

# Excerpt from ViewDirect-ABS User Guide

(procedural writing sample – Jim Hoekema)

<b>Chapter 4. Spreadsheet Compliance.....</b>	<b>1</b>
Preparing for Spreadsheet Control .....	3
Planning for Applications .....	3
Setting up Protection in Excel.....	3
Removing Conflicting Excel Macros and Add-ins .....	5
Setting up Applications .....	7
Logging in to ViewDirect-ABS.....	7
Creating an Application .....	8
Setting Application and Spreadsheet Permissions .....	10
Organizing Spreadsheets in Folders .....	10
Planning Spreadsheet Cycle Behavior .....	11
Changing Spreadsheet Cycle Behavior .....	13
Creating and Importing Spreadsheets .....	15
Importing an Individual Spreadsheet .....	15
Creating a Spreadsheet in ABS.....	18
Importing Multiple Spreadsheets .....	20
Importing Spreadsheets with External Links.....	25
Maintaining Spreadsheets .....	32
Updating a Spreadsheet.....	32
Updating Spreadsheets with External Links .....	34
Inserting Copied Cells .....	34
Viewing Changes in ViewDirect-ABS .....	35
Viewing Changes in Excel .....	38
Moving Spreadsheets among Folders .....	39
Deleting Spreadsheets .....	39
Editing Spreadsheet Templates.....	39
Updating Embedded Macros and Custom Functions .....	40
Editing Links Manually .....	40
<b>Reviewing and Approving Spreadsheets .....</b>	<b>42</b>
<b>Reviewing and Approving Runs.....</b>	<b>42</b>
<b>Viewing Approval Status.....</b>	<b>44</b>
Managing Application Cycles for Spreadsheets .....	46
Advancing Application Cycles.....	46
Accessing or Creating Cycles.....	48
Updating Spreadsheets in other Cycles .....	50

# Reviewing and Approving Spreadsheets

ViewDirect-ABS enables users to select the latest version of a spreadsheet, open the **Review/Approve** dialog box, and leave a message and an indication that they have reviewed, approved, or rejected the spreadsheet. ViewDirect-ABS stores this information in the log history of the spreadsheet, which other users can view in the **Review/Approve** dialog box or in the Log Files.

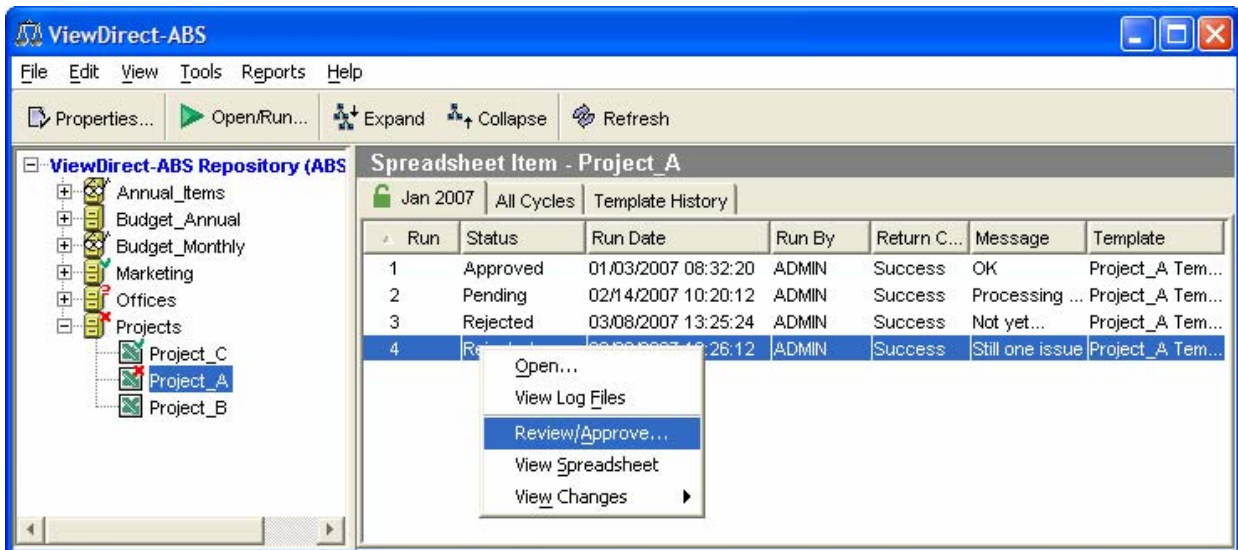
To review, approve, or reject a spreadsheet, you must have **Approve/Reject Spreadsheets** permission under "Spreadsheet Permissions" for the application. (For more information about permissions, see Chapter 3 "User Administration.")

## Reviewing and Approving Runs

To review, approve, or reject a spreadsheet run, perform the following steps:

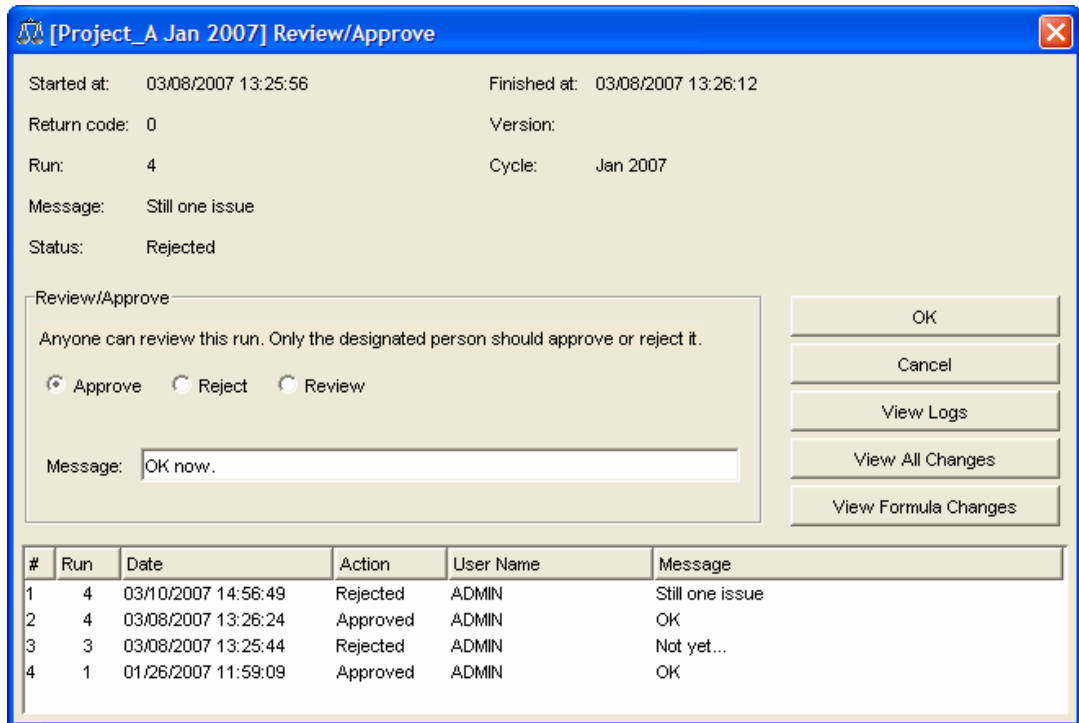
1. Open ViewDirect-ABS and log in as a user with **Approve/Reject Spreadsheets** permission in the target application. Spreadsheet items appear in the repository.
2. Click a spreadsheet item and select its most recent run under the working cycle tab in the right pane, as shown in Figure 4-21.

Figure 4-21. Review/Approve Menu Item



ViewDirect-ABS displays the Review/Approve dialog box, as shown in Figure 4-22.

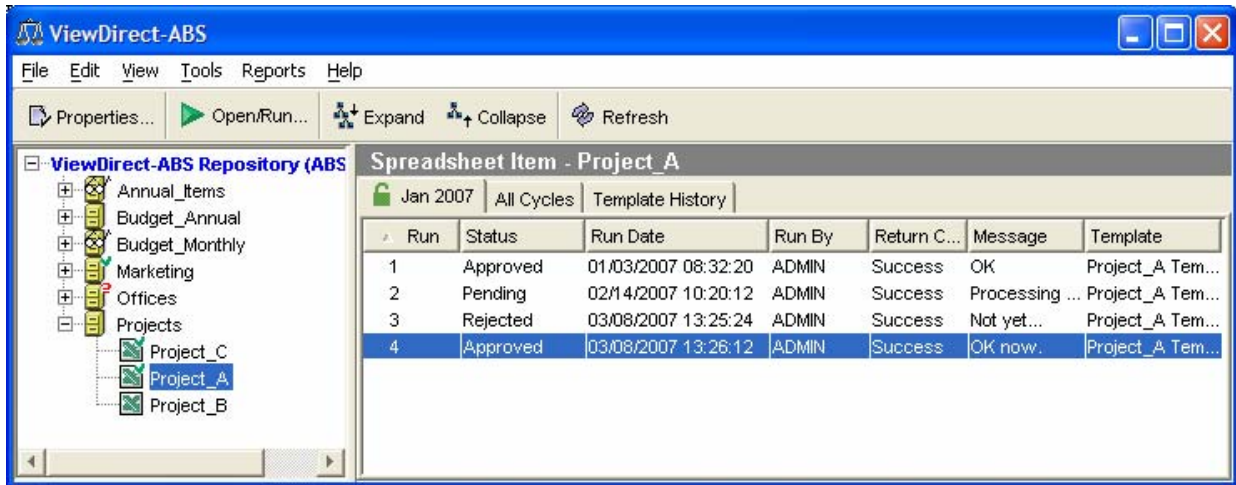
Figure 4-22. Review/Approve Dialog Box



The Review/Approve dialog box displays the attributes of the current run and shows a record of all approvals, rejections, and reviews, including dates, user names, and messages for all runs.

3. Select the **Approve**, **Reject**, or **Review** option according to your organizational role and the condition of the spreadsheet.
4. Enter a comment in the **Message** field (required).
5. Click **OK**. The dialog box closes and ViewDirect-ABS shows the result of your actions, as shown in Figure 4-23.

Figure 4-23. Spreadsheet Run After Approval



Note the following:

- ◆ The status you selected – Approved, Rejected, or Reviewed – appears in the Status column, and your message appears in the Messages column.
- ◆ The Run By column shows the user who executed the run (not the user who last reviewed or approved the run).

### Viewing Approval Status

To facilitate viewing the approval status of applications and spreadsheets quickly, ViewDirect-ABS modifies the icons for runs, spreadsheet items, folders, and applications to show status.

In the Repository list, approval status of spreadsheets propagates upward to folders and applications as follows:

- If all spreadsheets in a folder or application have the same status icon, that icon also appears next to the folder or application.
- If the spreadsheet icons in a folder or application are of mixed status, the lower or worst-case status attaches to the folder or application. For example, if an application contains several approved items but at least one rejected item, the application is shown with Rejected status.
- Spreadsheet items without runs do not affect the status icon of their folders or applications.

Approval status appears in both windows of the main ABS display, as explained in "Approval Status in the Working Cycle Display" and "Approval Status in the Repository List." You can also view spreadsheet items that have not been approved, as explained in "Accessing All Non-Approved Spreadsheets."

### Approval Status in the Working Cycle Display

In the right-hand window of the main ABS window, the working cycle tab displays all runs of the current cycle. The icon for each run – an oval with an arrow on top – is marked to show its approval status, as follows:

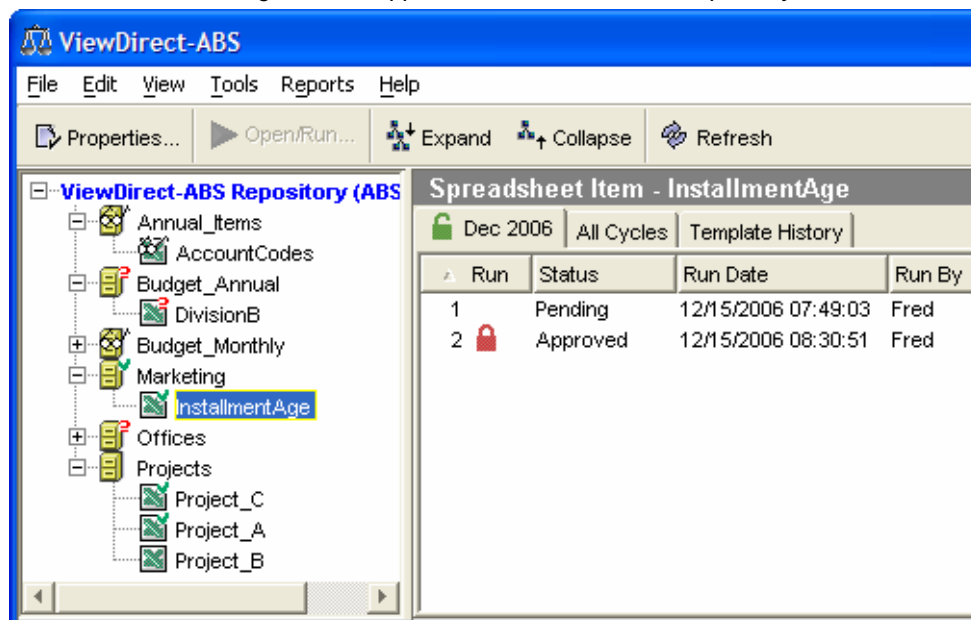
- A red question mark indicates Pending.
- A pair of eyeglasses indicates Reviewed.
- A red X indicates Rejected.
- A box around the run symbol indicates Approved.

The example in Figure 4-23 shows all four types of icons.

### Approval Status in the Repository List

In the repository list, icons for spreadsheets show the approval status of the most recent run of each spreadsheet, as shown in the example in Figure 4-24.

Figure 4-24. Approval Status Icons in the Repository List



The icon for each spreadsheet item is marked to show status as follows:

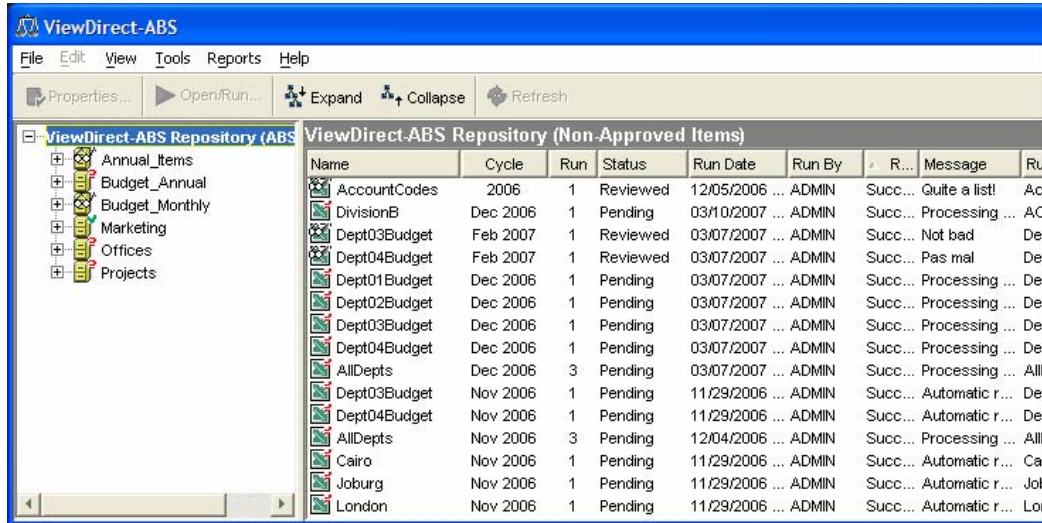
- A green check mark indicates that the last run is Approved.
- A pair of eyeglasses indicates that the last run is Reviewed.
- A red X indicates that the last run is Rejected.
- A red question mark indicates that the last run is Pending.
- If there is no additional symbol, no run has been saved.

## Accessing All Non-Approved Spreadsheets

You can view all pending, rejected and reviewed spreadsheets, in order to change their approval status, as follows:

1. Select **View|View Non-Approved Items**. The right pane displays a list of all non-approved spreadsheets in the repository with at least one run, as shown in the following figure.

Figure 4-25. Non-Approved Spreadsheets View



2. If you want to filter the list, select an application, folder, or spreadsheet in the repository.
3. To access one spreadsheet in the list, right-click the spreadsheet and do any of the following:
  - ◆ To view the spreadsheet, select **View Spreadsheet**. (You cannot open the spreadsheet or save a new run from this view.)
  - ◆ To see the history of the spreadsheet, select **View Log Files** or **View Changes**.
  - ◆ To review, approve, or reject the spreadsheet, select **Review/Approve**.
4. To return to the view showing all spreadsheets organized by application, select **View|View All Items**.