User Manual
Admin

Chapter 1: About PivotXL

What is PivotXL?

PivotXL is an Excel-based unified software platform for finance, delivering a complete, fully-integrated solution dedicated to meeting business requirements that commonly require multiple, uncontrolled spreadsheets and time-consuming manual processes.

Getting Started

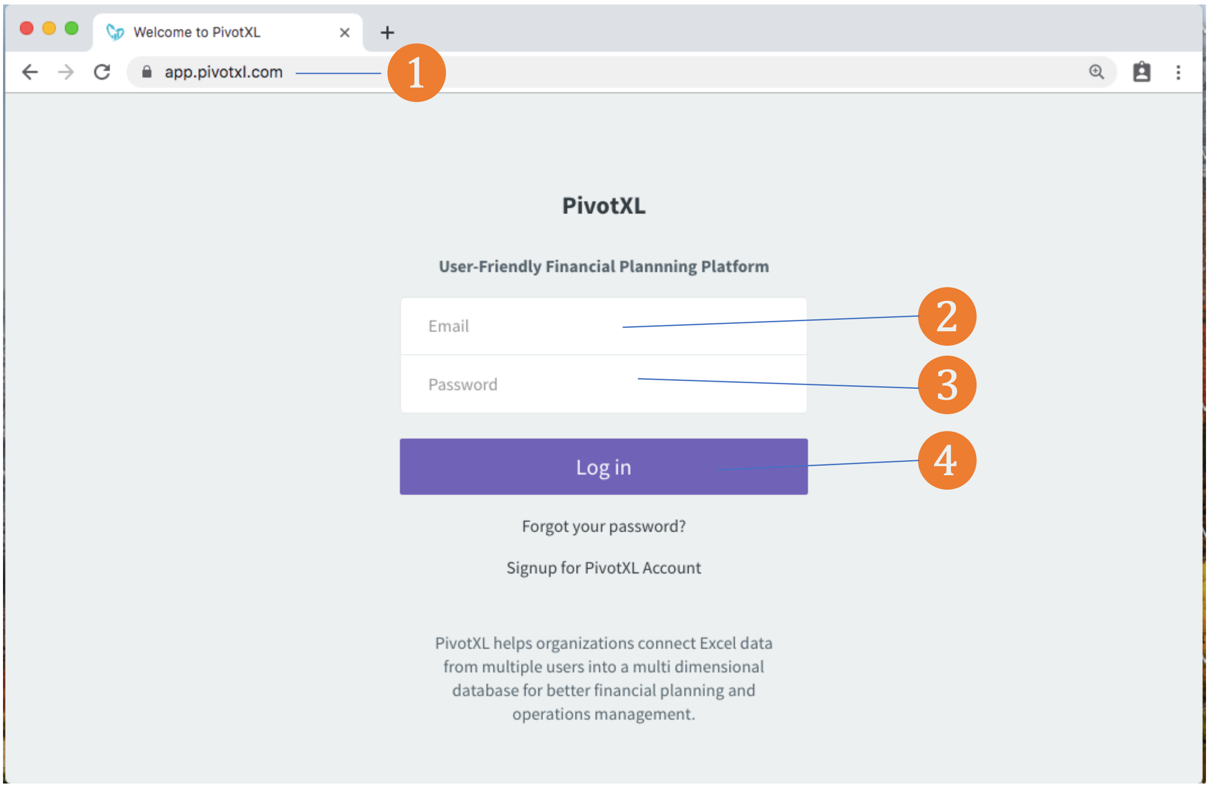
Browser Requirement for Web-app

PivotXL is Web-based Application so it allows the users to log in through web browsers,

- Chrome
- Firefox
- Internet Explorer 10+
- Microsoft Edge
- Safari

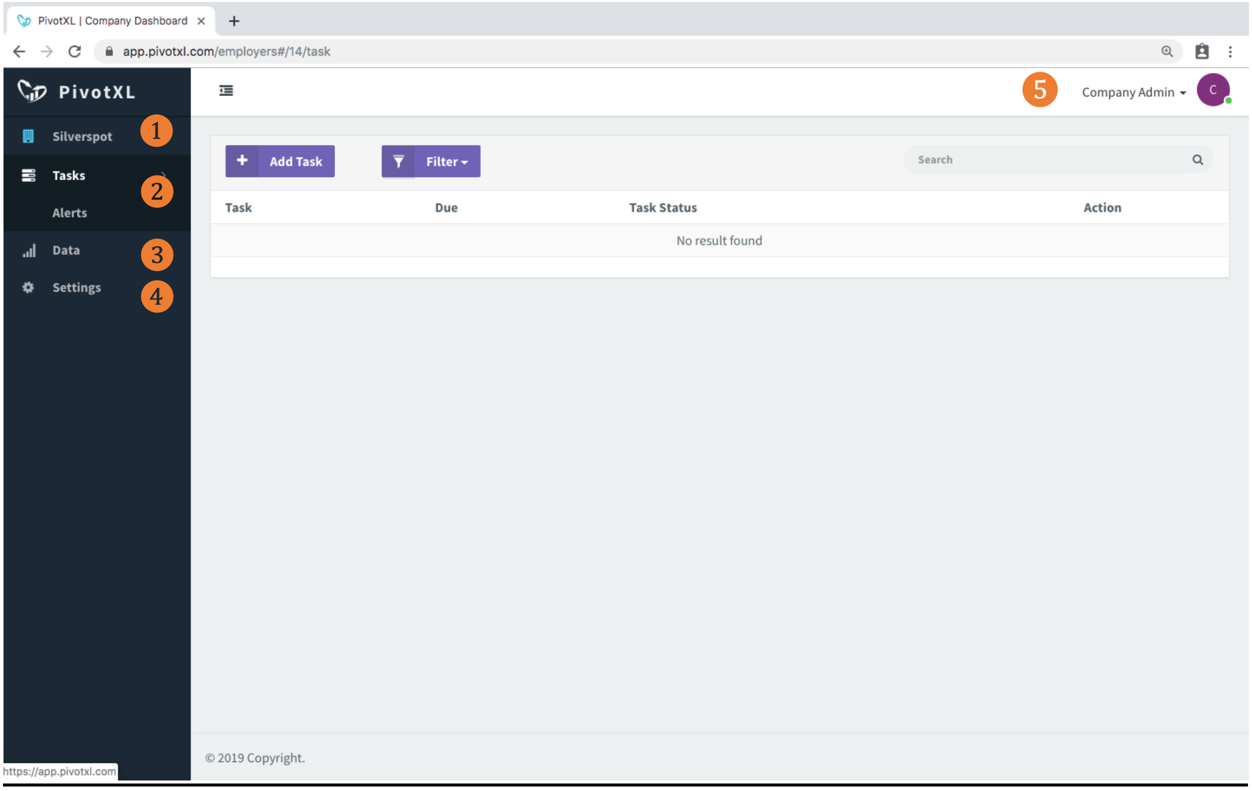
Logging into PivotXL Web-app

To Login into PivotXL, follow these steps



1. Navigate to your PivotXL Url (app.pivotxl.com)
2. Enter your username
3. Enter your password
4. Click Login

Introduction To Dashboard



1 Company Name – Name of your Company will be displayed here.

2 Tasks – You can create and assign task to other users of your company, you can also create alerts.

3 Data – You can create / edit / Update your cubes, cubes dimensions, cubes measures and templates here

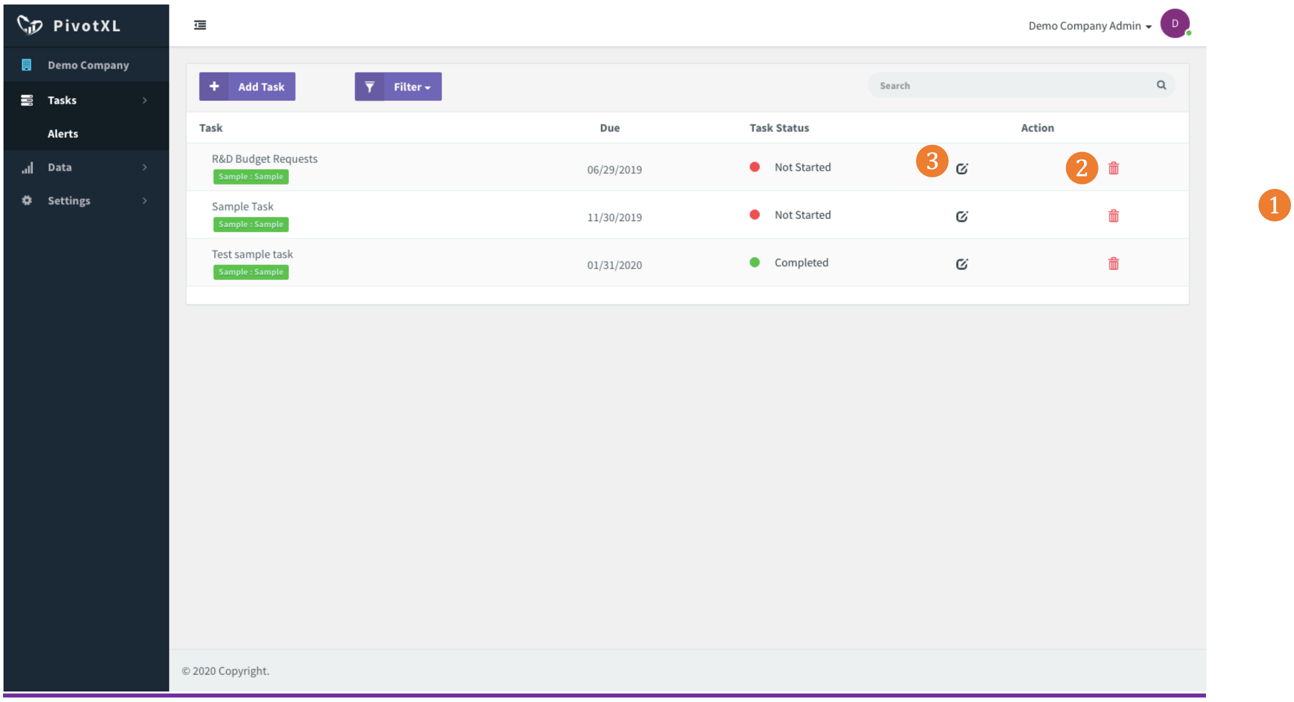
4 Settings – As admin you can add/delete user and also update their information's.

5 You can access your account details and logout option here. By clicking account you can change your password

TASK

The Tasks app combines lean scheduling principles with general task management functionality to provide a lightweight work management solution for the projects in your organization. Using the Tasks app, break down project responsibilities into tasks to manage work more effectively.

Task Dashboard



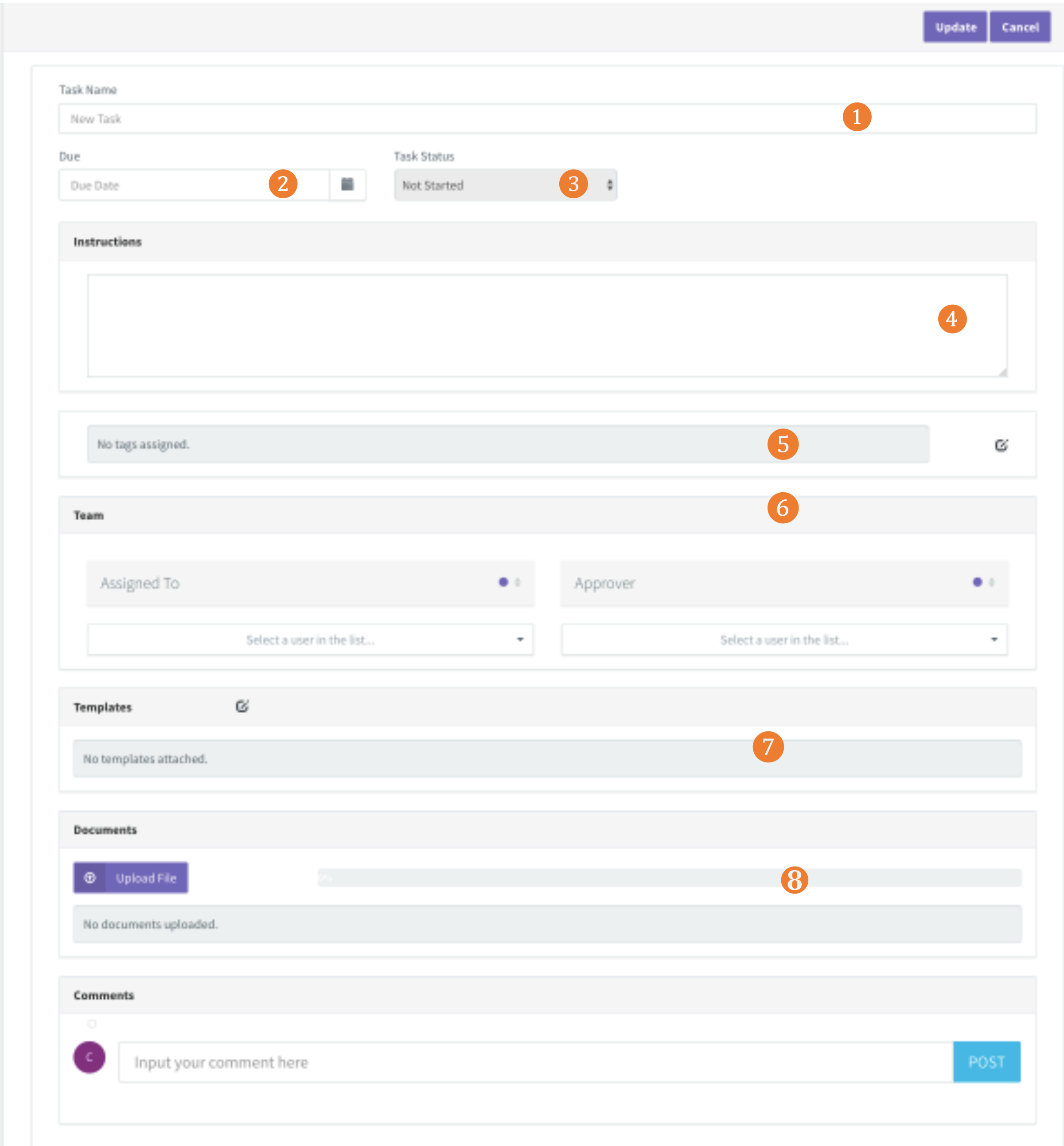
In the Task dashboard you are having the following options,

1. View all the created tasks
2. Delete created tasks
3. Update create tasks
4. Add a new task

Note:

Edit task. And create tasks share the same view, to edit task please refer to create task.

Creating Task



1 Task Name - Type you task name

2 Due - Select task due date in the calendar

3 Task Status – Creating the task it will be set to default option not started.

4 Instructions – Type task related instructions here.

5 Tags – Select tags for the task from the dialog box and click save

6 Teams > Assign to – You can assign the task for a user here.

Teams > Approver – You can add approver for the task here.

7 Templates – Select template for the task in pop up and click save. Templates are linked Excel files that are added in the template library. (Data -> Templates)

8 Documents – You can upload supplemental documents related to the task here.

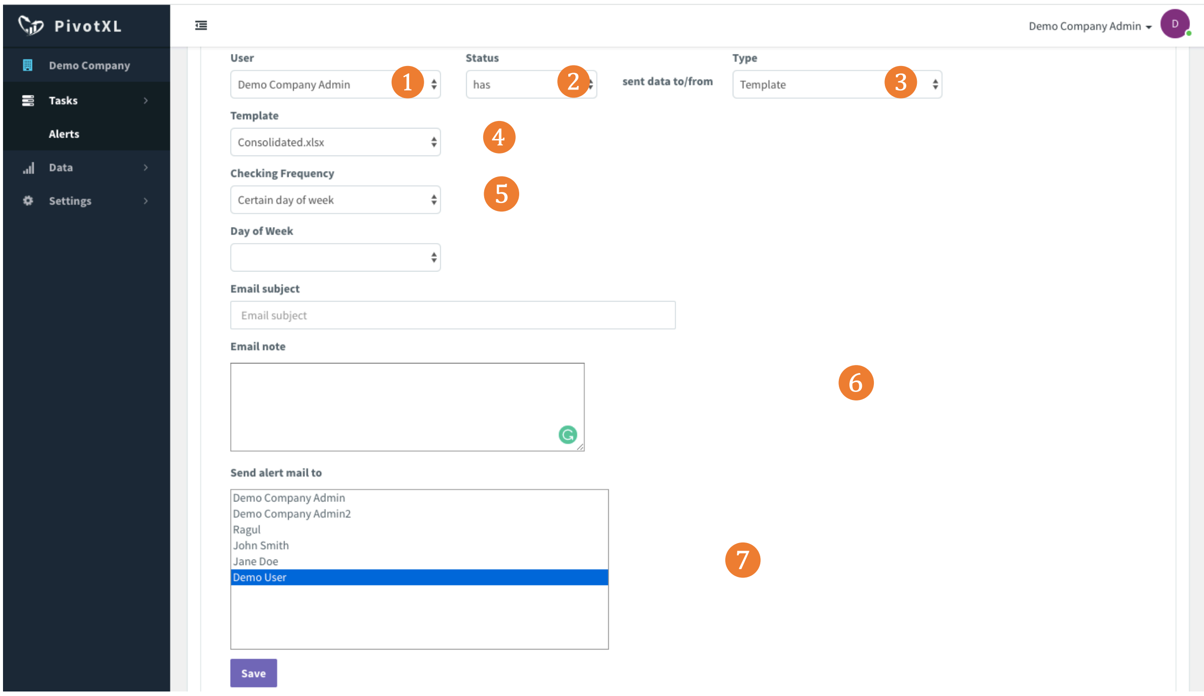
Type your comments and click update button to save the task.

Alerts

Creating Alerts

This chapter describes how to create and use alerts in PivotXL webapp. It describes how to specify the events and conditions under which an alert fires, includes setting up email for alerts.

Once you click alerts in left side panel you will see the following screen.



1 User – Please select the user you want to set alert trigger

2 Status - Click the drop down box to set your status. The options are,

- Has - Data updated to database
- Has not - Data not Updated to database.

3 Type – Selects the type of alert trigger in dropdown, The options are ,

- Cube - Select cube from dropdown
- Template - Select template from dropdown

4 Checking Frequency – Select the trigger frequency using the drop down box, The options are,

- **Daily** - The trigger will be checked on daily basis.
- **Certain day of week** - Select the day of week in the dropdown box.
- **Nth day of the month** - Select the date of month in the dropdown box)

5 Email Subject - Type alert email subject here

6 Email Note - Type alert email body here

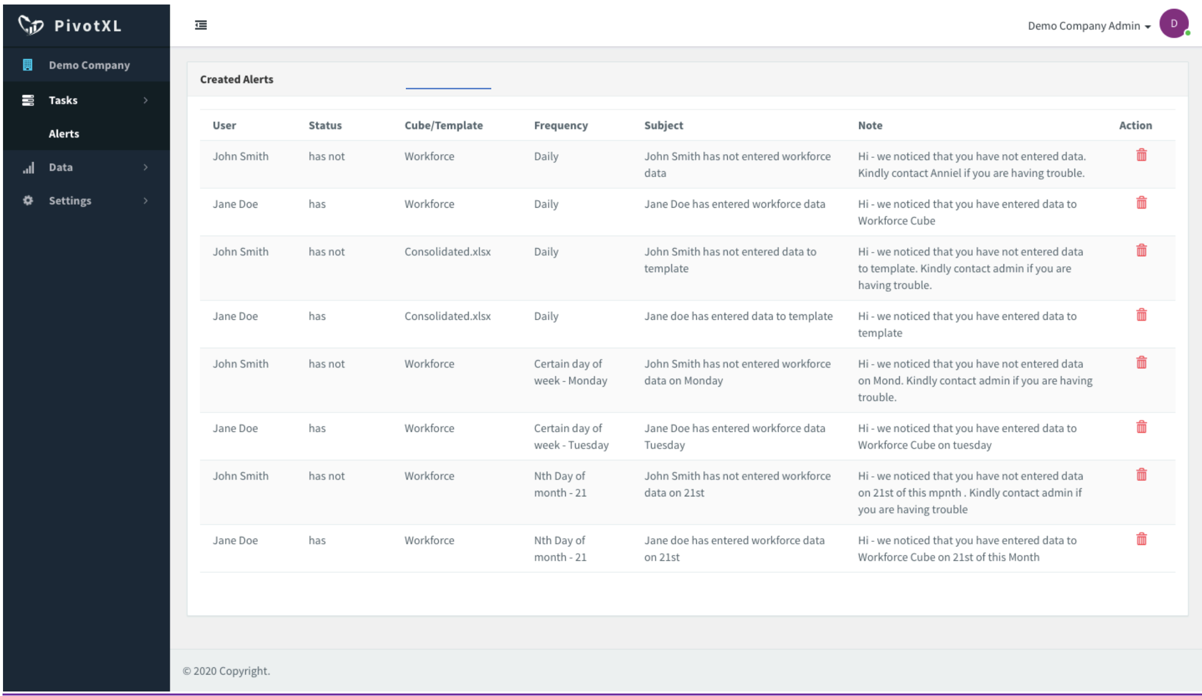
7 Send alert mail to – Select the user you want to send alert email. (You can select multiple user by clicking users while pressing Ctrl Button)

Once you set up all the alert event triggers, Click on **save** button to save the alert.

View / Delete Alerts

To View/Delete created alerts click on alerts in the left side panel, scroll down to the bottom you can see the all created alerts.

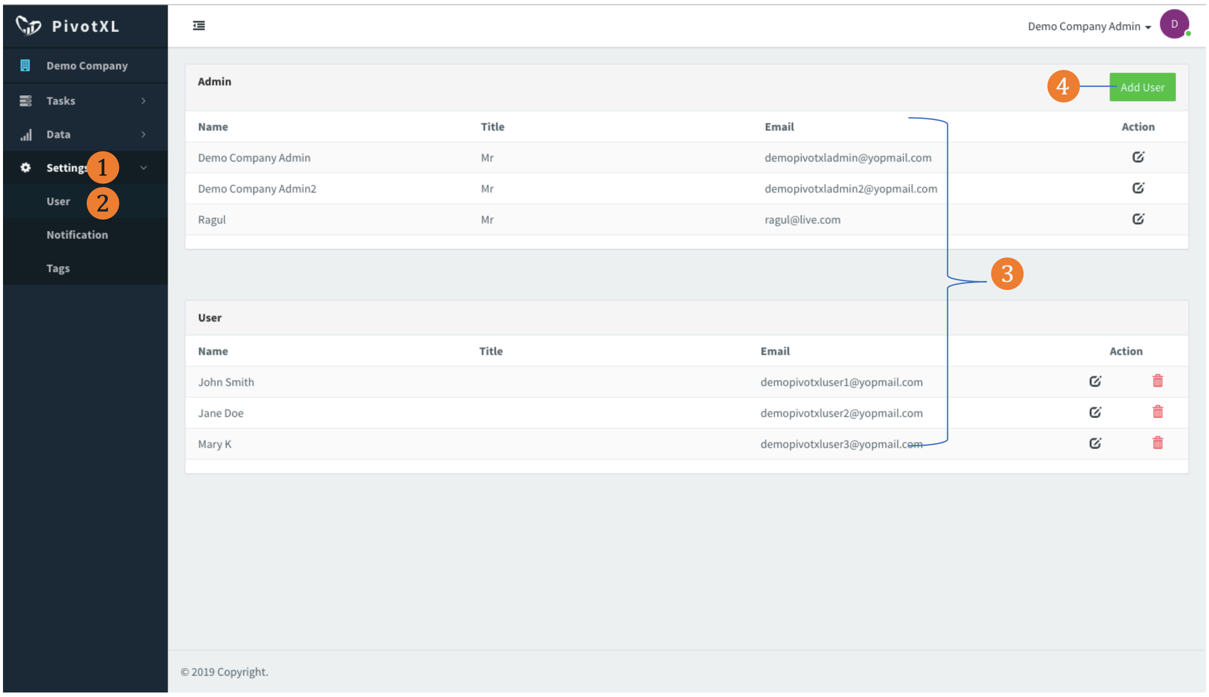
If you want delete alerts, click on the delete icon – alert will be deleted.



Users

As PivotXL admin you can add / delete - user / admin.

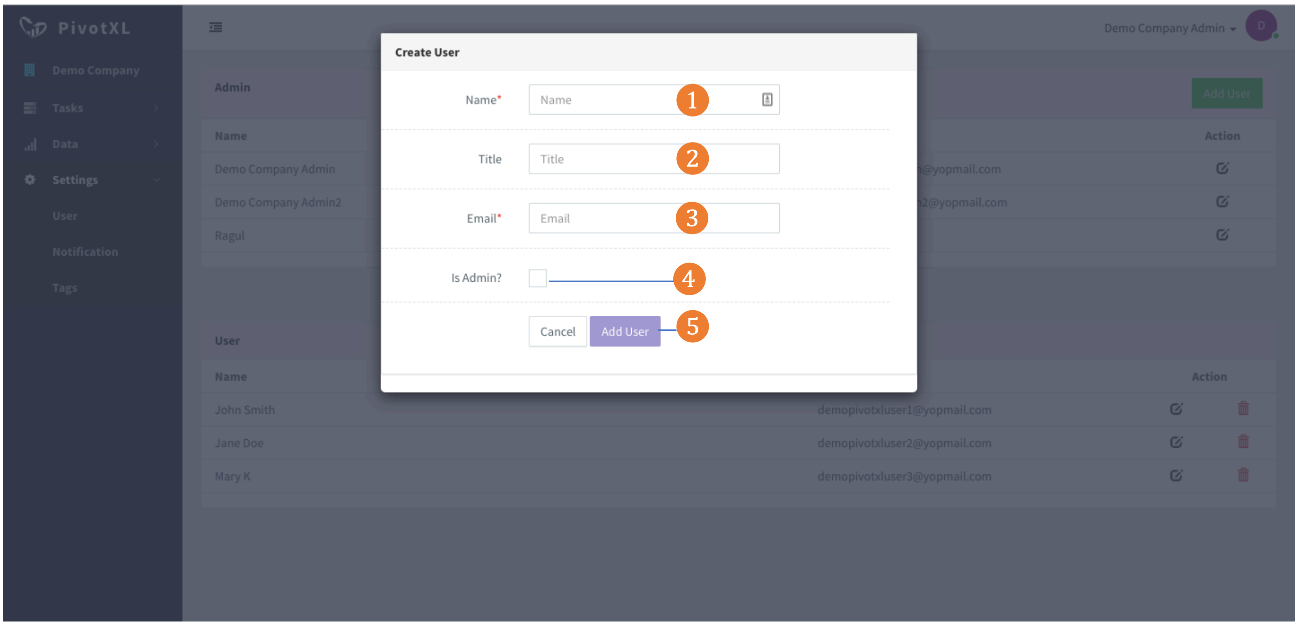
Creating Users



1. Click settings on the left side menu
2. Click user under settings menu

3 You can see the list of users/ admin created for your company. You can also edit / delete users here.

4 Click add user button to add new user / admin



1 Name - Type the user name

2 Title - Title of the user (Mr / Ms / Dr)

3 Email - Type email of the user

4 Is admin – Check the box to set this user as admin

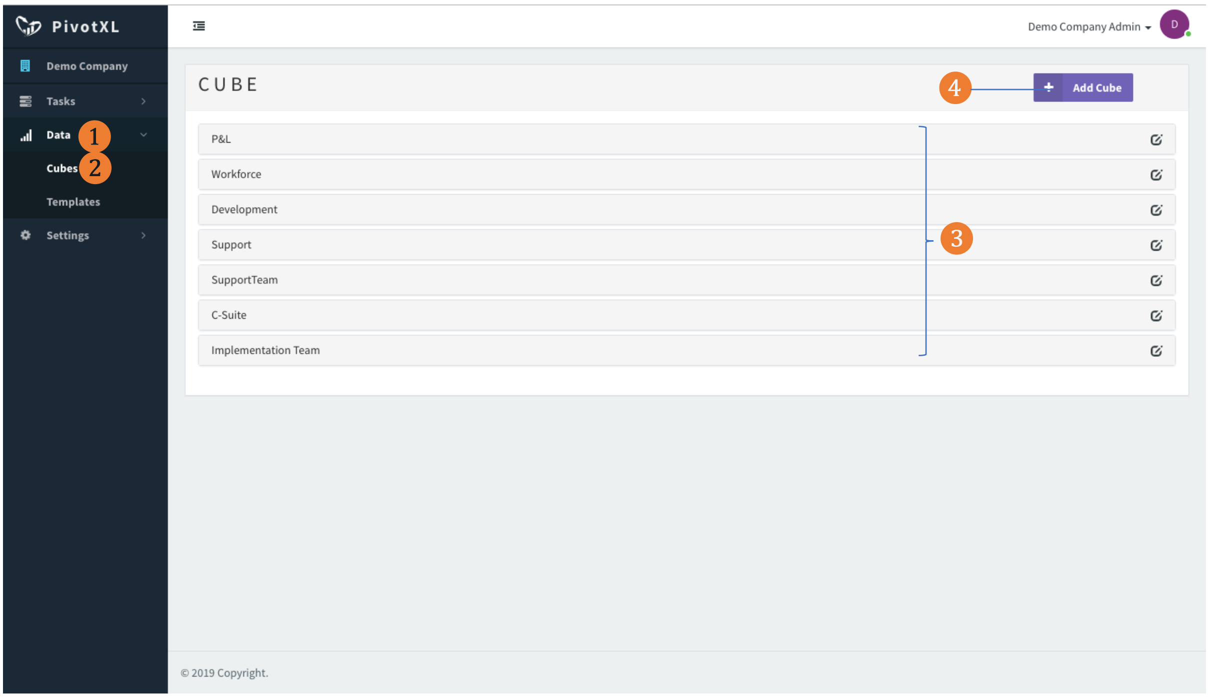
5 Click the add user button to add the user.

Note:
The User will receive an Email to their registered Email – ID. By clicking the confirm button they can able to create their password using that they can login with PivotXL Web-app.

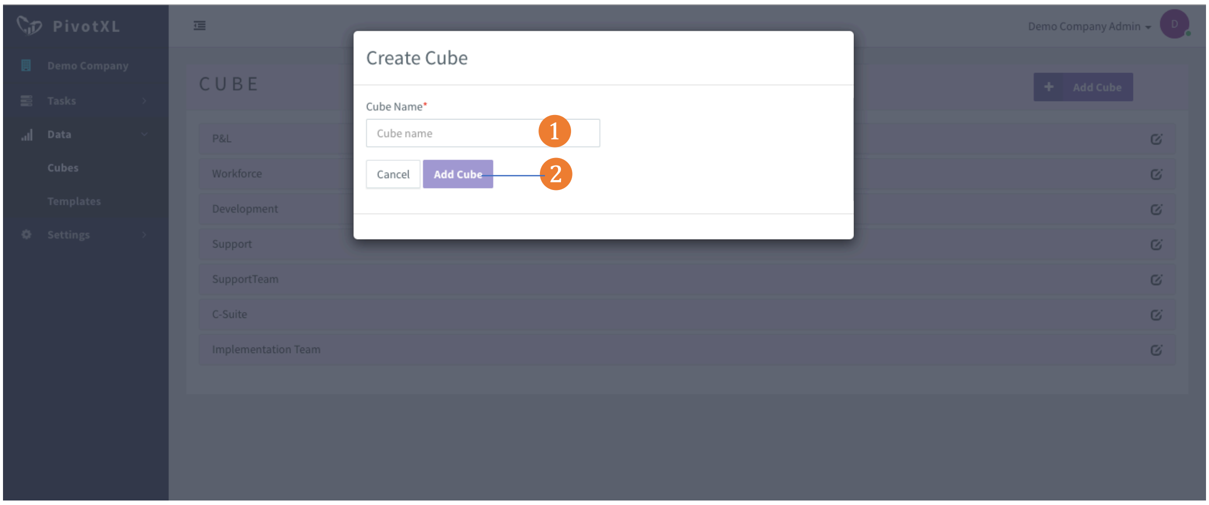
Cubes

Follow the below steps to create Cube, Dimensions and Dimension Members.

Creating Cube



1. Click data on the left side menu
2. Click cubes under data menu
3. You can see the list created cubes here
4. Click add cube button to add a new cube.

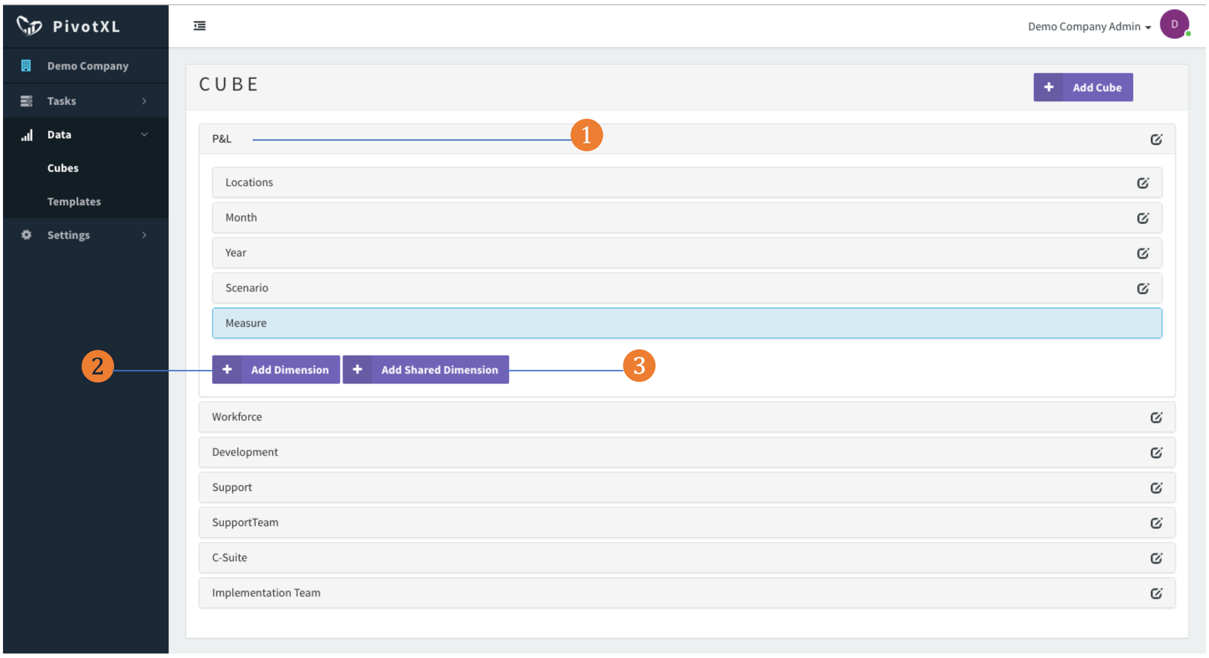


1 Cube Name : Enter cube name

2 Add Cube: Click button to create a new cube

Creating Dimension

After creating cube , follow the steps for creating dimensions for the cube.

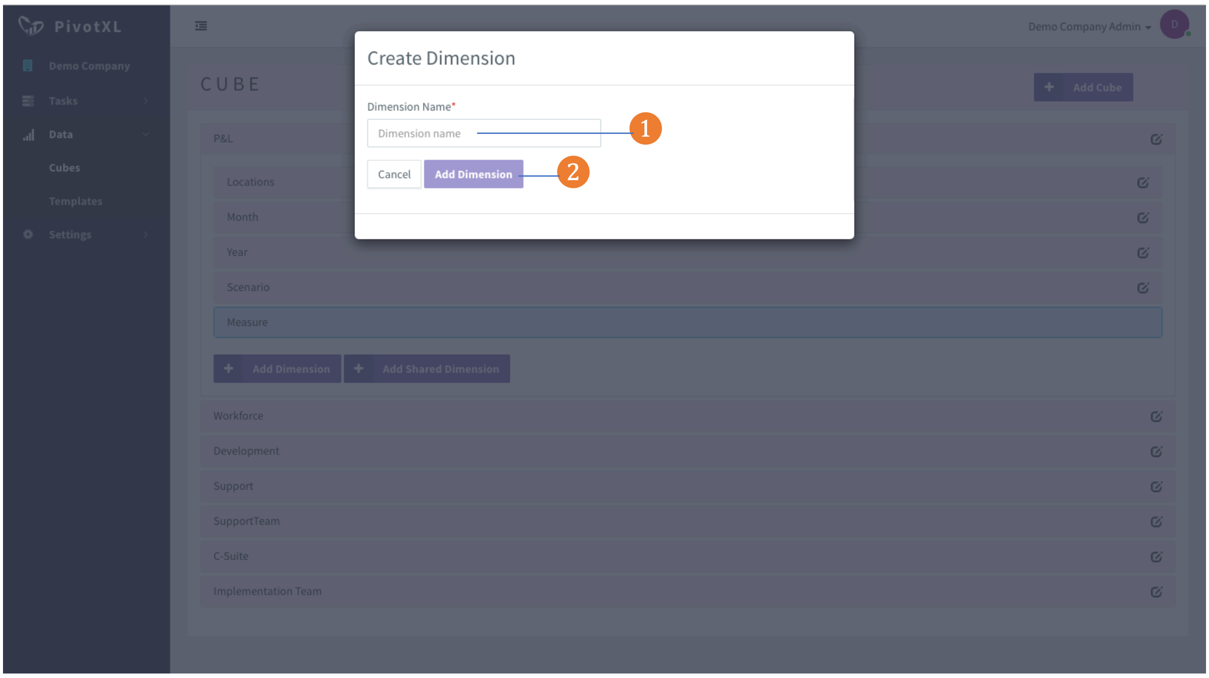


1 Click on the cube you want to add dimension

2 Click Add Dimension to create a new dimension

3 Click Add Shared Dimension to create a new dimension form Existing cube dimension

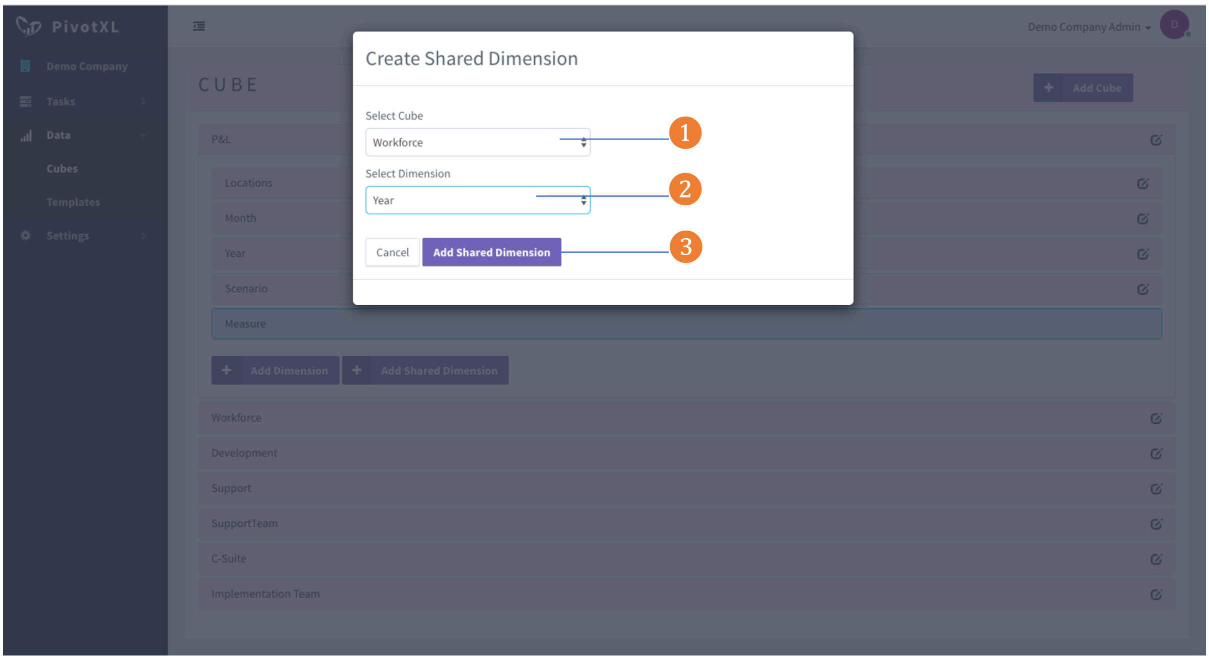
Add Dimension :



1 Dimension Name : Enter Dimension name

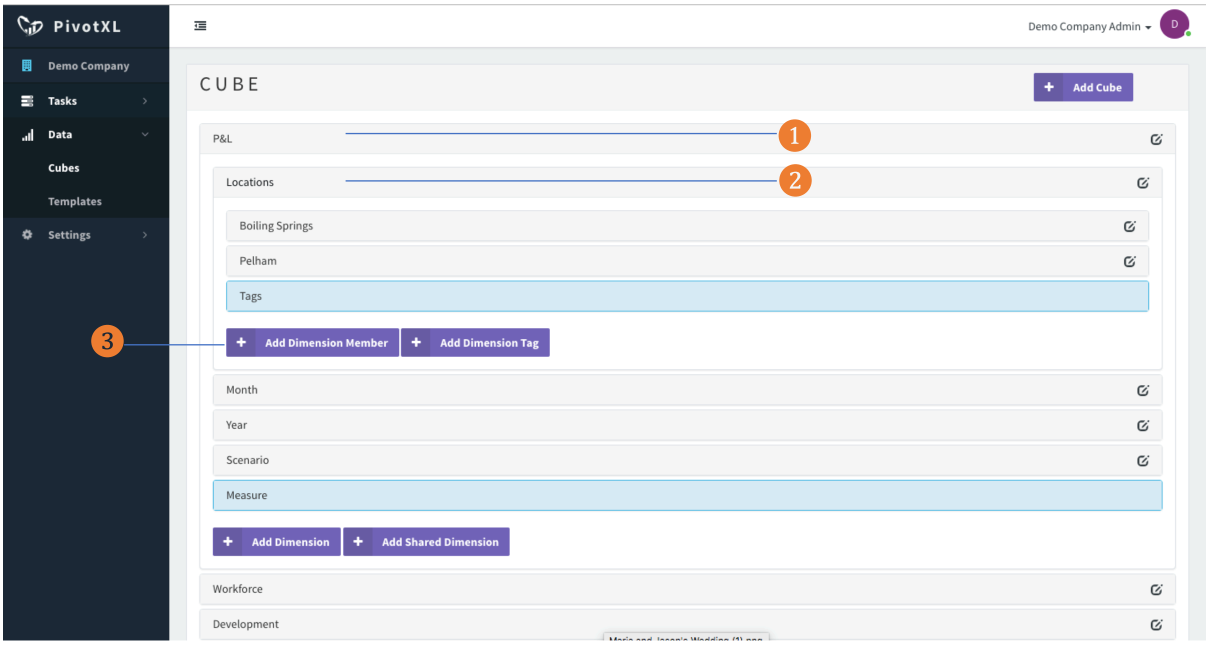
2 Add Dimension : Click button to create a new dimension for cube.

Add Shared Dimension :

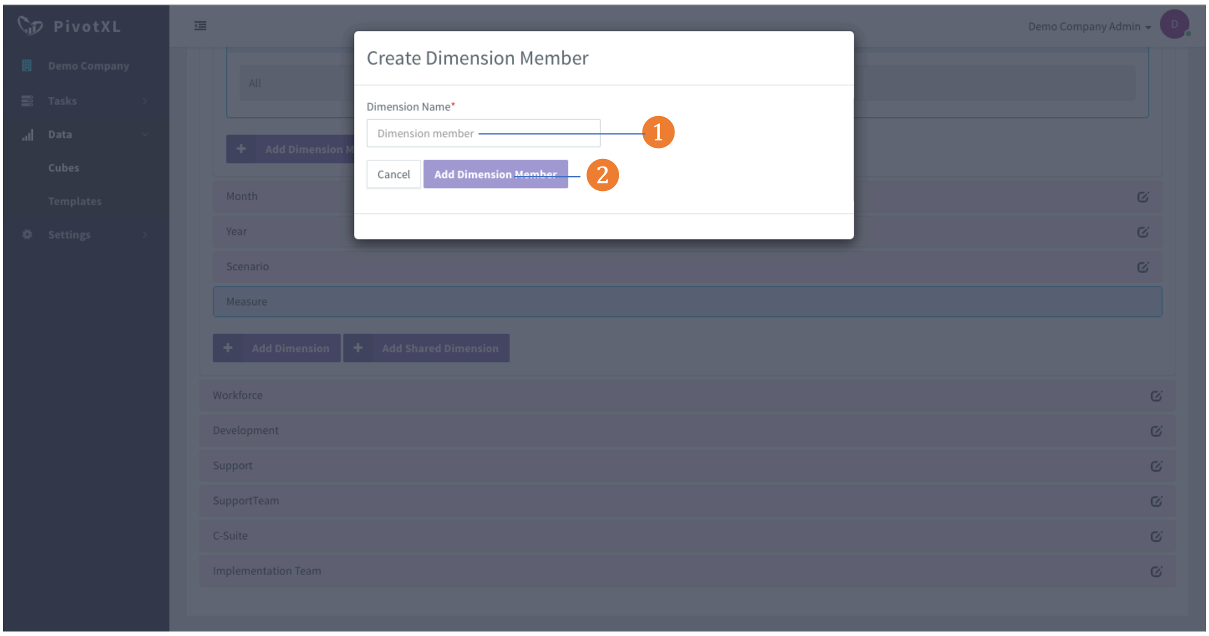


1. Select cube you want to add dimension from
2. Select dimension you want to add
3. Click Add Shared Dimension to create shared dimension.

Adding Dimension members:



1. Select cube you want to add dimension member .
2. Select dimension you want to add dimension member.
3. Click on Add Dimension Member button to create dimension member.

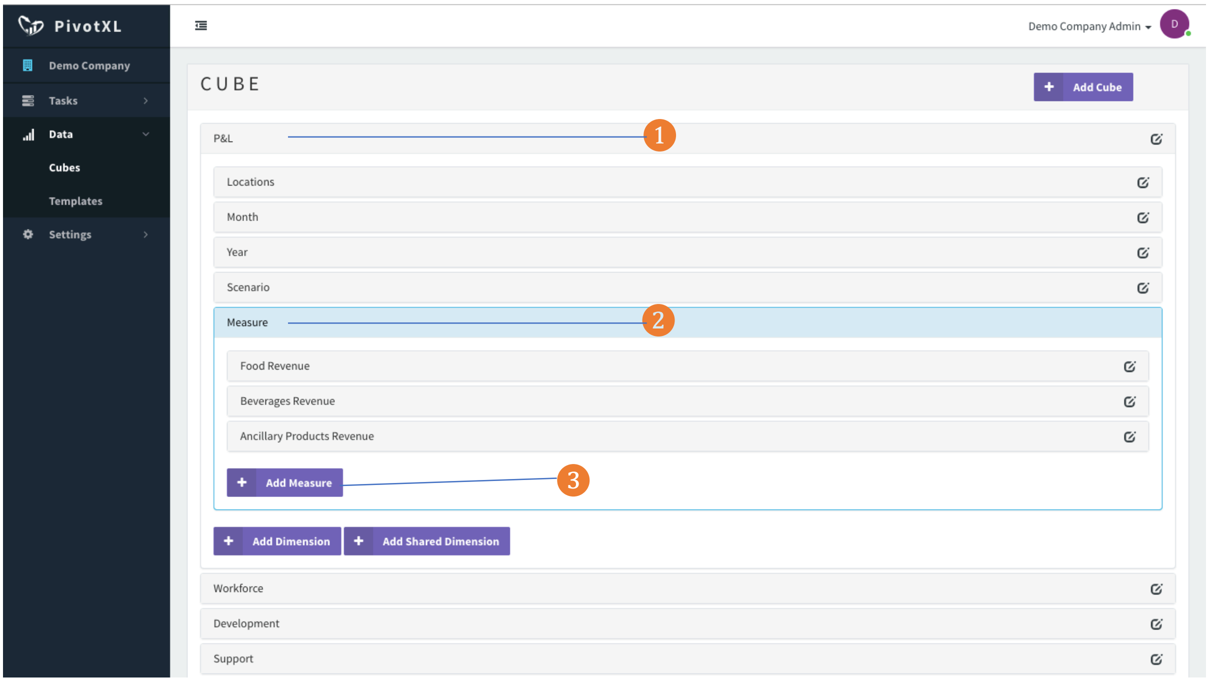


1 Dimension Name : Enter Dimension member name

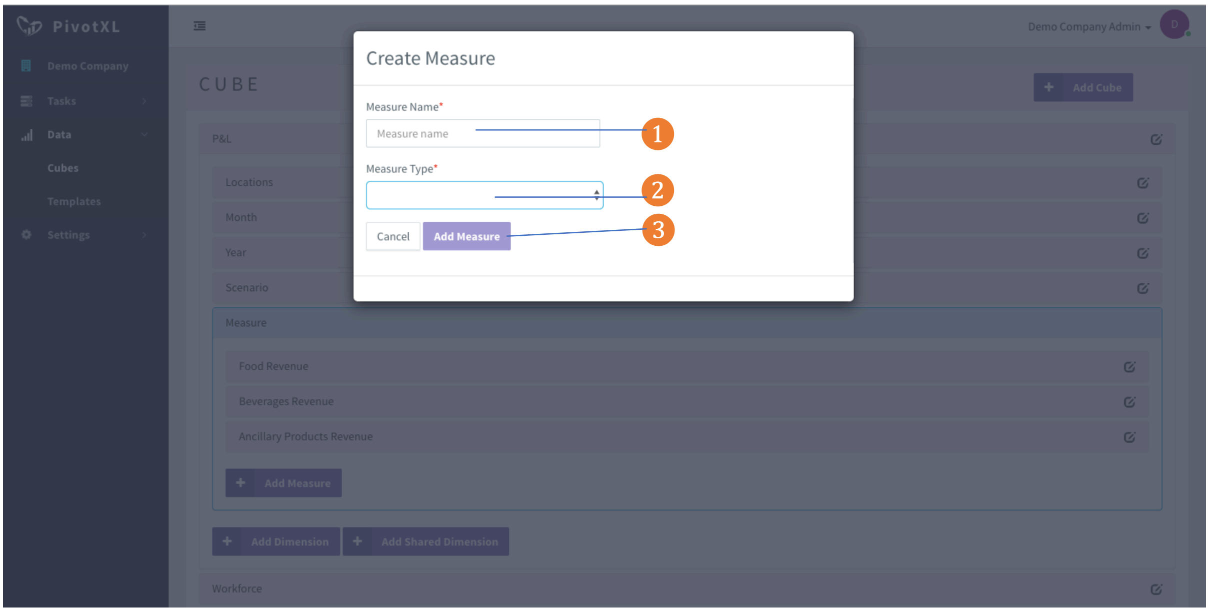
2 Add Dimension : Click button to create a new dimension member for cube.

Adding Measures to Cube :

Follow the steps to add measures to the cube.



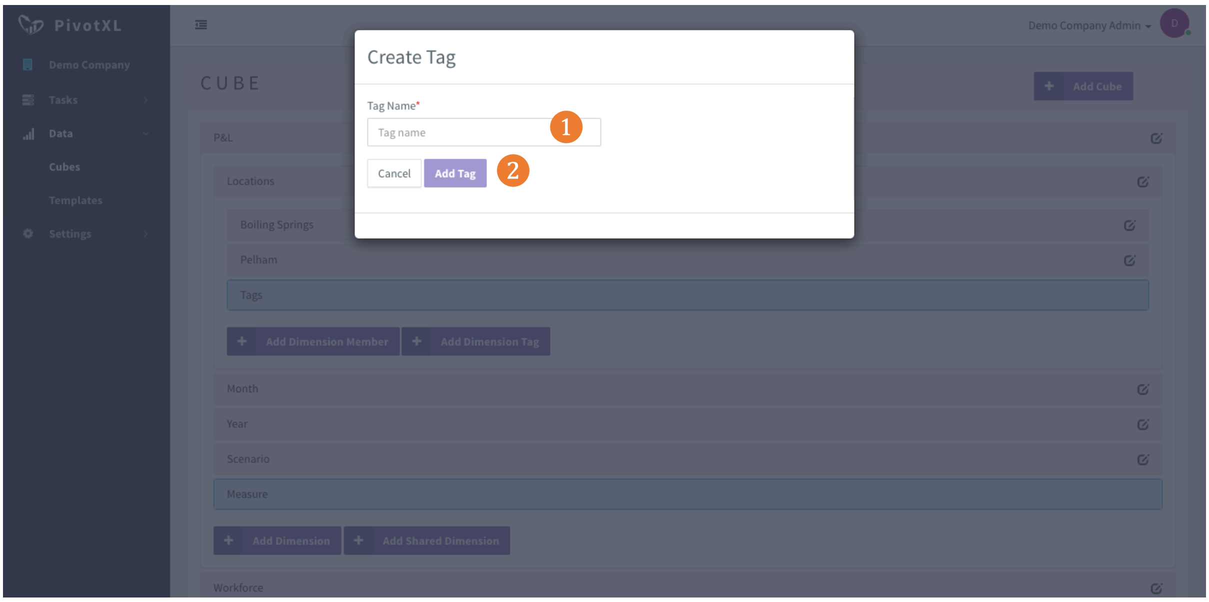
1. Select the cube to add measures
2. Click on measures under the cube
3. Click on Add Measure will open a pop up to create measure



1. Measure Name : Enter Measure name
2. Measure Type: Select the measure type form dropdown (Text / Number)
3. Click on Add Measure button to create a new measure

Creating Tags :

Tags let you group Dimensions members together, manually. They're great for highlighting common characteristics.



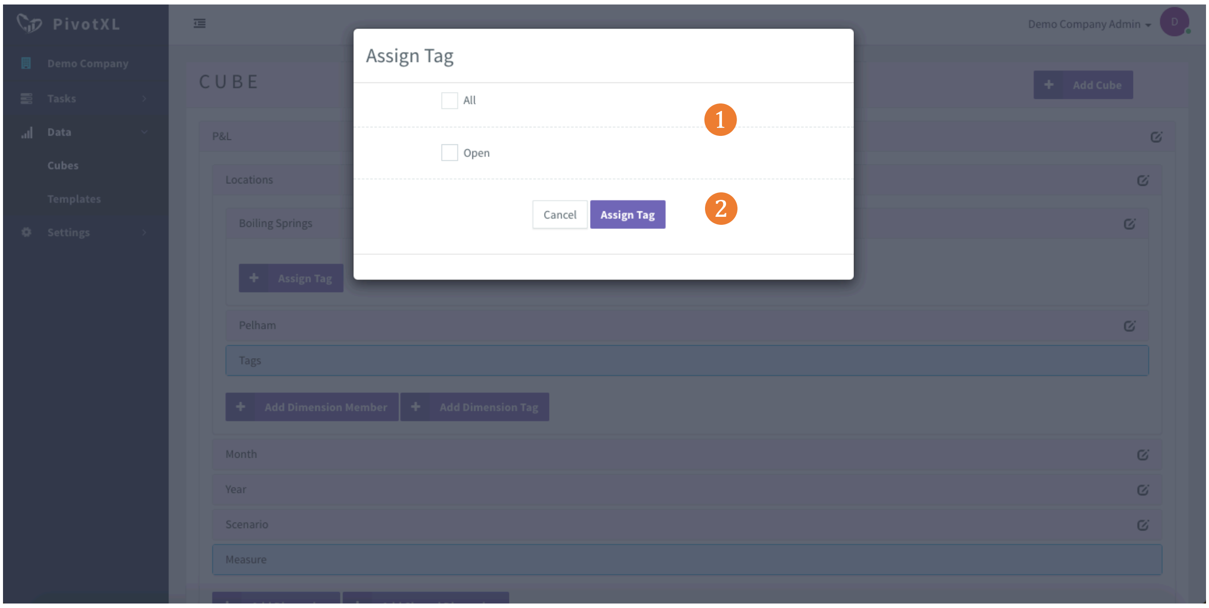
Select the cube and dimension you want to add tag , Click on add Add Dimension Tag Button

1 Tag Name : Type tag name

2 Add Tag : Click to add tag

Assigning Tags :

Once you added tags you have assign it to dimension members to group together for analysis.



Select the cube, dimension and dimension member – Click on Assign Tag Button member in dimension member.

1 Select Tag: Check the tag name / names to add to dimension member

2 Assign Tag : Click on assign tag

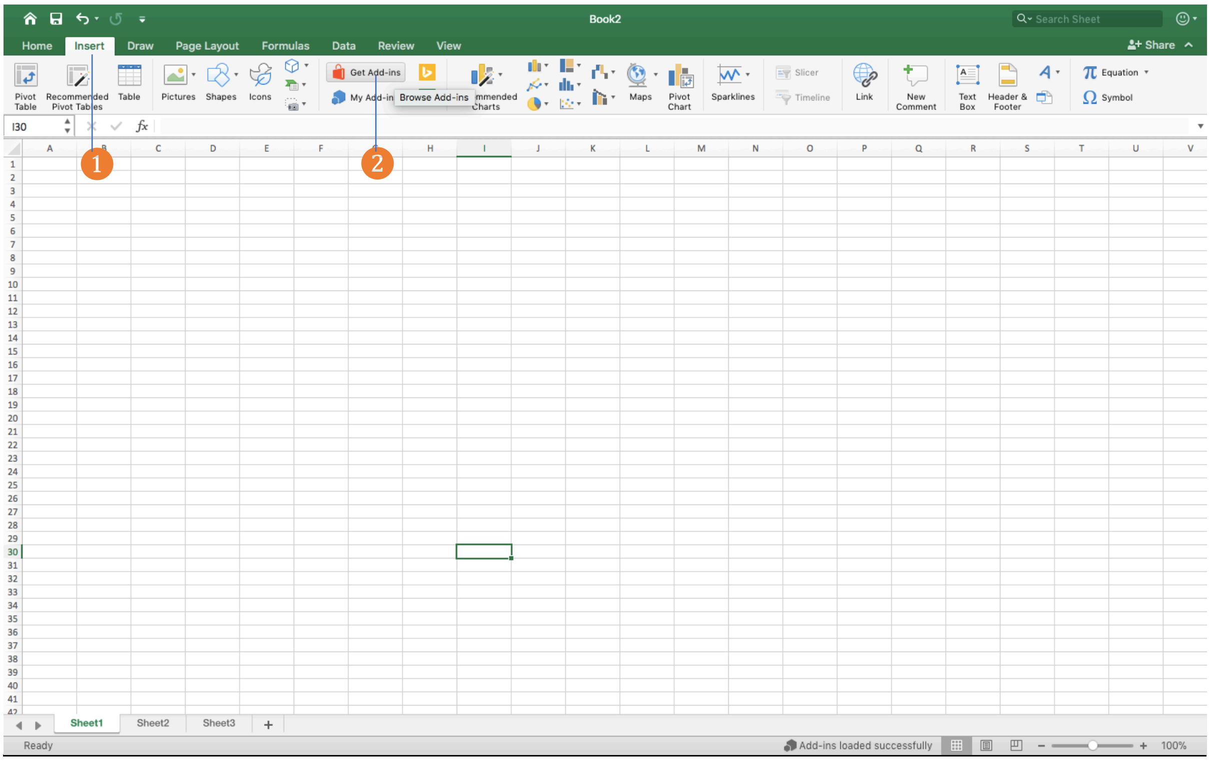
Excel Add-in User Manual

Once you have created cubes and dimensions in web-app, Now it's time to jump into PivotXL – add-in.

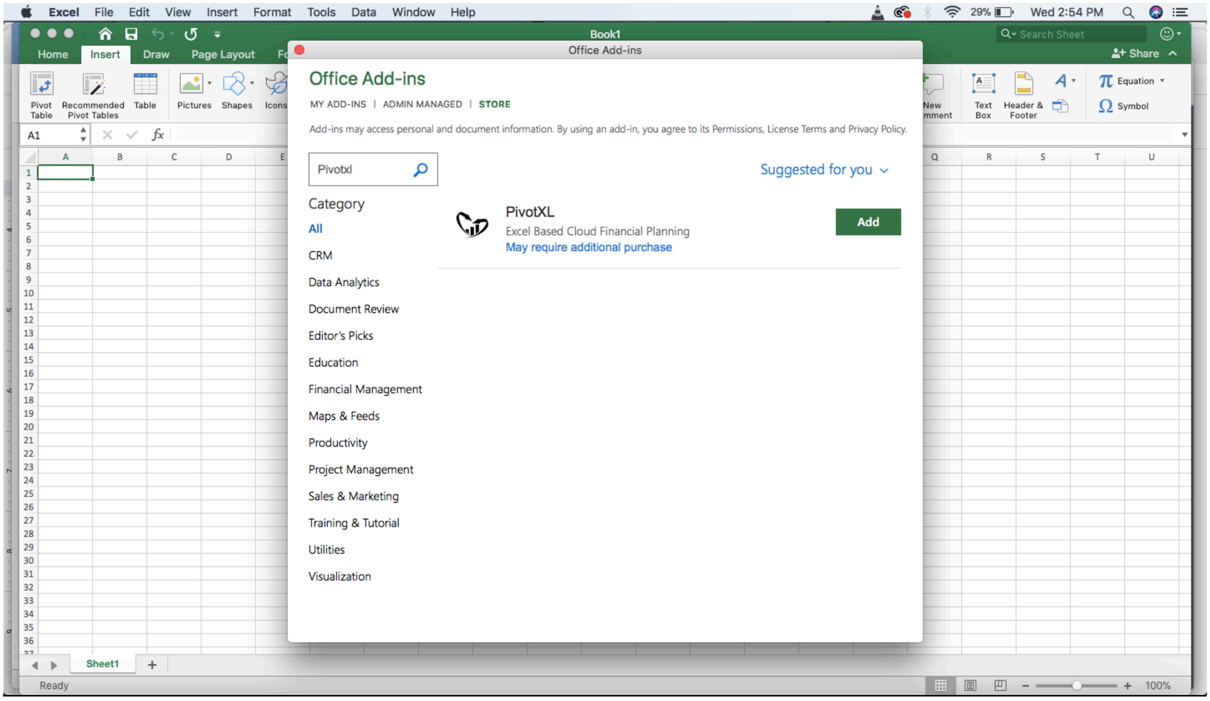
This tutorial explains you complete functionalities of add-in and teaches you how to use add-in for financial purposes.

Installing Add-in

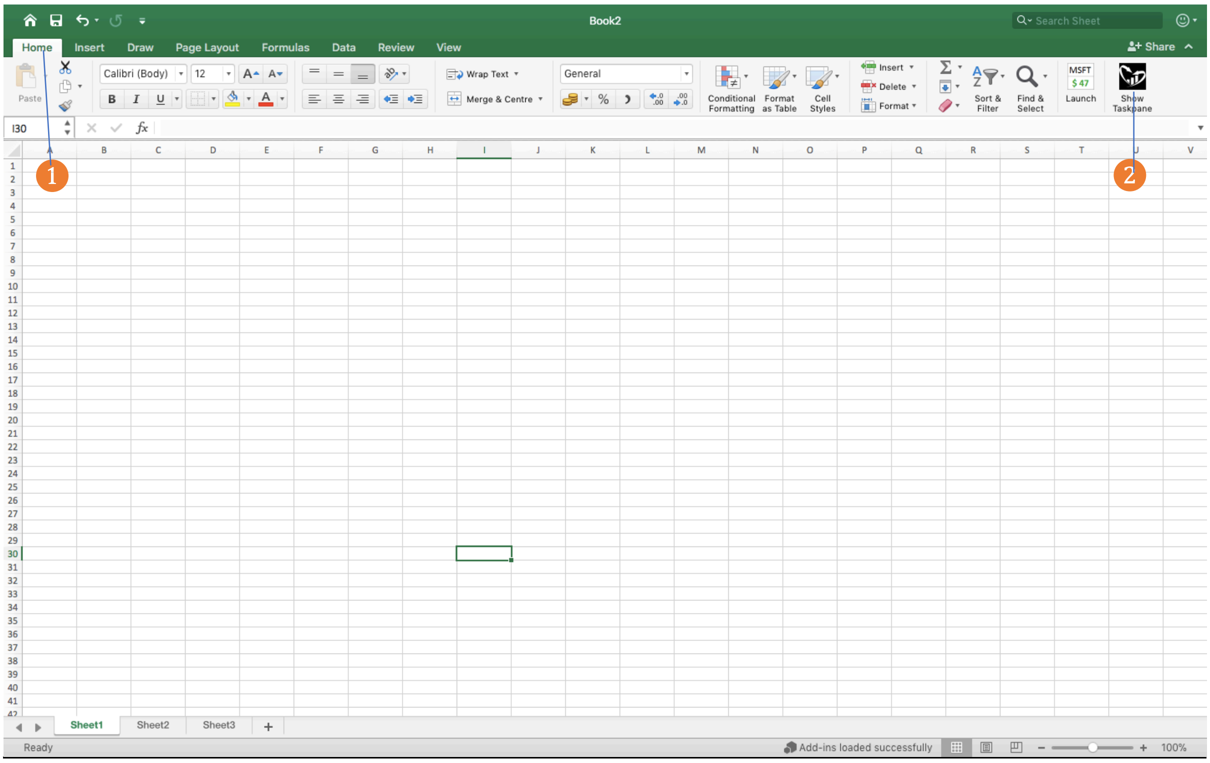
Open Microsoft Excel and do the following steps to install



1. Click on the insert tab on Excel ribbon
2. Click on Get add-ins button



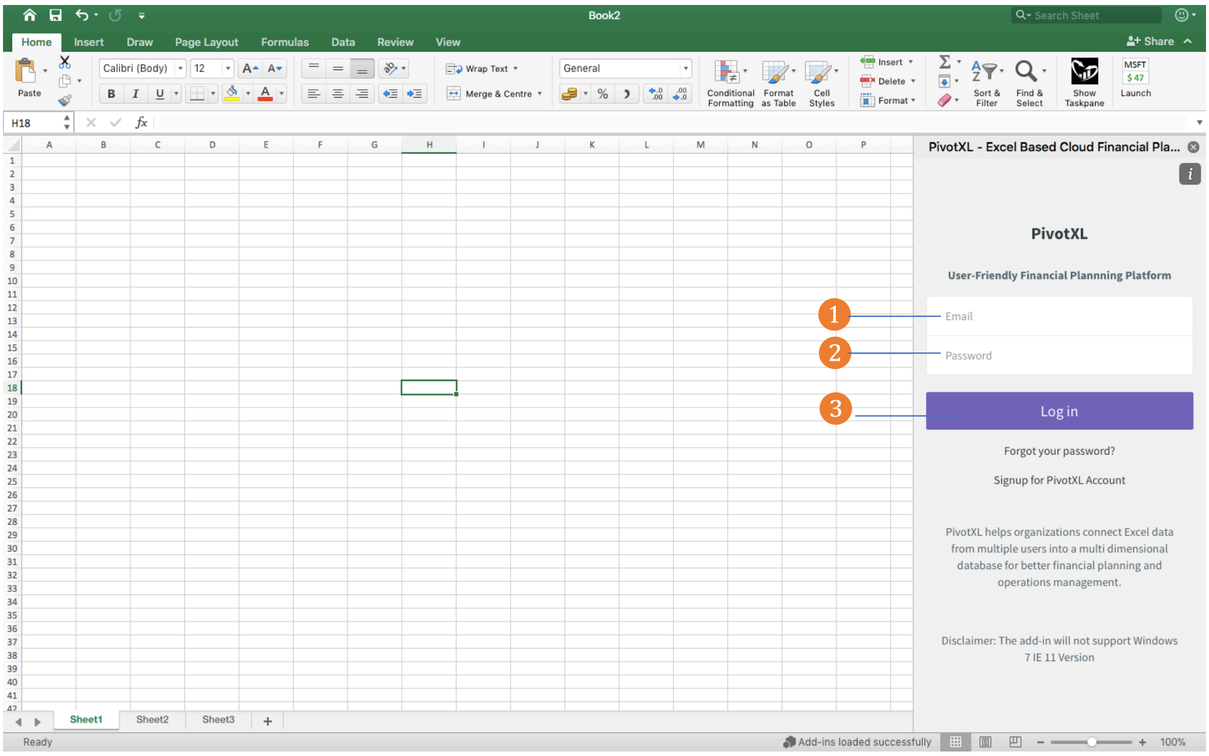
Search for PivotXL add-in store and click on the add button



After you installed add-in from store,

1. Click on Home tab in excel ribbon
2. In the right to corner you can see the PivotXL addin , Click on that add-in to deploy.

Logging Into Add-in :

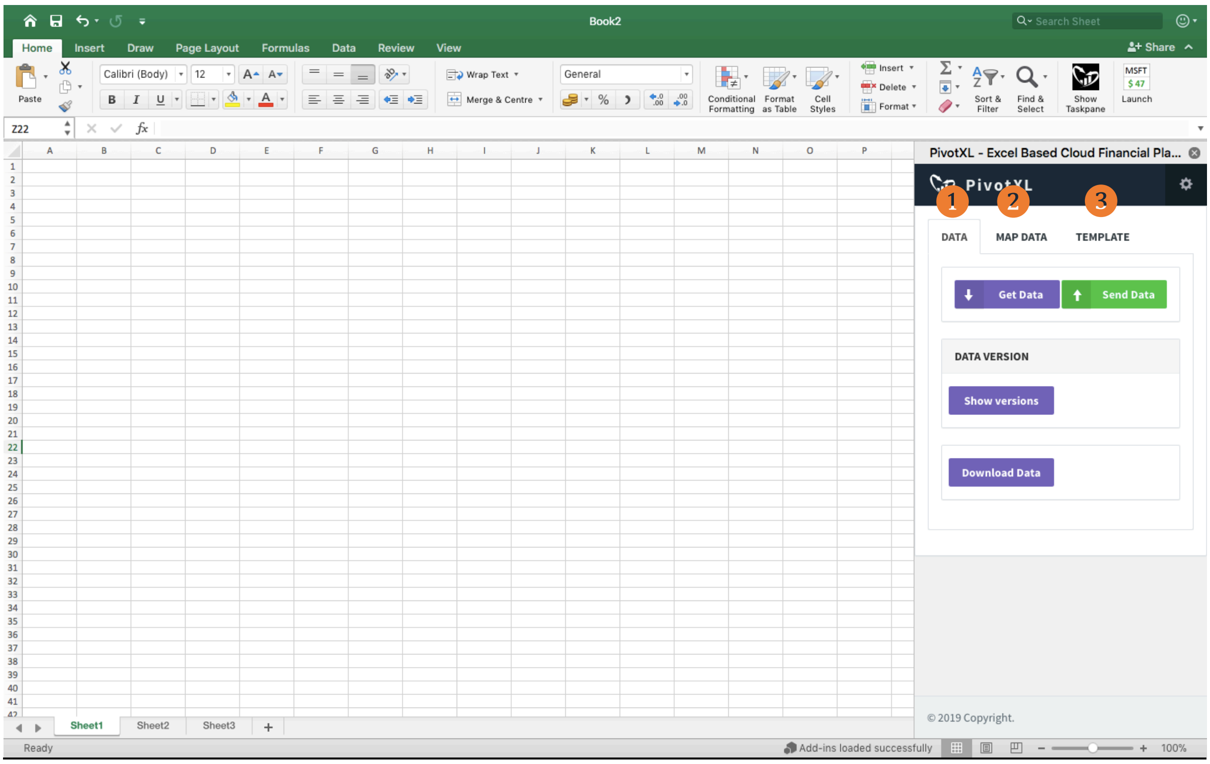


1 Enter your Email

2 Enter your password

3 Click on login button

Add in – Dashboard:



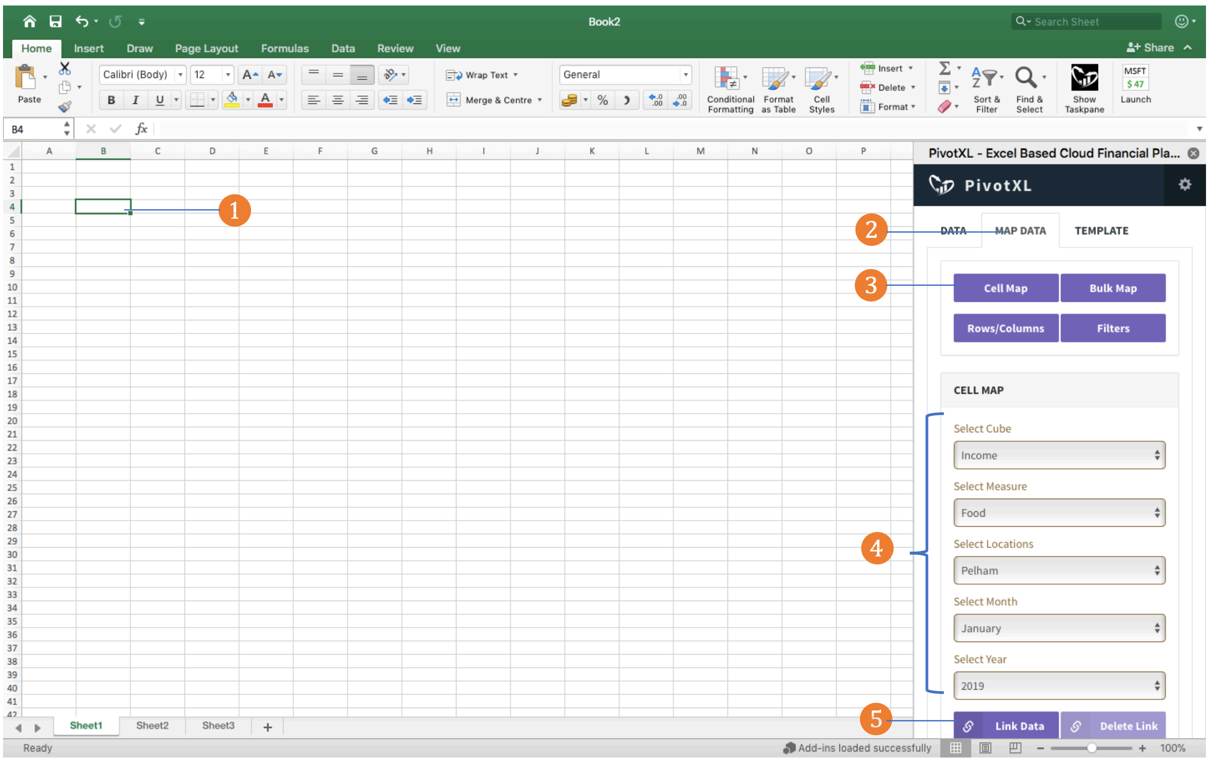
Add-in dashboard includes three sections, 1 Data : Once you mapped your template with cube you can send / Get data , also you can view the edited history by clicking show version and you can download the cube data by clicking download data

2 Map Data: You can map single cell, Bulk mapping, add/ delete rows and columns in mapped templates and creating filters for the templates.

3 Template: You create new template from existing template using duplicate template. (Ex: you mapped a template for January month, from that you can able create one for February without linking again.) and reporting template it allows only viewing of data.

Mapping Data

Cell Mapping – One to One Mapping:



1 Click on cell you want to map

2 Select map data tab as shown in picture

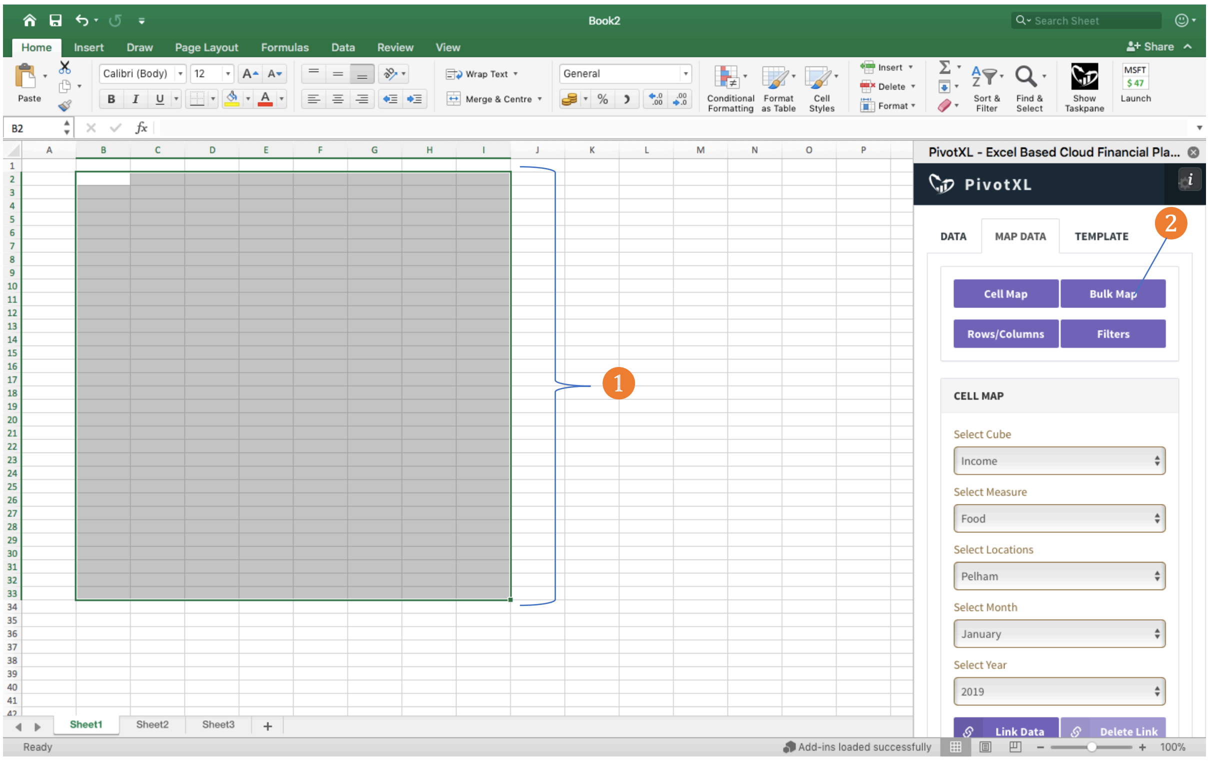
3 Click on Cell map button. It will show cell map in the bottom of plugin.

4 Select cube, dimension, dimension members and measures you want to map.

5 After selected all properties of the cube click on link data, you will see a toaster saying link created successfully.

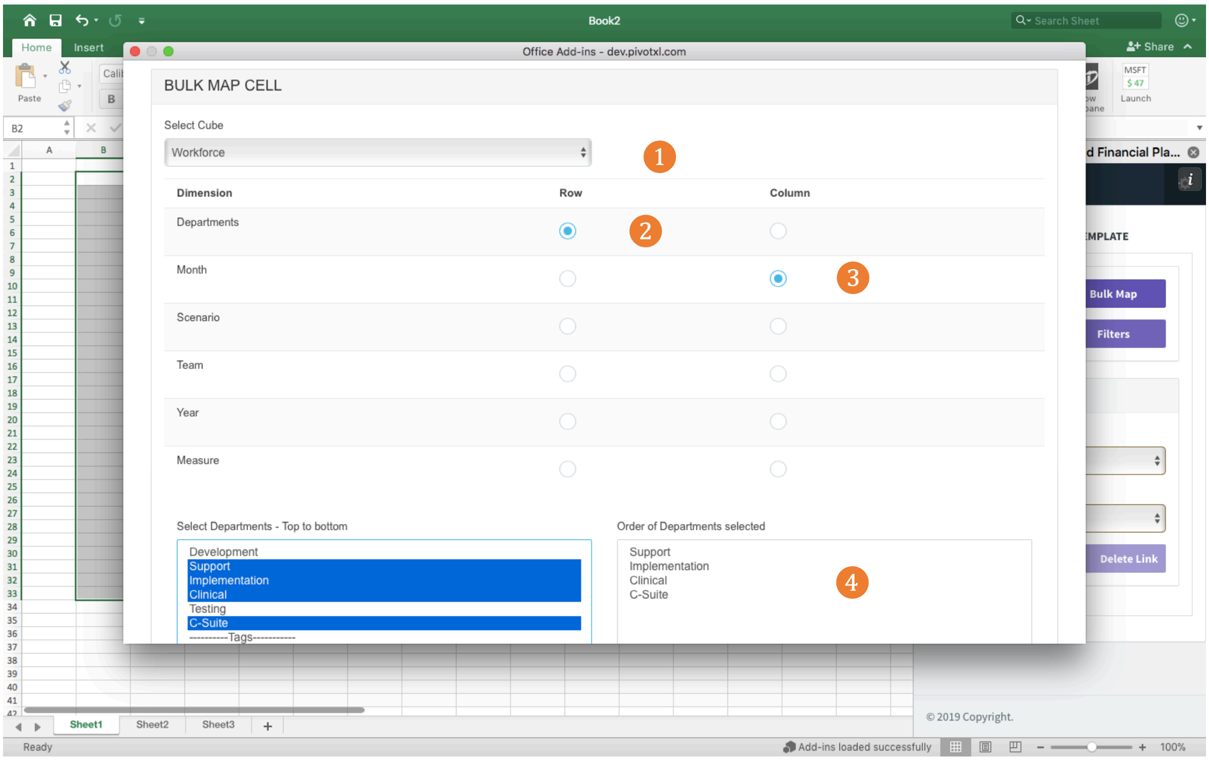
Cell Mapping –Bulk Mapping:

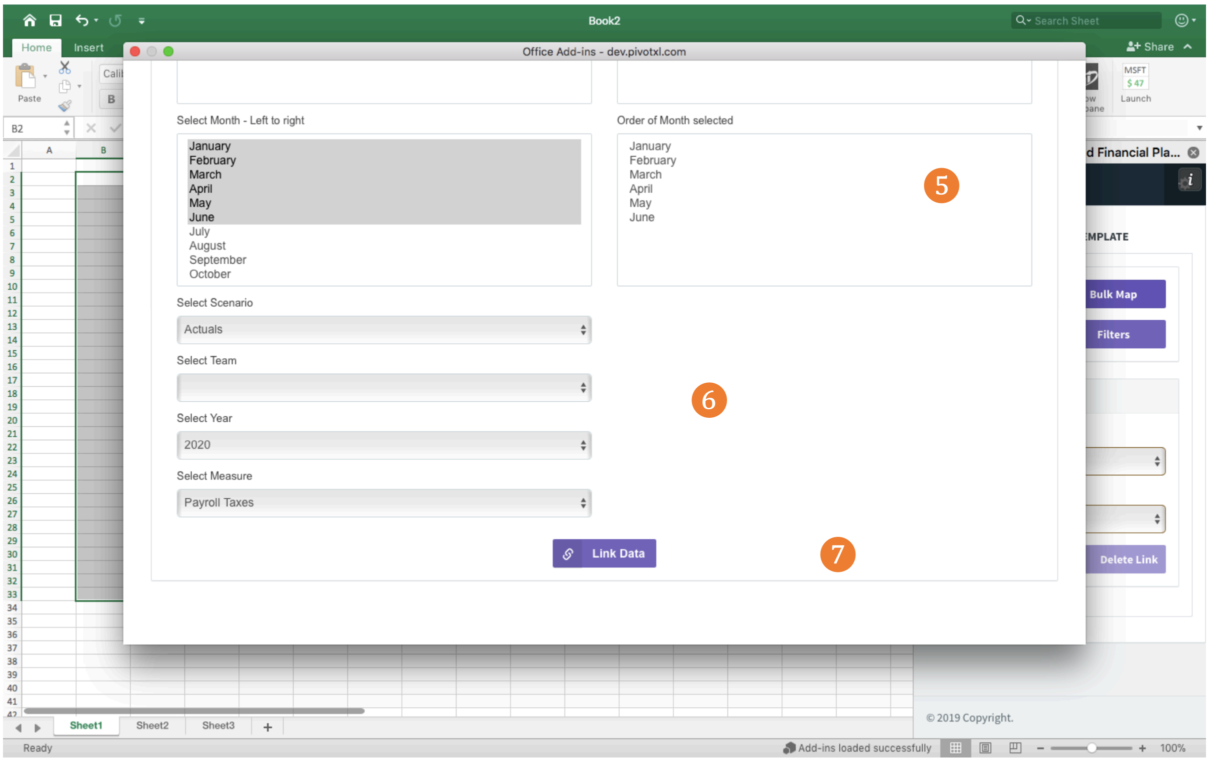
You can map range of cells using our bulk mapping feature.



1 Select range of cells you want to map

2 Click on the bulk map button a pop will open





In the Popup window

1. Select the cube you want to map
2. Select the dimension for row
3. Select the dimension for columns

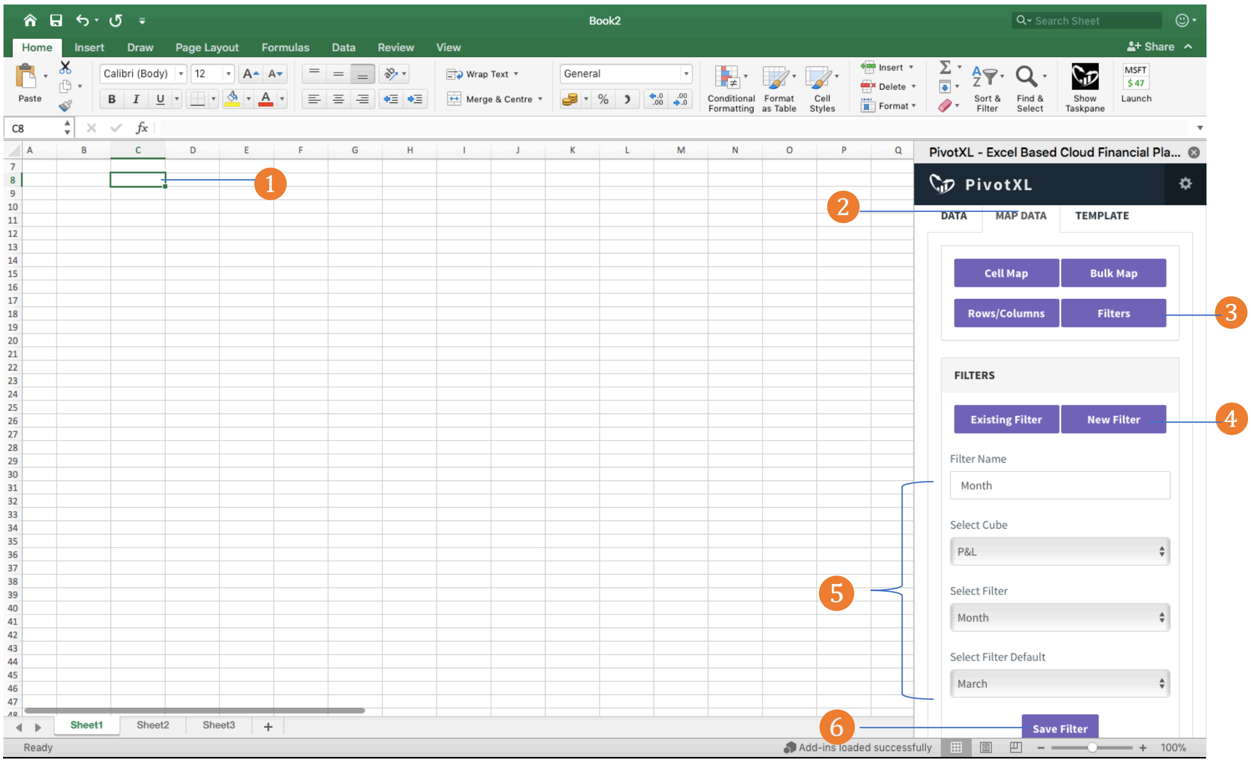
4 Select the order of row you want to map (Ctrl + Click will select multiple dimension, The order will be based on clicking wise)

5 Select the order of Column you want to map (Ctrl + Click will select multiple dimension, The order will be based on clicking wise)

6 Select rest of the dimension for mapping

7 Click on link data to create the links

Creating Filters :



1 Select the cell you want to create filter

2 Click on Map Data

3 Click on Filters

4 Click on New filter

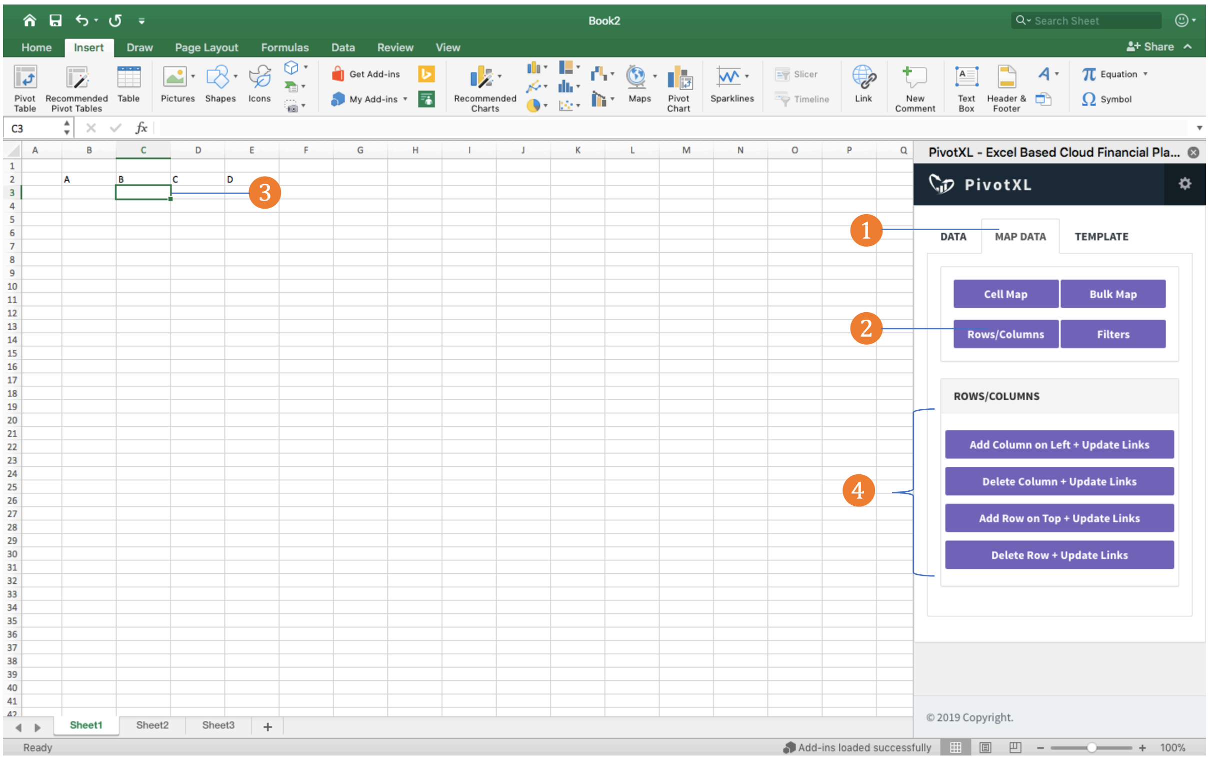
5 Enter Filter name, Select cube and dimension you want to set it as filter, finally select default value for the filter.

6 Click Save filter button , A success toaster will show up with message filter created successfully

Rows and Columns:

After you created your template and mapped your cells with cube , you might have to add /delete - row / column based on financial requirements of your company without altering the existing mappings.

PivotXL provide options to Add/ Delete Rows and columns



1 Click on Map Data

2 Click on rows and columns

3 You can select entire row / column or a cell in row/ column where you want to insert a new row/column.

4 Click on the button based on your requirement.

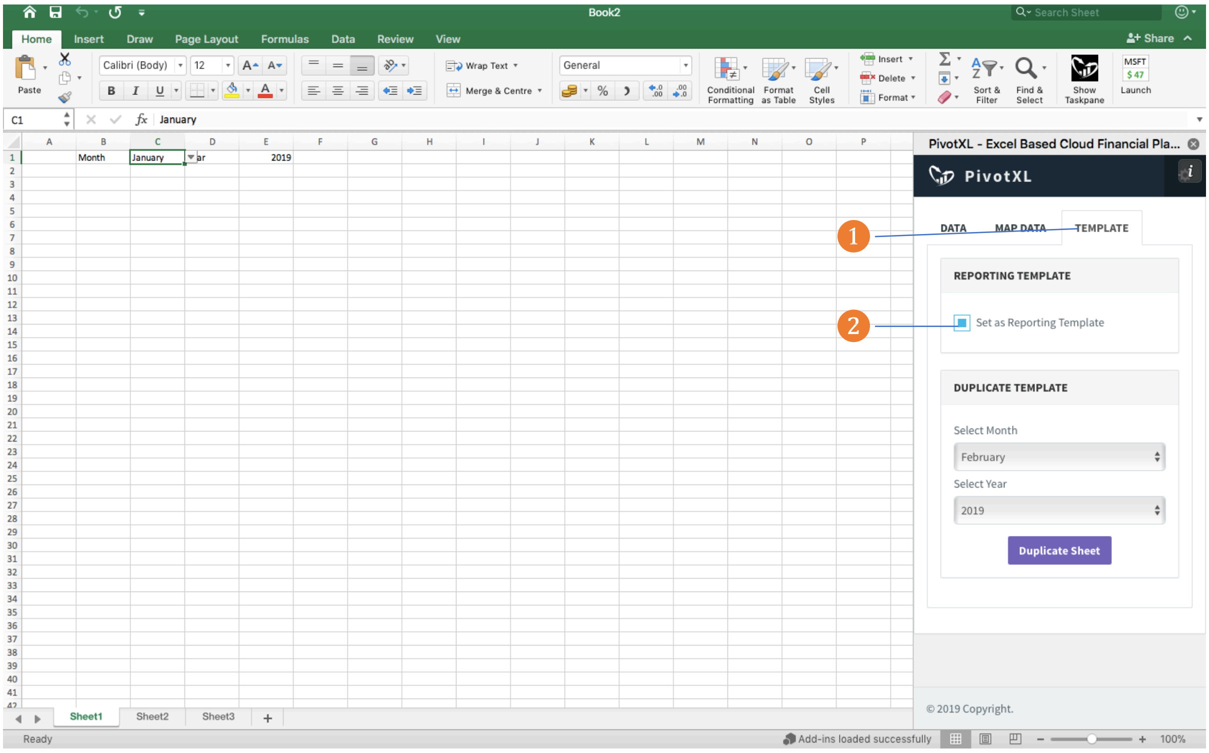
Templates

The Templates in PivotXL have two sections,

1. Report Template
2. Duplicate Template

Report Template :

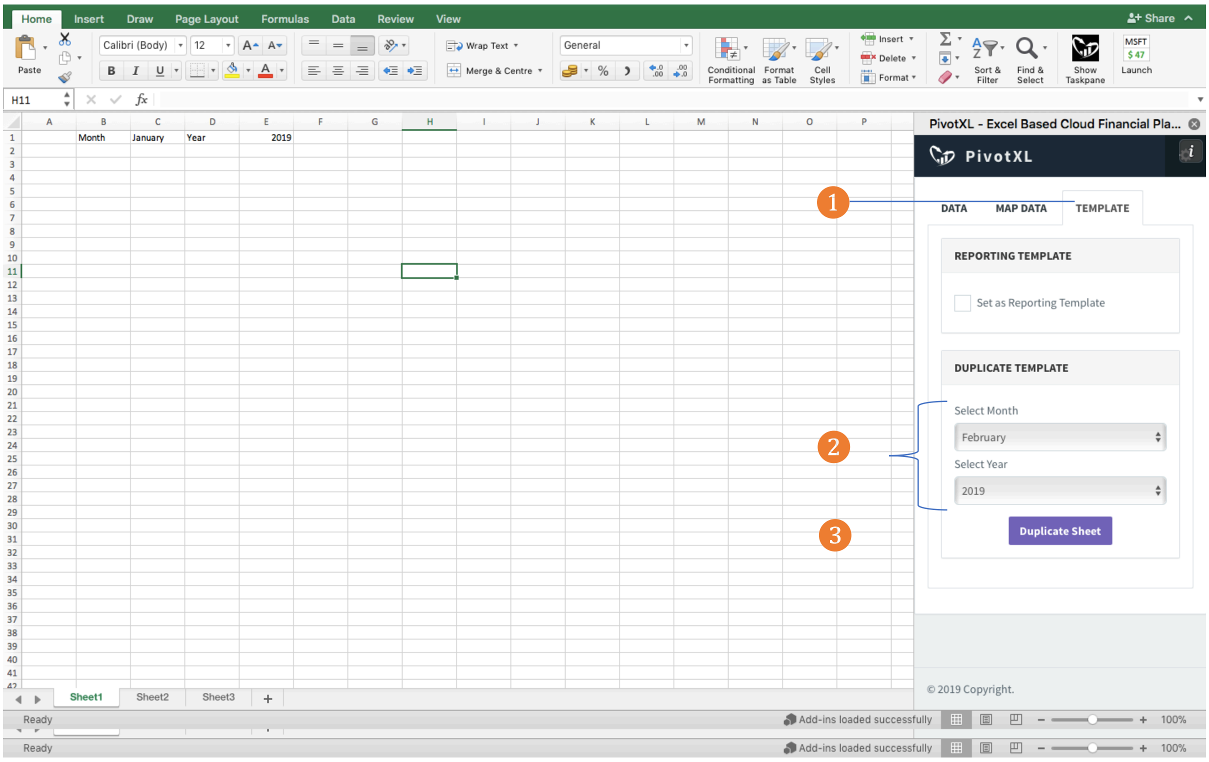
When you set a excel template as a report template, you can’t edit or send data through that template, but you can view that data based on the filter selections. This one helps in prepare reporting for multiple branch / departments.



1. Click on Template in top-menu
2. Click on reporting template check box to change the sheet to reporting template.

Duplicate Template :

You can create new template for a new dimension member using duplicate template functionality. For example if you mapped. A template for a year 2019 and month January and created year and month as a filter, now you can able to create a new template for February 2019 by easily selecting the filters and clicking duplicate template.



1. Click on Templates in the top menu
2. In the duplicate template section select your filter values for duplicate template
3. Click on duplicate template a new sheet will be created with filters values as sheet name.