SpinifexIT Health Check

Health Check Analysis Generator

User Manual

Version 0.1 (In Pre-Production Release)

Builds the standard SpinifexIT Health Check Analysis workbook from a client's SAP / SpinifexIT usage exports. The workbook applies the same counting rules as every health check delivered to date, so figures can be compared across clients.

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1. What the generator does

The generator reads the usage exports a client runs from SAP (the SpinifexIT execution log, report lists and menu/role tables) and returns one Excel workbook: **{CODE}_-_Health_Check_Analysis_{DD_MM_YYYY}.xlsx**, plus a matching SpinifexIT-branded PowerPoint presentation, **{CODE}_-_Health_Check_Presentation_{DD_MM_YYYY}.pptx**. It builds only the tabs and slides the client's products and files support, and tells you which tabs it skipped and why.

Every number in the presentation is read from the finished workbook, so the two always agree. Charts in both files are native and editable, and the Key observations slide states facts from the data only. Add your own recommendations before presenting.

It is the same build used for earlier health checks, so tab layouts, colours, charts and totals match those deliverables.

Files are processed in memory for the length of the request and are not stored. Nothing is kept once the workbook has been returned to your browser.

2. Files to collect from the client

Only the execution log is required. Each extra file unlocks more tabs. Each file is recognised from its contents (its column headings, and its data where two exports share the same headings), so the file names don't matter. The file name is only used if the contents can't be recognised.

Export (usual name)	What it is	Unlocks
Product_Execution	SpinifexIT execution log. **Required.**	Solution Analysis, BG vs. FR, monthly trend, Easy STP, Easy Document
Foreground	Easy Reporter foreground report list	ER Top Foreground Reports, folder analysis figures
Background	Easy Reporter background report list	ER Top Background Reports
Menu01 / MENU001	Menu structure (folders and reports)	ER Execution Analysis, report folders
Menu03 / MENU003	Menu roles (id to description)	User Roles, Menu Roles
Menu04 / MENU004	Menu role to menu items	# Menu Items Accessible (fallback)
Menu05 / MENU0005	User roles to menu roles	Menu Roles Analysis
Menu06 / MENU006	Users to user roles	# Users Assigned

Accepted formats: Excel-web **.MHTML**, SpreadsheetML **.XML**, **.xlsx** and SAP GUI list **.xls** exports. SAP page headers, client columns and table-download preambles are removed automatically.

One client per run. Upload one client's files at a time. If two execution logs are added, the generator uses the one that has the run-type column and warns you.

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3. Creating a health check

Step 1 – Client details. Enter the client name and a short client code (for example *ACME*). The code is used in the workbook file name.

Step 2 – Add the export files. Drop all of the client's exports onto the upload area, or click it to choose them. Each file is checked and appears in the checklist with what it was recognised as, and whether that came from its contents or its file name. Files that aren't used (such as Unique_Reports or Menu02) are marked *Not used* and are not uploaded. Remove any file with the × button.

The coverage panel beside the checklist shows which workbook tabs the current files can support, so you can see gaps before generating.

Step 3 – Generate. Select **Generate health check**. Files are compressed in the browser before upload. Most runs finish in a few seconds; very large logs can take up to a minute.

Step 4 – Results. A green panel confirms the workbook is ready and shows:

- the execution period detected from the log
- total executions, split into background (batch) and foreground (online), and whether they reconcile
- executions by product
- the tabs built, and anything skipped with the reason

Download the workbook, the presentation, or both. Under *What would you like to do next?* you can start another health check or open this manual.

4. What's in the workbook

Tab	Contents	Built when
Solution Analysis	Executions per product, with a live total	Always
BG vs. FR	Background vs foreground split, percentages, pie chart	Always
ER Execution Analysis	Reports per folder: total, executed in foreground, not executed, percentage, two charts	Easy Reporter used and Menu01 provided
ER Monthly Execution Analysis	Monthly Easy Reporter trend with line chart. If the client doesn't use Easy Reporter, the dominant product is trended instead	Always
ER Top Foreground Reports	Top 20 by foreground executions, with folder and bar chart	Easy Reporter used
ER Top Background Reports	Top 20 background jobs (BCK/BCKA), with folder and bar chart	Easy Reporter used
Easy STP Monthly Execution Analysis	Single Touch Payroll and Easy Payment Summary by month, with line chart	Easy STP used
Easy Document	Dated execution detail and total	Easy Document used
User Roles Analysis	# Users Assigned per user role (or # Menu Items Accessible)	Role files provided
Menu Roles Analysis	Menu role, user role assigned and # users	Role files provided

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5. Counting rules applied

These rules are applied on every run so figures are consistent across clients.

- **Blank run types are never counted.** Only rows marked O (online / foreground) or B (batch / background) are counted. Blank rows are duplicates or undated rollups, and counting them would roughly triple the totals.
- The export's own rollup row (no product, large count) is excluded from the grand total.
- Easy Reporter and Easy Reporter (Custom Report) are reported together as Easy Reporter. Single Touch Payroll and Easy Payment Summary are reported together as Easy STP.
- IDs with leading zeros (roles, keys, PEC/BCK/SPN references, type codes) stay as text. Counts are numbers.
- ER Top Background Reports uses background job references (BCK/BCKA) only. Folders for background jobs are matched by report name; unmatched jobs show *(not in menu)*.
- When the Foreground/Background report lists aren't supplied, report-level tabs are derived from the execution log instead.
- Totals are live Excel formulas, and chart labels show values only.

6. Reading the results

- **Period.** Figures cover the period detected in the log, usually an Australian financial year (July to June). Quote it with every figure.
- **Reconciliation.** Solution Analysis total equals background plus foreground. The results panel flags it if these don't match.
- **Roles.** When Menu006 has user assignments, the role tabs show # *Users Assigned*. Without them, they show # *Menu Items Accessible*, which is menu access, not a user count.
- **Skipped tabs.** A skipped tab means the product isn't used or a file is missing. The generator never fills a tab with estimated data.

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7. Troubleshooting

Message or problem	What to do
No execution log was found	None of the files has the execution log columns (Initiating Product, # Times Executed, Report Run Type). Add that export.
A file shows as Not used	Its columns don't match any export the health check uses. Check it's the right export and that it opens in Excel.
The files are too large to upload together	Remove files that aren't used (Unique_Reports, Menu02, BG_vs_FR) and try again.
The workbook couldn't be built	Open the execution log in Excel and check it has the columns Initiating Product, Menu Item Executed, Date, # Times Executed and Report Run Type (Online or Batch).
A tab I expected is missing	Check the skipped-tab messages in the results panel. They name the file that's needed.
Figures look about three times too high	The log may have been edited before export. Re-export it from SAP without changes.

For help or to report a problem, contact Marinus Hennop at mhennop@spinifexit.com.

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