

OSCAR

General System Guidance

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1 Introduction

1.1 Context

The new OSCAR system provides an improved solution for collecting, storing, consolidating, analysing, and publishing important central and local government datasets. The new system is a faster and improved version of the existing one and will improve the experience of both the users submitting data and of those analysing it. Below are the main improvements:

- A secure cloud-based solution that will be accessible over the Internet to a wider range of users and through different devices.
- A streamlined data model that will make the system faster to use and will allow near real time analysis of data after submission.
- Better control over master data.
- Enhanced analytical functionality and will support wider data access to HMT and departments and provide the foundation for enhanced financial and non-financial analysis.
- A managed service which will improve the processes for software upgrades with improved user support and helpdesk availability.

1.2 Purpose

The purpose of this document is to help new users access the system and navigate through its screens, as well as performing a broad range of generic tasks. The focus here is software functionality. Separate guidance documents have been developed for each OSCAR process, which explain how use the tool to execute specific business tasks.

1.3 Scope

The information provided by this document are organised in the following areas:

- Access – How to access OSCAR, multi-factor authentication, forgotten password and accessing the system from different devices.
- Navigation – General structure and layout of an OSCAR application and how to navigate through the different screens in the system.
- Data submission – How to enter data into the system.
- Other functionality – How to use various off-the-shelf functions available to all users e.g. filters.
- Support – How to obtain more information and interact with the OSCAR Service Desk.

2 Step: Accessing and logging into OSCAR

2.1 Introduction

This section provides the instructions for logging onto OSCAR and troubleshoot issues with logging on.

2.2 Activities

This section explains how to obtain access to the OSCAR system under different conditions and how to resolve any related issue. It includes the following sub-sections:

- First time registration
- Forgotten login credentials

2.3 First time registration

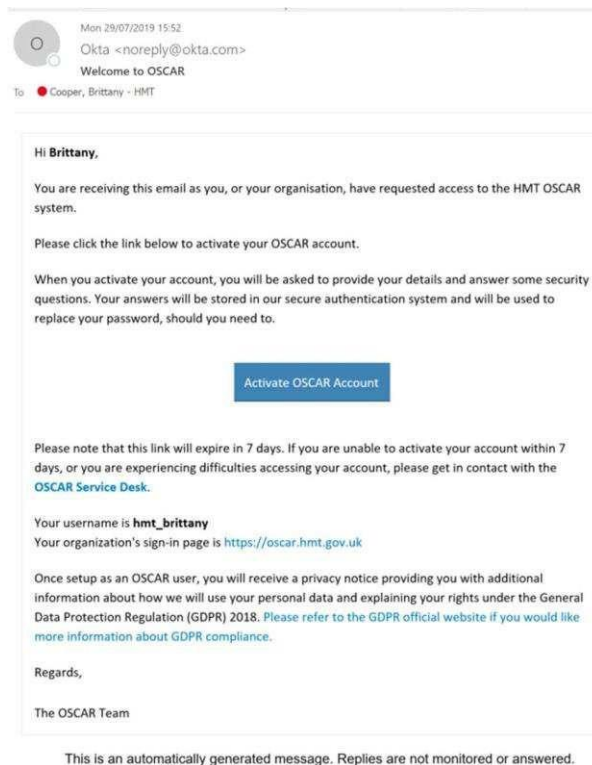
The OSCAR system is accessed through a secure web service, providing multi-factor authentication. Users registering for the first time will go through a setup process with the following steps:

- Activation email – Users will receive an email asking them to click an activation link to create their OSCAR account.
- User setup and security questions – After clicking the activation link, users are redirected to the OSCAR setup screen, where they will be asked to provide some details and answer some security questions.
- Login page – After providing all the information required, users will be able to access the login screen. To login, they will need to go through the multi-factor authentication process described in the next section.

2.3.1 Activation email

As soon as a user's details are entered in OSCAR, a welcome email will be sent by the authentication software (Okta) with instructions on how to activate your account. The subject of the email will be "Welcome to OSCAR" and the body of the message will contain:

- An activation button;
- Your OSCAR username;
- The address of the OSCAR login page; and
- A link to the OSCAR Technical Service Desk.




2.3.2 User setup and security questions

The "Activate OSCAR Account" button will take you to a webpage where you can create your OSCAR account.


The system will ask you to provide the answer to some security questions, which will be used to let you recover your password without assistance should you need it.

Welcome to oscar, Brittany!
Create your oscar account

 Enter new password


Repeat new password

Password requirements: at least 8 characters, a lowercase letter, an uppercase letter, a number, no parts of your username. Your password cannot be any of your last 24 passwords. At least 1 day(s) must have elapsed since you last changed your password.










 Choose a forgot password question

What is the food you least liked as a child? ▾

Answer

 Click a picture to choose a security image

Your security image gives you additional assurance that you are logging into Okta, and not a fraudulent website.

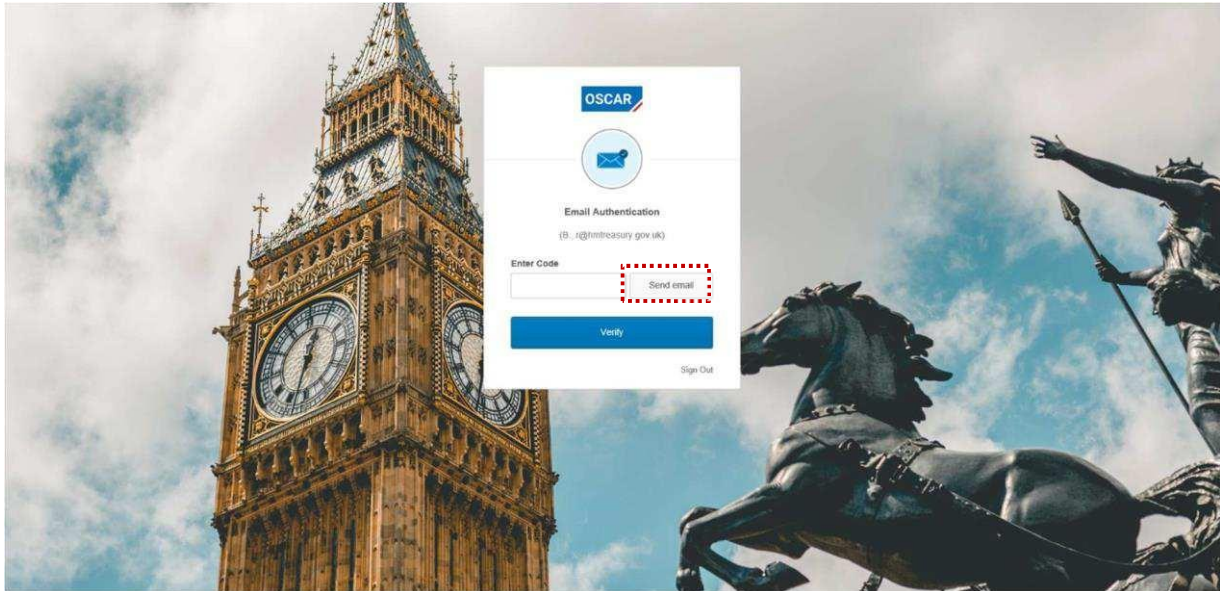
2.3.3 Login page

After creating your account, you will be able to access the login-page (you can also do so by using the link provided in the “Welcome to OSCAR” email).

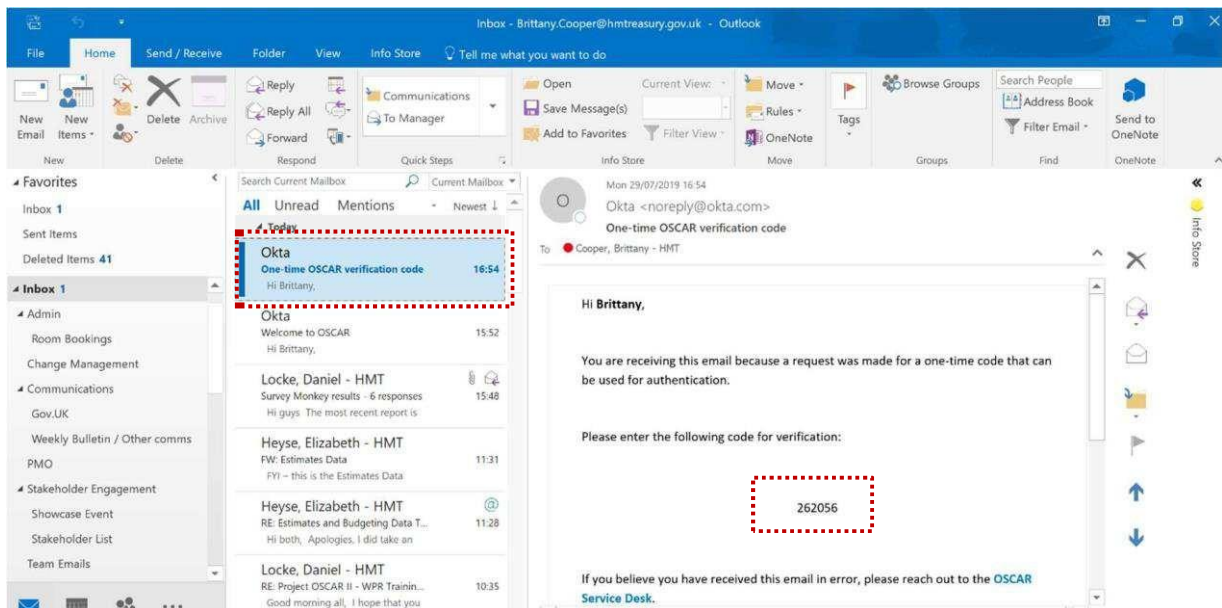
In the login page, you will find a mask titled “Email authentication”, with your email address partly masked. Email authentication provides an additional layer of information security and will be required every time you log into OSCAR. The authentication process includes three steps:

- Generate a single-use authentication code;
- Retrieve the code from your inbox; and
- Enter the code in the login page.

To generate the single-use authentication code click on “Send email” in the Email Authentication Form.



Once done, an email will be sent to your inbox, with subject “One-time OSCAR verification code”. In the email you will find a code, as shown in the example below.

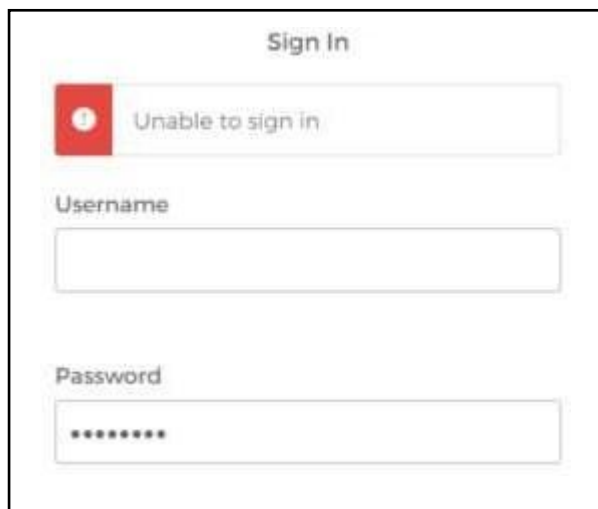


In the OSCAR Email Authentication Form you will find an empty field titled “Enter Code”. To access the system, you will need to copy the verification code from the email, paste it into the field (or type it in manually) and click on the blue “Verify” button.



2.4 Forgotten Login Credentials

If you're trying to login but your credentials have not been recognized, you will receive an error message like the one below.



If you have forgotten your login credentials, click the 'Need help signing in?' button and you will be presented with the options below:

- Forgot password?
- Unlock account?
- Help

Need help signing in?
Forgot password?
Unlock account?
Help

Click on the 'Forgot password?' option, and you will be prompted to enter your email address or username. A link to reset your credentials will be emailed to you when you click on the button 'Reset via Email'.

OSCAR

Reset Password

Email or Username

xxxx.xxxx@hmtreasury.gov.uk

Reset via Email

Back to sign in

If your account is locked, please click on the option 'Unlock account' and enter your email or username. A link to unlock your account will be emailed to you when you click on the button 'Send Email'.

OSCAR

Unlock account

Email or Username

Send Email

Back to sign in

3 Step: Navigation within OSCAR

3.1 Introduction

This section will illustrate how to navigate within OSCAR to perform data submissions or run reports for a specific process.

3.2 Activities

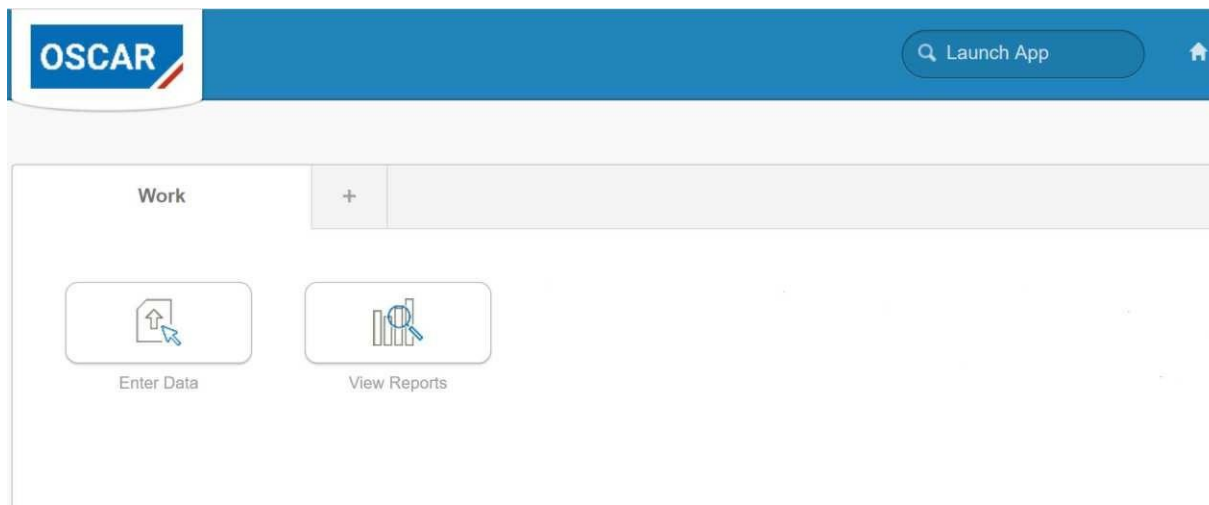
The following activities are included for the navigation steps within OSCAR:

- Navigation: OSCAR homepage
- Navigation: Data submission
- Navigation: within a book
- Navigation: Report analytics

3.3 Navigation: OSCAR Homepage

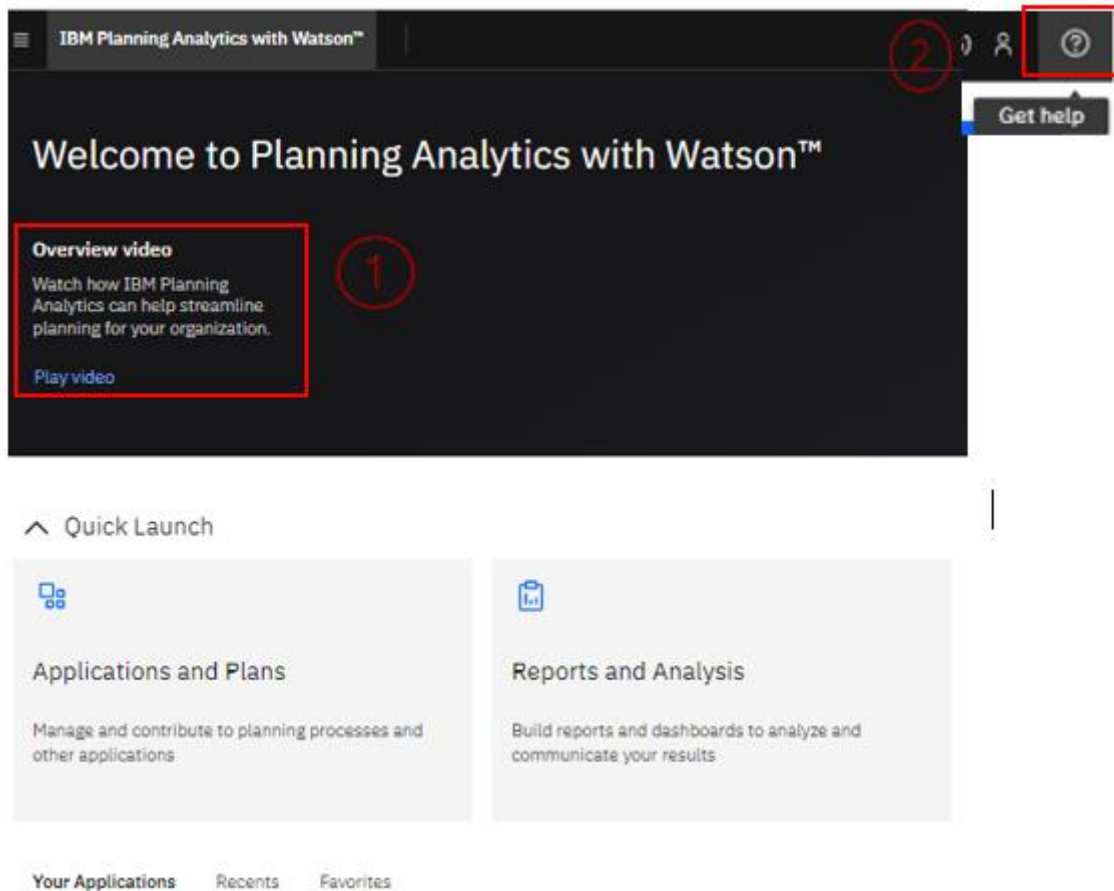
When users complete multifactor authentication and login to the system, they will be presented with a homepage similar to the screenshot below. From here, users generally have two main options:

1. Enter Data: This directs users to the home page of Planning Analytics with Watson (PAW) OSCAR's data input and PAW reporting interface.
2. View Reports: This directs users to the home page of Cognos Analytics with Watson- OSCAR's reporting interface.

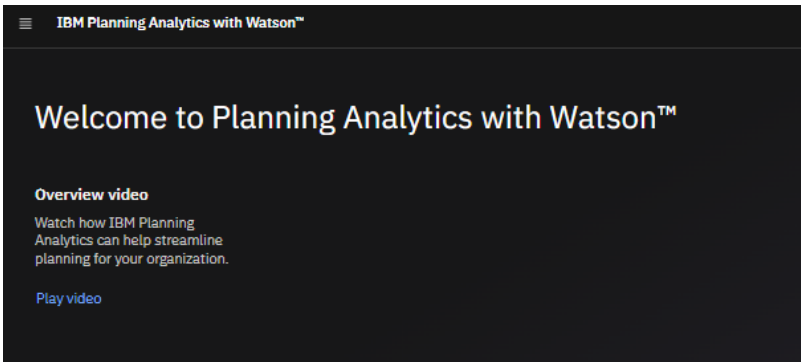


3.4 Navigation: Data Submission

If users have clicked on the data submission icon of OSCAR's homepage, they will be directed to a landing page similar to the screenshot below.



1. An 'Overview video' on Planning Analytics.
2. 'Get help' ('?' icon) on the tool bar: provides users with access to more information and learning material regarding OSCAR, including videos and a search function .



Quick Launch

Applications and Plans

Manage and contribute to planning processes and other applications

Reports and Analysis

Build reports and dashboards to analyze and communicate your results

Your Applications Recents Favorites

Clicking on 'Reports and Analysis' tile on the home page or 'shared' in the navigation panel will take you to the 'Shared' folders area. This has the process specific folders that includes data submission. For example, WPR.

Shared / WPR

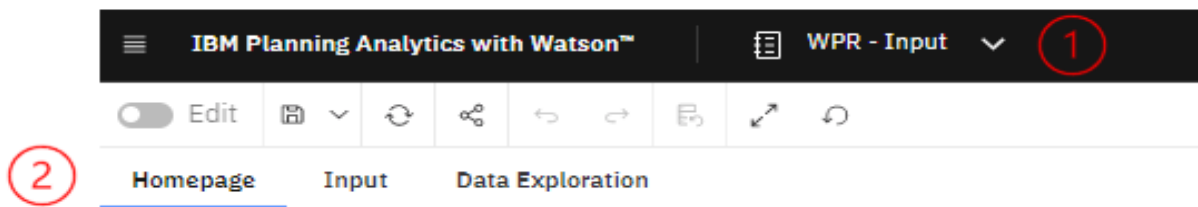
<input type="checkbox"/>	Name	Location	Type
<input type="checkbox"/>	New book	Shared/WPR	Book
<input type="checkbox"/>	WPR - Input	Shared/WPR	Book
<input type="checkbox"/>	WPR - Process Management	Shared/WPR	Book

Above is an example of the Books after clicking on the WPR folder. Clicking '**WPR – input**' will take users to the data submission homepage of OSCAR. Clicking on 'WPR - Process Management' takes users to administrative features. This option

will not be available to all users of OSCAR.

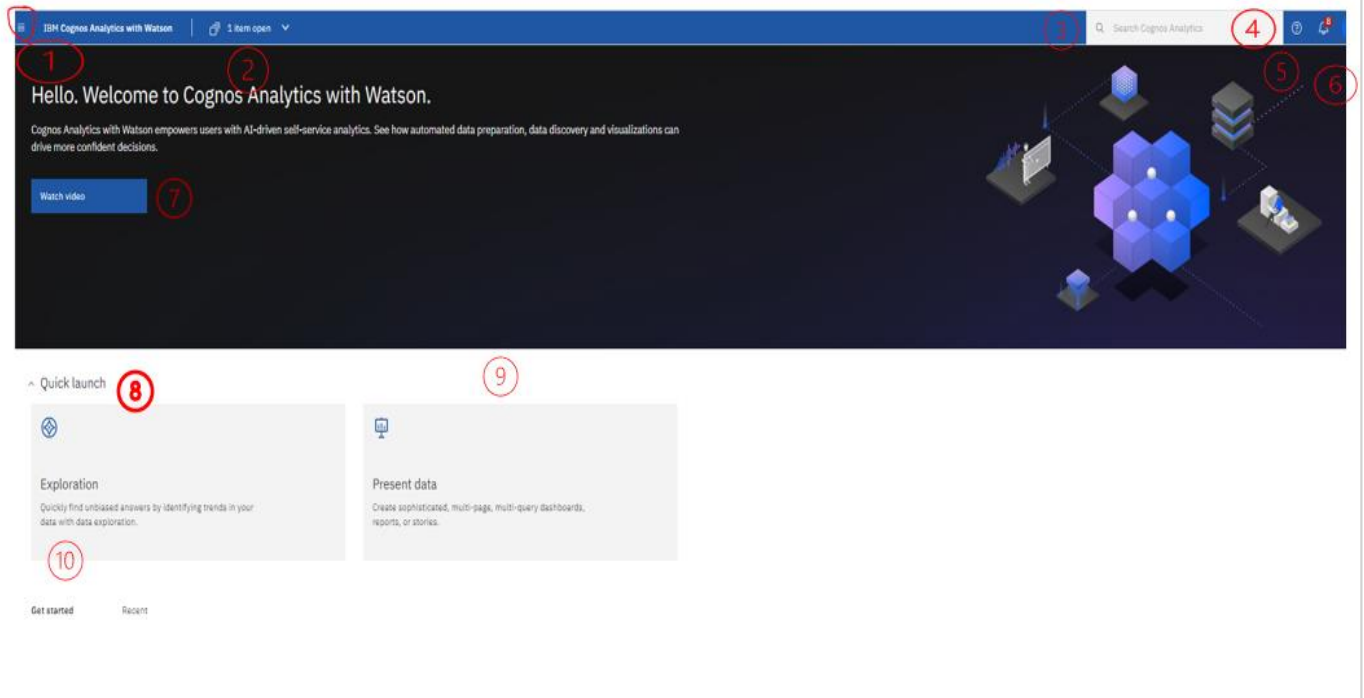
3.5 Navigation: within a book

1. This feature exists throughout OSCAR. This allows for navigation between different worksheets and processes. For example, if multiple data submissions are being worked on, clicking on the arrow will bring up a list of the different worksheets. This also applies if you're working on data submissions and process management features at the same time.
2. From here, users can choose which worksheet or process they wish to navigate to.







3.6 Navigation: Report Analytics

The below screenshot is the landing page users will see when accessing the reporting interface. Please note this is accessible from 'View reports' tile as illustrated in 3.3. Navigation OSCAR homepage.

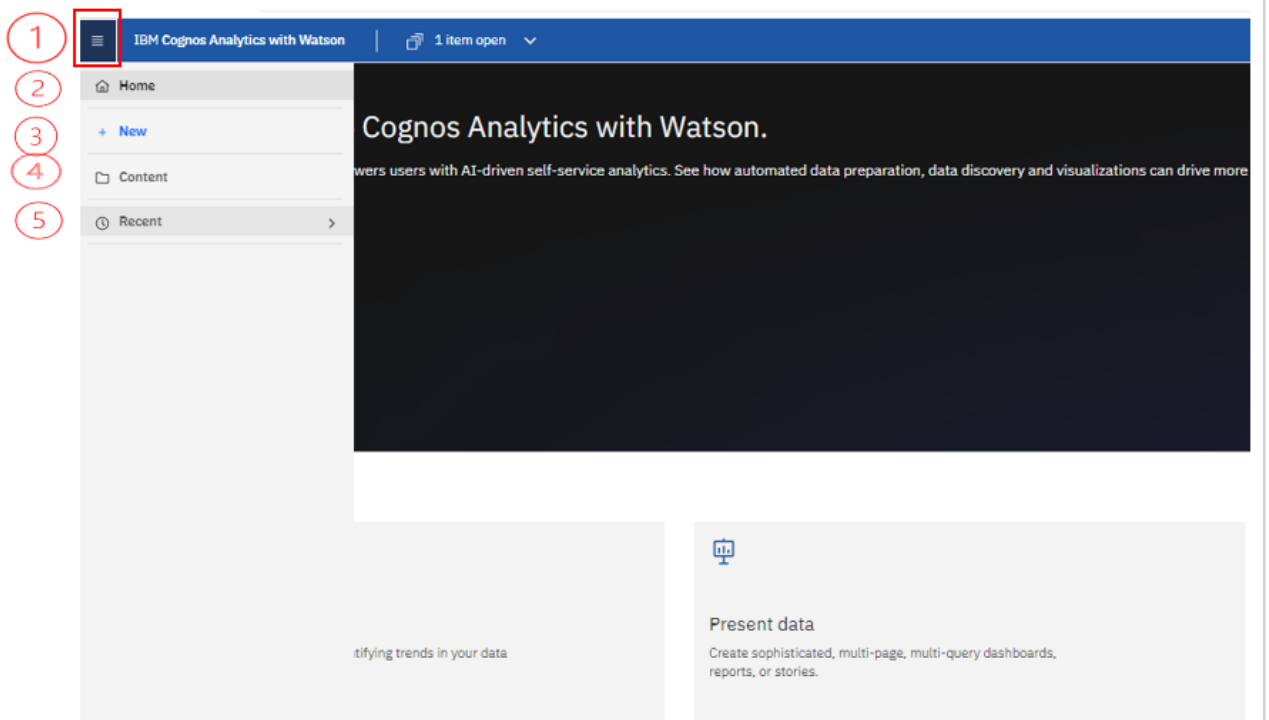


The general user interface is the same for users but the options in the application bar might be different for users, depending on their role.

When the home page ('Welcome') is open, the following, standard options are available as shown above:

1. **Open menu icon**  : to open the navigation panel content. See items 1-5 in the screenshot below.
2. **View switcher** to quickly navigate between open views and close the views when they are no longer needed.
3. **Search:** to search in Cognos analytics.
4. **Learn icon**  : for learning material regarding OSCAR, including videos and a search function.
5. **Notifications icon** 
6. **Personal menu icon** 
7. The Home page also contains the **product video**.
8. **'Exploration' tile:** to access reports.
9. **'Present Data' tile:** to create Dashboards, Reports and Stories.
10. **'Get Started' tab:** this includes other Video and learning content.

Clicking on the (1) 'Open menu' on the application tool bar opens the collapsible navigation panel:

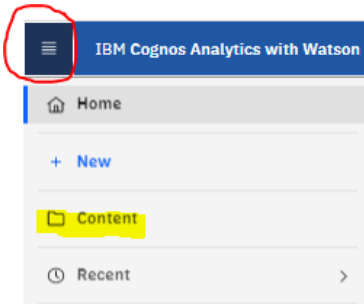


In the navigation panel you will find the following options:

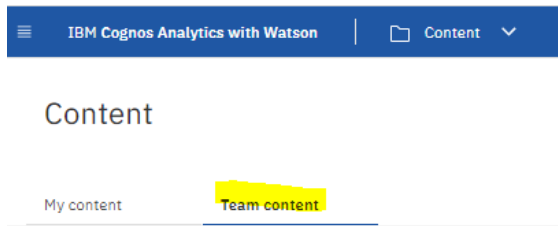
2. *Home* – to switch between the navigation panel and Homepage landing view.
3. *New* - options to create Dashboards, Reports and Stories.
4. *Content*
 - 'My content' tab for Reports and report views saved by users for personal use
 - 'Team Content' tab for Content/Reports available to view for your team.
5. *Recent* – Recent Reports opened by user. This provides quick access to the most recent reports a user has been working on. On first use of the reporting application this will be blank.

The screenshots below show how to access WPR specific reports.

Click the 'Open menu' icon and then click on the 'Content' folder.

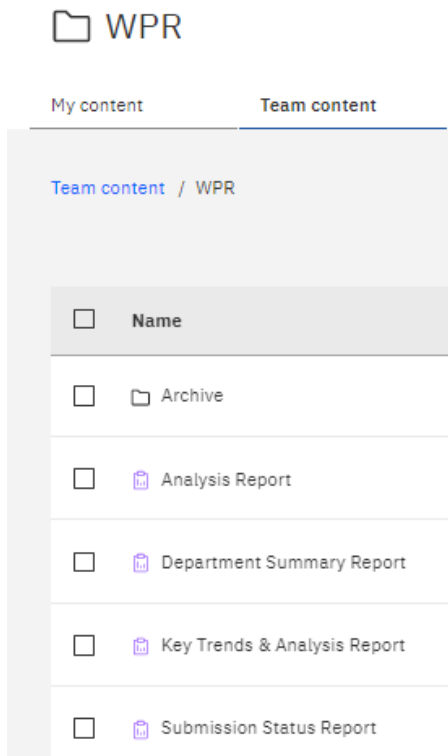


Click on the 'Team content' tab



This then shows a list from which the user opens the process specific 'Reports' folder.

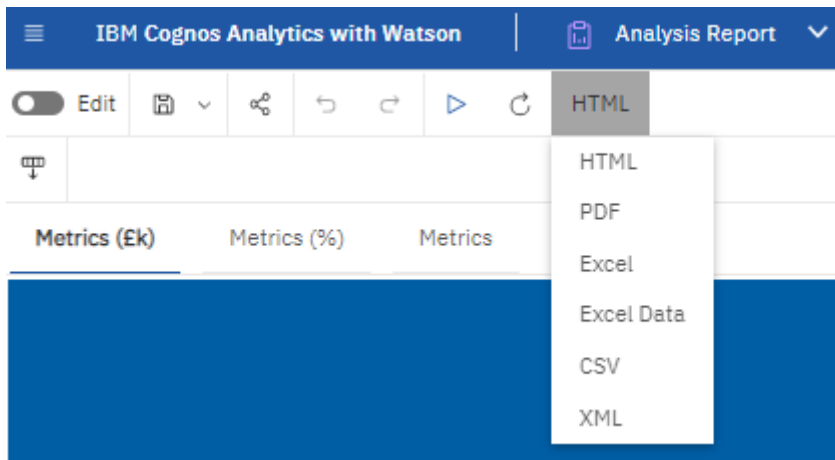
Click on WPR to open the WPR Reports folder where users will be presented with a range of reports.



3.6.1 Transitioning Between Report Formats

Users are able generate reports in a range of formats depending on their output requirements.

To do this, once a report has been selected user can click on 'select a format' from the tool bar on the top left corner of the screen. After clicking on this, users will see a dropdown menu offering the different formats that a report can be run in (e.g. Excel, PDF).



3.6.2 Navigating a Report

Located at the bottom of individual reports are navigation buttons to help users scroll quickly through the report. There are options to scroll gradually through the report or quickly refer to the top or bottom of the report.

The screenshot shows a report interface with a table of financial data. The table has columns for years from 2013-14 to 2022-23 and rows for various metrics. Navigation buttons are visible at the top and bottom of the report area.

Value(k)	2013-14	2014-15	2015-16	2016-17	2017-18	2018-19	2019-20	2020-21	2021-22	2022-23
Direct Wages and Salary (ie Pensionable Pay) (£k)	2,155,195.00	1,993,200.00	2,368,555.00	2,487,000.00	6,364,000.00	1,116,627,999.00	2,162,850.00	1,993,878.00	2,338,752.00	2,486,234.00
ie Allowances (£k)	308,014.21	304,000.00	288,000.00	318,000.00	389,000.00	1,000,428,999.00	334,350.00	304,238.50	283,234.00	318,234.00
ie Non-Consolidated Performance (£k)	630,014.21	696,000.00	760,000.00	774,000.00	626,000.00	818,000.00	636,350.00	686,238.50	750,234.00	774,000.00

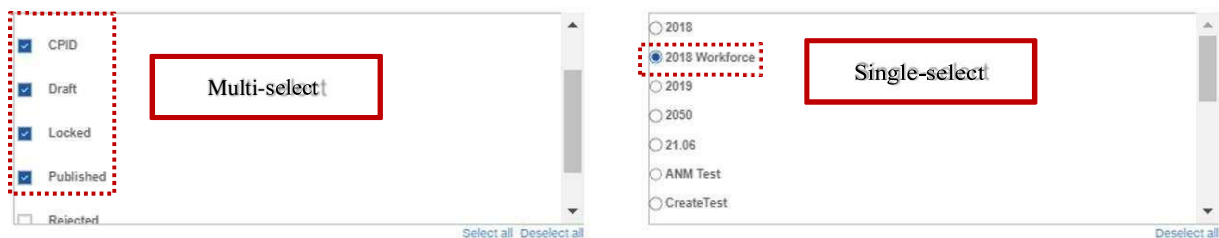
3.6.3 Prompts

There are different types of prompts in OSCAR which act as questions and allow a user to customise the information in a report based on their own needs. At times, the choice of certain prompts will determine available choices for subsequent prompts e.g. Departmental Group will determine which Organisations are available. As an example for WPR the list of prompts from which to choose may include items such as:

- Year
- Departmental Group
- Organisation
- Organisation Type
- Classification
- Collection Cycle
- Status
- Metric (£)
- Metric (%)
- Metric (Numeric Values)

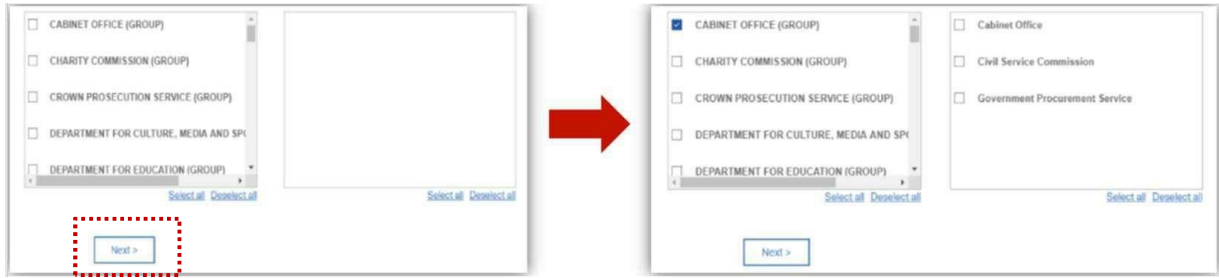
3.6.4 Prompts: Single-Select and Multi-Select

Multi-Select prompts are characterised by a check box group and users will be able to select and deselect multiple options for checkboxes. Single-Select prompts are characterised by radio button groups and users can only select one option at a time.



3.6.5 Cascading Prompts

The cascade functionality limits the displayed prompt values based on the user's selection within the parent prompt i.e. using values from one prompt to filter values in the next prompt. All of the Departmental Group prompts are “parent prompts” and all organisation prompts are cascading. Using the example below, a user’s selection of the departmental prompt will determine what will appear in the organisation prompt. Once the parent prompt has been selected the user must click the ‘Next’ button to see the departments which make up the Departmental Group.



4 Step: Additional Functionality

4.1 Introduction

Within the 'Enter data' tile as explained in [3.3 Navigation: OSCAR Homepage](#), users will see a number of tabs, some of which will contain web sheets (also known as grids) for data entry, or visualisations. The OSCAR system has specific common functionality to help the user filter at an appropriate level e.g. finding their department, or change how objects are presented. This section will illustrate how the additional functionality can be used to aid data entry and submission.

4.2 Activities

The following pieces of functionality for data submission within OSCAR are covered in this step:

- 4.2.1 Filters
- 4.2.2 Subset Editor: Filtering on Elements.
- 4.2.3 Subset Editor: Filtering from a higher level.
- 4.2.4 Other subset editor functions.
- 4.2.5 Enhanced functionality
- 4.2.6 Export data
- 4.2.7 Snap commands
- 4.2.8 Suppress Zeros
- 4.2.9 Change visualization.

4.2.1 Filters

Filters are used throughout OSCAR and they work differently in terms of the data they produce. Below are examples of some of the common filters as well as an explanation of what they do.

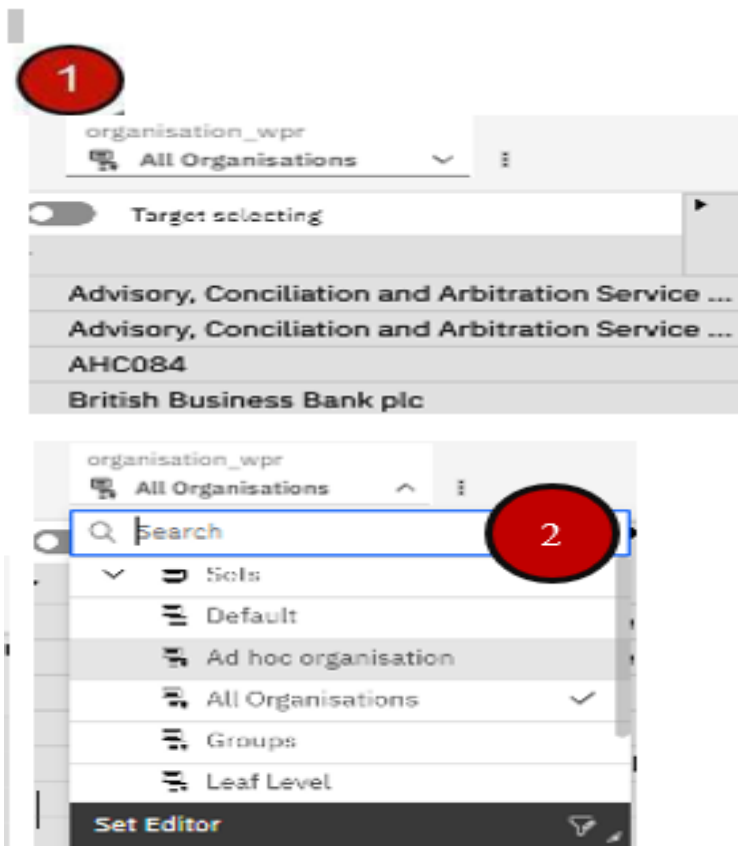
Filter Type	Filter Function
Organisation Group	This filters data by Organisation Group, for example, 'Charity Commission'.
Organisation Type	This filters data by Organisation Type, for example. 'Arm's Length Body'.
Organisation	This filters data by Organisation, for example, 'Driving Standards Agency'.
Status	This filters data by the submission status.
Collection Cycle	This filters data by Collection Cycle, for example, '201819'.
Year	This filters data by Year.

Version Snapshot	This filters data by Version Snapshot. 'Live' would be the live version of the data and any historical snapshot of data would be named with proper date conventions, for example, '2018_snapshot_v3'.
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4.2.2 Subset Editor: Filtering on Elements

A subset is a drop-down list of items (elements) e.g. list of organisations from which the user can select from. The subset editor allows editing on both elements and subset views. Users are also able to search for a specific element within the drop-down list. To search for an element in the subset, complete the following steps:

1. Click on the subset.
2. Type the element which you would like to search for or use the vertical scroll features to navigate to the different elements.



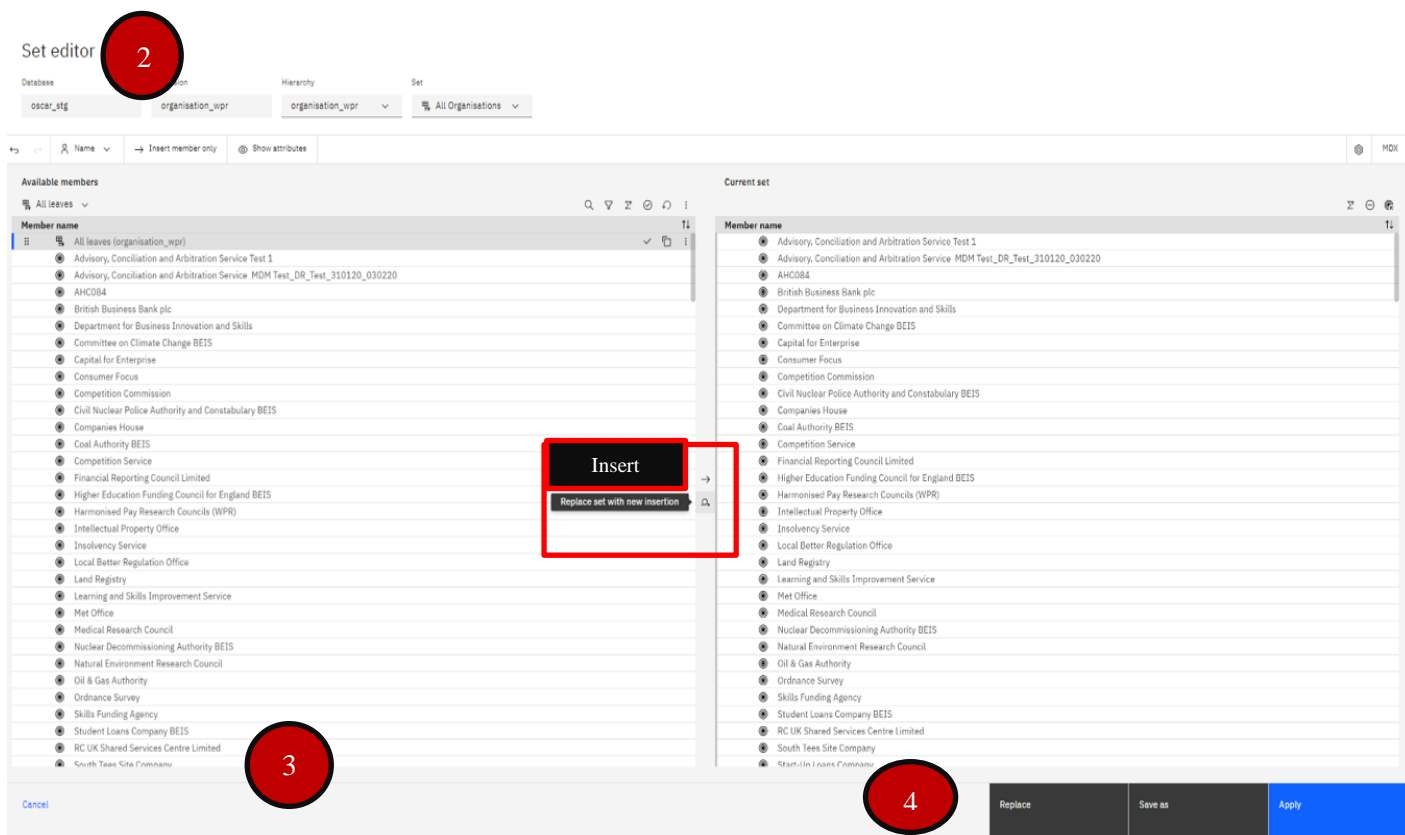
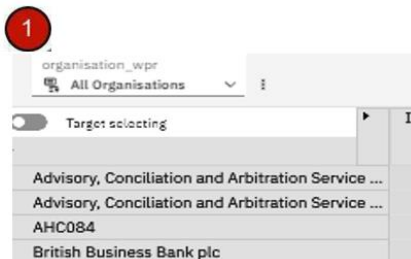
4.2.3 Subset Editor: Filtering from a Higher Level

Users can include or exclude what elements of the drop-down list are presented using the subset editor. The Subset editor enables filtering from a higher level to lower views. The elements that appear on a filter are arranged in subsets e.g. Total Organisations (Level 1), Departments (Level 2), Sub departments (Level 3). To change the subset on your visualisation

to better display your data:

1. Double click on the dimension tile which you want to change the subset for. You can also click the **Set Editor** icon in the dimension menu to open the set editor.
2. This will return the 'Set Editor' screen.
3. The left section of the next screenshot will enable you to change the level of elements you want to display.
4. The right section displays the current view.

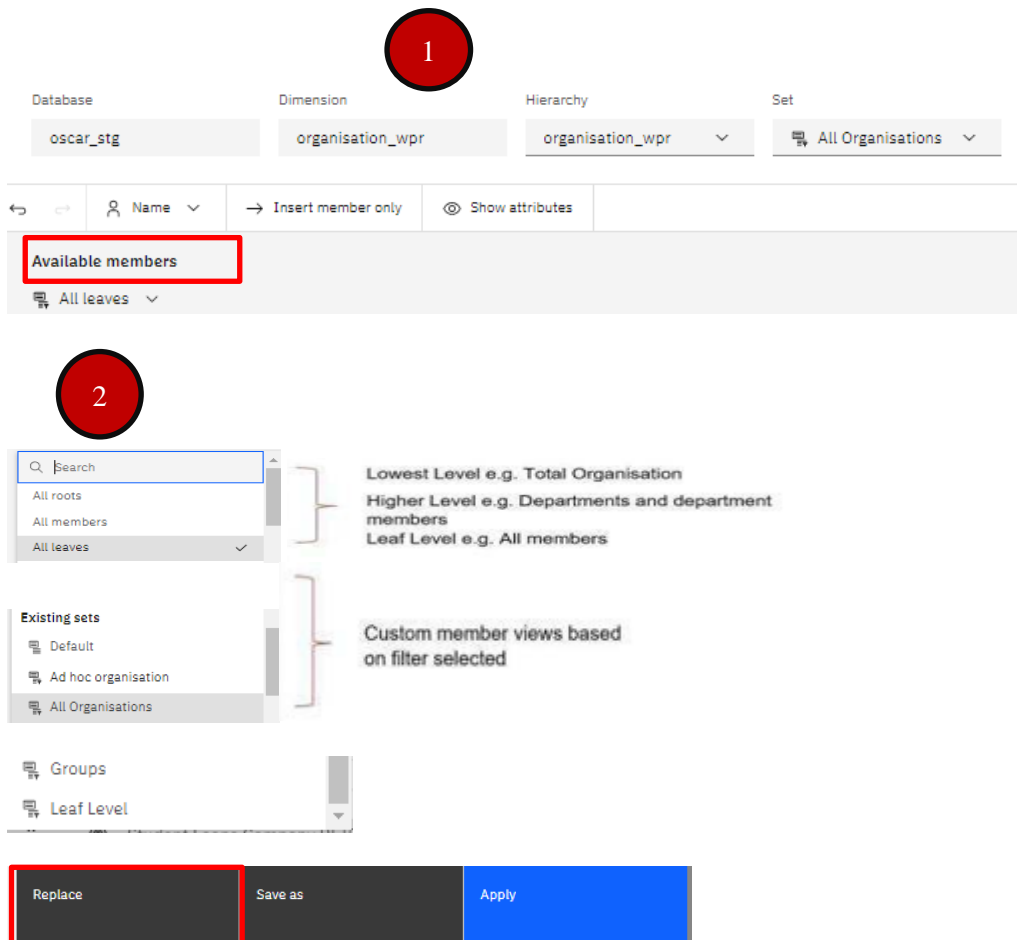
Users can customise what they see in the drop downs: by moving items from the left section to the right section using the arrow (->) between the two sections or replace the 'Current Set' selection with a selection from 'Available members' by clicking on the 'Replace set with new insertion' icon.

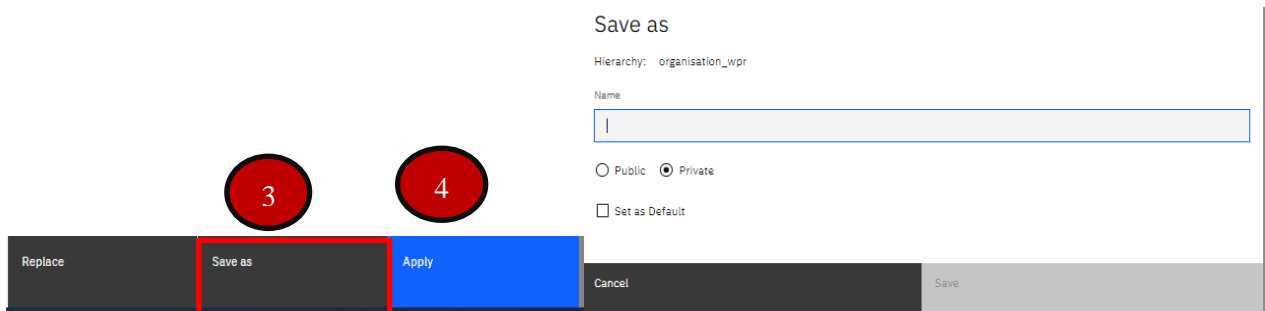


4.2.4 Other Subset Editor Functions

It is possible to change the data view.

1. In order to change the element levels you wish to view, select the drop down arrow in 'Available members' at step one below.
2. In this step, select the view you wish to change and select **'Replace'**. The set editor closes and you return to the view, displaying the members that you selected.
3. You can also save your changes as a new set that can be reused in other views. Click on **'Save as'**:
 - give the new set a name and select **'Private'** for personal use.
 - the option to save as **'Public'** is to share the set with other users. This will only be available to those with suitable access rights.
4. If you are editing an existing set, you can apply the changes to your view without saving the new set configuration. Click **Apply**.
5. Alternatively, you can select individual or groups of elements to add to your current view.





4.2.5 Enhanced Functionality

There are other features of enhanced functionality within OSCAR that enable users to perform a range of functions. There is a combined toolbar for which includes enhanced functionality within OSCAR that enable users to perform a range of functions. This functionality is shown below and the more important steps will be described in more detail in the following sections.

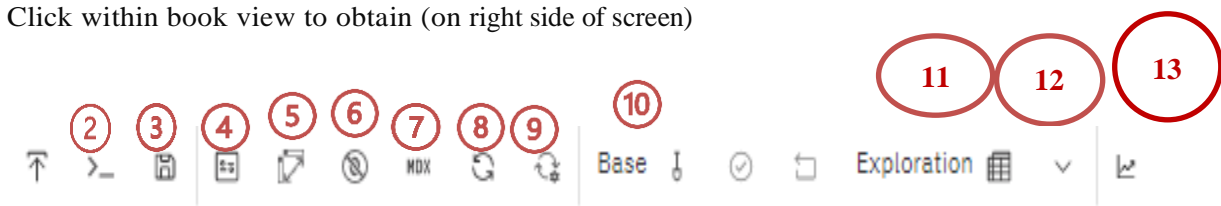
Book tools (left side of screen)



1. Edit switch Opens the data tree for cubes and ensures any changes to widget settings are kept.
2. To save a book.
3. Refresh.
4. Share.
5. Undo.
6. Enter full screen: use escape to revert to standard view.

Book Widget tools

Click within book view to obtain (on right side of screen)

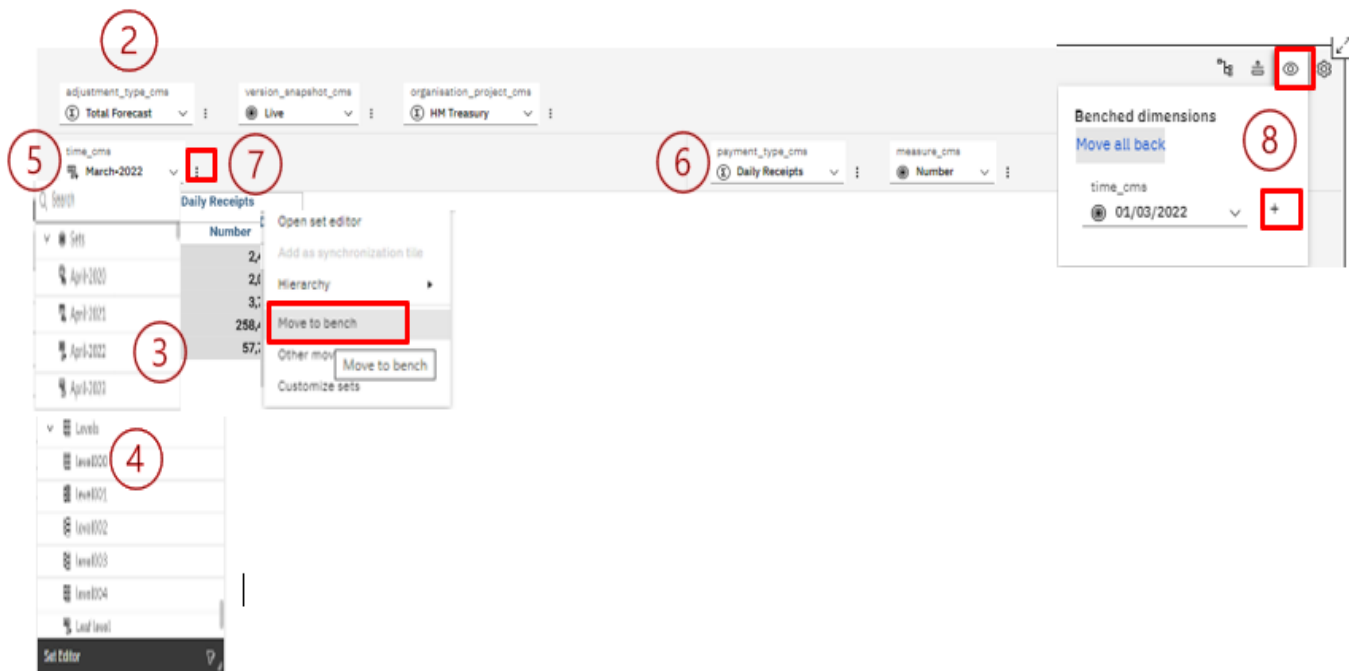


1. Export: this enables you to export your chosen data to an excel or pdf document.
2. Snap Commands: these are shortcuts which can be used to perform tasks quickly by simply typing in the command you want or selecting from a saved list.
3. Save: this enables you to save the current view you have created

4. Format values: this you to apply number formatting for an entire view.
5. Swap Axis: when using tables or bar charts, this function will allow you to quickly swap axis.
6. Suppress Zeros: if your data contains many zero values that you would prefer to clear from view, this suppress zero's function is available.
7. MDX: this enables you to view and edit the MDX source for a cube view.
8. Refresh: this refreshes your view based on any changes made to the data.
9. Grid refresh: this performs a similar function in that it will refresh a grid view.
10. Sandbox selection: a Sandbox can be used to create your own personal view without affecting the main source data.
11. Exploration: you can change the visualisation depending on needs. For example, you can move between bar charts, exploration tables or line graphs.
12. Show/hide overview: this enable you to show or completely hide the overview.
13. Forecasting: automated tools that model time-dependent data. This will only work on cube views where a time dimension is placed in the columns of the view.

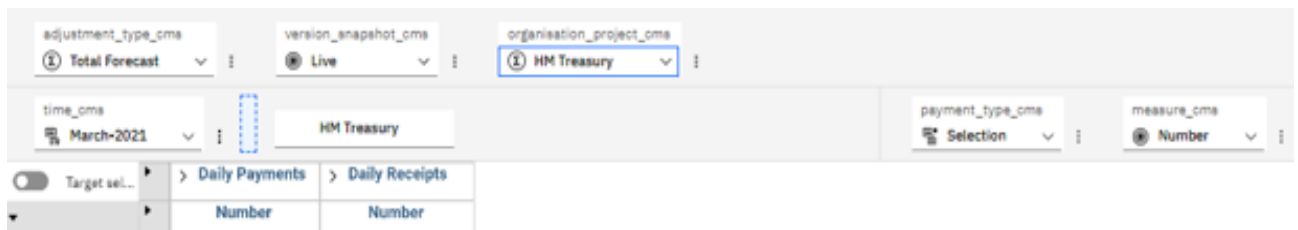
Other Data Exploration

These set of tabs allow you to view data in a pivot table style type of reporting. You are able to drag and drop specific metrics and also perform dynamic drill down on the view of data you require



1. Source – This is the cube that contains all the available dimensions for the analysis.
2. Dimensions – Dimensions are lists of related members e.g. time_cms includes the collection year. Two or more dimensions are used to make a view that can be used for analysis.
3. Sets/Members - A set is an item in a dimension, for e.g. April-2021 is one set in ‘time_cms’ dimension.
4. Levels - Levels define the way data is grouped in dimensions. A dimension can have a number of levels relative to their hierarchical structure e.g. in the time_cms dimension you have the ability to select the month, and also to select specific days within that month
5. Row Drop Zone – To drag dimensions as rows. Multiple dimensions can be nested within this zone similar to a pivot table
6. Column Drop Zone - To drag dimensions as columns. Multiple dimensions can be nested within this zone similar to a pivot table


To drag a dimension to a different location in the grid – between the context, row or column zones, select and hold the dimension and drag to the drop zone. As illustrated below a blue box guides you to the drop zone when you drag a dimension to a different location in the grid.

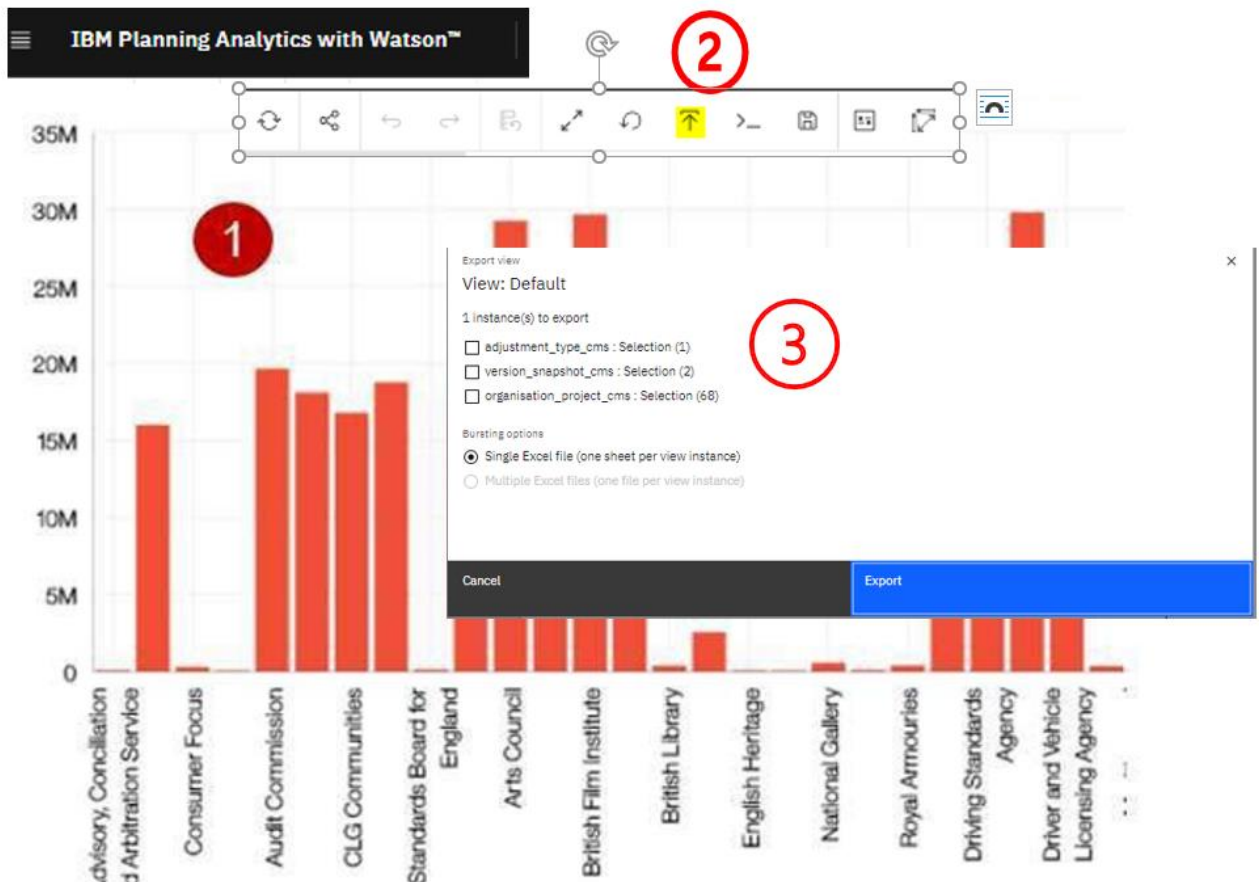


Key tasks for the purposes of OSCAR are described below.

4.2.6 Export Data

Within OSCAR, there is a feature which allows you to export data as a single excel file or multiple excel files. To achieve this, follow the steps below:

1. Select the dataset you wish to export by clicking anywhere within the view.
2. Click the export icon  on the toolbar.
3. Click Export and your data will download to your desktop as an excel sheet.



4.2.7 Snap Commands

Snap commands are simple commands that allow users to perform tasks quickly. One example of a useful snap command function is the find function. This allows users to find members on rows, columns or both and then use the find function to move through the results. The following steps allow users to perform a snap command:

1. Click anywhere on the data view to start the snap command process.
2. Click on the snap command icon. Users can enter a snap command for their selected data view to enter or pick from a list of quick options below the search bar.

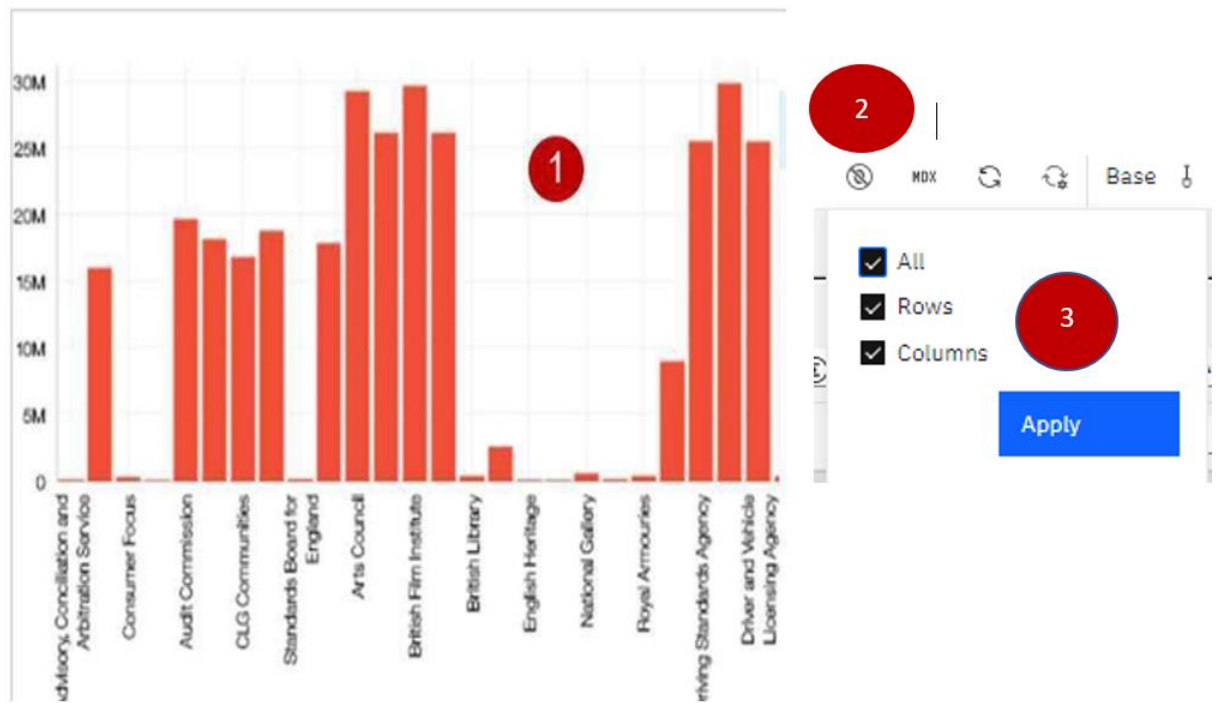


4.2.8 Suppress Zeros

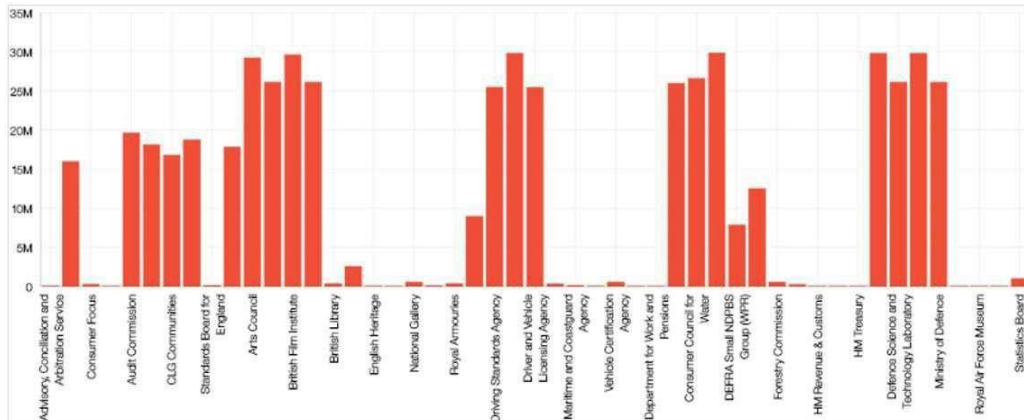
Suppressing zeros can improve data visualization by removing all the rows and columns that contain a null value. As an example of this benefit to users, below are two different screenshots of the same data set. The first screenshot shows the data before the suppress zero feature has been enabled and the second is the data after the suppress zero feature has been enabled.

This can be done by completing the following steps:

1. Click anywhere on the data view.
2. Click on the suppress zeros tools icon in the below screenshot
3. Click on 'All' to suppress both zeros in rows and columns and click the 'Apply' button to confirm the selection.



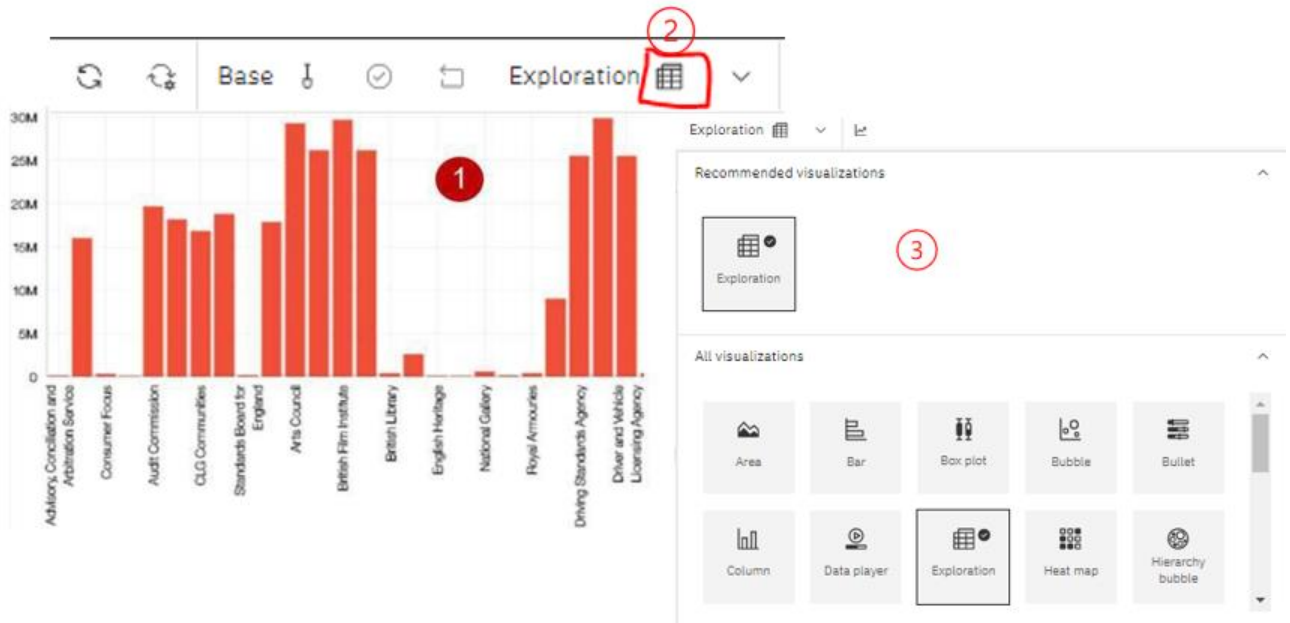
After Suppress Zeros



4.2.9 Change Visualisation

In the ad hoc reporting feature of OSCAR, it is possible to change the format in which the data visualisation is presented to you. The Change visualization list contains only the visualisations that can be rendered with your current view configuration. Follow the steps below to achieve this.

1. Click anywhere on the data view.
2. Click on the 'Visualisation' icon on the tool bar in the screenshot below.
3. The user can select which form they want the data visualisation to take.



5 Step: Support

5.1 Introduction

The launch of OSCAR is incrementally split across different business processes, with support being provided from the first Go-Live (for WPR) and scheduled to end in 2024. Support for technical OSCAR issues will be provided by the OSCAR Service Desk.

5.1.1 Contacting the Service Desk

There are two ways to contact the Service Desk if you are experiencing a technical issue:

1. Email - oscar@support.deloitte.co.uk
2. Telephone - +44 (0)20 7303 6033

When you contact the Service Desk, you will receive an email which will note the reference number associated with your ticket that has been raised. Only OSCAR Users and User Authorisers have the ability to log issues.

Service Desk hours are 8am to 6pm (Mon-Fri), excluding English Public Holidays. Any emails sent out of hours, to the OSCAR email address will be recorded and actioned at the start of the next working day.

The Deloitte Service Desk should not be contacted for non-technical issues. Non-technical issues, such as business process queries, should be directed to the email address in the process specific guidance.

For any non-technical issues that arrive with the Service Desk, a ticket will be logged, closed, and the user will receive an email informing them that their query is not managed by the OSCAR Service Desk. This email will provide contact options for the HMT Business Process Teams that the user can then direct their query to.

5.1.2 What Information Should You Provide?

If possible, the following information should be provided by users when contacting the Service Desk. This is not an exhaustive list and any additional information deemed appropriate should be provided by the user.

1. How many people are being impacted?
2. What is the user's role? For example, are they a User/User Authoriser?
3. What Business Process is being affected?
4. A description of the issue including expected behaviour vs observed behaviour.
5. What was the user trying to do? For example, a data submission or generate a report?
6. What error message was received?
7. What steps the user followed (including click path, if available).
8. Date and time the issue occurred.

9. Contact details for the affected user.
10. Is the user trying to use a new piece of functionality?
11. Provide a screenshot, if possible.
12. Is the user able to access other Business Processes within OSCAR? If the answer is yes, is this process expected behavior?
13. What is the name of the process the user has had the issue with?
14. Are there any non-OSCAR IT service issues at the same time in the user's location?

6 Appendix One: Snap Commands

There are a range of snap commands available to OSCAR users. Below are some of the more common snap commands.

Snap Command	Function
Select	Type the names that you want to select in the snap command. Select is the default snap command: you do not need to type select.
Swap	Swap rows, columns, dimensions in the context area. For example, to swap the versions and time dimensions, type swap, versions, time. Typing swap on its own swaps the rows and columns.
Find	You can find members on rows, columns, or both. Find Europe finds the first result. To move through the results, type find. To go back, type, find previous.
Hide	Hide named members in dimensions on the rows or columns. To hide members that are named UK and Feb-2004, type hide UK, Feb-2004.
Unhide	Show or “unhide” members. Type unhide r to unhide rows.
Keep	Keep members in dimensions on the rows or columns, while you hide the other members. For example, type keep 2014, 2015.
Zero	Enable zero suppression. To enable zero suppression on just rows type zero rows, and for columns, type zero columns. To clear all zero suppression, type zero off.
Totals	Totals Show leading or trailing totals, or hide totals. For example, in a time dimension, you could have Q1, Jan, Feb, Mar, which has a leading total.
Level	Expand levels in a hierarchy to a specific depth. If you don't specify a level, the leaf level is expanded. You can also expand numbered levels, and levels on rows, columns, or both. For example, type level rows 2 or level rows
Drill	Drill down on members. For example, to drill down on a member named Georgia, type Drill Georgia. Resetting the drill state clears drills.

Sort	Sort labels or values in ascending or descending order. You can choose to sort by hierarchy, or to break the hierarchy. You can sort a named hierarchy, and for labels, you can sort by rows and columns. You don't need to specify label or value, unless there is an ambiguity.
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7 Appendix Two: Shortcuts for Copying Data from Other

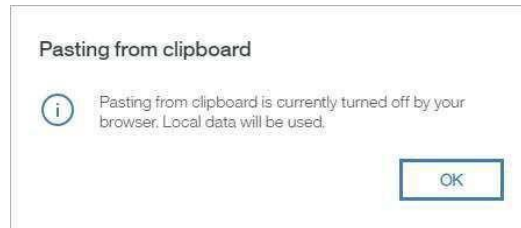
Sources

It is possible to cut, copy and paste values between views in OSCAR as well as other sources. It is also possible to right-click a cell or a range of cells, and select cut or copy. The paste must then be done by using the keyboard shortcut. Below we'll go through some steps to show you how to paste from other sources into OSCAR as well as different worksheets within the system.

Action	Windows	Apple Mac
Cut	CTRL+X	CMD+X
Copy	CTRL+C	CMD+C
Paste	CTRL+V	CMD+V

8 Appendix Three: Browser settings

In some instances you may see the following error when trying to paste data into OSCAR



You will need to change your browsers settings or add an extension to enable the copy and paste functionality.

Please note: Browser settings or add ins may be restricted by your local IT department therefore you may need to get in touch with them to make the changes below.

8.1 Internet Explorer

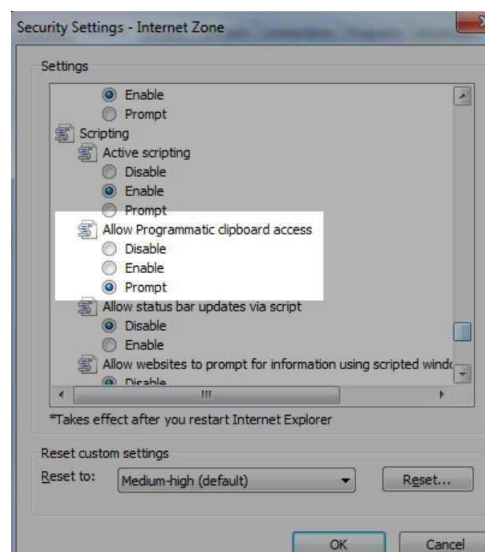
Depending on how your browser is configured, when you try to paste values in the input grid you may get a system message, asking “Do you want to allow this webpage to access your Clipboard?”.

If you receive that message, select “Allow access”, then try to copy-paste your values again.

This only happens in Internet Explorer.

Another option is to change your security setting via the Tools menu. To do this click the Tools menu, and then Internet Options. (ALT + T, and then Internet Options). Click the “Security” tab, and then the “Custom Level” button.

In the listing, look for the “Scripting” category, and then "Allow Programmatic clipboard access"



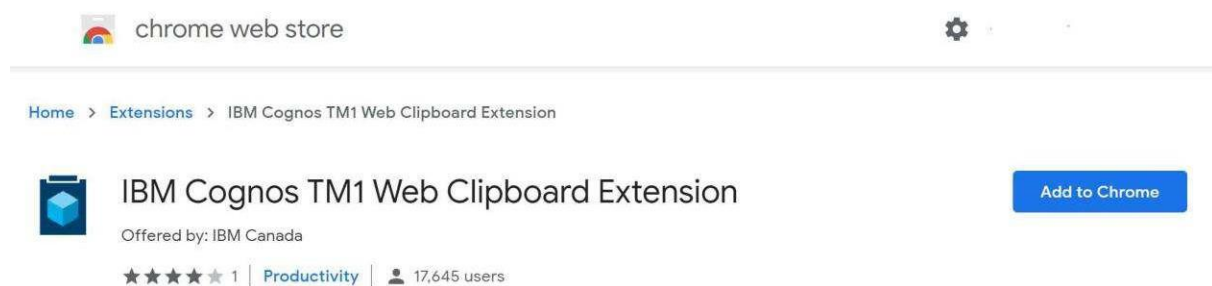
8.2 Google Chrome

Follow the link below to enable the Google Chrome clipboard extension.

<https://chrome.google.com/webstore/detail/ibm-cognos-tm1-web-clipbo/pfcjkoiknombhfcjnjihpafmkhmdcjb?hl=en>

You may see a message telling you that it is “compatible with your device”.

Click the “Add to Chrome” button. The extension will then be added to your browser.



8.3 Mozilla Firefox

Click on the link below to set up the Firefox extension.

<https://addons.mozilla.org/en-GB/firefox/addon/tm1-web-clipboard-extension/>

You may see a message telling you that it is “compatible with your device”.

Click the “Add to Firefox” button. The extension will then be added to your browser.

