

### List of SoftCAAT BI Functions with Brief Descriptions

No.	Tab (T)	Panel (P)	Functions (F)	Tool Tips/Brief Descriptions	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.	T
2	Curate	Remove Characters		Provides options to remove specific characters from the table.	P
3	Curate	Remove Characters	Non - Alpha	Removes non-alphabetic characters in the selected column.	F
4	Curate	Remove Characters	Non - Num	Removes non-numeric characters in the selected columns.	F
5	Curate	Remove Characters	Non - AlphaN	Removes non-alphabetic and non-numeric characters in the selected columns.	F
6	Curate	Remove Spaces		Provides options to remove spaces from the tables.	P
7	Curate	Remove Spaces	Multiple	Removes multiple spaces and replaces them with a single space in the selected columns.	F
8	Curate	Remove Spaces	Leading	Removes leading spaces in the selected columns.	F
9	Curate	Remove Spaces	Trailing	Removes trailing spaces after the last character in the selected columns.	F
10	Curate	Remove Spaces	Begin&End	Removes all spaces before and after the first and last characters respectively in the selected columns.	F
11	Curate	Remove Spaces	All	Removes all spaces in the selected columns.	F
12	Curate	Remove 'X' Characters		Provides options to remove X characters from the table.	P
13	Curate	Remove 'X' Characters	Leading	Removes 'X' (specified) number of characters from the left in the current column.	F
14	Curate	Remove 'X' Characters	Ending	Removes 'X' (specified) number of characters from the right in the current column.	F
15	Curate	Remove 'X' Characters	Specific	Removes the selected characters, numbers and special characters in the selected columns.	F
16	Curate	Remove 'X' Characters	All	Removes all characters in the current column after the specified position.	F
17	Curate	Delete		Provides options to Remove specific empty rows & columns from the table.	P
18	Curate	Delete	Empty Row(s)	Deletes all empty rows in the table.	F
19	Curate	Delete	Empty Column(s)	Deletes all empty columns in the table.	F
20	Curate	Convert		Provides options to convert data as per specific formats.	P
21	Curate	Convert	PDF Format	Publishes a copy of the selected Table in PDF format in the same location as the original.	F

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No.	Tab (T)	Panel (P)	Functions (F)	Tool Tips/Brief Descriptions	Type
22	Curate	Format Case		Provides options to change the character case of data or sheet name.	P
23	Curate	Format Case	Lower	Converts text to lower case in the selected column.	F
24	Curate	Format Case	Upper	Converts text to upper case in the selected column.	F
25	Curate	Format Case	Title	Converts text to title case in the selected columns where, the first letter of every word is capitalised.	F
26	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