

# Apparo Fast Edit

Version 3

Data management in a BI environment

Data Entry Workflows



... A **workflow** consists of a sequence of connected steps. Emphasis is on the flow paradigm, where each step follows the precedent without delay or gap and ends just before the subsequent step may begin.

## Collecting of data...

- that is stored in **Excel sheets or manually input**
- should be a **periodic work**, e.g. monthly
- **Different departments** (different countries etc., different languages) that must enter data
- Controlling department must review all data
  - **Accept, deny, reopen, close** etc. = workflow

Every data row has a **status**, for example:

- Ready for controlling
- Denied
- Closed

The user can enter this status for each row using a widget combobox.

Every data row must have a **department ID** or **client ID**

Every data row must have a **date of data entry**

Every department can enter data manually or using Excel import using Fast Edit.

Advantages:

- **Data Quality:** Fast Edit can deny wrong data, like non-existing products, wrong year, etc.
- **Auditing:** Fast Edit can store automatically the user name, date of data entry, department ID, client ID
- **History:** Fast Edit can create automatically a history of all data changes of a data row
- **File Attachments** – The user can attach a file – for example Excel or Powerpoint – to a data row

Controlling department can use BI reports to see all data rows of

- A department, for example **Spain**, sales
- All data rows with status “**ready for controlling**”

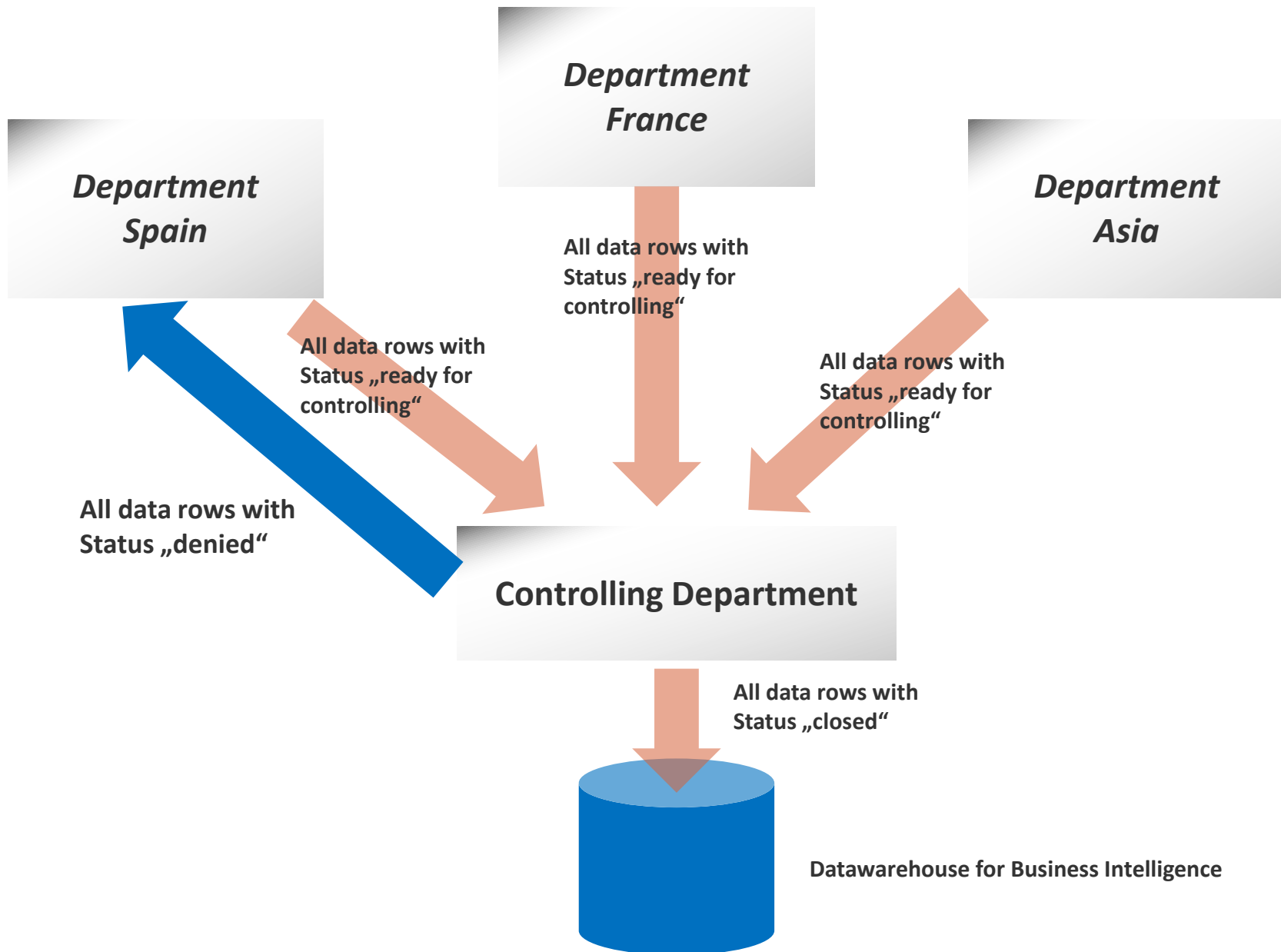
Controlling can check the data and change the status to:

- **Closed**: The data is accepted, ready for datawarehousing and typical BI tasks
- **Denied**: The data is not accepted

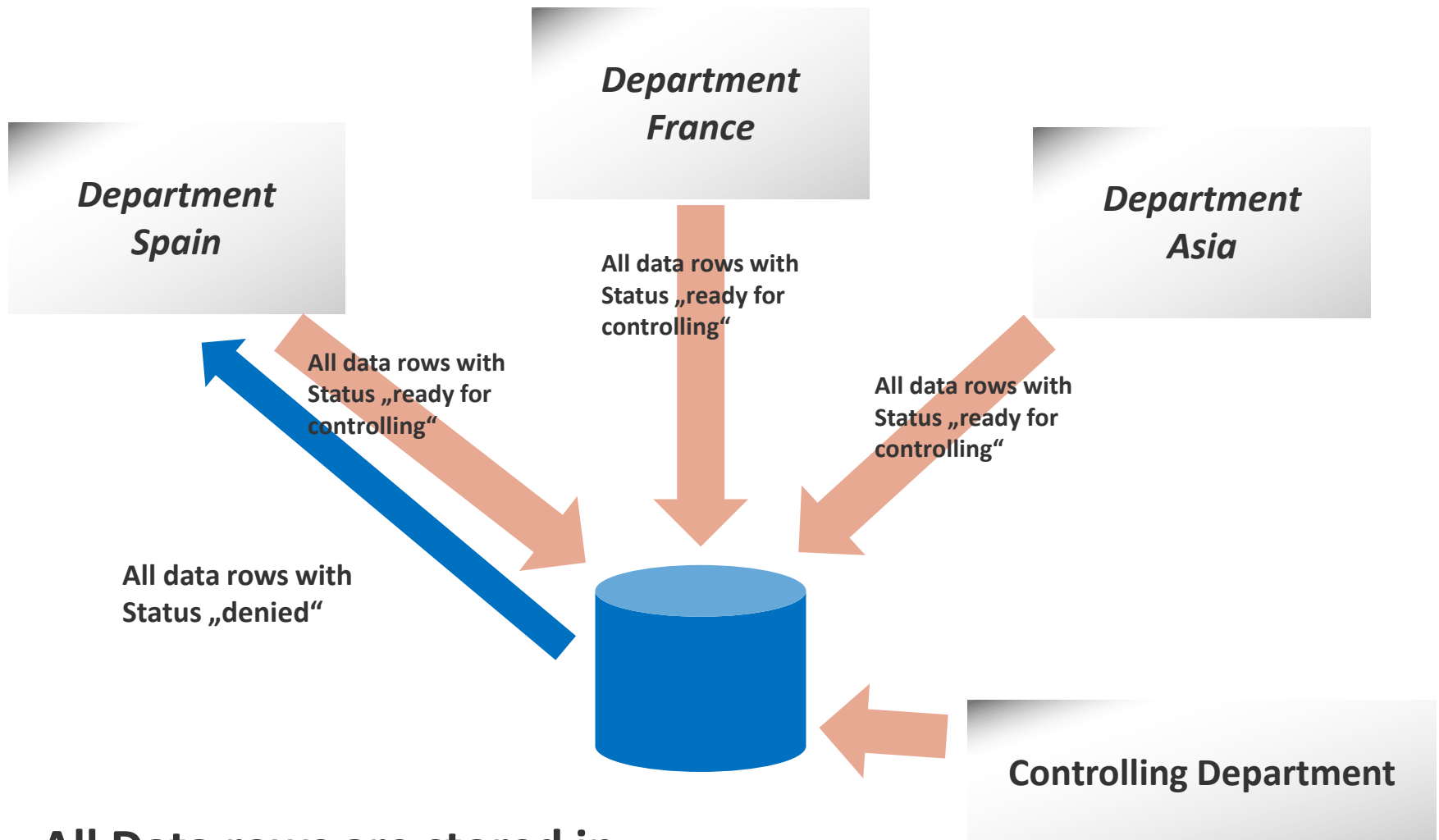
Department can filter now all data rows with status “denied”

and update the data, changing status to  
„ready for controlling“

Now controlling department can check again.







All Data rows are stored in **one relational database** that is accessible by BI system and Fast Edit

### *Increased efficiency*

- Data collecting without sending eMails with Excel attachments
- Better overview about the workflow process with using reports
- Workflows can be changed in days and not weeks

### *Speed*

- Departments can work parallel
- no complex tools – importing data with well-known Excel
- No user trainings necessary

### *Increased quality*

- Better data quality including auditing and data-history (optional)
- Single source of truth in cross-departmental work



Live demonstration

Stand-Alone:

<https://demo.apparo.services>