

List of SoftCAAT Pro Functions with Brief Descriptions

No.	Tab (T)	Panel (P)	Functions (F)	Tool Tips/Brief Descriptions	Type
1	Utilities			Provides options to utilities refers to host of functions which provide unique functions which complement and enhance the use of Access Database.	T
2	Utilities	Columns		Provides options to organise columns by splitting, combining for columns/rows.	P
3	Utilities	Columns	Split	Segregates a column into two or more columns based on specified criteria.	F
4	Utilities	Columns	Combine	Displays records after combining two/more columns into a single column based on a selected delimiter.	F
5	Utilities	Columns	Extract	Extract column from active/selected table with option to re-arrange columns and selected data based on range, selection or condition.	F
6	Utilities	Extract	Tables	Extract table from active/selected auditee and save in new auditee.	F
7	Utilities	Files		Provides options to read aloud cell values and create file properties.	P
8	Utilities	Files	Charts	Displays Chart with option to select data/chart type.	F
9	Utilities	Files	Extract	Displays data extracted from files as selected.	F
10	Utilities	Rerun		Provides options to run the already performed functions in SoftCAAT.	P
11	Utilities	Rerun	Tasks	View/ Re-run tasks already performed in SoftCAAT.	F
12	Utilities	Rerun	Refresh	Refresh SoftCAAT to view new files generated through scripting, macros, etc.	F
13	Utilities	Split by		Provides options to splits the current table into multiple tables based on date, column values and by segment.	P
14	Utilities	Split by	Group	Splits the current table into multiple tables based on each distinct value.	F
15	Utilities	Split by	Values	Splits the current table into multiple tables based on specified values.	F
16	Documents			Provides options to document work done and settings as required.	T
17	Documents	Audit Table		Provides options to display log of functions performed as audit reference.	P
18	Documents	Audit Table	View	View details of the files imported into SoftCAAT.	F
19	Documents	Audit Log		Provides options to view and clear audit log details	P
20	Documents	Audit Log	View	View the audit log day-wise, function-wise, audit-wise and file-wise.	F
21	Documents	Audit Log	Clear	Clears the audit log.	F
22	Documents	Comments		Provides options to Insert, edit or delete comments for the current auditee.	P
23	Documents	Comments	Insert	Insert comments for the auditee.	F
24	Documents	Comments	Delete	Edit existing comments for the auditee.	F
25	Documents	Comments	Edit	Delete comments for the auditee.	F
26	Documents	Settings		Provides options to update settings of SoftCAAT as per user preference.	P
27	Documents	Settings	Settings	View/ change SoftCAAT's settings.	F
28	Documents	Settings	Options	Provides option to view settings.	F