

Your October Tip: FRx Report Naming Conventions

Have your FRx report naming conventions become meaningless? Do they confuse or mislead even the most experienced user in your company?

Take the opportunity to assign new names to your existing report elements. Just follow these easy steps!

Consider utilizing a new naming convention that groups the elements in a logical order. Here are some examples:

- for a Row Format: PL_DETAIL, PL_SUMMARY, BS_DETAIL, BS_SUMMARY
- for a Column Layout: 1_CUR, 3_CUR, 12_YTD, CUR_YTD, CUR_AvB
- for a Tree: DEPT_by_LOC, COMPANY, LOCATION, CONS_ALL_COMP

To Rename the element:

- 1) Open the Row, Column, or Tree that needs to be renamed.
- 2) From the Menu bar, select File | Rename.
- 3) Enter a new revised name for the reporting element- up to 16 characters.
- 4) Click OK and then click Save.

Then, to edit the Description for the element:

- 5) From the menu bar, select Edit | Description.
- 6) Enter a more accurate description of the reporting element- up to 60 characters.
- 7) Click OK and then click Save.