

# **DAPRESY PRO 7**



TECHNICAL RELEASE NOTES

February 2012



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# 1 INTRODUCTION

This document describes new and improved features in Dapresy Pro version 7.

- Chapter 2 describes new features and improvement in project and data administration
- Chapter 3 describes new features in Dapresy Cross Table Tool
- Chapter 4 describes new features and improvements in Dapresy Storyteller

If you do not have access to the screens/features mentioned in this document or if you want to know more about these features please contact Dapresy Global Support at: support@dapresy.com and they will be able to assist you.

Best Regards,

Dapresy Team 2012

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# **2 ADMINISTRATION IMPROVEMENTS**

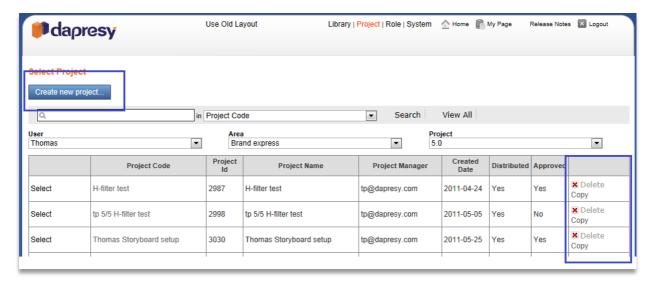
This section describes all new features and improvements in the administration pages in Dapresy Pro.

#### 2.1 NEW PROJECT ADMINISTRATION PAGE

Project administration has been improved. The previous separate screens for Select, Create, Copy, Delete, and Release have been merged into a single page for better usability.

The new screen is also the first screen in administration mode, allowing for instant access.

The image below shows the new project administration page.

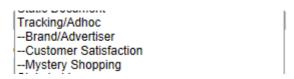


In previous versions of Dapresy Pro the screen "Edit projects" was a global screen, now the screen has been moved into the project administration area and it can be found under "Project settings".



#### 2.2 UPDATED PROJECT NAMES

To make the system more user-friendly the projects names have been updated. All project names shown in the image below have been replaced with "Dapresy Pro" (**Da**ta **Pr**esentation **Sy**stem **Pro**fessional) as they can be used for a wider range of survey types.



The former project type Employee is now named Stakeholder Pro.

#### 2.3 NEW NAVIGATION

In Dapresy Pro the navigation has been improved in the administration interface. The new navigation is a ribbon workflow interface like in later Microsoft office programs. In the new navigation the same logic and structure as before is used but it is more user-friendly and faster to navigate.

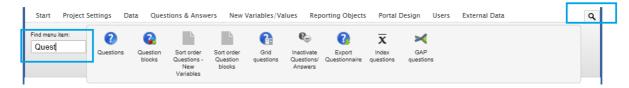
The main menus are the same as before but pages for the creation of new variables have been brought out from "Reporting objects" into their own separate tab.

The image shows the new navigation. The Start tab replaces the old "quick links". All features in this tab are also found in the other tabs across the top so you can narrow your view.

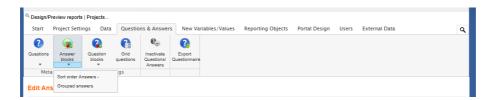


Each button in the menu has a tooltip, just hover over the button with your mouse and information about what can be found inside that tab will be shown.

A search feature is present in the top right corner. Just enter what you are looking for and the result is shown. The search is done both in the screen name itself and the tooltip text connected to each navigation button.



Note: A few buttons have a third navigation level as shown in the image below. For instance the Sort order screens can be found in the third level. Buttons with a third level of navigation will have an arrow icon.



The old navigation can still be used, just click "Use Old Layout" at the top of your screen.



#### 2.4 FUNCTIONALITY NAME CHANGES

Some functionality has been renamed for easier understanding.

# Major name changes

- Advanced derived → Compute variable
- Basic derived → Merge into new variable
- Umbrella brands → Group answers
- Report types → Add portal tabs
- Setup reports → Setup tab content
- Report holders Vs Reports → Report Holders Vs tabs
- Reports Vs Report Holders → Tabs Vs Report Holders
- Report Holders → R.H (in navigation only)

#### Minor name changes

- Design Welcome page → Design Start page
- Edit Project → Project details

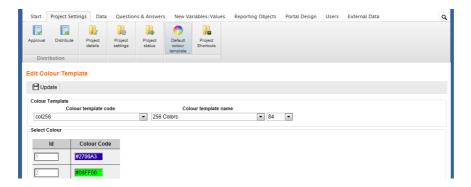
### 2.5 SELECT COLOUR TEMPLATE WHEN CREATING A PROJECT

When creating a project it is now possible to select which colour template to apply as the default colour template in your project. As the default colour template sets the colours of all answer alternatives and questions during your first meta-data import, it is now easier to get corporate colours immediately from the start as you create your project.

The image below shows where to find the colour template selection in the Create project page.



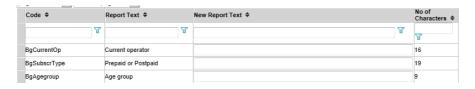
The Default colour template can be changed at any time in the screen "Default colour template" as shown in the image below.





# 2.6 QUESTION TEXTS PAGE - NUMBER OF CHARACTERS SHOWN

In the page for editing question texts a new column has been added showing the number of characters in the text. This is very useful as a maximum 80 characters can be used, so by filtering the table by 80 all questions with abbreviated texts will be shown and those will probably need to be updated.



#### 2.7 ANSWER BLOCK PAGE

This screen shows all Answer Blocks in the project. To make it easier to identify the Answer Block, a question selection list has been added. Simply select a question in the list and the corresponding answer block will be selected in the Answer block list.

In the image below the question selection list is highlighted.



When several questions share the same Answer Block it is also possible to view all questions connected to the selected Answer Block. Just click the button highlighted in the image below and a pop-up window shows all questions connected to the same Answer Block.

The image shows the link to click to view all questions sharing the same answer block.



The image below shows the list of all questions sharing an answer block .



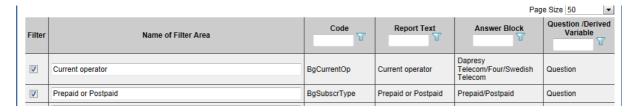
Note: Settings that are no longer used have been removed from the page for better usability.

- Open end setting column
- Question text column



#### 2.8 FILTERS PAGE

The length of the Filter names has been increased from 50 to 80 characters to match the maximum length of the question texts.



# 2.9 MERGE OF CREATE/EDIT/DELETE PAGES

The features shown in the list below consisted of three screens each in previous versions of Dapresy Pro, one screen for Create, one for Edit and one for Delete. Those three pages have now been merged into one single page for better usability.

- Advanced derived (Compute variable)
- Basic derived (Merge into new variable)
- Umbrella brands (Group answers)
- Index questions
- Question blocks
- Grid questions

The new layout is shown below, one tab for Create and one tab for View and Delete. In the second tab you click "Edit" to edit an item.

The image below shows the Create tab.



The image below shows the Edit tab, click the Edit icon to edit or the Delete icon to delete the object.





Note: When you edit an item you can click 'Update existing' or 'Create new' - the latter option allows you to copy objects.

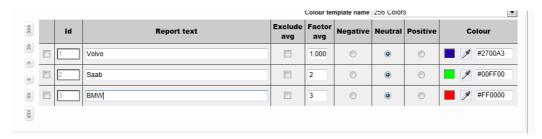


# 2.10 IMPROVEMENTS IN ADVANCED DERIVED VARIABLE (COMPUTE VARIABLE)

The Compute variable screen (formerly Advanced Derived Variable screen) has been improved.

- Better performance, more actions are performed on the client side which avoids a lot of loading time
- Sort order of answer alternatives can be changed
- It is not mandatory to enter a condition for all answers, it can be left blank
- In the define "calculation type" tab both answer text and answer id is shown in answer selection list

The image shows the change sort order feature, check the desired option and use the arrows on the left to change the sort order.



# 2.11 QUESTION BLOCK IMPROVEMENTS

When creating a Question Block it is no longer mandatory to define the sort order of the ingoing questions. It is enough to check the desired question in the top grid and just click Save.

# 2.12 PRE-GENERATION SCREEN - SELECT H-FILTER UNITS

In projects using Hierarchical Filters it is now possible to select which units to pre-generate static reports and StoryTeller reports for. This option makes report creation more effective as only one or a few units can be pregenerated for testing purposes so loading times are decreased.

The image shows the unit selection in the bottom of the screen. Note that 'all units' is not a default option.





# 2.13 DEFAULT COLOUR TEMPLATE SCREEN

Performance has been improved in the Default Colour Template screen. Previous versions produced long loading times when hundreds of colours were used.

# 2.14 REMOVED PAGES

The screen for the creation of Dummy data has been removed since it was never used.



# **3 CROSS TABULATION TOOL IMPROVEMENTS**

This section describes all new features and improvements in the Cross Tabulation Tool in Dapresy Pro.

The Cross Tabulation Tool has a few enhancements:

- Hide Question text in column/row headers
- · Hide empty rows and columns
- Show count of answer id 999 (Don't know/no answer)
- Improved significance testing, exclude sub-groups from Total

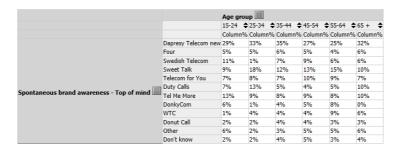
### Hide question texts in rows and columns

By checking those options, see images below, the question text is hidden in the table. This is very useful when exporting to Excel or when using Tables in Storyteller.

The image below shows the where to find the options.

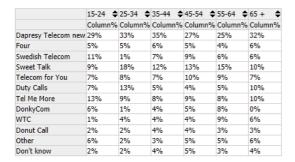


The image below shows the layout with the options **inactive**.



The image below shows the layout with the options active.



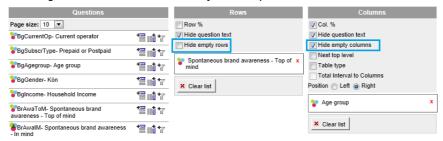


Note: When question texts are not shown, answer alternatives cannot be removed from rows and columns in the table. To remove answers simply show the question texts and remove them.

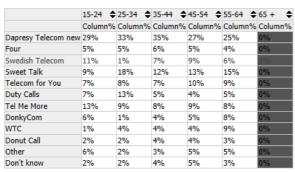
#### Hide empty rows and columns

Using this option, rows and columns without data are hidden. Note: if no decimals are used in the table and the value is rounded to 0 it will be counted as a "no result" cell as well.

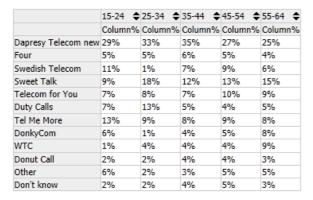
The image below shows the where to find the options.



The image below shows the layout with the options **inactive**, the column 65 + is shown.



The image below shows the layout with the options **active**, the column 65 + is hidden.





# Show count 999

Answer ID 999 is used for excluding responses from the base in calculations in Dapresy Pro.

The image below shows the where to find the options.



# Significance Testing: exclude sub-groups from total

In the Cross Tabulation Tool you can exclude the sub-group respondents if you are performing a significance-test (Z test) against the Total. Previous logic is kept as well.

Note: System Total is "Interval=Total" used as columns.



# **4 STORYTELLER IMPROVEMENTS**

This section describes all new features and improvements in StoryTeller in Dapresy Pro.

#### 4.1 NEW INTERFACE

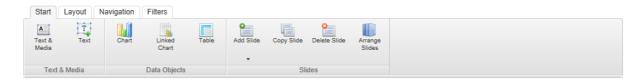
The StoryTeller setup interface has been replaced with a new ribbon-workflow interface for better usability. The existing features have been placed in different tabs. Below is a brief explanation of the four tabs.

Start tab: main features for adding objects and administrate slides

Layout tab: select page format and ppt template settings

Navigation: define end-user navigation

Filters: Define optional filters



#### 4.2 IMPROVED WORK FLOW

New features for a more effective report setup have been added, see list below.

- Edit window is shown as pop-up window to avoid scrolling
- Unlimited number of slides one shown at the time (a setting)
- Copy object
- Cut/Paste object
- Copy Slide
- Add/Insert slides
- Slide templates
- Arrange slide
- Delete slides
- Multiple selections for moving objects



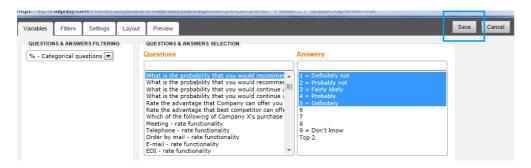
#### 4.2.1 EDIT WINDOW

The Edit window is now a pop-up window to avoid scrolling on the page. To edit an object box right click in the object box and select 'Edit' (see image below). To save the settings click 'Save' as shown in the images below. If you want to close the edit-panel without saving click 'Cancel'.

The image below shows the context menu with the Edit button, the menu appears on "right click".



The image below shows the save button in chart setup:

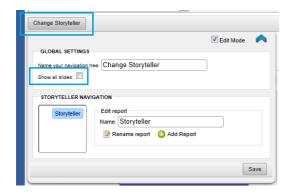




#### 4.2.2 UNLIMITED NUMBER OF SLIDES: ONE SLIDE SHOWN AT THE TIME

In previous versions the number of slides in a StoryTeller report was limited to 5 but this limitation has been removed and an unlimited number of slides are now supported.

To get a simpler overview and a more rapid interface when using several slides only one slide is shown at the time in version 7. The previous method of showing all slides in the same view is still supported. You can check the setting shown in the image below. The settings are done in the "Change StoryTeller" panel.



All existing projects created in version 6 will have this setting active so that all existing projects stay exactly as they are.

When showing all slides in the same view the following features cannot be used:

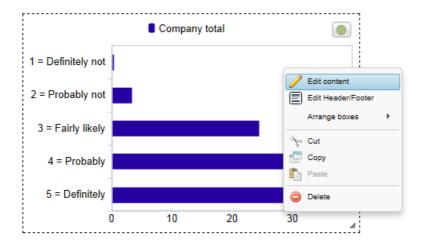
- Copy slides
- Arrange slides
- Delete slides

To use those features simply change back to the setting for showing one slide at the time, make the changes and the go back to the setting for showing all slides at the same time.

# 4.2.3 COPY, CUT, PASTE OBJECTS AND SLIDES

Features for Copy objects and slides have been implemented to get a more efficient workflow.

To Copy an object right click on the object to copy and then click paste, see images below. It is possible to paste an object in the same slide or in another slide. The same procedure is used for Cut and Paste.





To copy a complete slide including all objects click the Copy button in the ribbon menu or right click on the slide and click Copy. The new slide will be placed after the existing copied slide and the new slide will become the active slide you're working on.

Always click SAVE LAYOUT to save new slides/objects.

#### 4.2.4 ADD SLIDE

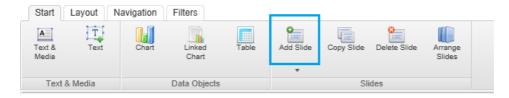
To add a new slide, click the Add Slide icon in the top ribbon. The new slide will be added as the next slide after the present slide.



Always click SAVE LAYOUT to save new slides/objects.

### 4.2.5 ARRANGE SLIDES

The sort order of the slides can be updated by using the feature "Arrange slides". To change slide sort order simply select the slide to change and click "Arrange" in the top menu (see image below) and enter the desired slide number.



Always click SAVE LAYOUT to save the layout.

#### 4.2.6 DELETE SLIDES

To delete a slide, including all objects in the slide, simply click Delete slide in the top menu.

Always click SAVE LAYOUT to save the layout.



#### 4.2.7 MULTIPLE SELECTIONS FOR MOVING OBJECTS

It is possible to select multiple objects and move them all at the same time. To select multiple objects mark them all with the mouse (left click and drag the box around all objects that you want moved at the same time). If a background image is shown it might not be possible to select multiple boxes as explained, in that case use CTRL and click the objects to select.



#### 4.3 NEW TEXT OBJECT

A new text object is now present and this new object becomes real text in PowerPoint exports. The background of the textbox is transparent as well so the box can for instance be placed above or on top of a chart.

The new text object does not support HTML and image uploads like the previous text object. The previous text object is still present but has been renamed to "Text & Media"

The image below shows where to find the new text object

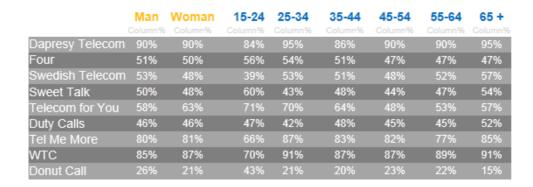


#### 4.4 TABLE SUPPORT

You can now add tables to your StoryTeller. Tables are created in the Cross Tabulation Tool. The table setup supports the same features as the existing Cross Tabulation Tool - the only difference is the layout of the tool which now has been split into tabs for better usability.

The tables can be designed as well to get the needed look and feel in the StoryTeller report.

The image below shows an example of a designed table.



The tables support the Optional filters and Hierarchical Filters in the StoryTeller. Moving average is not supported and Interval will only be applied to tables with DATE in either columns or rows.

### Create a table:

- 1. Click "Table" in the top menu, position the box and set the size
- 2. Click Edit in the object box
- 3. Table Tool loads
- 4. Define Your table
- 5. Click SAVE

# Design a table

1. Click Design – the table needs to be shown in the object, if it not shown click "Update" to generate the table



- 2. Click the cells to design and select layout (To change multiple cells use CTRL and click the desired cells)
- 3. To increase/decrease column width and row height drag and drop like in Excel
- 4. To remove texts from the table set font size to "Hide text".
- 5. To add custom text add an new row and enter the text you want

# Table design support

- Text: Font, size, colour and alignment
- Cell: background colour
- Border: width and colours
- Column Width
- Row height
- Insert new rows for bespoken texts
- Merge cells (only possible in new rows)

Note 1: the layout is stored for your current table only and might not fit if you change the content of the table (more/less columns/rows).

#### 4.5 LINKED CHARTS

You can link Charts from other projects in a StoryTeller. To be able to link in a chart from another project you need to have access to the project and the chart has to be pre-generated in the source project. If the chart has not been pre-generated it will not appear in the target project.

All settings in the chart like layout and variable selection etc is done in the source project. The only setting that is performed in the target project is the size of the chart box.

# Add a Linked Chart to your StoryTeller:

- 1. Click "Linked Chart" in the top menu, position the box and set the size
- 2. Click Edit in the object box
- 3. Select a project (only projects you have access rights to are shown in the list)
- 4. Select a StoryTeller report in the selected project
- 5. Select a Chart to Link in. The name of the chart is the defined header and the chart id.

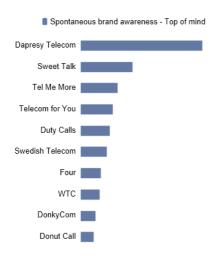


#### 4.6 SORT FEATURE IN CHARTS

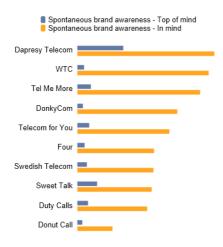
A new sort feature makes it possible to sort the series in the StoryTeller charts. The series can be sorted both in the Legend and in the Axis. The sorting can be based on Value, Name or the internal order (the order they were imported to the project). A chart can be sorted by another chart as well. For more information - see below.

Image 1 below shows one question sorted by value. Image 2 shows two questions, the In Mind question is setting the sort order. Image 3 shows same questions as image 2 but the sort order in the legend has been reversed.

# Image 1

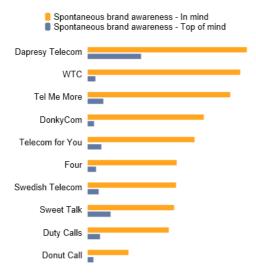


#### Image 2



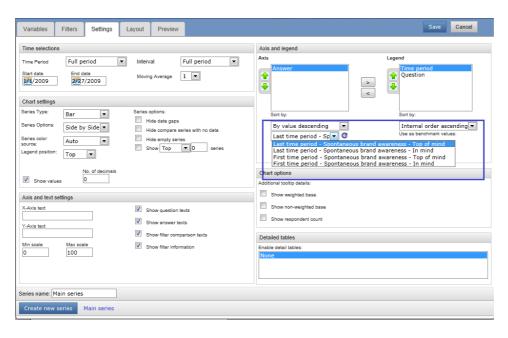


#### Image 3



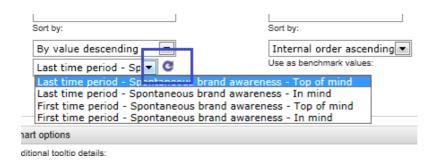
Note: Sorting by value can only be performed in the Legend or in the Axis, not in both at the same time as that will be illogical.

To sort a chart use the controls shown in the image below, if sorting is done by value a value needs to be pointed out when 2 or more options are present. In the example chart below the sorting is done on the axis but as the legend consist of 2 questions one of them must be pointed out as the one to determine the sort order.



Note: if changes are done such as new questions or answers are selected or new Filters are added or Axis/legend updates are done the "reload" button must be clicked to be able to select the desired sort-order, see image below





To sort one chart based on another chart select the option "other chart" as shown in the image below, then select what chart to sort by. The logic is a text matching between the charts so the texts on the Axis (or in the legend) must be identical.

# 4.7 TOP X/BOTTOM X FEATURE IN CHARTS

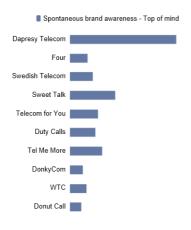
This new feature makes it possible to create top (or bottom) lists in charts. By using the feature "Show top # series" the chosen number is shown in the chart and the rest is hidden.

The feature must be used together with the sort feature to create top lists (Sort and Hide).

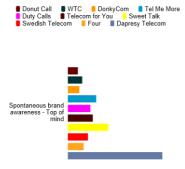
Note: A series is a grouping on the axis, please see the examples below.

The first image below shows 10 series on the y axis, Top/Bottom X feature can be used. Image 2 shows only 1 series on the Y axis, Top/bottom X cannot be used.

Image 1



### Image 2



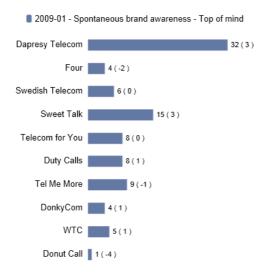


Tip: This feature can be used in time series as well, so by selecting show "top 5" only the last 5 time periods (weeks, months etc.) will be shown

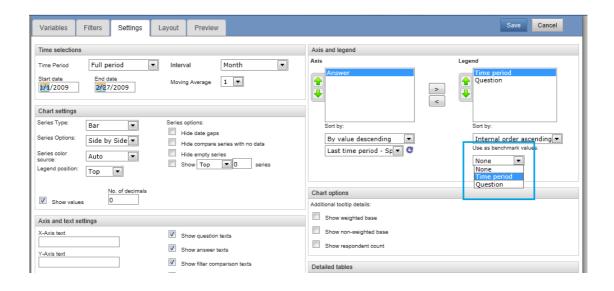
#### 4.8 BENCHMARKS

Benchmarks allow you to show the difference between for instance the current month and the previous month as shown in the chart image below. Benchmarks are basically subtracting the value of one dimension from another. It can be used for Questions, Answers, Compare Filter and Time periods. The dimension you want to benchmark off must be placed in the legend.

The image below shows the difference between January and December in brackets.



To define the benchmark values make a selection as shown in the image below and select what dimension to use in the legend. Also "Show values" must be checked and the same number of decimals in "Show values" will be applied to the benchmark values.



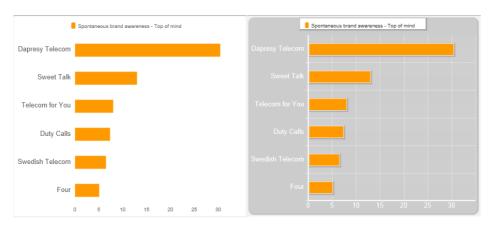


#### 4.9 CHART STYLE

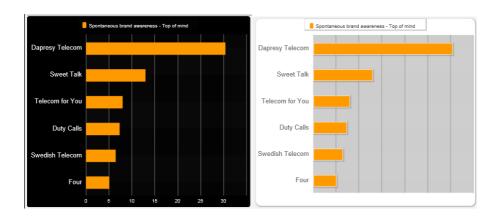
The charts can now be styled with a lot of different settings. Chart styling can be done per chart and it is done in the "Layout" tab in the chart setup interface. A set of pre-defined chart layouts is available and can be applied to the chart to make chart styling fast and easy. All settings can be freely defined as shown in the image below. When using a chart template the settings from the template are copied to the chart. The settings can be changed in the chart so the templates can be used for setting the base only as well.



The image below shows four layout examples with different background colours, shading in bars, borders in bars, text colours, text size, grid lines etc.







Note: transparent colours can be used in all items, see image below. When selecting transparent the item will be hidden. It can for instance be used for chart backgrounds if another image or the

PowerPoint template should be shown behind the chart or if some texts like axis values simply should be hidden from the chart.

When copying a chart the chart layout is copied as well.

Note: When using shading in a chart background, grid area or in the legend - the colour should not be transparent - select any colour in those cases.

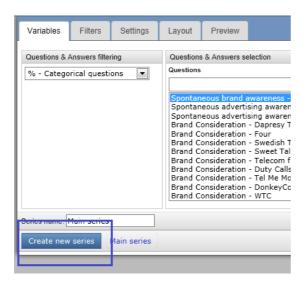
# 4.10 MULTIPLE SERIES IN CHARTS

Multiple series can now be used in a StoryTeller chart. It is possible to use one or two value axes (the image below shows two axes).



To add an extra series to a chart click the icon shown in the image below. When clicking, a new series is created. The new series is a copy of the main series (the default series). Now changes can be done in the second series, some settings can only be done in the main series and some in both series. See the list below:





The following can only be defined in main series:

- o Interval (week, months etc)
- Chart layout
- o Tooltip options
- o Drilldown table (only valid for main series)
- Text settings (show/don't show Question, Answer Filter texts)
- Scale (if only one axis is present)
- o Axis text (if only one axis is present)
- o Legend position

### Settings per series

- Calculation type
- Variables (Questions/answers)
- Filters
- o Time period
- Show values
- o Number of decimals
- Axis/legend position
- Chart type
- o Colour source
- Series option
  - Hide data gap
  - Hide/Compare series with no data
  - Hide empty series
  - Show top/Bottom X

When adding a new series it will share value axis with the main series as a default, if a secondary axis should be used click "Use secondary axis" in the Settings tab as shown in the image below. Scale and axis text can be defined per axis.



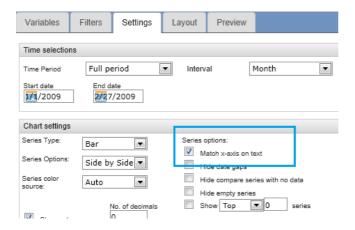


Note: Two options are present when multiple series are used, "Exact text match" or "Not exact text match". In both options the series axis texts are taken from the main series but the option determines how to match the data points of the additional series to the main series axis.

When using "Exact text match" the axis text must be 100% identical in the additional series, if not the data points will not be shown in the chart. The sort order of the data points in the additional series does not matter, they will be mapped against the main series based on the text and will get in the right positions. This option is default.

When not using "Exact text match" the axis texts in the "series axis" are picked from the main series. The other series are drawing their data points by the sort order defined in the other series. This means that different questions can be used in different series, for instance "Performance" questions can be shown in one series and "Importance" questions in another series. The user just needs to make sure the sort order between the series matches so the data points in series two are drawn in right position (matching the main series).

The setting is done in the additional series in the Settings tab, see image below



Note: The first series (main series) is shown in the background. So if a chart should show both an area and bars the area series should be defined in the first series.

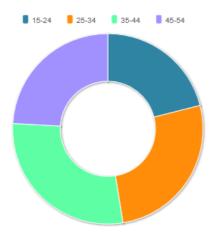
To delete a series click Delete as shown in the image below. The name of the series can be changed in the text field.





#### 4.11 NEW CHART TYPE - DONUT

A new chart type is implemented in StoryTeller, a Donut Chart. It works the same way as the existing Pie Chart - the only difference is the layout.



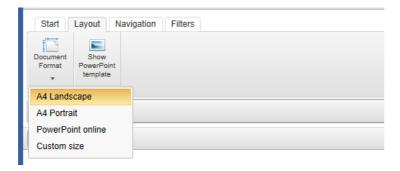
The chart is a "Full stacked" chart, which means that the values shown always sum to 100%.

# 4.12 NEW FORMAT FOR EXCEL EXPORTS

A new StoryTeller format (A4) has been added which supports Excel exports. The format can be either portrait or landscape.

The A4 format only supports Tables. Texts, Linked Charts and Charts are not supported.

To use the A4 format make the selection in the Layout tab in Document format, see image below.



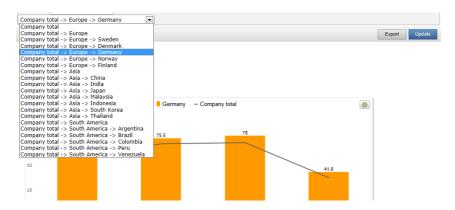


#### 4.13 HIERARCHICAL FILTERING SUPPORT IN STORYTELLER

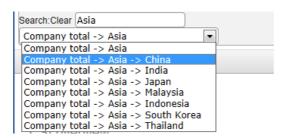
#### 4.13.1 REPORT HOLDER VIEW

StoryTeller now supports Hierarchical Filtering. As in all other report types in Dapresy Pro a Report User (end user) can get access rights to one or several units in the hierarchy.

In the end user view the unit filter is shown in a list, users can only see the units they have access rights to. By selecting a new filter all the slides in the StoryTeller report will be updated based on the selected filter. (See image below)



The end-user can search for units in the search box (see image below). When navigating between different StoryTeller reports the current selection in the hierarchical filters remains.



The user can download the report (PPT or Excel, depending on defined format) for one or multiple units at the same time.

### 4.13.2 SETUP

# Define Units per StoryTeller

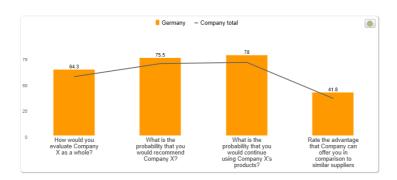
It is possible to define which units you should be able to select. This setting is done in the Optional Filter section, see image below. This makes it possible to create custom reports for different levels in the hierarchy create one StoryTeller for Top unit and another for lower level units.

# **Chart setup**

While creating a chart it is possible to use benchmarks to compare results between different levels in the hierarchy - see some examples charts below.

The chart example below shows comparison to Company Total, the "own group" in bars and the total in a line.



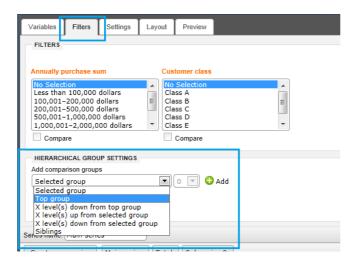


The chart example below shows a comparison between Company Total and the sibling units (the "own group") in a line, the total in an area and the siblings in bars.



Settings for benchmarks against other levels are done by chart and series. The setting is done in the Filter tab, see image below. It is possible to define one or multiple of the options below:

- Selected group (it is not mandatory to show selected group)
- o X levels up from selected groups
- X levels down from selected group
- o X levels down from top group
- Siblings



Note 1: If none of the above selections is done the chart will be filtered by the selected unit in the Hierarchical filter list. If at least one selection of the above is done the filtering in the Hierarchical filter list will not be valid. This means that a chart for instance can show only the Company total results and not the selected group.

Note 2: The report holder access rights to different units are only filtering the Hierarchical unit selection list and not the benchmark groups within a chart. So if a user only has access to unit X and the chart shows unit X+ all



child nodes the user will see Unit X and all child nodes in the chart but can only select unit X in the selections list.

Note 3: If benchmark selections have been setup as as the following "Show present group" and "Show 0 level down from Top group" the chart will only show 1 total if the top group is selected in the unit selection list (as long as the setting is done in the same chart series).

# **Table setup**

Tables always show data for the selected hierarchical unit in the report holder selection list. It is not possible to get benchmarks to other units like in charts in Dapresy Pro 7.

#### Access rights to units

Report Holder access rights to units are done in the User section in the administration mode in same way as in previous versions of Dapresy Pro.