

Stamina Software Pty Ltd

TRAINING MANUAL

Viságe BIT VIEWER

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TABLE OF CONTENTS

VISÁGE BIT VIEWER	2
ELEMENTS OF THE VISÁGE BIT VIEWER SCREEN	3
Title	5
FACTS	6
CORE AREA / GRID AREA	8
DIMENSIONS	9
Outside Dimensions	12
Move an outside Dimension to form part of active View	12
Dimension arrangement	
Dimensions – Vertical and Horizontal	
Dimension Context Menu	
Search Dimension Value	17
EXAMPLES	18
Filter Dimension Values	18
STANDARD TOOL BAR OPTIONS	
Graph	22
Show Report	
Excel Report	
PDF Export	
Percent Rows	30
Expand	31
Sort Rows	33
Sort Columns	34
User Facts	35
Load View	38
Save View	39
Reset View	40
CHANGING VIEWS	41
Change view Example	42
Add Additional details to current View - Add Customers	
Adjusting Column Widths	
Remove Information from view	
Remove dimension	
Remove Sub Totals	48
Using as a data exploration tool	

Viságe BIT Viewer

When the Viságe BIT viewer screen opens you will be presented with a workspace that looks something like the following:

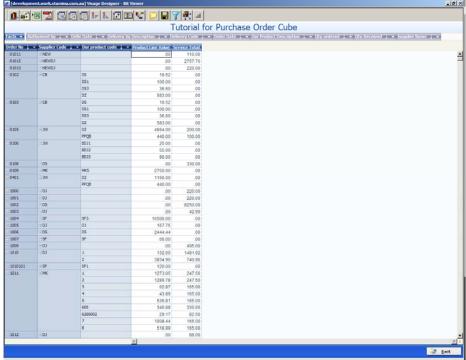


Figure 1::Viságe.BIT Viewer

Elements of the Viságe BIT Viewer Screen

Elements of the Viságe BIT Viewer Screen consist of Title, Facts, Core Area/Grid Area, Dimensions and Standard Tool Bar Options.

Title

The Title is an optional component and is created when the cube is established. This is usually a meaningful description of the Current view.

Facts

Facts are a list of items of interest that will form the basis of the information displayed in the Core Area / Grid Area of the current view.

The facts are created when the cube is established. You can nominate the facts that are shown by amending the Facts Selection. You can create user facts or make new information from the current information. e.g. Create formulas, show averages

Core Area / Grid Area

This area is the main work area on the screen. It contains the facts and figures of the information you are currently viewing.

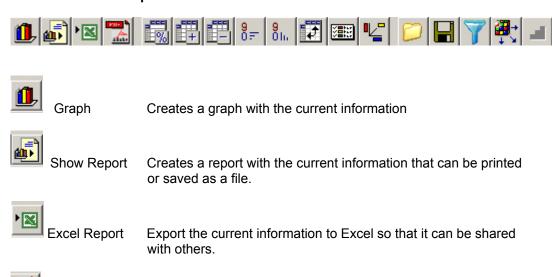
Dimensions

Dimensions are items of interest within the current view that will enable you to manipulate the information. You will be able to sort, group, break, dissect and drill in on the information

Dimensions can be either Outside, Vertical or Horizontal and are set at the time of the cube setup.

Standard Tool Bar Options

PDF Report



that it can be shared with others.

Export the current information to an Adobe PDF document so

	Percent Rows	Changes the way the rows are displayed in the current view to be a percentage instead of current format.
+	Expand	Used in conjunction with Collapse to expand selection to show all details below group selection.
	Collapse	Used in conjunction with Expand to only show top most heading of the group.
9 0∓	Sort Rows	Allows you to sort the rows from best result to worst or worst to best result.
9 0 In	Sort Columns	Allows you to sort the columns in order of best result to worst or worst to best result.
	Toggle Hidden V	alues Allows you to Toggle any Hidden value that might be present in the cube view.
	Toggle Tree Viev	Allows you to Toggle Tree View with the current cube view.
"	User Facts	Allows you to derive new facts or make new information from the current information. e.g. Create formulas, show averages.
0	Load View	Allows you to load a previously saved view of same information.
	Save View	Allows you to save the current view of information.
7	Reset Filters	Allows you to reset any filters currently set.
₽ →	Reset Cube	Allows you to reset the cube to the view as it was when you opened the cube initially.
-4	Reset View	Resets current view to default view.

Title

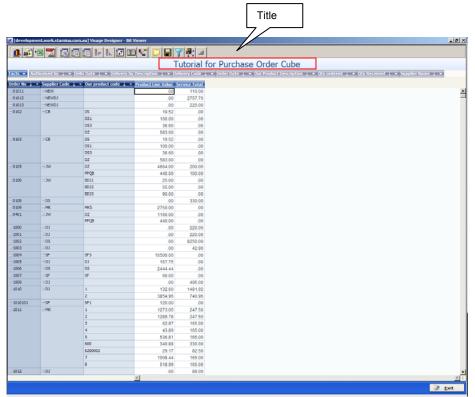


Figure 2: Viságe.BIT Viewer with Title indicated.

The Title is an optional component defined when the view is established.

This is usually a description to describe the Current view.

Facts

Facts are a list of items of interest that form the basis of the information displayed in the Core Area / Grid Area of the current view.

The facts are created when the cube is established. You can nominate the facts that are shown by amending the Facts Selection.

The User Facts option in the Tool Bar allows you to derive new facts or make new information from the current information. e.g. Create formulas, show averages.

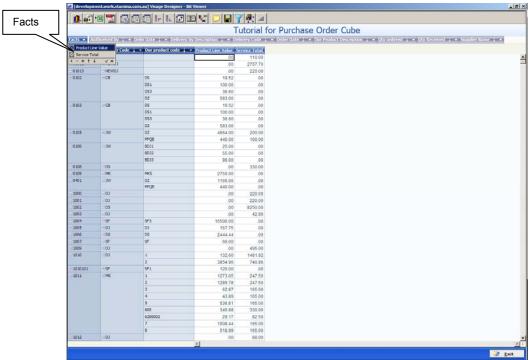


Figure 3:Viságe.BIT Viewer with Facts Tab indicated.

If you left click on the down arrow to the right of the Facts Tab, you will be presented with a list of items that form the basis of information displayed in the Core Area or Grid Area of your view. In this example there are columns of information for Product Line Value and Service Total. They are the facts.

You can nominate the facts that are shown in the Work area by amending your selection in the drop down list under the Facts Tab.



Figure 4: Closer look at Facts Tab for this cube

The options available in the drop down selection have the affect of:

- + selects every item in the current selection
- deselects every item in the current selection
- * reverses current selection
- ↑ sorts selection in ascending order
- ↓ sorts selection in descending order
- √ confirms current selection
- X cancels current selection

To deselect any items from your list, with your mouse - left click the X to the left of the Item name, and then when you are happy with the selection left click the $\sqrt{\text{(tick)}}$ in the bottom row of the window.

The work area in your cube then changes to only display the selected Facts.



Figure 5:Viságe.Bit Viewer with Service Total fact selected.

You will now notice that the Facts Tab heading text has changed to Italics.



Figure 6: Viságe.Bit Viewer with filtered Facts.

When a tab changes to Italics, this means that you are not seeing all of the Facts in this view i.e. the Facts have been filtered and you are only seeing a selection of the Facts that are available

Core Area / Grid Area

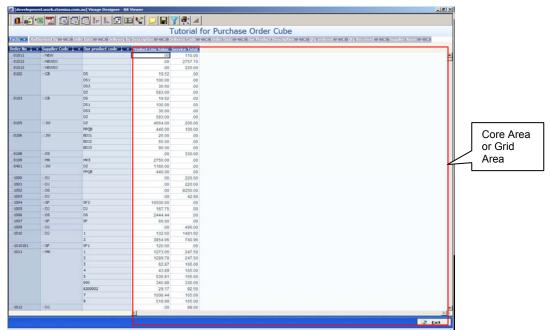


Figure 7:Viságe.BIT Viewer with the Core Area / Grid Area indicated.

The Core Area is the main work area that contains the information you are viewing.

Within this area, you will notice Vertical and Horizontal Scroll Bars. As you scroll using the scroll bars you will notice the information scrolling Vertical or Horizontal.

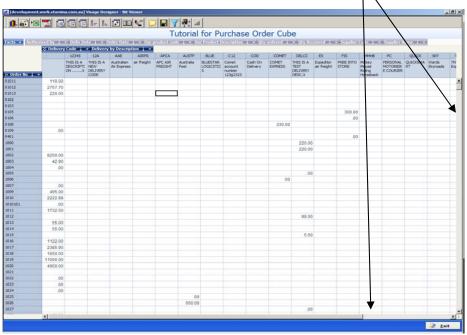


Figure 8: Viságe.BIT Viewer with Vertical & Horizontal Scroll Bars

Dimensions

Dimensions are items of interest within the current view that will enable you to manipulate the information. You will be able to sort, group, break, dissect and drill in on the information.

Dimensions can be either Outside, Vertical, Horizontal and are set at the time of the cube setup. Outside Dimensions can displayed as Horizontal, Vertical or Multiline. Outside dimensions are always sorted alphabetically (making it MUCH easier to find dropped dimensions). You can move a dimension from the Horizontal axis to the Vertical axis to the Outside if required.

Filtered active dimensions show as *Italic Font* and Green Tab eg. Instead of the Tab for the dimension being the same as the other dimensions (eg. blue tab - the filtered dimension font is *Italic* and the tab is green – as displayed in Figure 10 below).

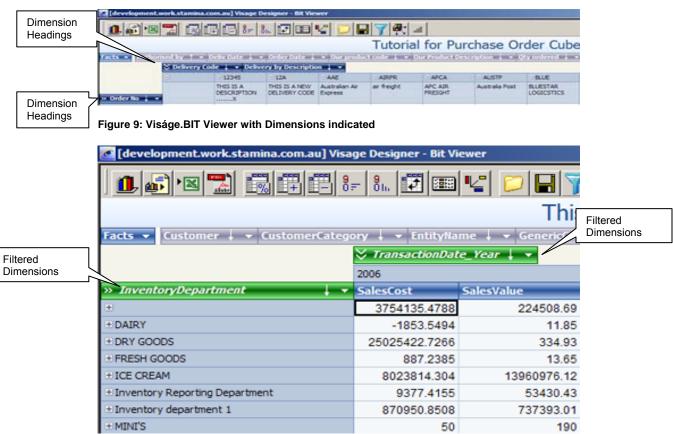


Figure 10: Visage.BIT Viewer with filtered Dimensions

These dimension headings are part of the active view. The dimensions indicated are what you are seeing going across the Horizontal and Vertical axis of the cube.

The Dimensions tabs contain a \downarrow or a \uparrow . This arrow indicates the sort order of information in that dimension. If the arrow is pointing down, this indicates the information is sorted in an Ascending order. If the Arrow is pointing up, this indicates the information is sorted in Descending order.

To change the sort order of the information, simply click on the up or down arrow.

By default, information will be presented in a strictly alphabetical order. This order can be changed by clicking on the up or down arrow.

The Tree View Option



To the right of the \uparrow and \downarrow arrows on the dimensions tabs will be a \blacktriangledown image. Left click with your mouse and this drop down selection will show you every individual item that is within that dimension.

First Dimension - Delivery Code



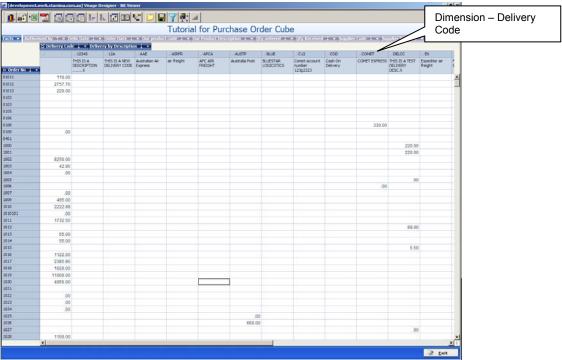


Figure 11: Viságe.Bit Viewer with Dimension – Delivery Code indicated.

Second Dimension – Delivery by Description



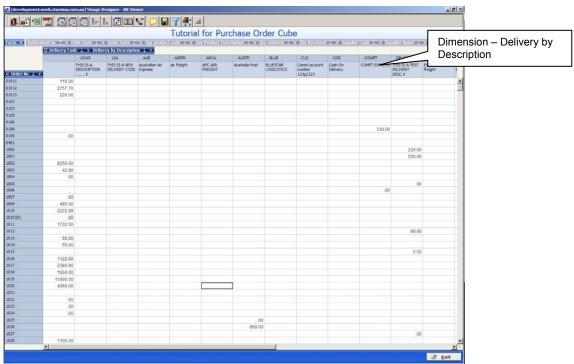


Figure 12: Viságe.Bit Viewer with Dimension – Delivery by Description indicated.

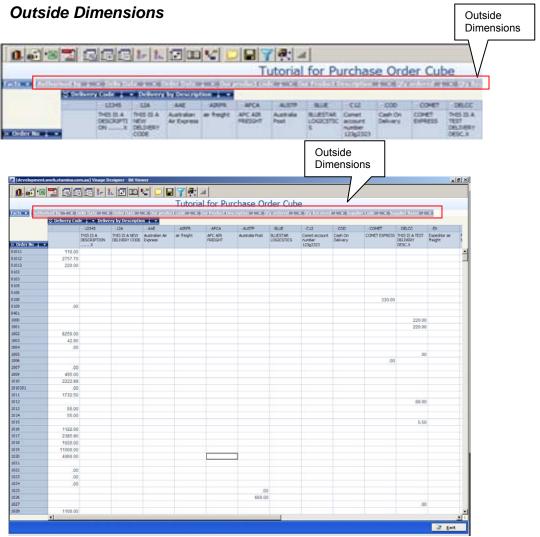


Figure 13 :: Viságe.Bit Viewer with Outside Dimensions indicated

Outside Dimensions are defined at set up time. They do not currently form part of the active view.

If an Outside Dimension is filtered it will appear as ***dimension***.

Move an outside Dimension to form part of active View.

Outside Dimensions can be moved to the active view by:

- Position mouse over required dimension. Left click your mouse and drag the selected dimension to either vertical or horizontal in your view.
 OR
- 2. Position mouse over required dimension. Right click your mouse and you will be presented with a Context Menu. Select required option to move selection either Vertical or Horizontal from this menu.



Figure 14: Closer look at Dimension Context Menu

Dimension arrangement

You have the option of arranging the outside dimensions Horizontal, Multi Line or Vertical.

Change the dimension arrangement by:

1. Position mouse over required dimension. Right click your mouse and you will be presented with a Context Menu. Select Dim arrangement, and then select Horizontal, Multiline or Vertical.

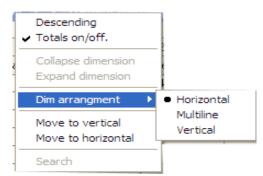


Figure 15: Dimension Context Menu

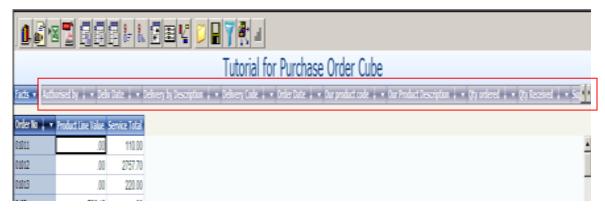


Figure 16: Horizontal Dimension arrangement

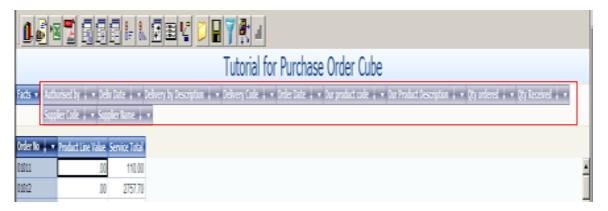


Figure 17: Multi Line Dimension arrangement

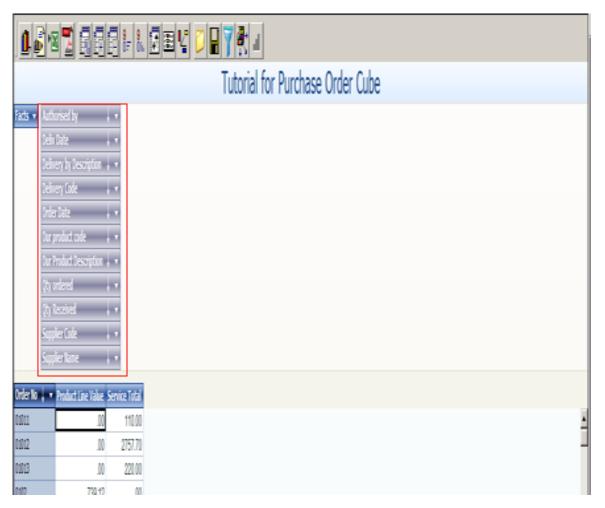


Figure 18: Vertical Dimension arrangement

Dimensions – Vertical and Horizontal

Figure 19: Viságe.Bit Viewer with Vertical and Horizontal Dimensions indicated

Tabs that are dark blue mean they are an active part of the view.

In this example the Delivery Code and Delivery by Description form the Horizontal axis while the Dimensions – Order No, Our product code and our product description form the Vertical axis of the cube.

When the view is setup, each Dimension is set up with a type of either Horizontal, Vertical, Outside or Invisible. You can change the characteristics of any dimension, by selecting the Dimension Context Menu.

To select the Dimension Context Menu:

- 1. Position mouse pointer on blue tab over selected dimension
- 2. Right click with the mouse and you will be presented with the Dimension Context Menu,

Dimension Context Menu

The Dimension Contact Menu allows you to; Turn Totals on or off, Change sort order, Collapse, Expand, Move to Horizontal, move outside or Search.

Steps:

- 1. Position cursor over a dimension
- 2. Right Click with mouse. You will then see the dimension context menu.



Figure 20: View of Dimension Context Menu Tab

Descending

This allows you to sort the dimension in Descending order. If the current dimension is already sorted in Descending order, you will have the option to sort it in Ascending order.

Totals on/off

Will turn totals for the selected dimension on or off.

Collapse Dimension

Selecting the collapse dimension on the upper most dimension will remove that dimension from view. Selecting collapse dimension from the bottom most dimension will have no affect.

Expand Dimension

Selecting expand on a previously collapsed upper most dimension will return that dimension to view. Selecting collapse from the bottom-most dimension will have no affect

Move to Horizontal

If you select a dimension context menu that is currently located on the Vertical Axis you will have an option of moving that dimension to the Horizontal Axis of your view.

If you select a dimension context menu that is currently located on the Horizontal Axis you will have an option of moving that dimension to the Vertical Axis of your view.

This saves you having to drag and drop dimensions.

Move Outside

Will move the current dimension to outside of current view.

Has the same affect of selecting the dimension and dragging it to the outside dimension bar.

Search Dimension Value

The Search Dimension Value option allows you to perform a search on the current selected dimension. Enter search criteria in the Text Field.

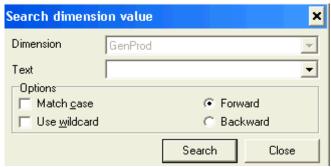


Figure 21: View of Search Dimension Value Dialog box

Click on the Options to Match case, Forward, Backward or Use wildcard to narrow down your search criteria as required.

EXAMPLES

Filter Dimension Values

Instead of viewing details for ALL Purchase Orders for example, you might want to only see Purchase Orders for Supplier Code - NEW.

Instead of scrolling through your entire selection a much faster alternative is to set up a Filter.

Steps:

- 1. Position cursor over blue tab of Supplier Code Dimension.
- 2. Left Click on the ▼ image. This will display a drop down list of all currently selected Supplier Codes.

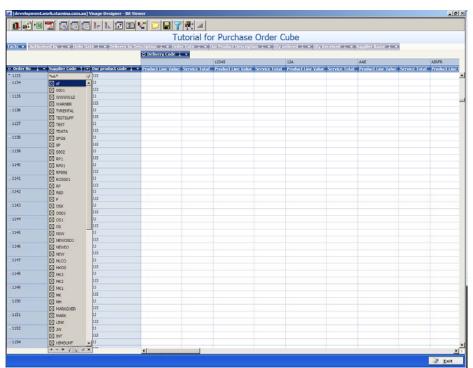


Figure 22: All Supplier Codes currently selected



Figure 23: Closer look at all Supplier Codes currently selected.

3. Enter NEW in this section of the drop down window and click on the $\sqrt{\text{(Tick)}}$ button right of this selection.



Figure 24: Filter entries to only show Supplier Code = NEW

The selection then changes to only display Supplier Code NEW.



Figure 25: Products Filtered to only show Supplier Code - NEW.

- 4. Uncheck the NEW Selection by clicking in the box beside the NEW code or select the + or or * buttons on this drop down list.
- 5. Click on the $\sqrt{\text{(Tick)}}$ button at the bottom of the Selection list.

The blue tag at the top of the Supplier Code dimension will then change to green to indicate that a filter is currently active on this dimension.

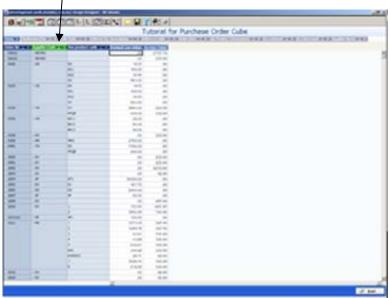


Figure 26: Cube view with filter on Dimension

The information for Supplier Code NEW will not be currently selected in the view.

If you only want to see information for NEW supplier code only,

- 1. Click on the Supplier Code Dimension
- 2. Click on the * button at the bottom of the Selection list. This will unselect all Supplier Codes and will only select the NEW Supplier code.
- 3. Click on the $\sqrt{\text{(Tick)}}$ icon at the bottom of the Selection List.

The cube view will change to only display information for the NEW Supplier code.

You could then save this view with the necessary description if necessary.

If you want to reset the cube at any time when you are 'playing' with the views, you only need to click on the Reset cube button and/or Reset Filters button in the Task Bar.

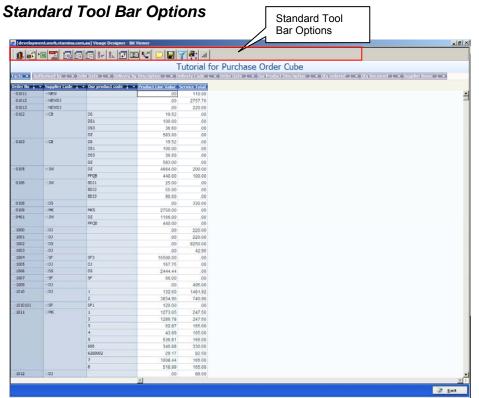
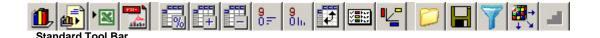


Figure 27: Viságe.BIT Viewer with Standard Tool Bar indicated.





Selecting the Graph button will give you a graphical view of the current information.

Steps:

- 1. Open view
- 2. Click on the Graph button

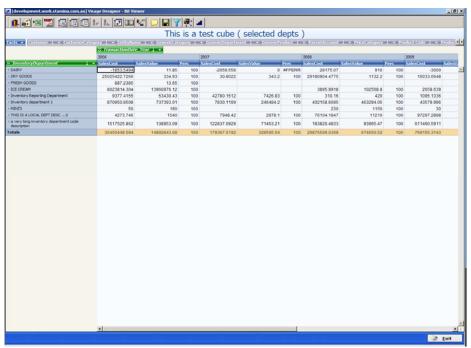


Figure 28: Viságe BIT Viewer Screen – Click on Graph option will produce Graph as below.

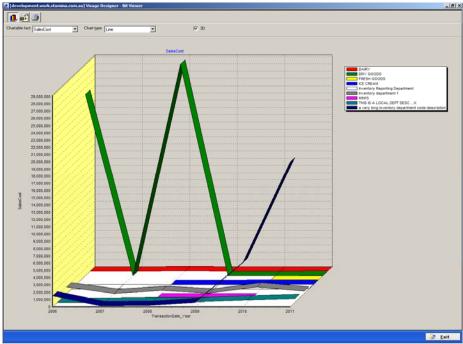


Figure 29: Line Graph View of Chartable Fact - Sales Cost

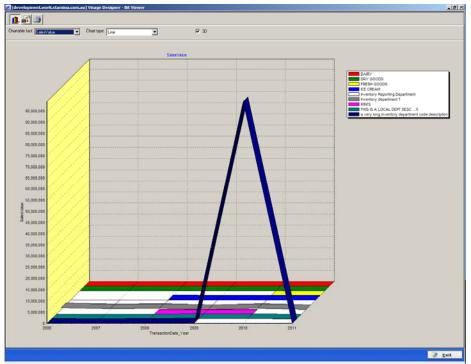


Figure 30: Line Graph View of Chartable Fact - Sales Value

Chartable Fact

Select an item from the drop down list.

Chart Type

Select an item from the drop down list. Options are

- Line
- FastLine
- Vertical Bar
- Horizontal Bar
- Area
- Point
- Pie

Click the Graph button again and you will be returned to your original Bit Viewer Screen.

When deciding on whether to produce a graph from the current information, you should be aware that too much information will produce a graph that is perhaps not very meaningful. A picture is worth a thousand words but a picture with too much information may not very useful.

Of course if you choose, you can click on Excel and export the view to Excel and use the Excel Graph functions to produce your graph.



Selecting the Show Report button will generate the current view you have on screen into a report that you can print out if required.

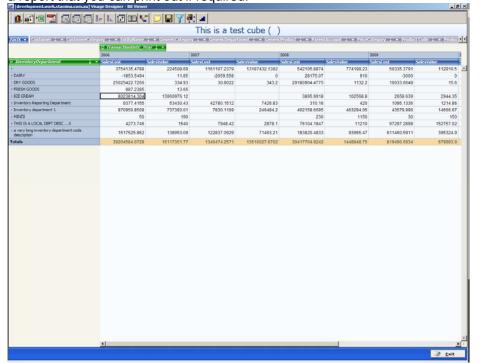


Figure 31: Viságe.Bit Viewer

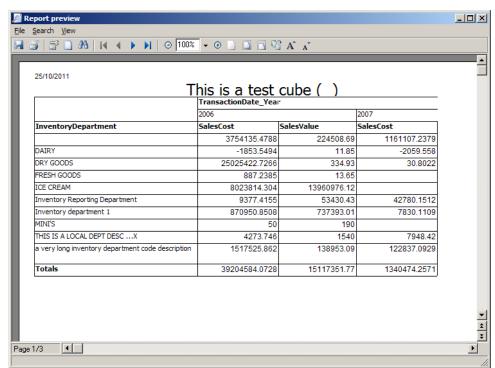


Figure 32: Click on Show Report Option from Figure 31 will generate report as displayed.

The report is then available for printing.

Print

Click on the File > Print button to print this report to your printer.

Save As

While you have this Report View available, instead of printing the report to a printer, you might like to save this report as a file.

Select Save As - and the following dialog box will appear

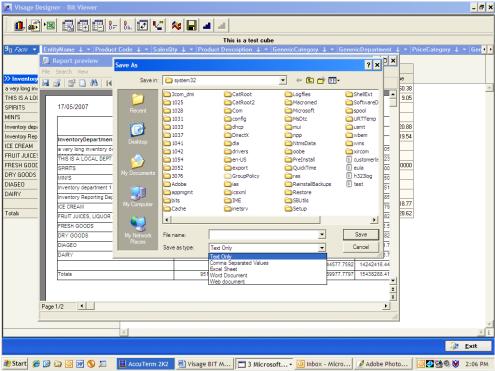


Figure 33: Viságe.BIT Report Save As output options

You have the options of saving the file in either of the following formats

- 1. Text Only
- 2. Comma Separated Values
- 3. Excel Sheet
- 4. Word Document
- 5. Web Document

Steps:

- This is a standard Windows screen, where you nominate the file name you would like this to be saved as in the File Name section.
- 2. Select the Save as Type.
- Click Save.



Excel Report

Any view you have defined can be shared with other people by simply clicking on the Excel button.

Steps:

1. Open the view.

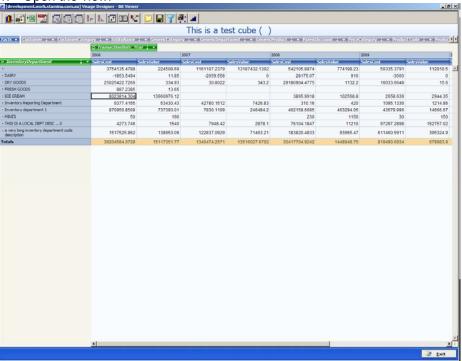


Figure 34: Viságe.BIT Viewer – Click on Excel Option

- 2. Click on Excel button and you will be presented with Excel Export options of:
 - Formatted Export
 - Unformatted Export or Exit



Figure 35: Excel Export options

Excel - Formatted Export

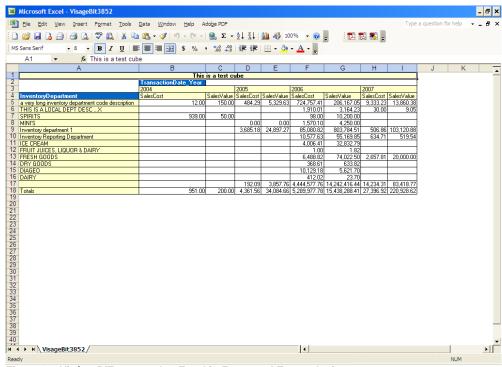


Figure 36: Viságe.BIT exported to Excel in Formatted Export Option

Excel – Unformatted Export

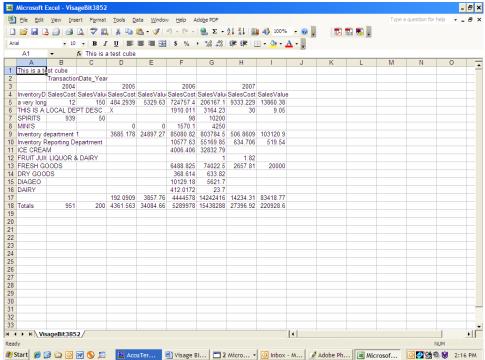


Figure 37: Viságe.BIT exported to Excel in Un-formatted Export Option

Excel will open (you must have Excel on your PC) and the information contained in your view is exported in either Formatted or Unformatted format.

From Excel you can then do all those things you can do with a file in Excel eg. Manipulate, Email, Print, Save etc.

You will receive a warning message if the amount of information you have in your current view exceeds Excel limits. In order to export the information to Excel you will be required to reduce the number of rows below the limit.



Any view you have defined can be shared with other people by simply clicking on the PDF button.

Steps:

1. Open view

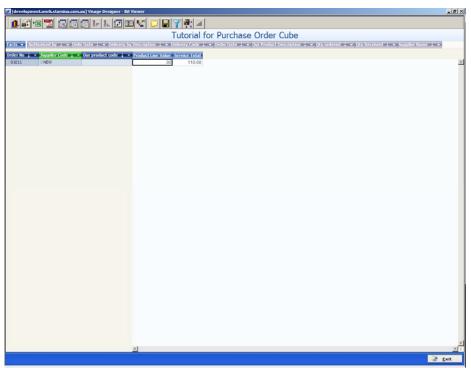


Figure 38: Open cube view to export to PDF

2. Click on the PDF button (you must have a PDF reader installed)



Figure 39: PDF Version of the current cube view

You can then save the document in pdf format if required.



If you wish to show all columns of information in your current view as a Percentage, as well as numerics, simply click on the Percent Rows button.

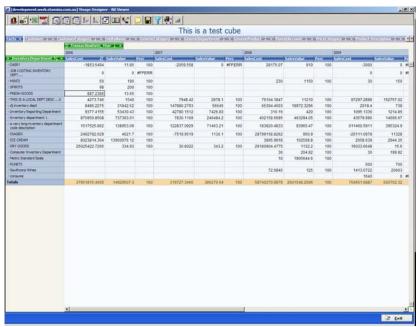


Figure 40: Viságe.BIT Viewer – with information displayed in numerics

Additional columns are added to show the Percentage figures as well as numerics.

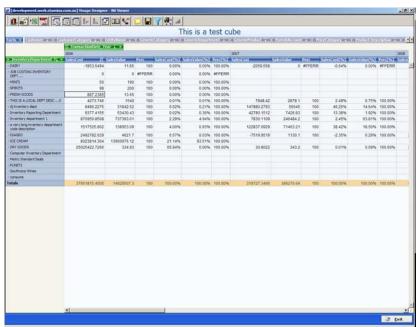


Figure 41: Viságe.BIT Viewer – Columns display as Percentages as well as numerics.

Click on Percent Rows Button to change view back to numerics only.



If you wish to collapse ALL of the information in your current view to only show you the outer most dimension, click on the Collapse button.

Current view shows a number of dimensions.

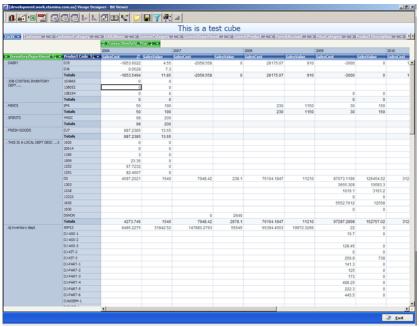


Figure 42: Viságe.BIT Viewer – with information expanded.

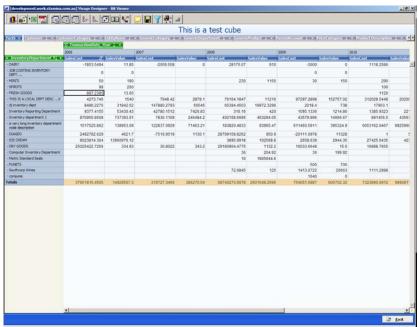


Figure 43: Viságe.BIT Viewer - with information collapsed.

You will now notice a + sign appears to the left of the dimension InventoryDepartment in this example. This is a visual indication that the InventoryDepartment has been collapsed and additional details are currently hidden from view. To see the additional details you simply need to click on the + sign to the left of the relevant item. The additional details will then be expanded.

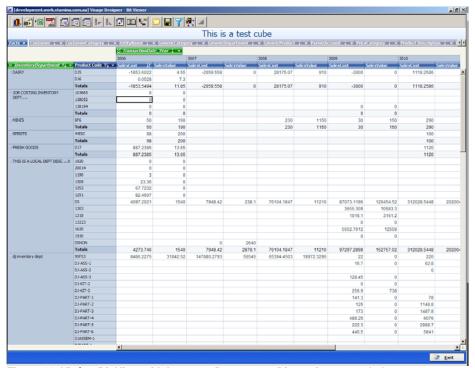


Figure 44: Viságe.Bit View with InventoryDepartment Dimension expanded.

Similarly, you can click on the + Collapse or – Expand icon located to the left of any item in your view to either collapse or Expand the details of that item.

The Expand and Collapse buttons in the Tool Bar are very useful to quickly condense or expand ALL information in your current view.

Sort Rows

The Sort Rows button allows you to sort the Rows in the Core Area / Grid Area in order of worst result to best result.

In this example - To sort the 06 Year, position cursor in any cell in the 06 year column.

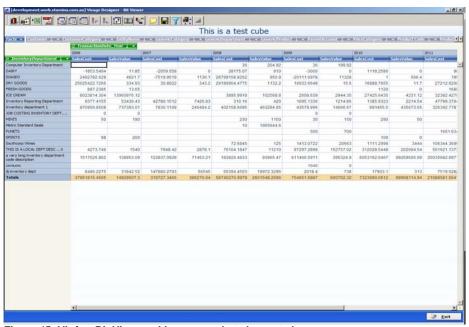


Figure 45: Viságe.Bit Viewer with rows ready to be sorted

Steps:

1. To sort rows, position the cursor in any cell of the column you wish to sort.

2. Click on the Sort Rows button.

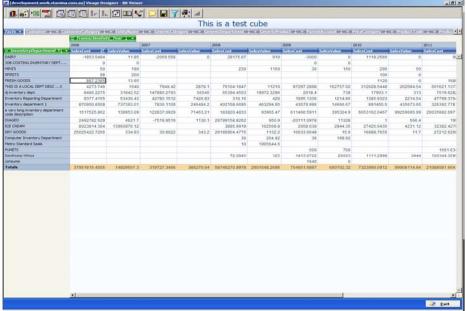


Figure 46: Viságe.Bit Viewer with rows sorted from worst to best in 06 year based on SalesCost

Sort Columns

The Sort Columns button allows us to sort the Columns in the Core Area / Grid Area in order.

Figure 47: Viságe.Bit Viewer with column ready to be sorted

Steps:

- 1. Position cursor in any cell of the row of the product.
- 2. Click Sort Columns button.

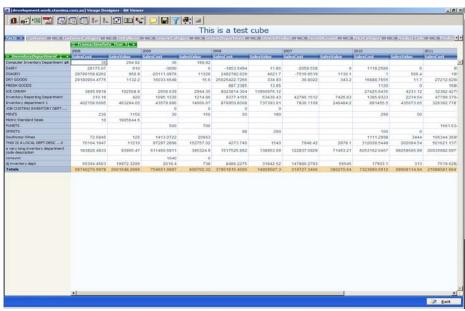


Figure 48: Viságe.Bit Viewer with column sorted from worst to best figures



As the name suggests User Facts allows the user to go and derive new facts or make new information. It is just like a formula in Excel.

Steps:

1. Click on the User Facts Button. The following dialog window will then appear.

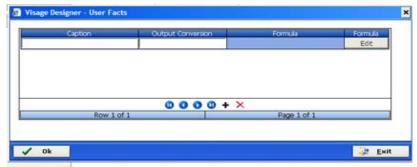


Figure 49: Viságe.BIT Viewer - closer look at User Facts

- 2. The first thing you must do is to enter a name/caption for the Fact. This is the name that will appear at the top, what is the heading going to be?
- 3. Output Conversion is a mask that can be used to determine how the data will be displayed.

If the field is left blank, then the result will be displayed "as calculated".

The following format specifiers are supported in the format string for the fact values:

Specifier	Represents
0	Digit placeholder. If the value being formatted has a digit in the position where the '0' appears in the format string, then that digit is copied to the output string. Otherwise, a '0' is stored in that position in the output string.
#	Digit placeholder. If the value being formatted has a digit in the position where the '#' appears in the format string, then that digit is copied to the output string. Otherwise, nothing is stored in that position in the output string.
	Decimal point. The first '.' character in the format string determines the location of the decimal separator in the formatted value; any additional '.' characters are ignored. The actual character used as a decimal separator in the output string is determined by the Number Format of the International section in the Windows Control Panel.

Specifier	Represents
,	Thousand separators. If the format string contains one or more ',' characters, the output will have thousand separators inserted between each group of three digits to the left of the decimal point. The placement and number of ',' characters in the format string does not affect the output, except to indicate that thousand separators are wanted. The actual character used as the thousand separator in the output is determined by the Number Format of the International section in the Windows Control Panel.
E+	Scientific notation. If any of the strings 'E+', 'E-', 'e+', or 'e-' are contained in the format string, the number is formatted using scientific notation. A group of up to four '0' characters can immediately follow the 'E+', 'E-', 'e+', or 'e-' to determine the minimum number of digits in the exponent. The 'E+' and 'e+' formats cause a plus sign to be output for positive exponents and a minus sign to be output for negative exponents. The 'E-' and 'e-' formats output a sign character only for negative exponents.
'xx'/"xx"	Characters enclosed in single or double quotes are output as-is, and do not affect formatting.
;	Separates sections for positive, negative, and zero numbers in the format string.

The locations of the leftmost '0' before the decimal point in the format string and the rightmost '0' after the decimal point in the format string determine the range of digits that are always present in the output string.

The number being formatted is always rounded to as many decimal places as there are digit placeholders ('0' or '#') to the right of the decimal point. If the format string contains no decimal point, the value being formatted is rounded to the nearest whole number. If the number being formatted has more digits to the left of the decimal separator than there are digit placeholders to the left of the '.' character in the format string, the extra digits are output before the first digit placeholder.

To allow different formats for positive, negative, and zero values, the format string can contain between one and three sections separated by semicolons:

- One section: The format string applies to all values.
- Two sections: The first section applies to positive values and zeros, and the second section applies to negative values.
- Three sections: The first section applies to positive values, the second applies to negative values, and the third applies to zeros.

If the section for negative values or the section for zero values is empty, that is if there is nothing between the semicolons that delimit the section, the section for positive values is used instead.

If the section for positive values is empty, or if the entire format string is empty, the value is formatted using general floating-point formatting with 15 significant digits. General floating-point formatting is also used if the value has more than 18 digits to the left of the decimal point and the format string does not specify scientific notation.

4. Click Edit. The following dialogue box will appear where you can enter your Formula

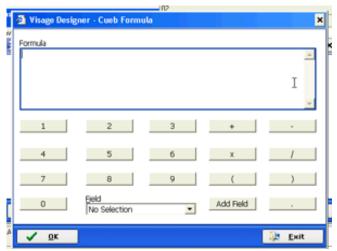


Figure 50: Viságe.BIT - User Facts. Enter Formula details

In the drop down Field selection list you will have available the Fields that are part of your current view.

- 5. To enter Fields, text etc to your formula, Point to the item with the mouse, then left click and the item will be added to your formula window, or alternatively you can manually input the formula into the window.
- 6. Click OK button when you are happy with the setup of the calculation. You can do any calculation you like based on the facts that are a physical part of the cube.



Figure 51: Viságe.BIT – An example of User Facts formula to calculate Sales / Hits where the fields Sales and Hits were part of the Viságe.BIT cube View and the output to be displayed in 2 decimal places.

6. Click OK to exit.

If you wish to add more User Facts, Click on the + option and define you next User Fact.

After you click on OK, and return to the cube view, that formula set up in User Facts will appear in your view.



If you have opened up a default view and simply wish to bring up one of your previous saved views, you simply click on the Load View option. (See Save View on next page for details on how to save a View)

You will be presented with a dialog box where you have the option of selecting, then loading one of your Private Views, or one of the Public Views.

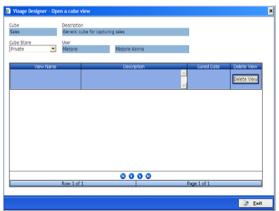


Figure 52: Viságe.BIT - There are no Load Views options for Private Cube Store



Figure 53: Viságe.BIT - There are 3 Load Views options for Public Cube Store

Cube Store

(When cubes are saved they are either saved in either Private or Public Store – Private View means only user who created view can view this cube. Public View means any users can view this cube)

To Load a Private View, Select the Private Option.

To Load a Public View, Select the Public Option.

View Name

Depending on the selection you have made in the Cube Store, either Private or Public, a list of available views is then displayed in the View Name/ Description section.

Selecting Private in the Cube Store, will display those Private Views in this selection. Selecting Public in the Cube Store will display those Views available for all users.

Make your selection by left clicking the selection under the View Name section that is indicated by the underlined red text.



After you have identified a view that you might wish to use again in the future, you can save that view by selecting the Save View button on the Standard Tool Bar.

After you have clicked on the Save View button you will be presented with a dialogue box

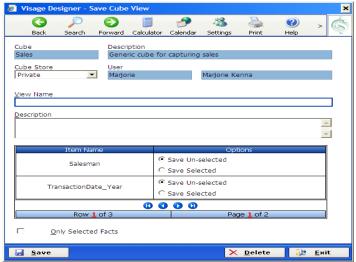


Figure 54: Viságe.BIT - Save View options

Cube Store

Views can be stored privately or publicly. Privately stored views are unique to the user, while publicly stored views are available for all users.

View Name

Enter a meaningful name for your view.

Description

Enter a more meaningful description for your current view.

Item Name / Options

If you have applied filters, in your current view those options will be listed in this section. The more filters you have applied, the more options that will be listed in this selection.

This is meaningful, in that, in this example, we have selected specific Salesman and specific TransactionDate_Year's. Here you are being asked, do you wish to Save the Unselected items, or do you wish to save the selected items? e.g. Those in the current view or the unselected facts, those not in the current view that are important for future reference.

Save Unselected

This selection gives you the option of saving unselected facts only, if you have any.

Save Selected.

This selection gives us the option of only saving the Selected Facts.

Click the Save button and your current view will be saved according to the items selected/unselected for save.



When the cube initially loads, there is a default view associated with it. If you find that you have manipulated the default view and have got yourself into a 'knot' and don't quite know where you are, you can Reset your view and go back to the Default View by selecting the Reset View button.

The Reset View is basically a 'get me back to the very beginning option'.

Changing Views

You can change your view by moving dimensions from the Outside Dimension Bar to either the Horizontal or Vertical Bar. You can move dimensions from the Horizontal Bar and/or the Vertical Bar to the Outside Bar or move from Horizontal to Vertical and visaversa.

Steps:

- 1. Scroll across the Outside Dimensions Bar locate required dimension.
- 2. Left click on the required Dimension and drag this to the required location eg: drag the Authorised by Dimension to the Vertical Axis area. Set up your selection eg. in this example I have only selected 3 codes: DS, MS and SF.

Drag the Supplier Code and Our Product Code to the Outside dimension area (will not be included in this view).

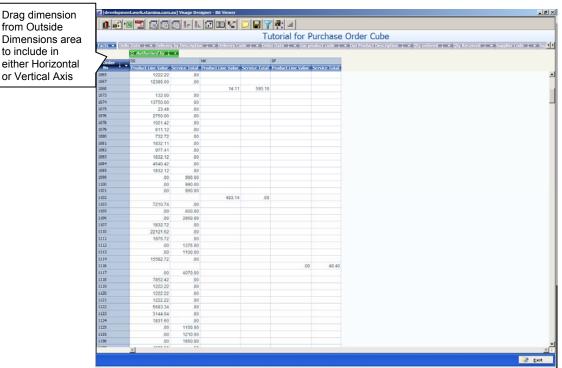


Figure 55: Viságe.BIT – With a number of dimensions removed and 1 dimension added to the current view

You will now see a changed view, where Purchase Orders now show values of Product Line and Service Totals by selected Authorised codes.

Change view Example

If you want to change the way you are viewing information – eg. Instead of showing each month for each year you might want to compare the month of each year against the month of the next and previous year – compare October 2004 with October 2005 with October 2006 etc...

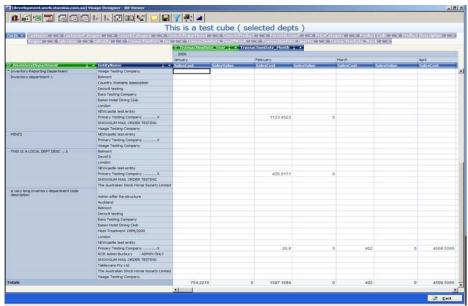


Figure 56: Current View by Year by Month

Steps:

- 1. Position cursor over TransactionDate Month Dimension.
- 2. Left click with mouse button.
- 3. Drag selection to left of TransactionDate_Year Dimension, Release mouse button

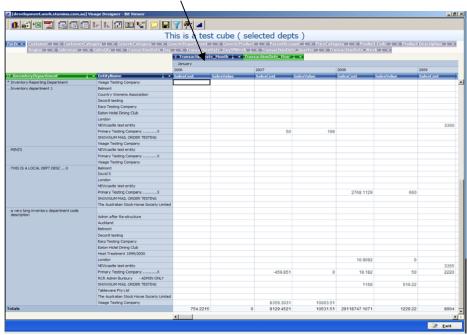


Figure 57: Changed view by Month by Year

Add Additional details to current View - Add Customers

Steps:

- 1. Scroll along the Outside Dimension Bar at the top of the screen to locate the Customer Dimension to add to your view.
- 2. Left click the Customer Dimension and drag and drop to the right of EntityName dimension

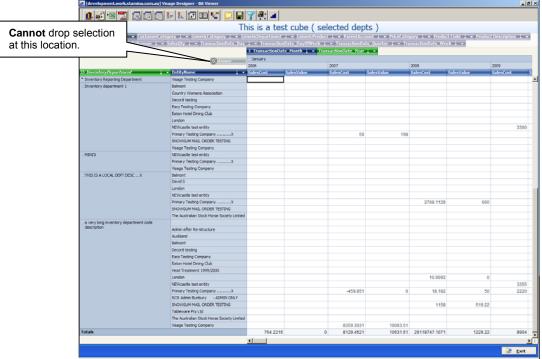


Figure 58: Cannot drop selection at this location

You will notice that only when the icon changes to a \square , this indicates you can drop the selection at that location.

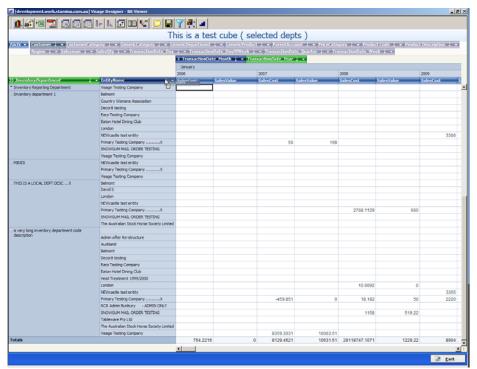


Figure 59: Can drop selection at this location

The ability to drag and drop dimensions to views is very dynamic. When you have a dimension selected and you wish to add this selection to a view, depending on where you release the mouse button, the selection will be dropped into your view.

In this example, if you release the Customer dimension to the **right** of EntityName the view will be as displayed below, Figure 56.

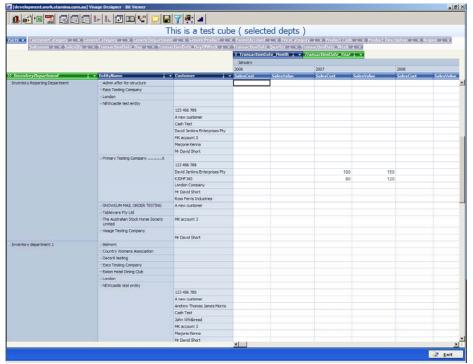


Figure 60: Customer Name dimension positioned to right of EntityName dimension

If you release the EntityName dimension to the **left** of InventoryDepartment the view will be as below.

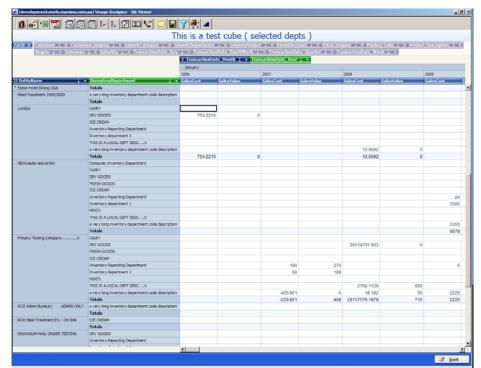


Figure 61: EntityName dimension positioned to left of InventoryDepartment dimension

Adjusting Column Widths

Because you have added a number of dimensions to the view, you now find that the information in the grid/work area is scrolling off the screen. Like any windows screen, you can reduce the width of the columns if you wish.

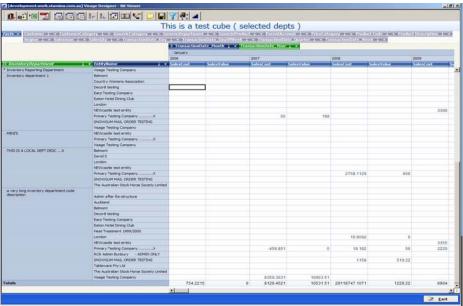


Figure 62: Viságe.BIT View

Steps:

- 1. Position the cursor until it changes to +
- 2. Left click with mouse button and drag to adjust any column widths as required.

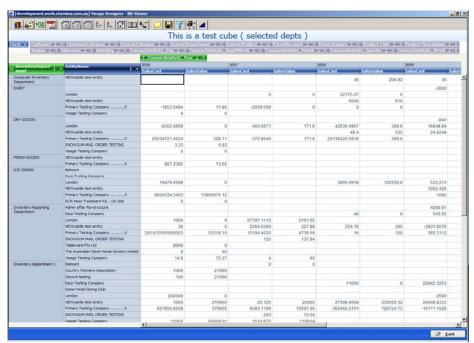


Figure 63: Viságe.BIT view with columns adjusted

Remove Information from view

Remove dimension

If you are no longer interested in seeing some information in the current view, you can simply move the dimension to the Outside Dimensions Bar.

Steps:

- 1. Position cursor on the title of the information eg. EntityName
- 2. Left click with the mouse.
- 3. Drag the selection to the Outside Dimensions bar at the top of the screen.
- Release the mouse button.

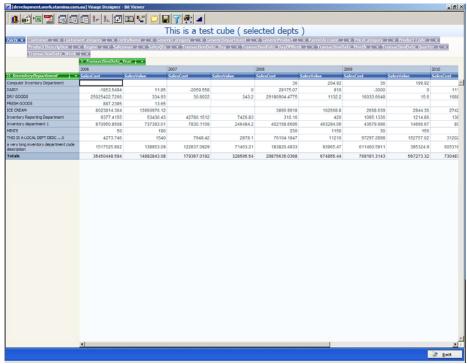


Figure 64: EntityName Dimension removed from current view

EntityName dimension is now removed from current view and is moved to the Outside Dimensions Bar

Remove Sub Totals

You may find that depending on the view you have defined, you have sub Totals appearing more than once. You can remove any or all of these sub totals if you wish.

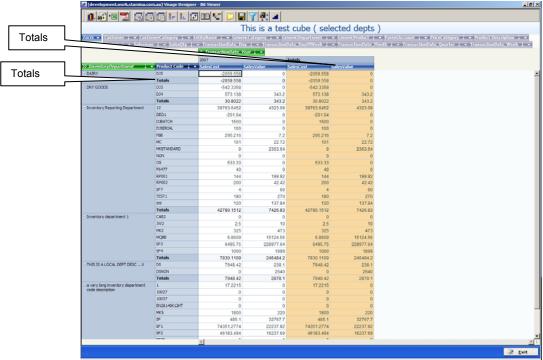


Figure 65: Viságe.BIT cube with Totals

In this example, there is a total appearing for dimension Product Code, and another total appearing as the last number of columns in the current view.

To remove the sub total for a dimension eg. Remove sub total for Product Code dimension.

Steps:

- 1. Position cursor over the blue bar of the dimension eg. Product Code
- 2. Right click with the mouse and you will see the context menu associated with that dimension.



Figure 66: Context menu for dimension Product Code.

Left click Totals on/off to Turns totals off.

Figure 67: Totals turned off for dimension Product Code.

Totals per Product Code are now turned off.

Similarly if you wish to turn totals off for any other dimension in your view, follow the same steps as above.

Using as a data exploration tool

If you now wish to drill down into specific sections of our current view by changing your selection, left click on the ▼ image to the right of the selected dimension.

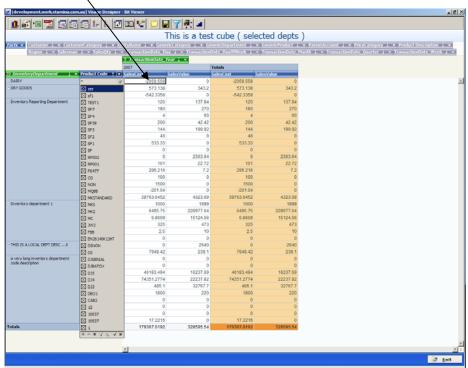


Figure 68: Current selection of Dimension - Product Code

In this example, you wish to drill down into the first 6 items only and remove the other items from your view. You will notice that each item has an X in the box to the left. This means that the item is selected.

To change the selection from the drop down list, you can uncheck each item individually or simply uncheck those items you are interested in (in this case uncheck the first 6 items in our list)

You will notice the * in the bottom row of the selection. The * button reverses the current selection. If you now left click the * button, the items currently selected will be deselected and the items deselected will be selected.

After you are happy with the current selection left click the $\sqrt{}$ button

The options available in the drop down selection have the affect of:

- + selects every item in the current selection
- deselects every item in the current selection
- * reverses current selection
- ↑ sorts selection in ascending order
- $\dot{\sqrt{}}$ confirms current selection
- X cancels current selection

Example:

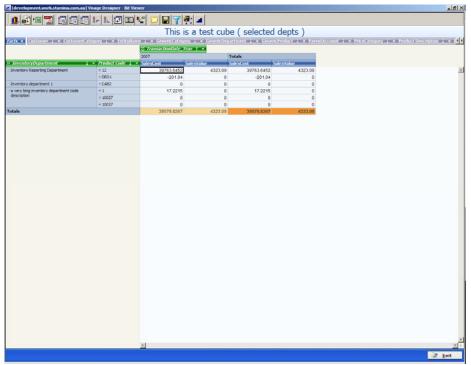


Figure 69: Changed view now viewing information for 6 Product Codes only.

If you then remove the InventoryDepartment dimension and park it in the Outside Dimensions Bar, and add the Product Description, Salesman and SalesQty dimension the view then looks like the following:

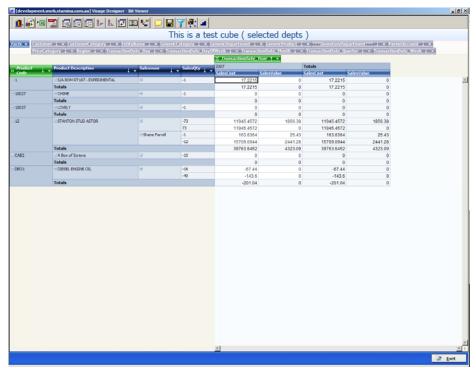


Figure 70: Changed view with dimensions removed and added

Example:

Change Selection from all Products to first 4 products in selection list.

Steps:

- 1. Click ▼ image on Product Code Dimension label.
- 2. Click the Reverse Selection option * (to untick all products)
- 3. Left click with your mouse to select the first 4 items only

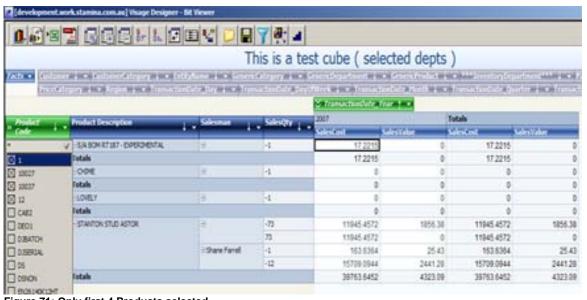


Figure 71: Only first 4 Products selected

Click √

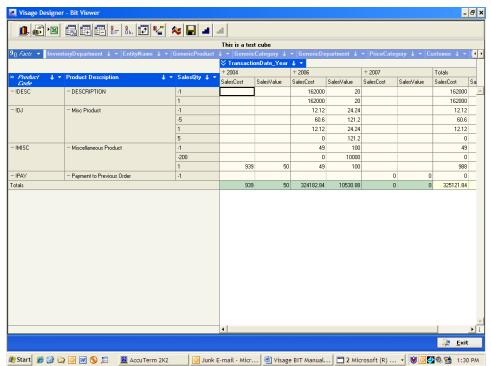


Figure 70: Details on 4 products now displayed.

The information on only 4 products is now displayed in the view.