

Hyperion SQR Viewer 8.3. Upgrade

Purpose

This bulletin describes how to open and use the new Hyperion SQR Viewer. The SQR Viewer is used to view SPF files (reports) available within Brio.Portal. The new viewer can save these SPF files as CSV, PDF, and HTML formatted file types.

You previously had either SQR Viewer v4.3, or Brio.Report Viewer v6.2. Since Hyperion purchased Brio, the name of the new product is Hyperion SQR Viewer v8.3.

Open the SQR Viewer

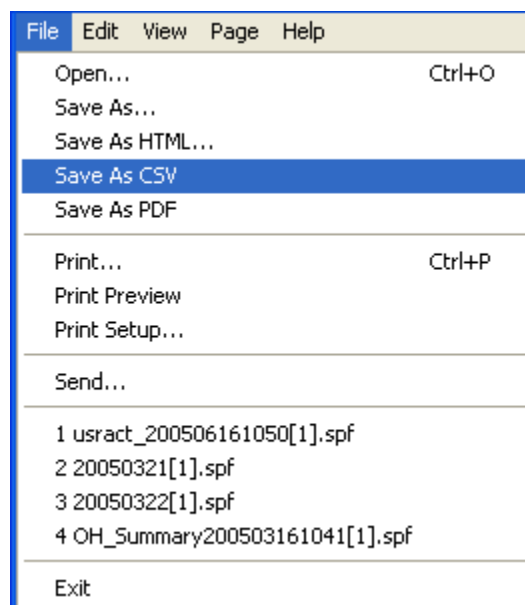
There are several ways to open the SQR Viewer:

1. **Brio.Portal Reports.** From within Brio.Portal, select an SPF file to open. Depending upon how your computer is set up, the file may open in your default SQR Viewer, or a dialog box may open and ask where you want to save the file. After saving the file to your local drive or a network drive, you can open the file using either of the next two methods.
2. **Start, All Programs.** Click **start > All Programs > Hyperion Solutions > Hyperion SQR 8.3 > SQR Viewer**. In the viewer, click **File > Open**. The Open dialog opens. Search for and select the file to open and click **O**pen.
3. **Windows Explorer.** Use Windows Explorer to navigate to and double click an SPF file saved to your local or network drive. The file may open in your default SQR viewer. Or a dialog box may open and ask which application you would like to use to open the file. Select a viewer. You may make this election permanent by clicking a check box.

Save File as CSV, or PDF

After opening an SPF file (report) in the viewer, the file may be saved as several file types in addition to SPF. Files may be saved as CSV, PDF, and HTML file types. The CSV file type is useful for data manipulation in an application such as Microsoft Excel. In Excel, the data can be re-ordered to suit your needs.

1. After opening the SPF file, save the file to your local or network drive. It is important to note where this file is saved because this is the same folder where CSV, PDF, and HTML files are saved. Select **File > Save As...** (see image below). Select a file name and location. Click the **Save** button.
2. Select **File > Save As CSV** (or Save As PDF). No window (dialog box) appears. Instead, the file is automatically saved to the folder where your SPF file was saved in the previous step.
3. Navigate to the location of the CSV or PDF file using Windows Explorer. Double click the file to open it in your default CSV or PDF viewer. Normally this is Microsoft Excel and Adobe Acrobat Reader. If you wish to open the CSV file in another viewer, first open that application, then use the search feature in that application to open the file.



Save File as HTML

After opening a file (report) in the viewer, the file may be saved as an HTML file.

1. Save the SPF file to your local or network drive. It is important to note where this file is saved because this is the same folder where the HTML file is saved. Select **File > Save As...** Select a file name and location. Click the **Save** button.
2. Select **File > Save As HTML...** The Save As HTML window (dialog box) opens (see image below). Select appropriate options. Click the **OK** button. The file is automatically saved to the folder where your SPF file was saved in the previous step.
3. Navigate to the location of the HTML file using Windows Explorer. Double click the file to open it in your default HTML viewer. Normally this is Microsoft Internet Explorer.

Note: You can optionally create CSV (comma-delimited) files when you save a report in HTML format.

