UPlan Weekly Digest

Friday, May 20, 2016

Announcements:

- **UPlan downtime scheduled for Wednesday, May 25, 2016, 4-6 pm:** ITS will be conducting a required upgrade to their backup services for UPlan. Estimated down time will be 2 hours.
- **Updated: Drill Through Unavailable through Smart View when FireFox is default browser**: Two weeks ago the bug only impacted Excel 2010 users; this week the latest FireFox update impacted Excel 2013. There are two workarounds to use Drill Through from Smart View:
  - Make IE Default browser so that it works from Smart View, or
  - Instead of Smart View use UPlan web to Drill Through

  See the Planning by Project training manual for Drill Through instructions.

Bug Fixes & Enhancements:

- **To Be Hired (TBH) Employee Names:** Planners now have the ability to uniquely name their TBH's; this functionality is referred to as "Dynamic TBH" in the UPlan system. All existing TBH's have transitioned to the new names as indicated by you and/or your Control Point. Note that existing TBH's that were not renamed remain the same, albeit with an underscore – for example, "To be Hired 1" is now "To be Hired_1". If you would like to change your existing TBH to a different name, you must first delete the TBH and create a new one.

  1. The interface, steps, and forms for creating a new Dynamic TBH remain the same:

     a. To access the forms, navigate to My Task List > Employee Planning > TBH Empl Forms.

b. To add a new TBH, navigate to the TBH Landing Page form > choose your MyOrg DeptID > right-click anywhere on the form > choose "Add TBH". This will bring up a prompt for you to create the new TBH.

2. The Dynamic TBH functionality has some known gaps that we are currently working with Oracle to address in future patches. Below are the gaps as well as recommended best practices:

    o Add/Delete TBH's outside of planner's DeptID access
       We are working with Oracle to address a known issue that allows planners to add and delete TBH's for outside of their access. Please be diligent in reviewing the TBH's that you add or delete to ensure you are working with the correct DeptID(s). If you delete a TBH in error that does not belong to your DeptID, please contact the UPlan team for assistance.

    o All TBH names must be unique
       Planners will receive an error if a particular name is already taken. Please follow the guideline indicated by your Control Point. For example, your Control Point may have you preface your TBH name with certain text such as "F_..." for FAS or "D_..." for SOD.

    o Correct Year and Scenario combination
       When creating TBH's, the correct Year and Scenario combination must be entered in the Add Dynamic TBH prompt (e.g. FY16/Forecast, FY17/Plan, FY18/Plan). If the prompt is launched with the wrong Year and Scenario combination, planners will receive an error message but the TBH member name is created in the backend. Planners will not be able to recreate the TBH with the same name until the member name is deleted by the UPlan team. If this occurs, please contact the UPlan team to delete the TBH.

    o Use of some special characters could create some issues in Smart View Essbase for ad hoc reporting
       Please avoid having spaces before/after a dash (-), using back slashes (/), or using forward slashes (\).

    o Smart View Essbase
       The new TBH name will not be reflected in Essbase ("UPlan-Empl" or "EmplRpt") for ad hoc reporting until the next day.

• Reference the UPlan Enhancements page for a complete list of enhancements relevant to this fiscal year.

Known Issues:

- Reference the UPlan Known Issues page on our website for a complete list of unresolved issues. As known issues are resolved, they will be announced under "Bug Fixes & Enhancements".