**Introduction**

The *Data Reprocess* application allows the user to add KPI templates to a queue, in order to reprocess them on demand for specific time periods and assets.

**Note:** KPI templates must be previously configured in the KPI Manager. Please consult the KPI Manager User’s Guide for more information.

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**Accessing the Data Reprocess**

To access the data reprocess:

1. Open the Tree View menu from within the user’s Ekhosoft website.
2. In the search box enter *Data Reprocess*.
3. Select the entry *Data Reprocess System Management\KPI Manager*. This will open the *Data Reprocess* application.

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**Template, Date and Asset Selection**

To select a template, time period and asset:

1. In the *Template / Date* panel, use the *Template* drop-down menu to select the template that needs to be reprocessed (see Figure 2).

**Note:** To view more information about the templates in the drop-down menu, place the cursor over the template. A *Template Information* icon will appear at the end of the line. By clicking on the icon, the user will display the *Template Step* information window.

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Data Reprocess

Continued> **Template, Date and Asset Selection**

2. Select the time period by entering a date in the *From* field and a date in the *To* field. Dates can be typed in the field or selected from the drop-down calendar (see Figure 3).

3. In the Asset panel, click on the checkbox to select the asset(s). The Check All/Clear All option can be used (see Figure 4).

   **Note:** By default, the Auto Check Hierarchy is activated so when a parent asset is selected or deselected, the action applies to all the asset’s children. It can be deactivated by clicking on the Auto Check Hierarchy - Disable icon (see Figure 4). The option can be reactivated by clicking on the Auto Check Hierarchy - Enable icon.

4. Click on the Add to Queue icon at the bottom of the Asset panel to add the selection to the queue to be reprocessed (see Figure 4).

   **Note:** If a single asset is selected, only that asset will be reprocessed. However, the asset’s parent data might be reprocessed in order to preserve the data integrity (if it is part of a roll-up for example). If a single date is selected in a KPI-Day, only that date will be reprocessed. Any KPI that could be affected (KPI-Month, KPI-Year, KPI-Quarter, etc) will automatically be reprocessed in order to preserve the data integrity.

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**Data Reprocess Job Actions**

Once a selection is added to the queue, a new row that represents the data reprocess job will appear in the log panel.

**To copy a data reprocess job:**

1. In the log panel, click on the Copy icon at the end of a completed job’s row.

2. A prompt window will open to confirm the command. Click on the OK button.

3. The selection used to create the data reprocess job will be reloaded in the Template / Date and Asset panels.

4. Modify the selection as required.

5. Click on the Add to Queue icon at the bottom of the Asset panel. The selection will be added to the queue to be reprocessed.
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To cancel a data reprocess job:
1. In the log panel, click on the X cancel icon at the end of a row containing a “in queue” or a “in progress” data reprocess job.
2. A prompt window will open to confirm the cancel command.
3. Click on the OK button.

To visualize the assets included in the job:
1. In the job’s row, click in the assets cell. An ellipsis (...) button will appear.
2. Click on the ellipsis (...) button.
3. The list of selected assets will be displayed.
4. To close the list, click outside the list.

Log Panel Filters
The data reprocess jobs can be filtered in different ways (see Figure 8):

- Filter by:
  - Both: Displays user created and system created data reprocess jobs.
  - User: Displays only user created data reprocess jobs.
  - System: Displays only system created data reprocess jobs.

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- **Last:**
  - Day: Displays data reprocess jobs created in the last day.
  - Week: Displays data reprocess jobs created in the last week.
  - Month: Displays data reprocess jobs created in the last month.
  - Quarter: Displays data reprocess jobs created in the last quarter.

Job Status

The data reprocess job's status is shown in the first column of the log:

- Orange: In Queue
- Blue: In Progress
- Green: Completed

To display data reprocess progress:

Click on the **Status Indicator** button (see Figure 9). The *Data Reprocess* window will open and show the progress of the data reprocess job.