

List of eCAAT BI Functions with Brief Descriptions

Sl.No.	Panel (P)	Menu (M)	Function (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.	P
2	Curate	Remove Menu		Remove specific characters, spaces, etc. From the worksheet.	M
3	Curate	Remove	Non-Alphabetic Characters	Removes non-alphabetic characters in the selected cells.	F
4	Curate	Remove	Non-Numeric Characters	Removes non-numeric characters in the selected cells.	F
5	Curate	Remove	Non-AlphaNumeric Characters	Removes non-alphabetic and non-numeric characters in the selected cells.	F
6	Curate	Remove	Multiple Spaces	Removes multiple spaces and replaces them with a single space in the selected cells.	F
7	Curate	Remove	Indent/Leading Spaces	Removes indent/all spaces before the first character in the selected cells.	F
8	Curate	Remove	Leading & Trailing Spaces	Removes all spaces before and after the first and last characters respectively in the selected cells.	F
9	Curate	Remove	Specific/Special Character(s)	Removes the selected characters, numbers and special characters in the selected cells.	F
10	Curate	Remove	Leading 'X' Characters	Removes 'X' (specified) number of characters from the left in the current column.	F
11	Curate	Remove	Ending 'X' Characters	Removes 'X' (specified) number of characters from the right in the current column.	F
12	Curate	Delete Menu		Remove specific objects, images, empty rows & columns, empty sheets, etc. From the worksheet/ workbook.	M
13	Curate	Delete	Objects / Images	Deletes all objects and images from the current worksheet.	F
14	Curate	Delete	Empty/Blank Row(s)	Deletes all empty rows in the worksheet.	F
15	Curate	Delete	Empty/Blank Column(s)	Deletes all empty columns in the worksheet.	F
16	Curate	Delete	Internal / External Links	Displays a list of internal and external links in the current worksheet, which can be removed, if required.	F
17	Curate	Delete	Hidden Rows / Columns	Deletes all hidden rows & columns from the selected range or the entire worksheet.	F
18	Curate	Delete	Ending Empty Rows / Columns	Deletes all empty rows and columns after the last used cell in the current worksheet.	F
19	Curate	Transform Menu		Extracts & fill selected cells, fix dates and optimise workbook. Harmonise Sheet to make worksheet eCAAT ready.	M
20	Curate	Transform	Extract Visible Cells	Selects and copies all visible values in the selected workbook.	F

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21	Curate	Transform	Fill from Above Cells	Fills the selected cells with fixed or increment values.	F
22	Curate	Transform	Fix Date (s)	Coverts dates stored in /text/MSP format to date format for the selected column with option to convert data into specific format.	F
23	Curate	Transform	Harmonise Sheet (s)	Reformats the current worksheet/ workbook (column headings, rows, etc.) automatically as per standard tabular format for performing eCAAT functions.	F
24	Curate	Transform	Harmonise Data	Harmonises the data of specified column by removing special/specific characters by modifying data in the existing worksheet/column.	F
25	Curate	Transform	Optimise Workbook	Creates a new copy of the current worksheet without references of past version thus optimising file size.	F
26	Curate	Convert Menu		Convert data as per specific formats.	M
27	Curate	Convert	PDF Format	Publishes a copy of the selected worksheets in PDF format in the same location as the original.	F
28	Curate	Convert	Formula To Values	Converts all cells with formulas in the current worksheet to values.	F
29	Curate	Convert	Apply Formula To Cells	Applies a specified formula to the selected cells.	F
30	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
31	Curate	Convert	Blank cells with Zeros	Replaces blank cells & cells with invisible spaces with zeros in the selected columns.	F
32	Curate	Format Menu		Change the character case of data or sheet name.	M
33	Curate	Format	Lower Case	Converts text to lower case in the selected cells.	F
34	Curate	Format	Upper Case	Converts text to upper case in the selected cells.	F
35	Curate	Format	Title Case	Converts text to title case in the selected cells where, the first letter of every word is capitalised.	F
36	Curate	Format	Sentence Case	Converts text to sentence case in the selected cells where, the first letter of the sentence in the cell is capitalised.	F
37	Curate	Transpose Menu		Change the polarity or transpose the selected data.	M
38	Curate	Transpose	Move (-) Sign To Front	Moves the minus sign (-) to the beginning of the selected numeric cells.	F
39	Curate	Transpose	Selected Cells	Transposes the selected cell values into rows and vice-versa.	F
40	Curate	Transpose	Column To Table	Transposes the selected column values into rows and vice-versa.	F