ProClarity Web Standard 6

Quick Start Guide

This guide highlights the frequently used features of ProClarity Web Standard, a Web-based data analysis solution that helps you turn information into understanding.

Start ProClarity Web Standard

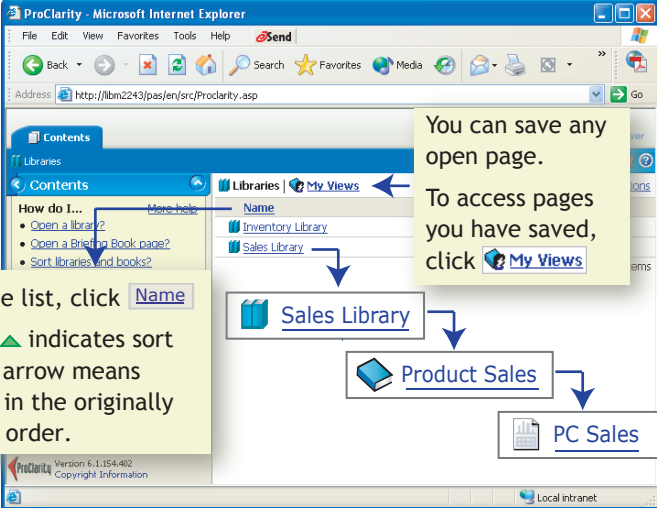In your Web browser, enter the address for ProClarity Analytics Server.

|	
URL:	www.drexel.edu/analytics
User id:	drexel\yourEmailId e.g. drexel\abc23
Password:	yourEmailOrDomainPassword

📘 Contents

When you open Web Standard, only the Contents tab displays. The libraries you have access to are listed in this tab.

1 Select a library. 📘

2 Select a Briefing Book. 📘

3 Select a Page. 📄

The page automatically displays in the **Navigation** tab.

To sort the list, click [Name]

An arrow ▲ indicates sort order; no arrow means items are in the originally published order.

You can save any open page.

To access pages you have saved, click 🔖 My Views

Save to My Views
Print the view
Export as a spreadsheet
Email a link
Launch Web Professional
Open help

Breadcrumb Trail
Links to items you have opened
Arrows to view next or previous page
Page information ⓘ
Page information with notes ⓘ

Navigation

Selected—Navigation (such as Drill Down) is applied to this active item. To change the active item, click an item in the chart or grid.

Drill Down—See the items at the next level below the selected item.

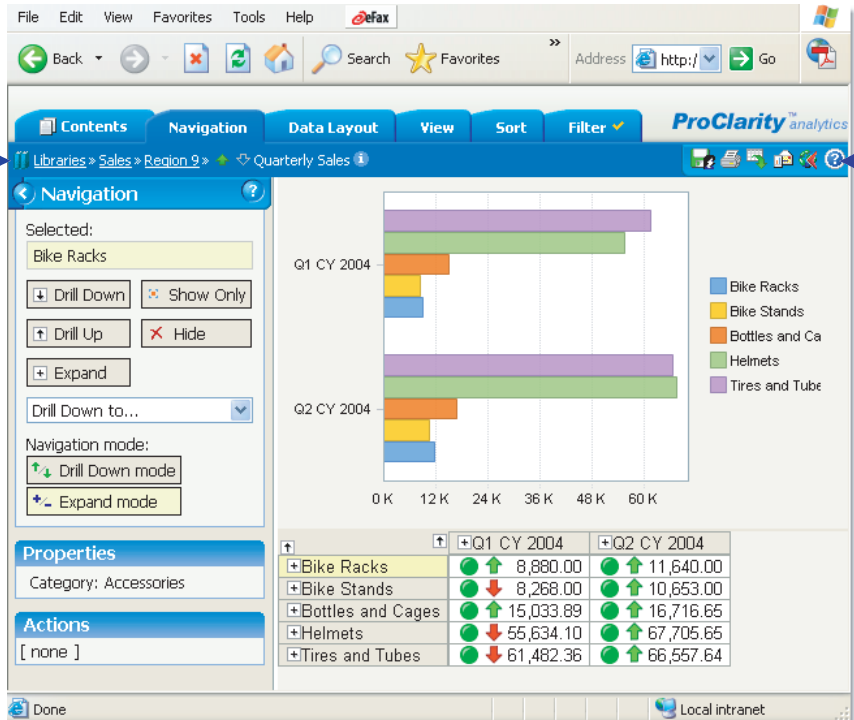**Drill Up**—See the items at the next level above the selected item.

Expand—See the item plus the items below it in the hierarchy. (Collapse to return to the summarized view.)

Show Only—Focus on a single item.

Hide—Exclude an item from the view.

Drill Down to—Drill to another hierarchy.

Navigation Mode—Set navigation in the display pane to drill or expand.

Properties—Additional member information (if available).

Actions—Links to information such as Web sites, email, spreadsheets, etc. (if available).

Indicators (on some grids)—Symbols that show the status and/or trend for a value.

Many of these features are available from a menu that pops up when you click a member in a chart or grid.

To analyze in a Decomposition Tree
In a grid view, click the data cell you want to analyze.
A new button appears in the task pane.

Apr 01	May 01
925,800	1,436,010
482,282	814,442
890,196	570,972

→ Analyze in Decomposition Tree

Drill To Detail

Analyze in Decomposition Tree—Break down an item into its subcomponents and display them in a hierarchical tree and optional Pareto chart.

Drill to Detail—Display a list of individual records that make up a value.
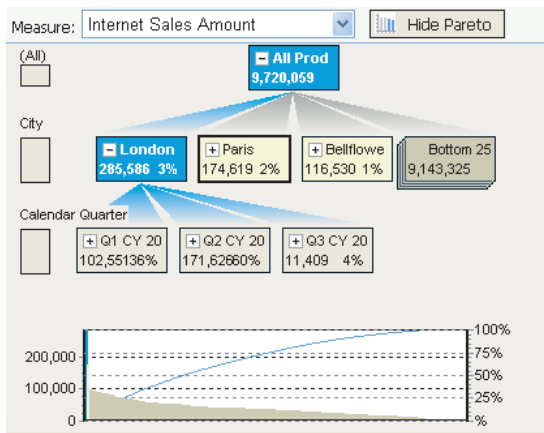
When a Decomposition Tree is showing, the
Navigation tab displays the following options:

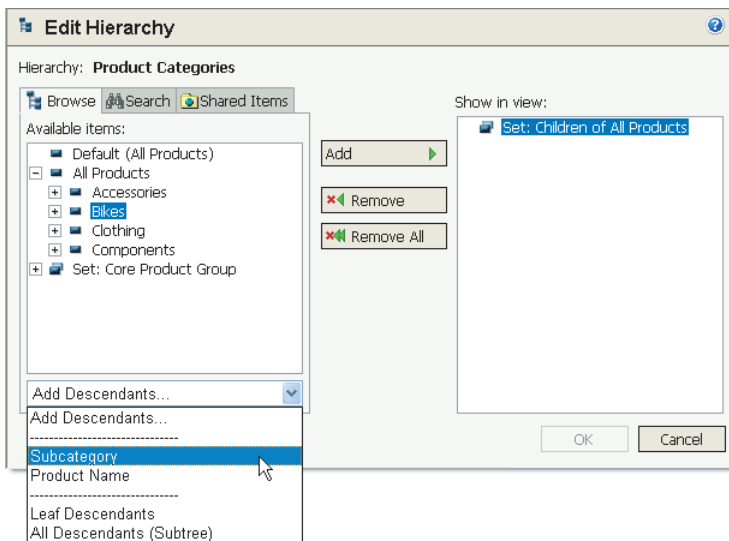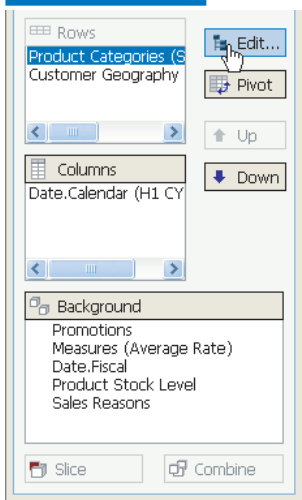**Expand to [hierarchy]**—Expand the selected hierarchy.

Expand to—Select a different hierarchy from the menu.

Start New Tree From Here—Build a new tree from the selected node (box). Not available for the top node.

Insert Above [hierarchy]—Click the hierarchy level bar ⃒ to insert another hierarchy between levels. Not available for the top level.

Data Layout

Apply—Run the query.

Edit—Use the Edit Hierarchy window.

Pivot—Swap rows and columns.

Up and Down—Move items among rows, columns, background.

Slice—Create a drop-down menu from a selected background item.

Combine—Create an aggregate value from a sliced background item.

Edit Hierarchy window—Add or remove items for the selected hierarchy.

To add items
1 Under the **Browse** tab, expand the hierarchy tree to find the item(s) you want. You can also search for a specific item or select a Shared Item.
2 Select the item(s) and click **Add**. (To add the item's descendants as a set, select from the **Add Descendants** drop-down menu.)

To remove items
1 Select item(s) in the S**how in View** pane.
2 Click **Remove** or **Remove All**.

   (To replace items, click R**emove All** and follow steps to add items.)

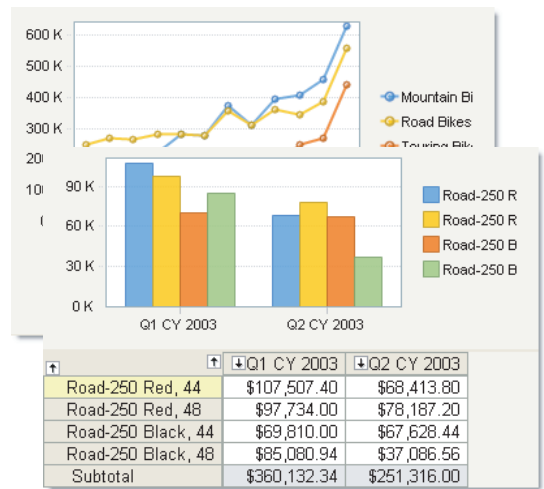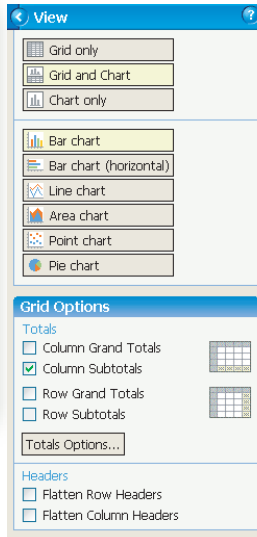Click a button to display analysis results in the following view types:
Grid
Chart
Grid and Chart combination

To display row and column totals, select check boxes.

To select specific items by which to group the totals, click **Totals Options**.

To remove non-selected ancestor headers, select a "**Flatten**" check box.

Flattened row headers

Sort ✔

Select a column to sort by from the **Sort** drop-down menu.
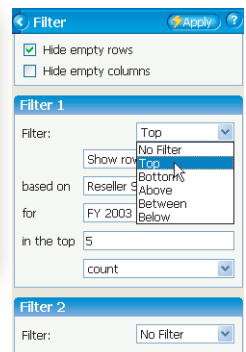
Select a sort direction (for example, High to Low).

To keep items within their groups (for example, Mountain Bikes and Road Bikes), select **Preserve Peer Groups**.

Sort and Filter applied

Filter ✔

You can hide rows or columns that have no data.

Select criteria for Filter 1.

Any settings for Filter 2 are applied to the data remaining after Filter 1 is applied.

Glossary

Briefing Book. A collection of views stored in a library on Analytics Server.

Hierarchies. Categories of items that you analyze. Examples: Time, Product Categories, Geography.

Indicators. Some grid values show an indicator, such as a colored shape, stoplight, or arrow, to show the status and/or trend for a value. Values with indicators are sometimes called KPIs—Key Performance Indicators.

Members. Items within a hierarchy. Examples: January (member of Time), Road Bikes (member of Product Categories), Oslo (member of Geography).

My Views. A place on Analytics Server for saving views that you want personal access to.

Set. A group of members or measures that are given a common name so that they can be used as a unit.

Shared Items. User-defined sets, members, and measures that have been published to Analytics Server.