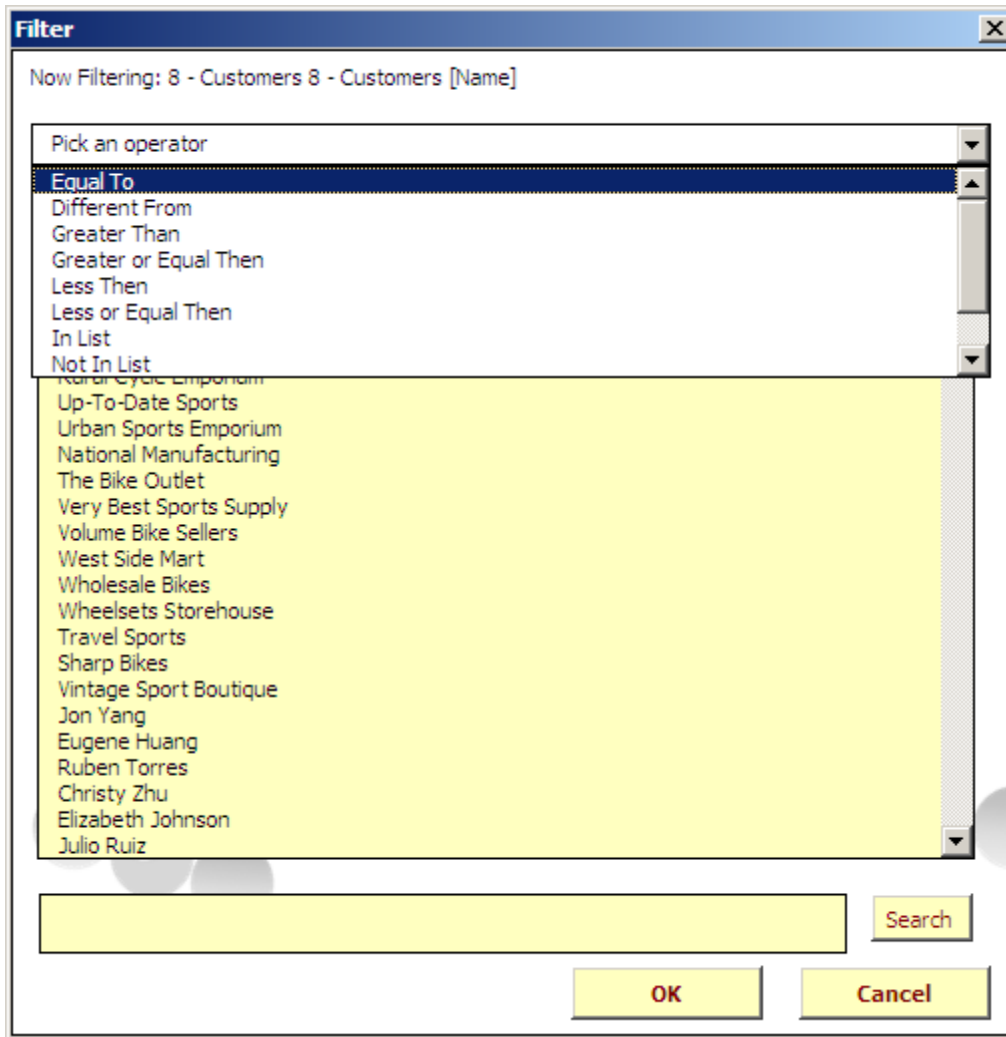
A subset of model members can be retrieved by setting a **filter**. Filters provide a way to edit separately "blocks" of members. This is particularly useful with large models.

To **place a filter** on the members to be retrieved from the model

- click the "Filter..." command on the command strip.
- On the form, select from the drop down menu the dimension to filter.
- Click "Filter..."
- On the form, select an operator from the drop down.
- Click on the text box, then select from the list below the elements to filter. One or more elements can be selected, depending on the chosen operator. Elements can be selected even by the search text box on the bottom of the form (be aware that search is case sensitive).
The "Interpret Values as Dates" will ensure that operators implying precedence will read the values as dates instead of mere strings.
- Click "OK"; the filter setting is shown in the form.
- Click "OK"; the filter setting is written on the worksheet header. Every load operation will retrieve only the subset defined by the filter.

To **remove a filter**, click on the "Filter..." command on the command strip, select the filter and click remove.

There is no way to edit a filter, remove it and redo it again.



The **worksheet structure must be left untouched**. Do not edit or delete any cell within the command strip or the table header. Such edit may lead to unpredictable results and loss of work.

The table header describes model dimensions and measures. Dimensions come first, alternating a code column and a value column. They are identified by their name in the header. The code column is topped by the dimension Id, the value column is topped by the character "d". Measure columns are topped by the measure name, the measure id and the "m" character.

Unlike dimensions, models do not have a dummy row; therefore a model can simply be empty.

To **add a new member**, select the first row after model data and start typing. It is not mandatory to fill descriptions; they are there only to make data more readable and are ignored upon save.

- To **edit a member**, just modify the corresponding row. Note that if you modify a calculated measure, the value entered will not be saved as the calculated measure is not stored into the repository.

To **delete a member**, delete (**simply clearing the row is not enough**) the corresponding row.

Do not leave blank rows in the first column as the save procedure identifies the end of data by searching for the first blank cell in the first table column.

If a dimension code is left blank, Viney@rd will fill it with the dummy element upon save.

As remembering or referring to dimension member codes may be difficult and unpractical as the number of members grows, the **assisted input** feature is provided.

- To turn on the assisted input, select the "Use Assisted Input" check box.

When the feature is on, a search text box and a list appear on the sheet after a member cell within a code column is selected. The list contains all the column dimension members in alphabetical order. Double clicking on list row changes the model member value for that dimension. Typing in the text box narrows the dimension members list and automatically selects the first element. This is slightly more practical than scrolling the list to locate a dimension member. Hitting the enter key on the text box is equivalent to double clicking the first list element.

If the "Sort by Code" checkbox is selected, dimension members within the list are sorted by code.

- The "**Add Codes**" command further assist the user to populate member codes.

Often tables of any sort must be saved within Viney@rd but they feature only member descriptions. These descriptions are often incorrect or partial. The "Add Codes" features tries to "**guess**" the code from description. Type or paste the data without the codes, compiling only the description columns, leaving the codes blank. Click on the codes column then on "Add Codes". Viney@rd will compile the codes column for you.

Being a "guess", of course, means that sometimes no code is found or, occasionally, a wrong code is selected. So, checking the results after the command execution is highly recommended. Nonetheless, if the description matches exactly the members' description, the result is 100% accurate **unless there are duplicate descriptions**.

As the "Load" command populates the table with saved data, be aware that loading data will overwrite any unsaved changes.

- To **save the model members** to the system, click on the "Save" command. Save behaves differently depending upon the options selection.

If "**Replace All**" is selected, all the models data will be cleared and the sheet data will be saved.

If "**Append**" is selected, the worksheet data will be appended to the existing model data. The append option is useful for daily inputs, while replace is more suitable for massive edits.

If "**Replace**" is selected, model records matching the active filter are deleted and replaced by worksheet data. Remember that all Excel features are still working and can be used normally. That is, a column can be populated by formulas or lookups.

The model data worksheet may be saved together with the MasterBook, if the user has the appropriate windows permissions.

Working with transformations

The Transformation Concept

A transformation is a massive operation on data that Viney@rd can do for you, sparing the need for a manual calculation.

Let us suppose, for example, to calculate the average price for a sale from the sale net value and the quantity sold. The average price measure can be added to the model, then data can be extracted to excel by editing the model members, the new column may be populated by a formula and then the model data can be saved back.

The same task can be accomplished in a simpler way by a transformation, which copies the data from the original model to a new one with the new measure making the calculation much easier and automatic.

There are six transformations types implemented: copy, lookup, aggregation, data cleaning, SQL run and transformations chains.

Many meaningful business data analysis tasks require setting up transformations chains. Allocating costs, for example, may require lookup, to get the driver, followed by a copy with calculations to make the split.

The Copy Transformation

The copy transformation creates a copy of source data within the target model. It provides a way for executing calculations, cleaning partially or totally target data, and to copy only a section of the source model data.

A copy can be executed from a model to a model containing the same dimensions or a set of entirely different dimensions as well. Missing dimensions in the target model are not copied, additional dimensions are not filled. Since dimensions are unique among the site, dimension matching is automatic.

To create a copy transformation

- Open the MasterBook

- Click the "Transformations" command
- Click "New"
- On the form, type a transformation name and pick "copy" from the drop-down list.
- Click "OK"
- Input a description (optional)
- Pick a source and a target model from the two drop-down lists. Since dimension matching is automatic, the respective measures are shown.
- Click Save. An informational dialog is shown.

This produces an empty transformation that does nothing.

Copy Data

Id: 1 Name: Copy Test

Description: Copy Test

Source Model: 1 - Sales Target Model: 11 - Sales (0)

Measures Association Filters

1 - Quantity
2 - Gross Value
3 - Net Value

1 - Quantity
2 - Gross Value
3 - Net Value

Add

[1 - Quantity]=[1 - Quantity]
[2 - Gross Value]=[2 - Gross Value]

Remove

Append Replace Replace All

Save Execute Cancel

To edit a copy transformation

- Open the MasterBook
- Click on "Transformations"
- Select the transformation from the list on the left and click "Edit"

Several tasks are performed on the edit transformation window. It varies according to the transformation type.

To Add or remove a formula

A formula involves measures from both models. It always starts with a target model measure and an equal sign. On the equal right side a calculation may be entered.

Double click on a measure name to copy it on the formula text, and then write the operators by hand. Allowed operators are: +, -, *, /. Brackets notation is allowed. Numeric constants are allowed as well.

Once the formula is complete click the "Add" command to list it and clean the formula text.

Repeat the operation for each target model measure. Setting a value for each target measure is not mandatory but is recommended, as blank dimensions may lead to unexpected results on data retrieval. Set the measure to 0 in place of leaving it blank.

To remove a formula from the list, select the formula and click "Remove"

Defining filters

Filtering allows copying only a source model member's slice. Members are sliced by selecting the corresponding dimension elements. More than one filter can be placed on the source model; each filter is a further restriction of the data set. Therefore, filtering may lead to a transformation that copies no data.

- Click on the "Filters" tab
- Select a dimension from the drop-down list.
- Select the dimension name, the dimension id or one of the attributes and click "Filter"
- In the new window, select an operator from the drop-down. Depending on the operator chosen, the text box below will be enabled.
- Click on the textbox, if enabled
- Double click the members you want to include in the copy. The members will appear in the textbox.
For the "in list" and "not in list" operators, simply select members.
Members can also be selected by the search box at the bottom
- Click "OK". The filter will be applied and will be shown in the right hand label on left list element selection.

To remove a filter:

- Select the filtered item and click "Filter...".
- From the drop-down, pick "No Filter"
- Click "OK"

Setting target cleanup policy

There are three options available, Append, Replace and Replace All.

Append means that source data are appended to the data already loaded within the target model. No cleanup is performed.

Replace means that, if filters are defined, they are used to delete matching target data before copy. If no filters are defined, the Replace option **clears all target data**.

Be aware that, if filters are placed on a dimension not included in the target model, no deletion is done and data are simply appended.

Replace All clears all target data before copy

The Lookup Transformation

The lookup transformation populates a model measure from another model measure. Dimension members are matched to get the correct value. That is, if a source combination of dimension values is not found in the target model, no data are looked-up. If a target combination of dimensions is not found in the source model, no data is looked-up as well.

If the key is not complete, i.e. there are fewer dimensions in target than in source; the lookup will populate the target with a value chosen randomly among the incomplete key matching values. Results are not predictable.

Be aware that **the lookup overwrites** your target model measure.

To create a Lookup transformation

- Open the MasterBook
- Click the "Transformations" command
- Click "New"
- On the form, type a transformation name and pick "Lookup" from the drop-down list.
- Click "OK"
- Input a description (optional)
- Pick a source and a target model from the two drop-down lists. Since dimension matching is automatic, only the respective measures are shown.
- Click Save. An informational dialog is shown.

This produces an empty transformation that does nothing.

Look Up Data ✕

Id Name

Description

Source Model Target Model

Measures Association | Filters

| | |
|--|--|
| 1 - Invoiced Amount 2 - Gross Invoiced Amount 3 - Expenses | 1 - Invoiced Amount 2 - Gross Invoiced Amount 3 - Expenses |
|--|--|

To edit a lookup transformation

- Open the MasterBook
- Click on "Transformations"
- Select the transformation from the list on the left and click "Edit"

Several tasks are performed on the edit transformation window.

To Add or remove a formula

A formula involves measures from both models. It always starts with a target model measure and an equal sign. On the equal right side a calculation may be entered.

Double click on a measure name to copy it on the formula text, and then write the operators by hand. Allowed operators are: +, -, *, /. Brackets notation is allowed. Numeric constants are allowed as well.

Once the formula is complete click the "Add" command to list it and clean the formula text.

Repeat the operation for each target model measure.

Unlike the Copy transformation, by definition, a lookup enriches model data filling one or more measure column

To remove a formula from the list, select the formula and click "Remove"

Defining filters

Filtering allows copying only a source model members slice. Members are sliced by selecting the corresponding dimension elements. More than one filter can be placed on the source model; each filter is a further restriction of the data set. Therefore, filtering may lead to a transformation that copies no data.

- Click on the "Filters" tab
- Select a dimension from the drop-down list.
- Select the dimension name, the dimension id or one of the attributes and click "Filter"
- In the new window, select an operator from the drop-down. Depending on the operator chosen, one or two of the text boxes below will enable.
- Click on the box which to place the filter members in
- Double click the members you want to include in the copy. The members will appear in the last selected textbox.
Members can also be searched by the search box at the bottom
- Click "OK". The filter will be applied and will be shown in the right hand label on left list element selection.

To remove a filter:

- Select the filtered item and click "Filter...".
- From the drop-down, pick "No Filter"
- Click "OK"

The Aggregation Transformation

The Aggregation transformation summarizes model data to get more manageable data sets. For example, you may want to drop the invoice date dimension and use the month to get a model with fewer rows.

The aggregation copies data from a model to another or creates a brand new aggregated model.

To create an Aggregation transformation

- Open the MasterBook
- Click the "Transformations" command
- Click "New"
- On the form, type a transformation name and pick "Aggregation" from the drop-down list.
- Click "OK"
- Input a description (optional)
- Pick a source and a target model from the two drop-down lists. The target model may be an existing model or a new model created at transformation execution based on the source data selection. The name of the new model can be entered in the textbox below the target model drop-down.
- Click Save. An informational dialog is shown.

This produces an empty transformation that does nothing. It requires a further editing.

The screenshot shows a software dialog box titled "Aggregation". At the top, there is a close button (X). Below the title bar, there are input fields for "Id" (containing the number 4) and "Name" (containing "Sales Aggregation"). A larger text area for "Description" is empty. Below these are two dropdown menus: "Source Model" (set to "1 - Sales") and "Target Model" (set to "5 - Sales Summary"). A "New Model" button is located below the "Target Model" dropdown. The main area of the dialog is divided into three tabs: "Aggregate Dimension Selection" (which is active), "Measures Aggregation Rules", and "Measure Mapping". Under the active tab, there is a list box with two items: "2 - Customers" and "3 - Products", both of which have checkmarks in the left margin. At the bottom of the dialog, there are three buttons: "Save", "Execute", and "Exit".

To edit an Aggregation Transformation

- Open the MasterBook
- Click on "Transformations"
- Select the transformation from the list on the left and click "Edit"

Several tasks are performed on the edit transformation window.

Choosing the aggregation dimensions

Select the "Dimension Selection" tab.

In the aggregation list, select the dimension to be transferred in the aggregated model. The data to be copied are summarized according to the chosen dimensions.

If you are copying data between two existing models, only common dimensions are shown.

Data will be transferred **matching the dimensions selected**. Target model dimensions are filled with "unassigned" values if they cannot be matched with a selected dimension.

If a new model creation is selected, all the source model dimensions are shown. The new model will be created according to the dimensions selected.

Defining aggregation rules

- Select the "Aggregation Rules" tab.
- From the left hand list, select a measure.
- From the right hand list, select an aggregation rule.
Data can be aggregated:
 - Summing them up – Sum()
 - Averaging the values – Avg()
 - Counting the rows – Count()
 - Getting the top value – Max()
 - Getting the minimum value - Min()
- Click "Add" to confirm the aggregation. It is not mandatory to aggregate all the measures.
- To remove an aggregation rule, select it on the lower list and click "Delete".

Defining measure mapping

Each aggregation rule is a "column" of data that must be placed somewhere in the target model. The mapping among the two sets is defined as follows.

- Select the "Measure Mapping" tab
- From the list of the aggregation rules, select a rule
- From the list of the available target measures, select a measure.
- Click "Add" to define the mapping
- To remove a mapping, select it and click "Delete".

In case of new model creation, the new model measures are automatically defined according to the aggregation rules given.

The Data Cleaning Transformation

Data Cleaning allows to selectively delete members from a model.

To create a Data Cleaning transformation

- Open the MasterBook
- Click the "Transformations" command
- Click "New"
- On the form, type a transformation name and pick "Data Cleaning" from the drop-down list.
- Click "OK"
- Input a description (optional)
- Pick a model to clean from the drop-down
- Add filters to the data to clean (optional). This will clean only the members matching the filter selection.
- Click Save. An informational dialog is shown.

This produces working transformation that deletes model data.

Data Cleanup [Close]

Id **Name**

Description

Model To Clean

Filters

- 5 - Products [Name]
- 5 - Products [Id]
- 0 - Description
- 1 - Business Line
- 2 - Part Type
- 3 - Sub Line

Filter...

in ('CC', 'Others', 'Lodging', 'Travel', 'Meals')

Save **Execute** **Cancel**

The Run SQL Transformation

This transformation runs a user defined sql statement against the Viney@rd database. It supports standard SQL server 2005/2008 sql. It is meant to manipulate data, so no select statement is allowed. To work effectively with pure SQL the user should be a trained IT professional and should have read the **Viney@rd technical manual**.

Be aware that running a wrong sql may disrupt your models, your dimensions and your entire installation. So be extremely careful when working with it.

To create a Run SQL Transformation:

- Open the MasterBook
- Click the "Transformations" command
- Click "New"
- On the form, type a transformation name and pick "Run SQL" from the drop-down list.
- Click "OK"
- Input a description (optional)
- Input your SQL statement
- Click "Save"

This produces a working "Run SQL" transformation that performs a custom operation.

Run SQL [X]

Id Name

Description

The transformation Chain transformation

The transformation chain transformation sequences existing transformations, That is, a sequence of transformations can be run with a single start.

To create a Run SQL Transformation:

- Open the MasterBook
- Click the "Transformations" command
- Click "New"
- On the form, type a transformation name and pick "Transformation Chain" from the drop-down list.
- Click "OK"
- Input a description (optional)
- Move the existing transformation to the right to create the sequence
- Adjust the order of transformations by the spinner buttons
- Click OK

Transformation Sequence [X]

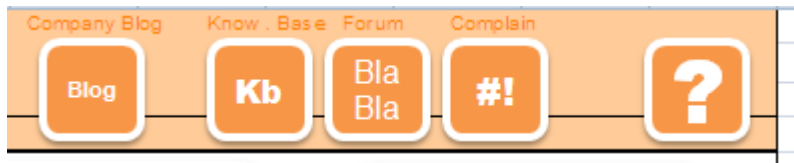
Id Name

Description

| | | |
|---|------------------|----------------------------|
| 1 - Test01 2 - Test02 3 - Test03 4 - TestSQL 6 - TestSQL2 | > < ▲ ▼ | 1 - Test01 6 - TestSQL2 |
|---|------------------|----------------------------|

Working with the Web Bar

The Web bar enables users to connect directly with StraySoft and take advantage of the site features. We encourage each and every interaction because your opinion is our main asset for developing the application.



The "Company Blog" link opens ... the company blog. It is used for product and company announcements and for discussing more general Business Intelligence topics.

The "Kb" link opens Viney@rd knowledge base. It contains information on how getting things done with Viney@rd.

The "BlaBla" link opens the Viney@rd forum. It is a place where you can discuss freely about Viney@rd and contact us directly in public.

If you do not want to contact us in public because you need a private talk or you have something too terrible to be said openly, the "Complain" link is the right place. It opens a form on our site where you can post whatever you feel necessary. Please, remember that **we like to hear what's wrong with Viney@rd!**

The question mark link opens the user manual.

Extracting Data

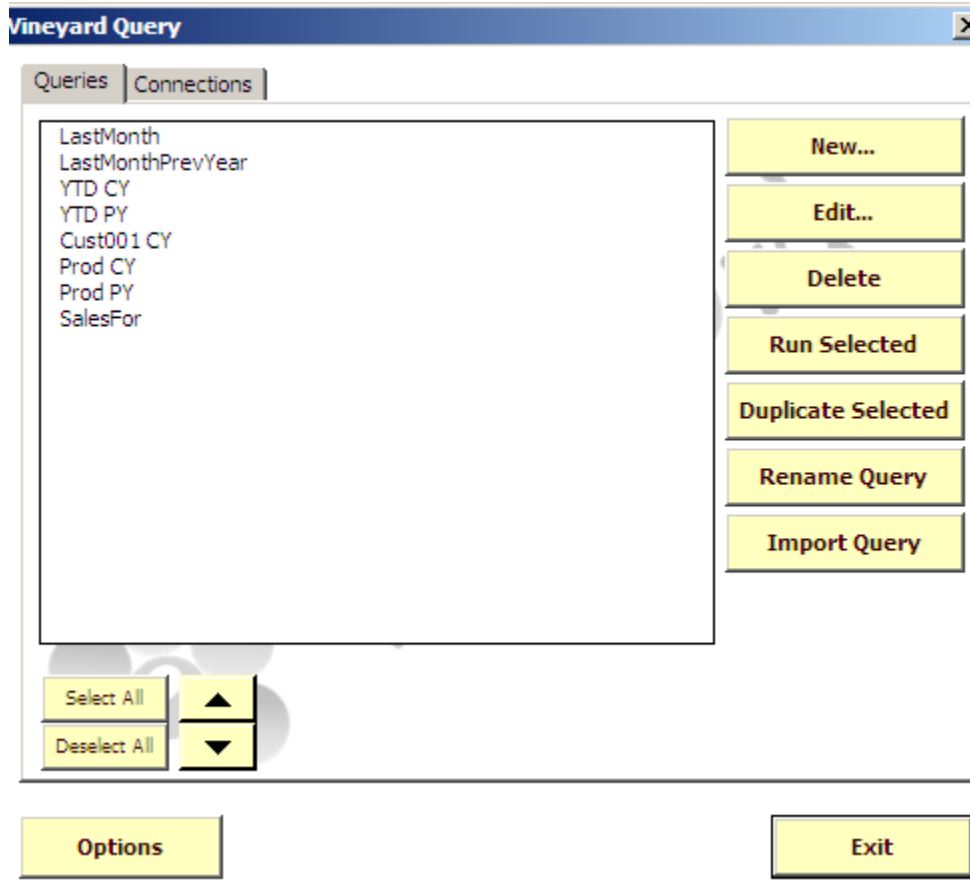
Extracting data to Excel spreadsheets is the ultimate Viney@rd purpose.

Starting from ModelDoc.xlam, an Excel add-in, you can embed a query within a workbook. None of the Excel functionality is lost as Viney@rd simply writes excel cells like as if it were done by hand.

A query produces a result set, that is, a table containing row or column headers and the data itself. These results can be placed in multiple locations within the workbook by setting more than one upper left corner. Upon running the query, the table spans down and right from the selected cell(s), overwriting the other cells.

Models data can be also analyzed by Excel Pivot tables. Viney@rd can automatically create a connection upon which a pivot table can be created.





How to Create a Query

- Open a new workbook or a workbook where you're going to insert Viney@rd data.
- Double click the ModelDoc.xlam link in the Viney@rd icon Program group. In the "Add-Ins" tab, the "Start Viney@rd" command becomes available and a dedicated ribbon tab appears.
- Click on "Query" command on the Viney@rd tab in the ribbon, the "Viney@rd Query" form appears.
- Click on the "Query" tab.
- Click the "New" command.
- Enter a query name.
- Click "Create".
- Pick a model to query from the drop-down. Be aware that changing it at later time is rather complex and may lead to a malfunctioning query.
- Click on the top left position selector. The form disappears and the excel location selector becomes available.

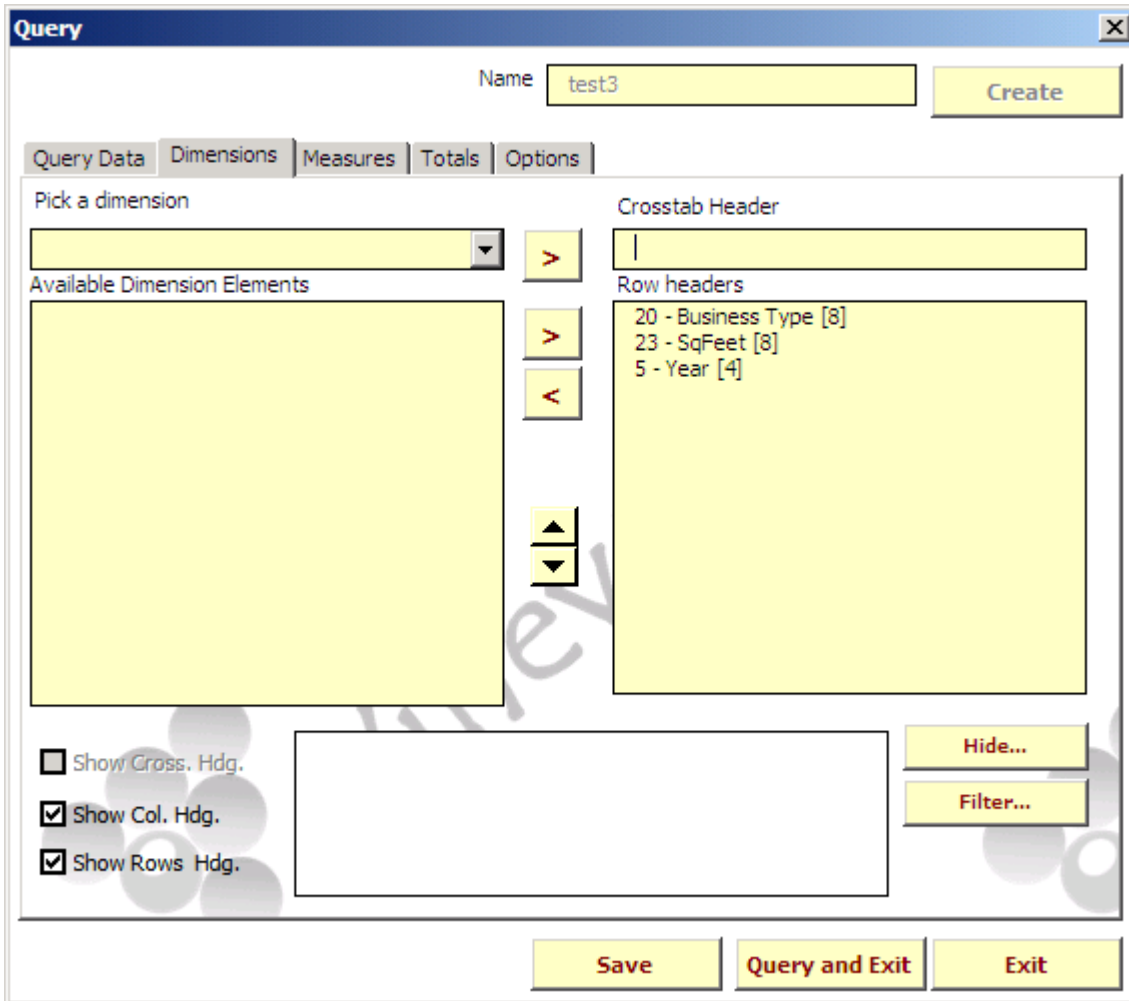
- Select a position to place the top left corner of the query results.
- Add the just selected position to the positions list.
- Add at least one dimension and one measure as explained later.
- Save the query.

A query must be created (i.e. you have to enter the name and click create) within the workbook before being edited and saved. Be aware that **the query is saved when the workbook is saved** by saving it with the save commands in Excel. The query "Save" command saves it to the workbook, but, if the workbook itself is not saved, the query is lost. Cancelling the query creation does not necessarily deletes the query (depending on the stage where the cancel action is performed) but leaves it malformed. In this case the query must then be deleted from the query list.

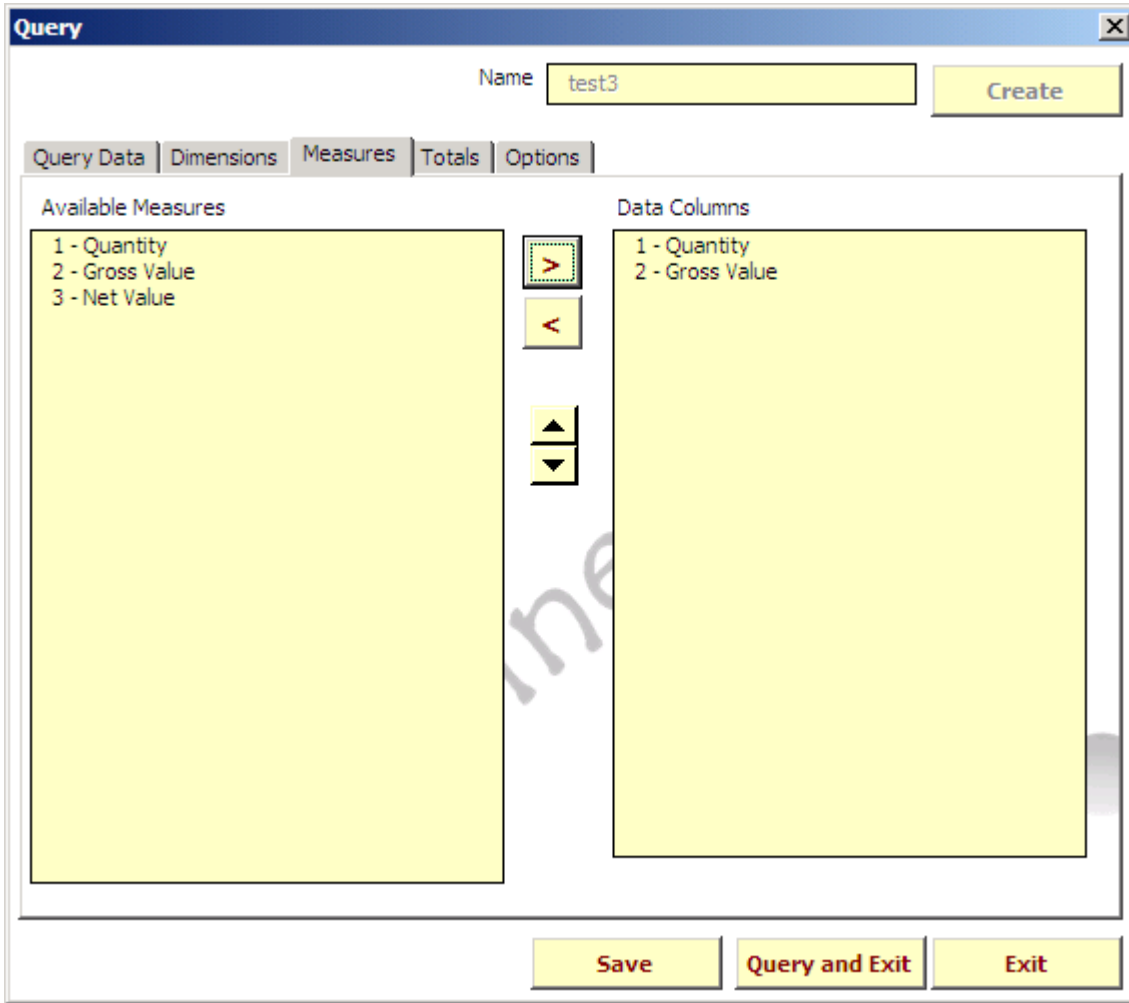
The screenshot shows the 'Query' dialog box with the following elements:

- Title Bar:** Query [Close]
- Name:** test3 [Create]
- Tabs:** Query Data | Dimensions | Measures | Totals | Options
- Model:** 1 - Sales
- Top Left Position:** [Empty field]
- Sheet Positions:** Add Remove
- Sheet Position List:** Foglio1!\$I\$18
- Synchronization:** Sincronize this query with this other query [No Sync]
- Buttons:** Save Query and Exit Exit

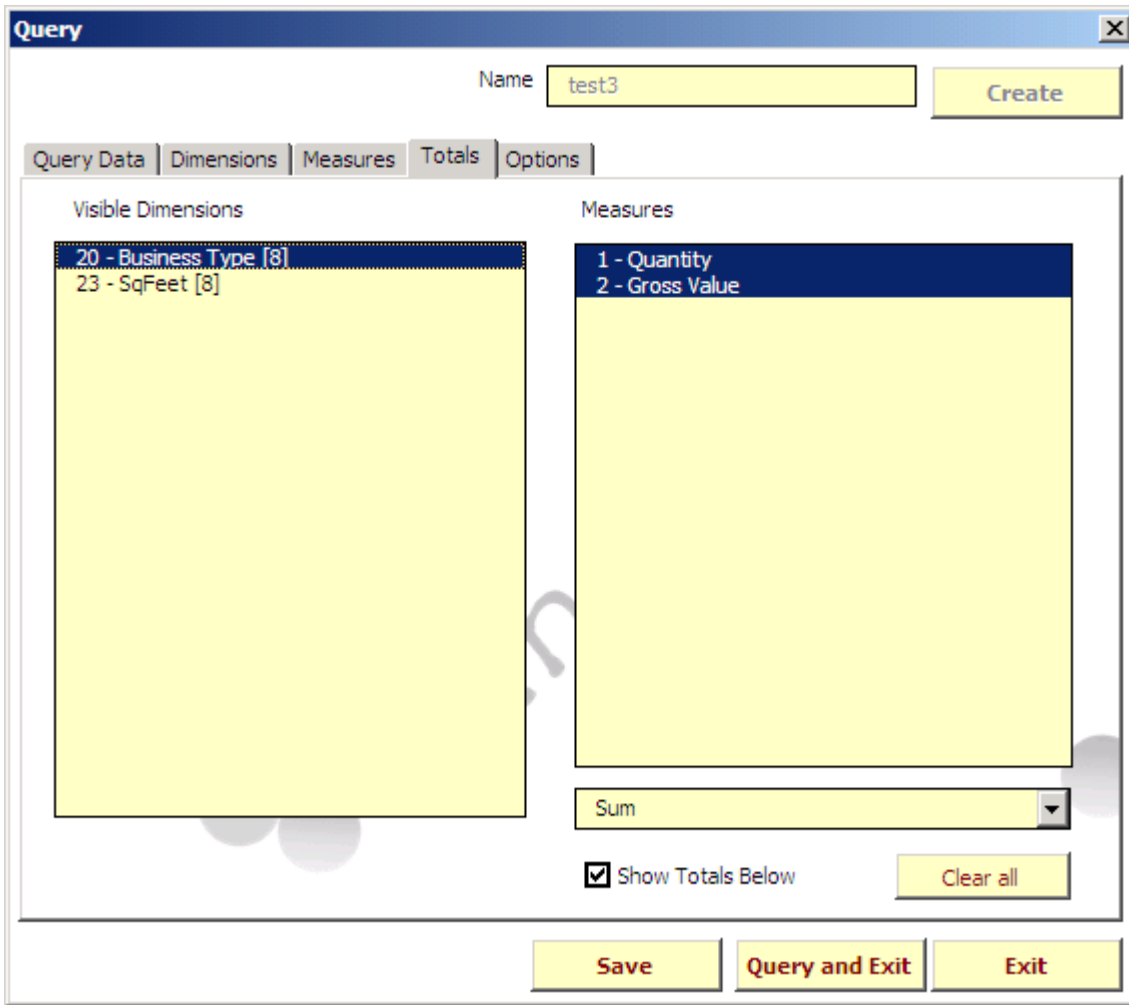
The initial screen



The Dimension Screen



The Measures Screen



The Totals Screen

Query

Name

Query Data | Dimensions | Measures | Totals | Options

Summarize Result Max Rows

Avoid Duplicates

Single Row

Sort Results Globally

Clear Previous Results

Last run: 7/23/2010 3:02:58 AM
Duration: 2
Rows written: 57
Interval: \$I\$18:\$L\$74 (more)

sort string

Run this macro before the query Parameters (separated by pipes |)

Run this macro after the query Parameters (separated by pipes |)

The Options Screen

How to edit a query

- Open the workbook in which a query has been previously saved
- Click on "Query" command on the Viney@rd tab in the ribbon, the "Viney@rd Query" form appears.

- Select the query from the list on the left.
- Click "Edit"

A saved query can be edited freely except for the name and the model.

Selecting Rows and Columns Headers

Each query is organized in rows and columns, whose headers are defined by choosing dimension elements (Id, Name or Attributes).

To select a dimension to pick element from:

- Click on the "Dimensions" tab
- Open the "Pick a Dimension" drop-down and click on the dimension.
- Pick one or more elements from the "Available Elements List" and move it to the right list. They'll be row headers.
- Move the selected element to the "Crosstab Header" box to have the block of columns repeated for each element value.
Note that Crosstab headers are shown only when the "Show Cross. Hdg." checkbox is checked

Selecting columns

Each measure creates a column in the results set.

To pick a measure, click on the measure tab, select the measure from the right hand measure list and move it to the left. Note that each measure can populate more columns.

To have columns headers displayed, check the "Show Col. Heading" checkbox.

You can change the order in which columns are returned by clicking on the spin buttons between the lists.

Working with filters

Filtering the result set reduces the results returned according to a selection.

To apply a filter:

- Select one of the picked dimension elements on the right hand list.
- Click "Filter"

- In the new window, select an operator from the drop-down. Depending on the operator chosen, the text box below will be enabled. If enabled, click it.
- Double click the member you want to be filtered for the list operators, simply select the members on the list below. Members can also be searched by the search box at the bottom. Note that the filter values can be read from a worksheet by using the selection picker on the right of the text box. This is useful for having the same parameters for all the queries, or having the output of a query being the filter for another query.
- Click "OK". The filter will be applied and will be shown in the right hand label on left list element selection.

Hiding Headers

Hiding a header may be useful to two purposes: placing a filter on an item not to be returned and having a dimension auto filter poorly loaded data,

To hide a header:

- Click the "Hide..." command
- Select, from the list, the items you want to hide
- Click "OK"

Sheet Positions

The query result set is placed in one or more locations inside the worksheet. The position selected by the cell selector defines the upper left corner of the results table.

Viney@rd simply writes results in cells like you would do. It overwrites the content and leaves formatting untouched. Note that the length of a query may vary from refresh to refresh depending on the data inside the model, and the new results may overwrite, **with no undo**, some other cells within the report. See below to discover how to return always the same number of rows.

The checkbox "Clear Previous Results" in the option tab clears the intervals covered by the previous query runs, if any.

Summarize Results

The query sums the measure for each row. If not checked, Viney@rd returns each row in the model that meets filter criteria.

Avoid duplicates

The query does not return duplicates, if present. This may be useful in particular cases, with very detailed queries to de-duplicate raw data

Single Row Result

This feature allows you to place a query result in a single cell or a single row to fit within a complex and well formatted spreadsheet.

When checked, all the headers are turned off and only data are returned.

If "Summarize Results" is checked, the query returns the query totals, otherwise the first query row is returned.

Since the columns returned are determined by the selected measures, results always occupy a single row. If the query returns a single measure, the result fits into a single cell.

Adding subtotals

Excel provides an excellent subtotals feature, which also produces a clickable outline. This screen lets you define how it has to be applied automatically to the query result.

- Open the workbook in which a query has been previously saved
- Click on the "Query" button on the Viney@rd ribbon.
- Select the query on the list on the left.
- Click "Edit"
- Select the "Totals" tab
- Select the dimension to be sub-totalized on the left list
- Select the measures to be summarized on the right list
- Chose an aggregation function
- Check the "Show Totals Below" if a Grand Total row is required

To remove totals, use the "Clear All" command. Subtotals settings are ignored in synced queries.

Sorting query results

Query results are returned in no particular orders. Albeit Excel has its own, efficient, sorting feature, a form of sorting has been included in Viney@rd to simplify the work after data loading.

- Open the workbook in which a query has been previously saved
- Click on the "Query" button on the Viney@rd ribbon.
- Select the query on the list on the left.
- Click "Edit"
- Select the "Options " tab
- Enter the sort string

The sort string consists of comma separated couples. The first couple element identifies the column (1,2 etc.), the second element the sort type (A for ascending and D for descending)

Example: given a query that returns 4 columns (3 dimension elements and a measure), a possible sort string could be "1A,4D,2A". It means that the result will be sorted first by column 1, ascending then by column 4 descending, then by column 2 ascending.

The columns are those actually returned on the worksheet. The sort string is ignored by crosstab queries

Synchronizing Queries

Synchronizing with another query means that the results set of the query will be sorted according to the result of the synced query.

For example, you may wish to get your customers YTD value and have the corresponding budget aside. Invoices and budget will likely be in two different models, and the customer's order is not guaranteed to be the same; more, new customers may be present in the YTD query but not in the budget query. Syncing the budget query with the YTD query means that Viney@rd will scan the first location of the YTD query and will output the budget data in the same order as in the YTD query.

| YTD Query | |
|------------------|--------------|
| Customer | Value |
| Customer A | 7000 |
| Customer B | 6500 |
| Customer C | 3000 |
| Customer D | 2000 |

| Budget Query |
|---------------------|
|---------------------|

| Customer | Budget |
|-----------------|---------------|
| Customer C | 3500 |
| Customer A | 5000 |
| Customer B | 5500 |
| Customer E | 500 |

If the budget query is synced to the YTD query the result as printed on Excel will be

| Combined Result | | | |
|------------------------|--------------|-----------------|---------------|
| Customer | Value | Customer | Budget |
| Customer A | 7000 | Customer A | 5000 |
| Customer B | 6500 | Customer B | 5500 |
| Customer C | 3000 | Customer C | 3500 |
| Customer D | 2000 | | |

Notice that budget customers are now printed in the same order as YTD customers. Customer D has budget columns blank as there was no corresponding member in the budget query results. Customer E, which has no YTD value, is not shown, thus causing a filter effect.

Please notice that custom sorts may be implemented with this feature. For example: refresh the YTD query, sort the customers in the order you want, refresh the budget query. The order in which the budget results will be printed is the same as in Excel, but Viney@rd always start scanning from the first cell if the position of the YTD query as defined in Viney@rd.

Notice also that we have now two customer columns. This layout is usually redundant and unwanted. To hide the second query dimensions, uncheck the "Show Row Hdg." checkbox. This checkbox also works with standalone queries, preventing the row headers to be written on the worksheet, thus allowing custom headers.

Editing the query SQL

Experienced users may want to see and modify the SQL run by the query. The "select" clause cannot be modified as Viney@rd expects the selected columns; the "from" and the "where" clauses can be changed to join an external table or to create complex where conditions (sub queries or use of functions etc.).

- Open the workbook in which a query has been previously saved
- Click on "Start Viney@rd" button on the ribbon.
- Select the query on the list on the left.
- Click "Edit"
- Select the "Options " tab
- Click "Show SQL"
- Check the "Edit" checkbox, the from and where clause textbox are enabled.
- Modify the SQL as desired
- Test it by clicking the "Test" command
- Save the modified SQL within the query with the "Apply" command.

Just uncheck the "Edit" to go back to the auto-generated SQL.

How to Delete a Query

- Open the workbook in which a query has been previously saved
- Click on "Start Viney@rd" button on the ribbon.
- Select the query on the left list.
- Click "Delete"
- Reply "OK" at confirmation request.

How to Duplicate a Query

Duplicating a query may be useful to create, on the same workbook, different versions of the same query. For example, two queries can extract the same values with different filters (current year vs previous year etc.).

- Open the workbook in which a query has been previously saved
- Click on "Start Viney@rd" button on the toolbar or on the ribbon, depending from your MS Office version.
- Select the query on the left list.
- Click "Duplicate Selected"

In case of multiple selections, the last clicked query is duplicated.

How to rename a query

Usually a duplicated query needs to be renamed to receive a more meaningful name.

- On the "Viney@rd Query" form, select the query to be rename
- Click the "Rename..." command
- Input the new name and click OK

How to run a query

A query can be run in various ways.

On the query form, two commands run the query:

- The "Run Query" command saves and runs the current query.
- The "Query and Exit" command saves and runs the current query, and then closes the forms returning to the Excel worksheet.

On the "Viney@rd Query" form, queries can be run serially without the need to edit them.

- Select the workbook queries you need to run on the list
- Select the "Run Selected" command

Queries are run in the order in which they appear on the form. This order can be changed by the spin control below the list. In general this is required to run the query which synced query depends upon before the synced query.

Remember that the query simply writes values inside Excel cells, without doing anything else (no formatting, no table definition etc.).

How to run a custom Macro before or after a query

Viney@rd can run a custom Macro saved within the workbook or in the personal macro project. This may be used to apply sorting or formatting after a query. As the queries can be run together in sequence, this feature is the hub for any mixed operation on the worksheet.

- Open the workbook in which a query has been previously saved
- Click on "Start Viney@rd" button on the ribbon.
- Select the query on the list on the left.
- Click "Edit"
- Select the "Options " tab
- To select a macro to be run before the query, pick it from the appropriate drop down menu. If it has parameters, add them in the dedicated textbox.
- To run a macro after the query just does the same as before in the appropriate drop down and textbox.

How to import a query

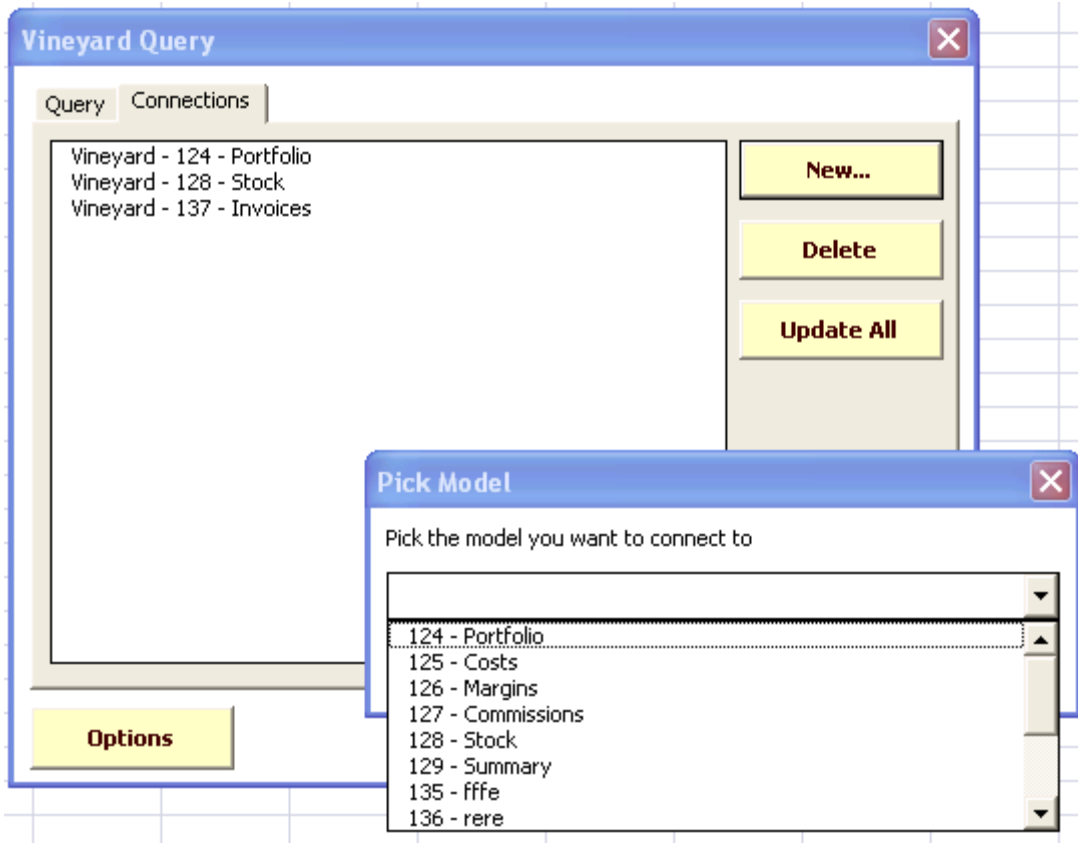
Queries are stored inside the workbook in which are placed. Importing a query may be useful not to repeat the work already done on a new workbook.

- Open a new workbook or a workbook where inserting Viney@rd data is required.
- Double click the ModelDoc.xlam link in the Viney@rd icon Program group. In the "Add-Ins" tab, the "Start Viney@rd" command becomes available.
- Click on "Start Viney@rd" command on the ribbon, the "Viney@rd Query" form appears.

- Click on the "Import" command.
- Chose the Excel file or files where the query to be imported is contained.
- From the list, select the queries to be imported and click the import command.

How to create a connection

- Open a new workbook or a workbook where inserting Viney@rd data is required.
- Double click the ModelDoc.xlam link in the Viney@rd icon Program group. In the "Add-Ins" tab, the "Start Viney@rd" command becomes available.
- Click on "Start Viney@rd" command on the ribbon or the "Connections" command on the ribbon tab, the "Viney@rd Query" form appears.
- Click on the "Connection" tab
- Click the "New..." command.
- Pick the model from the drop down list and click "OK". The action can also be cancelled at this point.
- The new connection appears in the list. Close the form by clicking the "Exit" command and verify that a connection has been created by clicking in "Existing Connections" on the Excel "Data" tab.



While creating a pivot table based on such connections, please note that:

- Measures are listed first and prefixed with an underscore.
- Dimensions and their attributes are grouped together, following the measures.

How to Delete a Connection

- Open a new workbook or a workbook where inserting Viney@rd data is required.
- Double click the ModelDoc.xlam link in the Viney@rd icon Program group. In the "Add-Ins" tab, the "Start Viney@rd" command becomes available.
- Click on "Start Viney@rd" command on the ribbon, the "Viney@rd Query" form appears.
- Click on the "Connection" tab
- Select the connection to be deleted on the list
- Click Delete. Be aware that all the Pivot tables or the query tables based on the deleted connection will cease to work

How to Update Connections

Each connection points to a model. Each model can be modified over its life: measures can be added, removed or renamed, as well as dimensions. Dimensions, in turn, can undergo structural changes. These changes are not reflected automatically on the workbook connections.

By selecting the "Update All" command, each worksheet connection is aligned with the saved changes on the models.

Managing licenses

Viney@rd is not sold but is licensed to the customer. Every customer is provided with one or more license key that describes a Viney@rd site. A Viney@rd site is the assembly of a single Viney@rd database plus the client machines that connect to the database; all the clients share the same environment in terms of dimensions, models, transformations and the same key as well.

Each license grants the right for a single user to connect to a single site from a single computer. Each computer consumes one of the user licenses included within the key.

Each license key is associated with a site. Usually one key for the number of purchased licenses is issued. Anyway, is possible to split the licenses among multiple sites. In this case, please, contact us to receive the appropriate keys.

If the user needs to connect by a different client machine, may be convenient to unregister the computer from the site. This prevents the computer to occupy a license, thus concurring to the maximum license limit.

To unregister a client machine from a site:

- Open the MasterBook
- Click on Options
- Click on the Activation Key tab
- Click the "Unregister This Computer" command

General rules and limitations

This chapter covers some general concepts and limitations that are valid throughout all the application modules.

Valid Viney@rd Name (VVN)

Viney@rd manages various objects, like dimensions, models and transformations, which all have a name. There are a few limitations to the valid object names:

- Names cannot be longer than 50 chars
- Names cannot contain dashes, asterisks and percentages (the chars “- * %” are forbidden)
- Special characters, albeit allowed, are not recommended and, sometimes, may result in strange strings and unexpected application behaviors.
- When used for searches and sorts, names are case insensitive, unless a different behavior is specified. Difference may depend on the search context.

“Id-name” format

All Viney@rd objects are always identified throughout the application with strings that contain both the Id and the name of the entity. This is a choice that, in our experience, appear to be clearer and tidier. Ids are always assigned automatically by the application.

The Dummy element

Each dimension contains at least a dummy element that should be used whenever a dimension member cannot be assigned to a model record. This is added automatically to dimensions upon creation and save. Much in the same way, each model row with an empty cell is filled with the dummy element code upon save. Albeit the default dummy description (“Unassigned”) can be changed, changing the dummy code is not recommended as a changed code becomes automatically a non-dummy element and treated consequently.

The reserved code for the dummy element is “___###” and, therefore, cannot be used as a regular code.

Viney@rd Ids

In Viney@rd, the user can name and rename easily each element. This is a specific feature to present system objects with a name familiar to the business user. Viney@rd, for internal reference, anyway, does not use names but Ids. Ids are numeric values attached to objects upon

creations and should not be changed or reused. Ids are always shown to the user to mark object uniqueness within its category.

For example, deleting a dimension and then creating a dimension with the same name does not bring back the original dimension as the two will have different codes.

Data vs. Members

Often, in documentation, the word "Data" is used to refer to dimension and model members. This is not strictly correct but is much more intuitive, so the nomenclature is left twofold.