

List of SoftCAAT BI Functions with Brief Descriptions

No.	Tab (T)	Panel (P)	Functions (F)	Tool Tips/Brief Descriptions	Type
1	File			Provides options to create an auditee, audit, file and password.	T
2	File	Auditee		Provides options to create, modify and delete the auditees.	P
3	File	Auditee	New	Allows to create a new auditee.	F
4	File	Auditee	Open	Open an already created auditee.	F
5	File	Auditee	Delete	Removes the auditee completely.	F
6	File	Audit		Provides options to create and modify audit details under current auditee.	P
7	File	Audit	New	Allows to create a new audit.	F
8	File	Audit	Delete	Removes the audit and files under it completely.	F
9	File	File		Provides options to create a duplicate table, rename table, delete and print preview from auditee.	P
10	File	File	Save	Creates copy of the current active file.	F
11	File	File	Rename	Used to rename the current active child file.	F
12	File	File	Delete	Remove the current active file.	F
13	File	File	Print Preview	Preview and make changes before printing.	F
14	File	Password		Provides options to create, modify and delete the password for current table.	P
15	File	Password	Create	Protect the files in the software by making it as password protected file.	F
16	File	Password	Change	Edit the existing password.	F
17	File	Password	Remove	Delete the existing password on the file.	F
18	File		Exit	Close SoftCAAT with all tables.	F
19	Home			Provides options to import different types of files as selected for performing functions of software.	T
20	Home	Import Data		Provides options to Imports different types of file to SoftCAAT under the current table.	P
21	Home	Import Data	PC/ODBC	Import files into SoftCAAT from different formats such as: MS Excel, MS Access, HTML, Database, ODBC, Text files data from clipboard, etc.	F
22	Home	Import Data	Fixed Width	Import a text file into SoftCAAT and segregate it into columns as required.	F
23	Home	Import Data	FRS	Create, modify or import files based on FRS (File Record Structure).	F
24	Home	Copy		Provides options to select all records from current table and copy to clipboard.	P
25	Home	Copy	Select	Select all the records or as selected by user, in the current file.	F
26	Home	Copy	Copy	Copy the selection in the current file to the clipboard.	F

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27	Home	Navigate		Provides options to navigate to particular row ,get records based on condition and Set field order to display.	P
28	Home	Navigate	Goto	Go to a specific row or column in the current file.	F
29	Home	Navigate	Prioritize	Re-order columns in the current file.	F
30	Home	Navigate	Records	View a specified number of records based on percentage or number.	F
31	Home	Columns		Provides options to hide and unhide Columns.	P
32	Home	Columns	Hide	Hide the selected column.	F
33	Home	Columns	Unhide	Unhide the selected column.	F
34	Home	Tree		Provides options to set the auditee and audit datas to expand and collapse for current auditee.	P
35	Home	Tree	Expand	Expand the selected audit/ auditee/ file to view sub-files.	F
36	Home	Tree	Collapse	Collapse the selected audit/ auditee/ file to hide sub-files from view.	F
37	Home	Find In		Provides options to find the values in files,audit and auditee.	P
38	Home	Find In	File	Find specified data in the selected column of the current file.	F
39	Home	Find In	Audit	Find specified data in the files of the entire audit based on the type of value.	F
40	Home	Find In	Auditee	Find specified data in the files of the entire auditee based on the type of value.	F
41	Home	Find		Provides options to find and replace the values in current file.	P
42	Home	Find	&Replace	Find a value and replace it with another in the current file. Results of this function will be saved into in a sub-file.	F
43	Home	View Details		Provides options to view the details of file, audit and auditee.	P
44	Home	View Details	File Definitions	View the data type and short name of the columns in the current file.	F
45	Home	View Details	Audit Details	View audit details such as audit name, auditee name, start date, end date, audit objectives, auditee team, audit team, etc.	F
46	Home	View Details	Auditee Details	View the auditee's contact details, organisational details, IT resources and auditee team details.	F
47	Home	View File In		Provides options to view current file in different formats like excel, html, notepad, etc.	P
48	Home	View File In	MS Excel	View the current file in MS Excel.	F
49	Home	View File In	Notepad	View the current file in Notepad.	F
50	Home	View File In	Mail	Export the current file onto your computer in specified format and attach it to a mail in your default email software.	F

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51	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.	T
52	Curate	Remove Characters		Provides options to remove specific characters from the table.	P
53	Curate	Remove Characters	Non - Alpha	Removes non-alphabetic characters in the selected column.	F
54	Curate	Remove Characters	Non - Num	Removes non-numeric characters in the selected columns.	F
55	Curate	Remove Characters	Non - AlphaN	Removes non-alphabetic and non-numeric characters in the selected columns.	F
56	Curate	Remove Spaces		Provides options to remove spaces from the tables.	P
57	Curate	Remove Spaces	Multiple	Removes multiple spaces and replaces them with a single space in the selected columns.	F
58	Curate	Remove Spaces	Leading	Removes leading spaces in the selected columns.	F
59	Curate	Remove Spaces	Trailing	Removes trailing spaces after the last character in the selected columns.	F
60	Curate	Remove Spaces	Begin&End	Removes all spaces before and after the first and last characters respectively in the selected columns.	F
61	Curate	Remove Spaces	All	Removes all spaces in the selected columns.	F
62	Curate	Remove 'X' Characters		Provides options to remove X characters from the table.	P
63	Curate	Remove 'X' Characters	Leading	Removes 'X' (specified) number of characters from the left in the current column.	F
64	Curate	Remove 'X' Characters	Ending	Removes 'X' (specified) number of characters from the right in the current column.	F
65	Curate	Remove 'X' Characters	Specific	Removes the selected characters, numbers and special characters in the selected columns.	F
66	Curate	Remove 'X' Characters	All	Removes all characters in the current column after the specified position.	F
67	Curate	Delete		Provides options to Remove specific empty rows & columns from the table.	P
68	Curate	Delete	Empty Row(s)	Deletes all empty rows in the table.	F
69	Curate	Delete	Empty Column(s)	Deletes all empty columns in the table.	F
70	Curate	Convert		Provides options to convert data as per specific formats.	P
71	Curate	Convert	PDF Format	Publishes a copy of the selected Table in PDF format in the same location as the original.	F
72	Curate	Format Case		Provides options to change the character case of data or sheet name.	P

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73	Curate	Format Case	Lower	Converts text to lower case in the selected column.	F
74	Curate	Format Case	Upper	Converts text to upper case in the selected column.	F
75	Curate	Format Case	Title	Converts text to title case in the selected columns where, the first letter of every word is capitalised.	F
76	Curate	Format Case	Sentence	Converts text to sentence case in the selected column where, the first letter of the sentence in the column is capitalised.	F
77	Profile			Data profiling refers to the act of analysing the data contents to get an overall perspective of data. This helps in validating data at a macro level and assessing whether the data is correct and complete.	T
78	Profile	Statistics		Displays the topmost or bottommost 'x' number of records in a column.	P
79	Profile	Statistics	Top / Last X	Displays the topmost or bottommost 'x' number of records in a column.	F

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No.	Tab (T)	Panel (P)	Functions (F)	Tool Tips/Brief Descriptions	Type
80	Profile	Stratify		Provides options to group numeric, date and character data into specific strata.	P
81	Profile	Stratify	Numeric	Groups numeric data into different strata based on intervals.	F
82	Profile	Stratify	Date	Groups dates into different strata based on intervals.	F
83	Profile	Stratify	Character	Groups characters into different strata based on intervals.	F
84	Profile	Stratify	Key Field	Groups numeric data into different strata based on intervals. Data is displayed based on selected values.	F
85	Profile	Stratify	Aging 2 Fields	Computes difference of selected two columns and stratifies on specified intervals for computed date difference.	F
86	Profile	Summarize		Provides options to summarizes numeric data.	P
87	Profile	Summarize	Quick	Groups each distinct value in a numeric column and displays corresponding count and sum with options to perform further analysis by computing on selected fields/compare with other existing/result fields to identify exceptions.	F
88	Profile	Summarize	Key Field	Groups each distinct value in a numeric column and displays corresponding count and sum. Data is displayed based on selected keyfield.	F
89	Profile	Summarize	Classify	Groups each distinct value in a character column and displays corresponding count/sum with option to display average, min. & max. value for each group with options to perform further analysis by computing on selected fields/compare with other existing/result fields.	F
90	Profile	Summarize	Aging	Groups and totals all records that are within and beyond the aging date based on the specified aging intervals.	F
91	Profile	Totals		Provides options to computes count, sum and cumulative total.	P
92	Profile	Totals	Count/Sum	Displays count/sum of values in the selected numeric range/columns with options to perform further analysis by computing on selected fields/compare with other existing/result fields.	F
93	Profile	Totals	Avg \ Min \ Max	Displays Average \ Min. \ Max. for selected numeric range/columns.	F
94	Profile	Totals	Cumulative	Displays cumulative total or sub-total for the selected numeric column.	F
95	Profile	Classification		Provides options to groups items as per statistical classification and displays items in groups as quadrants, percentiles, clusters and patterns.	P
96	Profile	Classification	Quadrants	Displays items in four quadrants as per the specified the percentage for each category for selected two numeric columns.	F

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No.	Tab (T)	Panel (P)	Functions (F)	Tool Tips/Brief Descriptions	Type
97	Profile	Classification	Percentiles	Displays items in specific percentages as per default/specified percentage for a selected column with option to group by a specific field.	F
98	Profile	Classification	Clusters	Displays summary of data for selected column with option to group by specified field so that each cluster has data of similar characteristics as specified.	F

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No.	Tab (T)	Panel (P)	Functions (F)	Tool Tips/Brief Descriptions	Type
99	Profile	Classification	Patterns	Displays in selected ascending/descending order (based on count/sum/product) the summary of groups of data for selected column with option to group by specific field.	F
100	Profile	Data		Provides options to analyse data to understand overall perspective at macro level.	P
101	Profile	Data	Extract	Extract the selected column.	F
102	Profile	Data	Export	Export current table values to new file with selected delimiter option.	F
103	Profile	Data	Text2Col	Segregate single column to multiple column with selected split option.	F
104	Profile	Search		Provides options to find/ find and replace data based on specified inputs.	P
105	Profile	Search	Column(s)	Finds the specified value in the selected columns.	F
106	Profile	Search	Rows	Finds one or multiple values in the same row.	F
107	Profile	Search	MultValues	Finds one or multiple values in the current Table.	F
108	Profile	Search	&Replace Mult	Finds and replaces multiple values in the current column.	F
109	Analysis			Provides options to analysis refers to examining the data in detail to discover essential features by breaking data into specific components by grouping, identifying and reviewing specific features.	T
110	Analysis	Outliers By		Provides options to display records that do not match a specified character mask or value.	P
111	Analysis	Outliers By	Mask	Displays records that do not match a defined mask where 'C' represents characters and 'N' represents numbers.	F
112	Analysis	Outliers By	Bounds	Displays records whose mask matches the selected condition. Also finds records that match a value at specific positions.	F
113	Analysis	Outliers By	Numbers	Displays records that exceeds 'x' number of times, the average/standard deviation of the selected numeric column.	F
114	Analysis	Identify		Provides options to identifies format.	P
115	Analysis	Identity	Format	Identifies the format of each row in the selected column as 'C' for characters and 'N' for numbers with options to show field length and identify exceptions.	F
116	Analysis	Fuzzy Match		Provides options to arrange, normalise, find near/similar data by applying fuzzy logic. Find words with phonetic similarities (similar sounding words with the same / different spelling).	P
117	Analysis	Fuzzy Match	Arrange	Displays similarities in two values by eliminating transposition.	F

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No.	Tab (T)	Panel (P)	Functions (F)	Tool Tips/Brief Descriptions	Type
118	Analysis	Fuzzy Match	Near	Compares two values or columns and returns true if the specified difference between two fields is equal to or less than the specified difference otherwise returns false.	F
119	Analysis	Fuzzy Match	Normalize	Removes special characters, multiple spaces, leading and trailing spaces in a column.	F
120	Analysis	Fuzzy Match	Similar	Compares two values and applies transformation to find strings that are similar.	F
121	Analysis	Fuzzy Match	Soundex	Soundex displays the four-digit Soundex code for selected/ specified data from columns to identify exact/ approximate phonetic similarities.	F
122	Analysis	Fuzzy Match	SoundsLike	SoundsLike displays similarity of words from two columns based on exact/ approximate Soundex codes.	F
123	Analysis	Sort		Provides options to sort the data in one or more table based on selected options.	P
124	Analysis	Sort	Ascend	Sort data on multiple criteria in ascending criteria.	F
125	Analysis	Sort	Descend	Sort data on multiple criteria in descending criteria.	F
126	Analysis	Sort	Fields	Sort data on multiple criteria based on selected column	F
127	Analysis	Filter		Provides options to apply or remove dynamic filters.	P
128	Analysis	Filter	Select	Displays all records that are the same as selected columns.	F
129	Analysis	Filter	Clear	Removes all applied filters.	F
130	Analysis	Split Table By		Provides options to split the current table into multiple tables based on date, column values and by segment.	P
131	Analysis	Split Table By	Group	Splits the current table into multiple tables based on each distinct value.	F
132	Analysis	Split Table By	Date	Splits the current table into multiple tables based on the selected period.	F
133	Analysis	Split Table By	Segment	Displays the specified split value of a column based on the selected delimiter.	F
134	Analysis	Split Table By	Values	Splits the current table into multiple tables based on specified values.	F
135	Analysis	Split Table By	Strata	Splits the current table into multiple tables based on specified strata.	F
136	Explore			Explore refers to examining the data in detail to discover essential features by breaking data into specific components by grouping, identifying and reviewing specific features.	T
137	Explore	Classifier		Provides options to groups items as per statistical classification (on x and y axis) and displays group of items such as quadrant, percentile, cluster or pattern.	P

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138	Explore	Classifier	Quadrant	Displays items in four quadrants as per the specified percentage for each category.	F
139	Explore	Classifier	Percentile	Displays items in specific percentages as per default/specific percentage given.	F

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No.	Tab (T)	Panel (P)	Functions (F)	Tool Tips/Brief Descriptions	Type
140	Explore	Classifier	Cluster	Displays summary of groups of data from selected set of 2 columns such that each cluster has data of similar characteristics as specified.	F
141	Explore	Classifier	Pattern	Displays in selected ascending/descending order (based on count/sum/product) the summary of groups of data.	F
142	Explore	Stratum		Provides options to groups numeric/date/character data and displays data for different strata.	P
143	Explore	Stratum	Numeric	Groups numeric data and displays the data in different tabs for each strata.	F
144	Explore	Stratum	Date	Groups date-related data and displays the data in different tabs for each strata.	F
145	Explore	Stratum	Character	Groups character-related data and displays the data in different tabs for each strata.	F
146	Explore	Analysis		Provides options to analyse key features of data using various types of analysis such as Pareto, ABC, Relative size and Max. Variance Factor.	P
147	Explore	Analysis	Link	Identify relationship between 2, 3 or more files based on selected fields and display results in horizontal/columnar for various options of matching/unmatching.	F
148	Explore	Analysis	Pareto	Displays items in two separate categories as per the Pareto (80:20) rule/specific percentage given for each category.	F
149	Explore	Analysis	ABC	Displays items in three separate categories as per the specific percentage given for each category.	F
150	Explore	Analysis	ABCD	Displays items in four separate categories as per the set criteria of low-low, low-high, high-low and high-high categories.	F
151	Explore	Analysis	Aging	Groups date-related data and displays data in different intervals of data.	F
152	Explore	Analysis	DayOfWeek	Groups and displays data for each day of week in different tabs for each day.	F
153	Explore	Analysis	Quarterly	Groups and displays data in four separate tabs for each of the quarters.	F
154	Explore	Analysis	Monthly	Groups and displays data in twelve separate tabs for each of the months.	F
155	Explore	Analysis	RSF	Displays the variation between highest value and second highest value in terms of difference and multiple (difference/second highest value) for specified numeric column.	F
156	Explore	Analysis	MVF	Displays variation between maximum and minimum value and the differential factor in multiple (difference/minimum) for specified numeric column.	F

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No.	Tab (T)	Panel (P)	Functions (F)	Tool Tips/Brief Descriptions	Type
157	Investigate			Provides options to Investigate refers to observing or inquiring the data in detail. This involves systematic examination of data by making a detailed inquiry or search to discover facts and insights to be able to come to a conclusion.	T
158	Investigate	Investigate		Investigate refers to observing or inquiring the data in detail. This involves systematic examination of data by making a detailed inquiry or search to discover facts and insights to be able to come to a conclusion.	P
159	Investigate	Investigate	MIS	Displays the count, total, minimum, maximum and average of records for the selected period.	F
160	Investigate	Query		Provides options to query and analyse based on exceptions, numbers, characters and verify numerical data.	P
161	Investigate	Query	Numeric	Displays numbers which are rounded off, 999, 0 and those which begin and/or end with specific numbers and also blank cells in the selected numeric column.	F
162	Investigate	Query	Characters	Displays characters that begin and/or end with specific letters or words.	F
163	Investigate	Query	Exceptions	Displays records based on up to three AND/OR conditions.	F
164	Investigate	Query	List2Find	Displays items for selected list for date, numeric or character fields.	F
165	Investigate	Query	List to Filter	Filters/Extracts & Displays items for selected field for (single/multiple inputs) of date, numeric or character types.	F
166	Investigate	Query	Filter & Extract	Displays not just rows but the complete voucher details for the specified ledger/field and combination of selected common field(s).	F
167	Investigate	Query	DynQuery	Displays specific records based on the selected values/ condition.	F
168	Investigate	Statistics		Provides options to advanced statistical functions such as trend analysis, Benford's law, and correlation.	P
169	Investigate	Statistics	BenfLaw	Displays variance in patterns of numeric data based on Benford's Law.	F
170	Investigate	Statistics	Trend Analysis	Displays the difference between actual values and trend-fit values based on patterns of numeric data.	F
171	Investigate	Statistics	Time Series	Displays the difference between actual values and trend-fit values based on patterns of numeric data.	F
172	Investigate	Statistics	Correlation	Displays the linear relationship between two numeric columns.	F

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No.	Tab (T)	Panel (P)	Functions (F)	Tool Tips/Brief Descriptions	Type
173	Investigate	Templates		Provides ready-made templates for verifying patterns of data, authentication check, analytical review and insert multiple copies of selected table.	P
174	Investigate	Templates	Validate Patterns	Finds variances in patterns of standard formats such as PAN, TAN, GSTIN, Aadhar numbers and user specified criteria.	F
175	Investigate	Templates	Validate GSTIN	Displays whether selected single GSTIN or multiple GSTIN as per selected column is valid/invalid and provides specific category of assessee.	F
176	Investigate	Templates	Compute Age	Compute age based on current date/ specified date on the selected date column.	F
177	Investigate	3D Reports		Provides options to generate month-wise breakup for various reports such as MIS, Stratify numeric/character/aging and aging on selected intervals.	P
178	Investigate	3D Reports	Stratify-Numeric	Displays the Month-wise break-up by Grouping numeric data into different strata based on selected intervals.	F
179	Investigate	3D Reports	Stratify-Character	Displays the Month-wise break-up by Grouping character data into different strata based on selected intervals.	F
180	Investigate	3D Reports	Stratify-Aging	Displays the Month-wise break-up by Grouping date-related data into different strata based on selected intervals.	F
181	Investigate	3D Reports	MIS	Displays the Month-wise break-up for selected options in MIS reports such as: Day of week, Day of Year, Day of Month, etc.	F
182	Investigate	3D Reports	Aging	Displays the Month-wise break-up for selected options of ageing intervals.	F
183	Trendline			Groups items as per trendline for selected group and displays relevant trend values in columns with Sparklines or charts based on results of various types of analysis.	T
184	Trendline	Stratify		Provides options to displays trendline results as per stratified data of numeric, date and character fields.	P
185	Trendline	Stratify	Numeric	Displays list of values (trend) in columns for Groups of numeric data as per different strata based on intervals for specified conditions of occurrence or variance with option to display sparklines or chart.	F
186	Trendline	Stratify	Character	Displays list of values (trend) in columns for Groups of character data as per different strata based on intervals for specified conditions of occurrence or variance with option to display sparklines or chart.	F

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187	Trendline	Stratify	Date	Displays list of values (trend) in columns for Groups of date type data as per different strata based on intervals for specified conditions of occurrence or variance with option to display sparklines or chart.	F
188	Trendline	Stratify	Aging2Fields	Displays list of values (trend) in columns for Groups of aging data as per different strata based on intervals for specified conditions of occurrence or variance with option to display sparklines or chart.	F
189	Trendline	Classified		Provides options to displays trendline results for statistical classification (on x and y axis) for items grouped (count >1 or specified no.) as per quadrant, percentile, cluster or pattern.	P
190	Trendline	Classified	Quadrant	Displays list of values (trend) in columns results for range of values for selected quadrants for selected two numeric columns on specified conditions of occurrence or variance with option to display sparklines or chart.	F
191	Trendline	Classified	Percentile	Displays list of values (trend) in columns for selected percentile for selected two numeric columns on specified conditions of occurrence or variance with option to display sparklines or chart.	F
192	Trendline	Classified	Cluster	Displays list of values (trend) in columns for selected cluster for selected two numeric columns for specified conditions of occurrence or variance with option to display sparklines or chart.	F
193	Trendline	Classified	Pattern	Displays list of values (trend) in columns for selected patterns for selected two numeric columns on specified conditions of occurrence or variance with option to display sparklines or chart.	F
194	Trendline	Classification		Provides options to displays Trendline results as per statistical classification for items grouped (count >1 or specified no.) as quadrants, percentiles, clusters and patterns.	P
195	Trendline	Classification	Quadrants	Displays list of values (trend) in columns for selected quadrant for selected columns/group on specified conditions of occurrence or variance with option to display sparklines or charts.	F
196	Trendline	Classification	Percentiles	Displays list of values (trend) in columns for selected percentile for selected columns/group on specified conditions of occurrence or variance with option to display sparklines or chart.	F
197	Trendline	Classification	Clusters	Displays list of values (trend) in columns for selected columns/group of selected cluster on specified conditions of occurrence or variance with option to display sparklines or chart.	F

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198	Trendline	Classification	Patterns	Displays list of values (trend) in columns for selected patterns for selected columns/group on specified conditions of occurrence or variance with option of sparklines or chart.	F
199	Trendline	Analysis		Provides options to displays Trendline results for group (count >1 or specified no.) of records based on Outliers, Pareto, ABC, ABCD and Aging analysis.	P
200	Trendline	Analysis	Outliers	Displays list of values (trend) in columns for results of outlier analysis on specified conditions of occurrence or variance with option to display sparklines or chart.	F
201	Trendline	Analysis	Pareto	Displays list of values (trend) in columns for results of pareto analysis on specified conditions of occurrence or variance with option to display sparklines or chart.	F
202	Trendline	Analysis	ABC	Displays list of values (trend) in columns for results of ABC analysis on specified conditions of occurrence or variance with option to display sparklines or chart.	F
203	Trendline	Analysis	ABCD	Displays list of values (trend) in columns for results of ABCD analysis on specified conditions of occurrence or variance with option to display sparklines or chart.	F
204	Trendline	Analysis	Aging	Displays list of values (trend) in columns for results of aging analysis on specified conditions of occurrence or variance with option to display sparklines or chart.	F
205	Trendline	Results		Provides options to displays Trendline results for group of records (count >1 or specified no.) based on results of classified, RSF, MVF. Top (X) or MIS Results.	P
206	Trendline	Results	Classified	Displays list of values (trend) in columns for results of classified function on specified conditions of occurrence or variance with option to display sparklines or chart.	F
207	Trendline	Results	ListofValues	Displays list of values (trend) in columns for results of list of values function on specified conditions of occurrence or variance with option to display sparklines or chart.	F
208	Trendline	Results	RSF	Displays list of values (trend) in columns for results of RSF function on specified conditions of occurrence or variance with option to display sparklines or chart.	F

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209	Trendline	Results	MVF	Displays list of values (trend) in columns for results of MVF function on specified conditions of occurrence or variance with option to display sparklines or chart.	F
210	Trendline	Results	Top X	Displays list of values (trend) in columns for results of Top (X) function on specified conditions of occurrence or variance with option to display sparklines or chart.	F
211	Trendline	Results	MIS	Displays list of values (trend) in columns for results of MIS function on specified conditions of occurrence or variance with option to display sparklines or chart.	F
212	Relate			Provides options to join, append or compare data in two tables based on specific criteria.	T
213	Relate		Join	Displays records after joining data from two tables based on common/ uncommon column values.	F
214	Relate		3-Way Matching	Displays records after joining data from up to three tables based on common/ uncommon column values.	F
215	Relate		Append	Displays records after appending multiple tables with the matched/unmatched record structure.	F
216	Relate		Consolidate	Displays the consolidated count and sum of each distinct value in the selected column in multiple tables.	F
217	Relate		Compare	Displays the count, sum/difference of two or more similar columns from two different tables with options to see results of different types of comparison in a separate Table.	F
218	Relate		Cross Tab	Transpose and summarize large amounts of data for a 3-D view.	F
219	Utilities			Utilities refers to host of functions which provide unique functions which complement and enhance the use of Access Database.	T
220	Utilities	Columns		Provides options to organise columns by splitting, combining for columns/rows.	P
221	Utilities	Columns	Split	Segregates a column into two or more columns based on specified criteria.	F
222	Utilities	Columns	Combine	Displays records after combining two/more columns into a single column based on a selected delimiter.	F
223	Utilities	Columns	Add Date	Displays the corresponding number or name of the day/ month/ year of each record in a selected column.	F

List of SoftCAAT BI Functions with Brief Descriptions

No.	Tab (T)	Panel (P)	Functions (F)	Tool Tips/Brief Descriptions	Type
224	Utilities	Extract		Provides options to Extract the specific dats, email Id's, columns and tables.	P
225	Utilities	Extract	Columns	Extract column from active/selected table with option to re-arrange columns and selected data based on range, selection or condition.	F
226	Utilities	Extract	Specific Data	Extract specific data enclosed within specified characters/text for selected column(s) and add as new column(s).	F
227	Utilities	Extract	Tables	Extract table from active/selected auditee and save in new auditee.	F
228	Utilities	Files		Provides options to read aloud cell values and create file properties.	P
229	Utilities	Files	Charts	Displays Chart with option to select data/chart type.	F
230	Utilities	Files	Duplicate	Creates a copy of the current Table.	F

List of SoftCAAT BI Functions with Brief Descriptions

No.	Tab (T)	Panel (P)	Functions (F)	Tool Tips/Brief Descriptions	Type
231	Utilities	Analytical		Provides options to displays results from > 100 analytical functions as per options selected.	P
232	Utilities	Analytical	Functions	Perform more than 100 analytical functions based on value, character, number, date, conversion, mathematical, financial, search, match and match categories.	F
233	Utilities	Rerun		Provides options to run the already performed functions in SoftCAAT.	P
234	Utilities	Rerun	Tasks	View/ Re-run tasks already performed in SoftCAAT.	F
235	Home	Rerun	Refresh	Refresh SoftCAAT to view new files generated through scripting, macros, etc.	F
236	Tools			Tools refers to specific functions which aid in simplifying routine tasks performed in Database.	T
237	Tools	Audit Table		Provides options to display log of functions performed as audit reference.	P
238	Tools	Audit Table	View	View details of the files imported into SoftCAAT.	F
239	Tools	Audit Log		Provides options to view and clear audit log details	P
240	Tools	Audit Log	View	View the audit log day-wise, function-wise, audit-wise and file-wise.	F
241	Tools	Audit Log	Clear	Clears the audit log.	F
242	Tools	Comments		Provides options to Insert, edit or delete comments for the current auditee.	P
243	Tools	Comments	Insert	Insert comments for the auditee.	F
244	Tools	Comments	Delete	Edit existing comments for the auditee.	F
245	Tools	Comments	Edit	Delete comments for the auditee.	F
246	Tools	Settings		Provides options to provides options to update settings of SoftCAAT as per user preference.	P
247	Tools	Settings	Settings	View/ change SoftCAAT's settings.	F
248	Tools	Settings	Options	View/ change SoftCAAT's options.	F