

Falcon Hotlink

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Configuration

Configuration

ODBC Driver

Installation

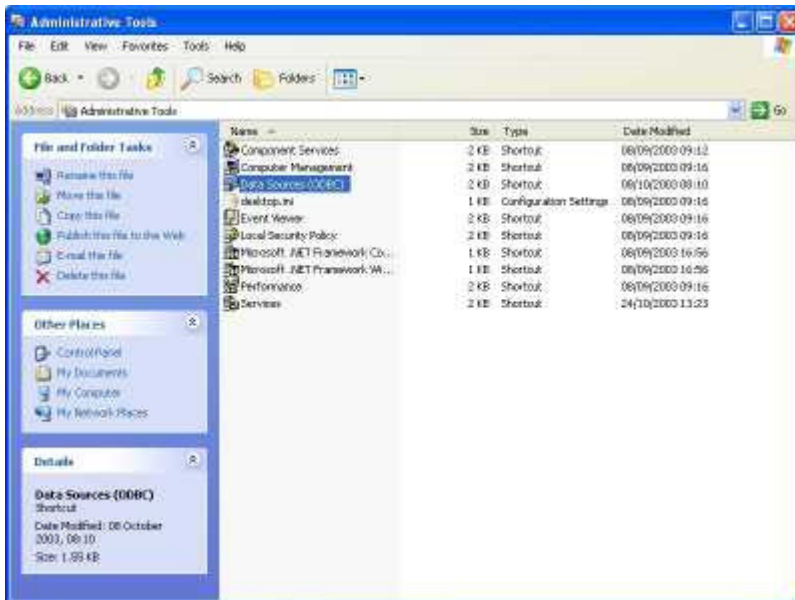
After Falcon has been installed, browse the C:/Falcon/Prog directory on the client machine. There is a small executable file named odbc_36.exe. Double click, and the SQLBase ODBC driver will be installed.

Configuration

Data Sources

Installation

Open up control panel and locate ODBC datasources (In later versions of Windows, it is in administrative tools).



Double click Data Sources (ODBC) and click the User or System DSN tab (depends on how you wish to connect and use your client machine).



Click 'Add' and the following screen will display.



Click 'Centura SQLBASE 32-bit Driver –NT & Win95' in the list box and press finish.

In the General Tab:



Enter in the Data Source Name and description as above and enter in the relevant database name.

Press the Advanced Tab.



Type in the Server name and fill in the correct user name and a Cache size of around 500 - 1000.

Click OK.

Configuration

Hotlink.xls

Installation

Copy and paste the latest version of Hotlink (Hotlink.xls) onto the client typically:
C:\FALCON\PROG

Ensure that any read-only flag is switched off (automatically occurs on Windows XP)

You can create a Shortcut to HotLink on your DeskTop.

This is also the directory where the master.xls default location resides. This can be changed later.

Layout

Layout

Login

Introduction

Hotlink is an Excel spreadsheet with VBA coding sitting behind the scenes to allow users to run enquiries and reports directly off the Falcon database via the ODBC link.

Login

Double click on the Hotlink shortcut on the client desktop. This will open up the Hotlink login screen.



Enter in the Database name, Falcon User ID and Falcon password. All these entries are case-sensitive.

Layout

Layout

Introduction

All report design and generation is driven by the contents of the layout worksheet. Upon logging into Hotlink, the Hotlink toolbar is added to the usual Excel functions. All Excel functionality is available using Hotlink.

Hotlink Tool Bar



New:

Removes the existing layout worksheet template and creates a new blank version.

Copy Template

Allows the copy and paste of an existing Excel report or template into Hotlink so that the time spent to write Hotlink reports is greatly reduced.

Data Value

Provides a selection box where a user can link directly to the Falcon database structure. These data values store the selection in Excel notes that are linked to each cell and are copied using standard Excel functionality.

Detail Group

Allows a drill-down of a reporting groups range of account codes when placed on the same row as the relevant data value.

Detail Company

Allows a data value to be repeated on a single worksheet for multiple companies.

Con.Rules

Displays consolidation rules calculations within the Hotlink report.

Exchange Rate

Allows the Exchange rate of a specific currency to be displayed in order to help with Excel calculations.

Queue

Allows the grouping of different Hotlink Layout templates to be run as a queue.

Preview/Run

Runs the template held in the Layout sheet into a report and provides further run-time options.

Import/Export

By using an external spreadsheet named master.xls, layouts can be exported. Layouts can then be imported back into Hotlink at a later date to be re-run for a new period etc.

Creating a Hotlink Layout

a) Using an existing excel spreadsheet

1. Login to Hotlink.
2. From the File > Open taskbar in Excel, open an existing Excel spreadsheet.
3. Within the newly opened spreadsheet, click for the correct worksheet.
4. Click the Copy Template button.
5. The Excel report will be copied into the layout worksheet.
6. Select a cell reference and press the Data Value button.
7. Select the relevant criteria for the *data value*.
8. Using standard Excel functionality, *copy and paste* the data value into a new cell and make changes to one or more of it's *criteria*.
9. Once completed, press the Import/Export button.

b) Brand new

1. Login to Hotlink
2. Select a cell reference and press the Data Value button.
3. Select the relevant criteria for the *data value*.
4. Using standard Excel functionality, *copy and paste* the data value into a new cell and make changes to one or more of it's *criteria*.
5. Add text, headers, formulas and graphs using standard Excel functionality.
6. Once completed, press the Import/Export button.

Additional Features:

Detail Group

1. Login to Hotlink
2. Select a cell reference and press the Data Value button.
3. Select the relevant criteria for the *data value*. (The data value must contain a reporting group).
4. In the preceding column of the data value, place the cursor and click detail group.
5. Choose the relevant options, *show account name* and *skip zero balance*.
6. Add text, headers, formulas and graphs using standard Excel functionality.
7. Once completed, press the Import/Export button.

Detail Company

1. Login to Hotlink
2. Select a cell reference and press the Data Value button.
3. Select the relevant criteria for the *data value*. (The data value can be either an account code or a reporting group).
4. In the preceding column of the data value, place the cursor and click detail company.
5. Choose the relevant company codes by using CTL/SHIFT and click on *show company name*.
6. Add text, headers, formulas and graphs using standard Excel functionality.
7. Once completed, press the Import/Export button.

Please note that both these Detail functions can be used in the same layout to produce very effective ad-hoc reporting.

Consolidation Rules

1. Login to Hotlink
2. Select a cell reference and press the Con Rules button.
3. Select the relevant criteria for the *Consolidation Rules*.
4. Add text, headers, formulas and graphs using standard Excel functionality.
5. Once completed, press the Import/Export button.

Import/Export

Export Layout

1. In the Layout worksheet, have a completed or work-in-progress template ready to be exported.
2. Press the Import/Export button
3. Browse for the path of the *master.xls*
4. Ensure that Copy from Worksheet is set as layout.
5. Ensure '*New Sheet*' is the master worksheet selected to export to.

6. When selected, enter in the name of the worksheet to be stored in master.xls.
7. Press Export.

If you are amending an existing report, then step 5 will be the same named report that you imported from.

Import Layout

1. Ensure that Hotlink is in the Layout worksheet.
2. Press the Import/Export button
3. Browse for the path of the *master.xls*
4. From the list box, select the master worksheet to import.
5. Ensure 'Layout' is the worksheet to be copied to.
6. Press Import.

Multi-element Hotlink

Multi-element Hotlink enables Falcon users to perform multi-dimensional reporting where the account code stored in Hotlink is a made up of a natural account code in one element and departments/cost centres in others.

The report creation and generation is the same as Hotlink. The only difference is what the user sees on the data values selection screen. Instead of simply the account code as stored in Falcon, the user is presented with multiple element selections in order to enquire and report on.

Report

Report

Report

Introduction

Hotlink is able to run reports individually in the same workbook or an existing workbook or multiple versions of the same report using the Runtime option.

Creating Individual reports

1. Have a completed template loaded in the Layout worksheet.
2. Click on the preview button in the Hotlink Tool Bar.
3. The runtime selection menu is displayed.
4. Any of the criteria shown can be *amended*, change the runtime so that the report can be run on a different period.
5. The report can be generated in either '*create in hotlink spreadsheet*' or '*create in existing workbook*.'
6. Select 'create in existing workbook' and press OK.
7. In the create on existing workbook screen, press the browse button.
8. Browse for the required workbook.
9. When selected, existing worksheets in the workbook are displayed.
10. Select either a named worksheet or 'New Sheet'. If 'New Sheet' is selected, the worksheet will be named as Report. Press OK.
11. Report will be generated into the selected workbook and worksheet.

Creating multiple reports

1. Have a completed template loaded in the Layout worksheet.
2. Click on the preview button in the Hotlink Tool Bar.
3. The runtime selection menu is displayed.
4. Any of the criteria shown can be *amended*, change the runtime so that the report can be run on a different period.
5. By using the CTRL key on the keyboard, the criteria with squares rather than circles can be multi-selected.
6. The report can be generated in either '*create in individual spreadsheets*' or '*create in individual workbooks*.'
7. Select 'create in individual spreadsheets' and press OK.
8. Reports will be generated into the Hotlink workbook and named as per the multiple selection e.g. company code.

Report Queue

Hotlink is also able to queue individual layout templates to be run simultaneously.

Creating a Report Queue

1. Have at least two completed layout templates saved in master.xls.
2. Click on the queue button in the Hotlink Tool Bar.
3. The queue selection menu is displayed.
4. From the Report Queue box, select <New>.
5. Enter in a Report Queue code and tab down.
6. Enter in the Report Queue description.
7. Select a report in Report Name and click on the Add button.
8. The report code will move across to the Selected Reports area.
9. Repeat until the queue is completed and press Save.
10. Press Run Queue.
11. The same runtime for selecting different criteria is displayed. (As the queue, by definition, is a multiple report, only multiple options can be selected)
12. The selection made applies to **ALL** layout templates.
13. The Report Queue code is added to either the title of the workbook saved in C:/temp or to the worksheet name in Hotlink.xls. (This is dependent on the option that was picked on the runtime)

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Falcon Hotlink

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