

List of SoftCAAT Pro Functions with Brief Descriptions

No.	Tab (T)	Panel (P)	Functions (F)	Tool Tips/Brief Descriptions	Type
1	File			Provides options to create a 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.	P
21	Home	Import Data	Std 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	Navigate		Provides options to navigate to particular row, get records based on condition and set field order to display.	P
23	Home	Copy	Copy	Copy all the records or as selected by user, in the current file.	F
24	Home	Navigate	Goto	Go to a specific row or column in the current file.	F
25	Home	Navigate	Prioritize	Re-order columns in the current file.	F
26	Home	Navigate	Records	View a specified number of records based on percentage or number.	F
27	Home	Columns		Provides options to hide and unhide Columns.	P
28	Home	Columns	Hide	Hide the selected column.	F
29	Home	Columns	Unhide	Unhide the selected column.	F

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No.	Tab (T)	Panel (P)	Functions (F)	Tool Tips/Brief Descriptions	Type
30	Home	Tree		Provides options to set auditee and audit datas to expand and collapse for current auditee.	P
31	Home	Tree	Expand	Expand the selected audit/ auditee/ file to view sub-files.	F
32	Home	Tree	Collapse	Collapse the selected audit/ auditee/ file to hide sub-files from view.	F
33	Home	Find In		Provides options to find the values in files,audit and auditee.	P
34	Home	Find In	File	Find specified data in the selected column of the current file.	F
35	Home	Find In	Audit	Find specified data in the files of the entire audit based on the type of value.	F
36	Home	Find In	Auditee	Find specified data in the files of the entire auditee based on the type of value.	F
37	Home	Find		Provides options to find and replace the values in current file.	P
38	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
39	Home	View Details		Provides options to view the details of file, audit and auditee.	P
40	Home	View Details	File	View the data type and short name of the columns in the current file.	F
41	Home	View Details	Audit	View audit details such as audit name, auditee name, start date, end date, audit objectives, auditee team, audit team, etc.	F
42	Home	View Details	Auditee	View the auditee's contact details, organisational details, IT resources and auditee team details.	F
43	Home	View File In		Provides options to View current file in different formats like Excel, html, notepad, etc	P
44	Home	View File In	MS Excel	View the current file in MS Excel.	F