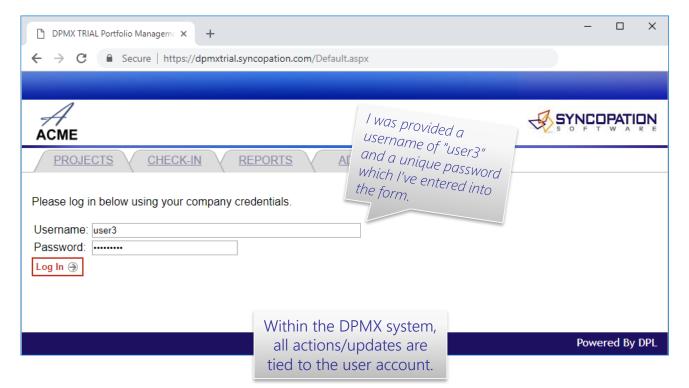
DPMX Trial User Guide

A Cloud-based, On-demand Portfolio Analytic System



To access your DPMX trial:

- → Open a web browser and go to: <u>https://www.dpmxtrial.syncopation.com</u>
- → Enter the Username and Password contained in the email with the subject *Login Details for your DPMX Trial* to login to the DPMX System



Guide Overview

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	UPD	26	Available	31-Aug-15 17:06	user3
	Brace	27	Available	31-Aug-15 17:06	user3
	<u>Sweep</u>	28	Available	31-Aug-15 17:06	user3
	Ledge	29	Available	31-Aug-15 17:06	user3
	<u>Wangan</u>	30	Available	31-Aug-15 17:06	user3
	LBS	31	Available	31-Aug-15 17:06	user3
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DPMX Trial User Guide

The DPMX Trial User Guide will assist you in completing basic tasks within the DPMX Trial system provide an overview of how the system works.

- **1**. Check Out a Project -- (*Slide 5*)
- 2. Edit a Project -- (Slides 6-7)
- 3. Check In a Project -- (Slide 8)
- 4. View Reports -- (Slides 9-12)
- 5. Create a New Project -- (Slide 13)
- 6. Enter Data for a New Project -- (Slide 14-15)
- 7. Create a New Report -- (Slide 16-19)
- 8. Appendix -- (Slide 21-30)
- 9. DPMX System Overview -- (Slide 31)
- **10**. **DPMX Resource List** -- (*Slide 32*)

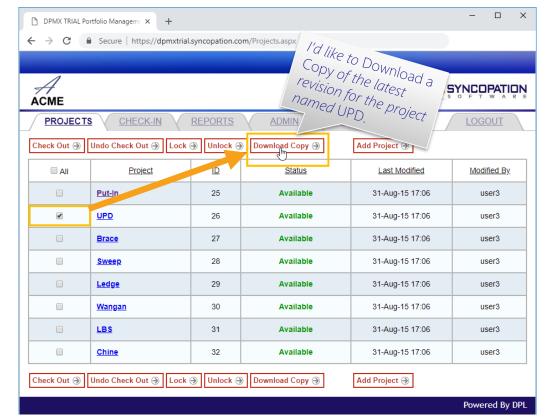
The PROJECTS Tab

All the projects you have access to are listed within the PROJECTS tab. From here you can select project(s) to check out and make edits to, lock/unlock, download a copy of, or view project history for. To select project(s) check the box in the left-most selection column for the desired project(s) and then click the button for the action you'd like to complete.

Download Copy
→ : You can download and view the latest revision of any project (*Available, Locked,* or *Checked-Out*) by selecting the project(s) and clicking the *Download Copy* button. You will not be able to edit the project.

Lock
Unlock
Typically this functionality would be reserved for an admin user.

View Project History: You can view all of the historical revision's for a particular project by clicking on the name of the project of interest.



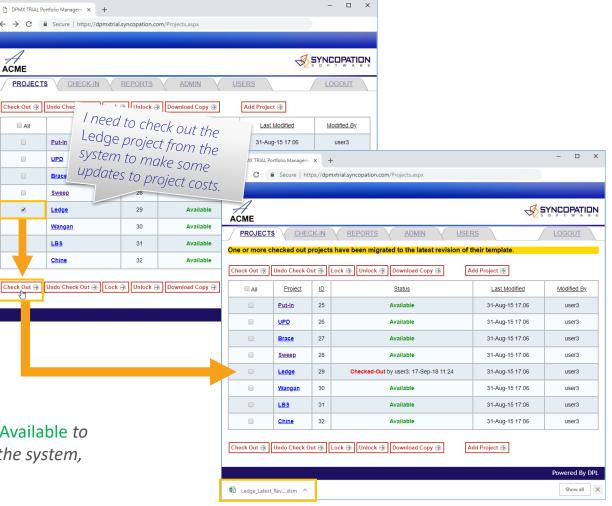
Checking Out a Project

To check out a project:

- → Select the *PROJECTS* tab
- → Select one or more available project(s) by checking its box in the left-most selection column.
- → Click the *Check Out* button
- → Save the file to your local machine
- → Open the file in Excel to make edits

Undo Check Out (a): If you check out a project(s) erroneously you can select the applicable project(s) and click the Undo Check Out button. The selected project(s) will be immediately checked back in to the DPMX System with no changes so that others may check it out.

After checking out a project, its status changes from Available to Checked-Out, indicating that the project is locked in the system, ensuring no simultaneous edits will occur.



To edit a project:

- → Edit the applicable blue shaded input cell(s) in the Excel file
- → Save the file to a convenient location for checking in

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Project data is edited via an Excel template. Editing a project is the same as editing any Excel spreadsheet.

Shaded cells are linked to DPL, the analytic engine behind the DPMX system. The table below explains what each shade means:

n template; saved to database
Blue-shaded cells contain inputs (costs, timing, probabilities, etc.) that can be edited. These values will be uploaded to the database upon checking in the template.
emplate; not saved to database
Yellow-shaded cells contains flag values that correspond to decision alternatives.
Green-shaded cells contains flag values that correspond to uncertain outcomes.

No	ot editable in template
Parameter	Gray-shaded cells contain portfolio wide parameters (Ex., Discount rate, Start year)
Calculations	Unshaded cells contain values not linked to DPL, calculations and formulas

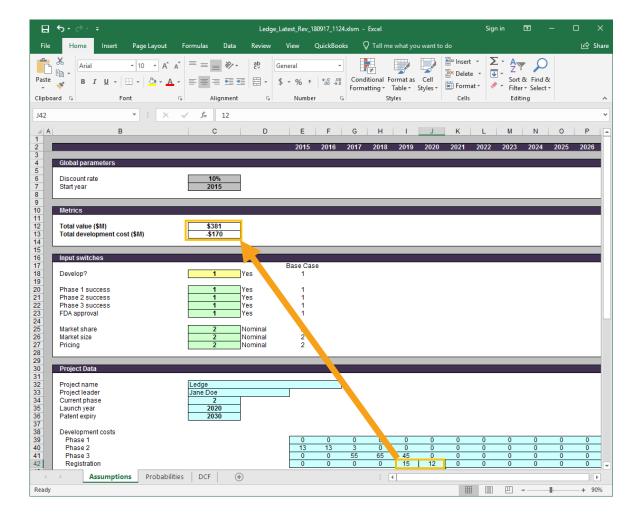
Editing a Project (Cont.)

Let's assume registration costs in years 2019 and 2020 for the Ledge project are going to be higher than we initially anticipated. I'll update cells 142:J42 to be 15 and 12, respectively.

Notice when the project costs are edited, the Total value (C12) and Total Development cost (C13) are updated to reflect the change.

Once finished I'll save the updated Excel template to a convenient location for checking it back into the DPMX System.

> Real-time feedback of project valuation metrics in Excel helps to increase ownership and reduce errors.



Checking In a Project

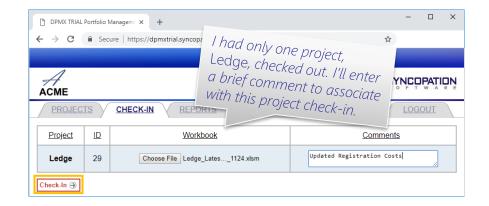
To check in a project:

- → Select the CHECK-IN tab you'll see a list of projects you have currently checked-out
- → Under Workbook click the Choose file... button and select the updated template file
- → Optionally add comments to associate with the check in and click the Check-In button

Upon check in, DPMX uploads the data to the central portfolio database; timestamped, revision tracked and linked to the user who checked it out.

DPMX re-evaluates the portfolio regularly to capture updated project and portfolio results for on-demand access to graphical and numeric reports.

On the PROJECTS tab the Ledge project is set to Available again and Last Modified date has been updated. If you click on the Ledge project you can view the project status and a list of all previous revisions. Download a copy of a previous revision by selecting it and clicking the Download Copy button.



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			1	31-Aug	-15 17:06		user3	Initial Co	mmit					

Powered By DP

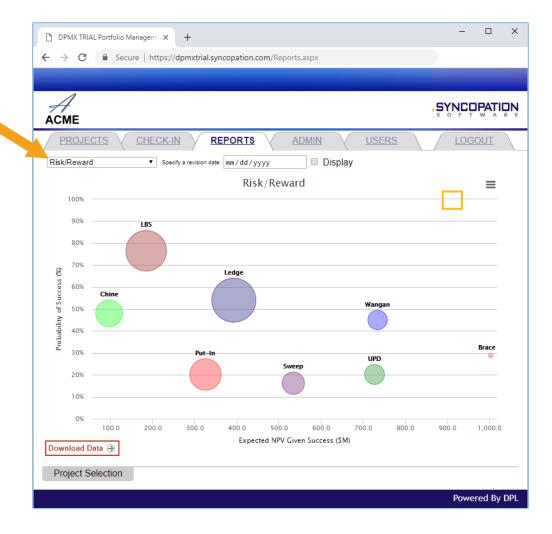
To view reports:

- → Click the REPORTS tab initially a Risk/Reward chart is displayed
- → Use the drop-down menu to view the desired report

Download Data (a): You can download the underlying data for the report displayed for further analyses via the *Download Data* button. The file is a comma separated value file for easy load into Excel and other applications.

You can download the active chart image in various image formats (.png, .jpeg, .pdf, .svg) for use in other application via the small button at the top, right hand corner of the chart (\equiv).

DPMX offers many attractive, management-friendly default chart types and the ability to quickly create custom reports and charts.

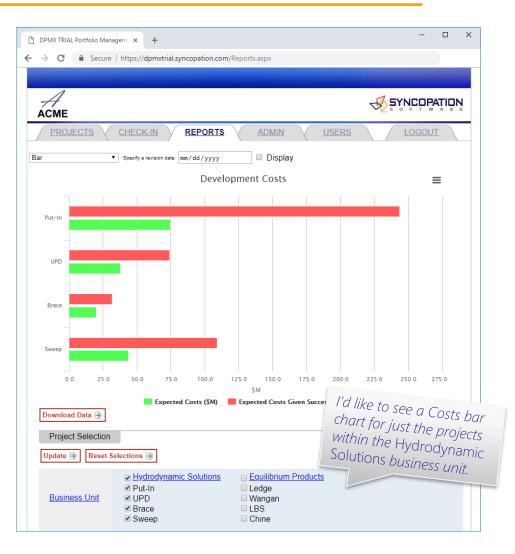


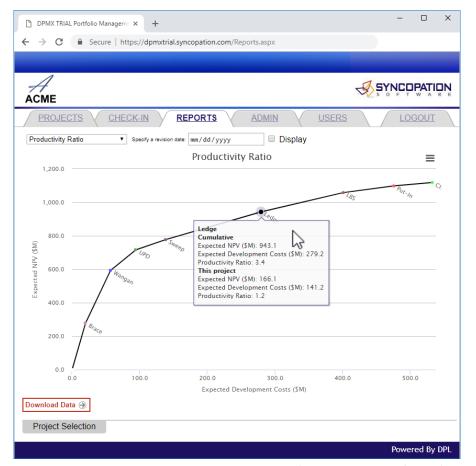
Project Selection: You can hide individual project(s) or categories of projects from the active report by clicking *Project Selection* to maximize the form and un-checking the project category(s) or individual project(s) and clicking *Update*.

Click a project category (Ex: *Final Design*) to expand it and view the projects within it. Click *Reset Selection* to remove any project selection filters (all project will be selected and shown in the active chart).

The projects within the DPMX Trial system are divided into two Business Units (set up as project categories) within the DPMX Trial system: Hydrodynamic Solutions and Equilibrium Products. There are also categories set up for Project Type and Stage.

> You can easily define the level of user access to project inputs and results at the project, business unit, or portfolio level.

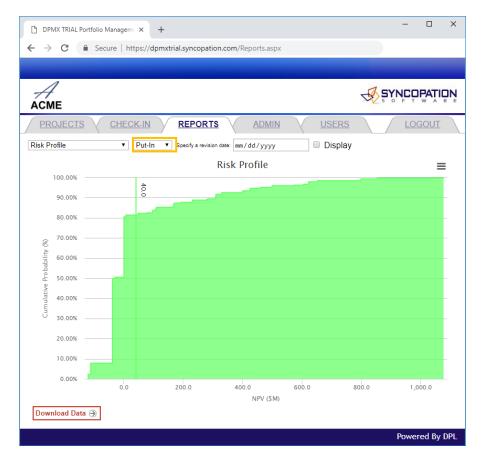


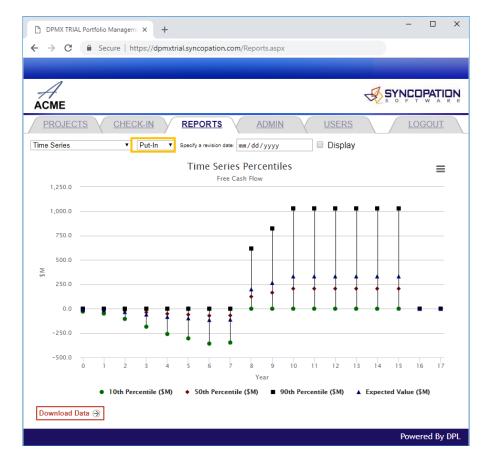


Hovering your mouse cursor over a point brings up a tool tip that provides the data underlying that particular point.

\times DPMX TRIAL Portfolio Manageme × + A SYNCOPATION ACME REPORTS CHECK-IN Display Project Values Specify a revision date: mm/dd/yyyy Project Value Range \equiv Brace Wangan Ledge UPD Projects Sweep LBS Put-In Chine -300.0 -200.0 -100.0 0.0 100.0 200.0 300.0 400.0 500.0 600.0 700.0 800.0 900.0 1.000.0 1.100.0 10th to 50th Percentile (\$M) 50th to 90th Percentile (\$M) Expected Value (\$M) Download Data 🔿 Project Selection Powered By DPL

You can compare data from previous revision to current within a given chart by specifying a revision date and checking display.





Note: Some reports, like the Risk Profile *and* Time Series Percentiles *above, display data for a single project. The* Project *drop-down can be used to change which project is displayed.*

Creating a New Project

Within the ADMIN | Projects page you can re-name projects, assign template and project categories to projects, set project status to active/inactive, indicate if the project is ready for analysis, and set up user permissions for a given project (for admins).

To create a new project:

- Click the ADMIN tab the Projects tab is active \rightarrow
- → Use the form at the bottom of the page to create a new project. Specify the following:
 - Name
 - Template (there is only one template in the trial system)
 - Business Class/Project Type/ Stage -
- Click the Add button to add \rightarrow the new project to the portfolio

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Entering Data for New Project

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Ready

Develop?

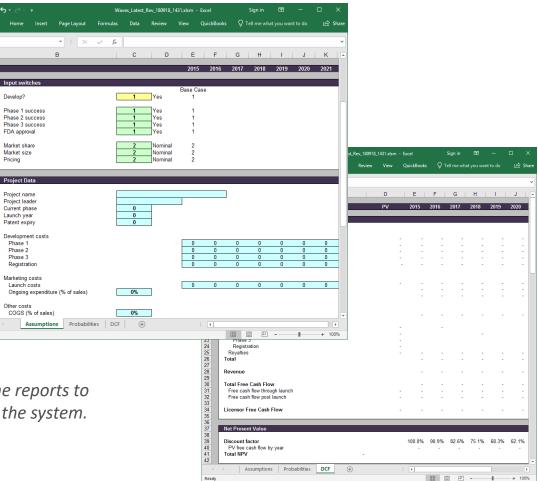
Pricing

The Excel template for the new project, Paddles, will have no data initially but the template structure, named ranges, formatting and formulas will be set up. The new project needs to be checked out, populated with data, and then checked backed into the system.

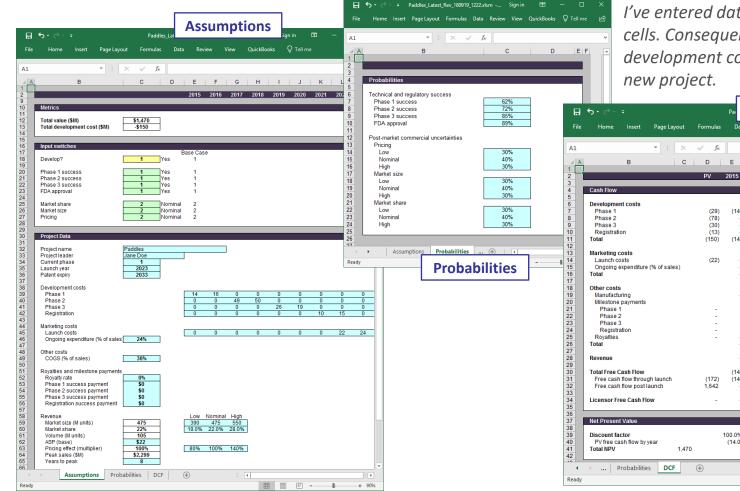
To enter/edit data for a new Project:

- Click the PROJECTS tab \rightarrow
- Check out the new project as described on Slide 5 \rightarrow
- Enter/edit the data in the blue shaded inputs cells \rightarrow and save it
- Check the template back in to the DPMX System as \rightarrow described in Slide 8

After the next re-evaluation of the portfolio, you can check the reports to ensure that the new project has been captured and stored in the system.



Entering Data for New Project (Cont.)



I've entered data for all the applicable blue shaded cells. Consequently, Total value and Total development costs have been calculated for the new project.

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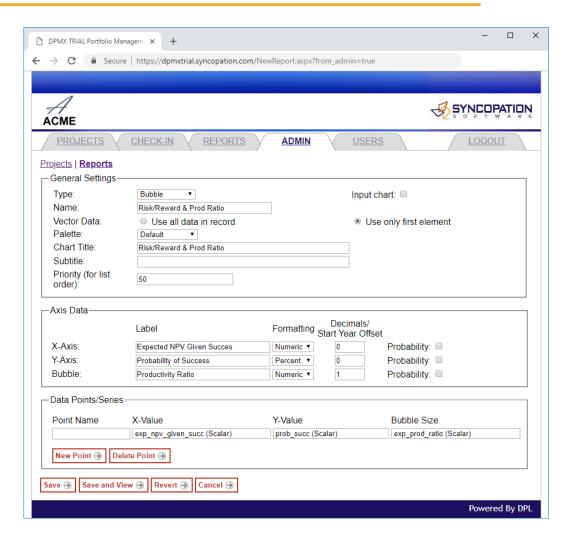
Creating a New Report

All reports available are listed within the ADMIN | Reports page along with their report ID and type. Admins can modify or delete default reports via the table.

Let's assume I'd like to create a new type of bubble chart that is similar to the default Risk/Reward chart but with the bubbles sized by the project's productivity ratio.

To create a new report:

- 1. Click the ADMIN tab, then the Reports link
- 2. Click the *Create* button
- 3. Under *General Settings*, set the *Type* to *Bubble*
- 4. For *Name* enter *Risk/Reward* & *Prod Ratio*, copy this to the *Chart Title* field
- 5. Supply the Axes labels and format within the Axis Data section as shown
- 6. Specify the data to be included in the chart within the *Data Points/Series* section as shown
- 7. Click the Save and View button



Creating a New Report (Cont.)

The report is generated, and you'll be taken to the REPORTS tab to view it.

To make edits to a custom report:

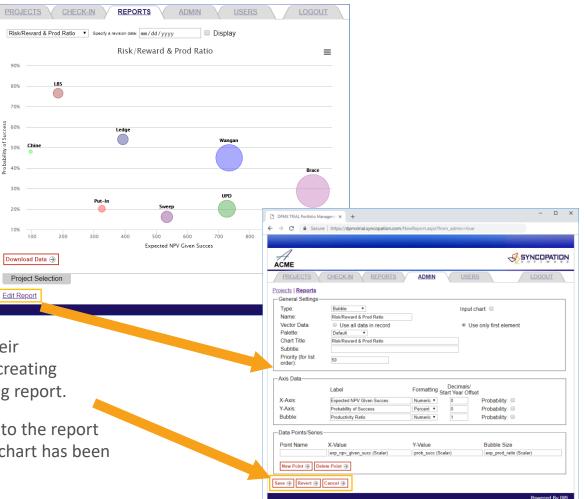
→ Click the *Edit Report* link

This will bring you back to the reports set up page to make edits.

save → : When editing an existing report, notice that the *Create* button has reverted to *Save*. The *Save* button saves any changes made to report settings, re-generates the report, and displays it.

Revert ⊕: The *Revert* button reverts report settings to their original state – i.e., back to a blank form when initially creating a report or to the original settings for an already existing report.

Cancel ∋: The *Cancel* button discards any changes made to the report settings and brings you to the reports tab if no custom chart has been created or back to the custom chart you were editing.



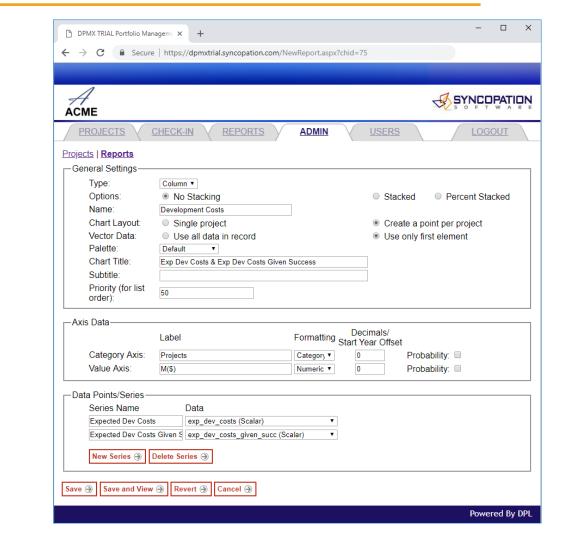
Creating a New Report (Cont.)

Let's assume I also want to create a new column chart that displays Expected Development Costs and Expected Development Costs Given Success for each project on a single chart.

To create this custom report:

- 1. Go to Admin | Reports and click the Create button
- 2. Set Type to Column
- 3. Provide a Name for the chart
- 4. Set Chart Layout to Create a point per project
- 5. For Vector Data select Use only first element
- 6. For the first series select "exp_dev_costs" from the drop down
- Click the New Series button and select "exp_dev_costs_given_succ" for the second series
- 8. Fill in the Axis Data and Series Name as shown
- 9. Click the *Create* button

Setting Vector Data to the first element only allows you to include multiple scalar values per project to the report.



Creating a New Report (Cont.)

The column chart generated has a point per project with two bars per point as shown at the right. If you had created a series per project instead, the chart would have had two points with a different bar for each project as shown below.

