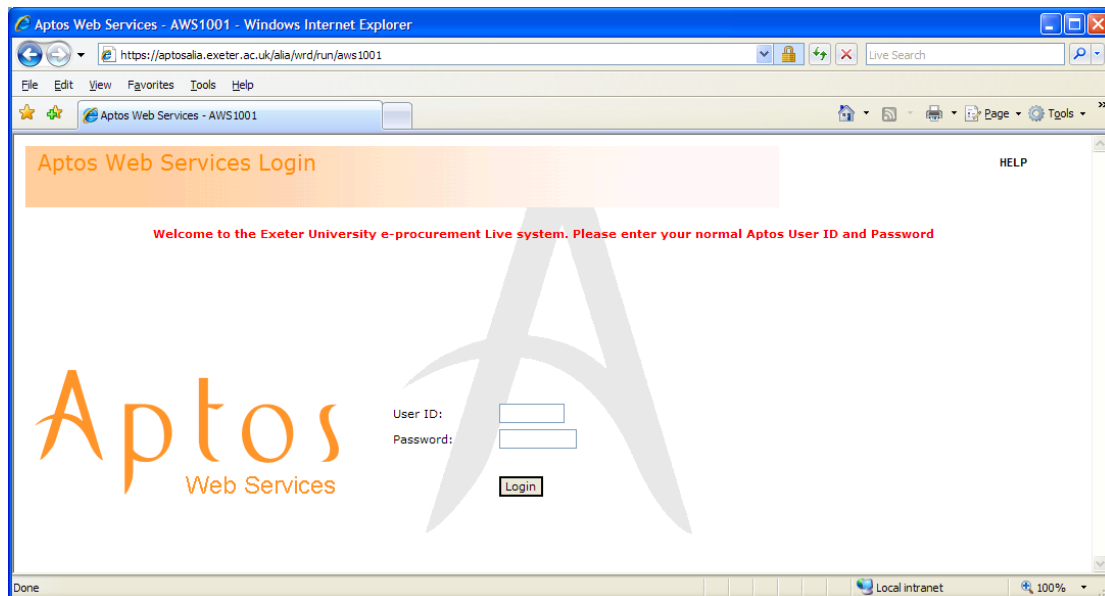


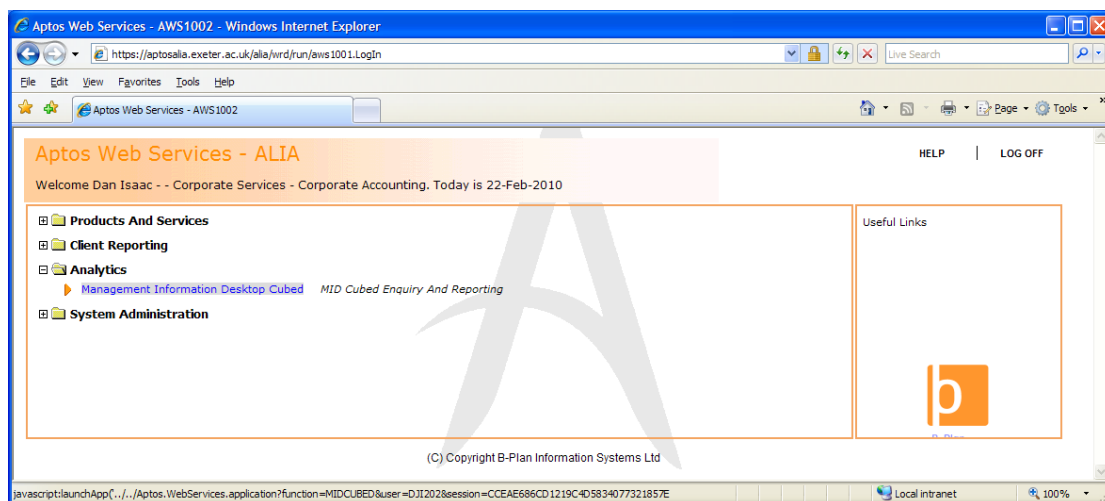
Running MID - Guidance Notes

Loading a MID Cube

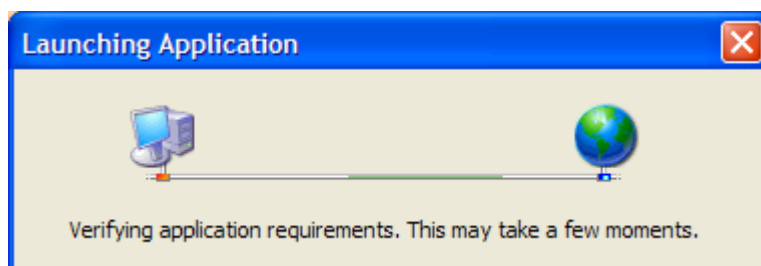
You can access MID by logging in from the website <http://aptosalia.ex.ac.uk> using your main Aptos username and password:-



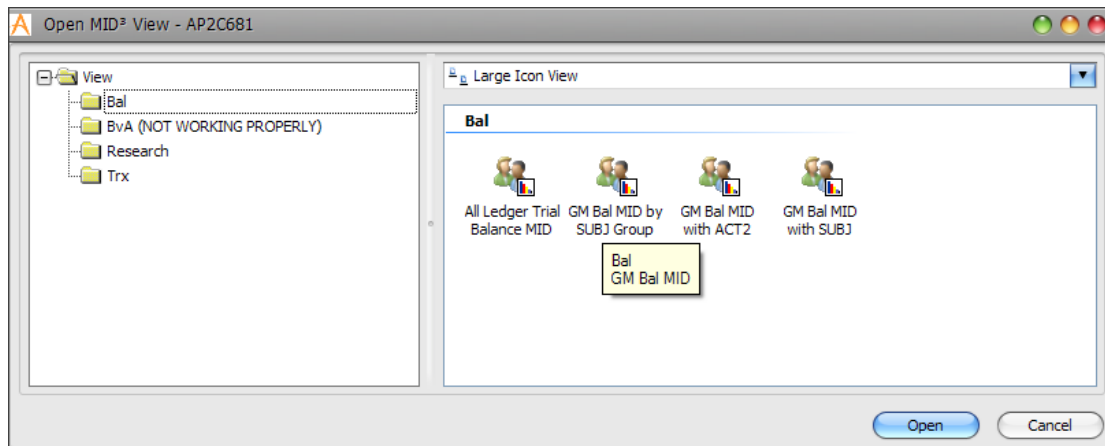
You should then select 'Management Information Desktop Cubed' from under 'Analytics' in the Aptos Web Services menu:-



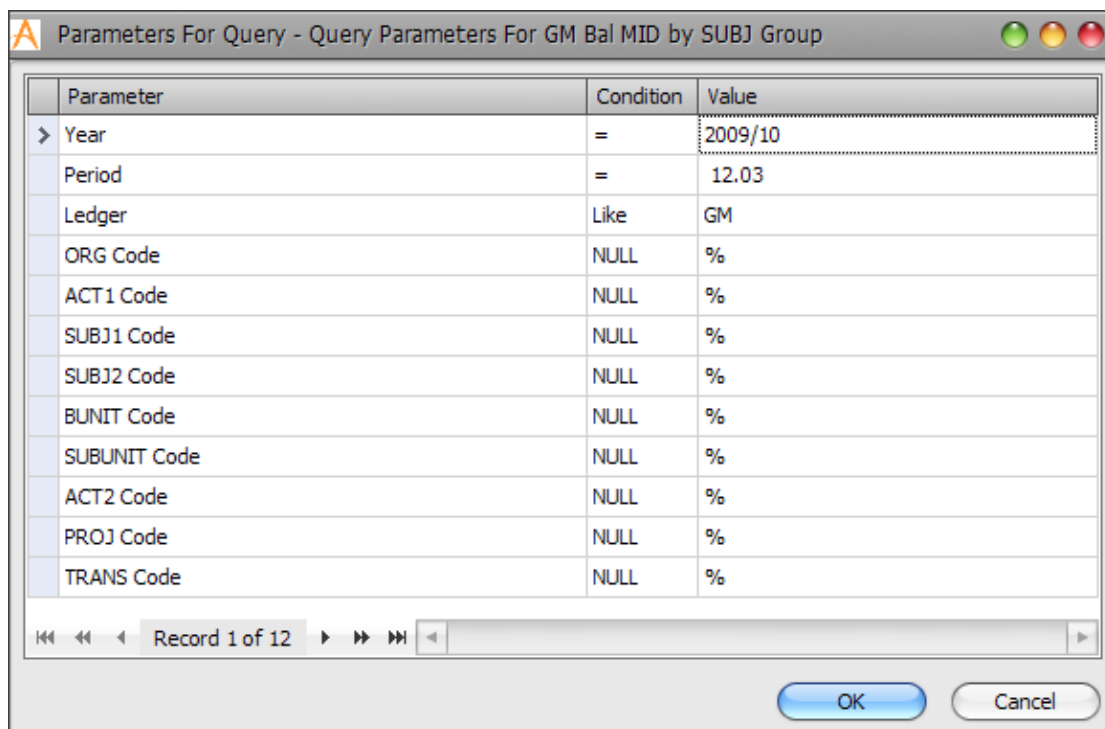
Please note that you will see the box below after you have clicked the 'Management Information Desktop Cubed' link and it may take several seconds after this to load the MID application so please be patient:-



Once the main MID interface has been opened you simply need to double click on the required icon to run that report:-



You can then specify the parameters that you require and click OK to run the report:-



Your MID Cube will then open into its default view.

Manipulating the data in your MID Cube

If you are familiar with Excel then you will notice that the format of a MID Cube is very similar to that of a PIVOT table. Therefore, in order to manipulate the data you are looking at you need to simply click and drag the field you require to either:-

- Be hidden from the cube
- Be available but not displayed in the cube
- Show as a data row
- Show as a data column
- Show as data

Available fields (right click here and select 'Show Field List' to view hidden fields)

Drag and drop data here

Drag and drop data columns here

Drag and drop data rows here

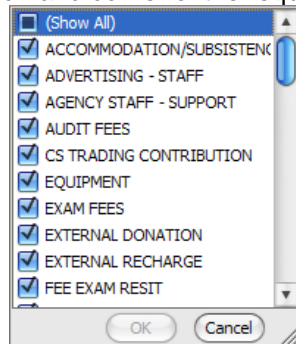
Click the blue Pin in the top right hand corner of a data field box to filter on particular data

The screenshot shows the Aptos 10 software interface with a PivotGrid. The grid has columns for 'Year', 'Period', 'Trx Opening Balance', 'Period Balance Movement', 'Org Desc', 'Act1 Desc', 'Act2 Desc', 'Proj Desc', and 'Trans Desc'. The rows are categorized by 'Closing Balance' and include various accounting entries like 'FINANCE SERVICES', 'ACADEMIC ACCOUNTING', 'ACCOUNTS PAYABLE', etc. A 'Drop Column Fields Here' area is visible on the right. Callouts point to different parts of the interface: 'Available fields (right click here and select 'Show Field List' to view hidden fields)' points to the top of the grid; 'Drag and drop data here' points to the top row; 'Drag and drop data columns here' points to the top of a column; 'Drag and drop data rows here' points to a row; and 'Click the blue Pin in the top right hand corner of a data field box to filter on particular data' points to a blue pin icon in the top right corner of a data field box.

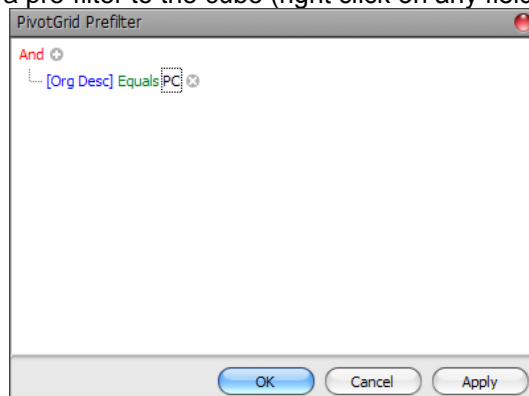
Filtering the data in your cube

Further to manipulating your view of the data in this way you are also able to filter the data you are viewing in one of two ways:-

- Selecting/de-selecting data items from the field (by clicking the blue pin in the top right and hand corner of the required data field box)



- Adding a pre-filter to the cube (right click on any field and select 'Show Prefilter')



(please note that if you are filtering on a period you should select the period you require from the dropdown menu as typing the period number will not work).

Drilling into the data in your MID Cube

As well as the default 3D MID cube interface you are also able to access a 2D, spreadsheet-like, view of your data. If you double click on any of the data items in your cube you will open a 2D view of the data you selected. However, it should be noted that the more data there is available in your cube, the less coherent the 2D-view will be and while you are able to manipulate the data in the 2D-view there is no way of saving this view once you have left the screen.

Saving your MID Cube

Once you have manipulated and/or filtered the data in your MID Cube you are not able to remotely save the view you have created; this means that the next time you run this MID Cube your view will default to the default view for that report.

You are, however, able to save a local copy of your MID Cube, however, while this will maintain your preferred view for next time you open this report, you will lose the link to the live data in Aptos. To save a local copy of a MID Cube go to 'File -> Save MID3 Local File'. You will then be able to open this cube directly from an icon on your PC.

Printing your MID Cube

The dynamic nature of MID does not lend itself to generating good printed reports, however, you can print a cube by selecting 'File -> Print', this will then take you to the report preview screen; from here you can either select print to print your report, or you can select 'Export' to export your MID Cube in the PDF, RTF or Excel format.

Frequently Asked Questions

- **Once I have created a MID Cube, how can I check what parameters were specified when this Cube was run?**
 - If you hover over the report tab title to the top left of your cube you will see a list of all of the parameters that you specified

- **Can I access MID when using Google Chrome as my web browser?**
 - If using Google Chrome as your web browser you are likely to find that you are not able to install Aptos Web Services and hence cannot access Aptos MID reports. It is therefore recommended that you use Internet Explorer to access MID reports.