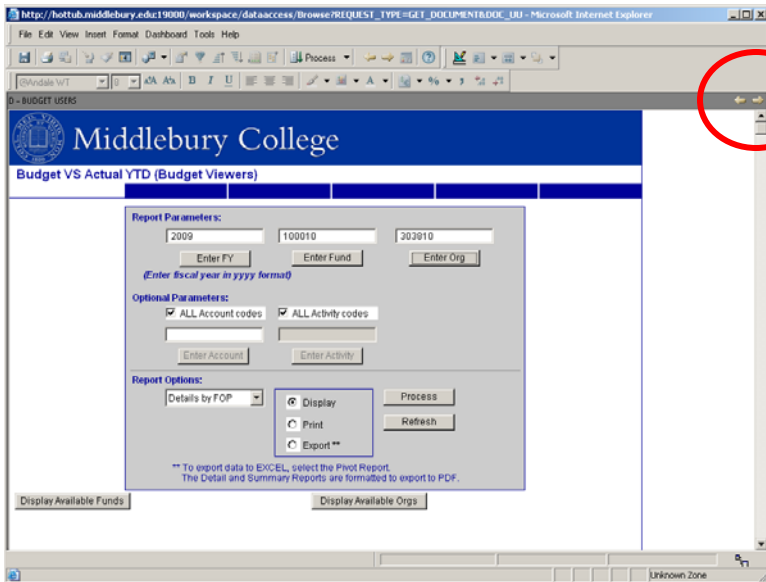


Hyperion System 9 Tips

TIP #1 Some subtle changes from Hyperion version 8:

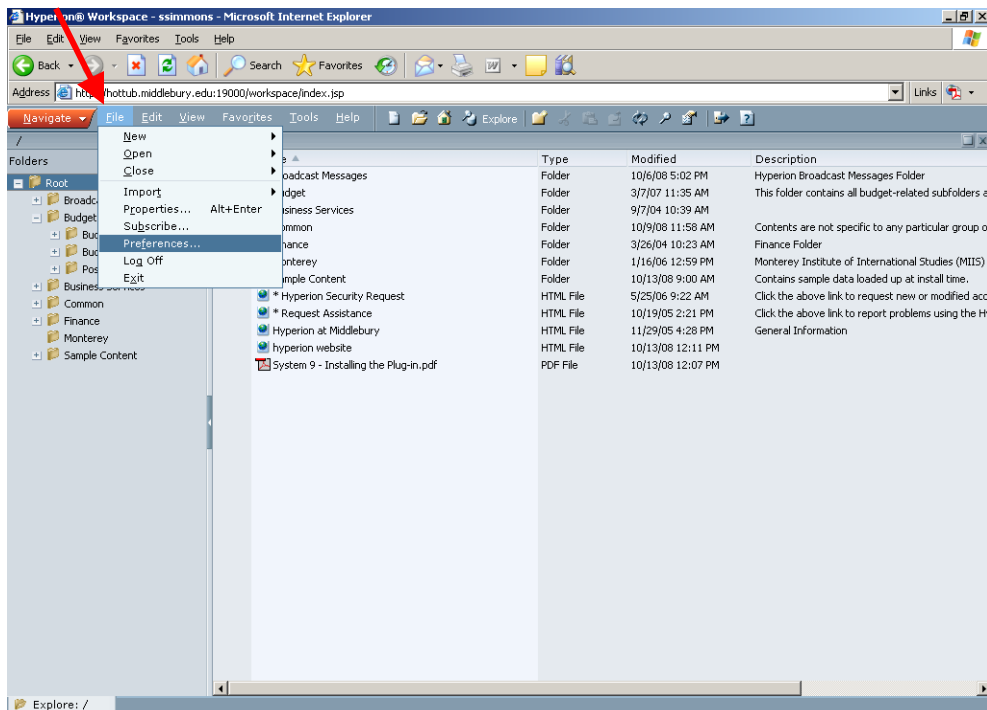
The blue arrows used for moving around between the reports and the dashboard are now yellow arrows, but they are still in the same location and work the same way.

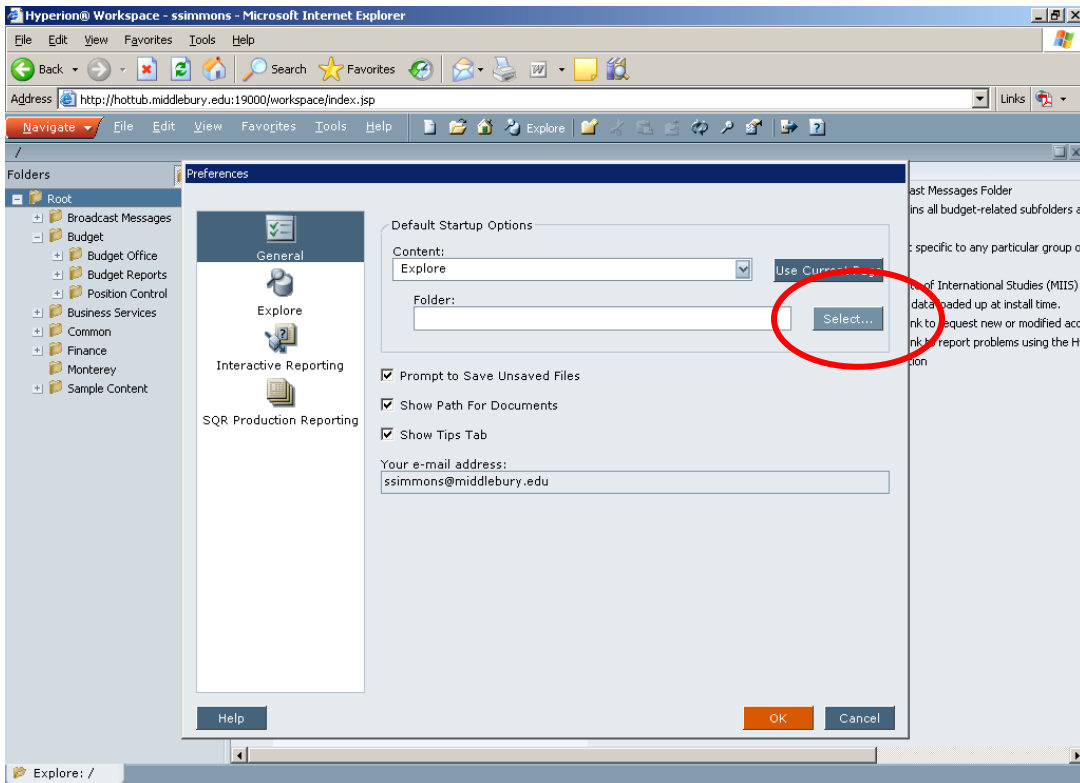


“Limits” are now called “Filters” The fonts might look different.
The Folder menu screen will look different, but folders open the same as before.

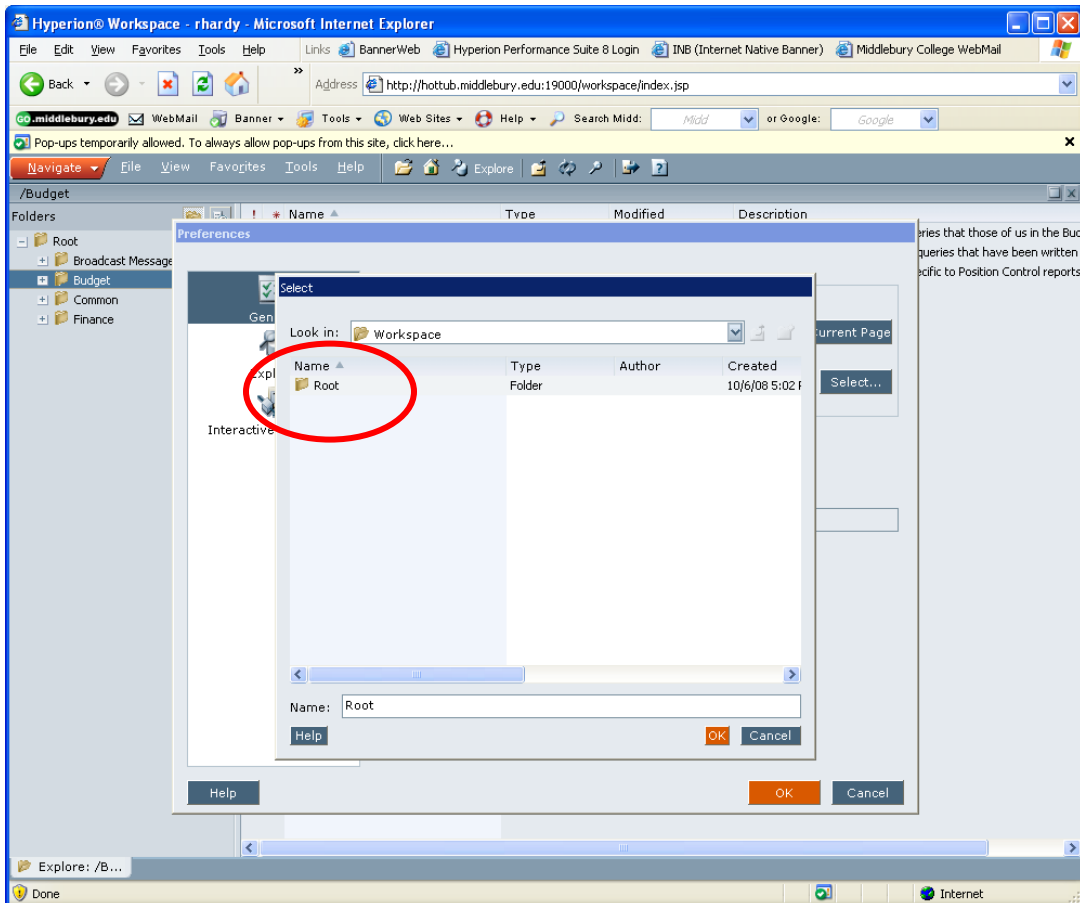
TIP #2 Setting your Default Folder:

After normal login, you can set your opening screen to display a default folder. To set your preference, click within the Hyperion toolbar on **File → Preferences**

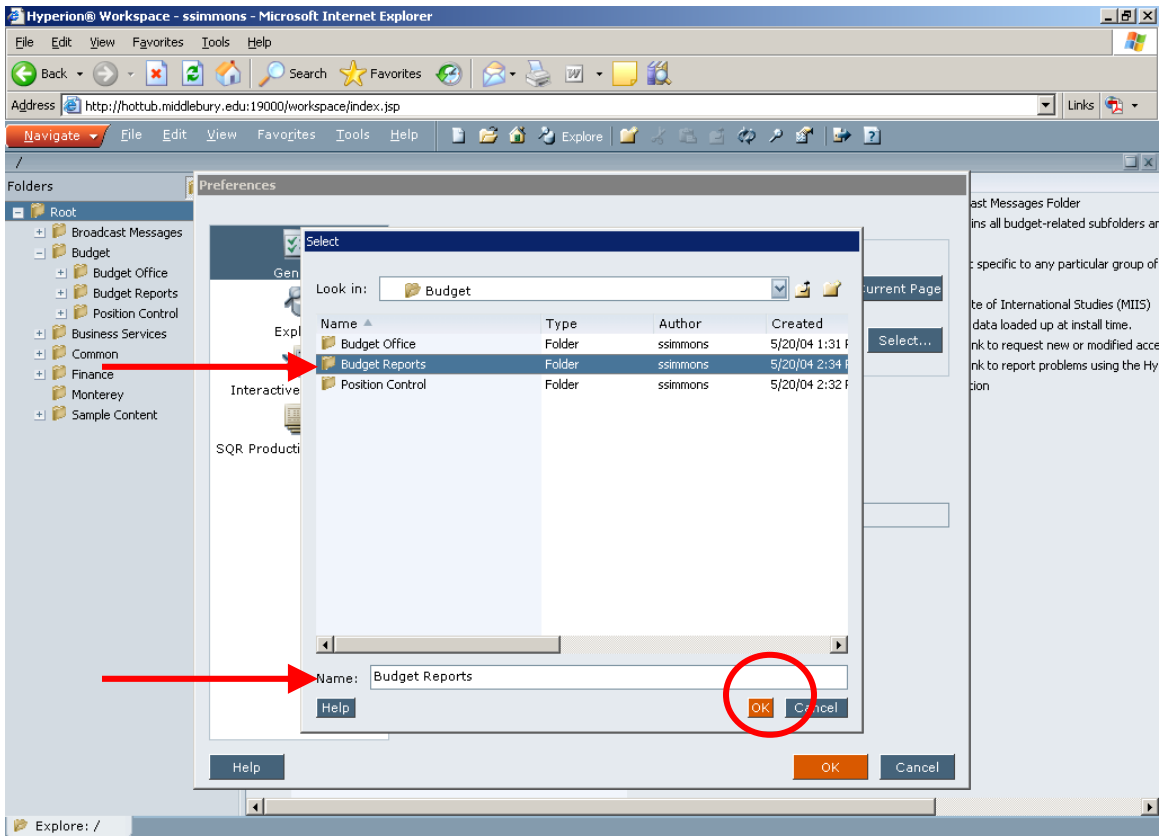




You'll notice that the Folder field is blank. Click on the **Select** button...



Double-click on the Root folder.



Now click on and highlight the **Budget Reports** folder. You'll see its name repeated in the "Name" field below. Click OK.

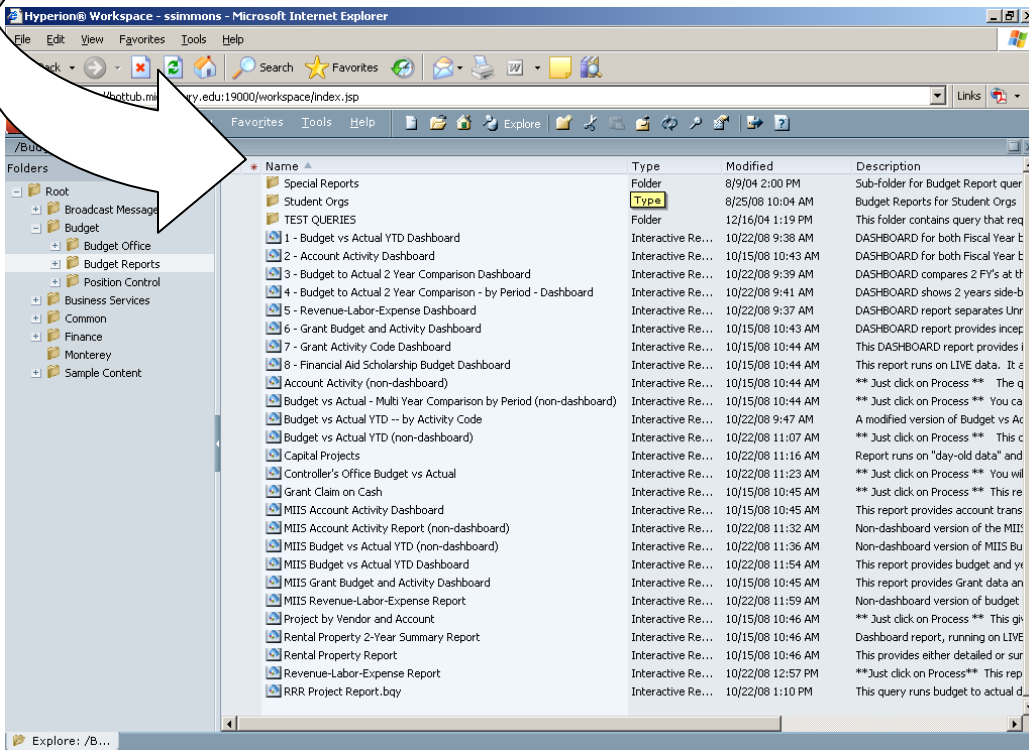
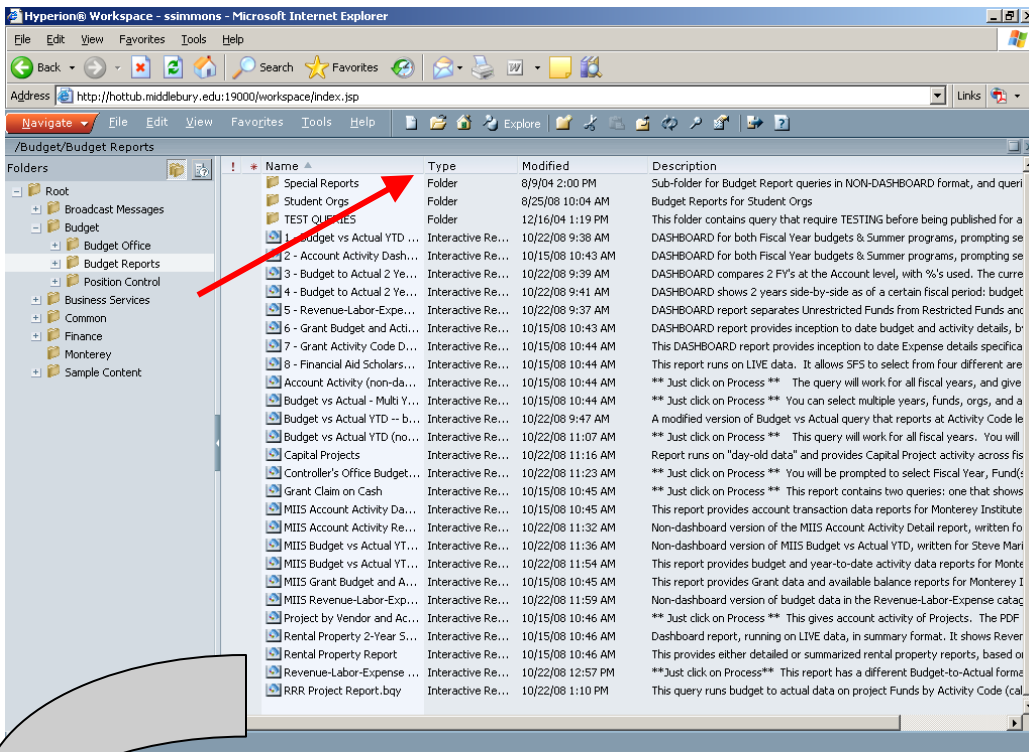
You'll be returned to the Preferences screen, with your favorite folder listed as the default. Click OK and you're done. You can always return here to change your preferences.

TIP #3 Adjusting your Folder Screen:

The folder screen's columns can be widened for better viewing, just as in Excel.

You can find each column's right side in the top column header bar....move your cursor around until you get the ← → double-headed arrow, and drag the column to the width that you want.

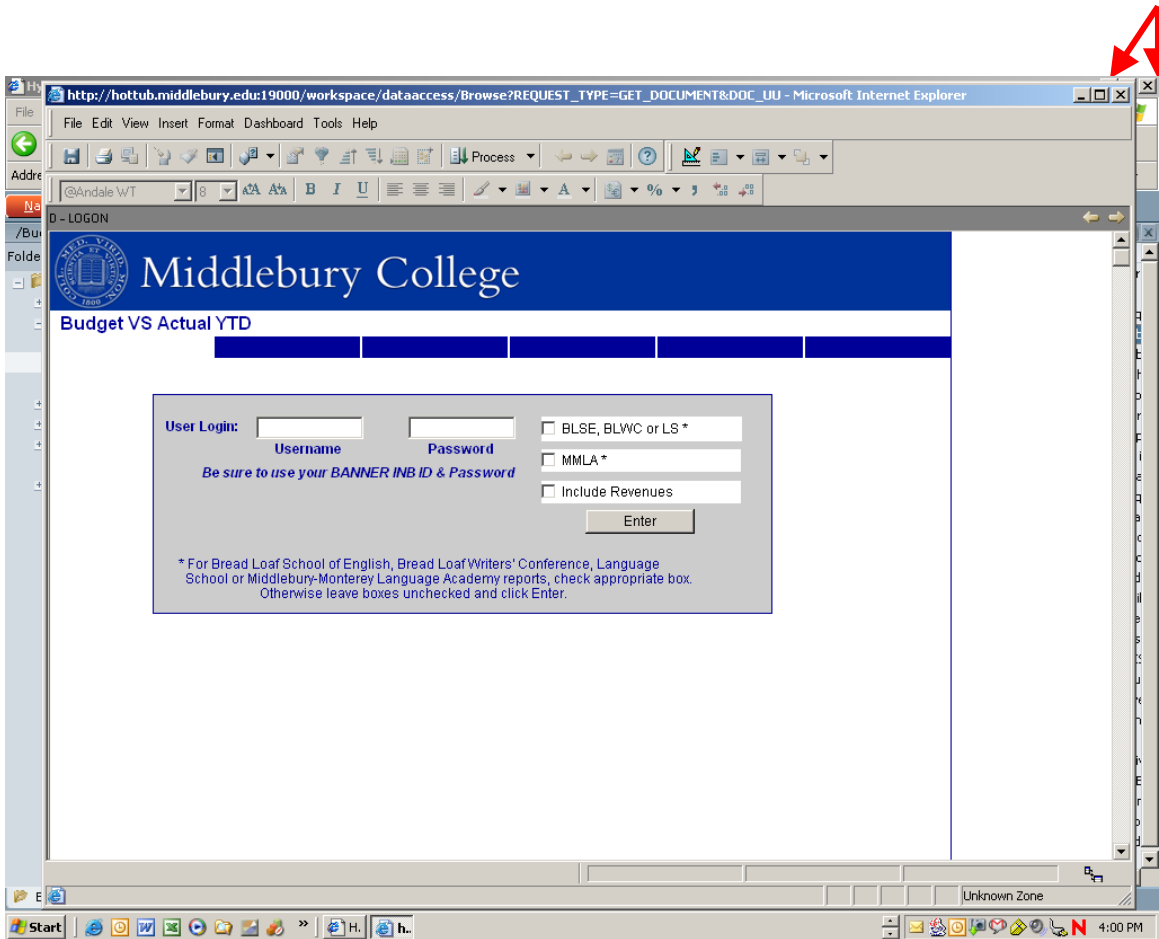
See the "before" and "after" below.....



You can see the full report titles better now.

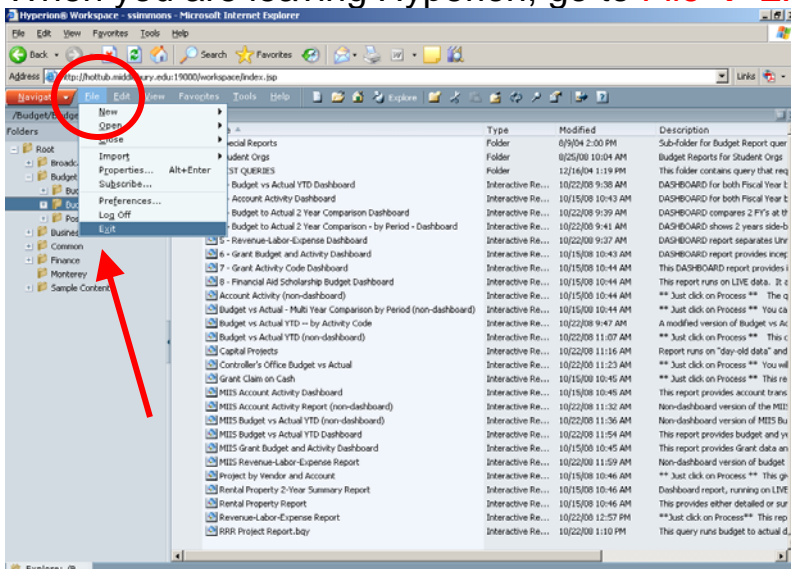
TIP #4 Exiting a Query:

When you are finished in a query, close it by clicking on the 'X' in the *Hyperion* window toolbar. Be careful not to click on the X in the *Internet Explorer* toolbar....they might be very close to each other, and you might close out your Internet session accidentally!



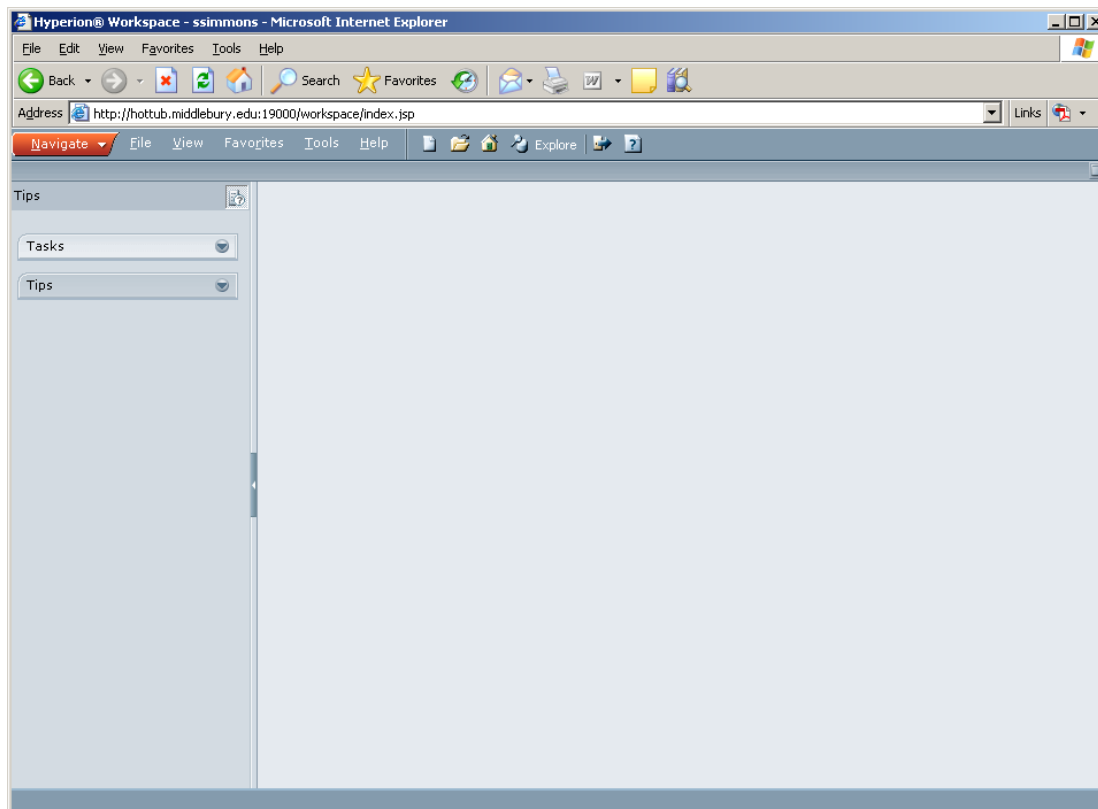
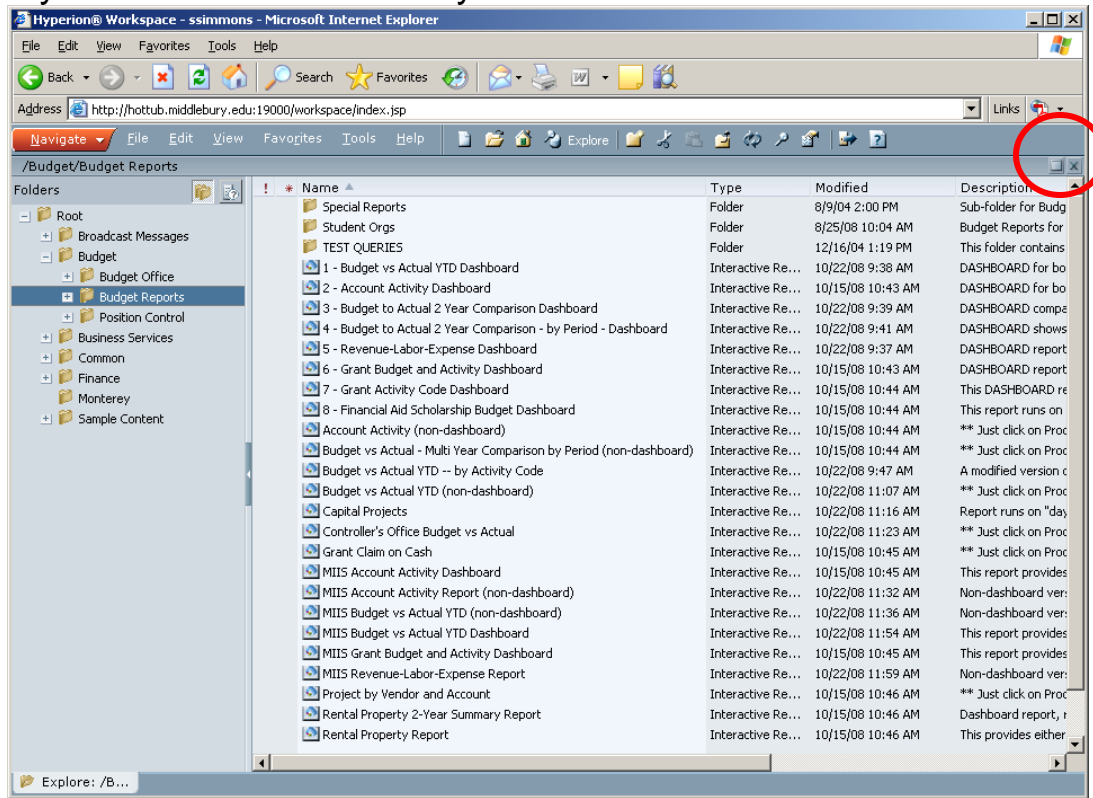
TIP #5 Closing Hyperion:

When you are leaving Hyperion, go to **File** → **Exit** in Hyperion's toolbar.



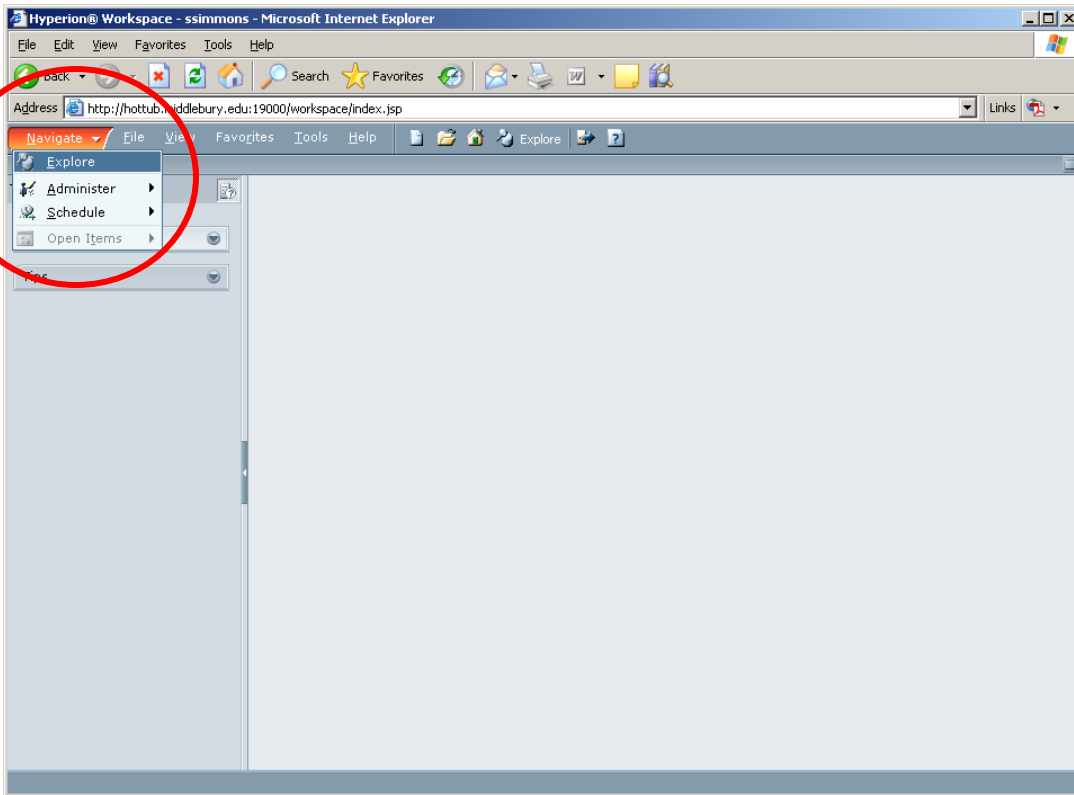
TIP #6 Clicking on the wrong X !

If you click on this little 'x' by mistake.....



....and get to this blank screen.....

Don't worry.....just click on the orange **Navigate** → **Explore**....



....and you'll arrive back at your opening Folder screen.

