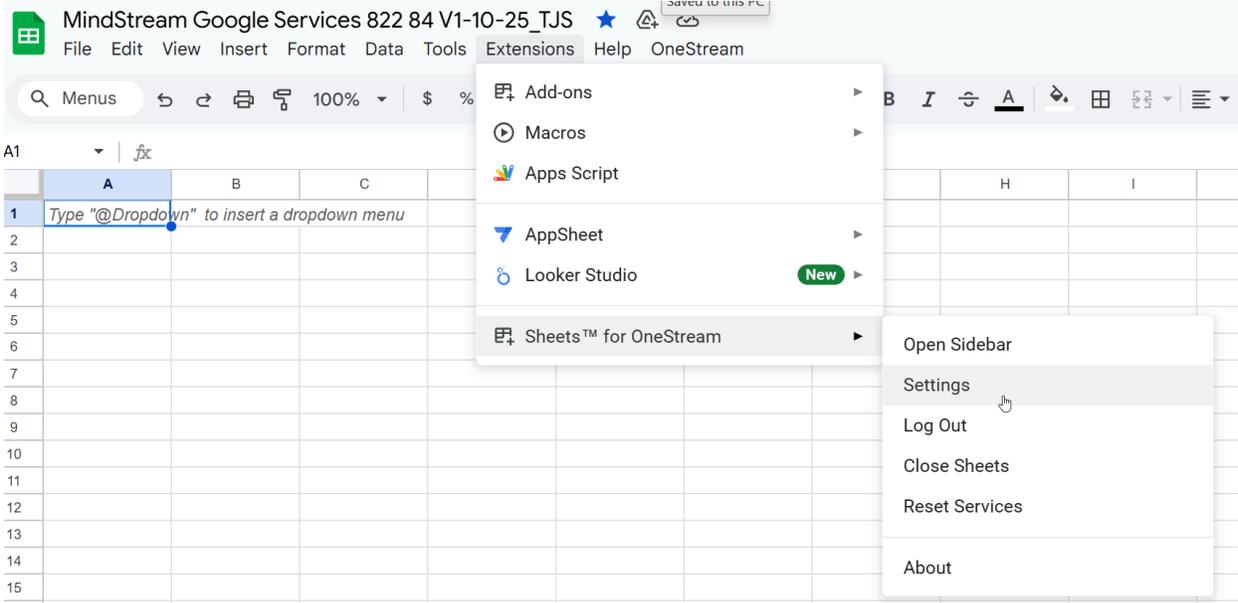


Getting Started with Sheets™ for OneStream

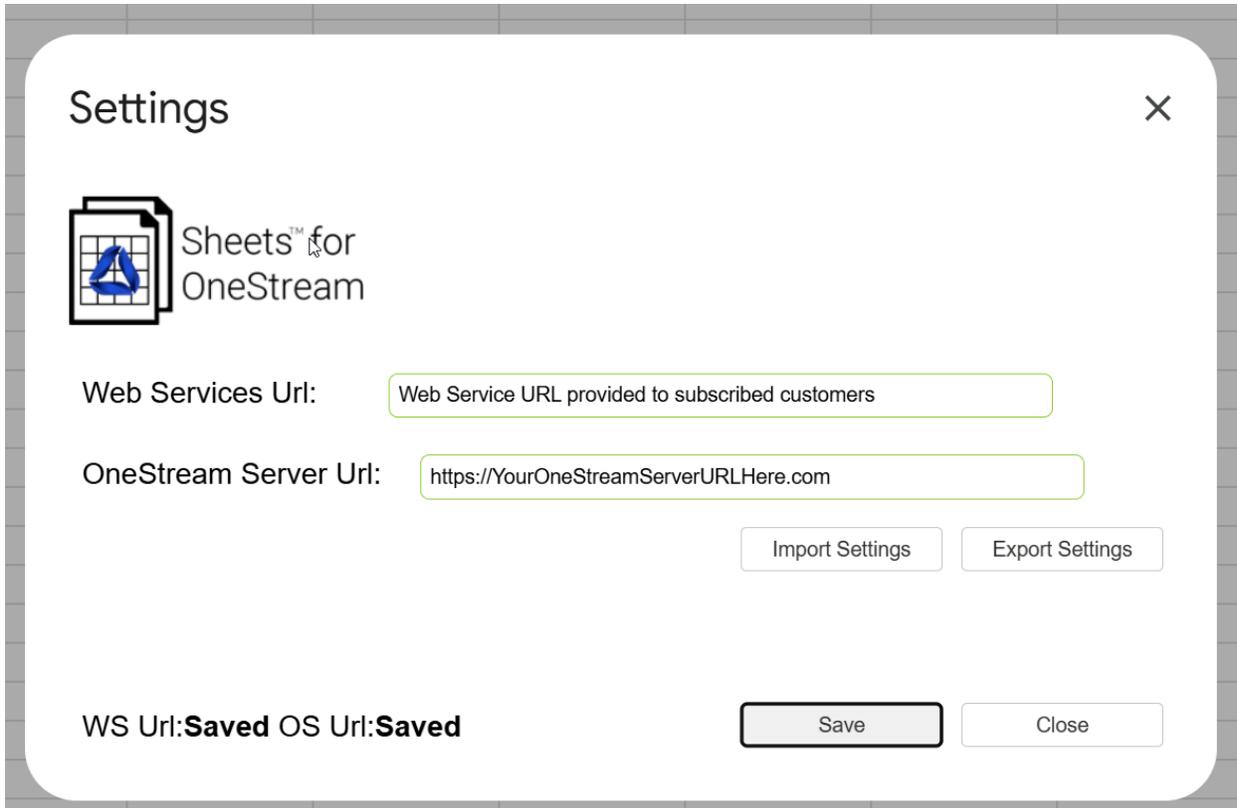
Settings

Click Extensions -> Sheets™ for OneStream -> Settings in the OneStream menu:



Add urls for the OneStream application and the Planning and Consolidations for OneStream Web Service:

Web Service	Web Service URL provided to subscribed users
OneStream Server	https://youronestreamserverurlhere.com

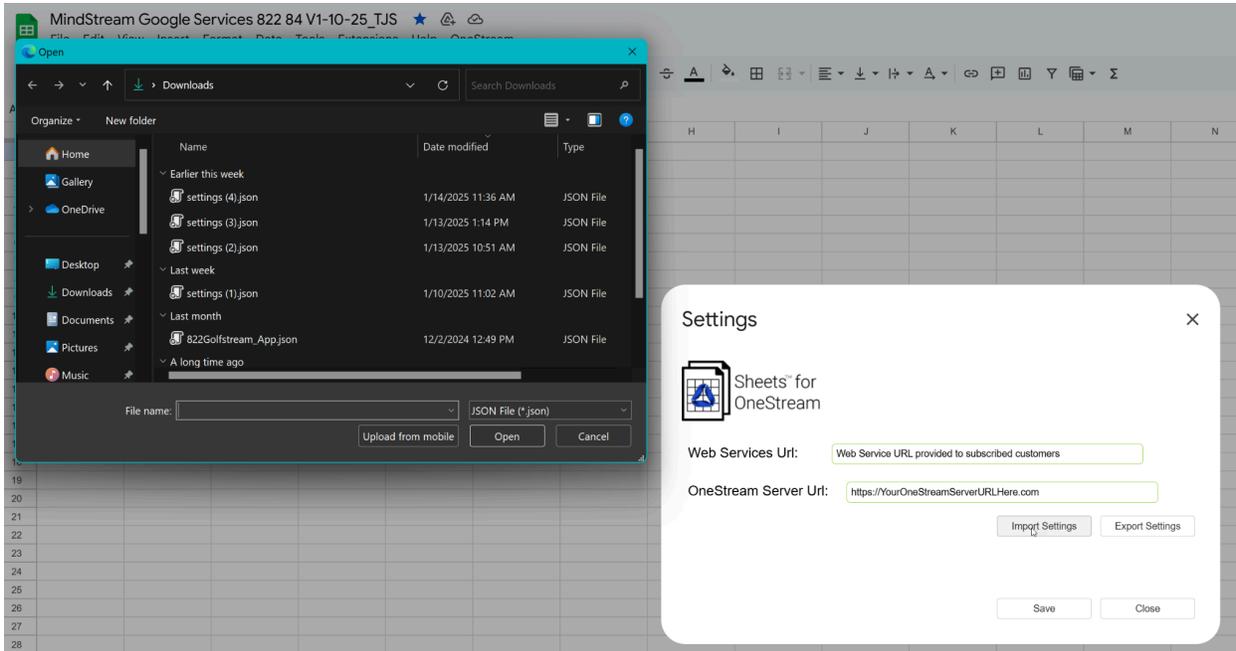


Click **“Save”**, then click X or the **“Close”** button to close.

Import Settings

Alternatively, Sheets™ for OneStream also allows the option to Import or Export your web services settings, making configuration even easier between sessions.

To start, from the Settings menu, click the **“Import Settings”** button.

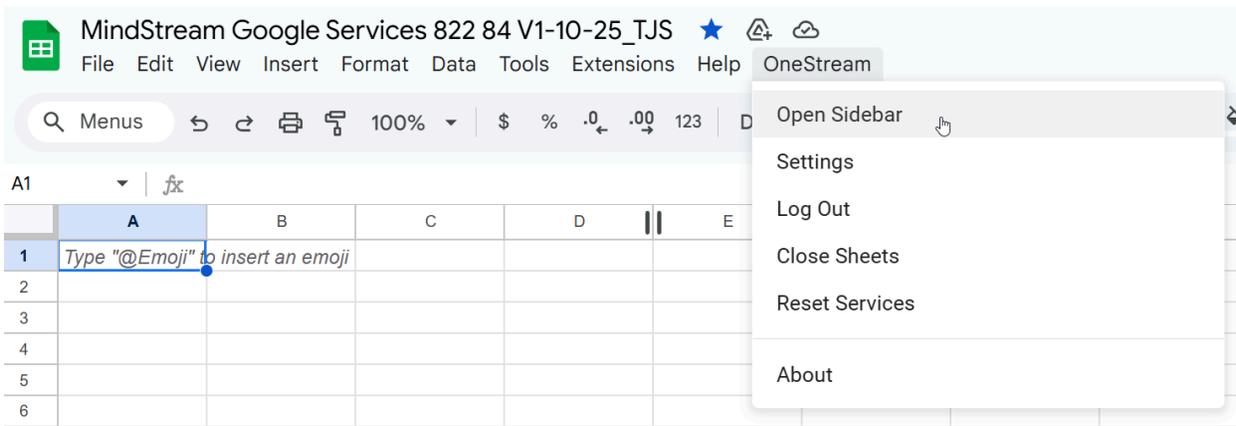


Your local file system will then open, allowing you to select any file containing your web services settings and applies them to the appropriate text field.

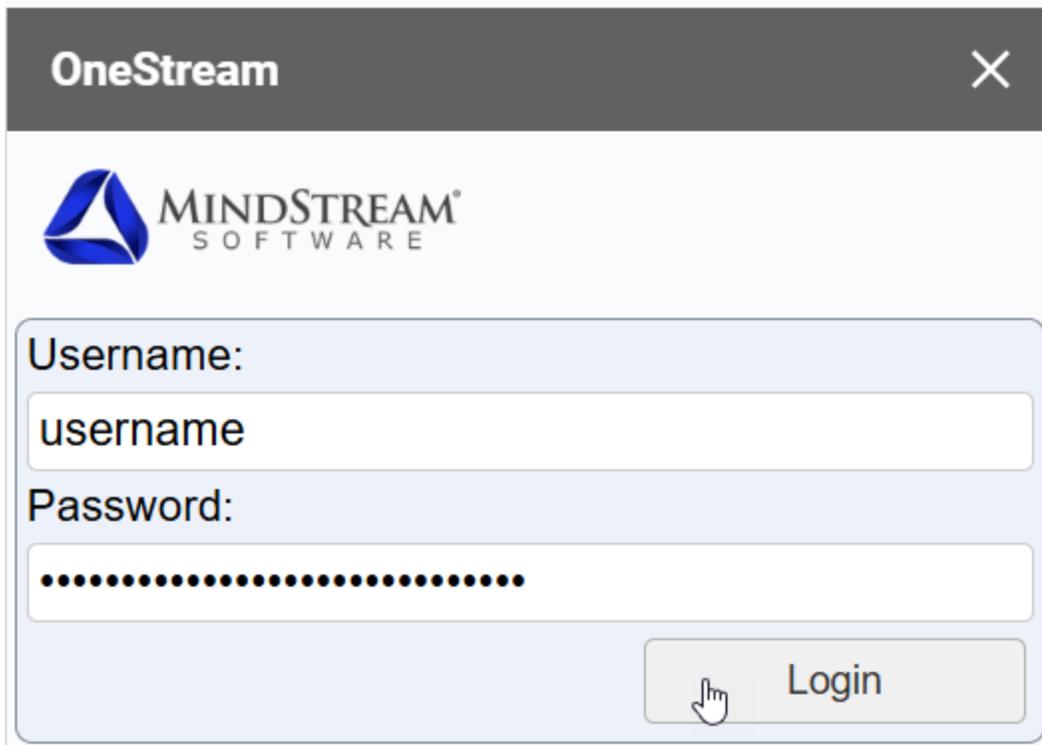
When finished importing, click **“Save”**, then click X or the **“Close”** button to close.

Login

Navigate to OneStream -> Open Sidebar

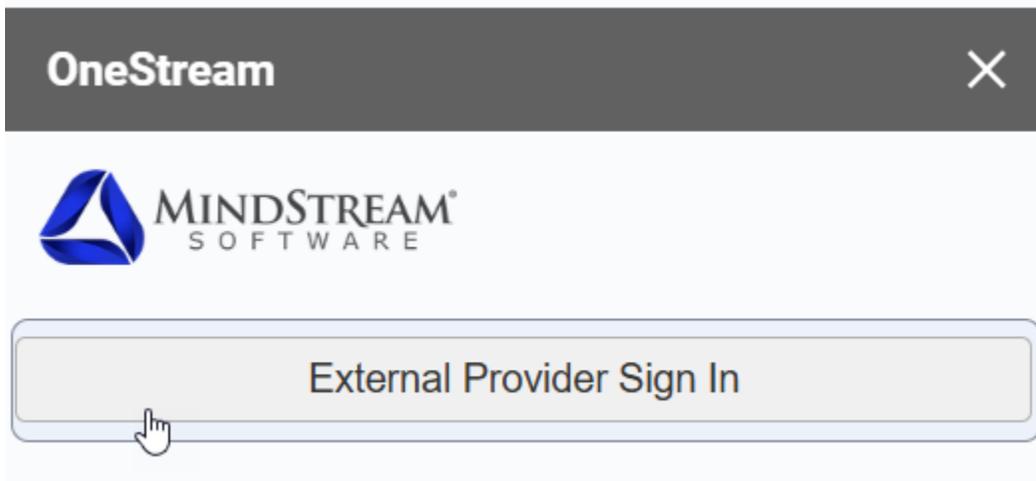


Type your OneStream user credentials in the appropriate fields and click **“Login”**:



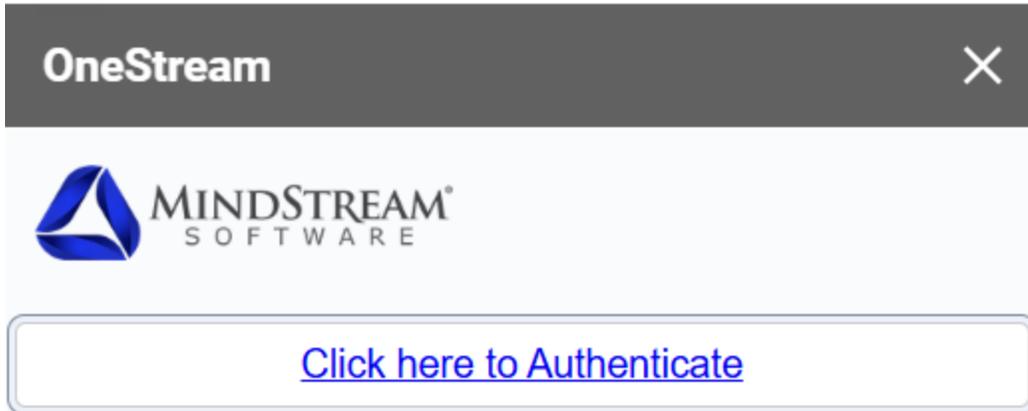
The image shows a login window titled "OneStream" with a close button (X) in the top right corner. Below the title bar is the MindStream Software logo, which consists of a blue stylized 'M' icon followed by the text "MINDSTREAM SOFTWARE". Below the logo are two input fields: "Username:" with the text "username" entered, and "Password:" with a series of black dots representing a masked password. At the bottom right of the form is a "Login" button with a hand cursor icon pointing to it.

If your OneStream server uses third party authentication, you will be prompted to authenticate after entering your credentials, please do so by clicking the **“External Provider Sign In”** button.



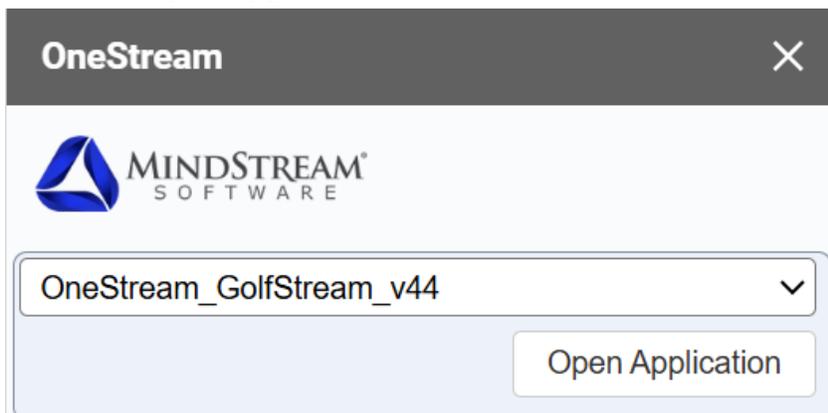
The image shows a button labeled "External Provider Sign In" within a window titled "OneStream". The button is light gray with rounded corners and a thin border. A hand cursor icon is positioned over the bottom left corner of the button, indicating it is clickable.

After signing in with third party authentication, click the “Click here to Authenticate” button to proceed to Sheets™ for OneStream.



Select Application

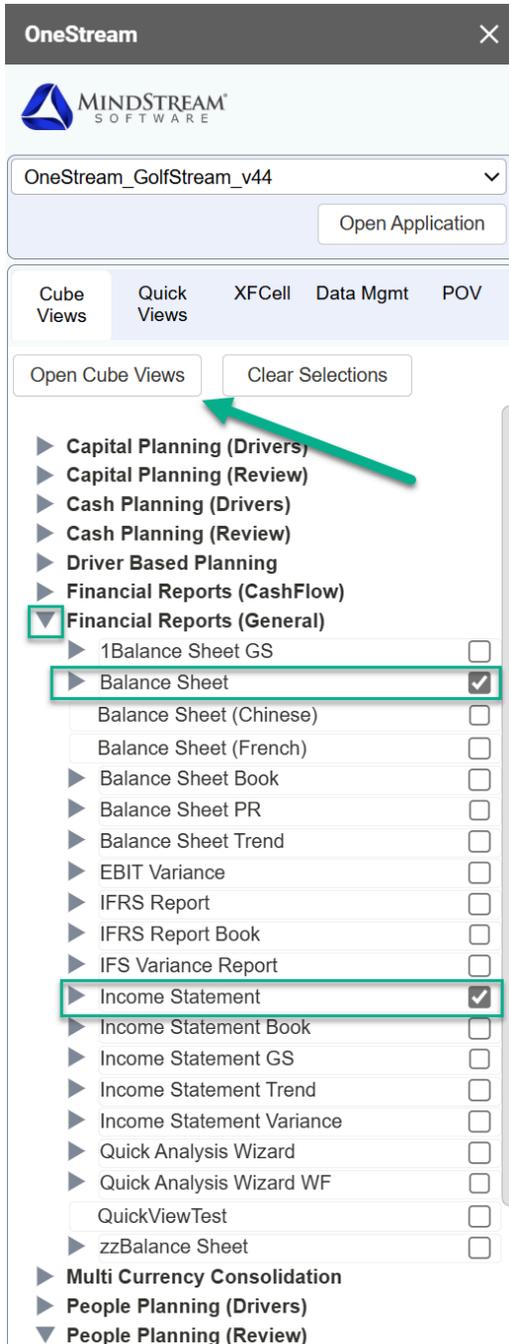
Once logged in, you will be prompted to select an application from your list of internal OneStream applications. Please select from the dropdown the application you wish to open, then click **“Open Application”**:



Cube Views

You will be presented with a tabbed sidebar. (This takes a few seconds to load)
Under Cube Views, the bold sections of the Cube View tree are Cube View Profiles specific to your OneStream application, and reflect a similar hierarchical structure with the Cube Views underneath the bold Cube View profiles.

To expand a Cube View Profile, click the arrow to the left of the Cube View Profile name.



Expanding the Cube View Profile will show a list of your Cube Views. Sheets™ for OneStream allows multiple cube views to be opened at once, each within their own sheet.

- To do so, click in the checkbox next to the names of the Cube Views you wish to open, then click **“Open Cube Views”**.
- To clear any checked Cube Views you do not wish to open, click the **“Clear Selections”** button.

The reports will open as sheets:

The screenshot displays a spreadsheet application window titled "Untitled spreadsheet". The main area shows a financial report with columns for "Jan 2011" and sub-columns for "Actual", "Actual at Budget Rates", and "BudgetV1". The rows list various financial categories such as "Petty Cash Apple", "Cash Deposits", "Other Cash Equivalents", "Marketable Securities", "Restricted Cash", "Trade Receivables", "Raw Materials Inventory", "Work in Progress Inventory", and "Supplies - Inventory".

On the right side, there is a "OneStream" sidebar. It shows a tree view of reports under the folder "OneStream_GolfStream_v44". The "Balance Sheet" report is selected and checked. Other reports listed include "Balance Sheet (Chinese)", "Balance Sheet (French)", "Balance Sheet 1", "Balance Sheet Book", "Balance Sheet GS", and "Balance Sheet Trend".

At the bottom of the spreadsheet, there are tabs for "Sheet1", "Balance Sheet", and "Income Statement". Two green arrows point to the "Balance Sheet" and "Income Statement" tabs, indicating that these reports will open as sheets.

	Jan 2011	Jan 2011	Jan 2011
	Actual	Actual at Budget Rates	BudgetV1
	YTD	YTD	YTD
10000 - Petty Cash Apple	22,229,773.18	27,037,597.18	4,495,631.36
10100 - Cash Deposits	2,444,679.36	87,437,922.43	79,798,491.68
10200 - Other Cash Equivalents	723,313.34	723,313.34	0.00
10300 - Marketable Securities	0.00	11,638,452.48	10,668,581.44
10400 - Restricted Cash	0.00	10,683,253.44	9,792,982.32
Environmental Social and Governance Total - Total Cash Apple	25,397,765.89	137,520,538.88	104,755,686.80
10000 - Petty Cash Apple	22,229,773.18	27,037,597.18	4,495,631.36
10100 - Cash Deposits	2,444,679.36	87,437,922.43	79,798,491.68
10200 - Other Cash Equivalents	723,313.34	723,313.34	0.00
10300 - Marketable Securities	0.00	11,638,452.48	10,668,581.44
10400 - Restricted Cash	0.00	10,683,253.44	9,792,982.32
11000 - Trade Receivables	35,902,128.56	67,477,316.96	33,784,395.53
11100 - Other Receivables	278,229.46	278,229.46	0.00
11300 - Allowance for Doubtful Accounts	207,067.79	3,215,860.42	2,898,233.46
12000 - Raw Materials Inventory	1,598,301.48	11,221,153.19	10,286,057.09
12100 - Work in Progress Inventory	3,156,778.19	8,743,698.51	5,835,304.53
12200 - Finished Goods Inventory	26,365,389.47	31,419,269.16	6,393,520.90
12300 - Supplies - Inventory	70,769.95	80,510.14	77,933.82