The DataBook

The Data Tab

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A DataBook is a visual representation of your data. Using a DataBook you can sort, group, filter and total your data. You can manipulate your core data sets into meaningful structures for reporting, graphing and distribution.
eThority allows you to quickly navigate through thousands of rows of data. In the lower right corner of this example, you can see that we have 379,343 rows of data.

On bottom middle of the screen, the left or right arrow next to the page number moves you through the pages of data.

Enter a specific page number and click the arrow to load the data for that page.

You can also change the font size of the data by clicking the Zoom on the bottom left.
Navigation

To navigate through your data, click on the *SwiftSeek* handle on the left side of the screen. You can browse thousands of data pages, containing millions of rows. Drag your mouse over the listing to locate your page. Click on the row to load the page.

If there are more than 100 pages in the DataBook, *SwiftSeek* creates regions to mark additional 100 page groups. Click a region to move to the data surrounding that 100 page group.
Grouping

To begin simply drag and drop the column header that you want to group into the Group panel at the top of the tab.

A Refresh Needed watermark is displayed across the DataBook.

Click the Refresh button.

To un-group data, drag the desired column header from the Group panel and drop over the rows of data.

Click the Refresh button again.
Grouping

Left click the green arrow, changing the direction to up or down, to sort your groups in ascending or descending order. Right click the green arrow to select **Summary Only** for a listing of your groups. Summary will show only the lowest level group data.
Grouping

To create sub-groups, drag and drop additional column headers into the **Group** panel.

When grouping by a date column, the option of grouping in different time increments is presented.
Grouping

To expand or collapse each group, click the +/- button next to each row or group to open or close a single group.

Beneath the Refresh button, click the + to Expand or the – to Collapse. This opens or closes all groups at once.
Grouping

An alternative to dragging the column name up from the DataBook is to click the **Group** button in the Grouping Panel. From here, drag and drop or double click from a list of all columns within the DataBook.
Column Header Functions

To use the **Column Header Functions**, right click on the column header to display the available measures and click to select. You will see the result of the measure in the Grand Total and at all Group levels. To remove a measure, click **No Measure**.

**View Info**: Displays field information pertaining to this column of data.

**Sum**: Adds all numerical entries in the column.

**Average**: Finds the average for numerical entries in the column.

**Percent**: Determines what percentage of entries that group holds out of the entire column.
To use the **Column Header Functions** your data must be grouped. Right click on the column header to display the available functions.

**Minimum:** Finds the smallest number in a column of numerical entries. For non-numerical entries it finds the first entry alphabetically in the column.

**Maximum:** Finds the largest numerical entry in the column, or the last alphabetically in the column for non-numerical entries.

**Distinct Count:** Finds the total number of unique entries in the column.

**Count:** Finds the total number of entries in that column.

**No Measure:** This will clear any function set under a column header.
Column Header Functions

**Detail Only:** Column data will only be displayed at the detail level and not on the group level.

**Group Only:** Locks the calculation at the group level. This is particularly helpful if you wish to show average salary data (for example), but not detail of individual salaries.

**Always Show:** Shows the column at the group level and the detail level. If multiple values exist in the grouping then `<Multiple>` will be displayed.
Column Header Functions

Select a function and click the **Refresh** button to show changes.

You will see Sums, Averages, Minimums, Maximums and Counts listed for each group the DataBook is divided into and a grand total.
Data will sort from A to Z or from smallest to largest if the column contains numerical entries.

Right click on the column header in the **Sort** panel to change the sort order from Z to A or click the green arrow on the column header in the **Sort** panel to change the sort order.
Sorting

Add additional column headers to be sorted to the Sort panel. Data will sort in the order that the fields are placed in the Sort panel. Sort obeys the following order of Group and Sub-groups and then Sort and any Sub-sort.
**Filtering**

Use the **Filter** panel to place limits on the data that appears in the DataBook. Drag and drop any column header to the **Filter** panel to open the **Filter Builder** dialog box or click the **Filter** button to select from a field listing. To change a filter, double click on the filtered column header you would like to edit in the **Filter** panel. The **Filter Builder** window will open. To remove a filter from the DataBook, drag and drop that column header from the **Filter** panel. Click the **Refresh** button.
In this example, the City column header is placed in the Filter panel and the Pick List Value option has been selected.

The Pick List is a list of all unique values contained in the column. The Pick List option is only available for columns of the List data type.

To select cities to be included in the DataBook, click the name of the cities in the right hand box.

To exclude these cities from the DataBook, click the Exclude These from Result Set check box on the left below selected cities.

To go to a specific city on the list, click anywhere in the Select Multiple Items grid and begin typing.
Filtering – Text Fields

In this example, the Is Enrolled column header is placed in the Filter panel and the Data Field Value option has been selected.

From the operator dropdown, select the desired option. From the Field dropdown, you may select another data column to compare to.

In this example, we are selecting for only those rows where these two columns match.
Filtering – Text Fields

In this example, the State column header is placed in the Filter panel and the User Value option has been selected.

Type the value directly into the field supplied. Use the dropdown to qualify the search value.
Filtering – Date Fields

In this example, the Transaction Date column header is placed in the Filter panel.

**In Range:** To select a range of dates to be included in the DataBook, select and enter the **From** and **To** dates in the fields provided in the Value panel.

**In Last, In Next, Prior, Current or Next:** To filter on a day, week, month, quarter, year or fiscal Year. These options change with the **Date Portion** selected in the Data Field panel.

**Is Empty:** To include all rows that do not contain any date.

**Exclude These from Result Set:** To exclude the dates selected.
Filtering – Numeric Fields

In this example, the Actual Amount column header is placed in the Filter panel.

**In Range:** To select a range of salaries to be included in the DataBook. Enter the **From** and **To** numbers in the fields provided in the Value panel.

**Top(x)% or Bottom(x)%:** To include only the highest or lowest percentage of values of the column in your DataBook. Enter the percentage in the field provided in the Value panel.

**Top(x) Rows or Bottom(x) Rows:** To include only a specified number of rows either from the top or the bottom of the list. Enter the number of rows in the field provided.

**Exclude These from Result Set:** To exclude the range, percentage or rows entered.

**Data Field:** To filter the Actual Amount based on another column in the DataBook. Select the Data Field value option and select the appropriate column from the Field dropdown.
Filtering – On Group Totals

Apply to Group Totals: When filtering on Numerical data that has been grouped and contains functions on the column headers (sum, average, count, etc.), you have the option of filtering by the numbers generated by the functions.

In this example, data is grouped by Department, and the Average function is placed on the Expense column, checking the Apply to Group Totals box in the Filter Builder will allow you to filter based on averages for the departments.
Filtering – Restrictive

When you add a filter, each consecutive filter is restricted by the pre-existing filters. In this example:

The first filter on the City column excludes all cities except Chicago and Denver.

The second filter restricts the DataBook to all salaries in Chicago and Denver that are between 100,000 and 200,000 dollars.

The third filter is now restricted to any of the personnel in Chicago or Denver that make between 100,000 and 200,000 and then it further excludes those who are more than 50 years old.