



# Business Intelligence Platform

Reports and performance information are central to the successful day-to-day management of any business. Active Intelligence and Dashboards provide real-time, proactive information direct to users. The BI Platform enables people across your organisation to extract, publish and share static information quickly and easily. These capabilities combine to ensure that your people have the clarity of information they need to make well informed, often time critical decisions.

## Key Features at a Glance

- Well proven solution for report authoring and distribution
- Popular toolset optimised for OneOffice
- Supports proactive Active Intelligence and Dashboards with static information
- On-demand access for report users
- Interactive reports simplify navigation through reports
- Reports can be output in many formats using e-mail, paper or published on-line.
- 'New user' and 'super user' training courses tailored for OneOffice users

## Benefits

- Fast and easy report creation
- Reduces dependency on IT team for report design and production
- Reports can be viewed and updated 24/7
- Flexible licensing approach makes it easy to increase number of users as required
- Rapid ROI

## Introduction

Working with our partners at Business Objects, we have enhanced the core capabilities of both Crystal Reports and Crystal Enterprise to ensure that, as part of the OneOffice BI Platform, (BIP) report design and publication is both straightforward and intuitive. Whether you want to focus on stock balances, analyse sales performance, look at the order book or produce financial management summaries, the OneOffice BI Platform makes reporting straightforward. Your people can extract and publish information without having to learn complex programmer orientated languages or relying on the services of the

IT team. Your business will benefit from a clear focus on the information you need to make business critical decisions.

## Report Design

BIP includes a simplified data structure specifically designed for OneOffice. Reports can be built from a single data source or can combine multiple data sources into a single report.

Using a combination of an intuitive drag-and-drop interface, powerful wizards and sample formats, both novice and expert

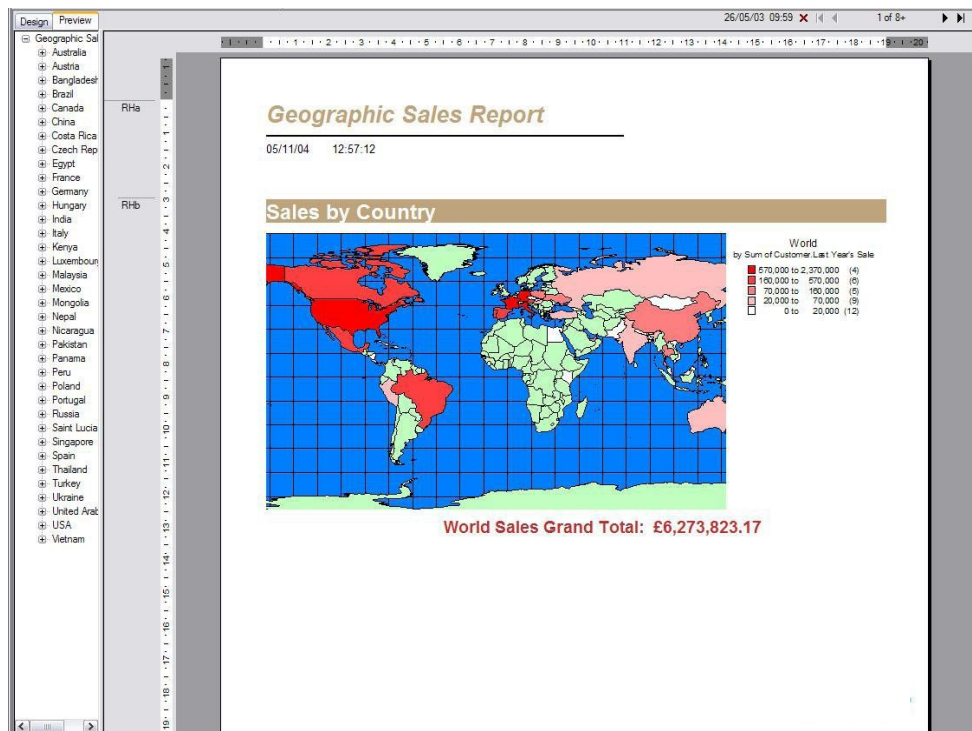


Figure 1. This sample report shows Sales by Region and uses colour coding to highlight performance. The user can drill to the results for individual countries and regions within each country by clicking on the map or by using the hierarchy on the left-hand side.



users alike can quickly assemble interactive reports for virtually any purpose. Reports can be customized with logos, pictures, shapes and colours, and for more complex requirements, an extensive formula language includes over 160 built-in functions and operators as well as user-defined functions for complete control over report formatting, business logic and data selection.

Pre-constructed 'Report Parts' can be written and stored for reuse. This capability enables expert users to build standard segments of reports for use by less experienced users.

### State of the Art Presentation

A full set of layout and design controls are available ensuring that finished reports

have a professional appearance. Many report types can be created including graphical summary reports, cross tabs, 'top N' or 'bottom N' reports. To increase the graphical impact of reports, more than 20 chart and map types are included. Customised templates can ensure that all reports have a consistent look and feel, without having to format each one individually.

### Interactive Reports

Interactive Reports provide report-users with the ability to tune their use of reports to meet changing requirements without the need for IT support; for example a user could change the sort order within a report.

Report packs can be built with specific navigation paths between elements of the

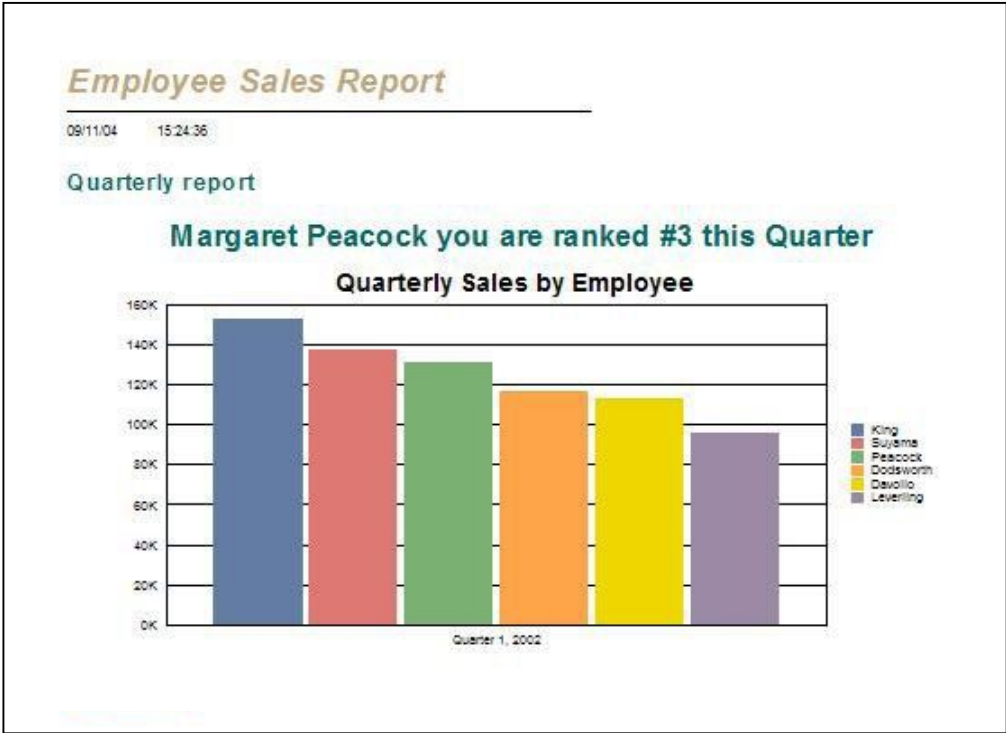


Figure 2. This example of an Employee Sales Report identifies the user and highlights their ranking. The report contains drill-downs through the bars in the chart to the underlying detail for each sales person to show sales by product type.



same report or different parts of the pack. By using hyperlinks a report designer can link in other reports and web sites. Drill-down reports enable users to navigate around the information and uncover underlying detail.

For most organisations reporting is a continuous process with ongoing cycles of activity. Once each report has been created, the next task is to effectively maintain it and publish it to end users.

### Reports Distribution

OneOffice BIP ensures that business information is always available. Completed reports can be stored in Crystal Enterprise which manages the distribution and availability of reports. Built-in distribution capabilities can send reports to users or other destinations (e.g. network drives, FTP sites, etc.) as and when required. in a variety of formats such as PDF, Word and Excel.

### On-Demand Access

Reports can also be accessed by authorised users across an intranet or the internet. This provides users with a report self-service capability, enabling them to view, schedule and share reports as and when they require them, without continual reliance on IT resource. Reports viewed in this way can be fully interactive using a zero-footprint DHTML Viewer and can be printed, exported to more than ten formats (including Excel, Word and PDF) or viewed as interactive reports using an off-line report viewer.

Self-service users can also modify existing reports so that the information is specific to their individual requirement without creating a IT reporting backlog. The IT team can predefine the levels of functionality available to users tailored to their particular needs and skill set, as well as assign security rights to groups or individuals to ensure that only those with rights to view certain reports have access to them.

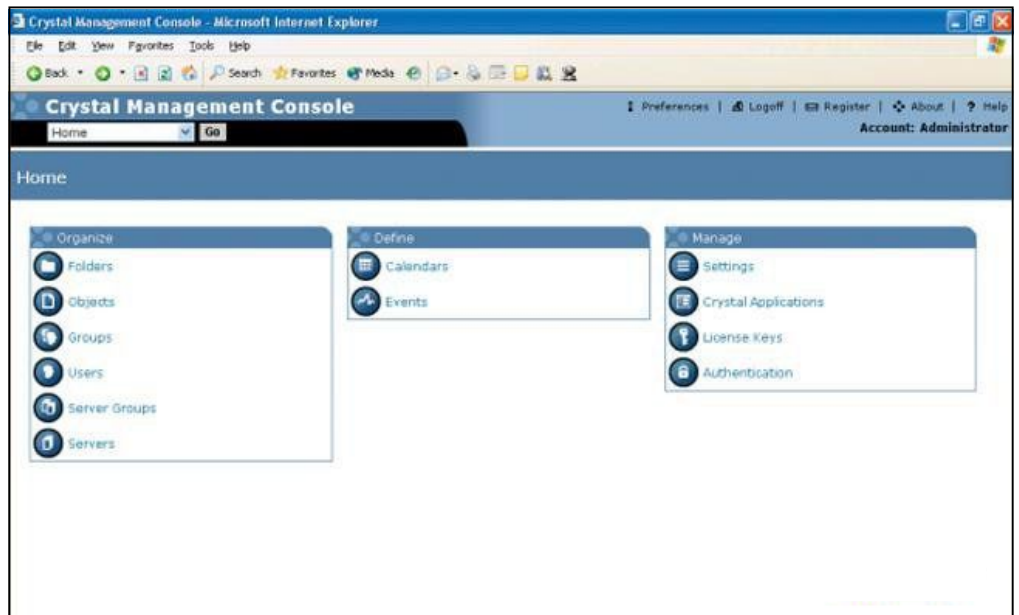


Figure 3. The Management Console provides a web-based administrative interface through which the IT team can tune and configure the deployment of On-Demand Access for self-service users and report distribution.



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## Proven Solution

The OneOffice BI Platform successfully extends the capabilities of both Crystal Reports and Crystal Enterprise to provide OneOffice users with proven, robust and scalable reporting tools. Implementation is straightforward and is supported by classroom training for report authors and administrators; report users find the self-service capabilities intuitive. This approach reduces the dependency on the IT team for report design and production, ensuring that the people in your business have access to the information they require when they require it to make well informed and timely decisions.

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*Official OneOffice reseller for Australia & New Zealand*

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