

Step by Step Instructions

1. Copy all data entries from given file into a new file and convert it into a table to do cleaning

Dates of Processing (DD/MM/YY)	Month	Legal Name of Entity (English)	Decision Made By Analyst	Process Canceled
15-Aug-18	Aug	ITC WASH MEDIA APPLICATIONS MANAGEMENT	To be approved (Sent to Clerk)	
15-Aug-18	Aug	SHINY GROCERY	To be approved (Sent to Clerk)	
15-Aug-18	Aug	THE RPL LLC	To be approved (Sent to Clerk)	
15-Aug-18	Aug	Chain Reaction Middle East FZ LLC	To be resubmitted (Sent to Clerk)	
15-Aug-18	Aug	United Logistics Solutions - FZC	To be approved (Sent to Clerk)	
15-Aug-18	Aug	Anderson Ship Fittings Trading LLC	To be resubmitted (Sent to Clerk)	
15-Aug-18	Aug	Yus Layan Information Technology Co., Ltd.	To be resubmitted (Sent to Clerk)	
15-Aug-18	Aug	MUHAMMAD FOUAD BAKI TECHNICAL SERVICES	On hold	
15-Aug-18	Aug	Makani Al-Faraj Medial Spine Sp	To be approved (Sent to Clerk)	
15-Aug-18	Aug	ETHANEO RESTAURANT	To be resubmitted (Sent to Clerk)	
15-Aug-18	Aug	EVAN GERMANSY THONGING LLC	To be resubmitted (Sent to Clerk)	
15-Aug-18	Aug	AMEER TALIB	To be resubmitted (Sent to Clerk)	
26-Aug-18	Aug	WATERMANS FOOD STUFF TRADING L.L.C	On hold	
26-Aug-18	Aug	JUBBA ALKHAJI USED AUTO SPARE PARTS TR.LLC	To be resubmitted (Sent to Clerk)	
26-Aug-18	Aug	Jangmadangmanagementjjang	On hold	
26-Aug-18	Aug	TOLOS PROJECT MANAGEMENT SERVICES	To be approved (Sent to Clerk)	
26-Aug-18	Aug	GASSETS AND TIME-MOBILE PHONE SERVICES	To be resubmitted (Sent to Clerk)	
26-Aug-18	Aug	ALBERT A KAMBER FOODSTUFF TRADING L.L.C	To be approved (Sent to Clerk)	
26-Aug-18	Aug	SUB TRAFSPORT LLC	To be resubmitted (Sent to Clerk)	
26-Aug-18	Aug	NOUVELLE HOME HEALTH CARE CENTER CO. L.L.C	To be resubmitted (Sent to Clerk)	
26-Aug-18	Aug	BEAUTIFUL NEW YORK LUXES MARIAGE CENTER L.L.C	To be resubmitted (Sent to Clerk)	
26-Aug-18	Aug	ANAKA INTERNATIONAL CONSULTANCY LLC	To be resubmitted (Sent to Clerk)	
26-Aug-18	Aug	ROOFA A QAHAR TRAVEL AND TOURISM L.L.C	To be resubmitted (Sent to Clerk)	



1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	32	33	34	35	36	37	38	39	40	41	42	43	44	45	46	47	48	49	50	51	52	53	54	55	56	57	58	59	60	61	62	63	64	65	66	67	68	69	70	71	72	73	74	75	76	77	78	79	80	81	82	83	84	85	86	87	88	89	90	91	92	93	94	95	96	97	98	99	100	101	102	103	104	105	106	107	108	109	110	111	112	113	114	115	116	117	118	119	120	121	122	123	124	125	126	127	128	129	130	131	132	133	134	135	136	137	138	139	140	141	142	143	144	145	146	147	148	149	150	151	152	153	154	155	156	157	158	159	160	161	162	163	164	165	166	167	168	169	170	171	172	173	174	175	176	177	178	179	180	181	182	183	184	185	186	187	188	189	190	191	192	193	194	195	196	197	198	199	200	201	202	203	204	205	206	207	208	209	210	211	212	213	214	215	216	217	218	219	220	221	222	223	224	225	226	227	228	229	230	231	232	233	234	235	236	237	238	239	240	241	242	243	244	245	246	247	248	249	250	251	252	253	254	255	256	257	258	259	260	261	262	263	264	265	266	267	268	269	270	271	272	273	274	275	276	277	278	279	280	281	282	283	284	285	286	287	288	289	290	291	292	293	294	295	296	297	298	299	300	301	302	303	304	305	306	307	308	309	310	311	312	313	314	315	316	317	318	319	320	321	322	323	324	325	326	327	328	329	330	331	332	333	334	335	336	337	338	339	340	341	342	343	344	345	346	347	348	349	350	351	352	353	354	355	356	357	358	359	360	361	362	363	364	365	366	367	368	369	370	371	372	373	374	375	376	377	378	379	380	381	382	383	384	385	386	387	388	389	390	391	392	393	394	395	396	397	398	399	400	401	402	403	404	405	406	407	408	409	410	411	412	413	414	415	416	417	418	419	420	421	422	423	424	425	426	427	428	429	430	431	432	433	434	435	436	437	438	439	440	441	442	443	444	445	446	447	448	449	450	451	452	453	454	455	456	457	458	459	460	461	462	463	464	465	466	467	468	469	470	471	472	473	474	475	476	477	478	479	480	481	482	483	484	485	486	487	488	489	490	491	492	493	494	495	496	497	498	499	500	501	502	503	504	505	506	507	508	509	510	511	512	513	514	515	516	517	518	519	520	521	522	523	524	525	526	527	528	529	530	531	532	533	534	535	536	537	538	539	540	541	542	543	544	545	546	547	548	549	550	551	552	553	554	555	556	557	558	559	560	561	562	563	564	565	566	567	568	569	570	571	572	573	574	575	576	577	578	579	580	581	582	583	584	585	586	587	588	589	590	591	592	593	594	595	596	597	598	599	600	601	602	603	604	605	606	607	608	609	610	611	612	613	614	615	616	617	618	619	620	621	622	623	624	625	626	627	628	629	630	631	632	633	634	635	636	637	638	639	640	641	642	643	644	645	646	647	648	649	650	651	652	653	654	655	656	657	658	659	660	661	662	663	664	665	666	667	668	669	670	671	672	673	674	675	676	677	678	679	680	681	682	683	684	685	686	687	688	689	690	691	692	693	694	695	696	697	698	699	700	701	702	703	704	705	706	707	708	709	710	711	712	713	714	715	716	717	718	719	720	721	722	723	724	725	726	727	728	729	730	731	732	733	734	735	736	737	738	739	740	741	742	743	744	745	746	747	748	749	750	751	752	753	754	755	756	757	758	759	760	761	762	763	764	765	766	767	768	769	770	771	772	773	774	775	776	777	778	779	780	781	782	783	784	785	786	787	788	789	790	791	792	793	794	795	796	797	798	799	800	801	802	803	804	805	806	807	808	809	810	811	812	813	814	815	816	817	818	819	820	821	822	823	824	825	826	827	828	829	830	831	832	833	834	835	836	837	838	839	840	841	842	843	844	845	846	847	848	849	850	851	852	853	854	855	856	857	858	859	860	861	862	863	864	865	866	867	868	869	870	871	872	873	874	875	876	877	878	879	880	881	882	883	884	885	886	887	888	889	890	891	892	893	894	895	896	897	898	899	900	901	902	903	904	905	906	907	908	909	910	911	912	913	914	915	916	917	918	919	920	921	922	923	924	925	926	927	928	929	930	931	932	933	934	935	936	937	938	939	940	941	942	943	944	945	946	947	948	949	950	951	952	953	954	955	956	957	958	959	960	961	962	963	964	965	966	967	968	969	970	971	972	973	974	975	976	977	978	979	980	981	982	983	984	985	986	987	988	989	990	991	992	993	994	995	996	997	998	999	1000
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	32	33	34	35	36	37	38	39	40	41	42	43	44	45	46	47	48	49	50	51	52	53	54	55	56	57	58	59	60	61	62	63	64	65	66	67	68	69	70	71	72	73	74	75	76	77	78	79	80	81	82	83	84	85	86	87	88	89	90	91	92	93	94	95	96	97	98	99	100	101	102	103	104	105	106	107	108	109	110	111	112	113	114	115	116	117	118	119	120	121	122	123	124	125	126	127	128	129	130	131	132	133	134	135	136	137	138	139	140	141	142	143	144	145	146	147	148	149	150	151	152	153	154	155	156	157	158	159	160	161	162	163	164	165	166	167	168	169	170	171	172	173	174	175	176	177	178	179	180	181	182	183	184	185	186	187	188	189	190	191	192	193	194	195	196	197	198	199	200	201	202	203	204	205	206	207	208	209	210	211	212	213	214	215	216	217	218	219	220	221	222	223	224	225	226	227	228	229	230	231	232	233	234	235	236	237	238	239	240	241	242	243	244	245	246	247	248	249	250	251	252	253	254	255	256	257	258	259	260	261	262	263	264	265	266	267	268	269	270	271	272	273	274	275	276	277	278	279	280	281	282	283	284	285	286	287	288	289	290	291	292	293	294	295	296	297	298	299	300	301	302	303	304	305	306	307	308	309	310	311	312	313	314	315	316	317	318	319	320	321	322	323	324	325	326	327	328	329	330	331	332	333	334	335	336	337	338	339	340	341	342	343	344	345	346	347	348	349	350	351	352	353	354	355	356	357	358	359	360	361	362	363	364	365	366	367	368	369	370	371	372	373	374	375	376	377	378	379	380	381	382	383	384	385	386	387	388	389	390	391	392	393	394	395	396	397	398	399	400	401	402	403	404	405	406	407	408	409	410	411	412	413	414	415	416	417	418	419	420	421	422	423	424	425	426	427	428	429	430	431	432	433	434	435	436	437	438	439	440	441	442	443	444	445	446	447	448	449	450	451	452	453	454	455	456	457	458	459	460	461	462	463	464	465	466	467	468	469	470	471	472	473	474	475	476	477	478	479	480	481	482	483	484	485	486	487	488	489	490	491	492	493	494	495	496	497	498	499	500	501	502	503	504	505	506	507	508	509	510	511	512	513	514	515	516	517	518	519	520	521	522	523	524	525	526	527	528	529	530	531	532	533	534	535	536	537	538	539	540	541	542	543	544	545	546	547	548	549	550	551	552	553	554	555	556	557	558	559	560	561	562	563	564	565	566	567	568	569	570	571	572	573	574																																																																																																																																																																																																																																																																																																																																																																																																																																										

1. Used Filters to Remove empty rows and entries where data and Decision made by Analyst was missing/empty.
2. Now as per your instructions I created 3 Pivot tables in new sheet (sheet 2). Each Pivot table explanation is given in next steps.
3. First Pivot Table:

Pivot Table for Monthly Analysis		
Month	Decision Made By Analyst	Count of Decision Made By Analyst
Jan	Approved (eservices)	150
	Rejected (eservices)	2
	Resubmitted (eservices)	235
	To be approved (Sent to Checker)	8
	To be rejected (Sent to Checker)	1
Feb	Approved (eservices)	137
	On hold	26
	Rejected (eservices)	1
	Resubmitted (eservices)	159
Aug	Approved (eservices)	27
	On hold	13
	Rejected (eservices)	1
	Resubmitted (eservices)	27
	To be approved (Sent to Checker)	66
	To be resubmitted (Sent to Checker)	50
Sep	Approved (eservices)	183
	On hold	32
	Rejected (eservices)	5
	Resubmitted (eservices)	288
	To be approved (Sent to Checker)	104
Oct	To be rejected (Sent to Checker)	4
	Approved (eservices)	278
	On hold	46
	Rejected (eservices)	11
	Resubmitted (eservices)	506

It contains month wise data and pivot table Fields setting for this is as follows:

The screenshot shows a PivotTable titled "Pivot Table for Monthly Analysis" with the following data:

Month	Decision Made By Analyst	Count of Decision Made By Analyst
Jan	Approved (eservices)	150
Jan	Rejected (eservices)	2
Jan	Resubmitted (eservices)	235
Jan	To be approved (Sent to Checker)	8
Jan	To be rejected (Sent to Checker)	1
Feb	Approved (eservices)	137
Feb	On hold	26
Feb	Rejected (eservices)	1
Feb	Resubmitted (eservices)	159
Aug	Approved (eservices)	27
Aug	On hold	13
Aug	Rejected (eservices)	1
Aug	Resubmitted (eservices)	27
Aug	To be approved (Sent to Checker)	66
Aug	To be resubmitted (Sent to Checker)	50
Sep	Approved (eservices)	183
Sep	On hold	32
Sep	Rejected (eservices)	5
Sep	Resubmitted (eservices)	288
Sep	To be approved (Sent to Checker)	104
Sep	To be rejected (Sent to Checker)	4
Oct	Approved (eservices)	278
Oct	On hold	46
Oct	Rejected (eservices)	11
Oct	Resubmitted (eservices)	506

The PivotTable Fields task pane shows the following settings:

- Choose fields to add to report:**
 - ☐ Date of Processing (D/M/Y)
 - ☒ Month
 - ☐ Legal Name of Entity (English)
 - ☒ Decision Made By Analyst
 - ☐ Phone Called Applicant?
 - ☐ Maker's Comments (If applicable)
- Drag fields between areas below:**
 - ROWS:** Month, Decision Made By Analyst
 - VALUES:** Count of Decision Made By Analyst

4. Similarly I created 2 more pivot tables which you can browse in file sheet named “Analysis_Pivot”

5. So from these 3 pivot tables we have Pivot Table 1 to get month wise total decisions made by analyst. Pivot table 2 Named as P.t for Overall Total will give us total all time count of decisions made by analyst on all applications.
6. Third Pivot table is tricky and it is being used in Dashboard chart display. I simply first set pivot table settings as follows :

Pivot Table for OverAll Total

Decision Made By Analyst	Count of Decision Made By Analyst
Approved (eservices)	1044
On hold	188
Rejected (eservices)	29
Resubmitted (eservices)	1760
To be approved (Sent to Checker)	907
To be rejected (Sent to Checker)	25
To be resubmitted (Sent to Checker)	25
Grand Total	4003

Pivot Table for Dashboard Chart

Count of Decision Made By Analyst	Month Total Applications
Decision Made By Analyst	Aug
Approved (eservices)	27
Resubmitted (eservices)	27

PivotTable Fields

Choose fields to add to report:

- ☐ Date of Processing (D/M/Y)
- ☒ Month Total Applications
- ☐ Legal Name of Entity (English)
- ☒ Decision Made By Analyst
- ☐ Phone Called Applicant?
- ☐ Maker's Comments (If applicable)

MORE TABLES...

Drag fields between areas below:

FILTERS

COLUMNS

Month Total Applications

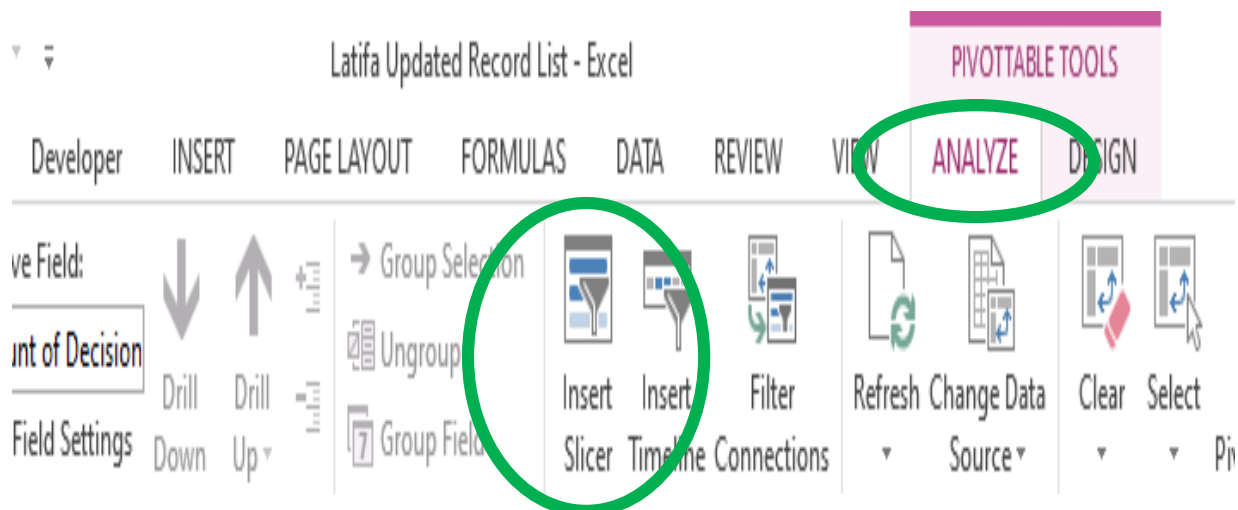
ROWS

Decision Made By Analyst

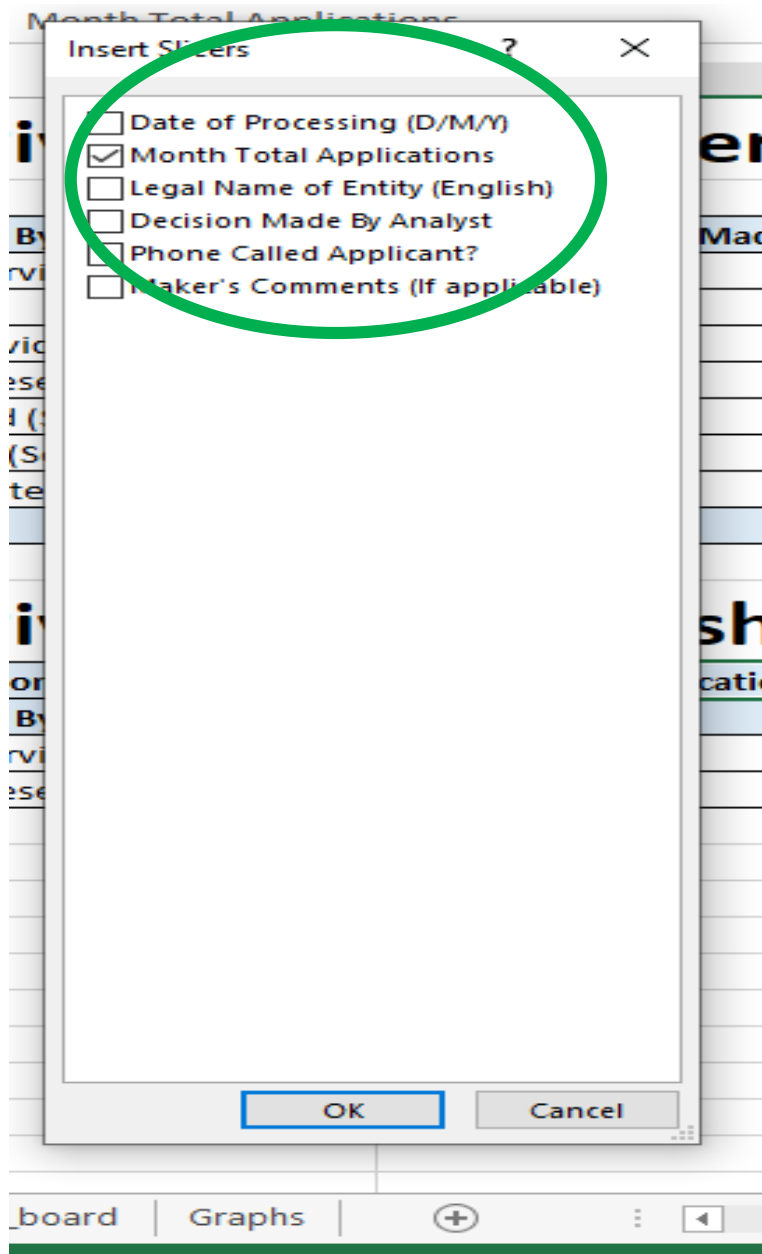
VALUES

Count of Decision Made By Analyst

7. Now click on this pivot table and create a bar chart and copy it into a new sheet and play with chart formatting to make it visually appealing.
8. Also from Pivot table analyze options Click Insert Slicer :



Select Month Total Application Column
In Slicer Options:

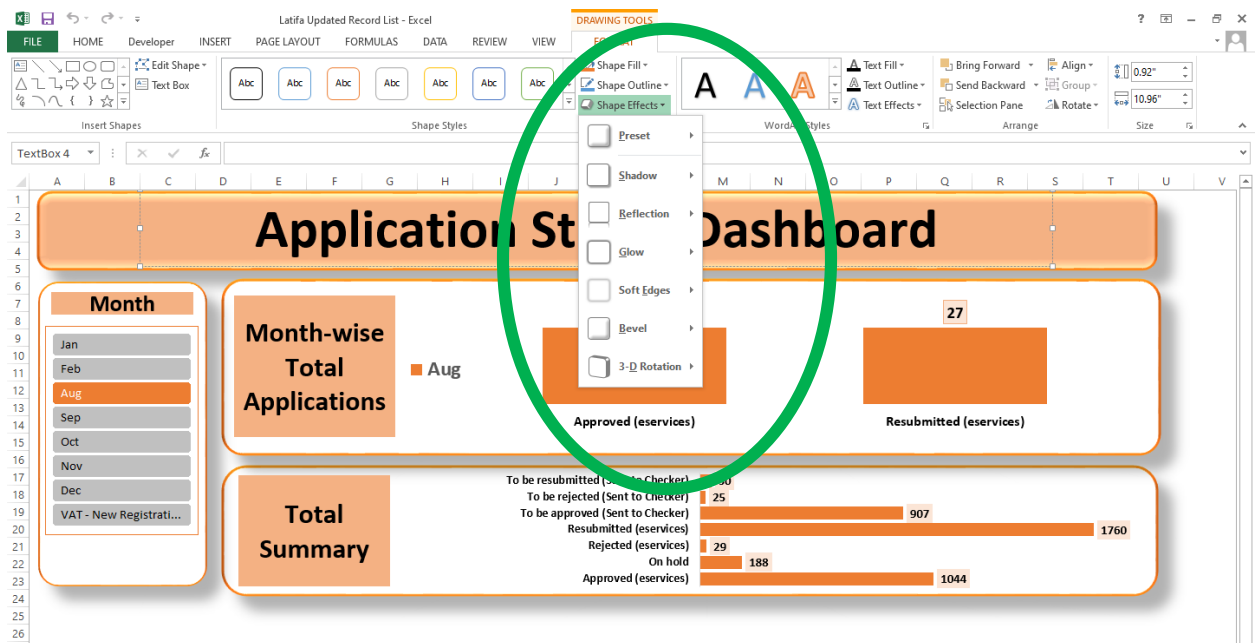


Later you can play with slicer setting to make it visually appealing.

9. Now we have a bar chart and a slicer, simply cut and paste this

slicer into the sheet we created with the name Dash board where our bar chart was pasted before.

10. Now simply add text boxes and give them outline and shadow effects, shape effects to make it visually appealing like this:

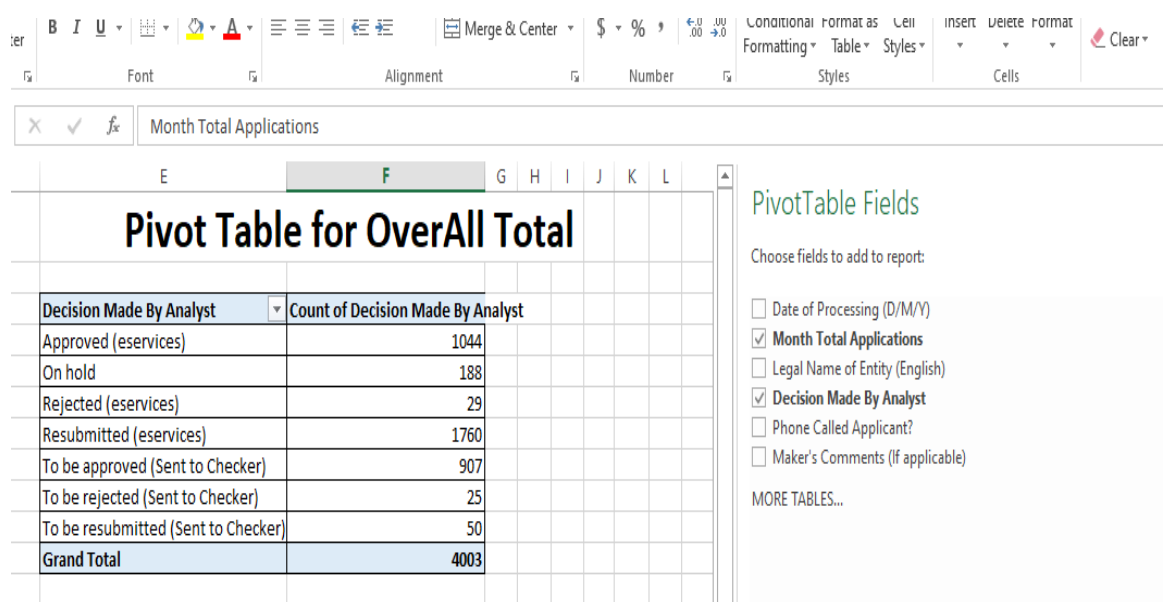


11. I simply used this formatting and added all these text boxes which you can see. One around slicer and one around heading "Application

Status Dashboard” and two around my 2 bar charts.

12.Rest is simple formatting to give a good look to the dashboards.

13.You can see 2 charts here, I have explained in detail about the first chart “Month-wise Total Applications”. Now for total Summary I simply selected the pivot table 2 from “Analysis Pivot” sheet:



The screenshot displays the Microsoft Excel interface. The ribbon at the top includes Font, Alignment, Number, Styles, and Cells tabs. The active sheet is named "Month Total Applications". A PivotTable titled "Pivot Table for OverAll Total" is shown, with "Decision Made By Analyst" in the Rows area and "Count of Decision Made By Analyst" in the Values area. The data is as follows:

Decision Made By Analyst	Count of Decision Made By Analyst
Approved (eservices)	1044
On hold	188
Rejected (eservices)	29
Resubmitted (eservices)	1760
To be approved (Sent to Checker)	907
To be rejected (Sent to Checker)	25
To be resubmitted (Sent to Checker)	50
Grand Total	4003

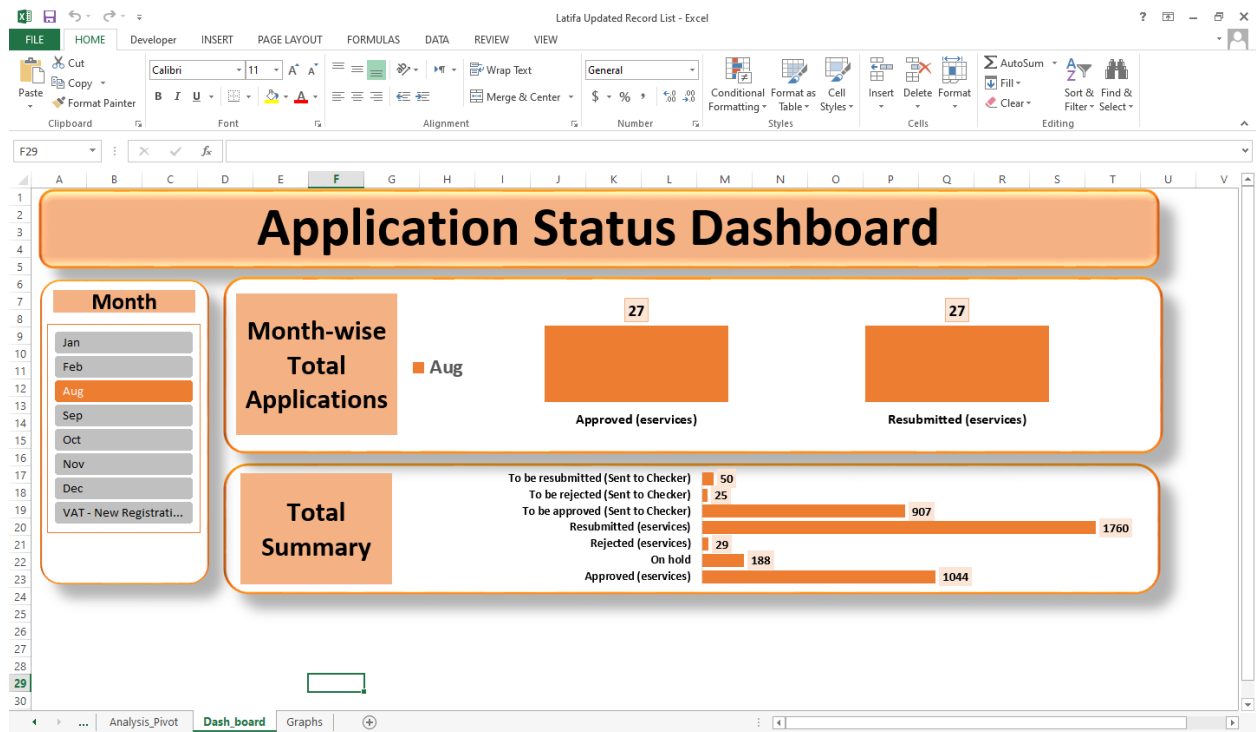
To the right of the PivotTable is the "PivotTable Fields" task pane. It contains the following fields:

- ☐ Date of Processing (D/M/Y)
- ☒ **Month Total Applications**
- ☐ Legal Name of Entity (English)
- ☒ **Decision Made By Analyst**
- ☐ Phone Called Applicant?
- ☐ Maker's Comments (If applicable)

At the bottom of the task pane, it says "MORE TABLES..."

Simply add a bar chart and add simple formatting to make it look good.

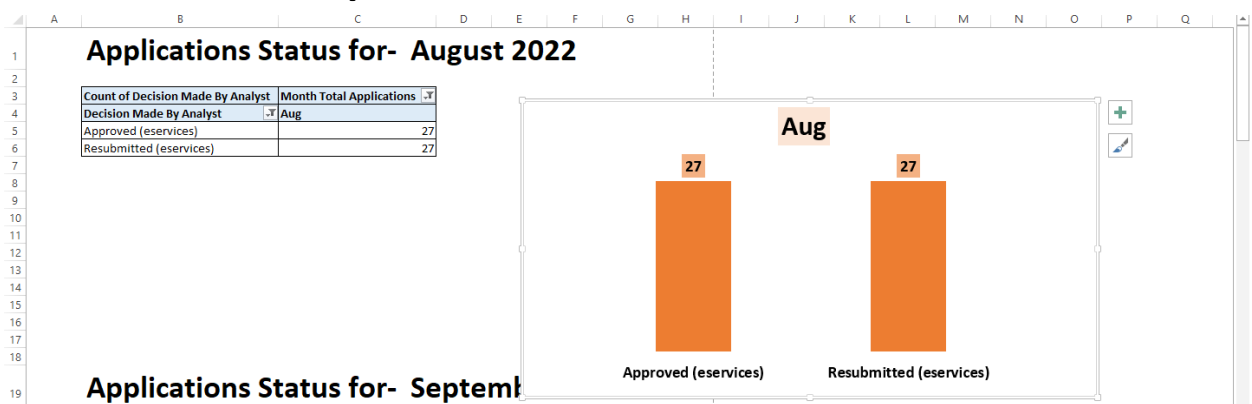
14. So from this you will get this:



15. "Graphs" sheet is tricky, for each graph I copied the pivot table 3 and pasted it into a newly created sheet

16. I pasted that pivot table 7 times as I needed 7 graphs. You can see pivot

tables under the charts area. They are in rows under the charts which can be seen if you drage the chart to another place.



17. Simply select filter and draw a bar chart and do some editing.

Remember this task is repetitive and you will have to do this for all 7 tasks.