

AssetCenter™

Version 3.5

Reference Guide: AssetCenter™ Business Intelligence Module

Version 3.0

September 2000

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The Infrastructure Management Company™

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U.S.A.

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The names of companies and individuals used in the sample database and in examples in the manuals are fictitious and are intended to illustrate the use of the software. Any resemblance to actual companies or individuals, whether past or present, is purely coincidental.

This edition applies to version 3.5 of the licensed program

AssetCenter™

Foreword

Presentation of AssetCenter

AssetCenter is a comprehensive IT infrastructure management system with integrated areas of functionality, based on a shared repository:

- Asset Management
- Procurement Management
- Leasing Management
- Cost Management

Its “integrated” dimension allows you to access all functionality via a unified interface and use a single database, thus avoiding data redundancy.

Its “functional” aspect allows you to adapt the user interface according to your needs. You may simplify the interface by selecting only those areas of functionality you wish to use.

Objectives of the reference manuals

These manuals provide detailed, systematic explanations of AssetCenter’s functionality.

They are also available in the form of the on-line help, which has more or less the same contents.

There is a document that contains a table of contents and an index for all of these manuals.

Objective of this manual

This manual gives detailed information about how to install and use AssetCenter Business Intelligence Module to produce reports from data in your AssetCenter database.

Contact Peregrine Systems

For further information and assistance with AssetCenter Business Intelligence Module, contact Peregrine Systems' Customer Support. Current details of local support offices are available through these main contacts.

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Conventions

The following notation is used for commands:

[]	Square brackets denote an optional parameter. Do not type them in your command. Exception: In BASIC scripts, square brackets are used to denote the data access path and must be included in the script: [Link.Link.Field]
< >	Brackets denote a parameter in plain language. Do not type them. Substitute the text with the appropriate information.
{ }	Curly brackets denote a series of parameters. Only one of these parameters may be used. Do not type these curly brackets in your command.
	A pipe is used to separate a series of parameters contained within curly brackets.
*	An asterisk added to the right of square brackets means that the formula shown can be repeated several times.

The following text formats have given meanings:

Fixed width characters	DOS command.
Example	Example of code or command.
...	Code or command omitted.
Object name	The names of fields, tabs, menus, and files are shown in bold.
Note: 	Important note.

Send us your comments

We want to deliver the most accurate documentation possible.

Any comments would be greatly appreciated.

Send any remarks to documentation@peregrine.com

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Chapter 1 - Introduction

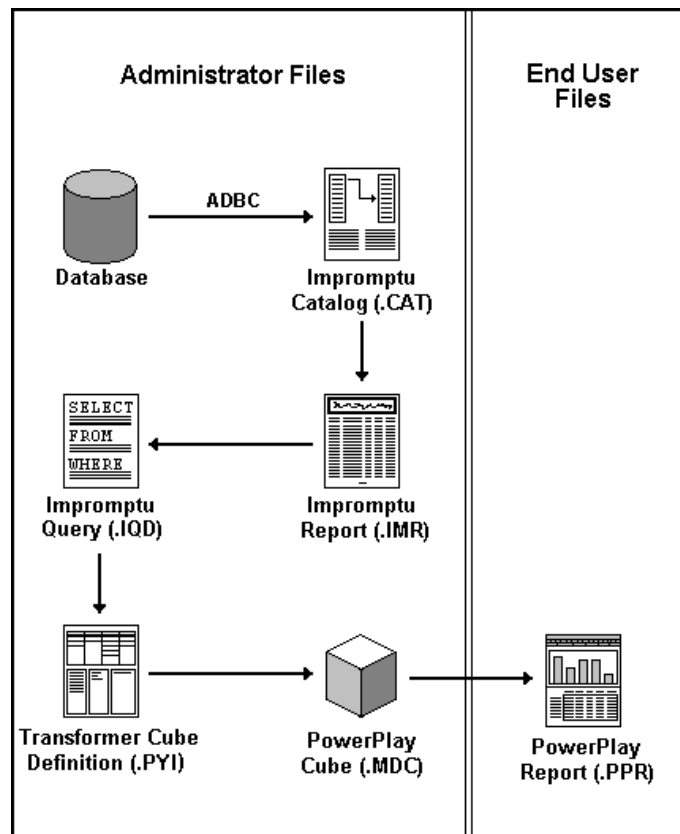
The AssetCenter Business Intelligence Module is a bridge between AssetCenter and Cognos PowerPlay that provides the tools you need to produce detailed reports from AssetCenter data. The information drawn from AssetCenter can be manipulated to display reports in a variety of ways, including bar charts, three-dimensional displays, or lists of information.

With the AssetCenter Business Intelligence Module and Cognos PowerPlay, you can create a variety of reports to track asset acquisition costs, work order expenses, or analyze server-to-user ratios.

This guide provides instructions for installing and configuring the AssetCenter Business Intelligence Module and gives an overview of PowerPlay. Refer to the Cognos documentation included with the AssetCenter Business Intelligence Module software for detailed information on installing and using Cognos products.

Structure of the AssetCenter Business Intelligence Module

The following diagram shows the overall structure of the AssetCenter Business Intelligence Module products and how they relate to the AssetCenter database.



Knowledge requirements

To use the AssetCenter Business Intelligence Module, you should have a basic understanding of AssetCenter and the type of information stored in your database.

The installation and post-installation setup procedures require system administrator knowledge.

System requirements

Client workstations

- PC with Pentium or better processor
- 56 MB free disk space (40 MB for Cognos PowerPlay, 16 MB for Business Intelligence Module)
- 32 MB RAM minimum requirement, 64 MB RAM recommended
- VGA or better display
- Mouse
- Win32 operating system (Windows 95, 98, 2000, or NT 4.0)
- Cognos PowerPlay 6.6

Administrator workstation

- PC with Pentium or better processor
- 156 MB free disk space (40 MB for Cognos PowerPlay, 100 MB for Cognos Impromptu, and 16 MB for Business Intelligence Module)
- 32 MB RAM minimum requirement, 64 MB RAM recommended
- VGA or better display
- Mouse
- Win32 operating system (Windows 95, 98, 2000, or NT 4.0)
- Access to the AssetCenter database (AssetCenter 3.5 or better)

- Impromptu 5.0
- ADBC driver (installed during the AssetCenter installation), and the appropriate ODBC connection for your database platform
- Cognos PowerPlay 6.6

Chapter 2 - Installation

Deployment architectures

There are two methods for deploying the AssetCenter Business Intelligence Module software: local and network.

Local setup

In a local setup, all components are installed on a single machine (Client utility, Administrator utility, and shared components). This installation is best suited for the following environments:

- Only one individual will be preparing the reports for your department.
- Reports will be designed to meet individual requirements, and you will need to restrict access to the data for purposes of security or simplicity.

Network setup

In a network setup, all shared items (reports, bitmaps, .INI files) are kept on a mapped network drive where they are accessible to multiple users. On each workstation, the Business Intelligence Module and PowerPlay utilities are installed. The Business Intelligence Module Administrator utility and Cognos Impromptu are installed on the administrator's workstation only.

This is the recommended setup for large environments because it allows one person to maintain all the reports and configuration files. Any updates made will affect all clients simultaneously.

If you are using the network model, you should also decide whether you want your reports to be available globally (all reports in one directory, with a single .INI file listing them all), or compartmentally (reports separated either physically or by means of limited .INI files tailor-made to different user groups).

Note: Be sure that whichever deployment you choose, you know the paths to the locations where you want to store/have stored the shared components.

- Under a Network installation, you are prompted for a directory in which to place these files.
- Under a Client only installation, you are prompted for a directory in which to search for these files.
- Under a Local installation, the files are placed in a default directory.

The following diagram shows the three types of installation—Client, Administrator, and Network—and lists the products that need to be installed with each setup. The directory structure for each installation is also outlined.



Client(s)

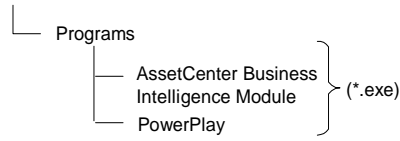
Cognos

PowerPlay 6.6

Script Editor

Business Intelligence

Module Client



Administrator

Cognos

PowerPlay 6.6

Script Editor

Transformer

Scheduler

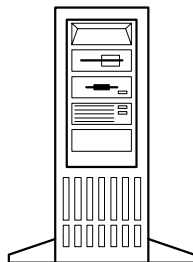
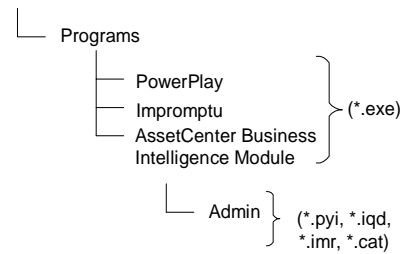
Impromptu

Business Intelligence

Module Client

Business Intelligence

Module Administrator



Network

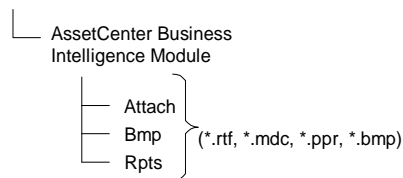
Reports

Cubes

Bitmaps

Attachments

Catalog



Before you begin

To ensure an effective and problem-free installation, read the following checklist before beginning the installation.

How to deploy

Have you decided how to deploy your AssetCenter Business Intelligence Module system?

The type of deployment for Business Intelligence Module, whether local, global, or networked compartmentally, has an impact on installation. Confer with any other personnel who might be involved in AssetCenter data distribution to find the method that meets your needs for convenience and security.

Cognos Business Intelligence Suite installation

Have you installed the Cognos Business Intelligence Suite on all workstations that will run the AssetCenter Business Intelligence Module client?

A PowerPlay run-time environment is not shipped with AssetCenter. A licensed copy of Cognos PowerPlay and the Cognos Script Editor are required on all workstations that will use the Business Intelligence Module Client, as well as a copy of Cognos Transformer, Scheduler, and Impromptu on your Business Intelligence Module administrator's workstation. You can complete the installation without these products, but the Business Intelligence Module Client will not function until PowerPlay is installed.

Refer to the Cognos installation guide for full details on how to perform the setup. Be sure that you install PowerPlay, Transformer, and Scheduler (these are all included with the typical installation option). No other software is required for the Business Intelligence Module utility.

AssetCenter

Do you have access to the AssetCenter database?


The AssetCenter Business Intelligence Module draws data from the AssetCenter database. If you have not installed AssetCenter, PowerPlay will not be able to create reports.

System requirements

Have you checked to make sure you meet the system requirements?

Refer to Chapter 1 for a list of system requirements.

Installing the AssetCenter Business Intelligence Module

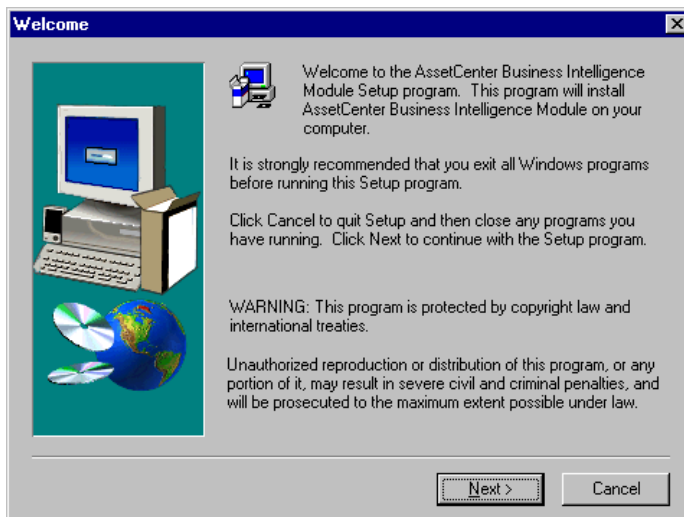
1. Insert the AssetCenter Business Intelligence Module CD-ROM into your CD-ROM drive.
2. Wait for the setup routine to run automatically.
Or
Click the **Start** button on the desktop task bar.
 - a. Select **Run**.
 - b. Enter the path <CD drive>\setup.exe (where <CD drive> is the letter designation of your CD-ROM drive).
 - c. Click  .

The AssetCenter Business Intelligence Module splash screen appears, followed by the **Choose Setup Language** dialog box. Choose English, French, German, or Japanese.



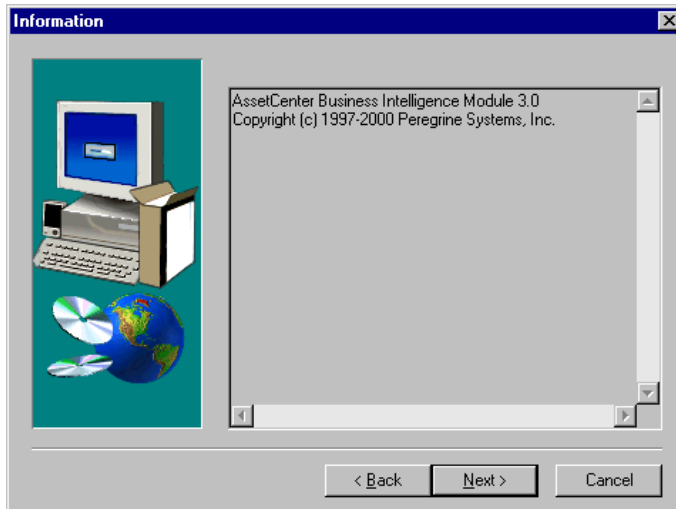
3. Click  .

The **Welcome** dialog box is displayed.



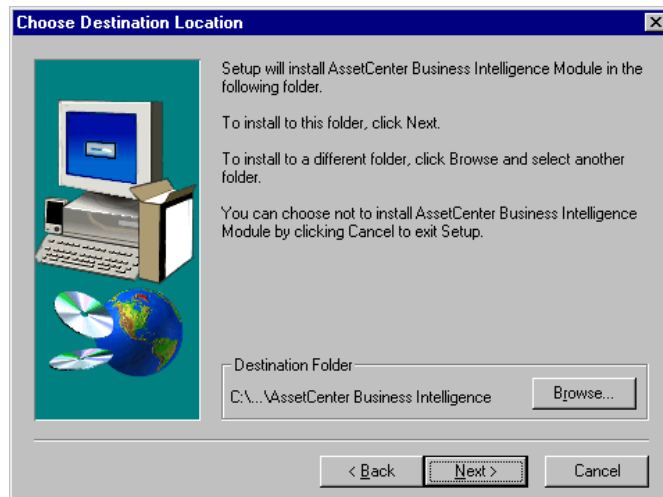
4. Click  .


An **Information** dialog box is displayed.

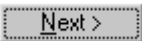


5. Click  .

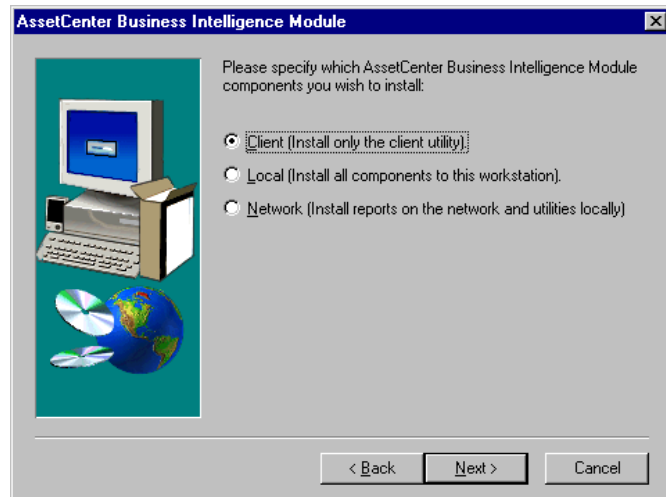
The **Choose Destination Location** dialog box is displayed.



In most cases, you will want to use the default location for the installation. You can choose an alternate location by clicking the  button to navigate to a different directory.

6. When you have made your selection, click  .

A dialog box is displayed in which you can select the components you want to install.



7. Select the type of installation you want to perform:


- Client—Only the Client utility is installed on the current workstation.
- Local—The Client utility, Administrator utility, and all shared files (reports, cubes, bitmaps, .INI files) are installed on the current workstation.
- Network—The Client and Administrator utilities are installed on the current workstation. All shared resources are placed in a network location, the path to which will be specified later during the installation process.

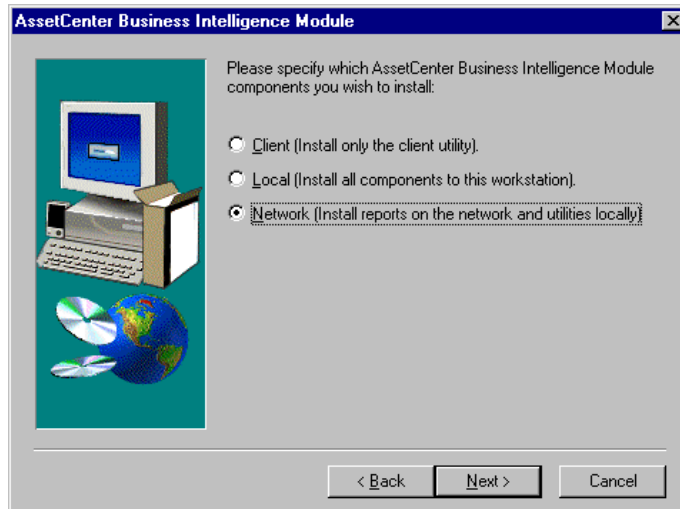
To continue the installation, proceed to one of the following sections based on the type of installation you have chosen.

- Distributed environment (page 13)—instructions for completing a Network installation. You can then use the Client installation to install the Business Intelligence Module client on individual workstations.
- Personal environment (page 19)—instructions for completing a Local installation.

Distributed environment

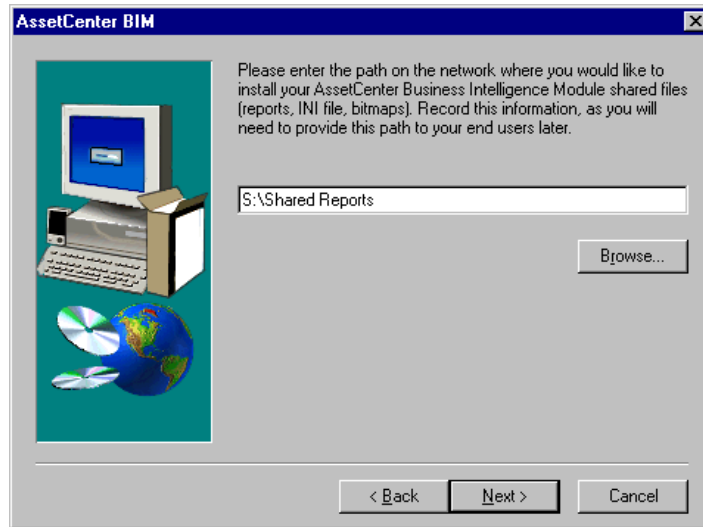
Network installation

1. Select the **Network** option button, and then click  .

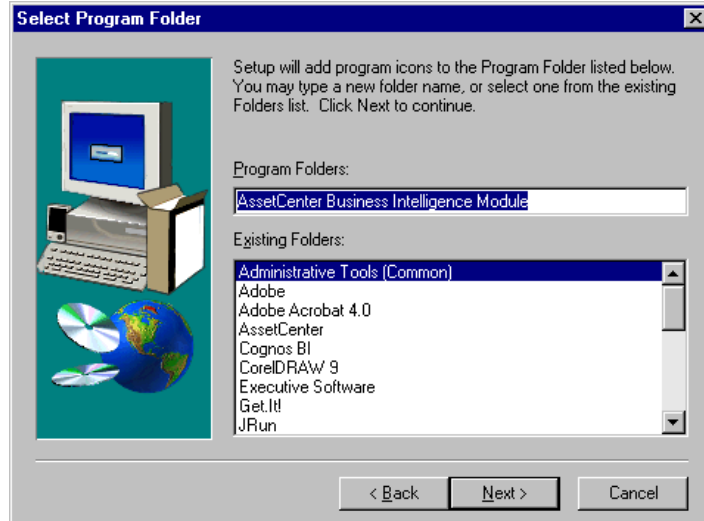


2. Specify the network path to the location where the shared resources (reports, .INI files, and bitmaps) will be stored. This is the network drive where you will later point your Client installations to access system resources.

Your Client, Administrator, .PVI, and .TXT files will be installed locally on the workstation performing the installation.

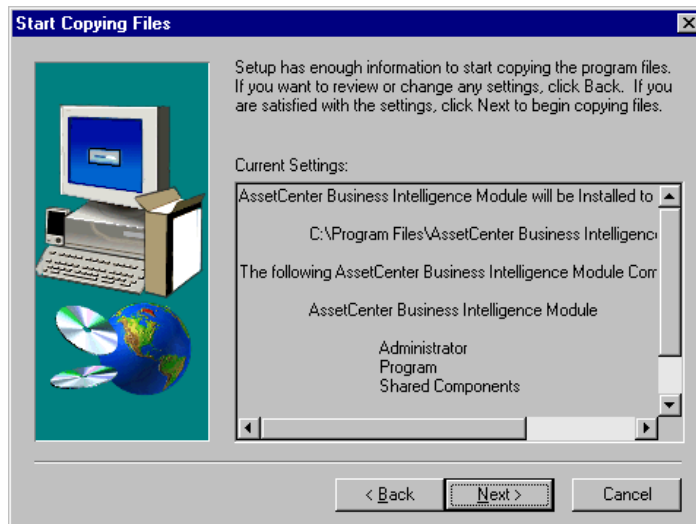


3. Click **Next >**.



4. Select the program folder where you want the local Business Intelligence Module resources installed and click **Next >**.

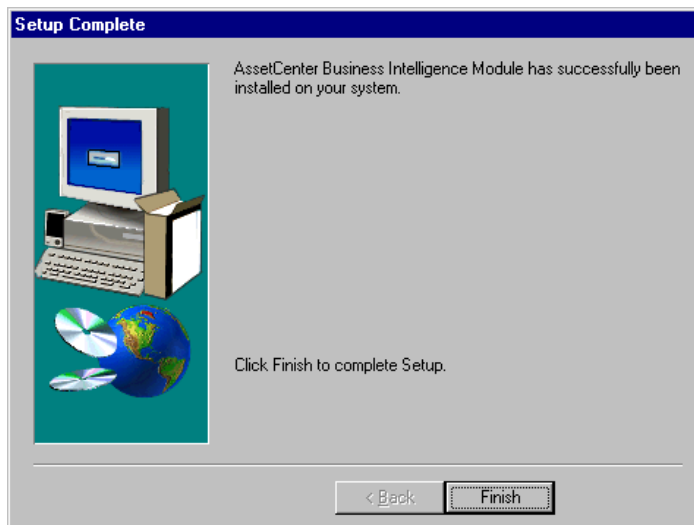
The **Start Copying Files** dialog box is displayed.



5. Verify that the settings are correct, and then click **Next >** to begin copying the files.


The files are copied to the designated location on your local machine and to the specified network path.

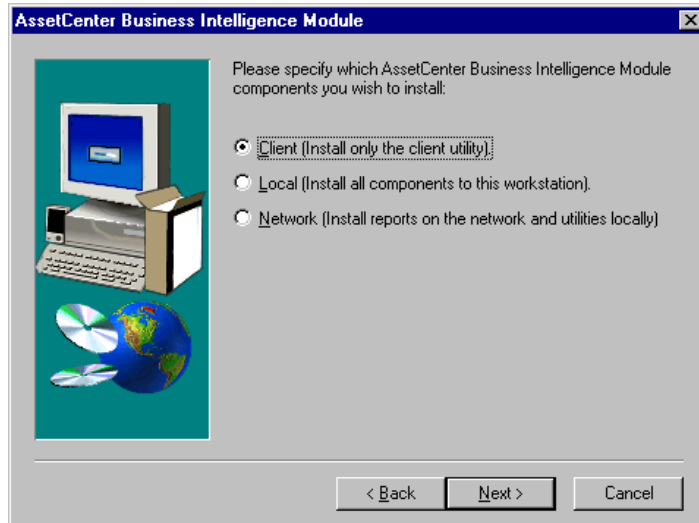
A dialog box indicating that the AssetCenter Business Intelligence Module has been installed is displayed. The program icons are displayed in a separate window.



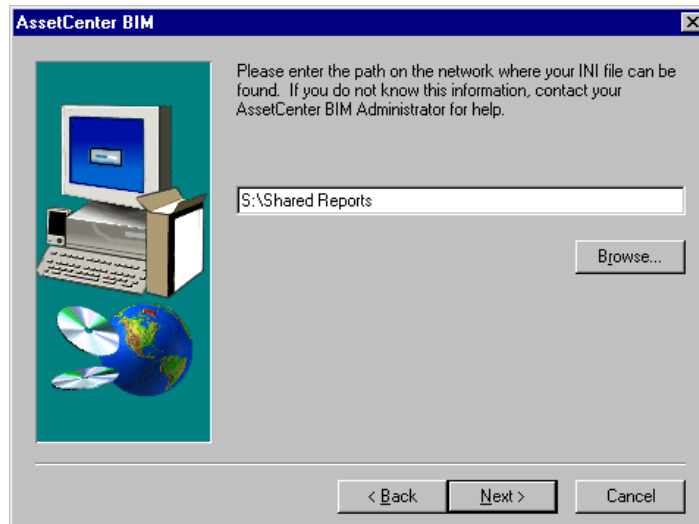
6. Click **Finish** to complete the installation.

Client installation

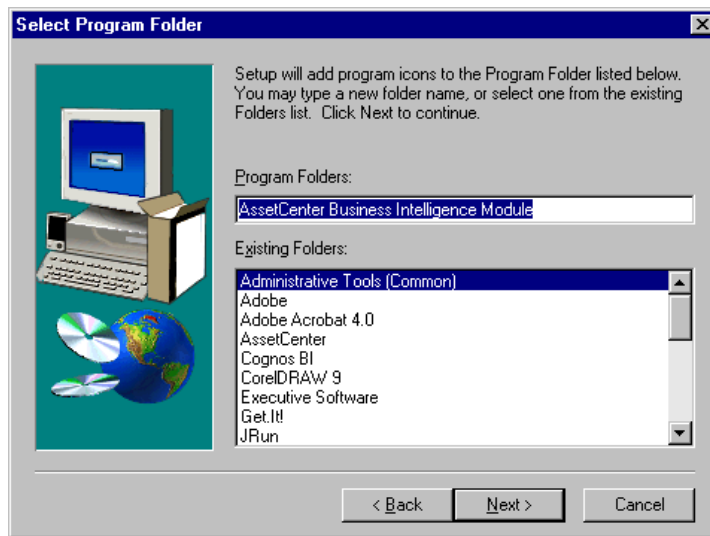
1. Select the **Client** option button, and click  .



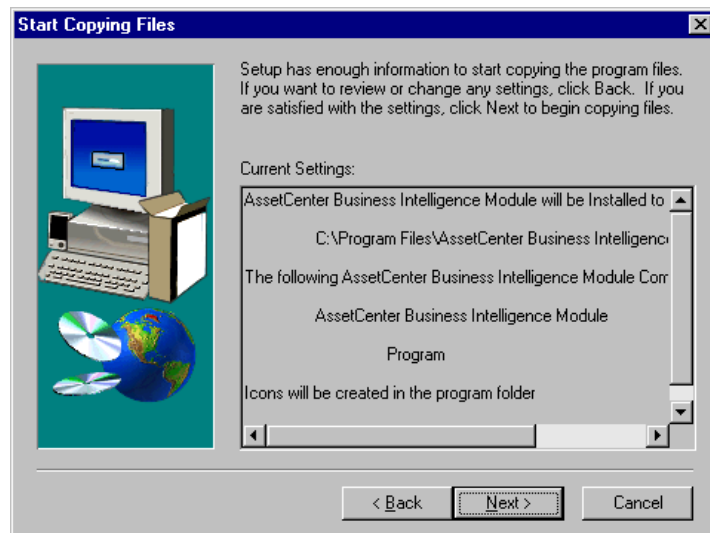
2. Specify the path to the location where the shared resources will be kept. This is the network drive where you previously installed the files using a network installation on another machine.



3. Click  .

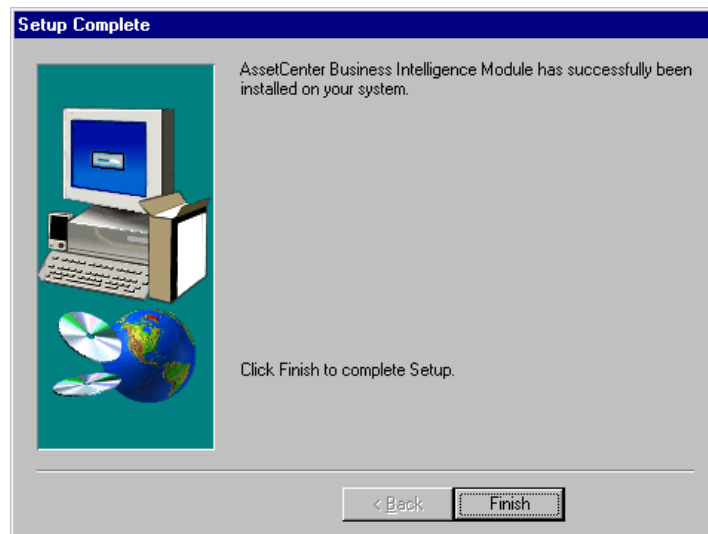



4. Select the program folder to contain the local AssetCenter Business Intelligence Module resources, and then click **Next >** .
The **Start Copying Files** dialog box is displayed.



5. Review the current settings, and then click **Next >** .
The files are copied to the designated location on your local machine, and the Client is directed to the specified system resources on the network.


A dialog box is displayed indicating that the setup is complete. A separate window containing the program icons is displayed.

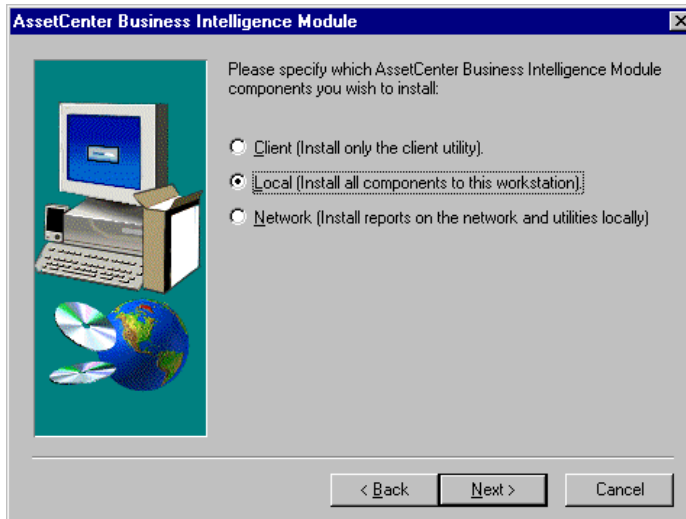


6. Click  to complete the installation.

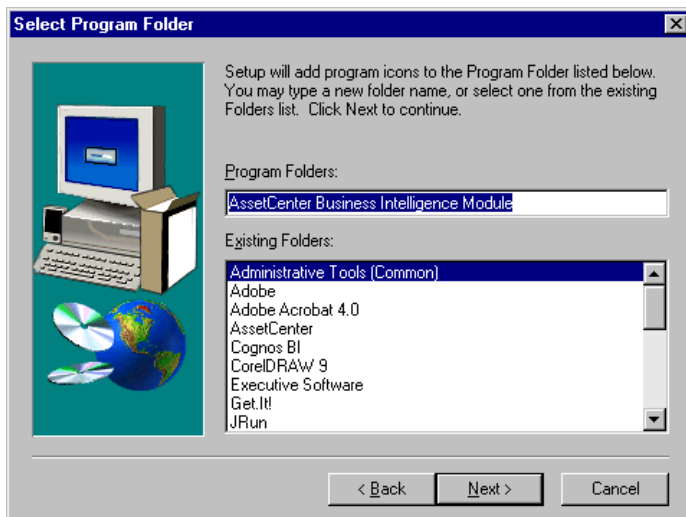
Personal environment

Local installation

1. Select the **Local** option button, and then click  .

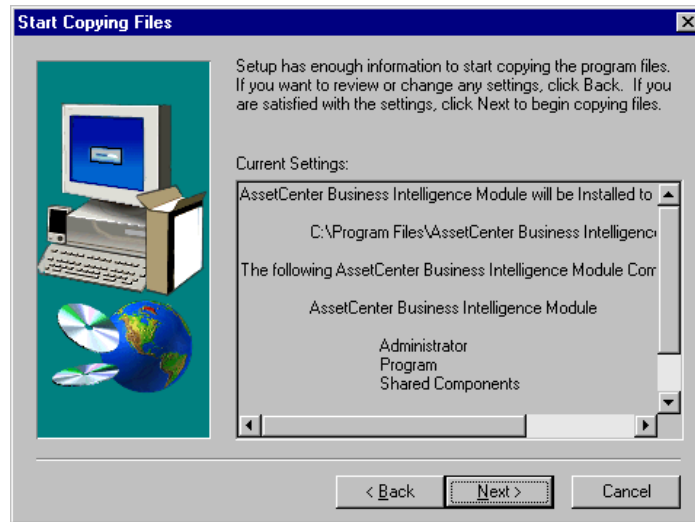


The destination location you specified on your local workstation prior to selecting the local installation option will be the location for the system resources. All system resources are placed on your machine with no reliance on networked or external resources.



2. Select the program folder to contain the local Business Intelligence Module resources, and then click **Next >** .

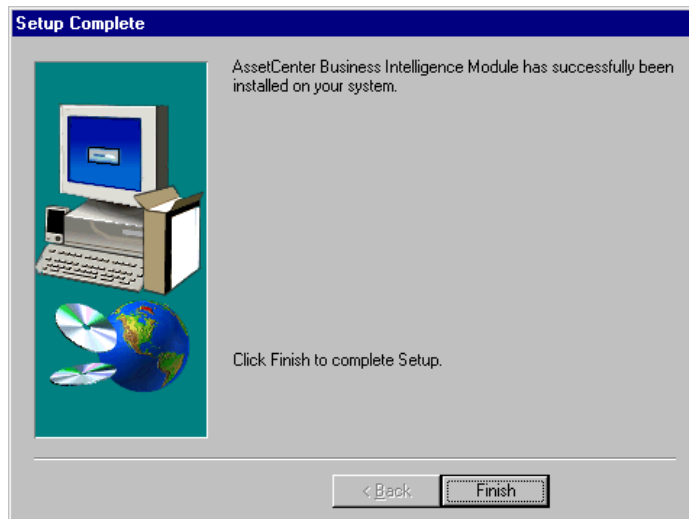
The Start Copying Files dialog box is displayed.




3. Verify that the settings are correct, and then click **Next >** to begin copying the files.

The files are copied to the designated location on your local machine, and the Client is configured to connect with local system resources on the same machine.

A dialog box indicating that the AssetCenter Business Intelligence Module has been installed is displayed. The program icons are displayed in a separate window.



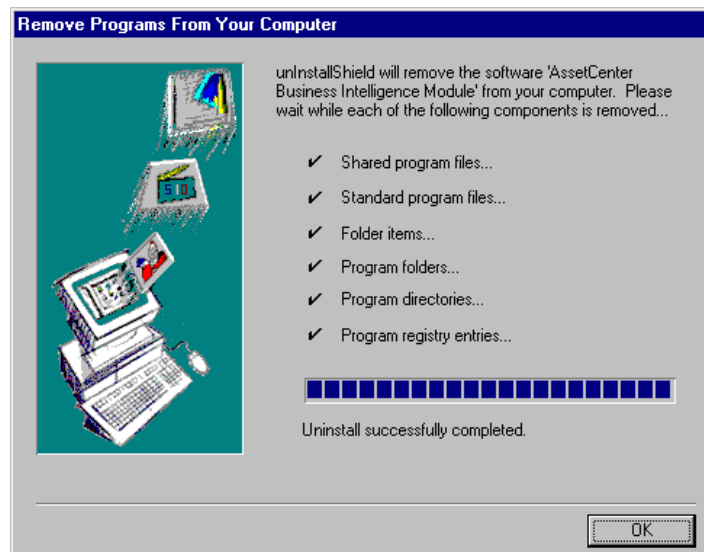
4. Click  to complete the installation.

Uninstalling the AssetCenter Business Intelligence Module

1. From the Windows Start menu, select **Programs | AssetCenter Business Intelligence Module | Uninstall AssetCenter Business Intelligence Module**.

2. At the prompt, click to continue the uninstall.

A dialog box is displayed while the files are being removed from your system.



3. When the process is completed, click .

Note: The AssetCenter Business Intelligence Module uninstall program should remove everything created during the installation. However, log files created by the cube-building process after installation will not be removed. After running the uninstaller, it may be necessary to manually delete the AssetCenter Business Intelligence Module directory.

Chapter 3 - Post-installation setup procedures

After the AssetCenter Business Intelligence Module has been installed, there are several setup procedures that need to be performed to accomplish the following:

- Configure the Impromptu catalog.
- Configure PowerPlay Transformer to point to the appropriate database.
- Change the user ID.
- Update the **cogdmod.ini** file.
- Refresh the cubes to bring data from your AssetCenter database into the cubes.

Configuring the Impromptu Catalog

This procedure will point the Impromptu catalog to the correct directory so that when the PowerPlay cube is refreshed, the data from your AssetCenter database will be pulled into the cube.

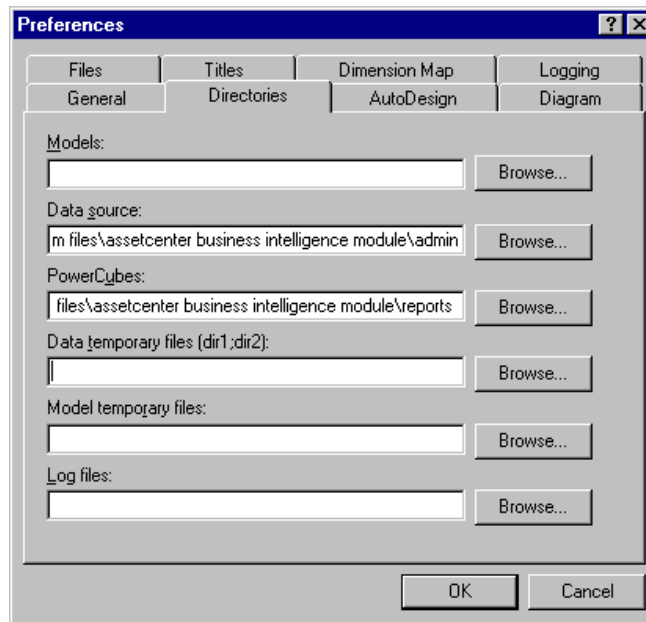
1. Open Impromptu Administrator. Select **Catalog | Open**.
2. Browse to your AssetCenter Business Intelligence Module directory and find the file **acdemo.cat** in the **Admin** sub-directory.
3. Click **Open**.
4. Log in to AssetCenter using the ID “Admin” and no password.
5. Log out of AssetCenter and close Impromptu.

The process of logging into AssetCenter has now made the connection between the Impromptu catalog and the AssetCenter database.

Setting up PowerPlay Transformer

This procedure will establish paths to the data source files (IQD) and the output directory for your cubes (MDC). This must be done before the first time you refresh the cubes.

1. Start Transformer from the **Start** menu, or double-click the “Transformer” icon on your desktop.
2. Select **File | Preferences**. Click the **Directories** tab.
3. In the **Data source** field, type the path to the AssetCenter Business Intelligence Module **Admin** directory.
4. In the **PowerCubes** field, type the path to the AssetCenter Business Intelligence Module **Reports** directory.

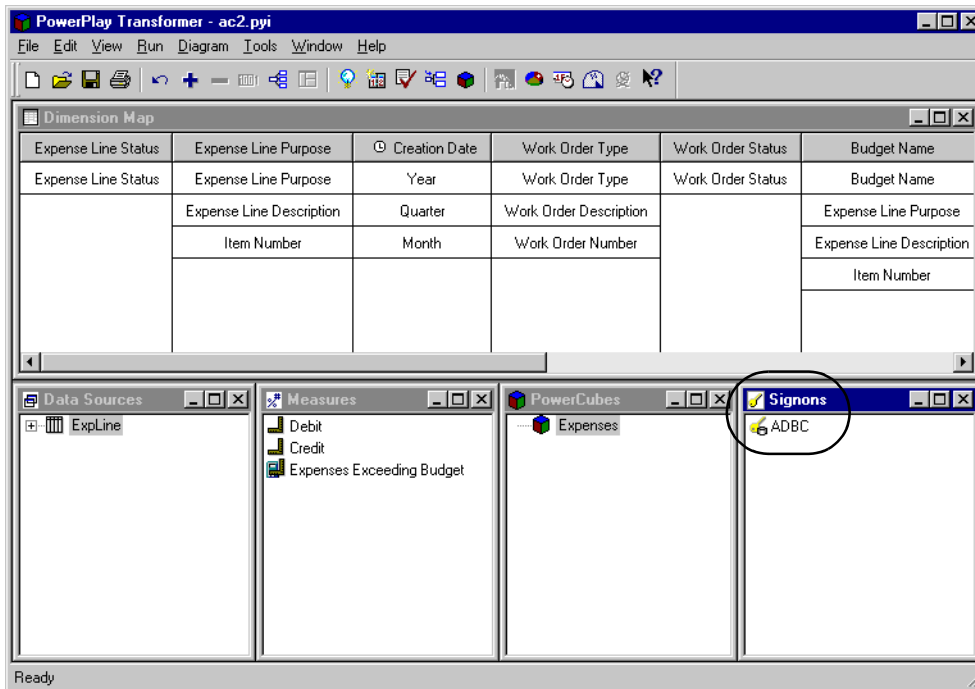


5. Click **OK**.

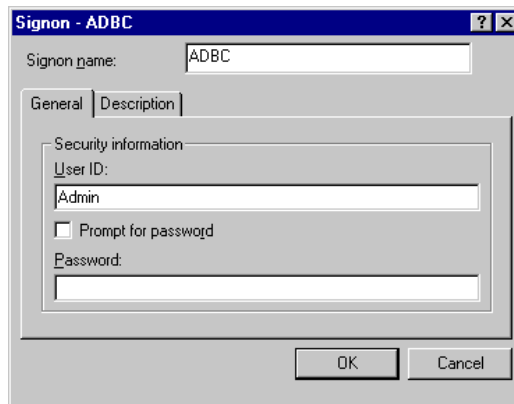
If you have changed the AssetCenter ADBC login user ID and password from the default, you will need to change these properties back to the default values in each .PYI file in Transformer using the following procedure.

Changing the user ID and password

1. In Transformer, select **File | Open**.
2. Browse to your **Business Intelligence Module Admin** directory. Double-click a **.PYI** file to open it in Transformer.
1. Double-click **ADBC** in the **Signons** window.



2. In the **Signon** dialog box, type **Admin** in the **User ID** field, and leave the **Password** field blank. Click **OK**.



3. Repeat this procedure for each .PYI file.

Updating the cogdmod.ini file


The bulk fetch feature in SQL is not supported by the AssetCenter ADBC driver. Use the following procedure to disable this feature:

1. Open the **cogdmod.ini** file using any text editor.
2. Under the heading [DRIVE:ADBC32.DLL], add the following lines:
SQL_MAX_COLUMN_NAME_LEN="128"
SQL_API_SQLEXTENDEDFETCH="FALSE"
3. Save and close the file.

Refreshing the PowerPlay cubes

To refresh the cubes:

- Click the Cube  button in the Transformer toolbar.

The cubes will now pull data from the AssetCenter database into the cubes, ready to be used to create reports. After this initial setup, you can click the  button whenever you want to refresh the cubes.

Scheduling the cubes to refresh automatically

You can schedule the Transformer cube refreshes to occur on a regular basis. Since a cube cannot be refreshed if it is being used (in other words, if PowerPlay is running), you should consider scheduling the refresh to occur during non-work hours. You can easily refresh the data manually, but it will greatly ease system maintenance if you know that data is being refreshed automatically.

Note: This section summarizes the information contained in your Cognos Scheduler documentation. Please consult that document for more details.

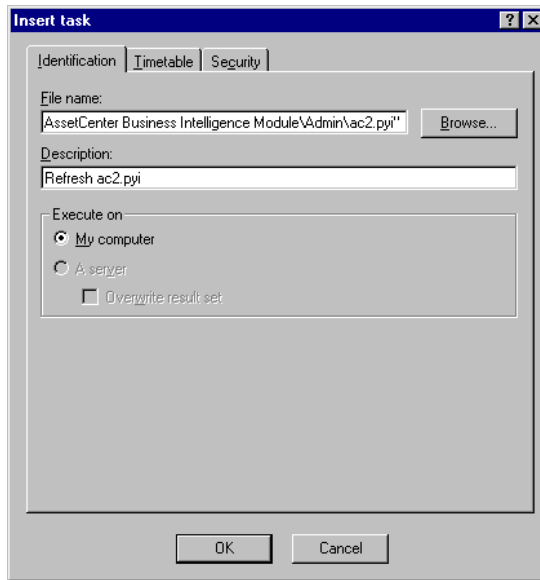
1. Double-click the Scheduler desktop icon.
2. Select **Insert | Recurring Task**.
3. Browse for the Transformer executable file (Program Files\Cognos\cer1\bin\trnsfrmr.exe).
4. Edit the **File name** field to read as follows:

```
"<path>\trnsfrmr.exe" -n -I "<PYIfile>"
```

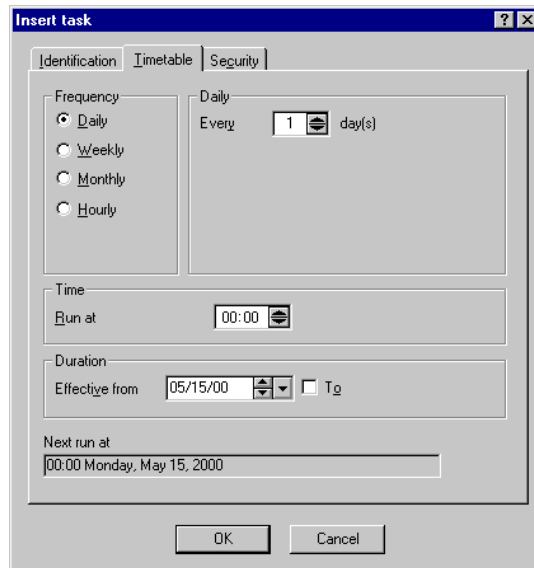
where <path> is the full path to your Transformer application and <PYIfile> is the file path and file name of the **.PYI** file to load and compile. Be sure to include the quotation marks around the Transformer executable file and the PYI file.

For example:

```
"C:\Program Files\Cognos\cer1\bin\trnsfrmr.exe" -n -i "C:\Program Files\AssetCenter Business Intelligence Module\Admin\ac2.pyi"
```
5. Type a descriptive name for the task in the **Description** field.



6. Select the **Timetable** tab.
7. Select the frequency for the refresh to occur.



8. Click **OK** .
9. Repeat this procedure for each **.PYI** file.

Chapter 4 - Using the AssetCenter Business Intelligence Module

Logging into the Business Intelligence Module client

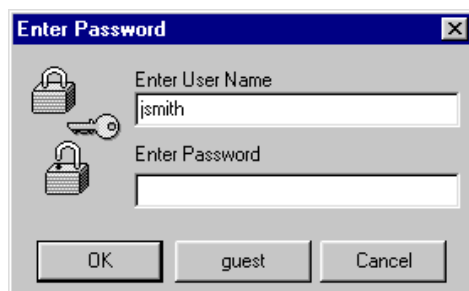
When you start the Business Intelligence Module client, you will be asked to log into the system. Logging into Business Intelligence Module is not the same as an AssetCenter login, and it will not connect you to the AssetCenter database. The purpose of this login is merely to keep track of each user's personal settings and folders.

To log into the AssetCenter Business Intelligence Module client:

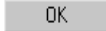
1. From the Windows **Start** menu, select **Programs | AssetCenter Business Intelligence Module | AssetCenter Business Intelligence Module Client**.

Or double-click the Business Intelligence Module Client icon on your desktop.

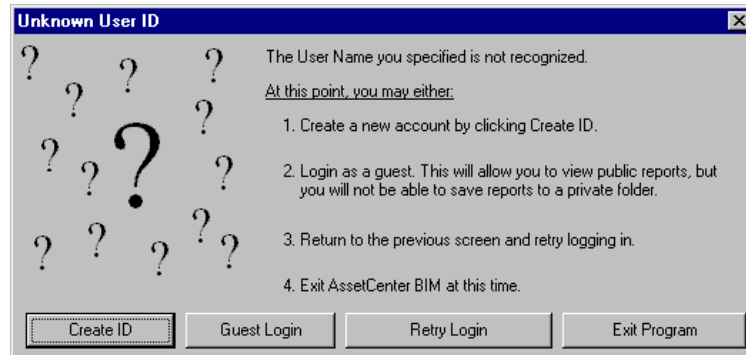
A login dialog box is displayed.

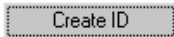


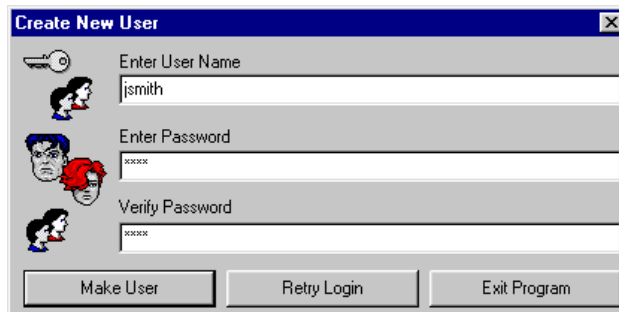
2. Choose from the following procedures:
To log in as a new user:

- a. If you are logging in for the first time, type your user name, and then click .

The following dialog box is displayed.

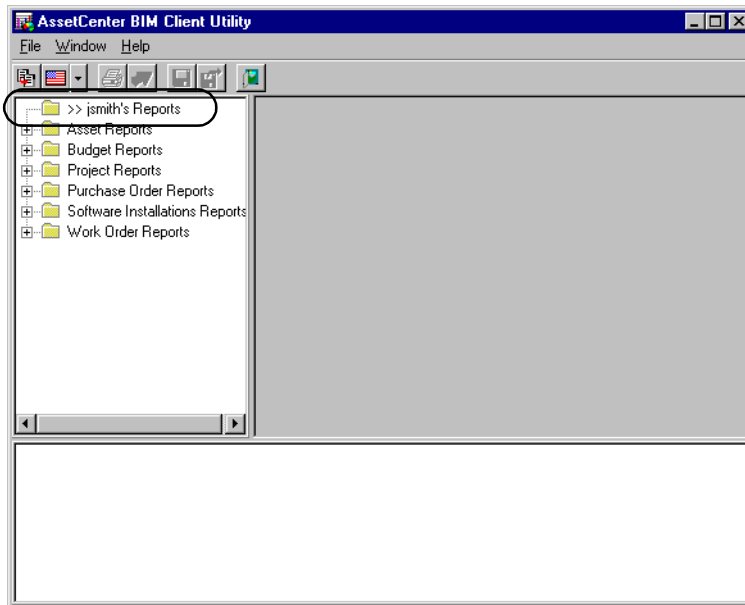


- b. Click  to continue creating your new account.
- c. In the dialog box displayed, type the password you want to use, and retype it in the third field to confirm it.



- d. Click  to create your new ID.

When the Business Intelligence Module Client starts, you will see your personal folder at the top of the **Report List** window.



To log in as an established user:

- a. If you have previously logged into Business Intelligence Module, type your password.
- b. Click .

To log in as a guest:

- If you would like to log in as a guest, click .

Guest users can view and print reports, but they cannot save items to a personal folder.

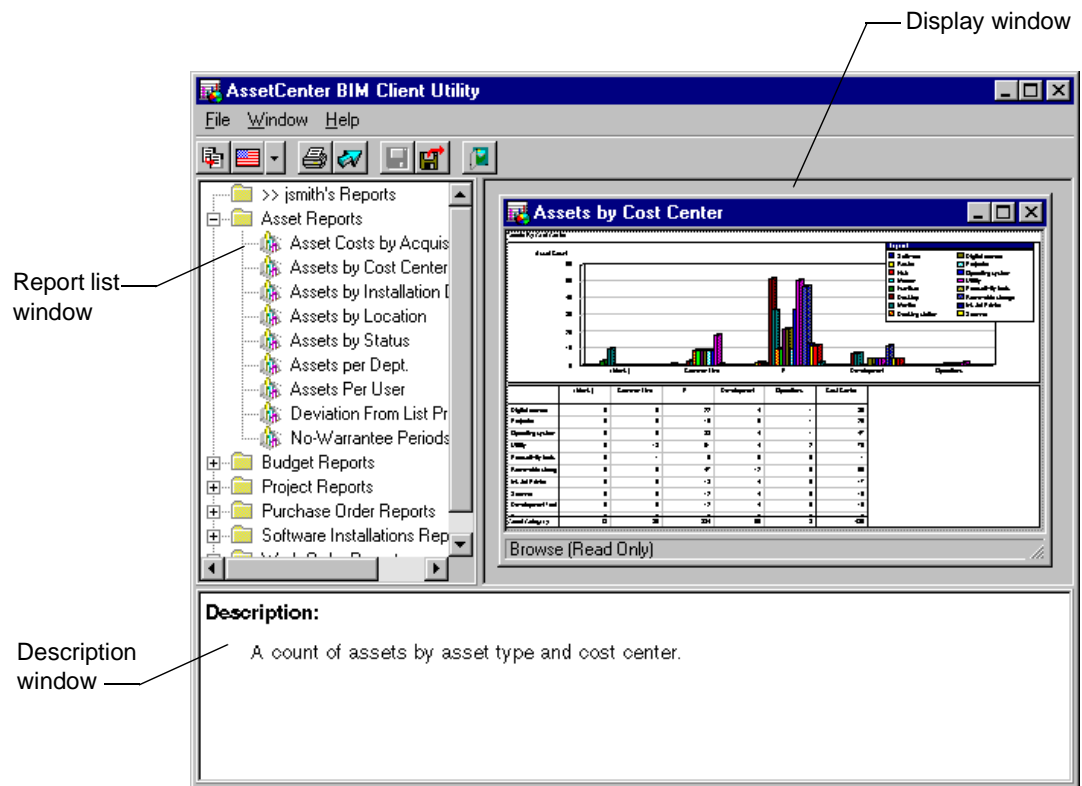
On startup, your Business Intelligence Module Client will load the settings from the default .INI file (specified during the installation).

If the Client cannot find this file, you will be prompted to select a file. For more information on changing the default .INI file, see the “Command Line Option” section on page 40.


The Business Intelligence Module Client environment

The Business Intelligence Module Client screen is divided into three windows, each of which can be resized by dragging the separator bars between each area.

- In the top left corner is the **Report List** window, which contains a master list of all available reports separated by category.
- In the upper right corner is the **Display** window. Each active report is shown in a child window.
- Across the bottom of the screen is the **Description** window. It contains a rich-text file (.RTF) displaying any available information about the currently selected report or category.



The Report List window

The **Report List** window contains the master list of all reports available. To change this list, open a different configuration file (**.INI**) by clicking the  button on the power bar to browse for an appropriate file.

Note: Items marked with a red exclamation point indicate that the report file specified was not found, and you will be unable to execute that item.

The Display window

To display a report, double-click the report name in the **Report List** window. The report will appear in a child window in the **Display** window. Multiple reports can be displayed in this manner.

Reports in the **Display** window are static; you cannot change formatting or dimensions.

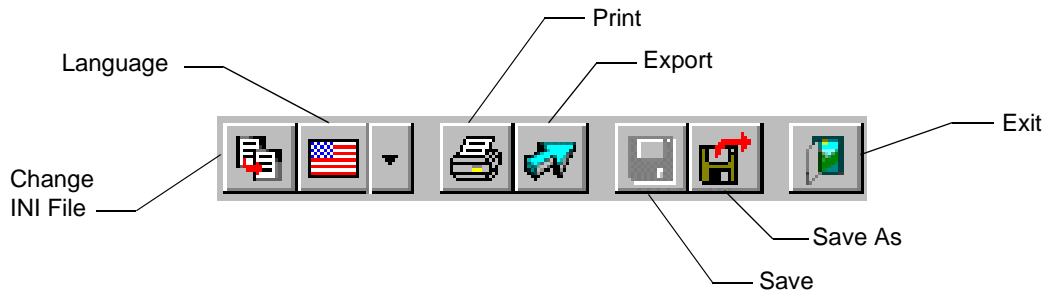
To alter the view of a report, you will need to enter **Editable Mode**. See the “Viewing, Printing, and Manipulating Reports” section on page 35 for instructions.

The Description window

For each report, data cube, or category in the report list, it is possible to associate a rich-text file (**.RTF**) containing descriptive information about the item. Every time you highlight an item in the **Report List**, any associated information is displayed in the **Description** window.

The Power Toolbar

This toolbar contains the most common controls for editing the configuration file.



Toolbar button	Description
Change INI File	Starts with a new, blank configuration file.
Language	Allows the user to select the language used in the application, appearing in menus, menu options, dialog boxes, and messages. Select English (American), Français, Deutsch, Italiano, Japanese, or Español.
Print	Prints the current report.
Export	Initiates the report export process.
Save	Saves the current file using the original name.
Save As	Saves the current file under a different name.
Exit	Closes the program.

Viewing, printing, and manipulating reports

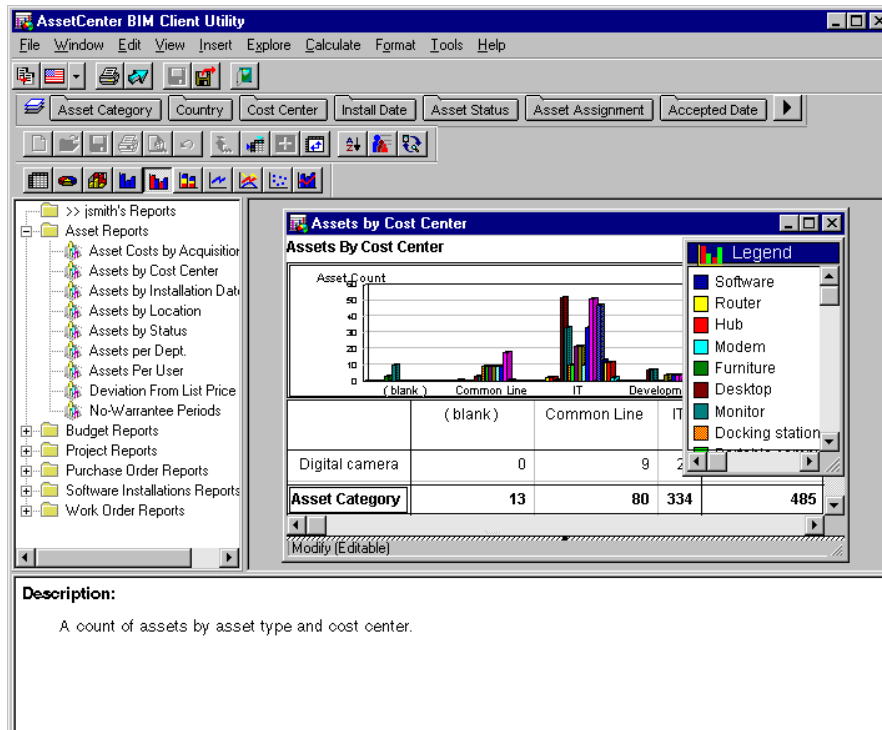
By default, Business Intelligence Module starts in **Browse Mode**. In this mode you can view any number of reports by double-clicking the item in the list. A child window appears in the **Display** window.

Browse Mode has the advantage of being a quick, lightweight environment and provides a convenient, ordered list of all your report items. However, if you want to alter the report in any way, (for example, change the report dimensions or move the legend box), you must be in **Editable Mode**.

To enter editable mode

1. Double-click the child window of any open report.


Your environment changes to a combination of your Business Intelligence Module window and the Cognos PowerPlay environment.



In this view you can change dimensions, measures, views, or formatting as you would in the full PowerPlay environment. You can also print or export your report, or you can move reports to your personal folder.

Note: This environment provides more capabilities, but requires more memory because it adds functionality while maintaining the master list and description items.

It is recommended that you stay in **Browse Mode** until you have all of the reports you want to view or print on the screen. Then, if necessary, change modes to **Editable Mode**, alter the reports as desired, and print. This makes the best use of the strengths of both environments.

2. To close a report in **Editable Mode**, click the window  button for that report.

Note: Close only the child window of the report, not the main Business Intelligence Module window. Closing the main window exits the application.

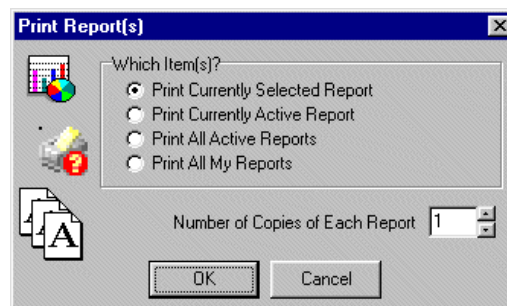
To print reports in editable mode

1. Select **File | Print**.

Or


Click the  button on the power toolbar in the main window.

A **Print Reports** dialog box is displayed.



2. Choose from the following options:

Print Option	Description
Print Currently Selected Report	Prints the report you last highlighted in the Report List window (not the currently active report). Use this to print reports without viewing them.
Print Currently Active Report	Prints the report that is currently open and whose window is selected.
Print All Active Reports	Prints all reports that you have open in the Display window, whether they are active or not.
Print All My Reports	Prints all reports listed in your personal folder.


3. Select the number of copies of each report desired.
4. Click  .

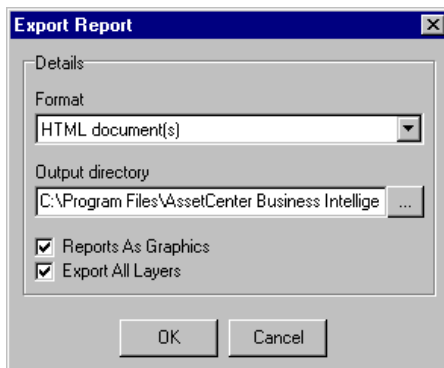
If you have selected either **Print All Active Reports** or **Print All My Reports**, a progress bar appears in the upper right-hand corner of your screen showing print job progress. This is a background process, which allows you to continue viewing reports while it runs the print batch.

To export reports

1. Select **File | Export**.


Or

Click the  button on the power toolbar.



You can export to one of three formats.

Format	Description
Comma-Delimited Text	Creates a plain text format of the report that is suitable for importing into any Cognos PowerPlay system. A file is created in the directory you specify with the file name “<reportname>.asc”. For example, if you chose the report Top Reps.ppr for export to Comma-Delimited Text and specify the path C:\temp, the output file will be C:\temp\Top Reps.asc.
Microsoft Excel	Creates an Excel workbook based on the report highlighted in the Report List. The output file works on the same principle as Comma-Delimited Text, but the extension is .XLS.
HTML document(s)	<p>Export to HTML works on similar principles to the other exports, with the exception of two additional options:</p> <p><i>Reports As Graphics</i>—HTML exporting can be done in tabular or graphical format. When this option is checked, a snapshot of the entire report will be made and saved as a .JPG file. This makes for a more attractive end product because it includes all graphs and pictures in the report. If this option is not selected, a web document is created using standard HTML tables and text, providing a table view of the data. This is less attractive, but it makes for faster downloads and allows end-users to cut and paste data from the table into other applications.</p> <p><i>Export All Layers</i>—If your report uses layers, checking this creates a web document for each layer. It also creates a table of contents page, using frames for easy navigation through the layers. If this option is not checked, only the main page is exported.</p>

2. Select the desired options.
3. Click  to begin the export.

To add reports to your personal folder

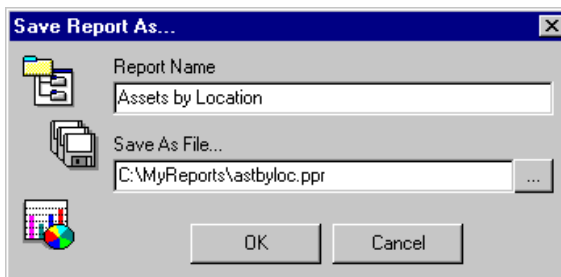
By default, all reports in the system are public; therefore, the reports are shared by all users and cannot be edited, although they may be temporarily altered before printing. There may be certain reports you use more than others or that you want to edit to suit your needs. In these cases, you may want to add the reports to your personal folder.

1. With the report displayed, select **File | Save As**.

Or


Click the  button.


The following dialog box is displayed.



2. Specify a new name for the report. Each report must have a unique name.
3. Specify the path to the location where you want the file copied. You may want to choose a directory on your local machine, so your reports remain separate from the public set of reports.

Or

Click the  button to browse for another path.

4. Click  .

When completed, you receive confirmation that the report has been added. Now you are able to view it listed under your personal reports folder at the top of the **Report List** window.

Note: Once you have taken a report out of the public folders and placed it into your personal folder, the Business Intelligence Module Administrator is no longer responsible for maintaining the report. You must make sure that it does not become out of date.

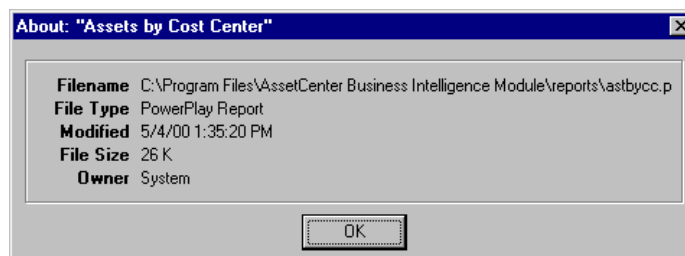
To view report properties

Sometimes you may need information on a report file that is not included in the description, for example, where the file is located and when it was last modified.

To view these details:

1. Highlight the file in the **Report List** window on which you want information.
2. Select **File | Properties**.

A dialog box is displayed containing the file name and other identifying pieces of information specific to the PowerPlay report.



Command line option

The command line option can be set for one instance by calling the application from the command line using the **Run** option in the **Start** menu. You can also right-click the program icon and select **Properties**, and then edit the **Shortcut** setting.

You can change the **.INI** file that your client uses as a default by calling the program with the parameter -i "<INI filename>", where <INI filename> is the full path to the desired file.

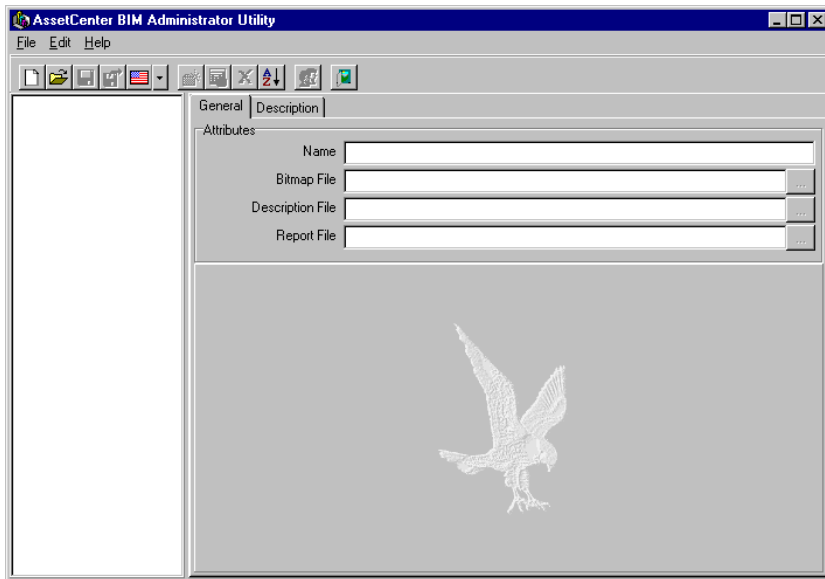
For example: "C:\Program Files\AssetCenter Business Intelligence Module\insightc.exe" -i "c:\doc\mynew.ini"




Note: You should always surround the .INI file name parameter with quotes (" ") to prevent special characters such as spaces from causing parsing errors.

Using the Business Intelligence Module Administrator utility

1. In your Windows **Start** menu, select **Programs | AssetCenter Business Intelligence Module | AssetCenter Business Intelligence Module Administrator** to start the Administrator utility. Or double-click the Business Intelligence Module Administrator icon on your desktop.

By default, the Administrator starts empty. This is so that you can maintain multiple configuration files for different user groups.



2. To load a particular configuration file, select **File | Open**, or click the  button to edit an existing file.
To start with a blank file, select **File | New File**, or click the  button.
3. Select the **.INI** file you want to load (the default is **insight.ini**). Click .
If you are opening an existing **.INI** file, the associated reports and their details are displayed in the **Administrator** dialog box.

The Report List window

The **Report List** window displays a list of all reports included in this configuration file, sorted by category. You can add, delete, or edit any of these items. As in the Business Intelligence Module Client, missing files are marked with a red exclamation point.

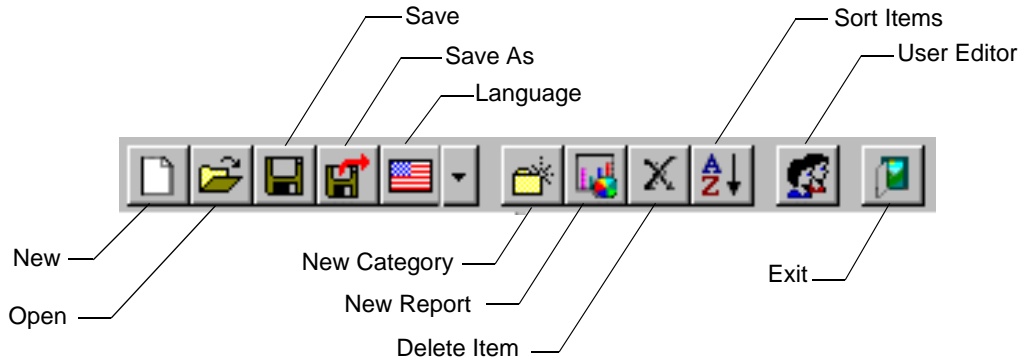
The Report Detail window

The **Report Detail** window displays the settings for the currently selected report or category. You can edit these at any time.

Report setting	Description
Name	A recognizable name of the report as it will be seen by the end user.
Bitmap File	The bitmap that will be used for the icon next to the report in the Report Detail window. There is a default icon if none is specified. This should be a 16x16 Windows bitmap file. A number of examples are shipped with Business Intelligence Module Administrator and can be found in your Bitmaps directory. Categories will ignore this setting and always be shown as folders.
Description File	The rich-text file (.RTF) that will be displayed on the bottom part of the Client utility. To edit the actual file, switch to the Description tab. The description file cannot be edited without an assigned file name.
Report File	The PowerPlay report multidimensional cube file that will be displayed in the Client utility when this item is clicked.

The Power Toolbar

This toolbar contains the most common controls for editing the configuration file.



The following table describes each toolbar option.

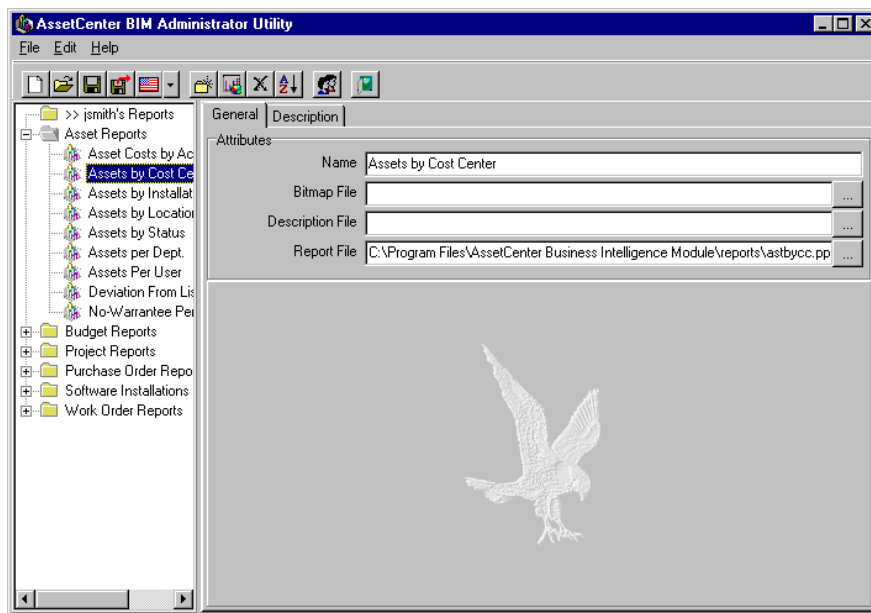
Toolbar option	Description
New	Starts with a new, blank configuration file.
Open	Opens an existing configuration file.
Save	Saves the current file using the original name.
Save As	Saves the current file under a different name.
Language	Selects the language (English (American), Français, Deutsch, Italiano, Japanese, or Español) to be used in the application.
New Category	Creates a new report category folder in this file.
New Report	Creates a new report item under the currently selected category folder.


Toolbar option	Description
Delete Item	Deletes the selected report/category. Deleting a category deletes all reports under that category.
Sort Items	Alphabetizes the list.
Edit User	Accesses the user accounts; i.e., login names and passwords, including adding and deleting users.
Exit	Closes the program.

Editing the Description file

Description files are rich-text format (.RTF) files. They can be created in any external program that can create .RTF files (for example, Microsoft Word) or can be created using this editor.

1. Open Business Intelligence Module Administrator.
2. Open the INI file you want to use (**File | Open**).
3. Specify a valid file name in the **Description File** field on the **General** tab. Once the file name has been entered, the editor becomes active.



4. Click the **Description** tab. Type a brief description of the file. This description will be displayed in the **Description** window of the Business Intelligence Module Client. There is no limit to the size of the description file, but the **Description** window has a limited viewing area and larger files will slow down the application. In general, one or two sentences should be enough.
5. Click  .

Chapter 5 - Reports shipped with the AssetCenter Business Intelligence Module

This chapter includes information about all of the reports shipped with the AssetCenter Business Intelligence Module. The reports are grouped by category and are alphabetized by report name within each category.

Asset reports

Name: Asset Costs by Acquisition Type

Filename: purvslse.ppr

Powercube: ac1.mdc

Description: A tally of the amount of money spent on assets purchased vs. assets leased over the last year. Drill down is available by date down to individual months, and a layer exists for each asset category.

Name: Assets by Cost Center

Filename: astbycc.ppr

Powercube: ac1.mdc

Description: A count of assets by asset type and cost center. Drill down by type into manufacturer and model is available.

Name: Assets by Installation Date

Filename: astbyins.ppr

Powercube: ac1.mdc

Description: A count of assets by asset type and date of installation. Drill down by type into manufacturer and model, and drill down by install date into quarter-years and months are available.

Name: Assets by Location

Filename: astbyloc.ppr

Powercube: ac1.mdc

Description: A count of assets by asset type and physical location. Drill down by type into manufacturer and model, and drill down by location into state, city, and building are available.

Name: Assets by Status

Filename: astbysta.ppr

Powercube: ac1.mdc

Description: A count of assets by asset type and asset status. Drill down by type into manufacturer and model available.

Name: Assets per Dept.

Filename: ratio1.ppr

Powercube: ac5.mdc

Description: A count of assets by department and location. Drill down available on both metrics.

Name: Assets Per User

Filename: ratio2.ppr

Powercube: ac5.mdc

Description: A count of assets by asset owner and location.

Name: Deviation From List Price

Filename: devfrmlst.ppr

Powercube: ac1.mdc

Description: A comparison of list prices vs. purchase prices on assets by asset type and cost center. Drill down by type into manufacturer and model available.

Name: No-Warranty Periods

Filename: nowarr.ppr

Powercube: ac1.mdc

Description: A count of the average number of months an asset will be in use beyond the end of the warranty period by asset type and cost center. Drill down by type into manufacturer and model are available.

Budget reports

Name: Credits and Expenses Over the Last 2 Years, by Cost Center

Filename: budget5.ppr

Powercube: ac2.mdc

Description: A tiered report displaying credits, debits, and over-budget numbers by quarter for each cost center.

Name: Credits and Expenses Over the Last 2 Years, by Cost Center 2
Filename: budget6.ppr
Powercube: ac2.mdc
Description: Same as above, using layers instead of tiers.

Name: Expenses by Budget and Purpose
Filename: budget7.ppr
Powercube: ac2.mdc
Description: A tally of expenses for each budget by type of expense. Drill down into specific expenses available.

Name: Expenses Exceeding Budgets
Filename: budget1.ppr
Powercube: ac2.mdc
Description: A tally of expense credits vs. debits for the year, displaying the difference between the two by date and cost center.

Name: Expenses Exceeding Budgets 2
Filename: budget2.ppr
Powercube: ac2.mdc
Description: Same as above, but with all numbers on the same layer.

Name: Internal vs. Off-Site Work Order Expenses
Filename: budget8.ppr
Powercube: ac2.mdc
Description: Work Order expenses by budget, divided by internal vs. external maintenance.

Name: Purchase and Lease Expenses Over the Last 2 Years, by Budget
Filename: budget4.ppr
Powercube: ac2.mdc
Description: Purchase and lease expense trends by quarter over the last 2 years for each budget group.

Name: Purchase and Lease Expenses Over the Last 2 Years, Overall
Filename: budget3.ppr
Powercube: ac2.mdc
Description: A line chart displaying purchase and lease expense trends by quarter over the last 2 years.

Project reports

Name: Assets by Project and Brand

Filename: proj1.ppr

Powercube: ac7.mdc

Description: A count of assets in each project, divided by asset brand / model.

Name: Assets by Project Include Date

Filename: proj2.ppr

Powercube: ac7.mdc

Description: A count of assets in each project, trended over a year.

Name: Assets by Project Status

Filename: proj3.ppr

Powercube: ac7.mdc

Description: A count of assets in each project, divided by project status.

Purchase Order reports

Name: Average Delivery Delay

Filename: po2.ppr

Powercube: ac4.mdc

Description: The average amount of delay between expected and actual delivery dates for merchandise, sorted by vendor and quarter. Drill down from vendor into model and individual purchase available.

Name: Late Deliveries

Filename: po3.ppr

Powercube: ac4.mdc

Description: A count of orders delivered after the expected date, sorted by vendor and quarter. Drill down from vendor into model and individual purchase available.

Name: Orders by Product Category (Count)

Filename: po4.ppr

Powercube: ac4.mdc

Description: A count of orders over time by asset type. Drill down from category into vendor and model is available.

Name: Orders by Product Category (Value)
Filename: po5.ppr
Powercube: ac4.mdc
Description: Same as above, but displaying the cost of orders, rather than a count.

Name: Orders by Vendor
Filename: po1.ppr
Powercube: ac4.mdc
Description: A count of purchase orders for each quarter by product vendor. Drill down from vendor into model and individual purchase available.

Software Installation reports

Name: Software Installations by Publisher and Department
Filename: softins1.ppr
Powercube: ac8.mdc
Description: A count of installations for each software vendor per department. Drill down from publisher into individual software item, and from department into individual user are available.

Name: Software Installations by Publisher Over Time
Filename: softins2.ppr
Powercube: ac8.mdc
Description: A count of installations for each software vendor trended over a year. Drill down from publisher into individual software item is available.

Work Order reports

Name: Tickets by Cost Center and Date
Filename: wo5.ppr
Powercube: ac3.mdc
Description: Count of work orders for each cost center by the date the ticket was opened.

Name: Tickets by Location and Date
Filename: wo4.ppr
Powercube: ac3.mdc
Description: Count of work orders for each location by the date the ticket was opened.

Name: User to Server Ratio

Filename: server1.ppr

Powercube: ac6.mdc

Description: A ratio of users to servers by department.

Name: Work Order Expenses by Cost Center and Category

Filename: wo6.ppr

Powercube: ac3.mdc

Description: Cost of all work orders for each cost center divided by the type of work done.

Name: Work Order Man-hours by Cost Center and Category

Filename: wo7.ppr

Powercube: ac3.mdc

Description: The average length of work time (in hours) spent on a work order for each cost center divided by the type of work done.

Name: Work Orders by Budget and Type

Filename: wo1.ppr

Powercube: ac3.mdc

Description: Internal, On-Contract, and Off-Contract work order counts for each budget area.

Name: Work Orders by Cost Center and Type

Filename: wo2.ppr

Powercube: ac3.mdc

Description: Internal, On-Contract, and Off-Contract work order counts for each cost center.

Name: Work Orders by Location and Type

Filename: wo3.ppr

Powercube: ac3.mdc

Description: Internal, On-Contract, and Off-Contract work order counts for each location.

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