

# **HYPERION 11 QUICK GUIDE**

## **How to Run a Query**

California State University, Office of the Chancellor  
Capital Planning, Design and Construction

July 2010

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Hyperion can be accessed through the Space Management webpage under Resource Documents.

[http://www.calstate.edu/cpdc/Facilities\\_Planning/Space\\_Mgmt/index.shtml](http://www.calstate.edu/cpdc/Facilities_Planning/Space_Mgmt/index.shtml)

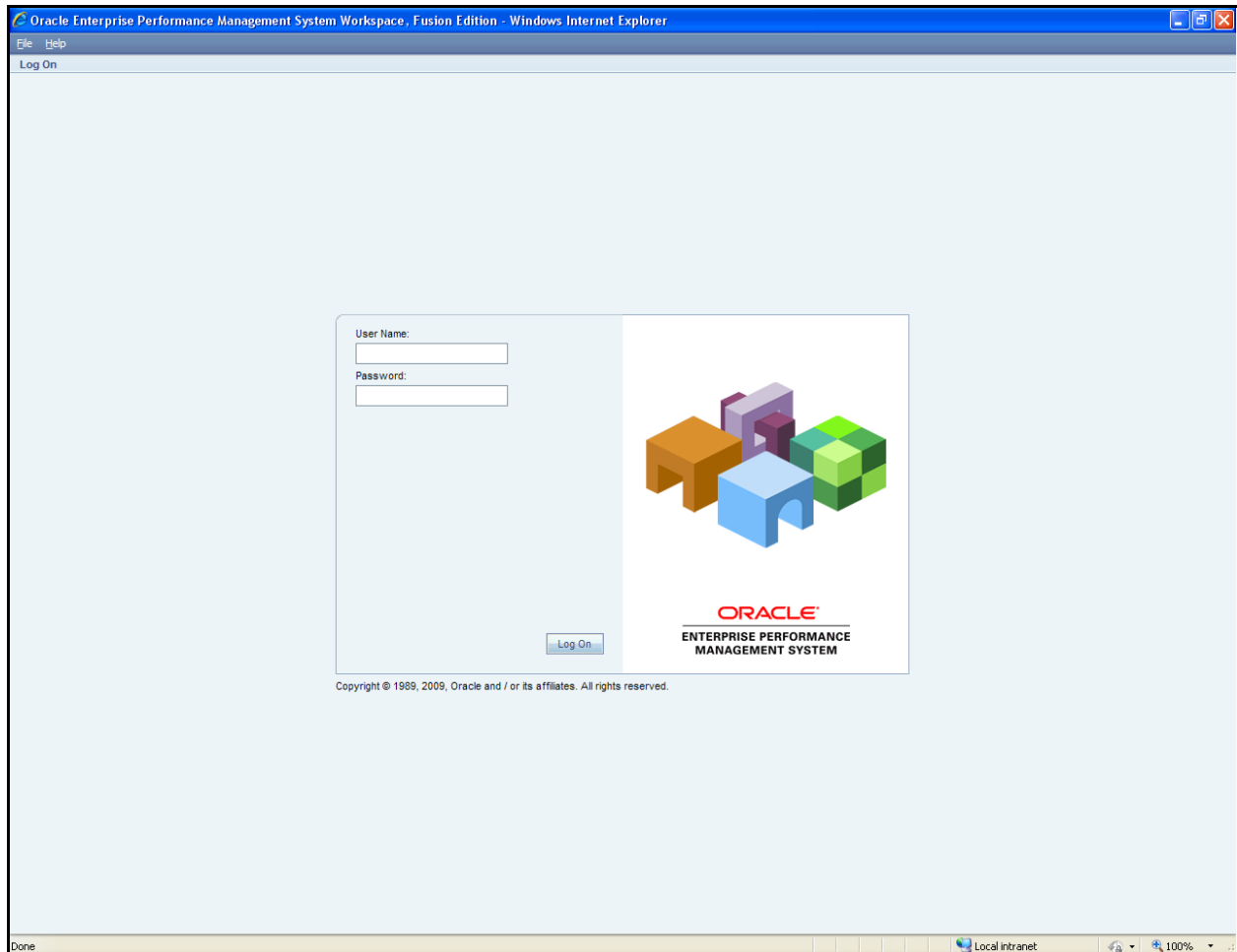
or from this direct link <https://csues.calstate.edu/workspace/>

The screenshot shows a Windows Internet Explorer browser window displaying the CSU Facilities Planning website. The page title is "Space Management". The main content area includes a description of the Office of Space Management and a list of "Resource Documents". A black arrow points to the "Hyperion Quick Guide (.pdf)" link in this list. Other links include "Custodial and Farm Space Policy and Guidelines (.pdf)", "Restructuring Campus Capacity (ASF/FTE Model) (.pdf)", "SFDB User Manual", "SFDB Training Presentation 2008", "Hyperion Website", "Campus Bond Funded Facilities", and "Records Retention Checklist (.pdf, 42k)". The page also features contact information for "ttsik@calstate.edu" and "erchan@calstate.edu", and a technical contact "webmaster@calstate.edu". The page was last updated on June 11, 2009.

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## Logging In

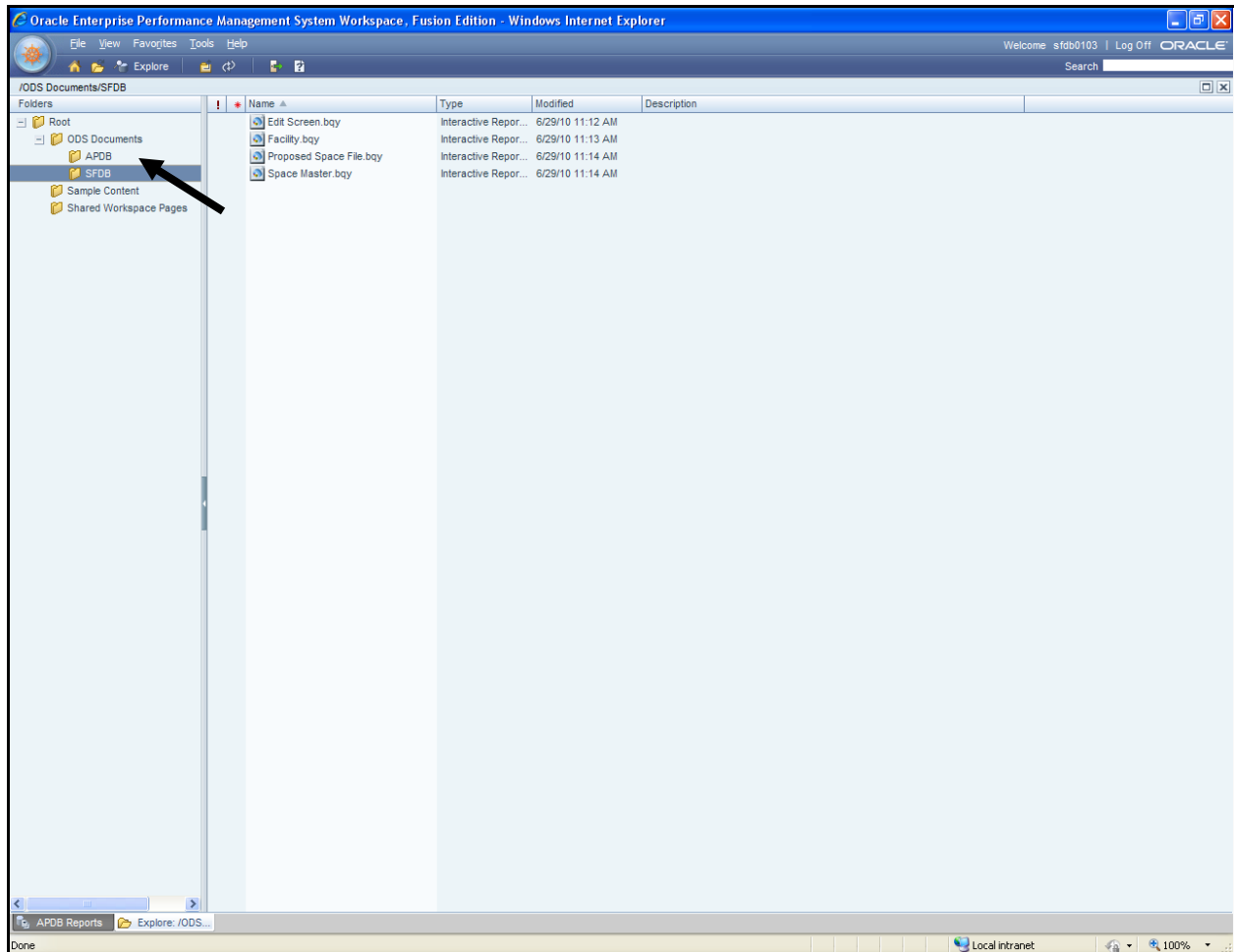
When the login screen appears, enter your assigned User ID and Password to get started.



*Need a User ID and Password or have questions? Contact Theresa Tsik ([ttsik@calstate.edu](mailto:ttsik@calstate.edu)) at (562) 951-4159 or Eric Chan ([erchan@calstate.edu](mailto:erchan@calstate.edu)) at (562) 951-4109.*

## Getting Started

After a successful login, a list of available SFDB queries will be shown. Double-click on a query to run it. Additional APDB queries are also available by clicking on APDB folder.



Users are able to choose from the following list of queries:

**APDB AY by year** – Academic Planning Database Academic Year

**APDB Fall by year** – Academic Planning Database Fall


**Edit Screen** – Submitted SFDB Update

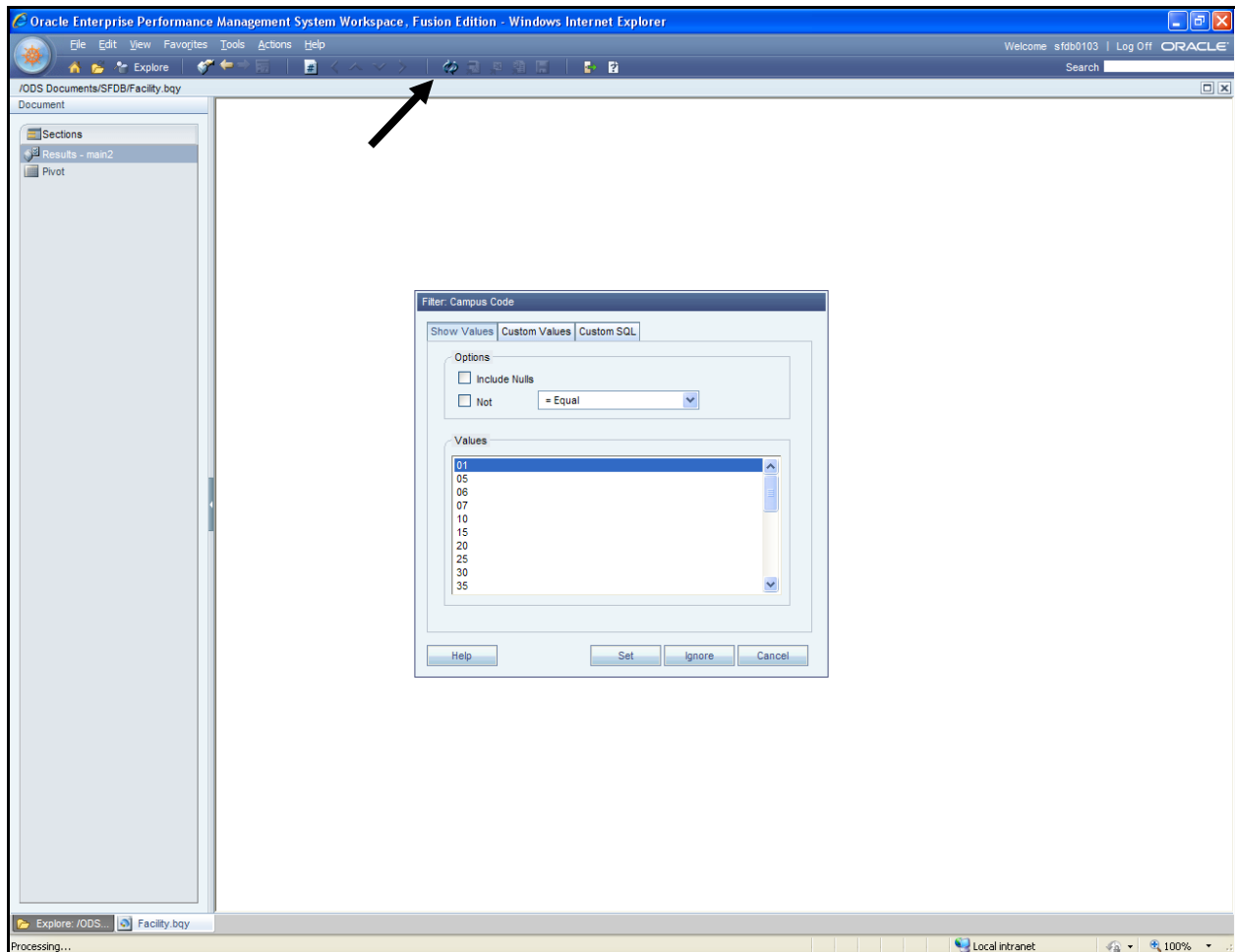
**Facility** – Current Facility File


**Proposed Space File** – Space File if SFDB Update is accepted

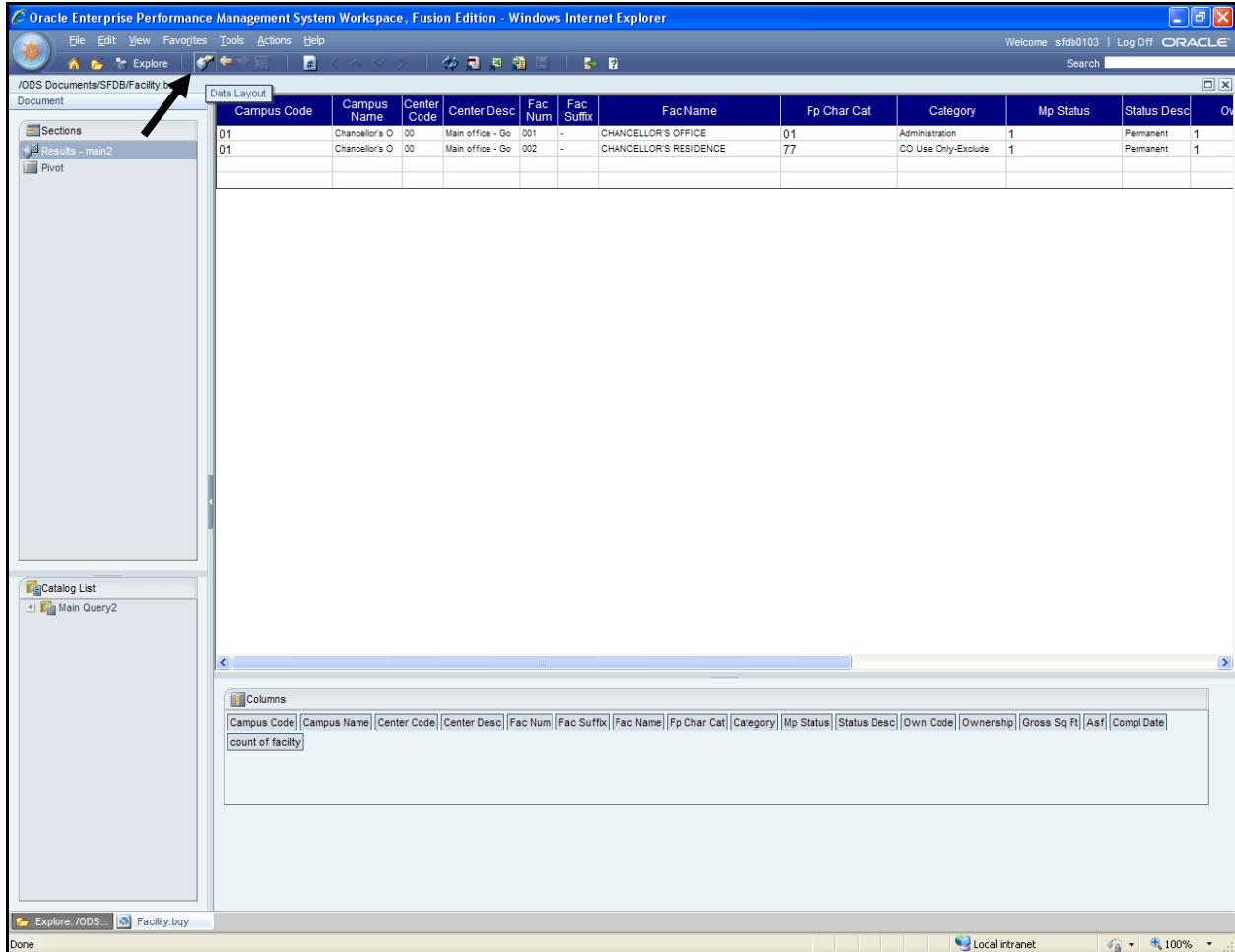
**Space Master** – Current Space File

## Filtering Query Results

Begin filtering the query by clicking on the  **Refresh** button or going to **View > Refresh**. The following screen will appear and prompt you to set the desired campus code to process.



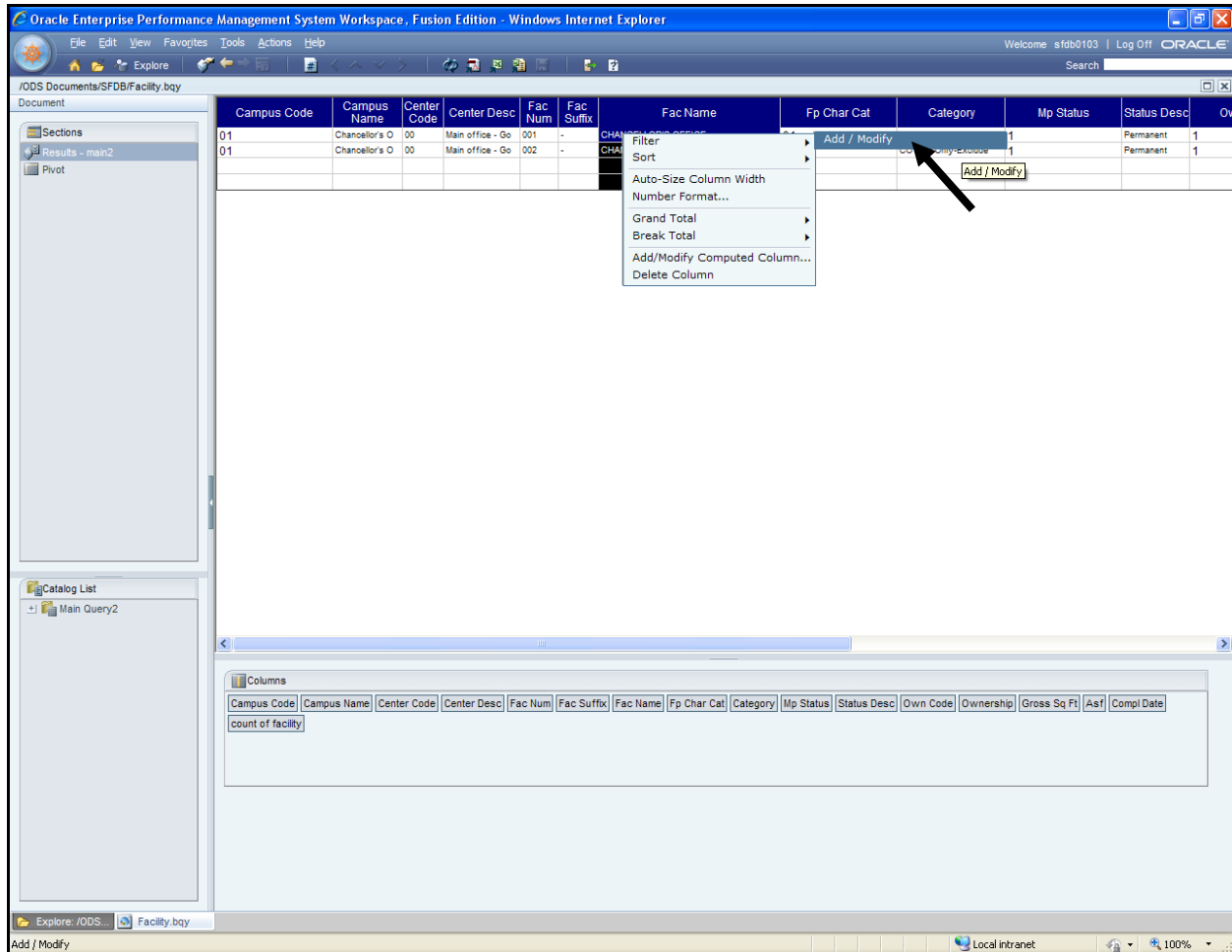
As an option, clicking on the  **Data Layout** button or going to **View > Data Layout** will show a lower window pane where you may sort or delete the various column fields in the results.





The screenshot shows the Oracle Enterprise Performance Management System Workspace interface. A 'Data Layout' window is open, displaying a table of facility data. The table has columns for Campus Code, Campus Name, Center Code, Center Desc, Fac Num, Fac Suffix, Fac Name, Fp Char Cat, Category, Mp Status, and Status Desc. Two rows of data are visible, representing Chancellor's Office and Chancellor's Residence. Below the table, a 'Columns' pane allows for selecting and sorting columns. The 'count of facility' column is currently selected.

Campus Code	Campus Name	Center Code	Center Desc	Fac Num	Fac Suffix	Fac Name	Fp Char Cat	Category	Mp Status	Status Desc	Own Code	Ownership	Gross Sq Ft	Asf	Compl Date
01	Chancellor's O	00	Main office - Go	001	-	CHANCELLOR'S OFFICE	01	Administration	1	Permanent					
01	Chancellor's O	00	Main office - Go	002	-	CHANCELLOR'S RESIDENCE	77	CO Use Only-Exclude	1	Permanent					

Once the results are displayed, you can further limit the query results by right clicking on the column to filter and selecting **Add/Modify** from the filter option. You will again be prompted to set the limit of the selected column.



When available,  **Page Up/Down** buttons will display more results.

At this time, you do not have the ability to save any ad-hoc queries but may export the results to an  Excel or  PDF file.

Click on  **Explore** to run another query.

## Customizing the Pivot Table

Clicking on **Pivot** in the left window pane allows you to pivot and view the results in a variety of ways. Highlight any data label and right-click to add, modify, or delete data labels.

