

Working with Parameter Objects

Intellicus Enterprise Reporting and BI Platform

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For details, visit: <http://www.intellicus.com/acknowledgements.htm> .

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Parameter objects

The adhoc report gets its data by running pre-prepared query objects. If a query needs a value at run time, it may have a user (run time) parameter included in it. The values of Run time parameters are taken from the user while running the report.



Note: It is suggested that all required parameter objects are designed before proceeding to create a query object that may use a parameter object.

Parameters are stored on server and so can be used in one or more report and query objects.

To open Parameter page, click Navigation > Repository > Report Objects > Parameter.

Repository > Report Objects > Parameter

Parameter Value Groups

Add New Open Delete Save Save As Cancel

Name	<input type="text"/>
ID	<input type="text"/>
Prompt	<input type="text"/>
Data Type	CHAR <input type="button" value="▼"/> Size <input type="text"/>
Format	<input type="text"/> <input type="button" value="..."/>
Default Value	<input type="text"/>
Database Time Zone	<input type="text"/> <input type="button" value="▼"/>
User Time Zone	<input type="text"/> <input type="button" value="▼"/>
<input type="checkbox"/> Prompt User Time Zone	
Description	<input type="text"/>
<input type="checkbox"/> Mandatory <input type="checkbox"/> Visible <input type="checkbox"/> Restrict to List <input checked="" type="checkbox"/> Pass Values Using Tables <input checked="" type="checkbox"/> Enable <input type="checkbox"/> Forced	
Input Type <input checked="" type="radio"/> TextBox <input type="radio"/> Combo <input type="radio"/> Option	

Combo Source

Values Pre Defined SQL

Pre Defined List

Display Name	Value
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>

Display Parameter Name

Figure 1: Parameter Page.

A blank parameter page opens.

Click **Add New** button to start working on a new parameter. Click **Open** to open a parameter.

To create a new parameter

1. Click **Add New** button. All the entry boxes are cleared.
 2. Specify values for the new parameter being set. Details are given below.
 3. After providing all the required values, click **Save** button.

Buttons:

Add New: To clear the content of this page and start creating a new parameter object.

Open: To open one of the existing parameter objects.

Delete: To delete the open parameter object and clear the content on the page.

Save: To save the open parameter object.

Save As: To create copy of the open parameter object.

Cancel: To abandon all the changes made on this page after last *Save* action.

Details on the dialog box

Name: A parameter has a unique Name, which will be used across the application.

A parameter also has a unique **ID** that application uniquely generates when parameter is saved.

Note: Name will be validated when you save the parameter.

Prompt is 'label' text of the parameter. It will be displayed on **Input Parameter Form (IPF)**, where it will help user understand what value should be entered for the parameter.

Data Type: This defines the data type of the parameter value. Select among:

- **Char:** Alphabets, numbers and special characters.
- **Number:** Digits and decimal point.
- **Date:** Date or part of date (like day, month, year).
- **Boolean:** A parameter that will accept one of the two pre-set values. Appears on screen as a checkbox.

Size: Number of digits or characters that user should be allowed to enter. (only for Char and Number data type).

Format: Select the format in which user should provide value for this parameter. Refer to online help to know more about Data Formats.

Default Value: Specify a value that is most likely to be provided by the user. This value will appear selected on IPF.

Default Value for Date type Parameter

For a date type parameter, **Default Value** will become editable dropdown. Click calendar icon to select the date. You may specify a date in it or select a value from the options:

- **CURRENT_DATE:** The date on which report will be generated.
- **MONTH_START_DATE:** First day of the month in which report will be generated.
- **YEAR_START_DATE:** First day of the year in which report will be generated.

You can also set a default value that is relative to any of the three options listed above. For example, to set default date as 3 days after CURRENT_DATE, CURRENT_DATE + 3. To set default date as 5 days before month start, specify MONTH_START_DATE - 5.

To provide relative values as above, select the option from editable dropdown and suffix it by + or - and the number.

For example, if report print date is August 13 2009 and default date is MONTH_START_DATE - 5, IPF at run time will display July 27 2009 (in the selected date format).

Refer to online help for explanation of Date Time format codes.

Time Zone is useful when different users access application from different time zones. In such cases, it may happen that date/time data stored in database may be in one specific time zone and user may be accessing application from a different time zone. In this situation, application can convert date / time type data from one time zone to another time zone.

In **User Time Zone**, select the time zone from where user is expected to access the application and so provide parameter value in that time zone (to convert from). Select **SYS_USER_TZ** to use time zone applicable at run time (depending pre-set priority by the application). Select **SYS_SERVER_TZ** to use time zone set on **Server Properties** page (Report Server's time zone).

Check **Prompt User Time Zone** checkbox if user will select time zone at run time at the time of providing value for this parameter on IPF.

In **Database Time Zone**, select the time zone in which date / time data was entered in the database (to convert to). Select **SYS_CONN_TZ** to use time zone set on **Database** page. Select **SYS_SERVER_TZ** to use time zone set on **Server Properties** page (Report Server's time zone).

For time zone conversion to take place, value for **Database Time Zone** and **User Time Zone** needs to be provided.

Description: Specify information about parameter that will help user in providing the desired parameter value. Description will be displayed in a popup on IPF when user clicks the Question mark icon next to the parameter. Description is also displayed on **Save Parameter Object** dialog and **Open Parameter Object** dialog.

Enable: To define if this parameter should be enabled on IPF or not. By default it is checked. Report designers may choose to disable it on this page, but may enable it at report run time through scripting.

Parameter Objects

Input Type: This defines the way user will enter parameter value(s) on IPF:

- **TextBox:** User will type in the parameter value.
- **Combo:**
 - **Multiple values selection:** Check **Multiselect** checkbox. Values will be listed in a box. User will click a value to select it. To select multiple values, press and hold down Ctrl key and click the values.
 - **Single value selection:** Uncheck **MultiSelect** checkbox. Values will be listed in a dropdown box. User will click a value to select it.
- **Options:**
 - **Multiple values selection:** Check **Multiselect** checkbox. Values will be listed in a box as checkboxes. User will check values to select.
 - **Single value selection:** Uncheck **MultiSelect** checkbox. Values will be listed in a box in the form of radio buttons. User will click in the radio button to select that option.

Input type for Boolean type parameters

Boolean type parameter is displayed as check. It has only two states: Checked and Unchecked. To setup a Boolean type parameter,

1. Select data type as **Boolean**.
2. Within **Value** area, in **Checked**, specify value to be passed when checked.
3. In **Unchecked**, specify value to be passed when unchecked.

At run time, parameter name will be displayed on IPF as a checkbox, which user will check or uncheck as desired.

Mandatory: Check to make it mandatory for user to specify value for this parameter in order to generate the report. On IPF, mandatory parameters will be listed under Mandatory tab. Other parameters (for which Mandatory is not checked) will appear on Optional tab.

Visible: This property defines if parameter will be visible on IPF or not. By default, this checkbox is checked. So, this parameter will be displayed. Some reports do contain parameters, but its value is passed without direct human interaction - like subreports and hyperlinked reports. If this parameter is used in such reports, then its value will be passed by the calling report. If this is the case, uncheck this checkbox. Uncheck this checkbox if you want to run report using the default parameter value only.

Restrict to List: This is applicable for parameters for which Input type is Combo. By default it is checked to make sure users select value(s) only from the list.

Parameter Objects

Forced: (available to SuperAdmin users): As a super administrator, you can configure a set of parameter values for each user. The user can thus select value(s) from the specified set only (only these values - Forced values - will be listed in the parameter for the user).

For example, you want Tom to select values from "Central region" and "Western region", and John to select values from "Eastern region" and "Alaska region". If you check this checkbox, Tom will have to select between "Central region" and "Western region" and John will have to select between "Eastern region" and "Alaska region".

Note: To provide restricted access, navigate to Navigation > Administration > User / Role > Data Restriction.

Combo Source: This is applicable when input type for the parameter is *Combo* or *Option*. Values that should appear, can be pre-defined or fetched from database using an SQL. [Click here](#) for instructions.

A parameter can also be used on report as a control (like other report fields). Check **Display Parameter Name** checkbox and specify a name. This name will appear as control name on report designer, which you can drag and drop on canvas (the report layout area). **Display Parameter Name** has no effect when the Parameter Object is used in Adhoc Report.

Multi Select Parameters

Check the checkbox in **Multi Select** tab header if user may need to select / specify multiple values for this parameter. For example, for Country Names, user may select multiple country names.

- **Pass Values Using Tables:** Check this checkbox when you want to pass multiple parameter values through table. This is done specially when number of values that can be passed (total number of bytes of selected values) as part of stored procedure or SQL is more than what is allowed. Refer to online help to know more on this.
 - **Enclosed By:** Specify the character that would be used to enclose the set of values. This will depend on the database.
 - **Separator:** Specify the character that would be used to separate two values. This will depend on the database.
- **Maximum selectable values:** Specify the maximum number of values a parameter can take as input.

Setting multiple default values

A multi-select parameter may have multiple default values. Default values will be displayed selected at runtime on IPF. Under Select Default Values area, select any of the following options.

- **All:** All values displayed as selected at run time.

Parameter Objects

- **Selected:** To display some of the values as selected at run time, click Selected option and select those values from the list (appearing below).

None: To display no value as selected at run time.

Setting Combo Source

This is applicable when input type for the parameter is *Combo* or *Option*. Values that should appear on combo / option can be pre-defined or fetched from database using an SQL.

To set pre-defined values

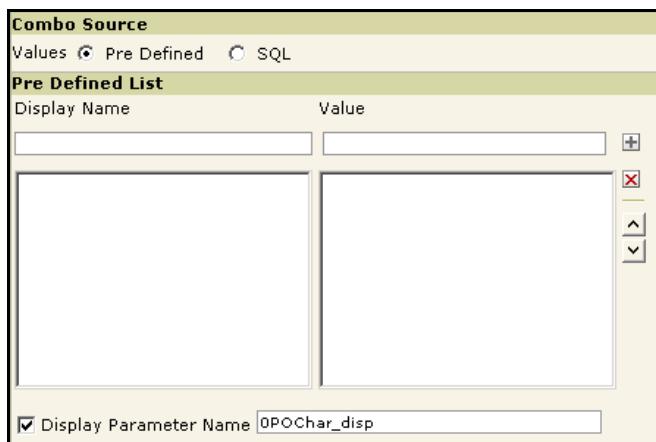


Figure 2: Pre Defined options for a Combo Parameter

1. Under **Combo Source**, select *Pre Defined* option.
2. In **Display Name** entry box, specify the value that should be displayed on Input Parameter Form (IPF).
3. In **Value** entry box, specify the value that should be used (passed as filter).

Click **+** button to add these values in list. Repeat the steps 2 and 3 for each option.

- To delete an option from list, select the value and click **X** button.
- To move a value up in the list, select the value and click **^** button.
- To move a value down in the list, select the value and click **v** button.

To get values from an SQL

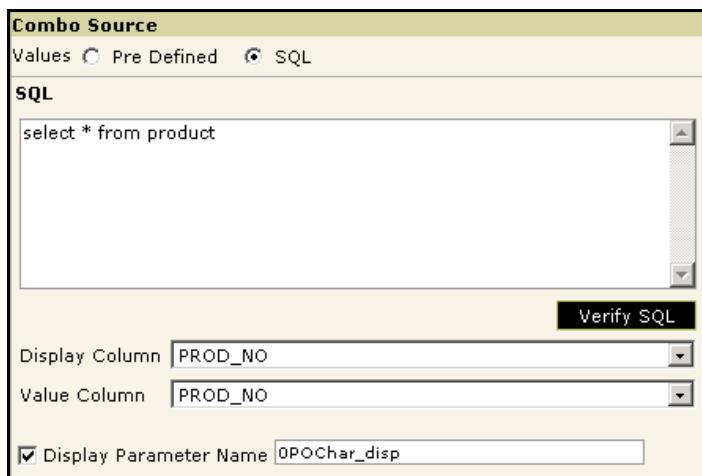


Figure 3: Defining an SQL for a Combo Parameter

1. Under **Combo Source**, select **SQL** option.
2. In **SQL**, specify SQL to be used to get data.

Tip: To fetch all the fields from a table, instead of writing entire SQL (for example, SELECT * FROM PRODUCT), you may specify only table name (For example, PRODUCT).

3. Click **Verify SQL** button. If the SQL is valid, the fields it returned will be listed in **Display Column** and **Value Column**.

Note: If SQL is invalid, an error message will be displayed in SQL box.

4. In **Display Column**, select the field whose value should be displayed to the user. For example, CompanyName.
5. In **Value Column**, select the field whose value should be used (passed as filter). For example, CompanyCode.

Note: You can also specify a Hierarchical MDX as well as Drill Through MDX.

Setting Search

When there are hundreds of valid values for a parameter, combo or options input type alone wont help. Search enables users to get values dynamically based on conditions that he/she sets at run time. Values selected from these options will be used as filter during report generation. [Click here](#) to know how to setup Search.

Setting Tree View

Tree view displays parameter values in hierarchical form. It provides user confidence when selecting a value that may exist multiple times in the data source. For example, Dept: Finance, Office: HO and Dept: Finance, Office: WestRO. User can navigate to the desired branch to select value. [Click here](#) to know more about tree view.

Linking the parameters

A report may have multiple parameters. In this case, valid value(s) for a parameter (eg. "Cities") may depend on value(s) specified in other parameter ("States"). This is achieved by linking parameters. [Click here](#) to know how can you link parameters.

Validations

Applying range validations to parameter makes sure user does not key in an invalid value. Validations can be set if Input type of the parameter is Text. [Click here](#) to know how to setup validations.

Setting Search

If a user (at run-time) enters parameter value in a text box, he/she may provide a value that does not exist in database. Offering a Combo or Options (so that user can make selection instead of entering a value) may be a good idea for only when there are limited values as options. When multiple or large values are selected, multiple selection might be difficult and time consuming.

Search enables a user to get values dynamically based on conditions that user sets at run time. Values selected from these options will be used as filter during report generation.

Search is available when parameter input value is set as Combo or Option and Combo Source is selected as SQL.

To get filtered records on Result tab

1. Check **Search** tab header to enable it.
2. Select a column in **Column Name**. Its **Data Type** will be displayed automatically. You may select a different one if needed.
3. Specify **Prompt** that should appear on filter tab of IPF at run time.
4. Select **Operator** to set filter condition. The values displayed on operator would change according to the **Data Type**.
5. Specify the value under **Value1** (and **Value2** depending on condition) that would get records based on the specified values/condition.

Note: After setting filters on **Search**, when you open **Multiple Default Values** area, you will get list of values filtered based on conditions set here.

To add a condition

Click  button available on top right of the area.

To remove a condition

Click  button available on the right of respective row.

At runtime

When user runs the report having this parameter, **Input Parameter Form** (IPF) will open up.

Parameter Objects

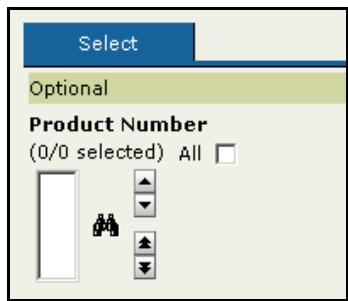


Figure 4: Partial view of Report Parameters page

It will have a binoculars (search) icon for this parameter. User will click the icon to get **Search Values** dialog box.

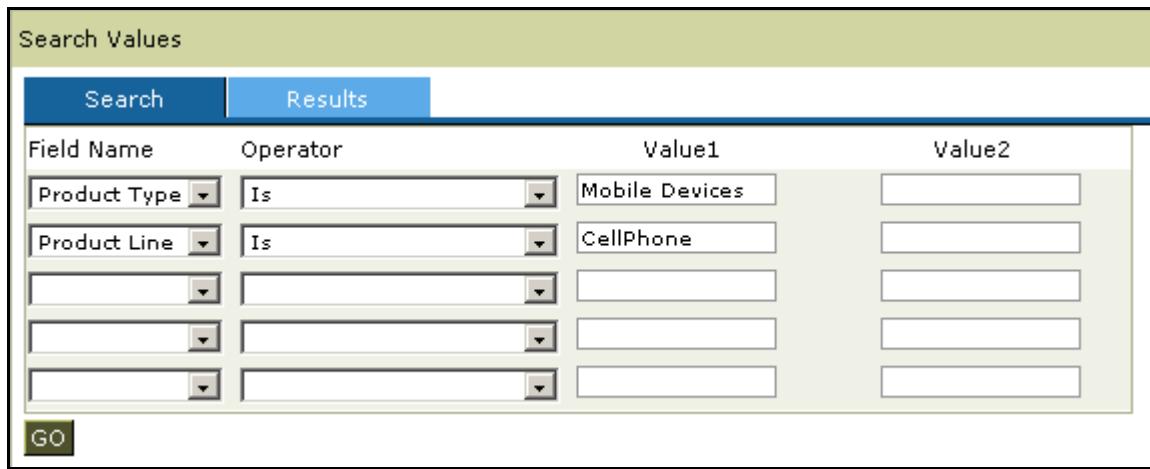


Figure 5: Specifying search values

Specify values on **Search Values** dialog box's **Search** tab and click **Go** button. **Result** tab will display values belonging to the records that satisfied the filter criteria provided on **Search** tab.

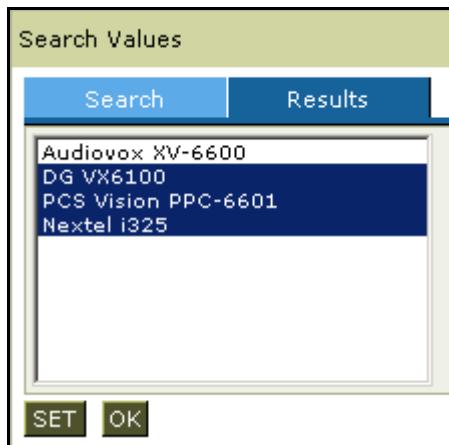


Figure 6: Values received based on Search Criteria

User will select desired value(s) from **Results** tab and click **Set**, followed by clicking **OK**. This dialog box will be closed and selected value(s) will be listed on IPF.

Parameter Objects

The screenshot shows a user interface for selecting parameter objects. At the top left is a blue button labeled "Select". Below it is a green bar labeled "Optional". A section titled "Product Number" contains the text "(4/4 selected) All" followed by a checked checkbox. A list box displays four items: "Audiovox XV-6600", "DG VX6100", "PCS Vision PPC-6601", and "Nextel i325". To the right of the list box are four small icons: two upward arrows, a magnifying glass, two downward arrows, and a trash can. At the bottom right are two buttons: "Run Report" and "Reset".

Figure 7: Values are listed

Click **Run Report** to run the report filtered by these values.



Note: Tree view is not available for Search Options.

Tree View

Tree view represents parameter values in hierarchical form. This provides the user more information about the parameter value.

Example: Cities.

Text box view

- Indore
- Bhopal
- Bangalore
- Los Angeles
- San Francisco
- Las Vegas

Tree View

- India
 - Madhya Pradesh
 - Indore
 - Bhopal
 - Karnataka
 - Bangalore
- United States (parent node)
 - Nevada (child node)
 - Las Vegas (leaf)
 - California
 - San Francisco
 - Los Angeles

In this view, while users are able to view the parameter values (as last item in the hierarchy - leaf), they are also able to view other information about the parameter value. In this example, users are able to view the state and country in which a city is located.

In addition to above, on Input Parameter Form, users can select a branch and move all its value to at a time.

Check **Tree View** tab header checkbox to enable the area and work on it.

Following type of tree views are available to choose from:

- **Flat:** Select this when you are using a flat database structure. When Flat is selected, the leaf is set as Display Column under Combo Source. Nodes are set under Tree View Details. For example, for a three level tree, you will set two levels in Tree View Details and third in Combo Source. Make sure the SQL used to get parameter retrieves all the fields required to create the tree.
- **Hierarchical:** Select this when the database has hierarchical relationship. In Oracle, for example, when database has hierarchical relationship, the SQL uses Start with and connect by clause.

In case of Hierarchical, the query should return:

- **NODEID:** Unique identification value of the node.
- **PARENTNODEID:** Unique identification value of current node.
- **NODELEVEL:** A number indicating node level of current node.
- **NODEVALUE:** Actual value of node.

Example query for Oracle

```
select      child      "NODEID", parent      "PARENTNODEID", level
           "NODELEVEL", child "NODEVALUE"
  from test_connect_by
 start with parent is null
 connect by prior child = parent
```

When **Flat** is selected,

1. In the first row of LEVELS, select the field that should appear topmost in the tree view.
2. To have second branch, set the fields in second row.

Similarly, add more branches if required. Click button to add a row. Click to delete respective row.

At report run time, dual list will be presented to the user to select from. User will be able to select

- One or multiple child nodes under a parent (for 'multi-select' parameters)
- Parent node along with child nodes
- Parent node without having need to select child node

Note: Tree view is not available for Search.

Linked Parameters

A report may need values from multiple parameters. In this case, valid value(s) for a parameter may depend on value(s) specified in other parameter.

For example, valid values for "Cities" will depend on value(s) selected in "States". You may link both the (parent and dependent) parameters. When you link the parameters, values in "dependent" parameter ("Cities", in example here) will be populated depending on "parent" parameter ("States", in example here).

General steps to get filtered list by Linking parameters

1. Select **Linked Parameter** tab header.
2. Check the parameters to be linked (parent parameter) with the parameter being created (dependent parameter).
3. For the SQL being created for SQL Combo Source, specify name of the parameters being linked enclosed by <% and %>.

For example, to get list of belonging to state selected in another parameter, specify this SQL in SQL box of this parameter:

```
Select CityNM from FinData where FinState=<%State%>
```

At run time, Input Parameter Form will appear having these two parameters. User will specify value for State, which will be used in the SQL to fetch values (for example CityNM) for this parameter. This combo will have only the cities belonging to the selected State.

Validations

Applying range validations to parameter makes sure user does not key in an invalid value. Validations can be set if Input type of the parameter is Text box. To enable the validation tab, check **Validation** checkbox on the tab header.

You can provide:

- Valid values (Characters, numbers or dates)
- Invalid values (Characters, numbers or dates)
- Script to be executed at run time to validate the entered value.

Specifying validation for Number type parameter

To specify **Range of numbers**, mention starting number in **From** box and ending number **To** box (of the same row).

If valid value is a number onwards, mention in the starting number in **From** box, leave **To** box blank.

If a valid value is up to a number, leave **From** box blank and mention the ending number in **To** box.

You can specify positive numbers and negative numbers too. A number may or may not have decimal point.

Click button to insert a row below. Click button to delete the row.

Specifying validation for Character type parameter

To mention **Allowed Characters**, you may type in the characters or select the characters from Character set dialog.

Selecting characters from Character Set dialog

Click ... button to open **Character Set** dialog. Click a character to select it. Selected characters appear depressed. To unselect a character, click it once more. After making the selection, click **OK** to close the dialog and return to **Parameter Detail** dialog.

Range(s)

Each character has a unicode 'number'. Unicode of the character will be considered for range validation.

To specify **Range of characters**, mention unicode of starting character in **From** box and that of ending character in **To** box (of the same row).

If valid value is a character onwards, mention unicode of starting character in **From** box, leave **To** box blank.

If valid value is up to a character, leave **From** box blank and mention unicode of ending character in **To** box.

Click button to insert a row below. Click button to delete the row.

How to specify Date values

You can specify a date or from dropdown, select any one among

- CURRENT_DATE (The date on which the report would be generated).
- MONTH_START_DATE (First day of the month in which the report would be generated).
- YEAR_START_DATE (First day of the year in which the report would be generated).

Range(s)

To specify **range of dates**, mention date in **From** box and **To** box (of the same row).

If valid value is a date onwards, mention date in **From** box, leave **To** box blank.

If valid value is up to a date, leave **From** box blank and mention date in **To** box.

Click button to insert a row below. Click button to delete the row.

About Scripts for parameter value validation

You can add a validation script for a parameter. Click **Add Script** button to open **Script Editor** dialog and write the script.

At parameter level, OnChange() event is supported. It means, validation script will be executed when:

1. User types in a value for the parameter (for input type TEXT), or
2. Selects/Unselects value from the parameter combo/list/tree.
3. Checks/ Un-checks a check box.

Validation script written at parameter level can access other report parameters. It can also access parameter objects (even if not imported) and global business parameters. This will be Read-only access.

If the parameter value is valid, script will return True. If it is invalid, script will return False. You can set an error message that should be displayed if parameter validation fails. Report will not be generated if parameter validation fails.

Using script, you can modify attributes of parameters. (For example, if paramA is invalid, disable paramB.) IPF will reload parameters that are affected by the script.

Parameter Objects

In case of scheduled report execution, IPF is not displayed. Hence, script will be executed at the time of saving of schedule tasks. Script will not be executed at report run time.

Modifying a Parameter Object

On Parameter page,

1. Open the parameter object.
2. Make changes where required.
3. Click **Save** button to save the changes.

Save As a Parameter Object

On Parameter page,

1. Open the parameter object which already exists.
2. Click **Save As** button.
3. A Save As dialogue is available. Mention the name of the parameter. Click 'Options' to have access to more properties. There is a checkbox available "Copy Access Rights". This checkbox is to be checked if the access rights need to be the same for both parameter objects, source and target (saved as). Keep the checkbox as unchecked if you want to assign different access rights for the parameter objects.

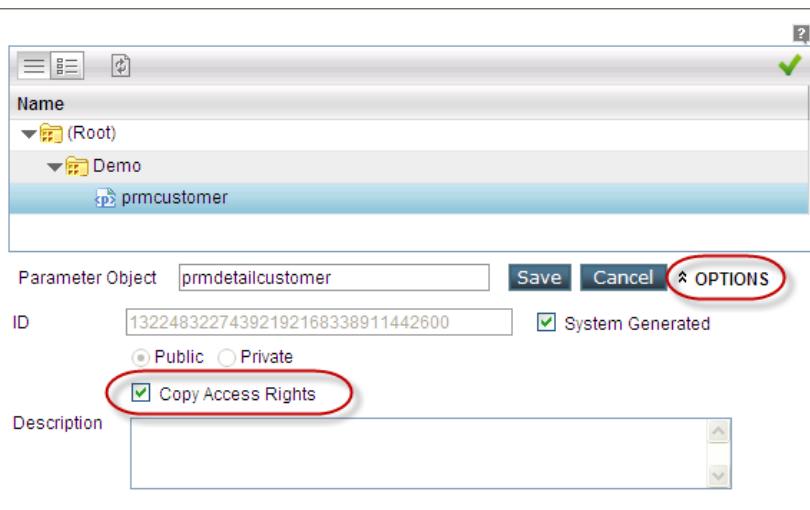


Figure 8: Save As a Parameter Object

4. Click Save. This will close the Save As dialogue after saving the settings.

Deleting a Parameter Object

Parameter Objects

On Parameter page,

5. Open the parameter object.
6. Click **Delete** button.
7. When Alert is displayed, click Yes.

The PO will be deleted.

Important: When you delete a PO, all the reports where it is used, will fail to execute.

Parameter Objects on Repository explorer

You can access a PO from Repository Explorer. Repository Explorer not only provides hierarchical view of folders and Parameter Objects within each folder, it also allows you to carry out many operations on selected PO.

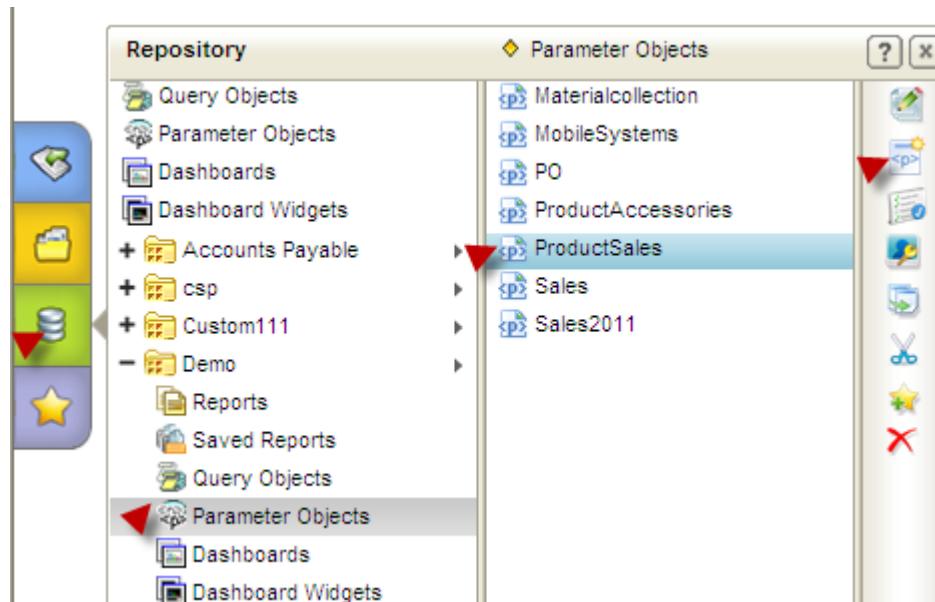


Figure 9: Parameter Objects on Repository Explorer

You can do following when you select multiple PO at a time:

- Set Access Rights
- Copy, paste and cut paste the PO
- Delete the PO

If you select only one PO, you can also do following in addition to the above:

- Edit the selected PO
- Add the selected PO to favorites

Refer to online help to know more on for each of these actions.

Adding a new Parameter Object

You can create new Parameter object from explorer menu (Explorer menu has

Navigation, Reports, Repository and Favorites). Click  to create a new parameter object.

1. Repository> Parameter Object

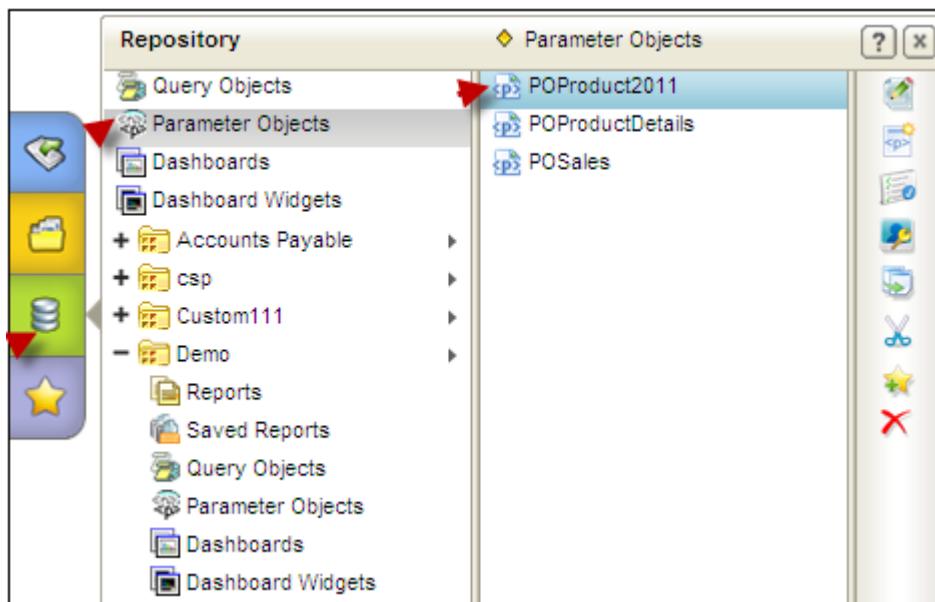


Figure 10: Create Parameter Object from Repository

2. Repository> Category Name> Parameter Objects.

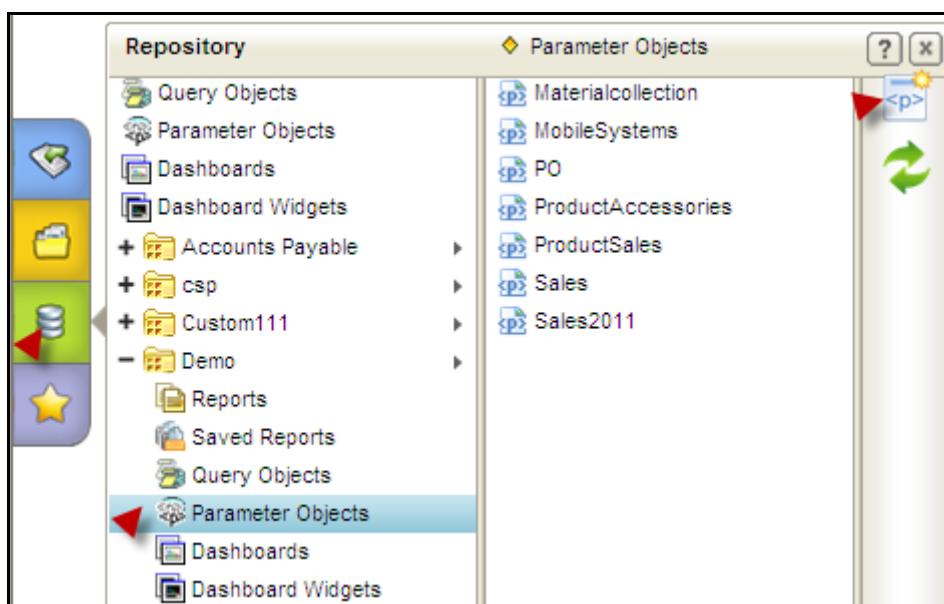


Figure 11: Create Parameter Object after selecting a Category

Parameter Objects

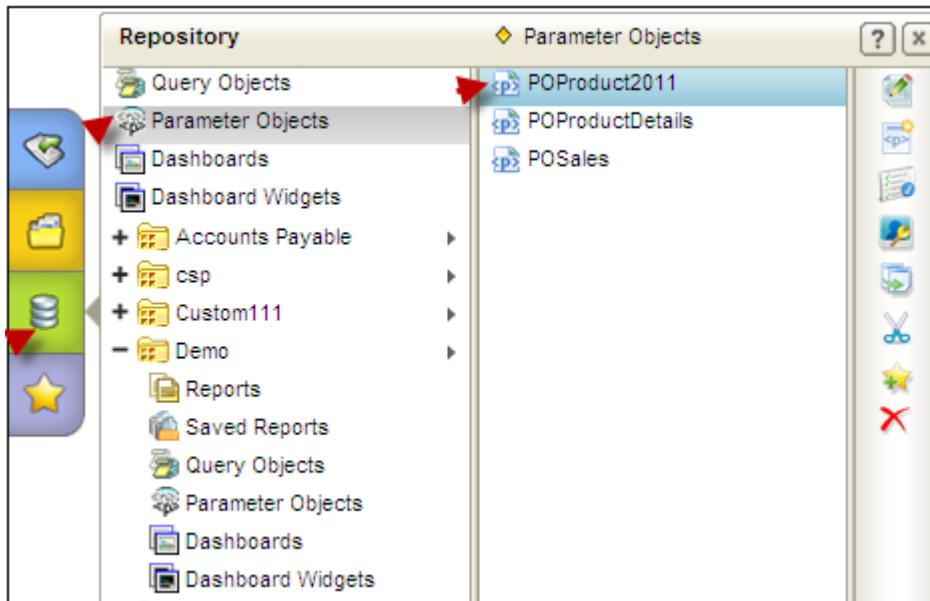


Figure 12: Create Parameter Object after selecting a Category and a Parameter Object

When you select a Parameter object then also you can create a new Parameter object from the options given as fish eye menu, Edit Parameter Details, Create Parameter Object etc.

Parameter Value Groups

Some of the reports may need users to provide multiple values at run time, for example, Country. Selecting a few country names from a long list may be very difficult.

On this page, admin can create parameter value groups. Examples: Americas (having countries in north American sub continent), Europe (having countries in Europe), Asia, Africa and specify values in that group. At run time, when a user selects a group, values belonging to those group will appear as selected. User does not have to manually select each of the countries every time user runs the report. This saves time as well as reduces chances of errors.

The parameter Value Groups page can be accessed from:

- Repository > Category Name > Parameter Objects > Parameter > Parameter Value Groups
- Repository > Report Objects > Parameter Value Groups

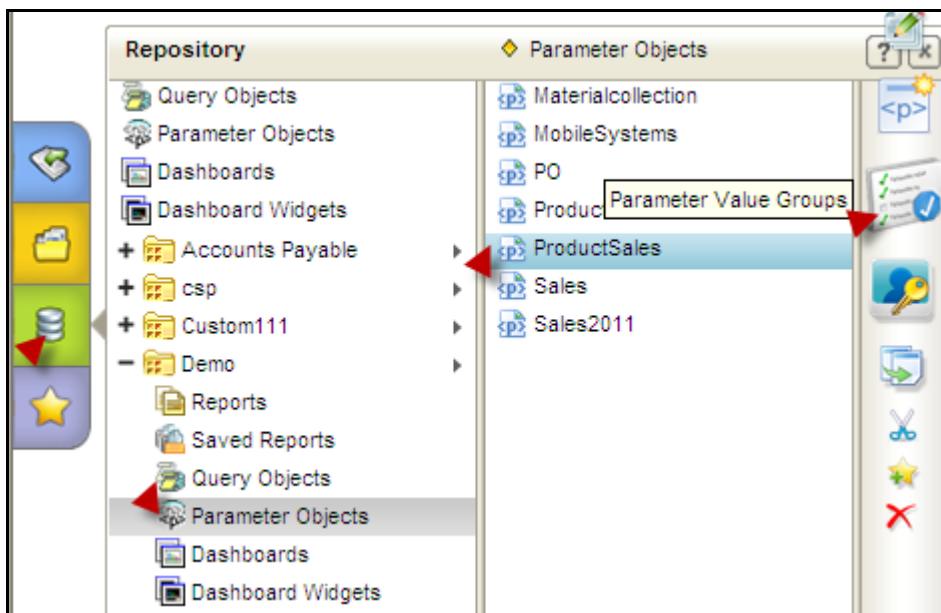


Figure 13: Parameter Value Groups

When you click on Parameter value groups, a page will be displayed for user to create parameter groups, as shown in figure 13.

Parameter Objects

The screenshot shows a user interface for managing parameter value groups. At the top, a message box displays "Information saved successfully". Below it are "Save" and "Cancel" buttons. The main area is titled "Selected parameter: prmProducts". It contains two sections: "Available Values" and "Value Groups".

Available Values:

- 30 inch
- 32 inch
- 36 inch
- 40 inch
- 42 inch
- Cable Splitter
- Camera Flash
- Connector Cables and Ax.
- Data Storage
- HD Imaging
- Lens Attachment
- Lens Kit
- Polaroid Lens
- Signal Booster
- SmileDetector
- TV Stand
- Tripod Stand
- Users Kit
- Wall Mount

Value Groups:

- Group1** (highlighted in light blue)
 - 30 inch
 - 32 inch
 - 36 inch
 - 40 inch
 - 42 inch
- Group2** (highlighted in light blue)
 - Polaroid Lens
 - Signal Booster
 - SmileDetector
 - TV Stand

Between the two sections are four navigation arrows:
Top: >
Bottom: >> <<

Figure 14: Parameter Value Groups for Selected Parameter

When you click Repository> Report Objects > Parameter Value Groups, a page will be displayed for user to create parameter groups, as shown in figure 14.

Parameter Objects

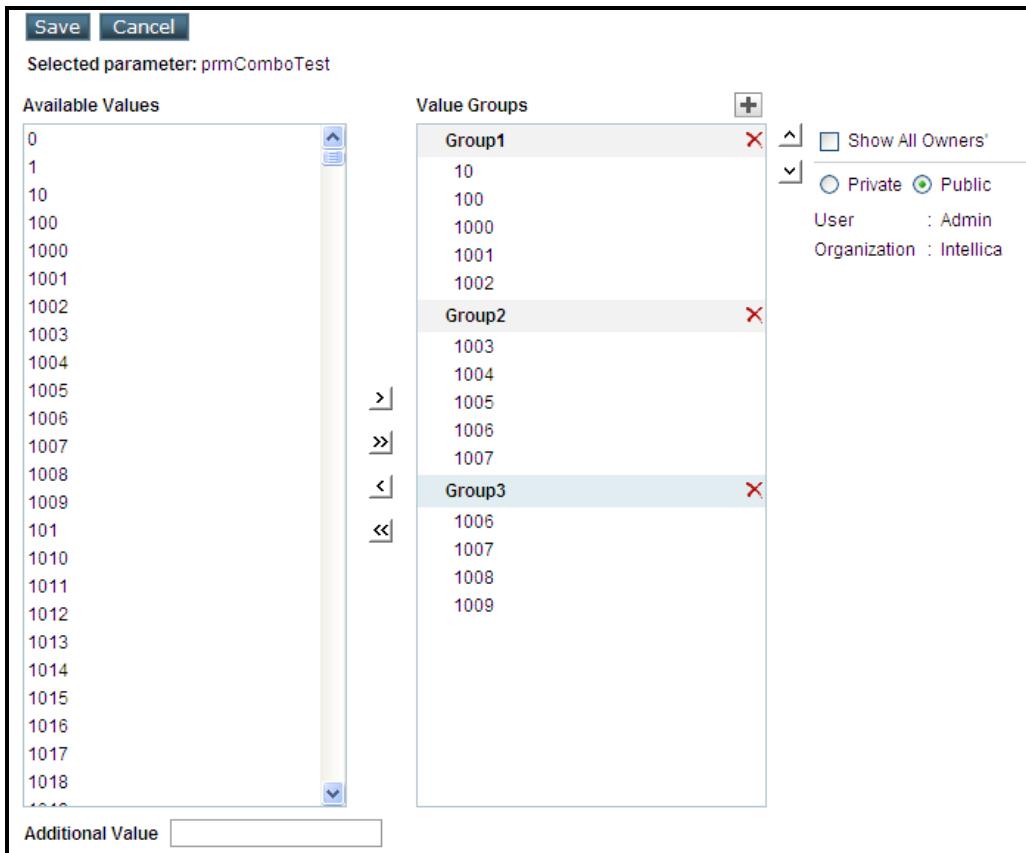


Figure 15: Parameter Value Groups

The page has following information:

- **Parameters:** Lists all the parameter objects.
- **Available Values:** Lists available values for the selected parameter.
- **Value Groups:** Lists groups created and the values selected within a group. An icon appears on the left of a Private group.
- **Show All Owners:** If selected, displays groups created by all the users. Such groups will have icon in the group title.
- **Option buttons Private and Public:** Select *Private* if user wishes to list the groups that you have set for you only. Select *Public* if you wish to list the groups that you have set for everyone.

To create group

1. Click **Plus** button available above **Value Groups** box. Group is created.
2. Double-click the name to give it a different name. Specify the name and click outside the box.
3. Add the values in the group by selecting a value in **Available Values** list and clicking button. Selected value is added under the selected group in **Value Groups** box.
4. Repeat step 3 for each value to be selected.

Parameter Objects

If a value that you want to add in the group is not listed in **Available Values** list, specify the value in **Additional Value** entry box and click  button.

Use  button to add all the values,  button to remove selected value, and  to remove all the values from **Value Groups** box.

Select a group and click  or  arrows to move selected group up or down. Select a value and click  or  arrows to move the selected value up or down (within the group).

Click **Save** button to save the work.



Note: Please note that if name of a group that is used by a user, is changed, the values under that group will be removed from Selected Values group of that user's preferences.

Parameter Objects

For Tree view parameter

To select a value, click the leaf node and click  button.

To select all values in a branch, (only for a multi-select parameter) click respective branch and click  button. All the values under that branch will be selected.

To make changes in name of a group: Double-click the group name. It opens for modification. Specify new name and click outside the box.

To delete a group: Click  in the title of respective group.

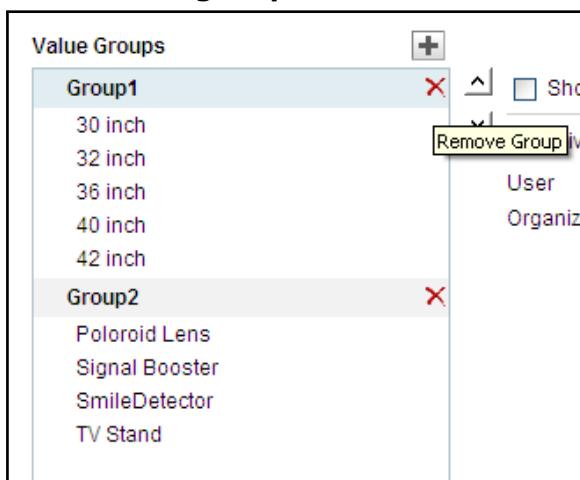


Figure 16: Deleting a group

Click **Save** button to save the changes.

