



ISS Reporting

Advanced Wizard

User Guide

EnfoTrust Networks, Inc

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About this Guide

User Guide -November 2005

This edition, released November 2005, is designed to help you understand the functionality and usage of the Advanced Wizard.

Conventions Used in this Guide

- Text describing an illustration always appears *after* the illustration.

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Reporting

Reporting allows access to numerous views of information. In general, reporting refers to the process of presenting information for visual inspection. PACE Central presents many forms of reporting, including Quick-Link Reports, Report Wizards, and Detailed Analytical reports.

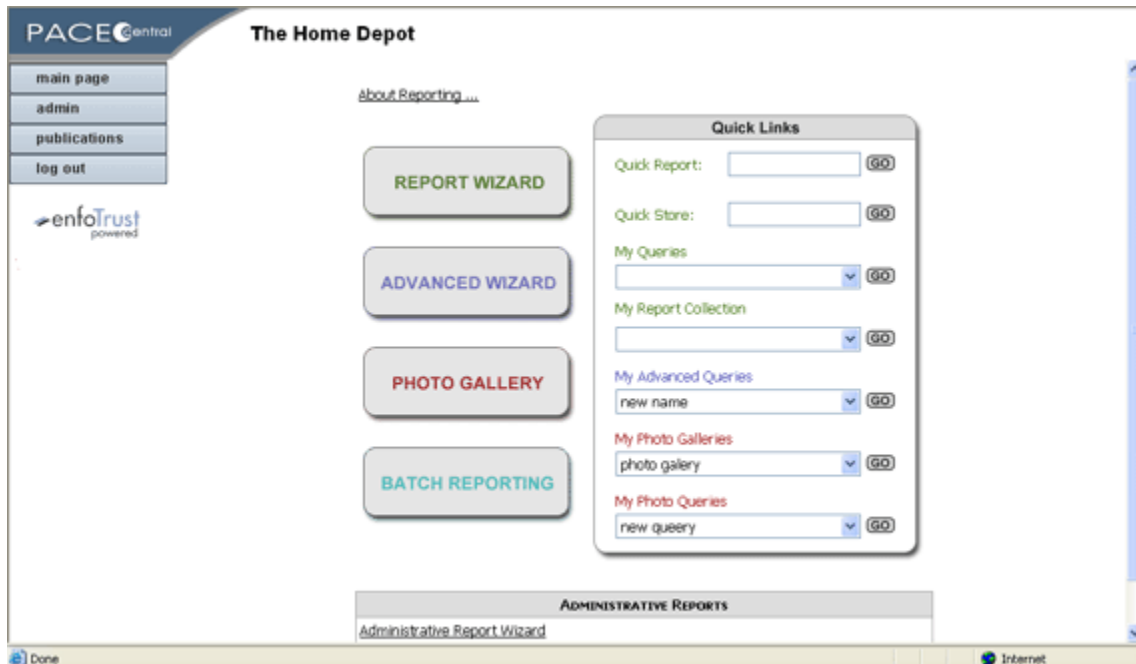
Advanced Wizard

Advanced Wizard is an analytical tool enabling the detailed understanding of how in store tasks are being implemented. Based on the processes, tasks and questions that you define, you can quickly determine both the positive and negative results being reported in the stores.

Items presented through the advanced wizard are filtered based on the user's type and permissions. For example, Division Managers will only be allowed to include their assigned divisions. Vendor Guest Users will only be allowed to include their assigned vendor lines. Rep Users will only be allowed to include their work and the work of any rep in their line reports.

From the **Main Reporting Page**

Select **Advanced Wizard**.

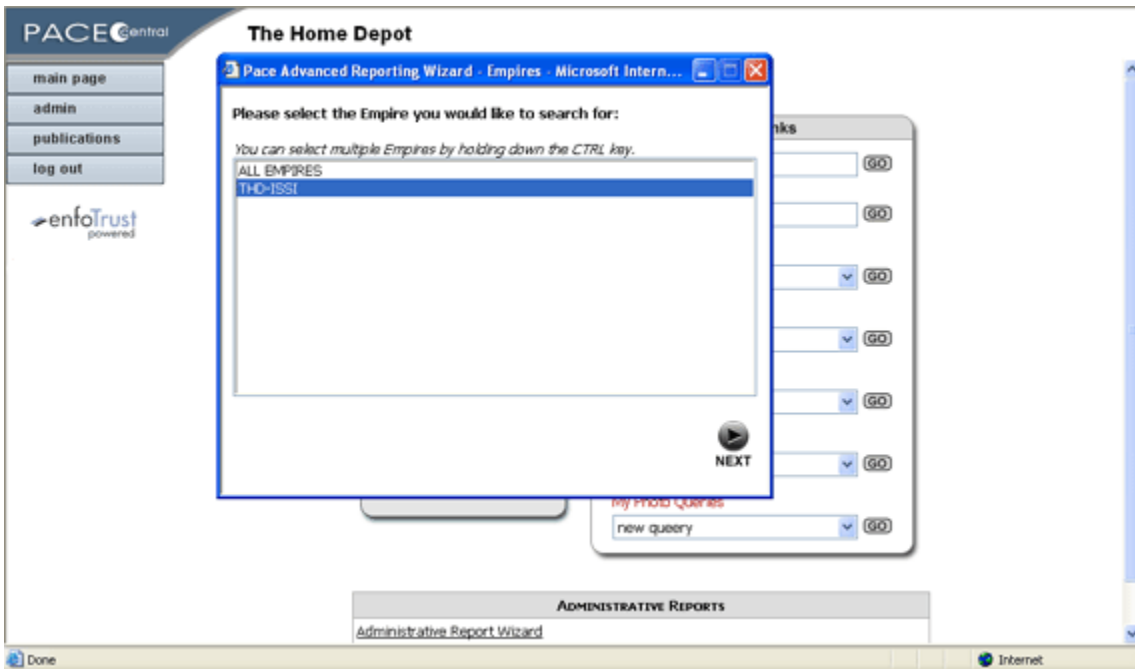


Advanced Wizard Selection Sequence

You will use the advanced wizard to create your report selection criteria. The following items will be presented for selection.

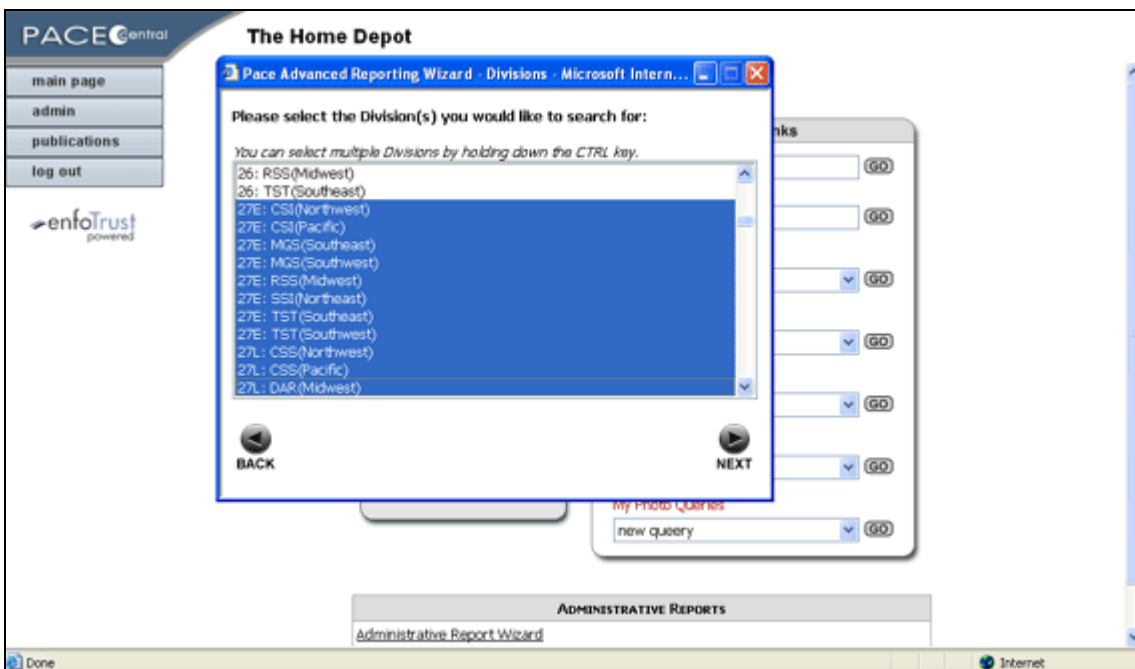
Empire

Select the empire to include in the report. Only those chains serviced by your rep group will appear as items in the list.



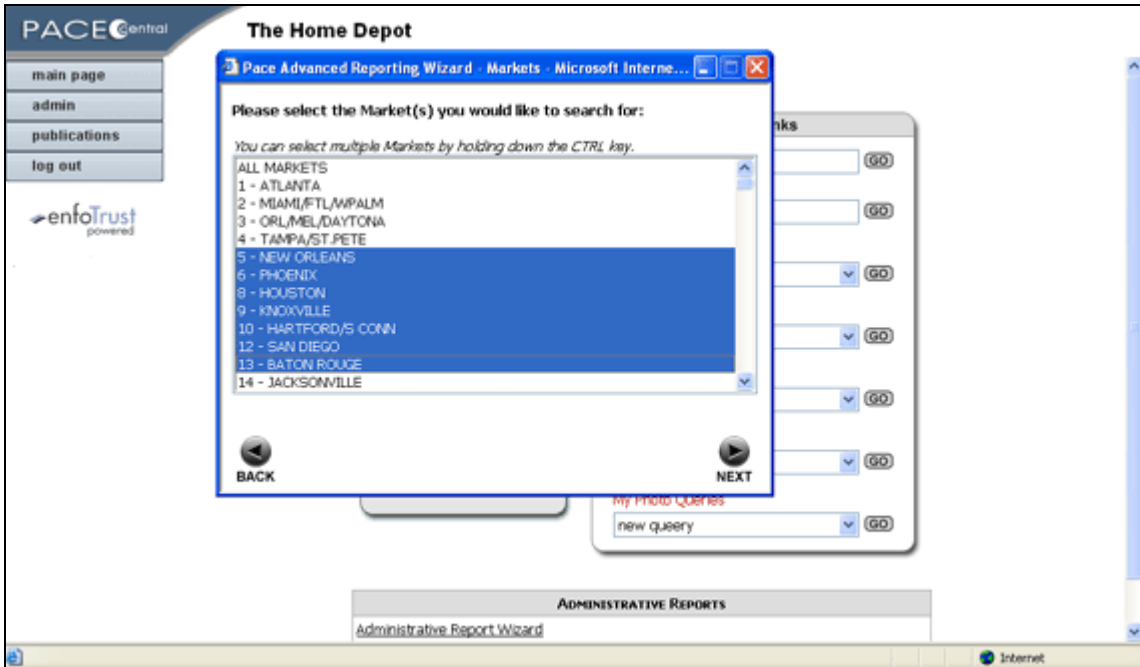
Divisions

Select from the list of your rep group division. Keep in mind that the organizational structure of the Chain is completely separate from the structure of your rep group.



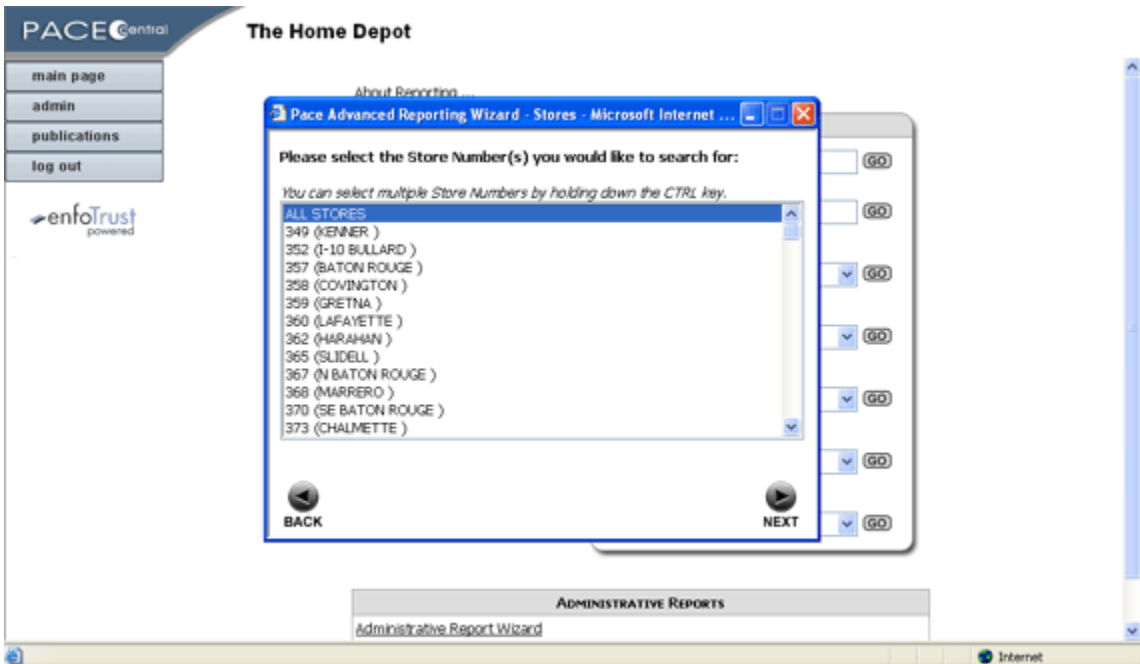
Market

Select from the list of markets displayed. The list of markets will be filtered based on the Chains and Rep Group Divisions previously selected.



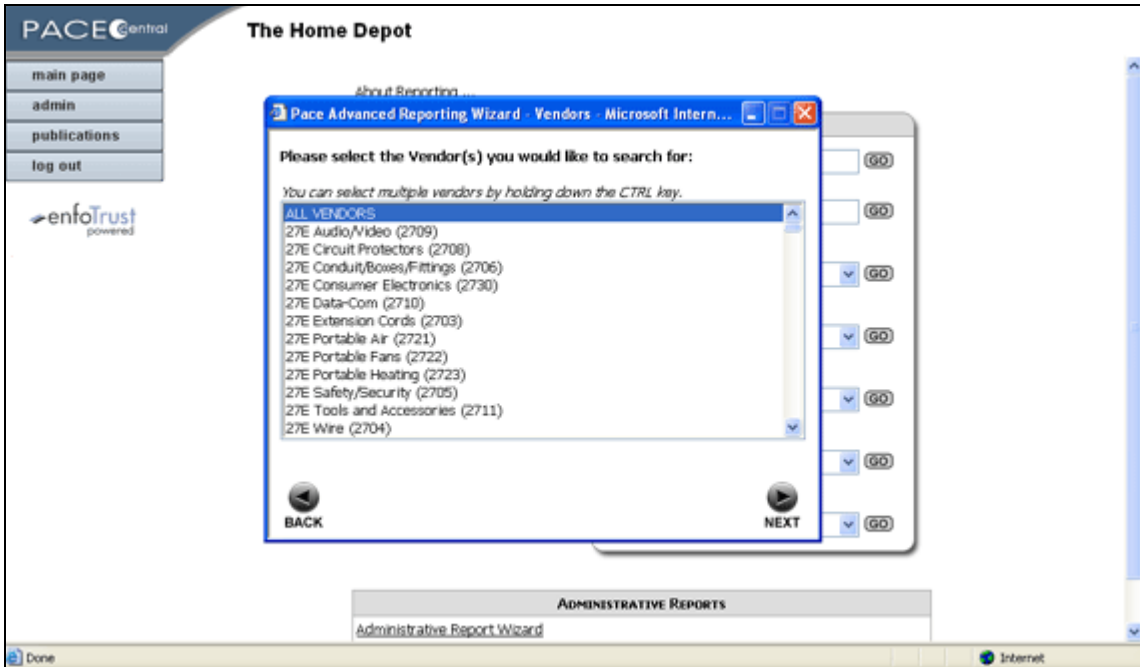
Stores

Select from the list of stores displayed. The list of stores will be filtered based on the Markets previously selected.



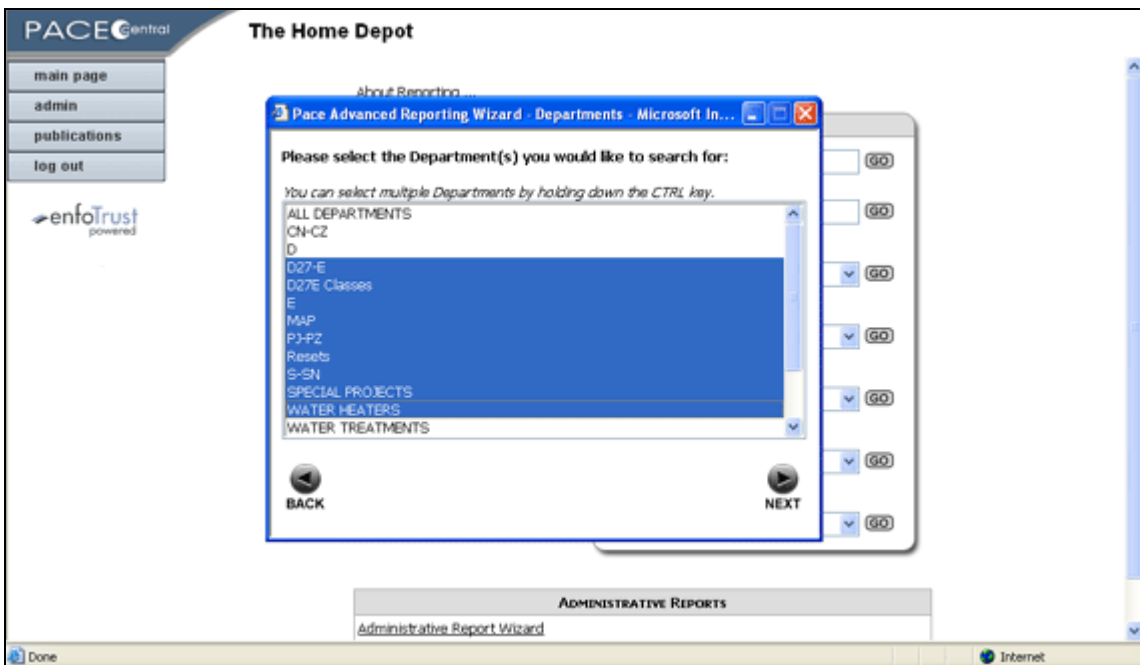
Vendors

Select from the list of vendor lines displayed. The list of vendors will be filtered based on the Divisions previously selected.



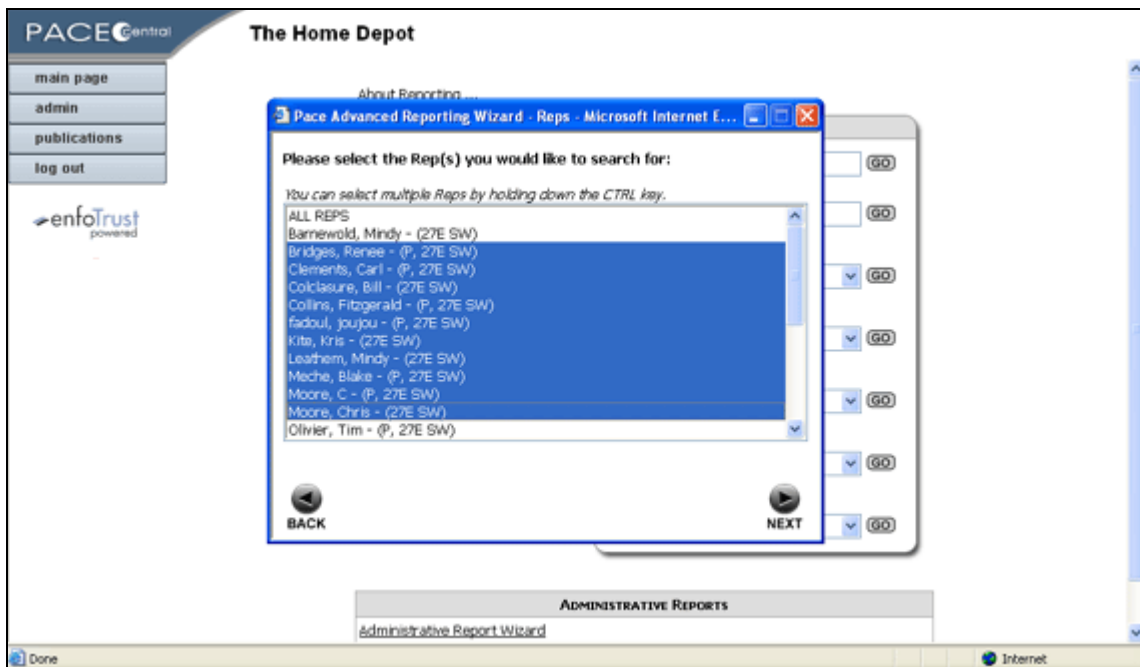
Departments

Select from the list of departments displayed. The list of departments will be filtered based on the collective department assignments of the vendors previously selected.



Reps

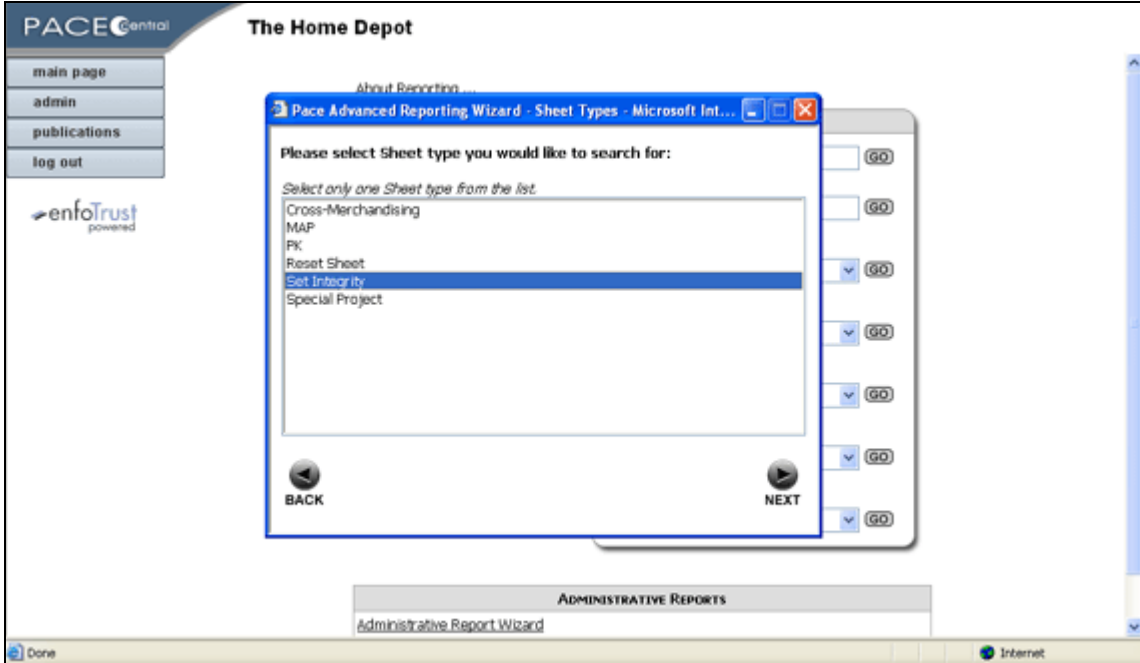
Select from the list of reps displayed. The list of reps will be filtered based on the Divisions, Stores and Departments previously selected.



Sheet Type

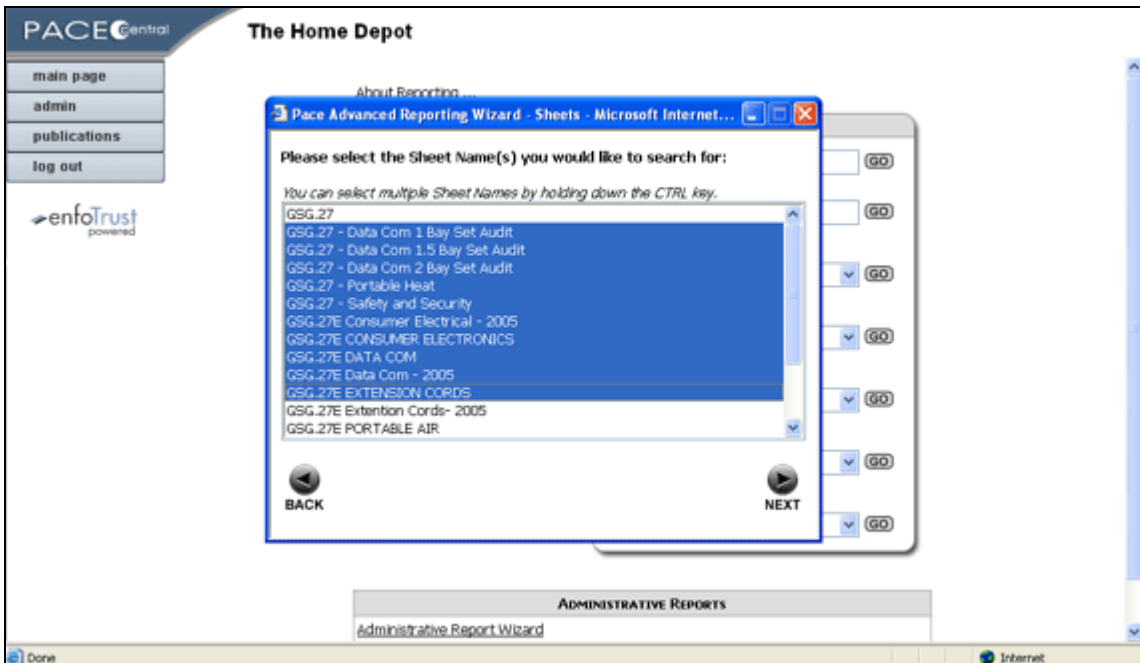
The advanced wizard allows the consolidation of task information across multiple worksheets of the same type. Select the worksheet type to be analyzed by the advanced wizard.

- Only those worksheet types associated with the vendors previously selected will be presented for selection.



Sheets

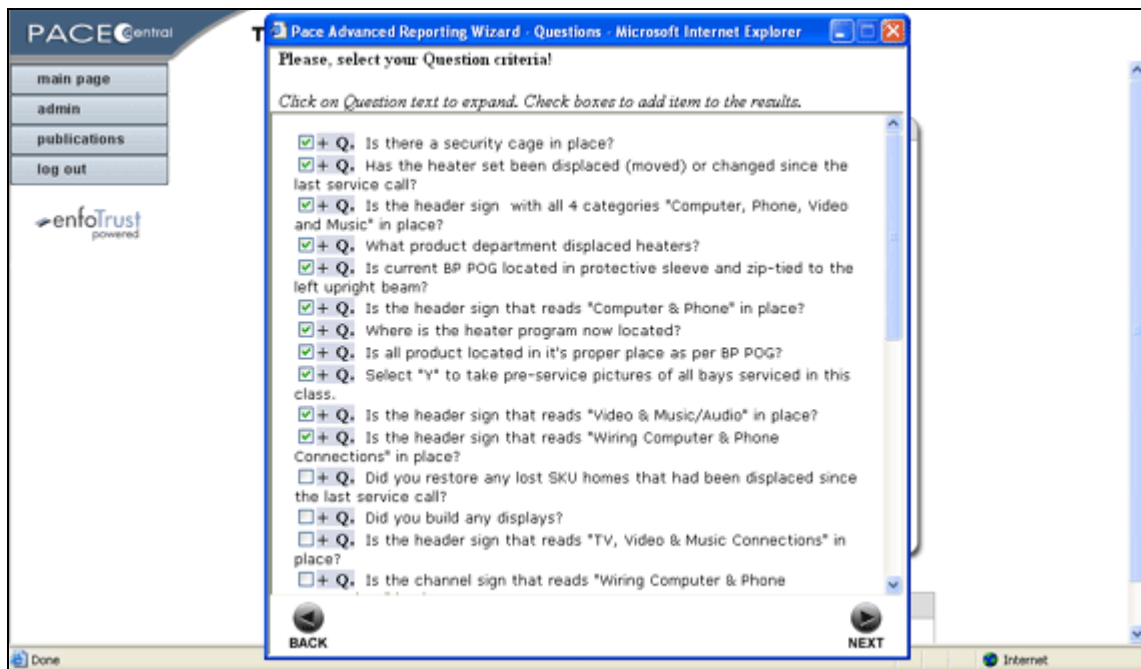
Select from the list of worksheet names displayed. The list of sheets will be filtered based on the worksheet type and the collective worksheet assignments of the vendors previously selected.



Question and Task Criteria

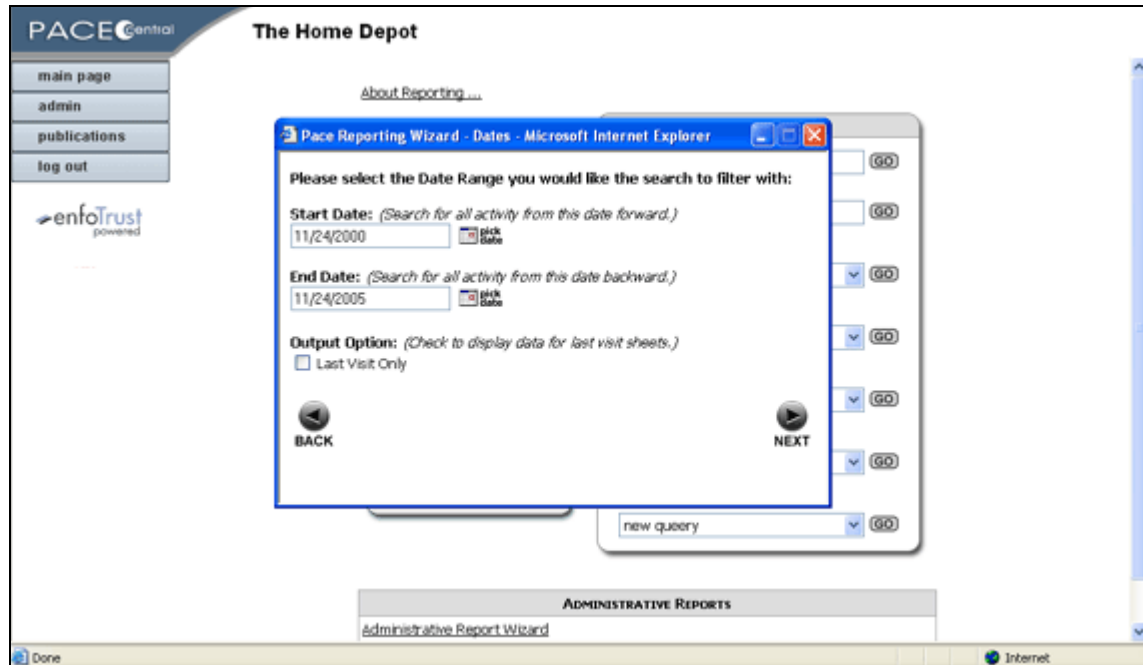
Question and task criteria allow you to hone in on specific elements of the work being performed in the field. You can include any combination of questions for advanced wizard analysis.

- The questions presented are based on the actual worksheets previously selected.
- Click on the question text displayed to expand any of the questions.
- To drill-down to specific question detail, check any combination of following check boxes.



Date Range

Provide the date range to be used and click **[NEXT]** to view results.



Advanced Wizard Results

Save as My Advanced Query

Use the save query feature to add the query to your personal list of My Advanced Queries or post the query to other users.

Filter Criteria Applied

The advanced wizard selection criteria presents at the report Header.

Click the doubled down-arrows to expand any criterion when more than one item has been requested.

Detail Group By:

Each question result can be expanded to show response details. .Detail Group By: determines the amount of information displayed by .Show Details.

- You can choose to group by up to four groupings at a time.
- Highlight the desired grouping and click [**>**] to add the item to the list of Selected Groupings.
- Highlight any previously selected grouping and click [**<**] to remove the grouping item.
- Highlight any previously selected grouping and click [**Up**] or [**Down**] to change the grouping order.
- Click [**OK**] to save your changes.
- Click [**CANCEL**] to exit the utility without saving your changes.

The new grouping selections will be effective the next time you use .Show Details.

Population Summary

Population summary identifies the number of worksheets and questions found and analyzed based on your selection criteria.

Show Details

Use the Show Detail option to expand any report section and display the Grouping details specified with .Detail Group By. The Store grouping option is presented by default.