

Xcelsius Dashboard Printer

User Manual



Data Savvy Tools

www.datasvvytools.com

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Getting Started

The Data Savvy Tools team would like to thank you for choosing the “Xcelsius Dashboard Printer” to add-in value to your SAP Xcelsius Dashboard projects. This guide will provide all you need to maximize the value of the Dash Printer tool.

In this section:

- [About Xcelsius Dash Printer](#)
- [View Demos](#)
- [Installation](#)
- [Quick Start](#)
- [Licensing](#)

About Xcelsius Dash Printer

Xcelsius Dashboard Printer (X-Printer or Dash Printer) is an add-in that enables advanced printing functionality within published Xcelsius dashboards. The software includes a feature rich administrative property sheet and end-user printing workflow.

View Demos

You can experience Dash Printer before installing by visiting our website [demos](#). The Data Savvy Tools [demo](#) site contains many working model that utilize the full capabilities of the Dash Printer.

Installation Instructions

****Before installing confirm that Xcelsius and Microsoft Excel are not open.**

1. Open the Xcelsius Reader Install File, X-Printer.exe
2. Follow the instruction in the installation Wizard for Licensed Installation
3. Open Xcelsius
4. Open the "Components" Browser
5. From category "Data Savvy Tools" drag "Dash Printer" onto the canvas.

If you should encounter any technical issues during installation or while using the our products please contact support at link below:

Quick Start

After installation it is very easy to get started using Dash Printer.

1. Drag the Dash Printer component on the canvas.
2. Activate the Dash Printer property sheet and configure settings.
3. Preview or export dashboard model.
4. Click the Print control image or button.
5. Select and queue print regions you wish to print out.
6. Click the Print Queue button
7. Apply desired print settings
8. Click the Print button

Continue to explore this document for more detailed instructions.

Licensing

There are two license types required to generate and host dashboard models with Dash Printer.

- Desktop License – this license is required to add and edit the Dash Printer component within Xcelsius dashboard models. This license is generated and validated during the installation of the Dash Printer.
- Domain License – this license is required to host the Dash Printer component within Xcelsius dashboard model on named domains. This license is embedded within generated SWF.

Your license can be activated during installation or post installation in the General > License tab. You can view and manage your Data Savvy Tools licenses from your user profile License settings on the Data Savvy Tools website. Please see EULA for full details on usage rights of your license.

X-Printer Properties

Dash Printer properties enable administrative control over the presentation of the end user experience. License activation can also be managed from property settings.

In this section:

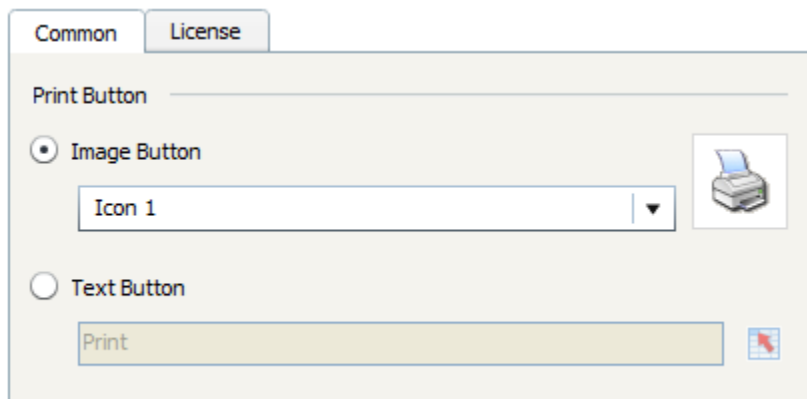
- [General](#)
- [Behavior](#)
- [Appearance](#)

General

Common

The Common tab settings determine the button for the print command.

- Select the Image Button or Text button option
- Text Button option has additional appearance settings. See [Appearance](#).



License

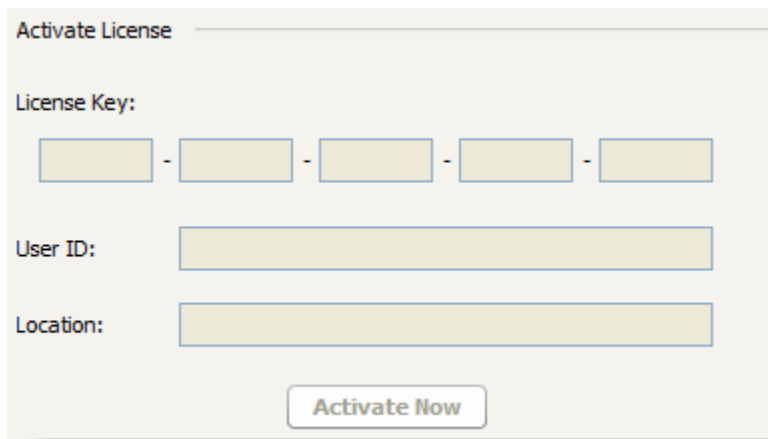
The License tab provides information and action concerning trial usage and license activation.

- View trial expiration date
- Link to purchase license
- Activate or Deactivate
- Update license
- View add-in version

Activate License

Your license can be activated within the component. Initial activation can also be done in the installation wizard during the initial setup.

1. Purchase a product license.
2. Enter the “License Key” received in purchase confirmation email.
3. Enter your “User ID” from the Data Savvy Tools site.
4. Enter the “Location”
Description of where license is installed, ex. “My Laptop” or “Office PC”.
5. Click “Activate”



Activate License

License Key:

_____ - _____ - _____ - _____ - _____

User ID: _____

Location: _____

Activate Now

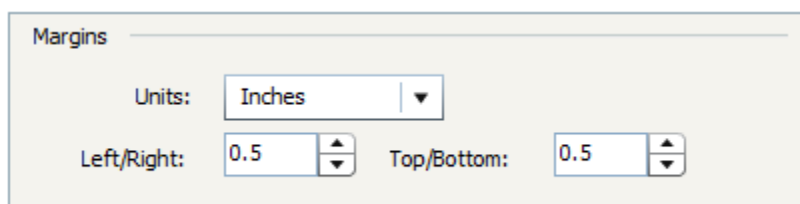
Behavior

Behavior properties provide settings for the following:

Margins

Property sheet margins set default margins for all end users of the dashboard.

1. Choose units of measurement
2. Enter or incrementally adjust value



Margins

Units: Inches

Left/Right: 0.5 Top/Bottom: 0.5

Note: Margin settings must accommodate header and footer settings.

Header and Footer

Header and Footer entries will appear on all X-printer enabled dashboards. This settings can be edited by end user if not locked by administrator.



1. Enter or incrementally set "Edge Offset"
2. Individually pen the header and footer editor and enter text



Note: You can lock header footer in Appearance > Layout

Dynamic Visibility

Dynamic visibility can be used to show or hide X-Printer command based on established conditions.

1. In the "Dynamic Visibility" area, beside the Status box, click the Cell Selector icon () and select a cell in the spreadsheet that will control the component's visibility.
- 2.
3. Note: Do not select cells that are already bound to this component, for example, its data ranges, or those data sources will not refresh when dynamically changed.
4. In the Key box, type a value or click the Cell Selector icon () and select a cell that will contain the key value for this component.

Note: The Key box is not available unless Status has been set. When the value in the Status cell matches the key value, the component will be visible.

Appearance

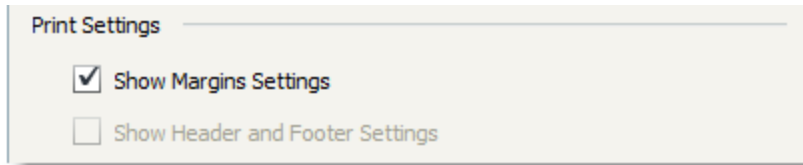
Appearance properties for layout, text and color determine visibility and style application of the Dash Printer UI.

Layout

Apply Print Settings to show/hide preview settings

Print Settings

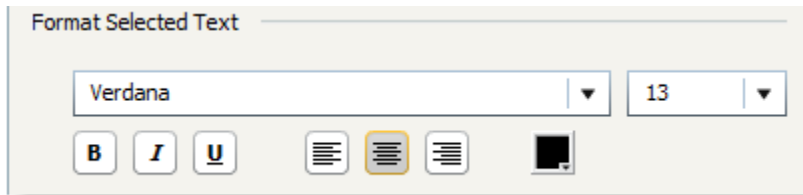
- Toggle check box to show or hide "Margin" settings in the print preview mode
- Toggle check box to show or hide "Header and Footer" settings in the print preview mode



Text

Set visibility and style button text.

1. In the Show column, select the checkbox for the label you want to display on the button.
2. Then apply the desired text formatting option below.



Colors

Set color and transparency of text buttons.

Button Color

You can set a different background colors for the button states.

Options	Description
Default	When button is not active
Over	When the mouse pointer moves over the button
Pressed	When the button is pressed
Selected	When the button is the active selection

Button Background

Determines the visibility of the button area.

- Adjust the marker on the slider bar to the desired transparency level.



Queuing Print Regions

Clicking the print command activates the region selection and queuing mode. In this mode you will select views of your dashboard you desire to print.






In this section:

- [Selecting Regions](#)
- [Selection Techniques](#)

Selecting Regions

Regions can be selected from any navigable or parameter derived view of your dashboard. Dash printer makes it easy to select, arrange and print your desired views.

1. Start by navigating to the initial view you would like to print
2. Click the X-printer Print command image or button on your dashboard
Selector cursor is now visible
3. Draw a selection box over you desired view and release mouse.
Region selection is now displayed
4. Print: Click Print button to queue current region selection and go to Print Preview.
or
Add: Click Add button to queue current region selection and choose a new region.
Repeat Step 3 until all desired views are queued

Options	Description
	Selector: crosshair control used to define regions by drawing on screen.
	Add: Current region selection is added to the print queue.
	Print: Activates the print preview mode
	Back: Closes current region selection. Selector cursor returns to selection mode.
	Exit: Closes queue mode returns to dashboard model.

Selection Techniques

Toggle Selection Mode

You can temporarily toggle out of the selection mode to use your dashboard's navigation or parameters controls to change the selection view

1. Hold down the CTRL key then click or enter parameters to change view.
2. Release CTRL to return to the selection mode.

Maintain Selection Region

After queuing a region selection you can repeat the same selection without redrawing.

- Simply click the selector instead of dragging a new selection.
- Previous region selection will appear in same position.

Print Preview

You will activate print preview mode to print your queued regions. Print preview features allow you to customize how regions are viewed and printed.

In this section:

- [Preview Overview](#)
- [Preview Settings](#)
- [Managing Print Queue](#)
- [Other Features](#)

Preview Overview

The print preview mode has four functional controls areas: Preview Settings, Regions Queue, Preview Controls and the Mode bar.



Print

1. Apply desired print settings
2. Determine regions to be printed
3. Click Print Button

Preview Settings

Preview settings allow you to customize setting to refine your print outcomes to your needs.

Options	Description
Scale	Resize regions to one the 7 scale options

Margins	Set margins for printed pages. Note: Margin defaults can be set and locked from property sheet.
Layout	Set regions per page and page orientation
Centering	Center regions vertical and horizontal
Border	Add borders around regions

Working with the Print Queue

You can determine the order and grouping of print regions in the print queue. Print queue features.

- Choose “Print” will print all regions in the print queue on a separate page
- Utilizing Layout can print 1, 2 or 4 regions per page
- Holding down CTRL you can randomly select regions for printing
- Holding down SHIFT you can select a continuous range of regions for printing
- Delete a regions by hovering over with mouse then click X to close

Print regions in 2-up or 4 up layouts

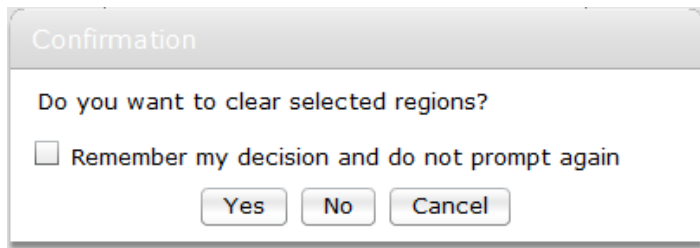


Other Features

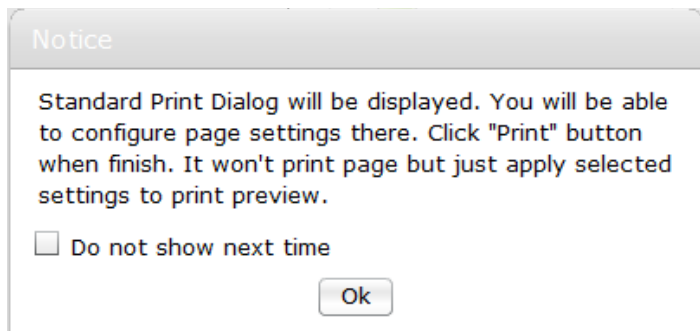
The footer of the preview window has additional features support your printing experience.

Options	Description
Back	Return to region selection mode. Current regions are retained.
Settings	Access print settings for the installed printer. See notifications.
Cancel	Return to the dashboard. See notifications.

Notifications



- Cancel notification



- Settings notification