

DataView

User Guide for Version 4.x Software



Please Note: Some of the Screen Shots in this document may show examples from an earlier version of DataView.



DataView

DataView is **not** meant to be a substitute for Microsoft Excel or Access programs. Both of which are very powerful and as such very complicated.

DataView **is** meant as a user friendly alternative to Excel and can carry out data manipulation and display in a much easier way.

It is a data display program rather than a data calculation tool. And with it you may display, edit, alter and sub total your printer account information.

You can display graphs of specific information about your print room.

- What time of day your printer is used the most?
- What day of the month is the busiest?
- Who sends the most work to be printed?
- Who and how many Black/White prints are produced on your colour printer?

Instead of giving you information about every feature, this User Guide will take you through an Example using live customer data and show you most of the features in a practical way.

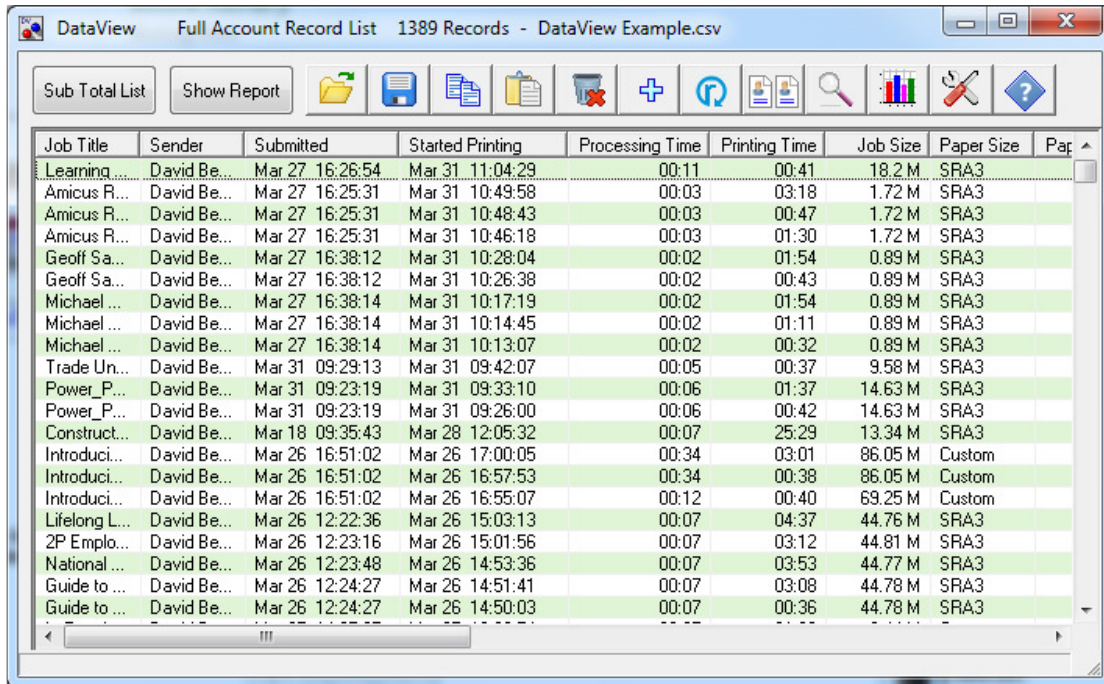
DataView Features:

- Imports and displays the PAM accounting data automatically.
- Auto Aligns Text and Number entries.
- Produces a Sub-Totalled list from your data. This can be set to run automatically.
- A 'Total Cost' field can be added to the displayed data.
- Columns can be Resized, Sorted, Hidden or Re-Aligned.
- Columns can be Inserted, Removed and Calculated
- Choice of three different types of report.
- Creates a 'Word' Report using an editable Template.
- Report Designer can create reports which can be printed or exported in various formats inc Html.
- Sub totals of Subtotals
- All Sub-Total and Report settings are easily configured.
- All displayed data can be saved as viewed on screen.
- Data can be fully edited and added to.
- Text can be searched for and highlighted
- Text can be found and Replaced by new text. Either in the selected column or the whole sheet.
- Data can 'Masked' so only the data you want is shown. E.G. Show only date
- Commonly used Data Masks can be set up.
- A 'Look Up Table' can be configured so the numbered accounts can be instantly changed into Department Names.
- Data can be displayed as a graph in various different formats.
- Graph Data or Graph Picture can be exported to your application.
- All or Highlighted data can be displayed as a report or subtotal
- Displays and Totals DocuSP paper stocks



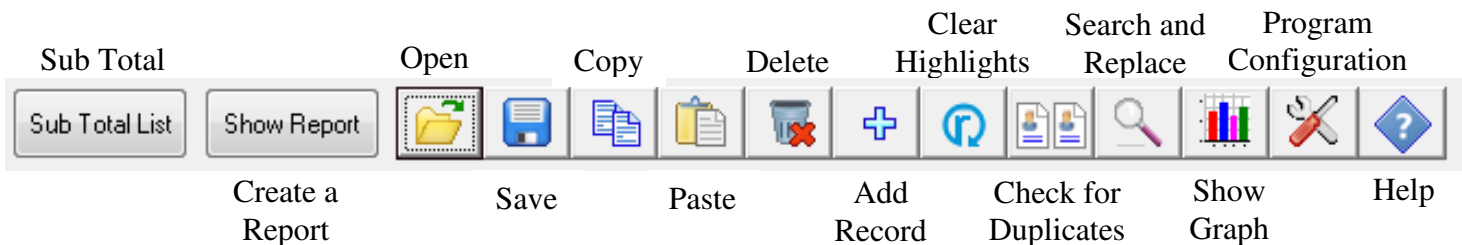
The simplified user interface is shown below.
 The window is fully resizable as are all the columns of data.

DataView Screen Shot:



DataView Version 4.5

Enlarged view of Toolbar:



Some of these toolbar buttons have a sub menu. These will be explained later in this user guide.

Clicking on the 'Column Header' will show the menu options for that Column.

Right Clicking on the 'Data List' will show the Copy, Cut and Paste Menu.



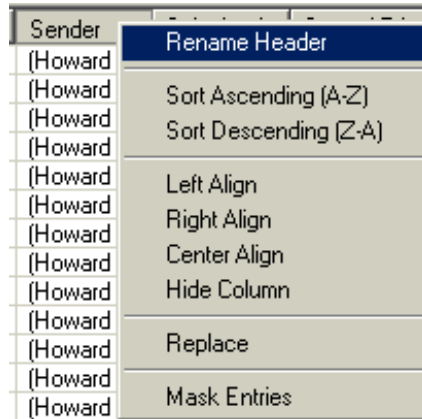
DataView Exercise:

This walkthrough will take you through some of the features of DataView.

Sub Totals:



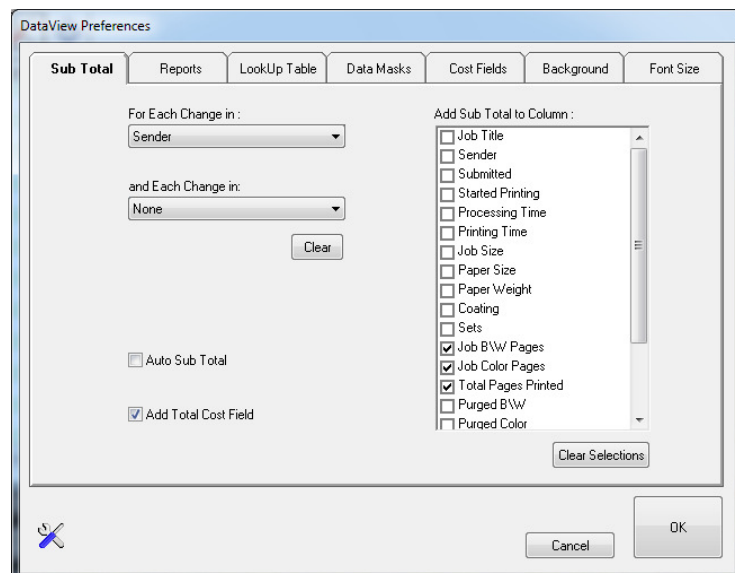
1. Click the Open Toolbar Button and select 'Open Data File'.
2. Select the 'DataView Example.csv' file.
3. Click on the 'Sender' Header Bar and select 'Rename Header'.



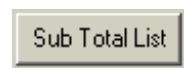
4. Rename Header to 'Sender Name'.



5. Click on Program Config Toolbar Button and select for each change in Sender Name, Add Sub Total to Select Job B/W Pages - Job Colour Pages and Total Pages Printed




6. Click 'OK' and select 'Sub Total List' from the Main Screen.
This will produce a Sub Totalled Listing of the data for each Sender Name.

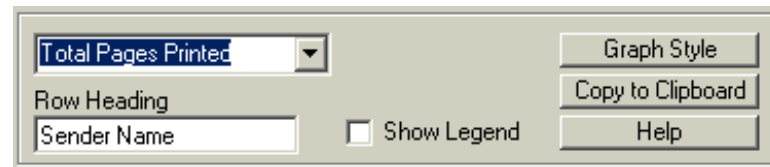


Tip: To create a 'sub-total' of individual records highlight them.

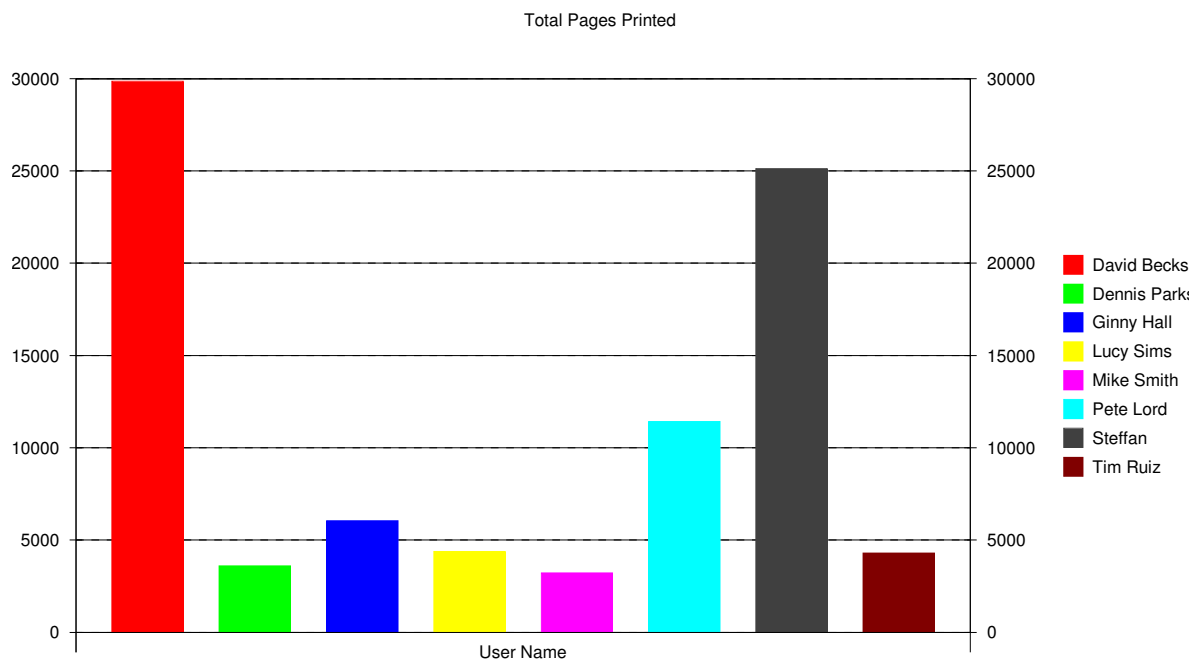


Graphs:

1.  Select the Show Graph Toolbar Button
2. Select 'Show Legend'
3. You can resize the graph screen to make the data easier to see
4. Select 'Total Pages Printed'



5. The graph will now show a 2D bar Chart of the pages printed by each user.
6. Change the graph style to a 3D display by clicking on the 'Graph Style' button.
7. If you hold down the 'Ctrl' key and move the mouse pointer onto the graph, it can now be moved in all dimensions.
8. You can also select a pie chart and a smaller 3D bar chart from the Graph Style button.
9. You can move and resize the Graph Legend after clicking on it with the mouse.
10. Click under the bars on the 2D Chart to highlight the main graph. This can now be moved and resized.
11. The Graph Title can be moved in a similar way.
12. Change the Row Heading to 'User Name'
13. When you have finished hit the OK button.

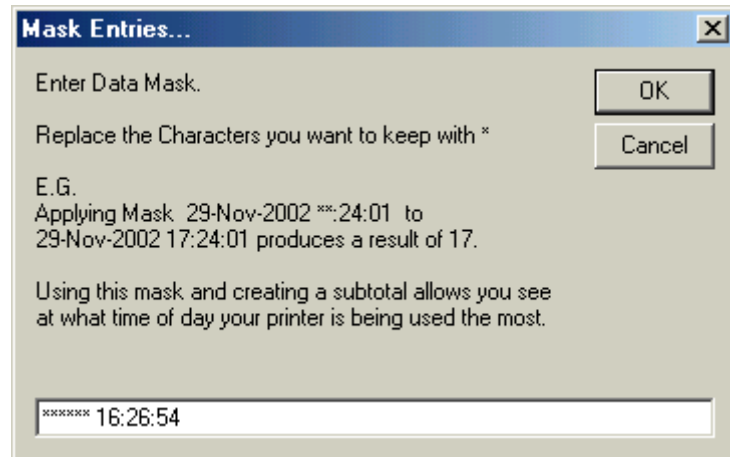



Tip: To create a graph of individual records highlight them.



Getting Specific Data: (using a data mask)

1. Click Full List to get a full listing of the accounts data.
2. Click the 'Submitted' header bar.
3. Select 'Mask Entries' from the dropdown menu.
4. Replace Mar 27 with ***** (6 asterisks)

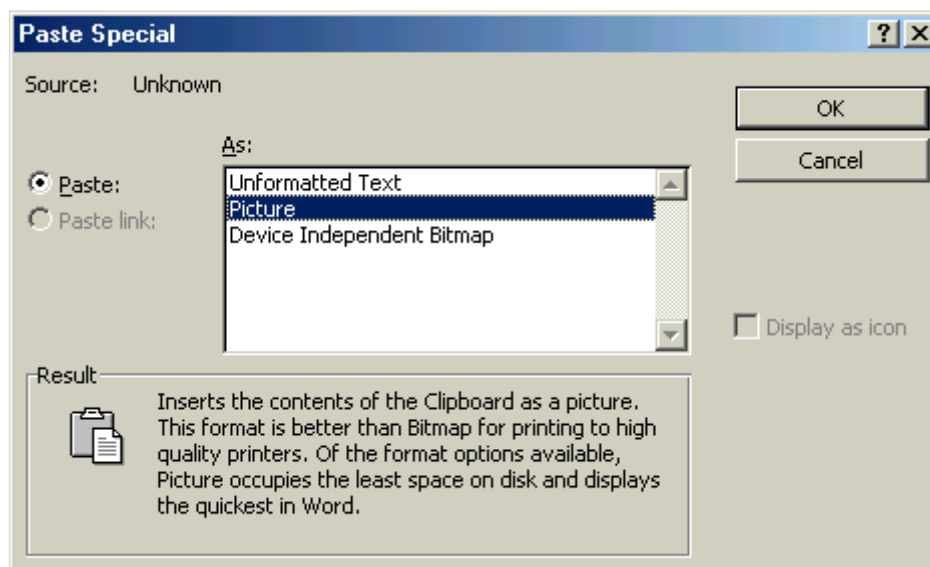


5. Click OK and Yes to keep changes. This will display just the date in the column
6. Click the 'Submitted' header bar.
7. Select 'Rename Header' and change header name to 'Date Submitted'.
8. Click the 'Date Submitted' header bar and Select 'Sort Ascending' to re-sort the data.
9. Select Program Configuration toolbar button.
10. Change the 'For each change in' entry to 'Date Submitted'
11. Click 'Sub Total List'.
A sub totalled list of the data is now displayed. Because months are not in alphabetical order, some entries will have to be moved into the correct position.
12. Click on the 'Jan 02' entry
13. Scroll down the list.
14. Hold Shift Key and click on 'Jan 31'. This will highlight all the entries between the two clicks.
15.  Click on the 'Up' arrow on the toolbar to move the selected data. (hold Space Key to move quicker)
16. Move the selected data to the top of the listing.
17. Click on Graph icon to display data.
18. Click the 'Show Legend' option.
19. Clicking on the Feb 26 in Legend will highlight the graph data for that day.
20. From the graph you can see that Jan 21 was a busy day.
21. Again you can maximise the graph and resize the legend box to see the data easier. An example graph is shown at the end of this document.
22. Go Back to Full list



Obtaining Daily Info.

1. Rename the 'Started Printing' Header to 'Hours Used'
2. Select this headers submenu by clicking on its header bar.
3. Mask Entries by putting ** instead of the hours. e.g Mar 31 **:04:29
4. Click OK and Yes to keep changes
5. Sort the 'Started Printing' column A-Z Ascending
6. Select Program Config.
7. Change the 'For each change in' entry to 'Hours Used'.
8. Click 'Sub Total List'.
9. Click Graph icon.
10. Select 'Total Pages' and Legend and Maximise form.
The graph will now display the daily data for your printer.
11. See busy and quiet times for printer.
12. Select 'Copy to Clipboard'.
- This will copy the graph and graph data to the Windows clipboard.*
13. Open Word and select 'Paste' from the Edit menu. This will paste the graph data onto the page. In Excel it will put the data into different cells.
14. Select 'Paste Special' and choose 'Picture' from the list. This imports the graph as a picture file.



The graph picture is in fact a Windows Metafile and once on the clipboard can be 'Pasted' into any Graphics Program.

An example graph is shown at the end of this document.

Notes:

Data Figures can be displayed by selecting 'Show Values'

When a 'Pie' chart is shown you have the option to select percentage values as well.

The Pie slices can be pulled out (Exploded View) by using the mouse.



Using the 'Word' Report option:

To complete this exercise you must have 'Microsoft Word' installed on your PC.



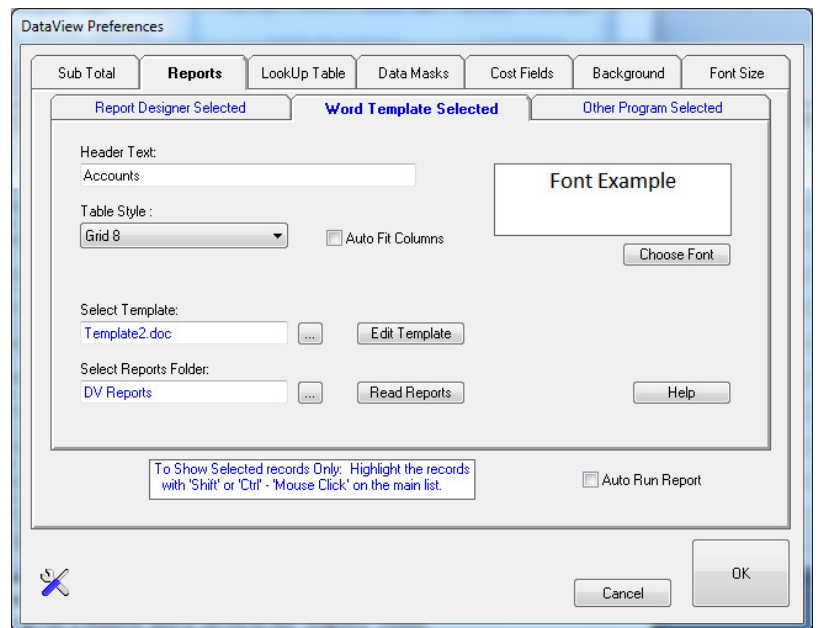
1. Open the 'DataView Example 2.csv' file from the install folder.
2. Click on the Graph Toolbar button.
3. Select 'Show Legend'
4. Select 'Show Values' if you want to see the Impressions Totals.
5. Maximise the Screen and select 'Copy to Clipboard'
6. Click OK to close graph screen.

Now we need to check the 'Report' Settings.



7. Click on the 'Program Configuration' Toolbar button.
8. Click on the 'Report' tab.
9. Make sure the options selected are the same as in the screen shot on the right.

The Selected in this example was 'Comic Sans 10', but you can select any font of a reasonable size if you want.



10. Hit the OK button to return to the main DataView screen.
11. Now we need to produce the Report.
12. Click on the 'Report' Toolbar button.
13. The Report will be compiled and 'Word' will run.
14. You should see the data on the screen in Table format.
15. Click under the Table so you have a flashing cursor.
16. Select the menu item 'Edit/Paste Special'
17. Select 'Picture' and hit OK.
18. This will paste the previously copied graph into your document.
19. You can make other changes if you wish.
20. The Report is given a number and is saved in the 'Reports' folder.

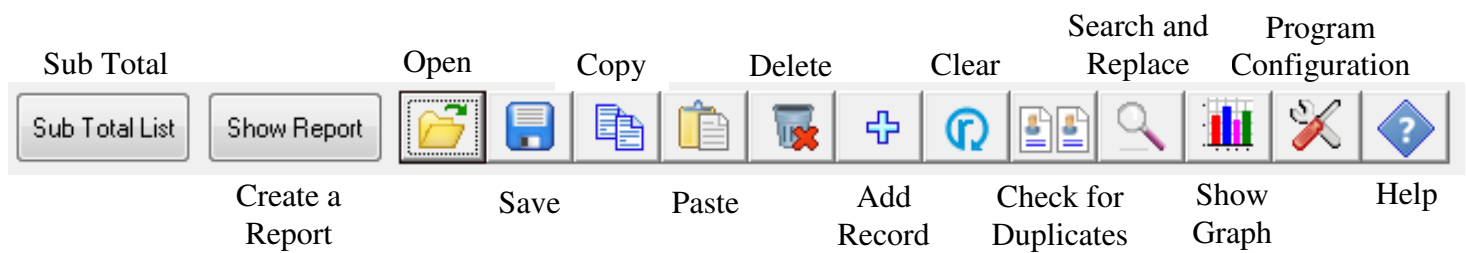
Show Report

To make the report automatically run when DataView is started tick the 'Auto Run Report' box.

For more information on creating 'Microsoft Word' Reports see 'Creating Word Reports' later in this User Guide.



Other DataView Features:



- Sub Total List:* Produces a Sub Total of the data as set in the configuration settings.
- Create Report:* Creates a report listing of the displayed data in the application set up in the program configuration/Report settings.
- Open:* Opens either a CSV data file, the last compiled PAM data file or DocSP stock listing. Allows for multiple file selection.
- Save:* Saves either all or just the highlighted records. Highlight in the normal windows manner of 'click+Shift' or 'click+Ctrl'.
- Copy:* Copies Selected Records.
- Paste:* Pastes copied Records. (Copy, Paste and Cut available on right click menu)
- Delete:* Deletes all highlighted records. (Not in Sub Total Display)
- Add Record:* Adds a new record using the existing data's record fields.
- Search/Replace:* Searches for text. (Not Case Dependent. Found text is displayed in blue) and the record is highlighted.
Searches and Replaces Text (Case Dependent. Found text is displayed in blue). You then have the option to replace the found text.
- Duplicate Records:* This can take some time depending on the number of records. Duplicate records are highlighted and can be deleted using the Delete function.
- Program Config:* Here you can setup the Sub Total settings. An Auto Sub Total option can be selected to tell DataView to produce a Sub Total listing automatically when it is run. A 'Total Cost' field can be added to automatically add up all the Cost data fields.
The report function can be configured.
A look up listing can be applied to a selected column. This can be used to convert Account Numbers to Department names automatically.



Resets any Highlighted records



DataView Editor : Edit Data - Record No. 6 of 1389 (20 fields)

Job Title Geoff Saunders	Sender David Becks	Submitted Mar 27 16:38:12	<input type="button" value=" < Previous"/> <input type="button" value=" Next >"/> <input type="button" value=" Copy"/> <input type="button" value=" Paste"/> <input type="button" value=" Calculator"/> <input type="button" value=" OK"/> <input type="button" value=" Help"/>
Started Printing Mar 31 10:26:38	Processing Time 00:02	Printing Time 00:43	
Job Size 0.89 M	Paper Size SRA3	Paper Weight 221-300	
Coating Coated	Sets 1	Job B\W Pages 0	
Job Color Pages 1	Total Pages Printed 1	Purged B\W 0	
Purged Color 0	Page Exceptions No	Account	
Recipient	Job Comments		

The Edit Record Screen.

Double Clicking on any line of data will take you to the 'Edit Data' screen. Here any of the data can be altered. If there is a 'Total Cost' field Dataview will recalculate the cost if any charge data is changed. The same editor is used to add new records. You can copy and paste between both.

Any changes made to the COST fields will recalculate the 'Total Cost' field for that record.

DataView can calculate other fields, but they have to be *Linked*. (Useful for manually entering data.)

This is done by adding '#X' to the 'Total' field and '#X' and '@cost' to the Cost field headers. (Where X = a number or character)

Adding the word 'Cost' to the cost field will allow Dataview to add the value in this field to the 'Total Cost' field.

Example Header Names:

Total Colour Impressions #1 - Colour Cost #1 @0.55

This will cost all Colour Impressions at 0.55 per impression

n.b. You can only edit data in 'Full List' mode



Header Dropdown Menu:

Clicking on the Column Header will display this Sub menu. All of these options apply to the selected column only.

	Job Size	Paper Size	Paper Weight	C
Rename Header	18.2 M	SRA3	106-135	C
Main SubTotal Column	1.72 M	SRA3	221-300	C
Secondary SubTotal Column	1.72 M	SRA3	221-300	C
SubTotalled Column	0.89 M	SRA3	221-300	C
Sort Down	0.89 M	SRA3	221-300	C
Sort Up	0.89 M	SRA3	106-135	C
Select Rows	9.58 M	SRA3	106-135	C
Invert Row Selection				
Fill Highlighted Fields				
Replace				
Mask Entries				
Show Hour	44.78 M	SRA3	106-135	C
Reset/Remove Mask	9.44 M	Custom	106-135	C
Convert Date	9.44 M	Custom	106-135	C
Insert Column	9.44 M	SRA3	106-135	C
Remove Column	19.9 M	SRA3	106-135	C
Auto Size all Columns	6.18 M	SRA3	106-135	C
Auto Size Column	6.18 M	SRA3	106-135	C
Left Align	13.34 M	SRA3	106-135	C
Right Align	10.06 M	SRA3	106-135	C
Center Align	12.6 M	SRA3	106-135	C
Hide Column	8.72 M	SRA3	106-135	C
	8.72 M	SRA3	106-135	C
	19.7 M	SRA3	106-135	C
	4.16 M	SRA3	106-135	C

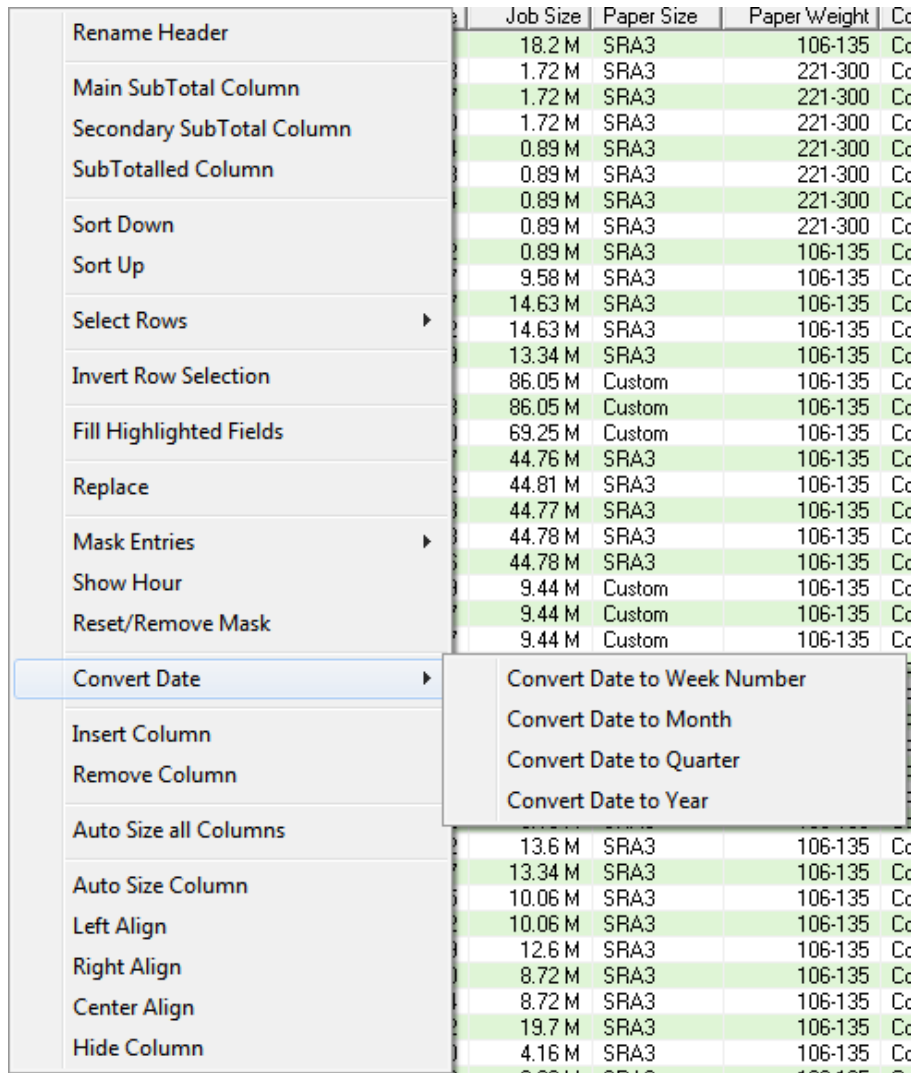
Most of the Options are self explanatory.

Select Rows allows you to select all rows that meet the selected criteria. The default entry in each case is the highlighted row and selected columns text. If no row is highlighted then you are asked to enter a value.

Fill Highlighted Fields is a quick way of putting the same text into multiple fields. Again the highlighted record entry is the default text.

Mask Entries will show your preconfigured masks from the config screen or allow you to enter your own mask. The mask will cover the data and only show the data you want to see.

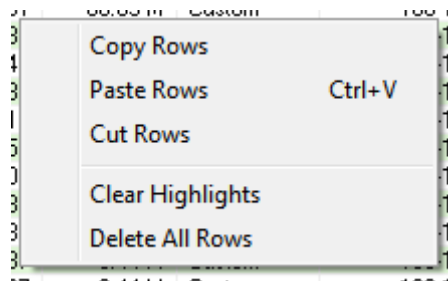
Show Hour is a built in mask that will only show the Hour the in the data. You will not be able to use certain DataView options while the mask is applied (Such as Cut or Paste) until you reset/remove the mask.



Convert Date will convert a date into the selected type.

Insert Column will insert a new column to the *right* of the clicked on column.

Right clicking on the data list will bring up the following menu:



This will apply to all the selected rows



Program Configuration:

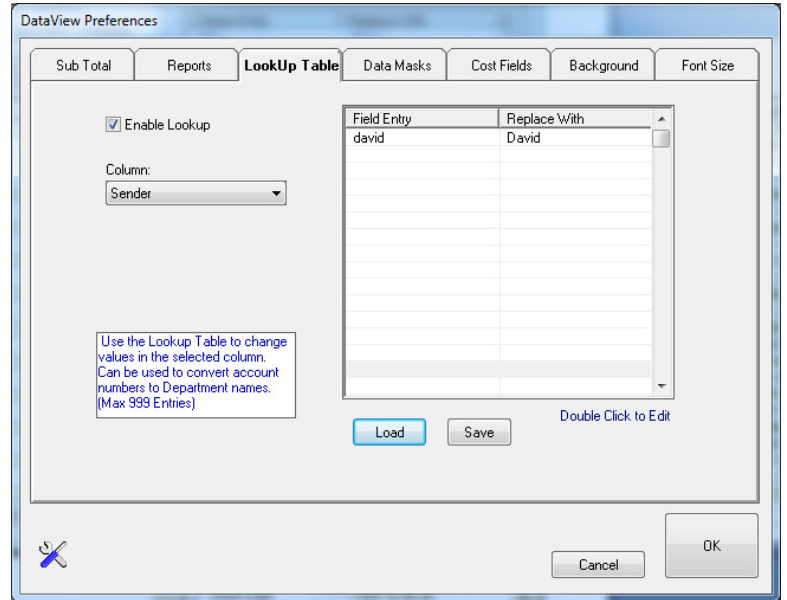
The only two config screens we haven't looked at, are the Lookup table and Data Masks.

Lookup Table:

The Lookup Table is used to change entries in a specific column when the data is loaded into DataView.

This is very useful if all your account entries are numbers or codes. These can then be transformed into department names automatically by the lookup table data.

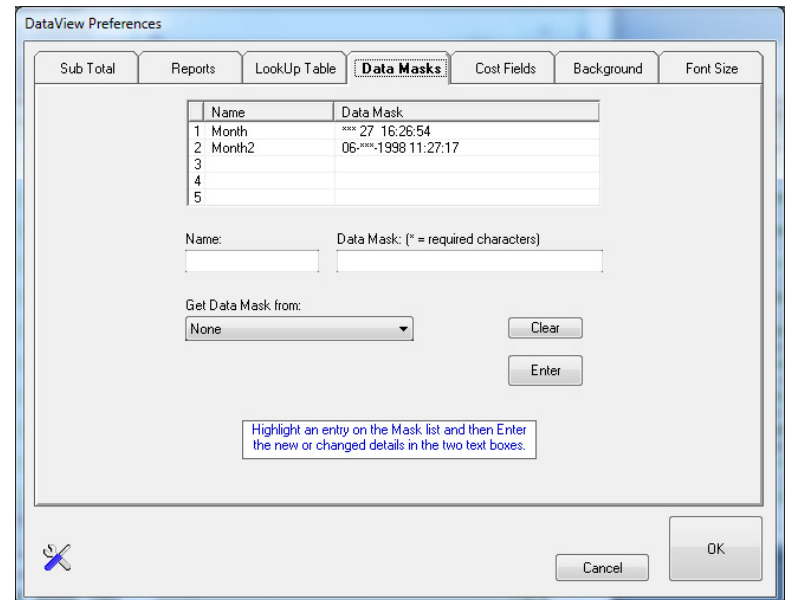
You can choose which column to 'look at' and whether this feature is enabled or disabled. Up to 999 lookup entries can be added. Entries can be saved (backed up) and loaded. The format is simple csv so any csv list that has **No Header** and **Two columns** of data can be successfully imported.



Data Masks:

Data masks can be used to mask the data in a specific column. E.G. In the example opposite two masks have been defined to just show the Hour or the Date the Printer was used.

Click on any of the 5 entries to edit or input that mask. Type a mask name. Use the 'Get Data Mask' option to display some example data in the 'Data Mask' text box. Now replace the wanted data with the * character, and press the 'Enter' button.



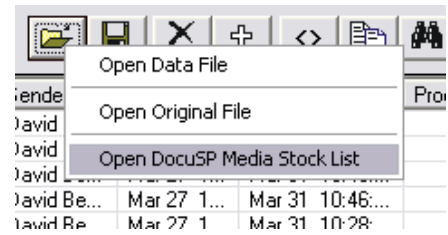
The Mask name appears in the column sub menu under the 'Data Mask' menu. This item just has to be selected to apply that mask to the data in that column.



DocuSP Media Stock List:

If you add the ‘Total Media Cost’ field to your collected data in PAM, then PAM will total all of your paper stock used.

You can open this data file by selecting it from the ‘Open’ button.

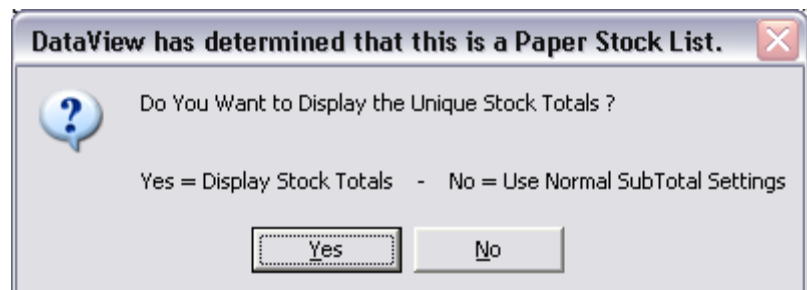


Type	Size	Color	Weight	Drilled	Number Prin...	Media Cost	Date
Plain	8.3 x 11....	White	75.0 g/m		1	0.00	27-Feb-2...
Plain	8.3 x 11....	White	75.0 g/m		1	0.00	27-Feb-2...
Plain	8.3 x 11....	White	75.0 g/m		70	0.00	27-Feb-2...
Plain	8.3 x 11....	White	75.0 g/m		10	0.00	27-Feb-2...
Plain	8.5 x 11....	White	75.0 g/m		0	0.00	27-Feb-2...
Plain	8.5 x 11....	White	75.0 g/m		0	0.00	27-Feb-2...
Plain	16.5 x 11...	White	75.0 g/m		2	0.00	27-Feb-2...
Plain	16.5 x 11...	White	75.0 g/m		2	0.00	27-Feb-2...
Plain	8.3 x 11....	White	75.0 g/m		1	0.00	27-Feb-2...
Plain	8.3 x 11....	White	75.0 g/m		100	0.00	26-Feb-2...
Plain	8.3 x 11....	White	75.0 g/m		1	0.00	26-Feb-2...
Plain	8.3 x 11....	White	75.0 g/m		1	0.00	26-Feb-2...
Plain	8.3 x 11....	White	75.0 g/m		0	0.00	26-Feb-2...
Plain	11.7 x 8....	Green	75.0 g/m		1	0.03	26-Feb-2...
Plain	11.7 x 8....	Green	75.0 g/m		1	0.03	26-Feb-2...
Plain	11.7 x 8....	Green	75.0 g/m		0	0.00	26-Feb-2...
Plain	11.7 x 8....	Green	75.0 g/m		0	0.00	26-Feb-2...
Plain	11.7 x 8....	Green	75.0 g/m		2	0.06	26-Feb-2...

You can subtotal this list to get the total used of each different paper stock.

To display stock totals answer YES.

To use your normal subtotal settings as defined in program config answer NO.

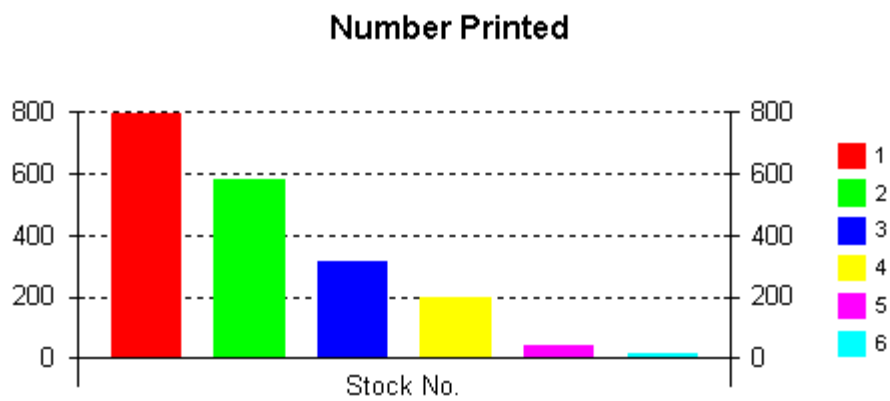




Stock No.	Type	Size	Colour	Weight	Drilled	Number Printed	Media Cost
1	Plain	8.3 x 11.7 in.	White	75.0 g/m		1504	0.00
2	Plain	16.5 x 11.7 in.	White	75.0 g/m		76	0.00
3	Plain	11.7 x 8.3 in.	Green	75.0 g/m		69	2.07
4	Plain	11.7 x 8.3 in.	White	75.0 g/m		39	0.00
5	Plain	17.5 x 8.3 in.	White	75.0 g/m		22	0.00
6	Preprinted	16.5 x 11.7 in.	White	150.0 g/m		21	0.00
7	Plain	5.5 x 11.1 in.	White	75.0 g/m		20	0.00
8	Plain	8.3 x 9.1 in.	White	75.0 g/m		15	0.00
Total						1766	2.07

Example Listing:

From this screen you can create a graph or a report of all paper stocks used.



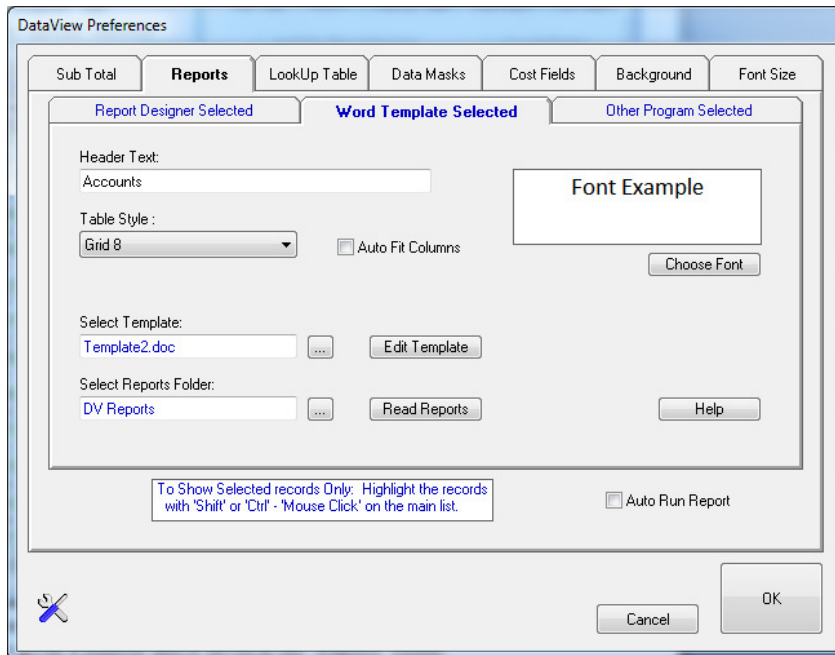


Creating Microsoft Word Reports:

Reports can either be created in your favourite application or if you have 'Word' the data can be imported as a table into a Template Document. This Template document can be edited so it contains your own logo and colour scheme.

The settings screen contains some of the format information for your 'Word' Report.

If you select the 'Use Microsoft Word' option this is the screen you will see.



The Font option is the Table font used to show the collected data. Hover the mouse over the 'Font Example' to see font name and size details.

Selecting 'Auto Fit ' will resize the table columns to best fit your data. But this is overridden if the table is wider than the page. The Table style is the 'Word Table Style' as found in the 'Table/Table AutoFormat' menu.

Selecting Help will give some help on Configuration and Editing the Template.

You can select and use

different templates by using the browse button.

Editing Template:

Make a backup copy before editing the template file. You will be asked if you wish to make a backup when you select 'Edit Template'

When the document is open Pressing 'Alt-F9' will show the Field Codes.

DataView uses these field codes to insert data into the document.

These extra fields must be 'DocVariable' type fields. To add another field.

1. Select Field... from the Insert menu
2. Select the "Document Automation" category
3. Select "DocVariable" from the field names
4. Type the field name in the New Name box.

For information on the various fields see the next page..



Word Report Fields.

The fields can be displayed by pressing the Alt-F9 key combination.

The field entry should look like.

```
DOCVARIABLE "pamdata" \* MERGEFORMAT
```

And should be inserted as per the instructions on the previous page.

Field names that DataView understands. (not case dependent):

Pamdata	This field inserts the accounting data into your report in the form of a table.
RepDate	Inserts the date the report was compiled
Header	Inserts the text from the 'Header' text box on the report screen
Columnx	Inserts the data from column x. E.G. column2 This would normally be used in a word table
Hedcolx	Inserts the Data Header from column x. E.G. hedcol1
Topcolx	Inserts the Top data field from column x. E.G. topcol4

Extra Data fields can be added, but you will be asked for input for these fields when the Report is compiled.

Tip:

The Report will display all the data if no records are highlighted. If records are highlighted only those records are shown. Records can be selected by using a mouse click and either 'Ctrl' or 'Shift' keys.



The Logo and Title are in the Header of the Template Document.

N.B. There seems to be a problem with some versions of 'Word' where it doesn't like data fields in the 'Header' or 'Footer' of the document.

Double click in the Header to edit the contents. The box, Logo and Header Font can all be edited / changed

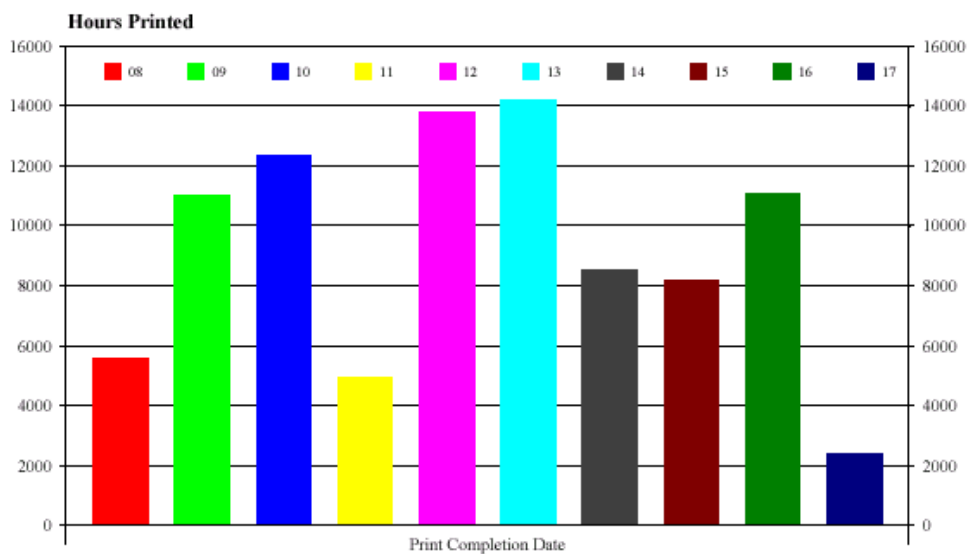
The Footer again has information which can be changed.

When you have finished editing make sure to 'Hide' the field codes before saving. (Press Alt-F9).

When the report is run it uses the Template.doc to create the Report.doc file. This is given a number to make it unique (e.g. Report 4.doc). You can of course make any changes you want to this document and save it as a different name. The Original Report.doc will not be altered. The Reports are all saved in the 'Reports' folder in the install directory.

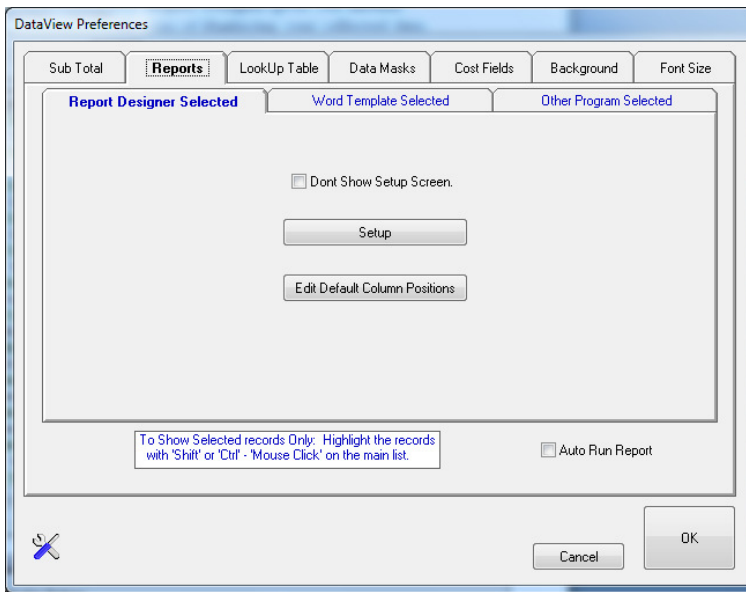
P.A.M.		Print Room Costs			Wednesday, 07 May 2003
Hours Printed	Impressions Printed	Impressions Cost	Finishing Cost	Total Cost	
08 Total	5976	60.39	4.82	65.21	
09 Total	11038	138.48	265.72	404.20	
10 Total	12372	143.04	207.82	390.86	
11 Total	4929	51.68	50.00	101.68	
12 Total	13775	154.37	35.74	190.11	
13 Total	14227	177.31	20.02	197.33	
14 Total	8541	133.74	62.90	196.64	
15 Total	8178	108.35	9.08	117.43	
16 Total	11058	124.16	46.00	170.16	
17 Total	2414	24.14	1.42	25.56	
Grand Total	92108	1115.66	703.52	1819.18	

Example Word Report





Report Designer:



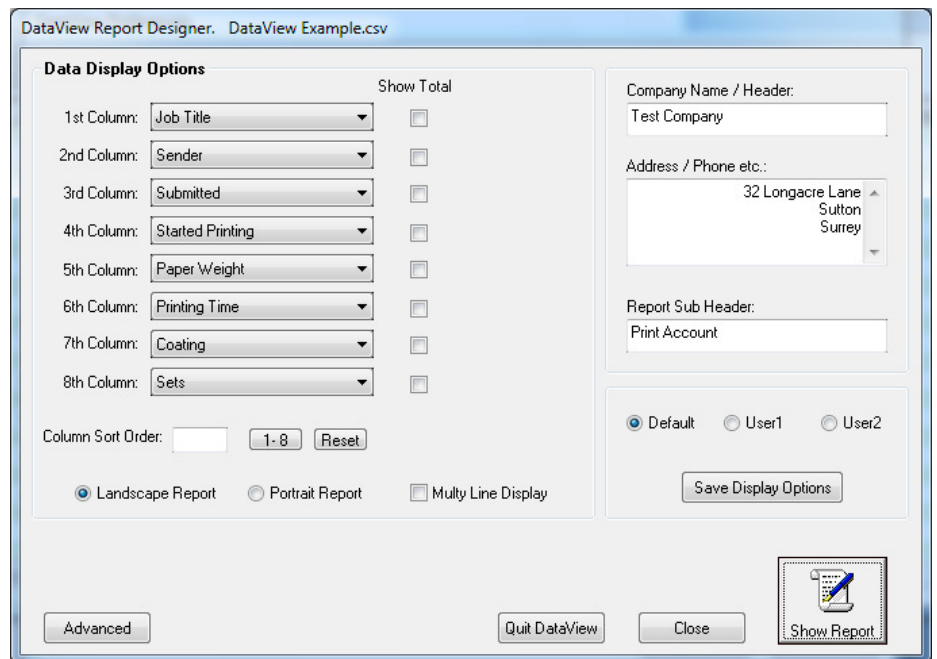
From DataView version 2.1 the Report Designer gives you another way of displaying your collected data. Reports can be in Landscape or Portrait and they can be printed or exported in various formats including HTML for use as a web page.

The report is selected from the configuration screen shown opposite.

Selecting the 'Auto Run' option means that that the Report Setup screen is not shown when the report is compiled.

See Page 25 for more information about editing Column positions and widths. (New in version 2.7)

This Setup screen is show before the report is compiled. Here you can select the data for each column, whether a total is displayed (Not enabled if the data is a subtotal report), The column sort order in the above example means that the report will sort column 1 and then column 2. This can be left empty for no sorting or can sort on a maximum of four columns E.G. 2761. The 1-8 button will select the first data fields of your data for each column.



Various text options can be filled in and all the settings can be saved, either as Default or User1 or User2 settings. To Save select the required setting and press 'Save Options'.

Note:

Either ALL or Highlighted data can be displayed by all the reports. So if you only want to show data from certain weeks then highlight that data on the main listing.



Example Report:

Pride Print Ltd.

Printer Accounts

Account	Print Completion Date	Total Impressions Printed	Finishing Applied	Impressions Cost	Finishing Applied
CEL	23-Nov-1999 16:37:37	2700	Portrait stitch	80.46	
CEL	24-Nov-1999 14:40:59	2700	Portrait stitch	80.46	
CEL	25-Nov-1999 12:13:23	20	None	0.60	
CEL	25-Nov-1999 12:47:07	3980	None	118.60	
Comm-Sector	23-Nov-1999 12:38:24	0	Portrait stitch	0.00	
Comm-Sector	23-Nov-1999 12:38:27	0	None	0.00	
COMM-SECTOR	23-Nov-1999 12:38:32	489	Portrait stitch	14.57	
Comm-Sector	23-Nov-1999 13:05:00	100	None	2.98	
Comm-Sector	23-Nov-1999 13:10:00	500	Portrait stitch	14.90	
COMM-SECTOR	23-Nov-1999 13:15:24	414	Portrait stitch	12.34	
Comm-Sector	23-Nov-1999 13:33:39	500	Portrait stitch	14.90	
Comm-Sector	23-Nov-1999 13:34:43	100	None	2.98	
Comm-Sector	23-Nov-1999 13:46:02	1400	Portrait stitch	41.72	
Comm-Sector	23-Nov-1999 13:53:34	200	None	5.96	
Comm-Sector	23-Nov-1999 14:22:31	428	SBM	12.75	
Comm-Sector	23-Nov-1999 14:35:33	400	None	11.92	
Comm-Sector	23-Nov-1999 14:39:10	0	SBM	0.00	

Pages: 1

Above is the report screen from here you may scroll through the pages of the report.

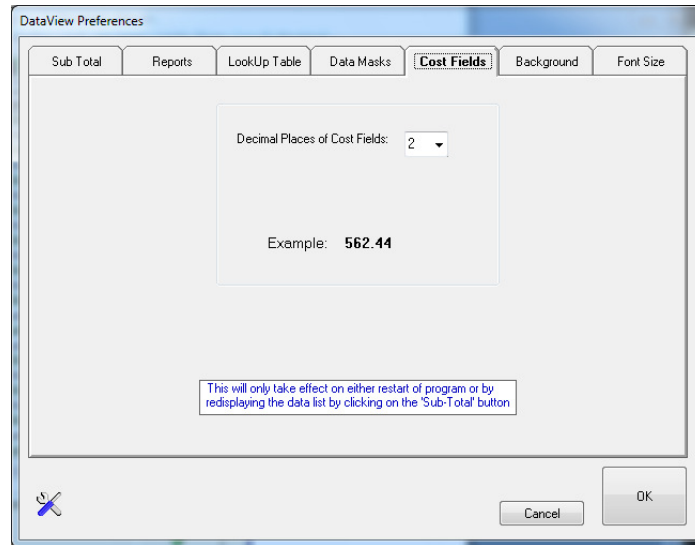
The column alignments (left, right or center justified) are taken from the main listing. The column positions can be altered from the 'Config/Report' screen.

The 'Zoom' setting allows you to enlarge, reduce or fit the report on the screen. You can print the report using any of your windows configured printers. The report can also be exported as Text, HTML, or Unicode.

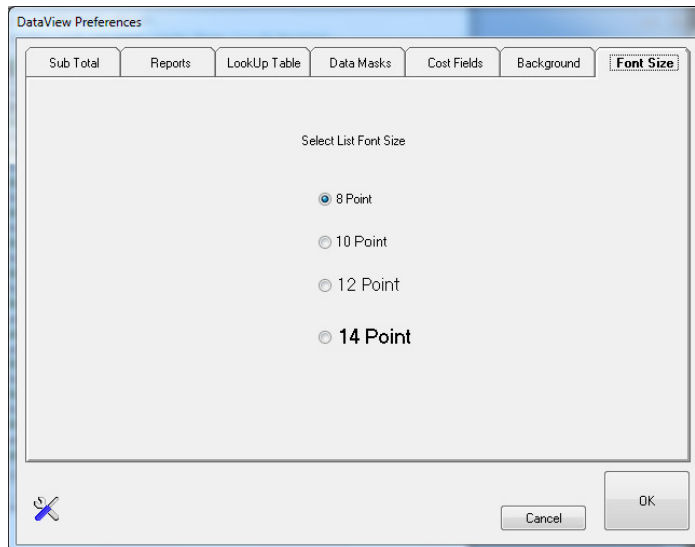


Cost Fields:

Costs can now be entered in PAM of up to 8 decimal places.
 To reflect this Dataview can be set to display and calculate totals from 2 to 8 decimal places.



Font Size:



Making changes here will only take effect when the data is redisplayed.



Selecting Rows:

Sender		Printing	Processing Ti...	Printing
Lucy Sims	Rename Header	1:46:...	00:03	
Lucy Sims	Main SubTotal Column	1:44:...	00:03	
Lucy Sims	Sub SubTotal Column	1:42:...	00:03	
Lucy Sims	SubTotalled Column	1:39:...	00:03	
Lucy Sims		1:38:...	00:02	
Lucy Sims	Mask Entries	4:15:...	00:02	
Lucy Sims	Remove Mask	4:13:...	00:02	
Lucy Sims		4:11:...	00:02	
Lucy Sims	Sort Ascending (A-Z)	2:37:...	00:02	
Lucy Sims	Sort Descending (Z-A)	2:36:...	00:02	
Lucy Sims		2:27:...	00:02	
Lucy Sims		2:27:...	00:02	
Lucy Sims	Select Rows			Containing <Text> NOT Containing <Text> Equal To = Equal or More Than => Equal or Less Than =<
Lucy Sims	Left Align			
Lucy Sims	Right Align			
Lucy Sims	Center Align			
Lucy Sims	Hide Column			
Lucy Sims	Replace	0:42:...	00:03	
Lucy Sims		5:42:...	00:02	
Lucy Sims		Mar 19 15:41:...	00:02	

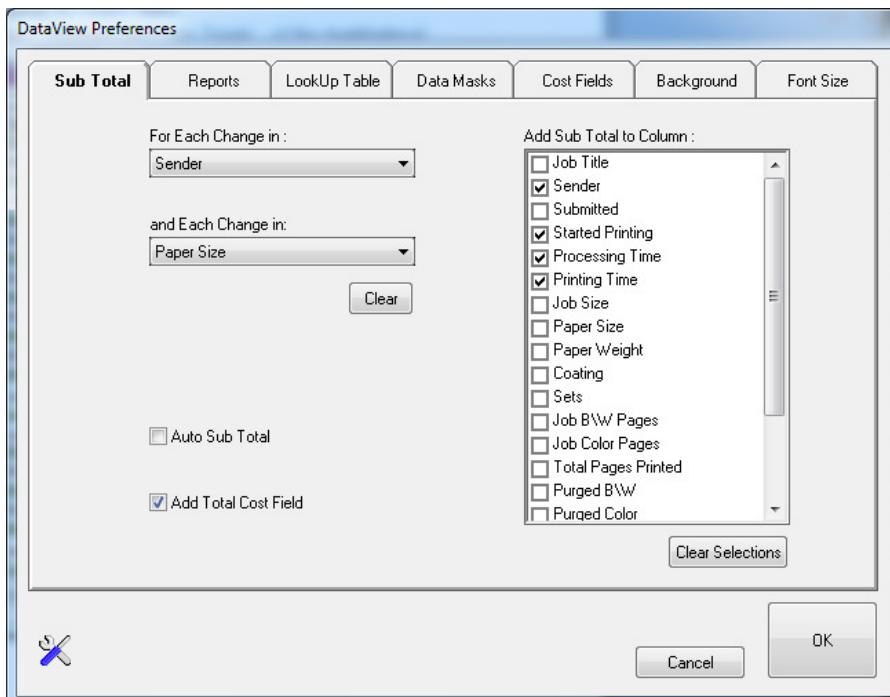
To ‘Select / Highlight’ all the records of the same name use the above method.

This example selects all records belonging to ‘Lucy Sims’.

When selected you can produce ‘Graphs / Reports and Sub-Totals’ of the highlighted records.

If you do not highlight a record first, you will be prompted for the Text or number to compare.

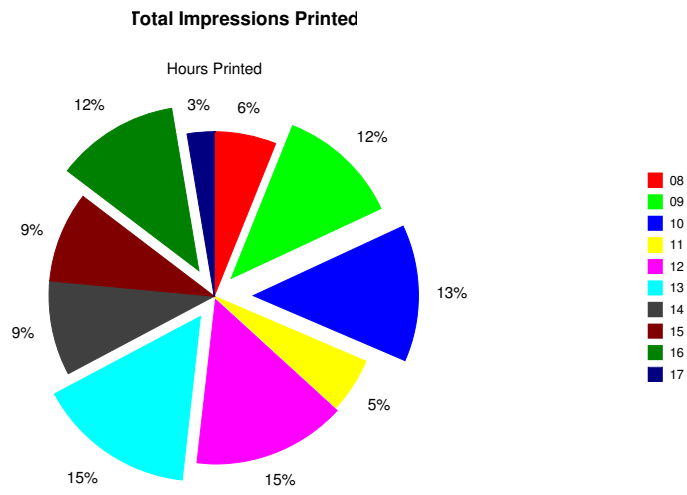
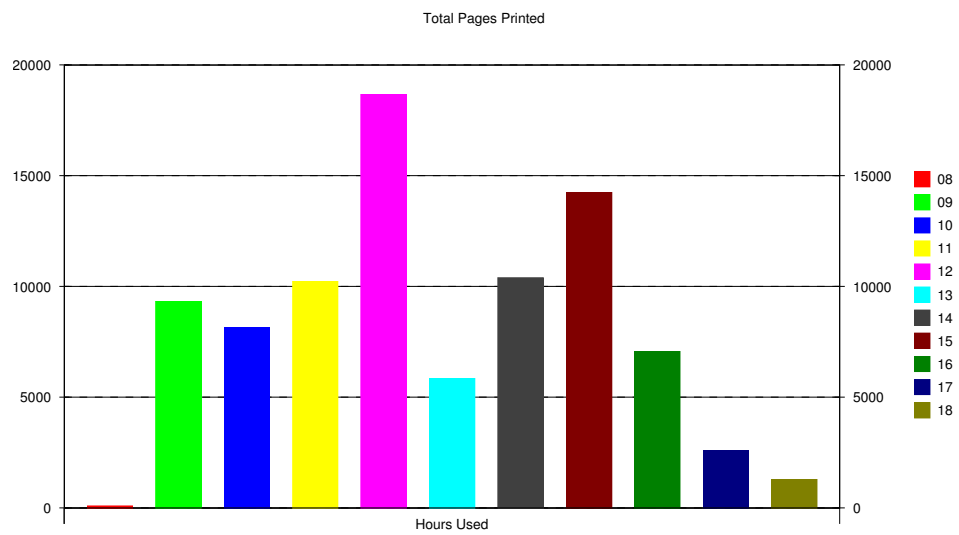
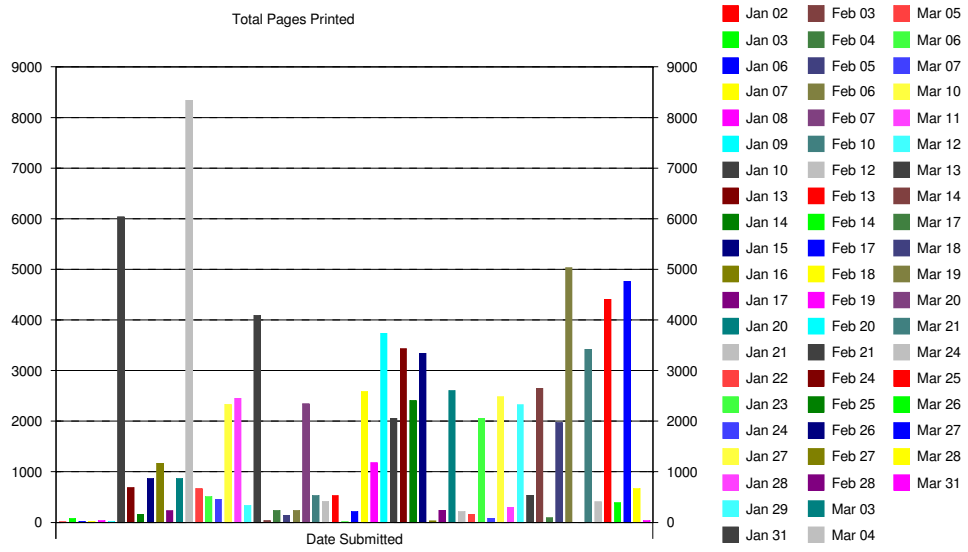
The ‘More or Less Than’ options only work with numbers. This enables you to select records that are more or less than the highlighted record.



New in version 2.5 is the option to produce ‘Sub-Total of Sub-Totals’. The screen shot here shows a listing based on the ‘Paper Size’ used by each ‘Sender’.



Example Charts:





Other Features:

Setting the Column positions and widths.

Column	Field Name	Show Total	Left Pos.	Width
1st Column:	Document Name	<input type="checkbox"/>	0	36
2nd Column:	Account	<input type="checkbox"/>	39	32
3rd Column:	Completion Date	<input type="checkbox"/>	74	32
4th Column:	Finishing Applied	<input type="checkbox"/>	110	32
5th Column:	Number 1-Sided Sheets Printe	<input type="checkbox"/>	146	32
6th Column:	Number 2-Sided Sheets Printe	<input type="checkbox"/>	180	28
7th Column:	Copies Printed	<input type="checkbox"/>	210	28
8th Column:	Pages To Print	<input type="checkbox"/>	241	28

Clicking on the 'Advanced' button displays the 'Left Pos' and 'Width' boxes. The measurements are in 'mm'. The 'Left' figures are 'mm' from the left margin.

By moving a column to the left and increasing the width you can get more data on a line. In the above example it is possible to select 'None' for columns 5 to 8 and the extend column 4 by increasing the width setting so it fits across the rest of the landscape page.

If you change any settings hit the 'Show Report' button to test. You will get an error message saying the 'Report Width is wider than the Paper width' if any of the fields do not fit.

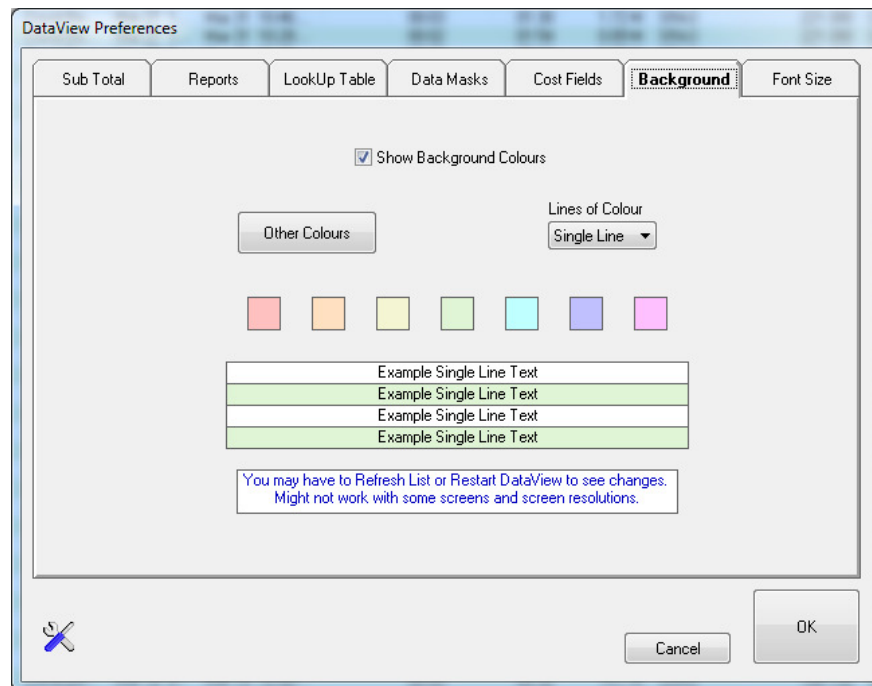
There is now an option for 'Multy Line Display'. When selected the report will not miss off any data that does not fit in a column and will wrap down to the next line.

When you are satisfied with the report you can save all the settings in one of three setup's. Select either 'Default', 'User1' or 'User2' and hit the 'Save Display Options' button

The 'Defaults' button will return all the 'Left Position' and 'Width' settings back to the default values.



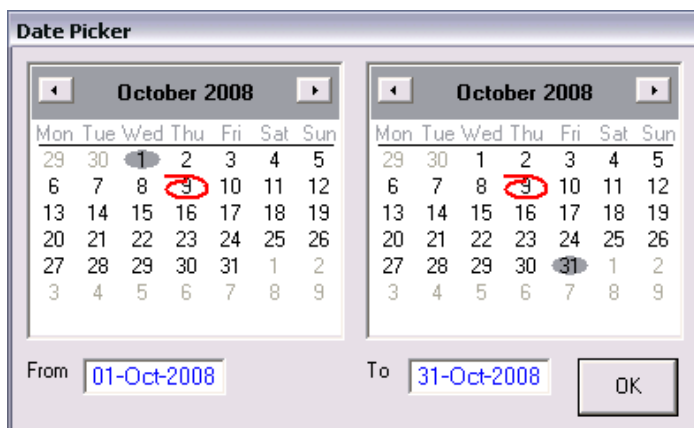
Changing Background Colour.



It is possible to colour the background of the data list so it looks like the output from the older computer printouts. This option is setup on the config screen as shown above. You can select the colour you want by either clicking on the coloured square presets or by selecting the 'Other Colours' button. The 'Lines of Colour' dropdown box allows you to select how many lines in a block are coloured. The example below shows 2 Lines of colour. Redisplay the full data list or restart to see the changes.

You will have to test this feature on your PC to see if it displays ok. Some PC screens and screen resolutions will not work.

Date Selection.



You can now select rows between two dates. The selected rows can then be sub-totalled. Clicking on the Month or Year text allows you to change the month and year quickly,



Calculating Options;

DataView can calculate new values for column fields. There are two different ways to achieve this.

Columns can be *Linked*. (Useful for manually entering data.)

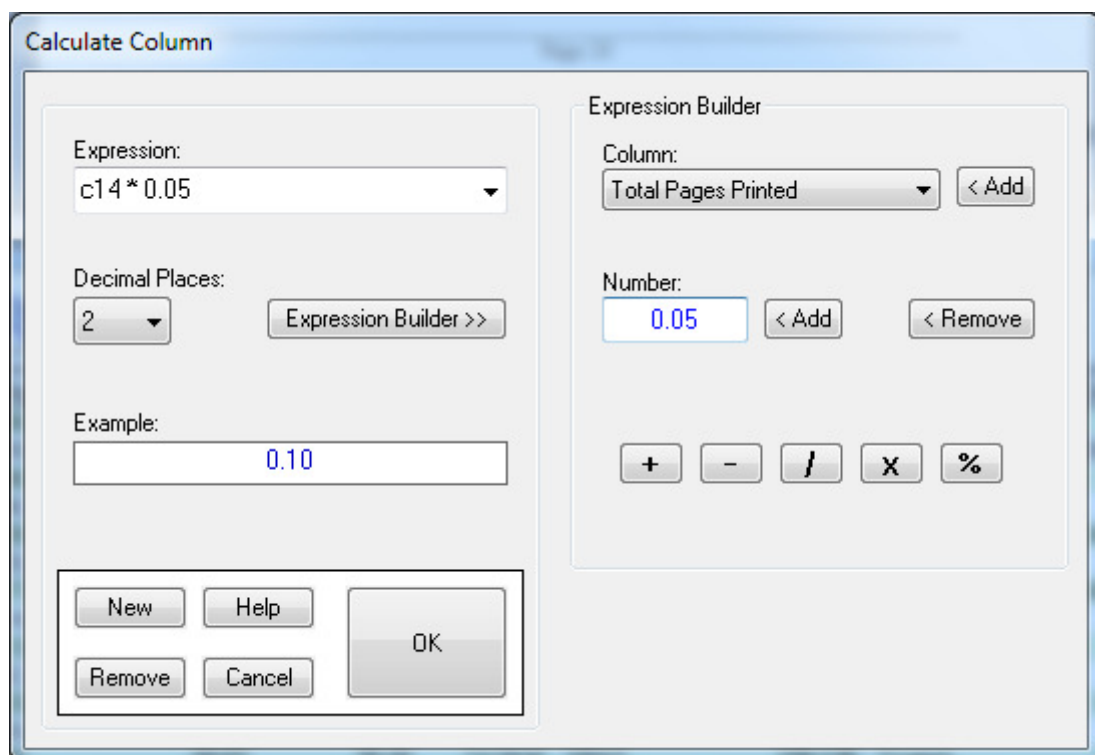
This is done by adding '#X' to the 'Total' field and '#X' and '@cost' to the Cost field headers. (Where X = a number or character)

Example Header Names:

Total Colour Impressions #1 - Colour Cost #1 @0.55

This will cost all Colour Impressions at 0.55 per impression

The second way to calculate new values is to select the 'Calculate Column' option from the drop down menu for the selected column. In the example below a new column was inserted into the data and renamed to 'Pages Cost'. The 'Calculate Column' option was then selected for this new column. **To calculate specific rows, highlight the rows.**



It is possible to type directly into the 'Expression' Field, or you can use the 'Expression Builder'. cX denotes column number X. There should be a 'Space' between each part of the 'Expression'

A left mouse click on the 'Remove' button will remove the selected 'Expression'. A right click will remove the whole list.

Adding the word 'Cost' to the cost field will allow Dataview to add the value in this field to the 'Total Cost' field.



Other Features:

The opened file name is now shown in window title.

File name also shown in 'Designer Report' if sub header entry is empty.

Extensions can be added to the Dataview shortcut properties or to the 'optional file name' in the PAM user buttons setup screen

Create a shortcut to Dataview by right clicking on the desktop and browsing to the PAM install folder and selecting DataView.exe

Right click on the shortcut and select 'properties'. On the 'Shortcut' screen scroll to the far right of the 'Target' text, type a 'space' and then:

'**md**' - will automatically open the Monthly Data folder. From this 'Open Screen' one or more files can be selected for display.

A full path and filename of a 'csv' file will make Dataview open that file.

E.G. "**C:\temp\Accounts.csv**" (put in inverted commas)

A path name will make Dataview display that folder contents.

E.G. "**C:\temp**" (must end in \) (put in inverted commas)

The 'DataView.exe' file can be copied and renamed to make a separate application with different set up parameters etc. Allows you to configure different settings for B/W and Colour data.

**Notes:**

- ❖ This program takes the data in comma-delimited form only.
- ❖ In Full List mode the data can be sorted by clicking on the Header of the column.
- ❖ Data cannot be sorted in a Sub Total List
- ❖ Clicking on the header separator bar and moving it left or right can resize the columns.
- ❖ All fractions of a penny are rounded up to the nearest penny.
- ❖ The Total Cost column is the Total of the Cost fields only.
- ❖ Creating a Sub Total list using date or time data can give unusual results.
- ❖ The program will save all the Sub Total and report settings on exit.
- ❖ All columns that contain numbers will be right aligned except the first column and any column called Account



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DataView