

## List of S-CAAT Functions with Brief Descriptions

No.	Panel	Menu	Sub Menu	Function	Tool Tips/Brief Description	Type
1	Curate				Curate refers to transforming data in a standard structure to be usable for data analysis as required. Curation of data ensures that data is formatted and purified for use in data analytics.	P
2	Curate	Remove			Remove specific characters, spaces, etc. from the Table.	M
3	Curate	Remove		Non-Alphabetic Characters	Removes non-alphabetic characters in the selected column.	F
4	Curate	Remove		Non-Numeric Characters	Removes non-numeric characters in the selected column.	F
5	Curate	Remove		Non-AlphaNumeric Characters	Removes non-alphabetic and non-numeric characters in the selected column.	F
6	Curate	Remove		Multiple Spaces	Removes multiple spaces & replaces them with a single space in selected column.	F
7	Curate	Remove		All Spaces	Removes all spaces in the selected column.	F
8	Curate	Remove		Indent/Leading Spaces	Removes indent/all spaces before the first character in the selected column.	F
9	Curate	Remove		Trailing Spaces	Removes all spaces after the last character in the selected column.	F
10	Curate	Remove		Leading & Trailing Spaces	Removes all spaces before and after the first and last characters respectively in the selected column.	F
11	Curate	Remove		Specific/Special Character(s)	Removes selected characters, numbers & special characters in selected column.	F
12	Curate	Remove		Leading 'X' Characters	Removes 'X' (specified) number of characters from left in the current column.	F
13	Curate	Remove		Ending 'X' Characters	Removes 'X' (specified) number of characters from right in the current column.	F
14	Curate	Remove		All From 'X' Characters	Removes all characters in the current column after the specified position.	F
15	Curate	Remove		Empty Row(s)	Deletes all empty rows in the Table.	F
16	Curate	Format			Change the character case of data or sheet name.	M
17	Curate	Format		Lower Case	Converts text to lower case in the selected column.	F
18	Curate	Format		Upper Case	Converts text to upper case in the selected column.	F
19	Curate	Format		Title Case	Converts text to title case in the selected column where, the first letter of every word is capitalised.	F
20	Curate	Format		Sentence Case	Converts text to sentence case in the selected column where, the first letter of the sentence in the cell is capitalised.	F

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No.	Panel	Menu	Sub Menu	Function	Tool Tips/Brief Description	Type
21	Curate	Convert			Convert data as per specific formats.	M
22	Curate	Convert		To Numeric	Converts the selected cells to number format.	F
23	Curate	Convert		To Character	Converts the selected cells to character format.	F
24	Curate	Convert		To Date	Converts the selected cells to date format.	F
25	Curate	Convert		To Currency	Converts the selected cells to currency format.	F
26	Curate	Convert		Fill With Leading Zero(s)	Adds a specified number of zeros before the first digit in each cell to ensure uniform length for all cells.	F
27	Curate	Convert		PDF Format	Publishes a copy of the selected Tables in PDF format in the same location as the original.	F
28	Curate	Convert		Import Text Files	Imports Text files with standard fixed headers/bank statement in print format into MS Excel	F