



2018



Best Practices for Site Administration

Terri Pham Gonzalez

Key Points

- Basic principles of Site Admin
- Best practices utilizing tools:
 - Site Admin
 - Alert Viewer
 - Dimension Maintenance
- Sneak peek at Dimension Maintenance that will be launching later this year

Why Is This Important?

- Work smart, not hard
- Utilize the tools available



How Do Others Manage Site Admin?

- Some clients consolidate these tasks to the IT dept
- Most clients consolidate this to handful of people who are super users

Site Admin: Basic Principles

User Groups

- User Groups allows you to quickly group people together
- Makes it easier for new hires
- Users can be in multiple user groups
- Quick way to:
 - Set permissions to a group of people
 - Share, send as email, or export reports
 - Share dashboards
 - Schedule alerts

User Group Examples



Trademarked from Marvel and DC comics

User Group Example



User Group Example



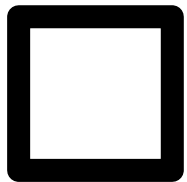
Trademarked from Marvel and DC comics

MIRUS

Permissions

Permissions for the user and/or user group

There are 3 options:



No permission assigned → Box is left blank



Always Allow → Green check



Always Deny → Red X

Permissions

- If an individual (without permissions) is in a user group, they will follow the group's permissions
- An individual's permissions will always trump the user group.

User Group Options for Group: **Avengers**

Users	Permissions	Reports
General	Measure	Dimensions

Dashboards

- ☒ Edit Dashboard
- ☐ Create Dashboard
- ☐ Delete Dashboard
- ☐ Share Dashboard
- ☐ Export Dashboard
- ☐ Clickable Webpart Header


Reports



- ☐ Dri
- ☐ Dri
- ☐ Se
- ☐ Re
- ☐ Ad

Permissions Example



Permissions Example

 **MIRUSu** **Smart DashBoard™** **Reports** **MLog** **Tools** **Site Admin** **Welcome, The Hulk**

 Save  Cancel

User Options for Login: **HULKsmash**

General **Filter Sets** **Security Sets** **User Groups** **Application Sections** **Tools** **Address Book** **Permissions**

General **Measure** **Dimensions**

*The permissions displayed are specifically defined for this user **ONLY**. But remember, this user may have permissions associated with the groups they belong to. The Hulk is in the following groups:*

Dashboards

- ☒ Edit Dashboard
- ☐ Create Dashboard
- ☐ Delete Dashboard
- ☐ Save Dashboard
- ☐ Export Dashboard
- ☐ Click to Add Report Header

Report Options

- ☐ Drill Down
- ☐ Drill Expand
- ☐ Send Report As An Email
- ☐ Report Description
- ☐ Additional Report Options

Report Groups

- ☐ My Reports
- ☐ Sales
- ☐ Labor2
- ☐ Financial
- ☐ Cost of Sales
- ☐ Corporate Worksheets
- ☐ Performance Measures

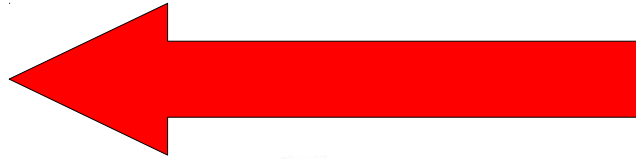


Permissions Example



 **MIRUS**

Permissions: New User



AVENGERS



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Address Book is Global

- If you add an email to the address book, it is global (everyone can see it)

The screenshot shows the MIRUSu web interface. At the top, a navigation bar includes 'MIRUSu', 'Smart DashBoard™', 'Reports', 'MLog', 'Tools', and 'Site Admin' (highlighted with a red box). To the right of the navigation bar is a welcome message: 'Welcome, The Hulk'. Below the navigation bar, there are 'Save' and 'Cancel' buttons. A message states: 'User Options for Login: **HULKsmash**. Your User Options have been updated successfully. The changes will be effective when you next login.'

Below the message is a secondary navigation bar with tabs: 'General', 'Filter Sets', 'Security Sets', 'User Groups', 'Application Sections', 'Tools', 'Address Book' (highlighted with a red box), and 'Permissions'. The 'Address Book' tab is active, displaying a table with two columns: 'Email' and 'Contact Name'. The table contains two entries:

#	Email	Contact Name	Edit
1	SMASH@avengers.com	The Hulk	
2	Hulk@avengers.com	Hulk Personal	

Below the table is a 'New' button. The entire interface is framed by a grey border, and the MIRUS logo is visible in the bottom right corner.

Security Sets



MIRUSu

Smart DashBoard™

Reports

MLog

Tools

Site Admin

Welcome, Master User



Save Cancel

User Options for Login: Aquaman

General

Filter Sets

Security Sets

User Groups

Application Sections

Tools

Address Book

Permissions

Reports

Security Permissions:

Area in (North)

Dimension Group:	Dimension:	Values: <input type="radio"/> equal to <input type="radio"/> not equal to
Day		
BiMonth		
Store		
PM		
Item		
Daypart		
Cost Center		
Employee		
sEmployee		
Check		
Tender		
Discount		
GLAccount		

0 to 0 of 0

Get:

Search :



Security Sets

The screenshot displays the MIRUS application interface. A modal window is open for configuring security settings. The modal's header includes the MIRUS logo, 'MIRUSu', 'Smart DashBoard™', and 'Reports'. Below the header are 'Save' and 'Cancel' buttons. The main content area of the modal has a tabbed interface with 'General', 'Filter Sets', 'Security Sets' (highlighted with a red box), 'User Groups', and 'Applications'. Under the 'Security Sets' tab, the text 'User Options for Login: Aquaman' is highlighted with a red box. Below this, under the heading 'Security Permissions:', the text 'Area in (North)' is highlighted with a red box. At the bottom of the modal, there is a search bar and a list of items including 'Employee', 'Check', 'Tender', 'Discount', and 'GLAccount'. An 'Add Security' button is highlighted with a red box at the bottom right of the modal. The background shows the main application dashboard with a 'Welcome, Master User' message, a settings gear icon, a user icon, and the MIRUS logo. The dashboard also features a 'Business Book' tab and 'Permissions' and 'Reports' buttons. A table with 'Edit' and 'Delete' actions is partially visible.

Save Cancel

User Options for Login: Aquaman

General Filter Sets Security Sets User Groups Applications

Security Permissions:

Area in (North)

Employee
Check
Tender
Discount
GLAccount

0 to 0 of 0

Search : ⓘ

Add Security


Welcome, Master User










Business Book Permissions Reports


Edit Delete

MIRUS

Security Sets

MIRUSu Smart DashBoard™ Reports MLog Tools Site Admin Welcome, Aquaman



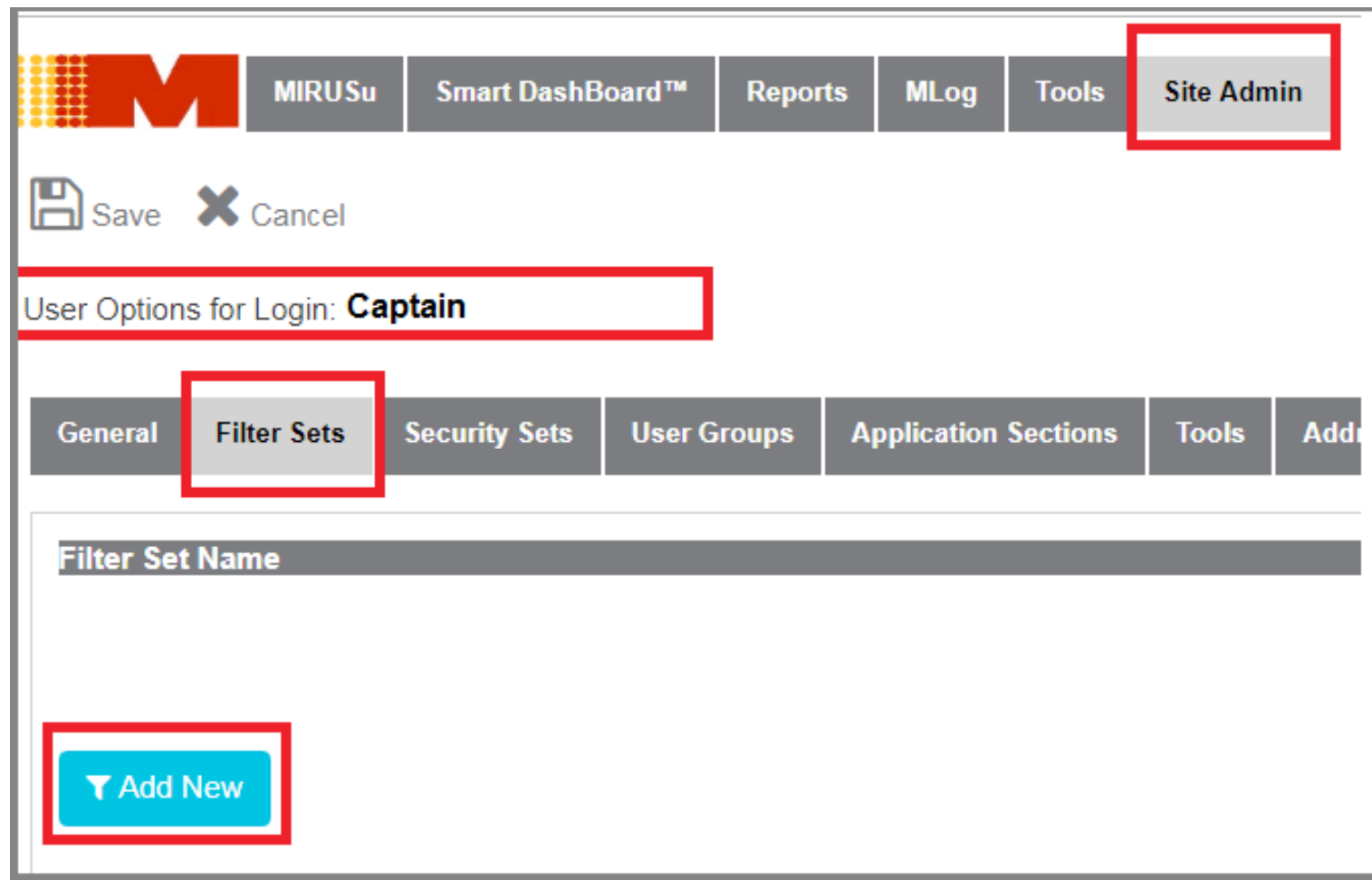
Dim totals 

Time Selection = Previous Day (09/23/2018 to 09/23/2018)

My Security Filters: Area = North



Daypart	Store Name	Gross Sales
BREAKFAST	Airline	147.64
	Annco	305.73
	Barryknoll	116.98
	Beaumont	192.81

Filter Sets



The screenshot displays the MIRUS Site Admin interface. At the top, a navigation bar includes the MIRUS logo and several menu items: MIRUSu, Smart DashBoard™, Reports, MLog, Tools, and Site Admin. The Site Admin menu item is highlighted with a red rectangle. Below the navigation bar, there are 'Save' and 'Cancel' buttons. A text field labeled 'User Options for Login:' contains the value 'Captain'. Below this, a secondary navigation bar includes 'General', 'Filter Sets', 'Security Sets', 'User Groups', 'Application Sections', 'Tools', and 'Add'. The 'Filter Sets' menu item is highlighted with a red rectangle. The main content area features a large text input field labeled 'Filter Set Name'. At the bottom left of this area, there is a blue button labeled 'Add New' with a downward arrow icon, which is also highlighted with a red rectangle.


MIRUSu Smart DashBoard™ Reports MLog Tools **Site Admin**

 Save  Cancel

User Options for Login: **Captain**

General **Filter Sets** Security Sets User Groups Application Sections Tools Add

Filter Set Name

 Add New

Filter Sets

Filter Set Name: Default Status:

Dimension Group:	Dimension:	Values: <input type="radio"/> equal to <input type="radio"/> not equal to
Day	Site Manager Phone	IN
BiMonth	Site Opening Date	NC
Store	Site Phone	TX
PM	Site Short Name	WI
Item	Site State	
Daypart	Site Zip	
Cost Center	Special Character Testing DM	
Employee	State	
sEmployee	Store Name	
Check	Store Num	
Tender	Store Test Date	
Discount	TEST	
GLAccount	TEST2	
	Test Date Four	

1 to 4 of 4

Get:

Filters for Store Filter Set

State in (TX)

Search :

Filter Set Example



User Options for Login: **Captain**

General

Filter Sets

Security Sets

User Groups

Application Sections

Tools

Address Book

Permissions

Reports

Filter Set Name	Default #	Edit	Delete
State (State = AR, State = IL, State = IN, State = NC, State = TX)	1		×
Area (Area Supervisor First Name = Dale)	2		×



×



×

No Filter Set



Filter Set ⚙️			
Time Selection = Year-To-Date (01/01/2018 to 09/20/2018)			
State	Area Supervis First Name	Store Name	Gross Sales
AR	Dale	Sunset	1,379,756.27
IL	Damon	Pearland	1,432,959.09
	Karl	Spring	946,833.53
IN	Jared	Barryknoll	898,998.78
KY	Dale	Houston	1,494,233.13
MI	Dale	Town And Coun	792,939.27
NC	Dale	Aurora Ave S	1,128,862.04
		Fishers Landing	1,094,127.52
		Georgetown Cr	2,611,867.93
		King Street	1,893,114.21
OH	Dale	League City	1,168,093.25
TX	N/A	W Division	1,209,821.87
	Steph	Annco	1,359,946.41



Filter Set # 1



Filter Set ⚙️			
My Filter Sets: State = AR, IL, IN, NC, TX; Time Selection = Year-To-Date (01/01/2018 to 09/20/2018)			
State	Area Superv First Name	Store Name	Gross Sales
AR	Dale	Sunset	1,379,756.27
IL	Damon	Pearland	1,432,959.09
	Karl	Spring	946,833.53
IN	Jared	Barryknoll	898,998.78
NC	Dale	Aurora Ave S	1,128,862.04
		Fishers Landing	1,094,127.52
		Georgetown Crossi	2,611,867.93
		King Street	1,893,114.21
TX	N/A	W Division	1,209,821.87
	Steph	Annco	1,359,946.41
		Freeport Blvd	867,134.98
		Huntington	1,066,634.79
		Kennerly	807,174.46

No Filter Set



Filter Set ⚙️			
Time Selection = Year-To-Date (01/01/2018 to 09/20/2018)			
State	Area Supervis First Name	Store Name	Gross Sales
AR	Dale	Sunset	1,379,756.27
IL	Damon	Pearland	1,432,959.09
	Karl	Spring	946,833.53
IN	Jared	Barryknoll	898,998.78
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		Fishers Landing	1,094,127.52
		Georgetown Cr	2,611,867.93
		King Street	1,893,114.21
OH	Dale	League City	1,168,093.25
TX	N/A	W Division	1,209,821.87
	Steph	Annco	1,359,946.41



Filter Set # 1



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Time Selection = Year-To-Date (01/01/2018 to 09/20/2018)			
State	Area Superv First Name	Store Name	Gross Sales
AR	Dale	Sunset	1,379,756.27
IL	Damon	Pearland	1,432,959.09
	Karl	Spring	946,833.53
IN	Jared	Barryknoll	898,998.78
NC	Dale	Aurora Ave S	1,128,862.04
		Fishers Landing	1,094,127.52
		Georgetown Crossi	2,611,867.93
		King Street	1,893,114.21
TX	N/A	W Division	1,209,821.87
	Steph	Annco	1,359,946.41
		Freeport Blvd	867,134.98
		Huntington	1,066,634.79
		Kennerly	807,174.46

No Filter Set



Filter Set ⚙️

Time Selection = Year-To-Date (01/01/2018 to 09/20/2018)

State	Area Supervisor First Name	Store Name	Gross Sales
AR	Dale	Sunset	1,379,756.27
IL	Damon	Pearland	1,432,959.09
	Karl	Spring	946,833.53
IN	Jared	Barryknoll	898,998.78
KY	Dale	Houston	1,494,233.13
MI	Dale	Town And Country	792,939.27
NC	Dale	Aurora Ave S	1,128,862.04
		Fishers Landing	1,094,127.52
		Georgetown Crossing	2,611,867.93
		King Street	1,893,114.21
OH	Dale	League City	1,168,093.25
TX	N/A	W Division	1,209,821.87
	Steph	Annco	1,359,946.41



Filter Set # 2



Filter Set ⚙️

My Filter Sets: Area Supervisor First Name = Dale;
Time Selection = Year-To-Date (01/01/2018 to 09/20/2018)

State	Area Supervisor First Name	Store Name	Gross Sales
AR	Dale	Sunset	1,379,756.27
KY	Dale	Houston	1,494,233.13
MI	Dale	Town And Country	792,939.27
NC	Dale	Aurora Ave S	1,128,862.04
		Fishers Landing	1,094,127.52
		Georgetown Crossing	2,611,867.93
		King Street	1,893,114.21
OH	Dale	League City	1,168,093.25
WI	Dale	92nd & Gessner	1,276,532.74

No Filter Set



Filter Set ⚙️			
Time Selection = Year-To-Date (01/01/2018 to 09/20/2018)			
State	Area Supervisor First Name	Store Name	Gross Sales
AR	Dale	Sunset	1,379,756.27
IL	Damon	Pearland	1,432,959.09
	Karl	Spring	946,833.53
IN	Jared	Barryknoll	898,998.78
KY	Dale	Houston	1,494,233.13
MI	Dale	Town And Country	792,939.27
NC	Dale	Aurora Ave S	1,128,862.04
		Fishers Landing	1,094,127.52
		Georgetown Crossing	2,611,867.93
		King Street	1,893,114.21
OH	Dale	League City	1,168,093.25
TX	N/A	W Division	1,209,821.87
	Steph	Annco	1,359,946.41

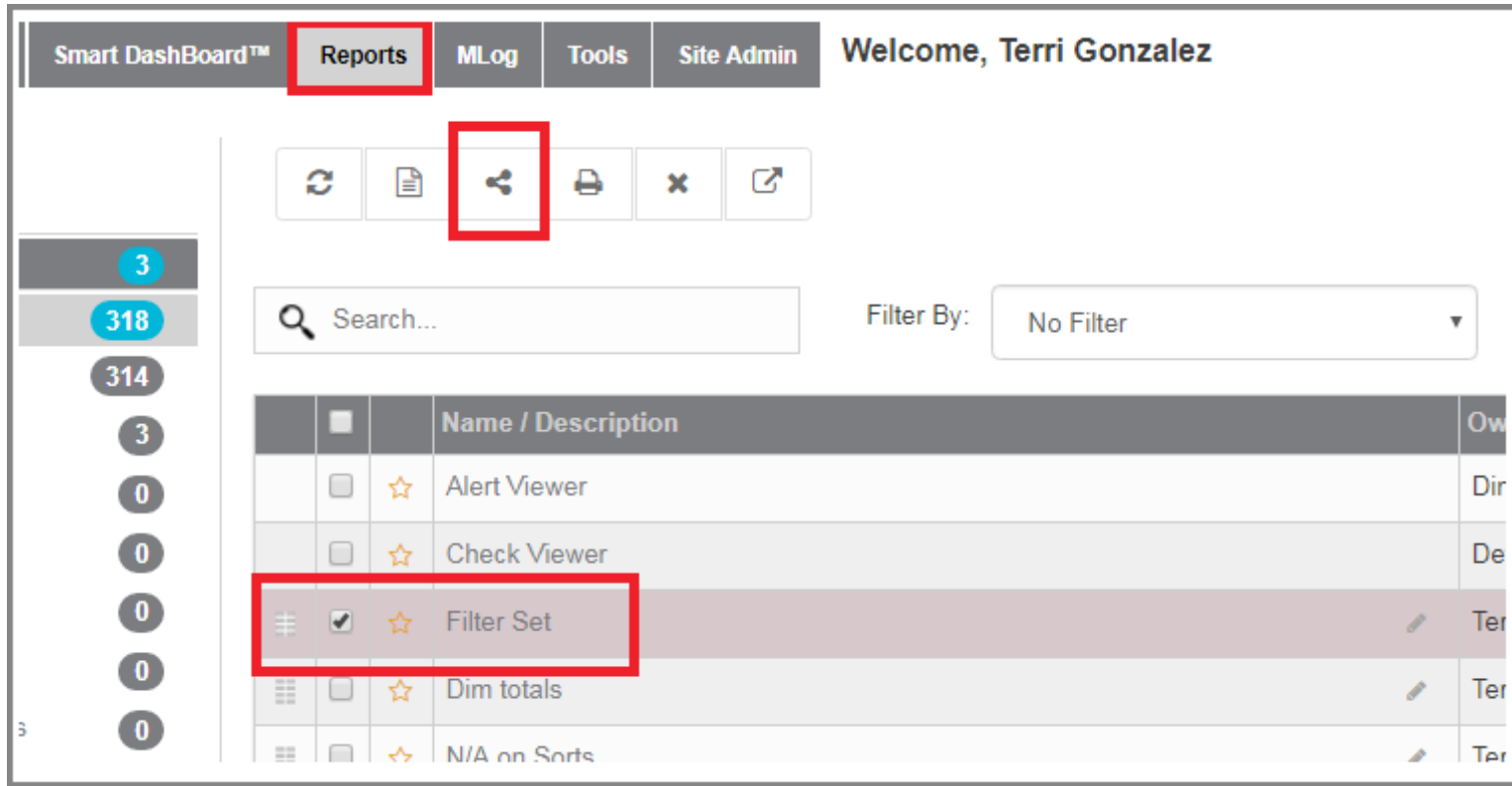


Filter Set # 2



Filter Set ⚙️			
My Filter Sets: Area Supervisor First Name = Dale; Time Selection = Year-To-Date (01/01/2018 to 09/20/2018)			
State	Area Supervisor First Name	Store Name	Gross Sales
AR	Dale	Sunset	1,379,756.27
KY	Dale	Houston	1,494,233.13
MI	Dale	Town And Country	792,939.27
NC	Dale	Aurora Ave S	1,128,862.04
		Fishers Landing	1,094,127.52
		Georgetown Crossing	2,611,867.93
		King Street	1,893,114.21
OH	Dale	League City	1,168,093.25
WI	Dale	92nd & Gessner	1,276,532.74

How to Apply Filter Set to a Report



Smart DashBoard™ Reports MLog Tools Site Admin Welcome, Terri Gonzalez

318 314 3 0 0 0 0 0

Search... Filter By: No Filter

		Name / Description	Ow
<input type="checkbox"/>	☆	Alert Viewer	Dir
<input type="checkbox"/>	☆	Check Viewer	De
<input checked="" type="checkbox"/>	☆	Filter Set	Ter
<input type="checkbox"/>	☆	Dim totals	Ter
<input type="checkbox"/>	☆	N/A on Sorts	Ter

How to Apply Filter Set to a Report

Reports | MLog | Tools | Site Admin | Welcome, Tom Gonzalez

Share - Filter Set [X]

User Shares | User Group Shares

Search:

Filter Set: Filter Set 1 ▼ ☐ Show Shared Users

Filter Set 1

First Name			View	Edit	Save
Dina	20		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
zzztest	23		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
testing	anewuser		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Why Can't I Edit Other Site Admins?



MIRUSu

Smart DashBoard™

Reports

Tools

Site Admin

Welcome, Justice League Master

New User

Users

User Groups

Report Groups

Measure Maintenance

1

2

3

4

>

>>

25 per page

First Name

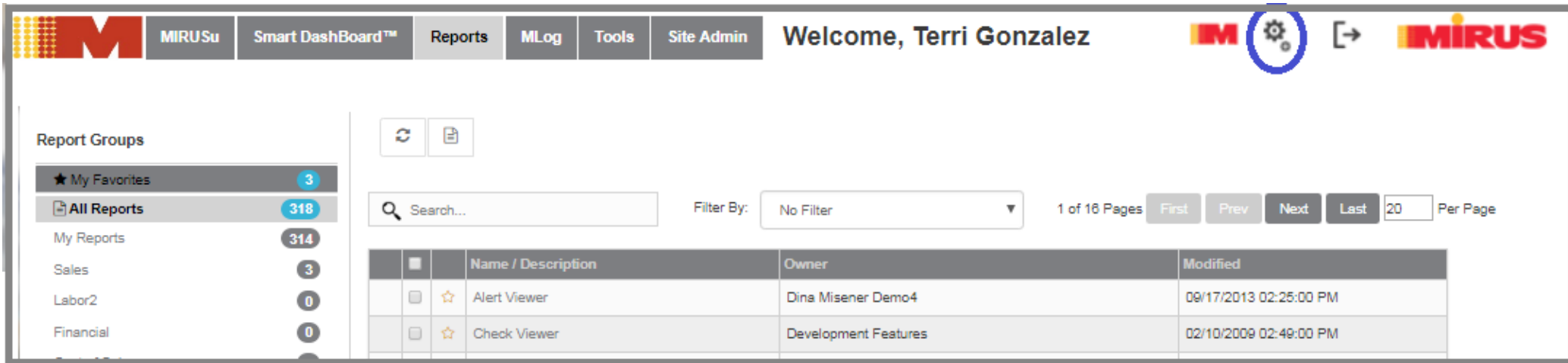
Last Name

Search

First Name	Last Name	Delete
Aaron	Spencer	
Abby	Zall	
Adam	Simeone	
akey	6301 Plattsburgh	
Clark	Kent	

- You can't edit other site admins
- Site Admins can change their own password

How to Change Password



The screenshot shows the MIRUS Smart DashBoard interface. The top navigation bar includes the MIRUS logo, user name 'Welcome, Terri Gonzalez', and a gear icon for settings. The left sidebar shows 'Report Groups' with 'All Reports' selected. The main content area displays a table of reports.

		Name / Description	Owner	Modified
	<input type="checkbox"/>	Alert Viewer	Dina Misener Demo4	09/17/2013 02:25:00 PM
	<input type="checkbox"/>	Check Viewer	Development Features	02/10/2009 02:49:00 PM

- Use the gear icon  to edit password
- Located top right of the screen

Site Admin: Best Practices

Login Should Be The Position

- Login should be the store or position
- Reports and dashboards that are used and shared
- Alerts that go out are under this user
- First and Last Names can always be changed and updated
- Example for Login: FPAanalyst

Example for Login: FPAanalyst

 Save  Cancel

User Options for Login: **FPAanalyst**

General

Filter Sets

Security Sets

User Groups

Application Sections

Tools

Address Book

Permissions

Reports

Login

Login : FPAanalyst

Current Password :

New Password :

Confirm Password :

User Name

First Name : Tony

Last Name : Stark

Start Page

Start Page Reports ▼

Time Zone

Time Zone US-Eastern ▼

Example for Login: FPAanalyst

 Save  Cancel

User Options for Login: **FPAanalyst**

General

Filter Sets

Security Sets

User Groups

Application Sections

Tools

Address Book

Permissions

Reports

Login

Login : FPAanalyst

Current Password :

New Password :

Confirm Password :

User Name

First Name : Tony

Last Name : Stark



Start Page

Start Page Reports ▼

Time Zone

Time Zone US-Eastern ▼

Example for Login: FPAanalyst

 Save  Cancel

User Options for Login: FPAanalyst

General	Filter Sets	Security Sets	User Groups	Application Sections	Tools	Address Book	Permissions	Reports
---------	-------------	---------------	-------------	----------------------	-------	--------------	-------------	---------

Login	
Login :	FPAanalyst
Current Password :
New Password :	
Confirm Password :	

User Name	
First Name : Bruce	Last Name : Banner

Start Page	Time Zone
Start Page Reports ▼	Time Zone US-Eastern ▼

Example for Login: FPAanalyst








Use Department in First Name



When An Employee Leaves

- Change Password
- Alert viewer
- Change the first & last name of the Login
- New hire can create new password
- New hire will have access to all reports, dashboards, and scheduled alerts

Unsharing Reports

MIRUSuSmart DashBoard™ReportsMLogToolsSite AdminWelcome, Wonder Woman

SaveCancel





User Options for Login: wonderwoman

GeneralFilter SetsSecurity SetsUser GroupsApplication SectionsToolsAddress BookPermissionsReports

Please select a Report Group:






- My Reports
- Sales
- Labor2
- Financial
- Cost of Sales
- Corporate Worksheets
- Performance Measures
- Alerts
- Advanced Reports Quiz
- Old Reports
- Totallines



Report Group: My Reports

	Report Name	Owner	Unshare
	Alert Viewer	Justice League Master	<input checked="" type="checkbox"/>
	Gross Sales with Sparkline	Justice League Master	<input checked="" type="checkbox"/>
	Gross Sales By Daypart	Justice League Master	<input checked="" type="checkbox"/>
	Drill on Measure Value	Wonder Woman	
	Measure Value Drill Details	Wonder Woman	
	Dimension Drill	Wonder Woman	
	Product Mix Report	Wonder Woman	
	<u>Server Performance</u>	Terri Gonzalez	<input checked="" type="checkbox"/>



Unsharing Reports

 **MIRUSu** **Smart DashBoard™** **Reports** **MLog** **Tools** **Site Admin** Welcome, Wonder Woman    

 Save  Cancel





User Options for Login: wonderwoman

General **Filter Sets** **Security Sets** **User Groups** **Application Sections** **Tools** **Address Book** **Permissions** **Reports**

Please select a Report Group:

- 1. My Reports
- 2. Sales
- 3. Labor2
- 4. Financial
- 5. Cost of Sales
- 6. Corporate Worksheets
- 7. Performance Measures
- 8. Alerts
- 9. Advanced Reports Quiz
- 10. Old Reports
- 11. Totallines

Report Group: My Reports

	Report Name	Owner	Unshare
	Alert Viewer	Justice League Master	<input checked="" type="checkbox"/>
	Gross Sales with Sparkline	Justice League Master	<input checked="" type="checkbox"/>
	Gross Sales By Daypart	Justice League Master	<input checked="" type="checkbox"/>
	Drill on Measure Value	Wonder Woman	
	Measure Value Drill Details	Wonder Woman	
	Dimension Drill	Wonder Woman	
	Product Mix Report	Wonder Woman	
	<u>Server Performance</u>	Terri Gonzalez	<input checked="" type="checkbox"/>

Alert Viewer

Alert Viewer

- Displays as a report in the report list
 - (similar to Check Viewer)
- Can be shared
- Doesn't require access to Site Admin

Alert Viewer

Alerts: You are Receiving

Page 1 of 1

View 1 - 2 of 2

Actions	Report Name	Report Number	Report Owner: First Name	Report Owner: Last Name	Schedule Number	Schedule	Next Run Date/Time	Last Run Date/Time	Schedule Time Zone	Status	Number of Recipient(s)	
<div>Disable</div> <div>Rerun</div>	Server Performance	8351	Terri	Gonzalez	1	Monthly: On the 1st day of the Gregorian Calendar	Oct 01, 2018 02:55:32 PM		CST (CDT)	Enabled	1	
<div>Disable</div> <div>Rerun</div>	Weird Alert formatting Test	6176	Terri	Gonzalez	1	Once a Day	Dec 30, 2017 09:20:04 AM	Dec 29, 2017 09:20:04 AM	CST (CDT)	Enabled	2	
Page 1 of 1												

View 1 - 2 of 2

Alert Viewer

Alerts: You are Receiving											
<div>🔍 ⚙️ ↔️ ▶️</div>											
Actions		Report Name	Report Number	Report Owner: First Name	Report Owner: Last Name	Schedule Number	Schedule	Next Run Date/Time	Last Run Date/Time	Schedule Time Zone	Status
Disable	Rerun	Server Performance	8351	Terri	Gonzalez	1	Monthly: On the 1st day of the Gregorian Calendar	Oct 01, 2018 02:55:32 PM		CST (CDT)	Enabled
Disable	Rerun	Weird Alert formatting Test	6176	Terri	Gonzalez	1	Once a Day	Dec 30, 2017 09:20:04 AM	Dec 29, 2017 09:20:04 AM	CST (CDT)	Enabled
<div>Page 1 of 1 View 1 - 2 of 2</div>											

Alerts: You are Receiving					
<div>🔍 ⚙️ ↔️ ▶️</div>					
Actions		Report Name	Report Number	Report Owner: First Name	Report Owner: Last Name
Disable	Rerun	Server Performance	8351	Terri	Gonzalez
Disable	Rerun	Weird Alert formatting Test	6176	Terri	Gonzalez

Alert Viewer

Alerts: You are Receiving											
					Page 1 of 1 View 1 - 2 of 2						
Actions	Report Name	Report Number	Report Owner: First Name	Report Owner: Last Name	Schedule Number	Schedule	Next Run Date/Time	Last Run Date/Time	Schedule Time Zone	Status	Number of Recipient(s)
Disable Rerun	Server Performance	8351	Terri	Gonzalez	1	Monthly: On the 1st day of the Gregorian Calendar	Oct 01, 2018 02:55:32 PM		CST (CDT)	Enabled	1
Disable Rerun	Weird Alert formatting Test	6176	Terri	Gonzalez	1	Once a Day	Dec 30, 2017 09:20:04 AM	Dec 29, 2017 09:20:04 AM	CST (CDT)	Enabled	2
					Page 1 of 1 View 1 - 2 of 2						

Alerts: You are Receiving				
Actions	Report Name	Report Number	Report Owner: First Name	Report Owner: Last Name
Disable Rerun	Server Performance	8351	Terri	Gonzalez
Disable Rerun	Weird Alert formatting Test	6176	Terri	Gonzalez

Alert Viewer

Alerts: You are Receiving											
					Page 1 of 1 View 1 - 2 of 2						
Actions	Report Name	Report Number	Report Owner: First Name	Report Owner: Last Name	Schedule Number	Schedule	Next Run Date/Time	Last Run Date/Time	Schedule Time Zone	Status	Number of Recipient(s)
Disable Rerun	Server Performance	8351	Terri	Gonzalez	1	Monthly: On the 1st day of the Gregorian Calendar	Oct 01, 2018 02:55:32 PM		CST (CDT)	Enabled	1
Disable Rerun	Weird Alert formatting Test	6176	Terri	Gonzalez	1	Once a Day	Dec 30, 2017 09:20:04 AM	Dec 29, 2017 09:20:04 AM	CST (CDT)	Enabled	2
					Page 1 of 1 View 1 - 2 of 2						

Alerts: You are Receiving					
Actions	Report Name	Report Number	Report Owner: First Name	Report Owner: Last Name	
Disable Rerun	Server Performance	8351	Terri	Gonzalez	
Disable Rerun	Weird Alert formatting Test	6176	Terri	Gonzalez	

Alert Viewer

Alerts: You are Receiving											
Actions		Report Name	Report Number	Report Owner: First Name	Report Owner: Last Name	Schedule Number	Schedule	Next Run Date/Time	Last Run Date/Time	Schedule Time Zone	Status
Disable	Rerun	Server Performance	8351	Terri	Gonzalez	1	Monthly: On the 1st day of the Gregorian Calendar	Oct 01, 2018 02:55:32 PM		CST (CDT)	Enabled
Disable	Rerun	Weird Alert formatting Test	6176	Terri	Gonzalez	1	Once a Day	Dec 30, 2017 09:20:04 AM	Dec 29, 2017 09:20:04 AM	CST (CDT)	Enabled

Schedule	Next Run Date/Time	Last Run Date/Time	Schedule Time Zone
Monthly: On the 1st day of the Gregorian Calendar	Oct 01, 2018 02:55:32 PM		CST (CDT)
Once a Day	Dec 30, 2017 09:20:04 AM	Dec 29, 2017 09:20:04 AM	CST (CDT)

Alert Viewer

Alerts: You are Receiving											View 1 - 2 of 2	
Actions		Report Name	Report Number	Report Owner: First Name	Report Owner: Last Name	Schedule Number	Schedule	Next Run Date/Time	Last Run Date/Time	Schedule Time Zone	Status	Number of Recipient(s)
Disable	Rerun	Server Performance	8351	Terri	Gonzalez	1	Monthly: On the 1st day of the Gregorian Calendar	Oct 01, 2018 02:55:32 PM		CST (CDT)	Enabled	1
Disable	Rerun	Weird Alert formatting Test	6176	Terri	Gonzalez	1	Once a Day	Dec 30, 2017 09:20:04 AM	Dec 29, 2017 09:20:04 AM	CST (CDT)	Enabled	2





Status	Number of Recipient(s)
Enabled	1
Enabled	2

Alert Viewer

Alerts: You are Receiving

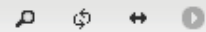
Actions		Report Name	Report Number	Report Owner: First Name	Report Owner: Last Name
Disable	Rerun	Server Performance	8351	Terri	Gonzalez
Disable	Rerun	Weird Alert formatting Test	6176	Terri	Gonzalez

Schedule Number	Schedule	Next Run Date/Time	Last Run Date/Time	Schedule Time Zone	Status	Number of Recipient(s)
1	Monthly: On the 1st day of the Gregorian Calendar	Oct 01, 2018 02:55:32 PM		CST (CDT)	Enabled	1
1	Once a Day	Dec 30, 2017 09:20:04 AM	Dec 29, 2017 09:20:04 AM	CST (CDT)	Enabled	2

Alerts: You are Receiving					
   					
Actions		Report Name	Report Number	Report Owner: First Name	Report Owner: Last Name
Disable	Rerun	<u>Server Performance</u>	8351	Terri	Gonzalez
Disable	Rerun	<u>Weird Alert formatting Test</u>	6176	Terri	Gonzalez

Alert Viewer

Alerts: Your Company is Distributing





Page 1 of 5

Actions	Report Name	Report Number	Report Owner: First Name	Report Owner: Last Name	Schedule Number	Schedule	Next Run Date/Time	Last Run Date/Time	Schedule Time Zone	Status	Number of Recipient(s)
	Alertviewer	5910	zSonia	Mirus	1	Once a Day	Sep 22, 2018 01:45:24 AM	Sep 21, 2018 01:45:24 AM	CST (CDT)	Enabled	1
	Scheduled alert PDF for 10:55am DEmo4	7767	zDelyth1	Mirus	1	Once a Day	Sep 22, 2018 10:55:16 AM	Sep 21, 2018 10:55:16 AM	CST (CDT)	Enabled	1
	Testing trailing TS	6125	zSarah	Mirus	1	Once a Day	Sep 22, 2018 10:20:55 AM	Sep 21, 2018 10:20:55 AM	CST (CDT)	Enabled	1
	Testing Melissa Alert issue	7998	zDelyth1	Mirus	1	Once a Day	Sep 22, 2018 04:00:08 AM	Sep 21, 2018 04:00:08 AM	CST (CDT)	Enabled	1
	Testing ALert Reciepts	8005	zDelyth1	Mirus	1	Once a Day	Sep 22, 2018 12:30:37 AM	Sep 21, 2018 12:30:37 AM	CST (CDT)	Enabled	2
	New Report 6476	6476	zDelyth1	Mirus	1	Once a Day	Sep 22, 2018 05:00:53 AM	Sep 21, 2018 05:00:53 AM	CST (CDT)	Enabled	1
	Test Report for Drill Expand	6361	zSarah	Mirus	1	Once a Day	Sep 22, 2018 09:40:01 AM	Sep 21, 2018 09:40:01 AM	CST (CDT)	Enabled	3
	Test Report	5916	zSonia	Mirus	1	Once a Day	Sep 22, 2018 08:00:39 AM	Sep 21, 2018 08:00:39 AM	CST (CDT)	Enabled	1
	Alert with no data_PDF 3847 Header		zDelyth1	Mirus	1	Once a Day	Sep 22, 2018 12:20:53 AM	Sep 21, 2018 12:20:53 AM	CST (CDT)	Enabled	1
	Alert with no data_PDF 3847 Header		zDelyth1	Mirus	13	Once a Day	Sep 22, 2018 08:20:18 AM	Sep 21, 2018 08:20:18 AM	CST (CDT)	Enabled	1
	Sort Error in Log Recreation	8343	Dina	Misener Demo4	2	Once a Day	Sep 22, 2018 08:55:06 AM	Sep 21, 2018 08:55:06 AM	CST (CDT)	Enabled	1
	Alert with no data_PDF 3847 Header		zDelyth1	Mirus	15	Once a Day	Sep 22, 2018 06:20:32 AM	Sep 21, 2018 06:20:32 AM	CST (CDT)	Enabled	1



Sneak Peak Dimension Maintenance v3

Dimension Maintenance

 What Jobs need to be updated? 

Employee Type	Department Name	Job Rotation	Job Name	Job Num	Tot Labor Hrs
OVERHEAD	CREW	unknown	AMIT	9	220.92
			Shift Manager	10	0.20
PRODUCTION	CREW	FOH	Server	3	94,025.46
				6	652.32
		unknown	UTILITY	15	36.70
SERVICE	CREW	FOH	Busser	4	1,538.73
				12	17,997.28
			Hostess	2	59,074.28
		Total	Cooks	1	71,465.70
		unknown	ATTENDANT	16	198.75
			Cooks	5	1,759.55
	MANAGEMENT	unknown	Assistant Manager	8	0.00
			Co Manager	7	500.50
			GENERAL MANAGER	11	0.00

Updating Dimensions

Employee Type	Department Name	Job Rotation	Job Name	Job Num	Tot Labor Hrs
OVERHEAD	CREW	unknown	AMIT	9	220.92
			Shift Manager	10	0.20
PRODUCTION	CREW	FOH	Server	3	94,025.46
				6	652.32
		unknown	UTILITY	15	36.70

SERVICE	CREW	FOH	Busser	4	1,538.73
				12	17,997.28
			Hostess	2	59,074.28
		Total	Cooks	1	71,465.70
		unknown	ATTENDANT	16	198.75
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	MANAGEMENT	unknown	Assistant Manager	8	0.00
			Co Manager	7	500.50
			GENERAL MANAGER	11	0.00

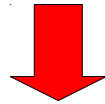
Updating Dimensions

Employee Type	Department Name	Job Rotation	Job Name	Job Num	Tot Labor Hrs
OVERHEAD	CREW	unknown	AMIT	9	220.92
			Shift Manager	10	0.20
PRODUCTION	CREW	FOH	Server	3	94,025.46
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			Cooks	5	1,759.55
	MANAGEMENT	unknown	Assistant Manager	8	0.00
			Co Manager	7	500.50
			GENERAL MANAGER	11	0.00

Updating Dimensions

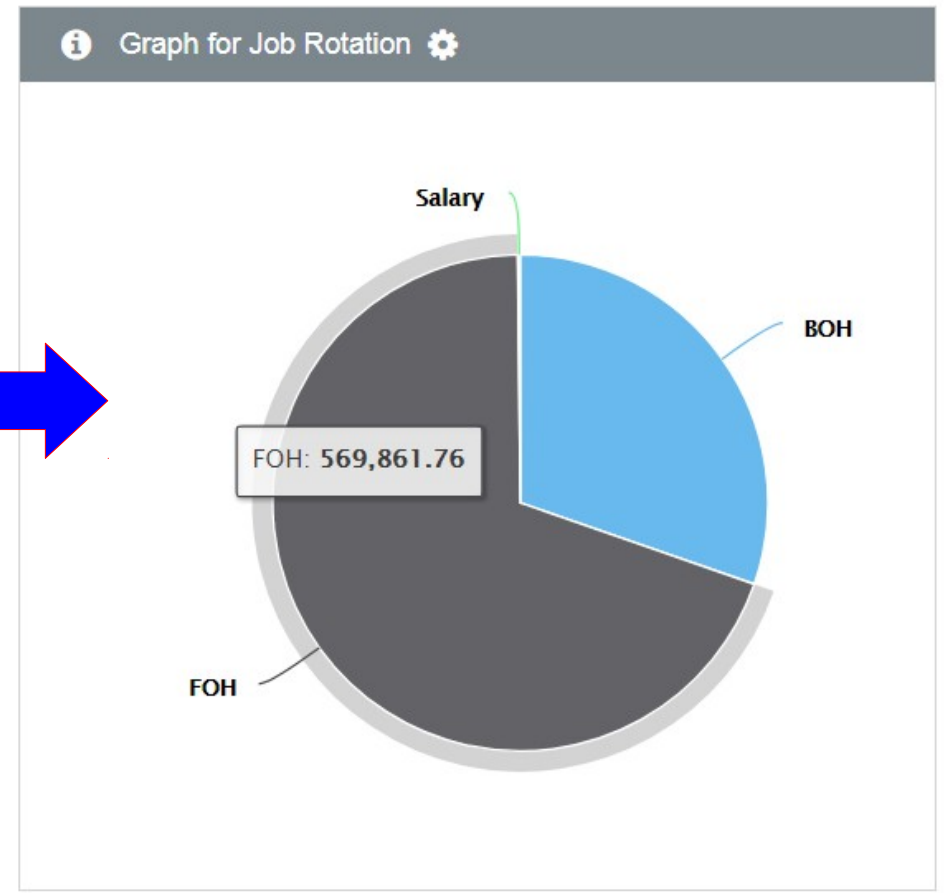
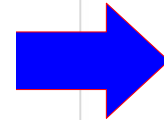
Employee Type	Department Name	Job Rotation	Job Name	Job Num	Tot Labor Hrs
OVERHEAD	CREW	unknown	AMIT	9	220.92
			Shift Manager	10	0.20
PRODUCTION	CREW	FOH	Server	3	94,025.46
				6	652.32
		unknown	UTILITY	15	36.70



Employee Type	Department Name	Job Rotation	Job Name	Job Num	Tot Labor Hrs
OVERHEAD	CREW	FOH	AMIT	9	220.92
			Shift Manager	10	0.20
PRODUCTION	CREW	FOH	Server	3	94,025.46
				6	652.32
			UTILITY	15	36.70

Updating Dimensions

Job Rotation	Tot Labor Hrs
BOH	248,566.84
FOH	569,861.76
Salary	1,322.17



Exception Report for Unknowns

Exception report

Filters: Dina Test Dimension = UNKNOWN VALUE;

Time Selection = Year-To-Date (01/01/2018 to 09/23/2018)

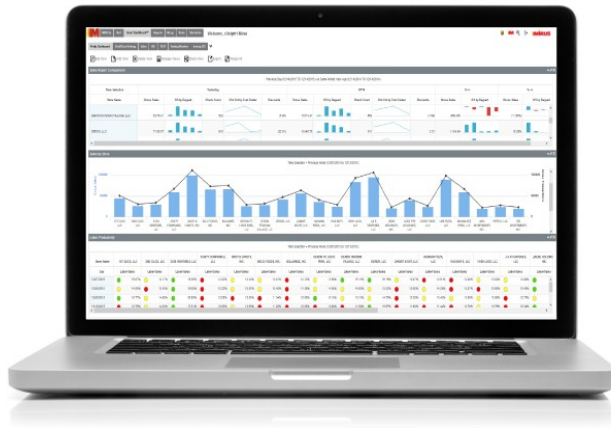
Dina Test Dimension	Store Num	Store Name	Gross Sales
unknown	232001	West Lake Mead	1,026,050.96

Closing

- Tools available
 - Site admin
 - Alert Viewer
 - Dimension Maintenance



Questions?



Best Practices for Site Administration

Terri Pham Gonzalez



Key Points

- Basic principles of Site Admin
- Best practices utilizing tools:
 - Site Admin
 - Alert Viewer
 - Dimension Maintenance
- Sneak peek at Dimension Maintenance that will be launching later this year



Why Is This Important?

- Work smart, not hard
- Utilize the tools available



MIRUS

Being a Site administrator for Mirus can be challenging sometimes.

You have to juggle understanding the vision and goal of your company and how to execute that goal with Mirus.

Fortunately, Mirus does have tools and features to help you in achieve your company's data consumption and data distribution vision.

How Do Others Manage Site Admin?

- Some clients consolidate these tasks to the IT dept
- Most clients consolidate this to handful of people who are super users



This varies based on the size of the client as well as hierarchy of the client

Site Admin: Basic Principles



First we are going to cover the basic principles of site admin

User Groups

- User Groups allows you to quickly group people together
- Makes it easier for new hires
- Users can be in multiple user groups
- Quick way to:
 - Set permissions to a group of people
 - Share, send as email, or export reports
 - Share dashboards
 - Schedule alerts



Site Administrator's secret weapon for efficiency

- User Groups allows you to quickly group people together
- Makes it easier for new hires
- Users can be in multiple user groups
- Quick way to:
 - Set permissions to a group of people
 - Share, send as email, or export reports
 - Share dashboards
 - Schedule alerts
-
- With the user group, the user has take an action and select the user group → schedule an alert, share a report, share a dashboard, export a report

User Group Examples



MIRUS

Here we have examples of some user groups:
The Avengers and the Justice League
One group is from marvel comics whereas the other is
from DC comics.

So if I had a report & I shared it to the Avengers User
group --> only Iron Man, Captain America, Hulk,
would see it
Bat man, superman, Wonder woman would not see it

User Group Example



MIRUS

Since users can be in multiple user groups, let's expand the example.

Imagine all of us in this room were users as well..
You could create a user group called SUPER HEROS

User Group Example



only these people (Iron Man, Thor, Batman, Wonder women, would be in that user group.

So if I had an alert (these are the stores that are being attacked by Aliens) that was scheduled to go out to the user group SUPER HEROS: all of these users would get it whereas everyone in this room would not.

Permissions

Permissions for the user and/or user group

There are 3 options:



No permission assigned → Box is left blank



Always Allow → Green check



Always Deny → Red X



- You can define permissions for the user and/ or the user group
-
- Permissions can range from seeing specific measure or dimensions or access to certain features:
- For example: can they export a report, can they create a report, or can they share a dashboard?
-
- This is also important when limiting the measures you want a user or user group to see
-
- This is helpful when you are rolling out the report writer to a user or user group. If you have 50 measures, you can only show 20 for the user (to make it less overwhelming)

Permissions

- If an individual (without permissions) is in a user group, they will follow the group's permissions
- An individual's permissions will always trump the user group.

User Group Options for Group: Avengers

Users	Permissions	Reports
General	Measure	Dimensions

Dashboards

- ☒ Edit Dashboard
- ☐ Create Dashboard
- ☐ Delete Dashboard
- ☐ Share Dashboard
- ☐ Export Dashboard
- ☐ Clickable Webpart Header

Reports

- ☐ Dri
- ☐ Dri
- ☐ Se
- ☐ Re
- ☐ Ad



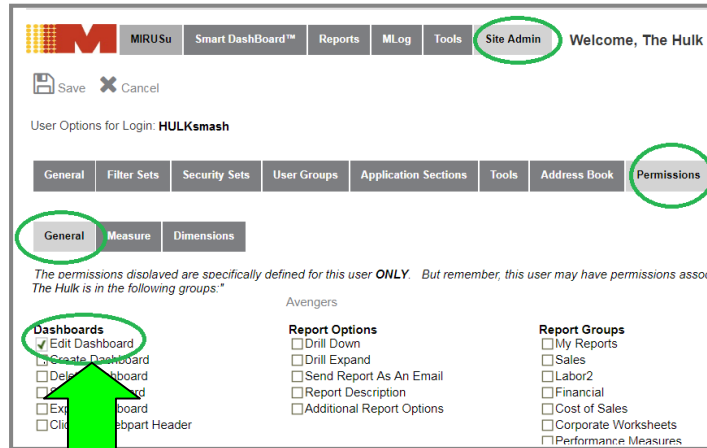
- Example:
- Here is the permissions settings for The Avengers User Group.
- Notice there is a red X next to Edit Dashboard
- Anyone in the group can not Edit a Dashboard
-
-

Permissions Example



- Example: A Dashboard that is shared the User Group
 - Avengers
 - This means all of these users will be able to see the dashboard when they log in but they can't edit any dashboards
 -
 -

Permissions Example



MIRUSu Smart DashBoard™ Reports MLog Tools Site Admin Welcome, The Hulk

Save Cancel

User Options for Login: HULKsmash

General Filter Sets Security Sets User Groups Application Sections Tools Address Book Permissions

General Measure Dimensions

The permissions disclosed are specifically defined for this user **ONLY**. But remember, this user may have permissions associated with the user group he is in.

Avengers

Dashboards

- ☒ Edit Dashboard
- ☐ Create Dashboard
- ☐ Delete Dashboard
- ☐ Export Dashboard
- ☐ Click on Report Header

Report Options

- ☐ Drill Down
- ☐ Drill Expand
- ☐ Send Report As An Email
- ☐ Report Description
- ☐ Additional Report Options

Report Groups

- ☐ My Reports
- ☐ Sales
- ☐ Labor2
- ☐ Financial
- ☐ Cost of Sales
- ☐ Corporate Worksheets
- ☐ Performance Measures

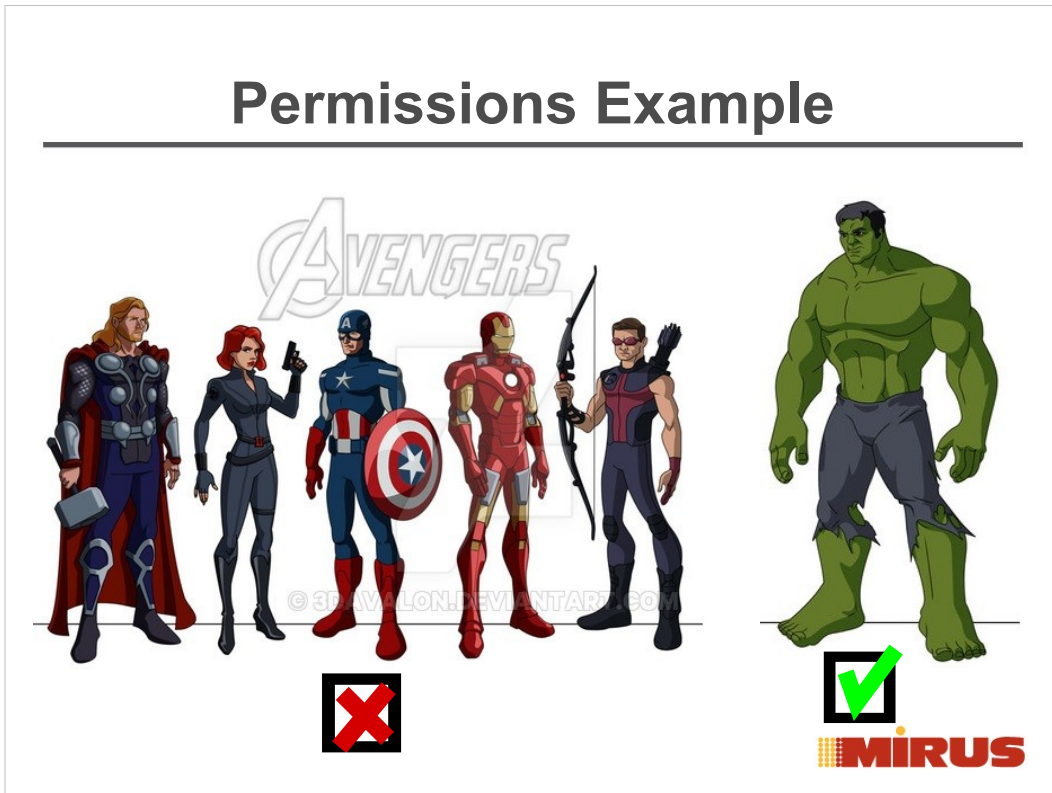


MIRUS

And If you look at Hulk's User, he has a green check on Edit Dashboard.

This means he can ALWAYS edit dashboards, even if he is in the Avenger user group (which can not edit dashboards)

Permissions Example



- That means The Hulk can edit dashbaords whereas the rest of the Avengers can not
-
- Using Permissions on an entire User Group is a best practice.
- This helps when rolling out the report writer to select users. You can slim down the measures and dimensions available to the users so they can start off small. You can always go back and open up permissions later.
-
- Also, even if the hulk had access to a set of dimensions (like social security numbers for employees) and shared a report with SS to the avengers and they as a user group do not have permission to see the SS, then they will not see the dimension. Even if the SS dimension is on a report he shared to the group, only he will see the SS dimension.
-



- When a new user is added to the User group, Like Spiderman here, they will get all dashboards, reports, and scheduled alerts for that User group.
-
- They will also follow the existing permissions in the user group.
-
- Questions so far?
-

Address Book is Global

- If you add an email to the address book, it is global (everyone can see it)

The screenshot shows the MIRUSu user settings interface. At the top, there is a navigation bar with tabs: MIRUSu, Smart DashBoard™, Reports, MLog, Tools, and Site Admin (highlighted with a red box). Below the navigation bar, there is a 'Welcome, The Hulk' message and a 'Save' button (highlighted with a red box). The main content area shows 'User Options for Login: HULKsmash' and a message: 'Your User Options have been updated successfully. The changes will be effective when you next login.' Below this, there is a sub-navigation bar with tabs: General, Filter Sets, Security Sets, User Groups, Application Sections, Tools, Address Book (highlighted with a red box), and Permissions. The Address Book tab displays a table with two columns: # and Email. The table contains two rows: 1. SMASH@avengers.com, Contact Name: The Hulk; 2. Hulk@avengers.com, Contact Name: Hulk Personal. Each row has an 'Edit' button (highlighted with a red box). A 'New' button is located at the bottom left of the table.

#	Email	Contact Name	Edit
1	SMASH@avengers.com	The Hulk	
2	Hulk@avengers.com	Hulk Personal	



Any email address that is added in the user's settings is global.

So here you see the user settings for The Hulk. And he has 2 emails.

If you were to go to the alert scheduler, all users will see The Hulk and Hulk Personal

Please remember, if you have 2 emails, both with the contact name of The Hulk, then in the alert scheduler you will see 2 users called "The Hulk" and you won't know which is which.

Security Sets

Security Sets

MIRUSu Smart DashBoard™ Reports MLog Tools Site Admin Welcome, Master User

Save Cancel

User Options for Login: Aquaman

General Filter Sets **Security Sets** User Groups Application Sections Tools Address Book Permissions Reports

Security Permissions:

Area in (North)

Dimension Group	Dimension	Values: <input type="radio"/> equal to <input type="radio"/> not equal to
Day		
BiMonth		
Store		
P.M.		
Item		
Daypart		
Cost Center		
Employee		
sEmployee		
Check		
Tender		
Discount		
GLAccount		

0 to 0 of 0 Get Next 50 All Reset

Search: Go Clear Search Add Security

MIRUS

Security Set allows you to permanently limit which store or stores a user sees

- A user can be in user group(s) and have security set(s)
- Security set is absolute and will effect all reports, dashboards, alerts, exports
- You should use a security set when you want to limit to only see a certain store, market, area, or specific store dimension
- With a security Set, the burden is on MIRUS. Mirus will always have this security set for this user

Example for a franchisee, they will only see their stores. They will never ever see the company stores. No mater what report is shared to them

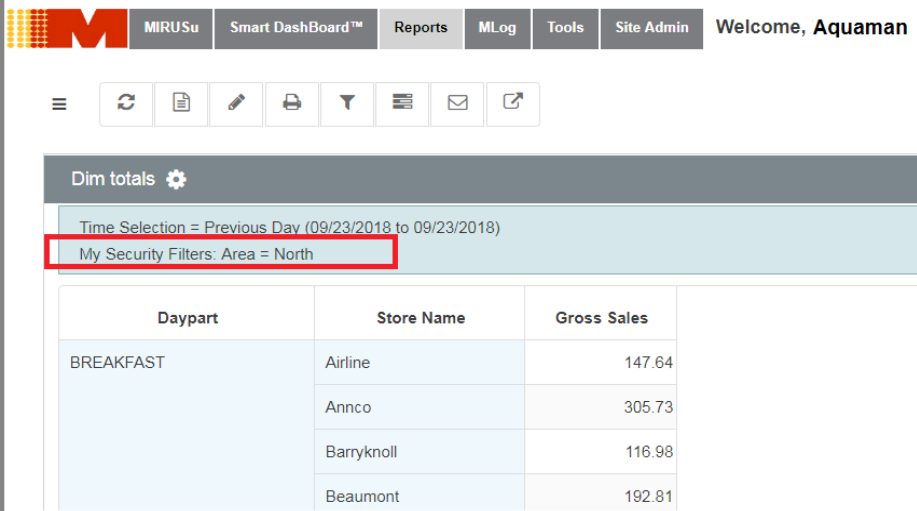
Security Sets

The screenshot shows the MIRUS application interface. On the left, a modal window titled "Security Sets" is open for user "Aquaman". It has tabs for "General", "Filter Sets", "Security Sets" (which is selected and highlighted with a red box), "User Groups", and "Applications". Below the tabs, there is a "Security Permissions:" section with a table. The first row of the table has "Area in (North)" highlighted with a red box. Below the table, there is a search bar and a list of items including "Employee", "Check", "Tender", "Discount", and "GLAccount". At the bottom of the modal, there is a button labeled "Add Security" highlighted with a red box. The background shows the main application window with a "Welcome, Master User" message and a sidebar with "Permissions" and "Reports" links.

MIRUS

This is the security set tab for aquaman
If this were true, then he would only see stores where
area= North

Security Sets



The screenshot shows the MIRUSu Reports page. The top navigation bar includes 'MIRUSu', 'Smart DashBoard™', 'Reports', 'MLog', 'Tools', and 'Site Admin'. The user is logged in as 'Aquaman'. Below the navigation bar is a toolbar with icons for refresh, print, edit, save, and others. The main content area shows a 'Dim totals' section with a gear icon. Below this, the 'Time Selection' is set to 'Previous Day (09/23/2018 to 09/23/2018)'. A red box highlights the 'My Security Filters: Area = North' text. Below the filters is a table with columns 'Daypart', 'Store Name', and 'Gross Sales'.

Daypart	Store Name	Gross Sales
BREAKFAST	Airline	147.64
	Anncos	305.73
	Barryknoll	116.98
	Beaumont	192.81



When the user is looking at the report that is shared to them, their security filter is always on the report.

Here is Aquaman's Area = North

Filter Sets

The screenshot displays the 'Filter Sets' configuration interface. At the top, a navigation bar includes links for 'MIRUSu', 'Smart DashBoard™', 'Reports', 'MLog', 'Tools', and 'Site Admin' (which is highlighted with a red box). Below this, there are 'Save' and 'Cancel' buttons. A text field labeled 'User Options for Login:' contains the value 'Captain' (also highlighted with a red box). A secondary navigation bar below this field includes 'General', 'Filter Sets' (highlighted with a red box), 'Security Sets', 'User Groups', 'Application Sections', 'Tools', and 'Add'. The main content area features a large text input field labeled 'Filter Set Name'. At the bottom left of this area, there is a blue button labeled 'Add New' (highlighted with a red box).



- Filter Set allows you to set different filters based on the user's role.
- Allows for more control with different types of reports (Company reports versus store reports)
- A user can have multiple Filter Sets
- **Burden is on the report writer to add the correct filter set to the shared report. If the report writer does not add the filter set to the report, then the filter set will not be applied.
-
- To add, you go to the user settings for the user, and filter sets to add new

Filter Sets

Filter Set Name: Default Status:

Dimension Group:

Day

BiMonth

Store

PM

Item

Daypart

Cost Center

Employee

sEmployee

Check

Tender

Discount

GLAccount

Dimension:

Site Manager Phone

Site Opening Date

Site Phone

Site Short Name

Site State

Site Zip

Special Character Testing DM

State

Store Name

Store Num

Store Test Date

TEST

TEST2

Test Date Error

Values: ☐ equal to ☒ not equal to

IN

NC

TX

WI


1 to 4 of 4

Get:

Search:

Filters for Store Filter Set

State in (TX)



Title the filter set (Here I have state.)

Select the number, here I have 1

And select the dimension State> Texas, add filter to filter set.

Save the filter set & save the user settings

Filter Set Example



User Options for Login: **Captain**

General	Filter Sets	Security Sets	User Groups	Application Sections	Tools	Address Book	Permissions	Reports
---------	-------------	---------------	-------------	----------------------	-------	--------------	-------------	---------


Filter Set Name	Default #	Edit	Delete
State (State = AR, State = IL, State = IN, State = NC, State = TX)	1		×
Area (Area Supervisor First Name = Dale)	2		×




This is Captain America's filter sets.

He has 2 filter sets.

Filter set #1 is for States
Filter Set #2 is for Area



No Filter Set



Filter Set ⚙️

Time Selection = Year-To-Date (01/01/2018 to 09/20/2018)


State	Area Superv First Name	Store Name	Gross Sales
AR	Dale	Sunset	1,379,756.27
IL	Damon	Pearland	1,432,959.09
	Karl	Spring	946,833.53
IN	Jared	Barryknoll	898,998.78
KY	Dale	Houston	1,494,233.13
MI	Dale	Town And Cour	792,939.27
NC	Dale	Aurora Ave S	1,128,862.04
		Fishers Landing	1,094,127.52
		Georgetown Cr	2,611,867.93
		King Street	1,893,114.21
OH	Dale	League City	1,168,093.25
TX	N/A	W Division	1,209,821.87
	Steph	Annco	1,359,946.41


Filter Set ⚙️

My Filter Sets: State = AR, IL, IN, NC, TX;
Time Selection = Year-To-Date (01/01/2018 to 09/20/2018)


State	Area Superv First Name	Store Name	Gross Sales
AR	Dale	Sunset	1,379,756.27
IL	Damon	Pearland	1,432,959.09
	Karl	Spring	946,833.53
IN	Jared	Barryknoll	898,998.78
NC	Dale	Aurora Ave S	1,128,862.04
		Fishers Landing	1,094,127.52
		Georgetown Crossi	2,611,867.93
		King Street	1,893,114.21
TX	N/A	W Division	1,209,821.87
	Steph	Annco	1,359,946.41
		Freeport Blvd	867,134.98
		Huntington	1,066,634.79
		Kennerly	807,174.46

Filter Set # 1





The report on the left is a report that I built.
 Once I add the filter set to the report, and share to
 Captain America. He will see the report on the right.



No Filter Set

Filter Set ⚙️

Time Selection = Year-To-Date (01/01/2018 to 09/20/2018)

State	Area Superv First Name	Store Name	Gross Sales
AR	Dale	Sunset	1,379,756.27
IL	Damon	Pearland	1,432,959.09
	Karl	Spring	946,833.53
IN	Jared	Barryknoll	898,998.78
KY	Dale	Houston	1,494,233.13
MI	Dale	Town And Cour	792,939.27
NC	Dale	Aurora Ave S	1,128,862.04
		Fishers Landing	1,094,127.52
		Georgetown Cn	2,611,867.93
		King Street	1,893,114.21
OH	Dale	League City	1,168,093.25
TX	N/A	W Division	1,209,821.87
	Steph	Annco	1,359,946.41

➔


Filter Set # 1

➔

Filter Set ⚙️


My Filter Sets: State = AR, IL, IN, NC, TX;
Time Selection = Year-To-Date (01/01/2018 to 09/20/2018)

State	Area Superv First Name	Store Name	Gross Sales
AR	Dale	Sunset	1,379,756.27
IL	Damon	Pearland	1,432,959.09
	Karl	Spring	946,833.53
IN	Jared	Barryknoll	898,998.78
NC	Dale	Aurora Ave S	1,128,862.04
		Fishers Landing	1,094,127.52
		Georgetown Crossi	2,611,867.93
		King Street	1,893,114.21
TX	N/A	W Division	1,209,821.87
	Steph	Annco	1,359,946.41
		Freeport Blvd	867,134.98
		Huntington	1,066,634.79
		Kennerly	807,174.46



The greyed out area is what got removed

No Filter Set



Filter Set ⚙️

Time Selection = Year-To-Date (01/01/2018 to 09/20/2018)

State	Area Supervisor First Name	Store Name	Gross Sales
AR	Dale	Sunset	1,379,756.27
IL	Damon	Pearland	1,432,959.09
	Karl	Spring	946,833.53
IN	Jared	Barryknoll	898,998.78
KY	Dale	Houston	1,494,233.13
MI	Dale	Town And Country	792,939.27
NC	Dale	Aurora Ave S	1,128,862.04
		Fishers Landing	1,094,127.52
		Georgetown Cross	2,611,867.93
		King Street	1,893,114.21
OH	Dale	League City	1,168,093.25
TX	N/A	W Division	1,209,821.87
	Steph	Annco	1,359,946.41

Filter Set # 2

Filter Set ⚙️


My Filter Sets: Area Supervisor First Name = Dale;
Time Selection = Year-To-Date (01/01/2018 to 09/20/2018)

State	Area Supervisor First Name	Store Name	Gross Sales
AR	Dale	Sunset	1,379,756.27
KY	Dale	Houston	1,494,233.13
MI	Dale	Town And Country	792,939.27
NC	Dale	Aurora Ave S	1,128,862.04
		Fishers Landing	1,094,127.52
		Georgetown Cross	2,611,867.93
		King Street	1,893,114.21
OH	Dale	League City	1,168,093.25
WI	Dale	92nd & Gessner	1,276,532.74

MIRUS

Now on to filter set #2. Same thing. The report on the left is my report.

After applying filter set #2, the report on the right is what Captain America sees.



No Filter Set


State	Area Supervisor First Name	Store Name	Gross Sales
AR	Dale	Sunset	1,379,756.27
IL	Damon	Pearland	1,432,959.09
	Karl	Spring	946,833.53
IN	Jared	Barryknoll	898,998.78
KY	Dale	Houston	1,494,233.13
MI	Dale	Town And Country	792,939.27
NC	Dale	Aurora Ave S	1,128,862.04
		Fishers Landing	1,094,127.52
		Georgetown Cn	2,611,867.93
		King Street	1,893,114.21
OH	Dale	League City	1,168,093.25
TX	N/A	W Division	1,209,821.87
	Steph	Annco	1,359,946.41

Filter Set # 2

Filter Set

My Filter Sets: Area Supervisor First Name = Dale;
Time Selection = Year-To-Date (01/01/2018 to 09/20/2018)

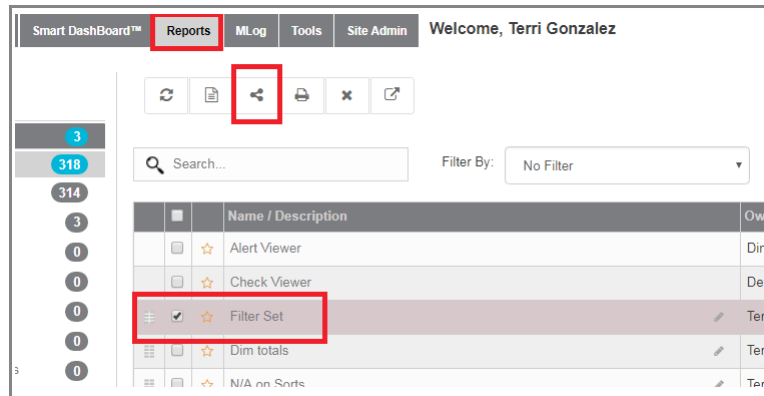
State	Area Supervisor First Name	Store Name	Gross Sales
AR	Dale	Sunset	1,379,756.27
KY	Dale	Houston	1,494,233.13
MI	Dale	Town And Country	792,939.27
NC	Dale	Aurora Ave S	1,128,862.04
		Fishers Landing	1,094,127.52
		Georgetown Cross	2,611,867.93
		King Street	1,893,114.21
OH	Dale	League City	1,168,093.25
WI	Dale	92nd & Gessner	1,276,532.74



The greyed out rows disappeared

So if we had a different user (like Wonderwomen) if her filter set #2 was Area = Steph, she would only see this one store (Annco).

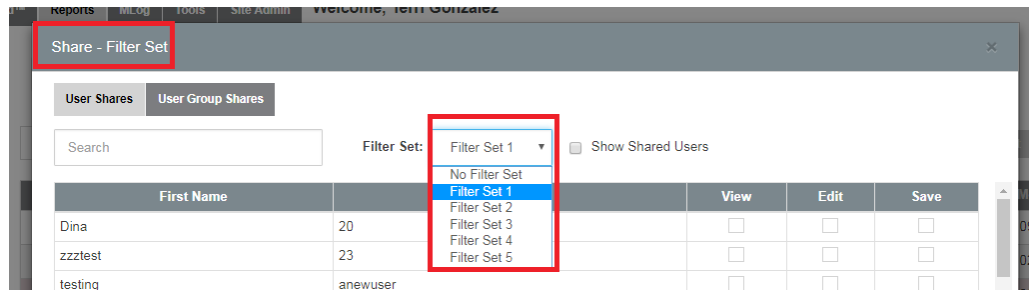
How to Apply Filter Set to a Report



You apply filter sets from the report list.

Here is the reports list. Select the report, use the button for sharing/filtersets

How to Apply Filter Set to a Report



You can select the filter set from the drop down.
We also have “show selected users” which is a quick way to look who was selected.

Why Can't I Edit Other Site Admins?



The screenshot shows the MIRUS Site Admin interface. At the top, there is a navigation bar with tabs for MIRUSu, Smart DashBoard™, Reports, Tools, and Site Admin. A welcome message "Welcome, Justice League Master" is displayed in a red-bordered box. Below the navigation bar, there is a "New User" button and a "Users" tab. The "Users" tab is active, showing a list of users. The list has columns for First Name, Last Name, and Delete. The user "Clark Kent" is highlighted with a red border. To the right of the user list, there are two bullet points: "You can't edit other site admins" and "Site Admins can change their own password".

Users | User Groups | Report Groups | Measure Maintenance

1 2 3 4 > >> 25 per page

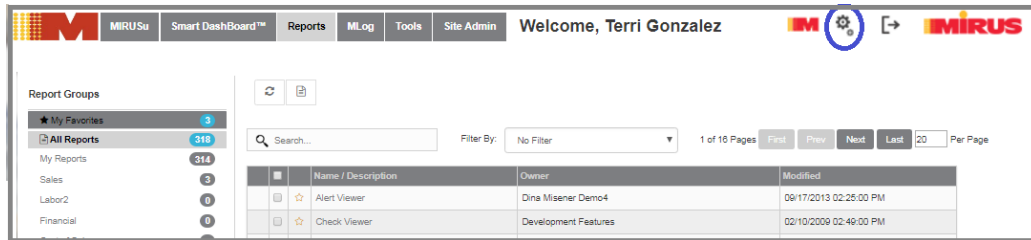
First Name Last Name Search


First Name	Last Name	Delete
Aaron	Spencer	
Abby	Zall	
Adam	Simeone	
akey	6301 Plattsburgh	
Clark	Kent	

MIRUS

- Sometimes we get questions on why users see other site admins like this:
-
- Here you have the Justice League Master user, and you can't edit Clark Kent's user
-
- You can't edit other site admins. You will notice that you are not be able to click on them in the user list
-
-
-
-

How to Change Password



- Use the gear icon  to edit password
- Located top right of the screen



- The only way you can edit a site administrator is to log into the user, and click the gear icon located in the top right of the page.
-
- So you will need to log into Clark Kent to change his settings
- You will need to log into The Justice League Master to edit that setting
-
- Questions on the topics in the basic principles?
-

Site Admin: Best Practices





Now we will cover some best practices

Login Should Be The Position

- Login should be the store or position
- Reports and dashboards that are used and shared
- Alerts that go out are under this user
- First and Last Names can always be changed and updated
- Example for Login: FPAanalyst



Example for Login: FPAanalyst

 Save  Cancel

User Options for Login: **FPAanalyst**

General	Filter Sets	Security Sets	User Groups	Application Sections	Tools	Address Book	Permissions	Reports
---------	-------------	---------------	-------------	----------------------	-------	--------------	-------------	---------

Login

Login :

FPAanalyst

Current Password :

New Password :

Confirm Password :

User Name

First Name : Tony

Last Name : Stark

Start Page



Time Zone

Start Page: Reports ▼

Time Zone: US-Eastern ▼



Example for Login: FPAanalyst

 Save  Cancel

User Options for Login: **FPAanalyst**

General	Filter Sets	Security Sets	User Groups	Application Sections	Tools	Address Book	Permissions	Reports
----------------	-------------	---------------	-------------	----------------------	-------	--------------	-------------	---------

Login

Login :

FPAanalyst

Current Password :

New Password :

Confirm Password :

User Name

First Name : Tony

Last Name : Stark

Start Page


Time Zone


Start Page| Reports ▼

Time Zone| US-Eastern ▼



Example for Login: FPAanalyst

 Save

 Cancel

User Options for Login: FPAanalyst

General	Filter Sets	Security Sets	User Groups	Application Sections	Tools	Address Book	Permissions	Reports
---------	-------------	---------------	-------------	----------------------	-------	--------------	-------------	---------

Login

Login :

FPAanalyst

Current Password :

New Password :

Confirm Password :

User Name

First Name :Bruce

Last Name :Banner

Start Page

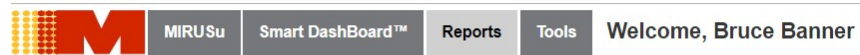
Time Zone

Start Page| Reports

Time Zone| US-Eastern




Example for Login: FPAanalyst



Use Department in First Name

 MIRUSu Smart DashBoard™ Reports MLog Tools Site Admin Welcome, FPA Bruce Banner



 MIRUSu Smart DashBoard™ Reports MLog Tools Site Admin Welcome, FPA Clark Kent



Clients have also put the department for the first Name as well

When An Employee Leaves

- Change Password
- Alert viewer
- Change the first & last name of the Login
- New hire can create new password
- New hire will have access to all reports, dashboards, and scheduled alerts



- Alert Viewer to see alerts (if the report is not shared to you, let Mirus know we can change the owner)

Unsharing Reports

Save Cancel

User Options for Login: wonderwoman

General Filter Sets Security Sets User Groups Application Sections Tools Address Book Permissions Reports

Please select a Report Group: Report Group: My Reports

Report Name	Owner	Unshare
<input checked="" type="checkbox"/> Alert Viewer	Justice League Master	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/> Gross Sales with Sparkline	Justice League Master	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/> Gross Sales By Daypart	Justice League Master	<input checked="" type="checkbox"/>
Drill on Measure Value	Wonder Woman	
Measure Value Drill Details	Wonder Woman	
Dimension Drill	Wonder Woman	
Product Mix Report	Wonder Woman	
<input checked="" type="checkbox"/> Server Performance	Terri Gonzalez	<input checked="" type="checkbox"/>

You can quickly unshare reports from the Site admin tab.

For example here we have the user settings for wonder woman

Unsharing Reports

The screenshot shows the MIRUS Reports interface. At the top, there is a navigation bar with tabs: MIRUSu, Smart DashBoard™, Reports, MLog, Tools, and Site Admin. The 'Reports' tab is selected. Below the navigation bar, there is a 'Save' button and a 'Cancel' button. The user is logged in as 'wonderwoman'. Below the user options, there is a 'Reports' tab highlighted with a red box. The main content area shows a list of reports under the 'Report Group: My Reports' section. The reports are listed in a table with columns: Report Name, Owner, and Unshare. The 'Unshare' column has checkboxes for each report, with a red box highlighting the 'Unshare' column header and the checkboxes. The reports listed are: Alert Viewer (Justice League Master), Gross Sales with Sparkline (Justice League Master), Gross Sales By Daypart (Justice League Master), Drill on Measure Value (Wonder Woman), Measure Value Drill Details (Wonder Woman), Dimension Drill (Wonder Woman), Product Mix Report (Wonder Woman), and Server Performance (Terri Gonzalez).

Report Name	Owner	Unshare
<input checked="" type="checkbox"/> Alert Viewer	Justice League Master	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/> Gross Sales with Sparkline	Justice League Master	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/> Gross Sales By Daypart	Justice League Master	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/> Drill on Measure Value	Wonder Woman	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/> Measure Value Drill Details	Wonder Woman	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/> Dimension Drill	Wonder Woman	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/> Product Mix Report	Wonder Woman	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/> Server Performance	Terri Gonzalez	<input checked="" type="checkbox"/>

Just go under the Reports tab and you will see the unshare section.

You can see the Alert viewer, and some reports are shared to wonder woman.

TO unshare just click to uncheck the report

Questions on these best practices?

Alert Viewer



Next we will cover the Alert viewer.

The alert viewer is a tool (like check viewer) that allows you to see in one place the alerts you are sending out or what your company is distributing.

Alert Viewer

- Displays as a report in the report list
 - (similar to Check Viewer)
- Can be shared
- Doesn't require access to Site Admin



- briefly go over why & how to use Alert Viewer
- alerts company is distributing

Alert Viewer

Alerts: You are Receiving											
Actions		Report Name	Report Number	Report Owner: First Name	Report Owner: Last Name	Schedule Number	Schedule	Next Run Date/Time	Last Run Date/Time	Schedule Time Zone	Status
Disable	Rerun	Server Performance	8351	Terri	Gonzalez	1	Monthly: On the 1st day of the Gregorian Calendar	Oct 01, 2018 02:55:32 PM		CST (CDT)	Enabled
Disable	Rerun	Weird Alert formatting Test	6176	Terri	Gonzalez	1	Once a Day	Dec 30, 2017 09:20:04 AM	Dec 29, 2017 09:20:04 AM	CST (CDT)	Enabled



- briefly go over why & how to use Alert Viewer
- alerts company is distributing

Alert Viewer

Alerts: You are Receiving					Page 1 of 1					View 1 - 2 of 2	
Actions	Report Name	Report Number	Report Owner: First Name	Report Owner: Last Name	Schedule Number	Schedule	Next Run Date/Time	Last Run Date/Time	Schedule Time Zone	Status	Number of Recipient(s)
Disable Rerun	Server Performance	8351	Terri	Gonzalez	1	Monthly: On the 1st day of the Gregorian Calendar	Oct 01, 2018 02:55:32 PM		CST (CDT)	Enabled	1
Disable Rerun	Weird Alert formatting Test	6176	Terri	Gonzalez	1	Once a Day	Dec 30, 2017 09:20:04 AM	Dec 29, 2017 09:20:04 AM	CST (CDT)	Enabled	2

Alerts: You are Receiving					
<div> <div></div> <div></div> <div></div> <div></div> </div>					
Actions	Report Name	Report Number	Report Owner: First Name	Report Owner: Last Name	
Disable Rerun	Server Performance	8351	Terri	Gonzalez	
Disable Rerun	Weird Alert formatting Test	6176	Terri	Gonzalez	



- Here is the Alert viewer zoomed in.

Alert Viewer

Alerts: You are Receiving					Page 1 of 1					View 1 - 2 of 2	
Actions	Report Name	Report Number	Report Owner: First Name	Report Owner: Last Name	Schedule Number	Schedule	Next Run Date/Time	Last Run Date/Time	Schedule Time Zone	Status	Number of Recipient(s)
Disable Rerun	Server Performance	8351	Terri	Gonzalez	1	Monthly: On the 1st day of the Gregorian Calendar	Oct 01, 2018 02:55:32 PM		CST (CDT)	Enabled	1
Disable Rerun	Weird Alert formatting Test	6176	Terri	Gonzalez	1	Once a Day	Dec 30, 2017 09:20:04 AM	Dec 29, 2017 09:20:04 AM	CST (CDT)	Enabled	2

Alerts: You are Receiving				
Actions	Report Name	Report Number	Report Owner: First Name	Report Owner: Last Name
Disable Rerun	Server Performance	8351	Terri	Gonzalez
Disable Rerun	Weird Alert formatting Test	6176	Terri	Gonzalez



-
- You can see the report name, number, and owner

Alert Viewer

Alerts: You are Receiving

Actions	Report Name	Report Number	Report Owner: First Name	Report Owner: Last Name	Schedule Number	Schedule	Next Run Date/Time	Last Run Date/Time	Schedule Time Zone	Status	Number of Recipient(s)
Disable Rerun	Server Performance	8351	Terri	Gonzalez	1	Monthly: On the 1st day of the Gregorian Calendar	Oct 01, 2018 02:55:32 PM		CST (CDT)	Enabled	1
Disable Rerun	Weird Alert formatting Test	6176	Terri	Gonzalez	1	Once a Day	Dec 30, 2017 09:20:04 AM	Dec 29, 2017 09:20:04 AM	CST (CDT)	Enabled	2

Page 1 of 1 View 1 - 2 of 2

Alerts: You are Receiving

Actions	Report Name	Report Number	Report Owner: First Name	Report Owner: Last Name
Disable Rerun	Server Performance	8351	Terri	Gonzalez
Disable Rerun	Weird Alert formatting Test	6176	Terri	Gonzalez



- You can also re-run alerts
-
- Example, missing a store on the 6AM alert.
- Now that the store is re-polled, you can re-run your alert (which will have the store)

Alert Viewer

Alerts: You are Receiving

Actions		Report Name	Report Number	Report Owner: First Name	Report Owner: Last Name	Schedule Number	Schedule	Next Run Date/Time	Last Run Date/Time	Schedule Time Zone	Status	Number of Recipient(s)
Disable	Rerun	Server Performance	8351	Terri	Gonzalez	1	Monthly: On the 1st day of the Gregorian Calendar	Oct 01, 2018 02:55:32 PM		CST (CDT)	Enabled	1
Disable	Rerun	Weird Alert formatting Test	6176	Terri	Gonzalez	1	Once a Day	Dec 30, 2017 09:20:04 AM	Dec 29, 2017 09:20:04 AM	CST (CDT)	Enabled	2

Page 1 of 1 View 1 - 2 of 2

Schedule	Next Run Date/Time	Last Run Date/Time	Schedule Time Zone
Monthly: On the 1st day of the Gregorian Calendar	Oct 01, 2018 02:55:32 PM		CST (CDT)
Once a Day	Dec 30, 2017 09:20:04 AM	Dec 29, 2017 09:20:04 AM	CST (CDT)

Page 1 of 1



- briefly go over why & how to use Alert Viewer
- alerts company is distributing

Alert Viewer

Alerts: You are Receiving

Actions	Report Name	Report Number	Report Owner: First Name	Report Owner: Last Name	Schedule Number	Schedule	Next Run Date/Time	Last Run Date/Time	Schedule Time Zone	Status	Number of Recipient(s)
Disable Rerun	Server Performance	8351	Terri	Gonzalez	1	Monthly: On the 1st day of the Gregorian Calendar	Oct 01, 2018 02:55:32 PM		CST (CDT)	Enabled	1
Disable Rerun	Weird Alert formatting Test	6176	Terri	Gonzalez	1	Once a Day	Dec 30, 2017 09:20:04 AM	Dec 29, 2017 09:20:04 AM	CST (CDT)	Enabled	2

Page 1 of 1

View 1 - 2 of 2

Status	Number of Recipient(s)
Enabled	1
Enabled	2



- briefly go over why & how to use Alert Viewer
- alerts company is distributing

Alert Viewer

Alerts: You are Receiving

Actions		Report Name	Report Number	Report Owner: First Name	Report Owner: Last Name	Schedule Number	Schedule	Next Run Date/Time	Last Run Date/Time	Schedule Time Zone	Status	Number of Recipient(s)
Disable	Rerun	Server Performance	8351	Terri	Gonzalez	1	Monthly: On the 1st day of the Gregorian Calendar	Oct 01, 2018 02:55:32 PM		CST (CDT)	Enabled	1
Disable	Rerun	Weird Alert formatting Test	6176	Terri	Gonzalez	1	Once a Day	Dec 30, 2017 09:20:04 AM	Dec 29, 2017 09:20:04 AM	CST (CDT)	Enabled	2

Page 1 of 1 View 1 - 2 of 2

Alerts: You are Receiving

Actions		Report Name	Report Number	Report Owner: First Name	Report Owner: Last Name
Disable	Rerun	Server Performance	8351	Terri	Gonzalez
Disable	Rerun	Weird Alert formatting Test	6176	Terri	Gonzalez



- briefly go over why & how to use Alert Viewer
- alerts company is distributing

Alert Viewer

Alerts: Your Company is Distributing											
<div> <div> <div></div> <div></div> <div></div> <div></div> </div> <div>Page 1 of 5</div> <div> <div></div> <div></div> </div> </div>											
Actions	Report Name	Report Number	Report Owner: First Name	Report Owner: Last Name	Schedule Number	Schedule	Next Run Date/Time	Last Run Date/Time	Schedule Time Zone	Status	Number of Recipient(s)
	Alertviewer	5910	zSonia	Mirus	1	Once a Day	Sep 22, 2018 01:45:24 AM	Sep 21, 2018 01:45:24 AM	CST (CDT)	Enabled	1
	Scheduled alert PDF for 10:55am DEMO4	7767	zDelyth1	Mirus	1	Once a Day	Sep 22, 2018 10:55:16 AM	Sep 21, 2018 10:55:16 AM	CST (CDT)	Enabled	1
	Testing trailing TS	6125	zSarah	Mirus	1	Once a Day	Sep 22, 2018 10:20:55 AM	Sep 21, 2018 10:20:55 AM	CST (CDT)	Enabled	1
	Testing Melissa Alert issue	7998	zDelyth1	Mirus	1	Once a Day	Sep 22, 2018 04:00:08 AM	Sep 21, 2018 04:00:08 AM	CST (CDT)	Enabled	1
	Testing ALert Reciepts	8005	zDelyth1	Mirus	1	Once a Day	Sep 22, 2018 12:30:37 AM	Sep 21, 2018 12:30:37 AM	CST (CDT)	Enabled	2
	New Report 6476	6476	zDelyth1	Mirus	1	Once a Day	Sep 22, 2018 05:00:53 AM	Sep 21, 2018 05:00:53 AM	CST (CDT)	Enabled	1
	Test Report for Drill Expand	6361	zSarah	Mirus	1	Once a Day	Sep 22, 2018 09:40:01 AM	Sep 21, 2018 09:40:01 AM	CST (CDT)	Enabled	3
	Test Report	5916	zSonia	Mirus	1	Once a Day	Sep 22, 2018 08:00:39 AM	Sep 21, 2018 08:00:39 AM	CST (CDT)	Enabled	1
	Alert with no data_PDF 3847 Header	3847	zDelyth1	Mirus	1	Once a Day	Sep 22, 2018 12:20:53 AM	Sep 21, 2018 12:20:53 AM	CST (CDT)	Enabled	1
	Alert with no data_PDF 3847 Header	3847	zDelyth1	Mirus	13	Once a Day	Sep 22, 2018 08:20:18 AM	Sep 21, 2018 08:20:18 AM	CST (CDT)	Enabled	1
	Sort Error in Log Recreation	8343	Dina	Misener Demo4	2	Once a Day	Sep 22, 2018 08:55:06 AM	Sep 21, 2018 08:55:06 AM	CST (CDT)	Enabled	1
	Alert with no data_PDF 3847 Header	3847	zDelyth1	Mirus	15	Once a Day	Sep 22, 2018 06:20:32 AM	Sep 21, 2018 06:20:32 AM	CST (CDT)	Enabled	1



-
- alerts company is distributing
-
- What are some of the most common things:
 - I am receiving this alert or who is sending this alert out

Sneak Peak Dimension Maintenance v3



Dimension Maintenance

What Jobs need to be updated? ⚙					
Employee Type	Department Name	Job Rotation	Job Name	Job Num	Tot Labor Hrs
OVERHEAD	CREW	unknown	AMIT	9	220.92
			Shift Manager	10	0.20
PRODUCTION	CREW	FOH	Server	3	94,025.46
				6	652.32
		unknown	UTILITY	15	36.70
SERVICE	CREW	FOH	Busser	4	1,538.73
				12	17,997.28
			Hostess	2	59,074.28
		Total	Cooks	1	71,465.70
		unknown	ATTENDANT	16	198.75
			Cooks	5	1,759.55
	MANAGEMENT	unknown	Assistant Manager	8	0.00
			Co Manager	7	500.50
			GENERAL MANAGER	11	0.00



- Maintaining your dimensions is important because it effects your reporting.
- With DM you can create dimensions that help your reporting
- Example:
Job Num & Name come from the labor system,

Updating Dimensions

Employee Type	Department Name	Job Rotation	Job Name	Job Num	Tot Labor Hrs
OVERHEAD	CREW	unknown	AMIT	9	220.92
			Shift Manager	10	0.20
PRODUCTION	CREW	FOH	Server	3	94,025.46
				6	652.32
		unknown	UTILITY	15	36.70

SERVICE	CREW	FOH	Busser	4	1,538.73
				12	17,997.28
			Hostess	2	59,074.28
		Total	Cooks	1	71,465.70
		unknown	ATTENDANT	16	198.75
			Cooks	5	1,759.55
	MANAGEMENT	unknown	Assistant Manager	8	0.00
			Co Manager	7	500.50
			GENERAL MANAGER	11	0.00



- So the new dimensions are Employee Type, Department Name, and Job Rotation
- These were all created in dimension Maintenance

Updating Dimensions

Employee Type	Department Name	Job Rotation	Job Name	Job Num	Tot Labor Hrs
OVERHEAD	CREW	unknown	AMIT	9	220.92
			Shift Manager	10	0.20
PRODUCTION	CREW	FOH	Server	3	94,025.46
				6	652.32
		unknown	UTILITY	15	36.70
SERVICE	CREW	FOH	Busser	4	1,538.73
				12	17,997.28
			Hostess	2	59,074.28
		Total	Cooks	1	71,465.70
		unknown	ATTENDANT	16	198.75
			Cooks	5	1,759.55
	MANAGEMENT	unknown	Assistant Manager	8	0.00
			Co Manager	7	500.50
			GENERAL MANAGER	11	0.00



So here you can see that we have some Jobs that have an unknown Job Rotation.
 IN your reports, if you had a filter for Job Rotation = FOH then these would get dropped off

Updating Dimensions

Employee Type	Department Name	Job Rotation	Job Name	Job Num	Tot Labor Hrs
OVERHEAD	CREW	unknown	AMIT	9	220.92
			Shift Manager	10	0.20
PRODUCTION	CREW	FOH	Server	3	94,025.46
				6	652.32
		unknown	UTILITY	15	36.70



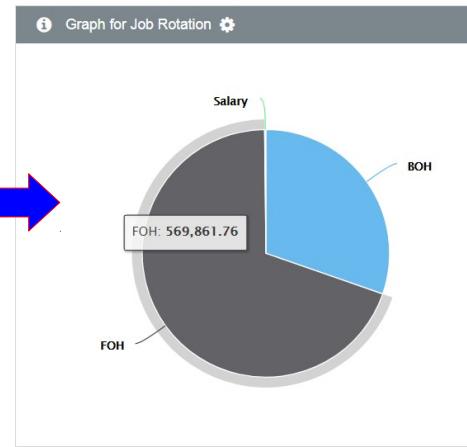
Employee Type	Department Name	Job Rotation	Job Name	Job Num	Tot Labor Hrs
OVERHEAD	CREW	FOH	AMIT	9	220.92
			Shift Manager	10	0.20
PRODUCTION	CREW	FOH	Server	3	94,025.46
				6	652.32
			UTILITY	15	36.70



After your update in Dimension Maintenance, the Job Rotation is now defined and that will be reflected in your reports

Updating Dimensions

Job Rotation	Tot Labor Hrs
BOH	248,566.84
FOH	569,861.76
Salary	1,322.17



So to the left you can see the report with Job Rotation.

if you were to have this report as a pie graph, you would have all of the appropriate Job Rotation. There would be no unknown.

Questions so far?

Exception Report for Unknowns

Exception report ⚙️			
Filters: Dina Test Dimension = UNKNOWN VALUE;			
Time Selection = Year-To-Date (01/01/2018 to 09/23/2018)			
Dina Test Dimension	Store Num	Store Name	Gross Sales
unknown	232001	West Lake Mead	1,026,050.96



- Why?
-
- Exception report to maintain the dimension.
-
- Set an alert to tell you when you have unknowns.
-
- This can be once a week.

Closing

- Tools available
 - Site admin
 - Alert Viewer
 - Dimension Maintenance





Questions?

