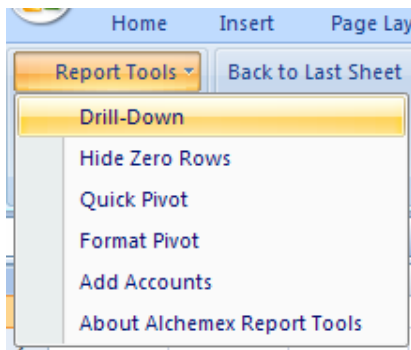


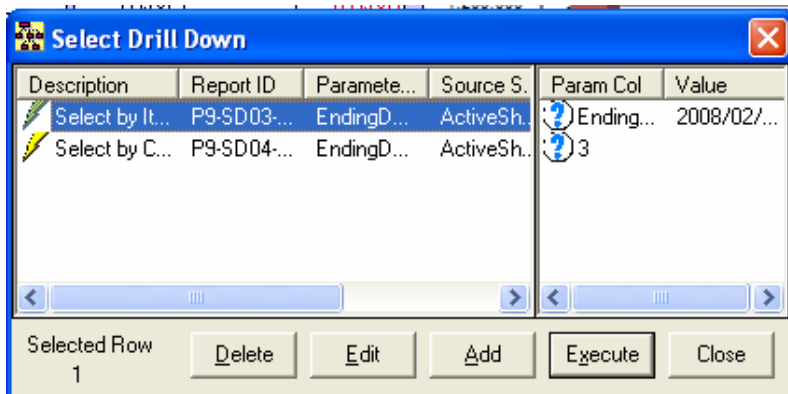
Configuring Dynamic Drill-Downs

The Drill-Down tool allows you to interrogate data directly from within your Excel Reports. A common scenario might be where one high level Alchemex Report needs to drill-down to line level transactional Data in other reports. As a fast interrogation method the Drill-Down tool allows individual Alchemex Reports to be executed with parameters based on Excel Cell values. These reports render their data directly to a fast grid style window or you can opt to drill-down data to your Excel Report Workbook. The fast grid option will however allow you to dump the data into Excel via the data screen menu. In this form an Alchemex Report definition is being used as the source for an Ad-Hoc data enquiry.

To use the Drill-Down tool locate the "Report Tools" menu on your Excel Menu Bar.



The Drill-Down tool will appear. To execute a pre-configured Drill-Down simply double click on it or select it then select the Execute Button.

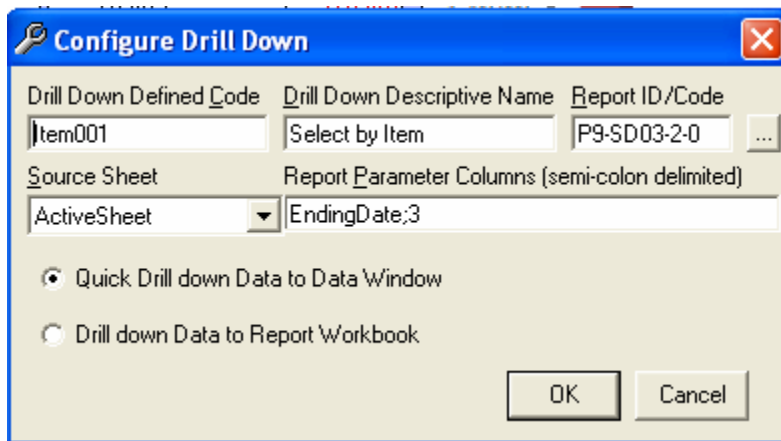




To configure a Drill-Down - Select the Drill-Down and select Edit.
The Configure Drill-Down window will appear. This window is shown below.

To Add a Drill-Down select the Add button and follow the same process outlined below.

NOTE: A Drill-Down definition set is contained within an Excel Book or Template. If you change or add a Drill-Down definition in a Report you should link it back to your Report in the Report Manager to keep the changes.



The Properties of a Drill-Down Definition are listed below: -

- **Drill-Down Defined Code:** A unique code for the Drill-Down within the Excel Book Drill-Down.
- **Descriptive Name:** A meaningful name used to identify the Drill-Down
- **Report ID/Code:** The Alchemex Report ID to use for interrogation. The Report ID of a report is listed on the property window of a report in the Report Manager. In Version 6 you are also now able to use the Report Code to specify the report to use for interrogation.
- **Source Sheet:** The Source Sheet used to interrogate from. This is the sheet that has the parameters for the report. This must be the Excel Worksheet name OR the word "ActiveSheet" for the Drill-Down to work from any sheet in the Workbook.
- **Report Parameter Columns:** A semi-colon delimited list of the column numbers or names used to define where to obtain the report parameters from.
- **Quick Drill-Down / Drill-Down to Workbook:** Gives you the choice of having the output displayed in "fast grid" (in a window) or "direct to workbook" style

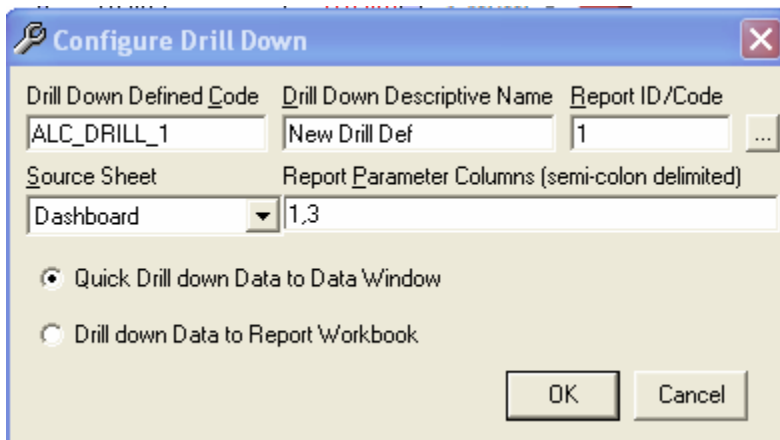
In the example above whenever the Transactions Drill-Down is executed the values from the EndingDate named range and Column 3 will be taken for the active/selected row and passed to the report of ID P9-SD03-2-0. The report will run and render the data to screen. The Data Output screen is shown below (that was the specific option selected)

Row	CategoryID	CategoryName
4	1	Beverages
72	8	Seafood
14	2	Condiments
33	3	Confections
12	1	Beverages
52	5	Grains/Cereals
9	1	Beverages
74	8	Seafood
64	7	Produce
69	8	Seafood
18	2	Condiments
71	8	Seafood

Once viewed, the window can be closed. However if you wish to analyse the data in Excel then use the Data to Excel menu provided to transfer the Data into Excel. A number of options are provided for this.

To Add a Drill-Down press the Add button and follow the same process outlined below.

NOTE: A Drill-Down definition set is contained within an Excel Book or Template. If you change or add a Drill-Down definition in a Report you should link it back to your Report in the Report Manager to keep the changes.



Configure Drill Down

Drill Down Defined Code	Drill Down Descriptive Name	Report ID/Code
ALC_DRILL_1	New Drill Def	1
Source Sheet	Report Parameter Columns (semi-colon delimited)	
Dashboard	1,3	

Quick Drill down Data to Data Window
 Drill down Data to Report Workbook

OK Cancel



The Properties of a Drill-Down Definition are listed below: -

- **Drill-Down Defined Code:** A unique code for the Drill-Down within the Excel Book Drill-Down.
- **Descriptive Name:** A meaningful name used to identify the Drill-Down
- **Report ID/Code:** The Alchemex Report ID to use for interrogation. The Report ID of a report is listed on the property window of a report in the Report Manager. In Version 6 you are also now able to use the Report Code to specify the report to use for interrogation.
- **Source Sheet:** The Source Sheet used to interrogate from. This is the sheet that has the parameters for the report. This must be the Excel Worksheet name OR the word "ActiveSheet" for the Drill-Down to work from any sheet in the Workbook.
- **Report Parameter Columns:** A semi-colon delimited list of the column numbers or names used to define where to obtain the report parameters from.
- **Quick Drill-Down / Drill-Down to Workbook:** Gives you the choice of having the output displayed in "fast grid" (in a window) or "direct to workbook" style

In the example above whenever the Transactions Drill-Down is executed the values from the Columns 1 and 3 will be taken for the active/selected row and passed to the report of ID 1. The report will run and render the data to screen.