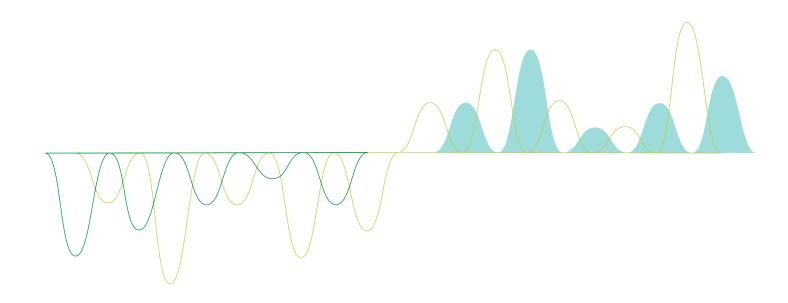
Tutorial - Beginning with the Basics

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1 Welcome to this tutorial!

Welcome to this beginner's tutorial, which will introduce you to Qlik Sense. Qlik Sense is a software product that is used to extract and present data in an intuitive and easy-to-use interface. You extract data by making selections. When you make a selection, Qlik Sense immediately filters the data and presents all associated items. In this tutorial, you will learn how to work with Qlik Sense as a business user, rather than as a developer. No previous Qlik Sense experience or database knowledge is required. You will be guided through an existing app, focusing on how Qlik Sense works and how to use Qlik Sense.

1.1 About this tutorial

These are some of the subjects in this tutorial:

- How does Qlik Sense work?
- · App views
- · Measures and dimensions
- Selections

When you have completed the tutorial, you should have a fair understanding of the basics of Qlik Sense and be able to use Qlik Sense in your daily work.

The screenshots in this tutorial are taken in Qlik Sense Cloud. Some differences may occur if you are using Qlik Sense Enterprise or Qlik Sense Desktop.

1.2 Prerequisites

Before you can start working with Qlik Sense, you need one of the following:

- Access to Qlik Sense Enterprise.
- Qlik Sense Desktop installed on your computer.
- Access to Qlik Sense Cloud.

You can download Qlik Sense Desktop from <u>www.qlik.com</u>. If you need help with the installation, you can find instructions at help.glik.com.

You access Qlik Sense Cloud by typing https://qlikcloud.com in your web browser. You need to enter your user name and password. If you don't have a user name you need to register.

1.3 Further reading and resources

Qlik offers a wide variety of resources when you want to learn more.

At help.qlik.com, you find the Qlik Sense online help and a number of downloadable guides.

If you visit www.qlik.com, you will find the following:

- Training, including free online courses
- Demo apps
- Qlik Community, where you will find discussion forums, blogs, and more

These are all valuable sources of information and are highly recommended.

2 What is Qlik Sense?

Qlik Sense is a data visualization and discovery product that enables everyone in your organization to easily create flexible, interactive visualizations and make meaningful decisions.

2.1 What can you do in Qlik Sense?

Most Business Intelligence (BI) products can help you answer questions that are understood in advance. But what about your follow-up questions? The ones that come after someone reads your report or sees your visualization? With the Qlik Sense associative model, you can answer question after question after question, moving along your own path to insight. With Qlik Sense you can explore your data freely, learning at each step along the way and coming up with next steps based on earlier findings.

2.2 How does Qlik Sense work?

Qlik Sense responds instantly as you work. Qlik Sense does not require predefined and static reports, and you do not need to depend on others. Just click and learn, while Qlik Sense updates every visualization and view in the app with a newly calculated set of data and visualizations specific to your selections.

Qlik Sense Enterprise

Qlik Sense Enterprise and its underlying platform supports a wide variety of use cases. This includes, self-service data visualization to empower users to explore data, guided analytics to align users to a standard business process or workflow, embedded analytics to enhance websites and applications, and custom analytic applications to support specific business processes or use cases. Qlik Sense Enterprise includes the Qlik Analytics Platform.

Qlik Sense Desktop

Qlik Sense Desktop is a Windows application that gives individuals the opportunity to use Qlik Sense and create personalized, interactive data visualizations, reports, and dashboards from multiple data sources with dragand-drop ease. Its use requires a Qlik Account, you can register at https://qlikid.qlik.com/register

Olik Sense Cloud

Qlik Sense Cloud is an online, hosted version of Qlik Sense that enables users to create and share Qlik Sense apps. It enables users to collaborate with others and make data discoveries together. Additionally, users can access the cloud and the apps from any device, including mobile devices, with an Internet connection and a modern web browser. Qlik Sense Cloud has free and paid tiers.

2.3 The app model

The app is at the core of Qlik Sense.

Instead of deploying and managing huge business applications, you can create your own Qlik Sense apps that you can reuse, modify and share with others. The app model helps you ask and answer the next question on your own, without having to go back to an expert for a new report or visualization.

An app consists of one or more sheets containing visualizations. Visualizations are charts, tables and similar representations of your data together with other information. By making selections in your visualizations you can analyze the information to make your own discoveries and gain insights about your data.

2.4 The associative selection model (green/white/gray)

Discovering connections between data sets is one of the fundamental concepts in Qlik Sense. As you click, associated data values are highlighted. Selections are highlighted in green, associated data is represented in white, and excluded (unassociated) data appears in gray. This instant feedback enables you to think of new questions and continue to explore and discover.

3 Getting started

3.1 Qlik Sense Enterprise

Placing the tutorial app in a Qlik Sense Enterprise installation

If you are using Qlik Sense Enterprise, you need to ask your system administrator to import the *Beginner's tutorial* app via the QMC and publish it to a stream that you have access to. For example, the default stream, Everyone, that is available to all users.

Opening Qlik Sense Enterprise

If the *Beginner's tutorial* app is published by your system administrator to a stream, for example, Everyone, you are ready to start.

You start Qlik Sense Enterprise by entering the web address of your Qlik Sense Enterprise server in your browser, such as https://<server name>/hub. The exact address depends on how Qlik Sense Enterprise has been deployed in your organization.

When Qlik Sense Enterprise has started, you arrive at the hub.

The hub is where you find all your apps. If your system administrator has published the app *Beginner's tutorial* to a stream, you should see it in your hub.

3.2 Qlik Sense Desktop

Placing the tutorial app in the Apps folder in Qlik Sense Desktop

If you are using Qlik Sense Desktop, you need to place the *Beginner's tutorial* app in the *Apps* folder before you can begin this tutorial. Open the folder *Documents* (it is sometimes called *My Documents*.) From there the path to the *Apps* folder is *Qlik\Sense\Apps*.

Opening Qlik Sense Desktop

If Qlik Sense Desktop is installed and the Beginner's tutorial app is in the Apps folder, you are ready to start.

Start Qlik Sense Desktop from the shortcut on your desktop or through the **Start** menu.

When you start Qlik Sense Desktop, you arrive at the hub. You can close the greeting message.

The hub is where you find all your apps. If you have placed the app *Beginner's tutorial* in the *Apps* folder, you should see it in your hub.

3.3 Qlik Sense Cloud

Opening Qlik Sense Cloud

You access Qlik Sense Cloud by typing https://qlikcloud.com in your web browser. You need to enter your user name and password. If you don't have a Qlik Account you need to register.

If you have uploaded the app Beginner's tutorial, you should see it in My work.

Uploading the tutorial app in Qlik Sense Cloud

If you are using Qlik Sense Cloud, you need to log in to Qlik Sense Cloud and upload the Beginner's tutorial app.

Do the following:

- 1. Log in to Qlik Sense Cloud.
- 2. Click My work.
- Click New app.The new app dialog opens.
- 4. Click Upload an app.
- 5. Do one of the following:
 - Drop the Beginner's tutorial.qvf file in the designated area in the upload dialog.
 - Click **Choose file** and browse to the location of the *Beginner's tutorial.qvf*, select the app, and click **Open**.

Either way the upload starts, and a progress bar is displayed.

4. Click Done.

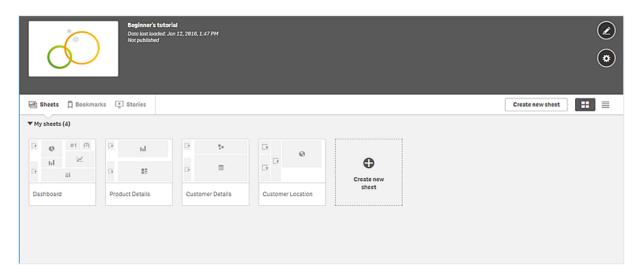
When the app is uploaded you will find it under My work.

4 Opening the app

Click the app Beginner's tutorial. The app overview is opened, and you can see the content of the app

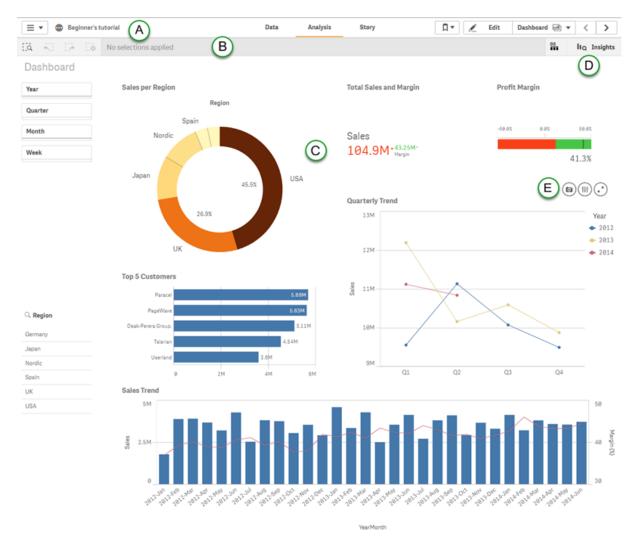
By default, the app overview shows the sheets of the app. In the *Beginner's tutorial* app there are four sheets, *Dashboard*, *Product Details*, *Customer Details*, and *Customer Location*. You do most of the work in the sheets, especially if you are primarily a business user and not a developer. Click *Dashboard* to open that sheet.

App overview displaying the sheets of the app.



5 Sheet view

You explore, analyze, and discover the data in the sheets. This is also where you create, design, and structure the visualizations when you build apps. The sheet view has three sections: the toolbar, the selections tool, and the sheet. When you are editing a sheet there are panels on both sides of the sheet, but they will not be used in this tutorial.



The following table presents the main parts of the sheet.

A: The toolbar	The toolbar contains the following options.		
	@	Navigation menu	
	E	Global menu with options for accessing help and viewing information about Qlik Sense	
	Ď	Stories	
	П	Bookmarks	
		Edit sheet	
		Sheets	
	♦	Navigate between sheets	
B: The selections	The selections bar contains the following options.		
	Step	back	
	[] Step	forward	
	Clear all selections Smart search		
	tions tool		
	ool also displays all selections that have been made.		
C: The sheet	The sheet is where you interact with the visualizations.		
D: Insight advisor	Opens insight advisor, which suggests visualizations for your sheets.		
E: Full screen	To explore data on a detailed level you can expand and work with one visualization at a time on the sheet.		



There is no autosave function in Qlik Sense Desktop. You need to save your work manually.. by clicking **Save** in the toolbar.

6 Visualizations in the app

Before you start working with Qlik Sense, it may be good to get an understanding of the basics of visualizations.

6.1 Measures and dimensions

A visualization consists of at least one measure or one dimension. In most cases a visualization has both, and sometimes more than one dimension or measure.

Dimensions determine how the data in a visualization is grouped. Dimension values often refer to time, place, or category.

Measures are the result of some sort of calculation, often aggregations, such as **Sum**, **Count**, or **Avg** (average).

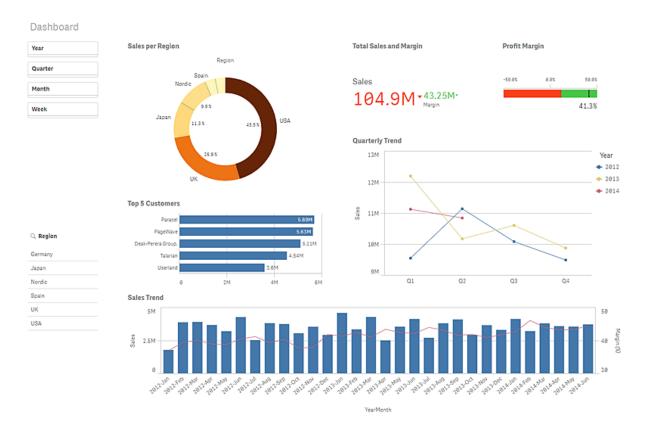
When dimensions and measures are combined in a visualization, it is possible to see, for example, how many bikes of a certain category were sold in a certain area during a certain period of time.

6.2 Dashboard visualizations

Different visualizations serve different purposes. The point of a visualization in general is to communicate its data in a quick and meaningful way while remaining 100% accurate.

Let us have a look at the visualizations in the app.

Dashboard sheet with different visualizations.



Filter panes

In the sheet *Dashboard*, there are two filter panes to the left: the time filter pane without title and *Region*. They are both filter panes, although they do not look the same. *Region* contains only one dimension, and shows the dimension values in a list. The time filter pane contains four dimensions, and because the space is limited, the lists are all compressed to panes. The purpose of the filter panes is to filter out a limited data set, which you can analyze and explore.

Pie chart

To the right of the time filter pane is a pie chart, *Sales per Region*. Pie charts show the relationship between values, as well as the relation of a single value to the total. Each sector represents a value, and as long as there are a limited number of values (less than 10), you get a good overview of the relative size of the sectors. The values are ordered by size.

Bar chart

Below the pie chart is a bar chart, *Top 5 Customers*. Bar charts are useful when you want to compare multiple values. The bars give information about the relationship between different values. Bars can be grouped or stacked, and be displayed horizontally or vertically.

Combo chart

Beneath the bar chart is a combo chart, *Sales Trend*. Combo charts are usually used for displaying trends with bars and lines in the same visualization. A combo chart is especially useful when you want to combine values that normally are hard to combine, because they have totally different scales. The solution in the combo chart is to have two axes for the measures. In *Sales Trend*, the combo chart combines sales figures (millions of dollars, on the left axis) with margin (percent, on the right axis).

KPI

To the right of the pie chart is a KPI visualization, *Total Sales and Margin*. It can be very useful to track performance. In a KPI visualization, you can show one or two measure values with text labels. You can add conditional colors and symbols to the values.

Gauge

To the right of the KPI visualization is a gauge, *Profit Margin*. A gauge is used to display a single key measure value. In this case it is the profit margin. The colors reinforce the interpretation of the value.

Line chart

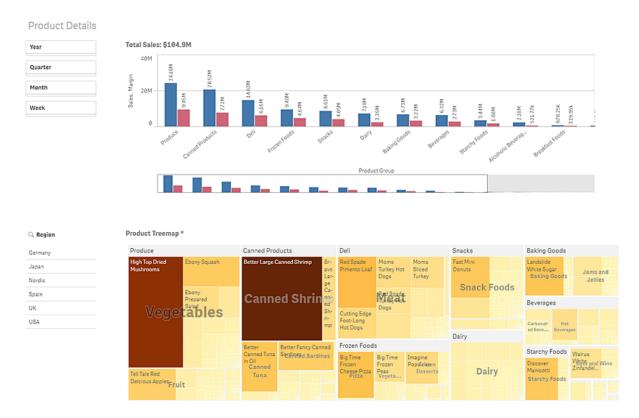
The final visualization is a line chart, *Quarterly Trend*. Line charts are often used to show trends, and this chart uses two dimensions, year and quarter that displays the trends for each quarter of the years 2012-2014.

6.3 Product Details visualizations

Do the following:

• In the top right corner, click > to go to the sheet *Product Details*.

Product Details sheet with different visualizations.



Treemap

The second sheet, *Product Details*, contains one new visualization type compared to the sheet *Dashboard*, and that is the treemap. Treemaps are ideal when you want to display hierarchical data in a limited space. In this treemap the hierarchy consists of the dimensions *Product Group*, *Product Type*, and *Item Desc*. You start at the top level (*Product Group*), and when you make and confirm selections in the treemap you drill down to the next level (*Product Type*) to analyze the more detailed data. The items in the treemap are colored by measure. The darker the color, the higher the measure value.

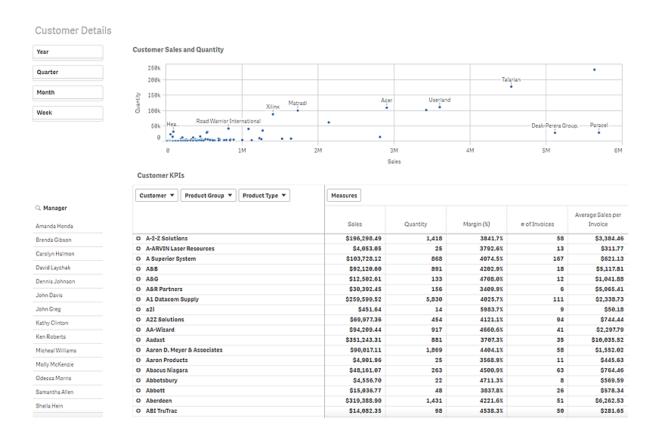
The screenshot was taken in an app with reduced sheet width. As a consequence, the bar chart does not display all values at the same time. Therefore, it has a mini chart below the bar chart, which shows a miniature of the full chart. The mini chart has a scroll bar that can be used for navigation.

6.4 Customer Details visualizations

Do the following:

• In the top right corner, click > to go to the sheet Customer Details.

Customer Details sheet with different visualizations.



The *Customer Details* sheet has two new visualizations, a scatter plot, *Customer Sales and Quantity*, and a pivot table, *Customer KPIs*.

Scatter plot

With a scatter plot you can find potential relationships between values, and identify values that deviate from a group. The size of the bubbles can be used to show differences in values. In this scatter plot the bubbles show the relationship between sales and quantity, and each bubble is a dimension value: the customer.

Pivot table

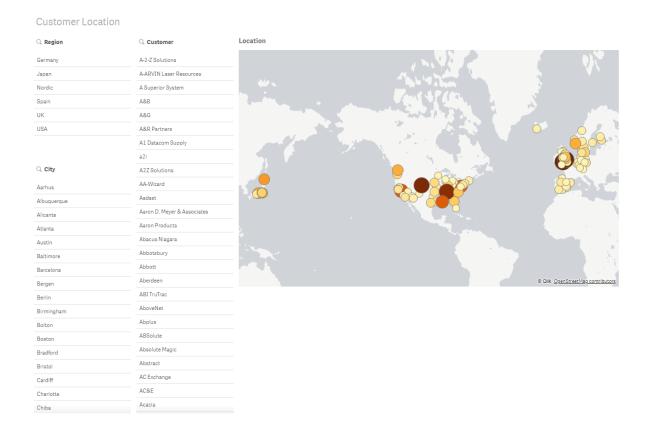
The pivot table *Customer KPIs* shows key customer figures. You can rearrange how the data is displayed, and analyze data by multiple dimensions and measures at the same time to get different views of the data.

6.5 Customer Location visualizations

Do the following:

• In the top right corner, click > to go to the sheet Customer Location.

Customer Location sheet with different visualizations.



Мар

The fourth sheet, *Customer Location*, contains three filter panes and one new visualization: a map. In Qlik Sense you can create maps that display data in point layers and area layers. The map we are using in this tutorial contains a point layer. A point layer is created using point coordinates (latitude and longitude) or location names to mark places of interest, for example cities.

Maps can, for example, be used for plotting sales data per region or per location. The map in this tutorial is used to show customer locations. You can filter by *Region*, *City*, or *Customer*. You can also make selections directly in the map by clicking on a point. If you hold down Shift before you make a selection you can select several areas to analyze.

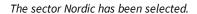
7 Making selections

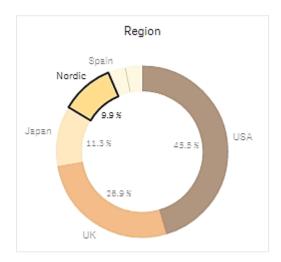
When you use an app, you make selections to reduce the data set, so that you can focus on particular values. You can make selections in almost all visualizations, and in most cases in many different ways. Basically, you either click or draw to make a selection. When you click, you select one value at a time, when you draw, you select many values at a time. All selection methods are not available for all visualizations, but the variety of options ensures that you always find a smooth way of making selections.

Here is a presentation of the different options.

7.1 Click selection

In the following pie chart, the sector *Nordic* has been clicked and is thereby selected. The other values are dimmed. You can confirm the selection by clicking \checkmark or by clicking outside the visualization.

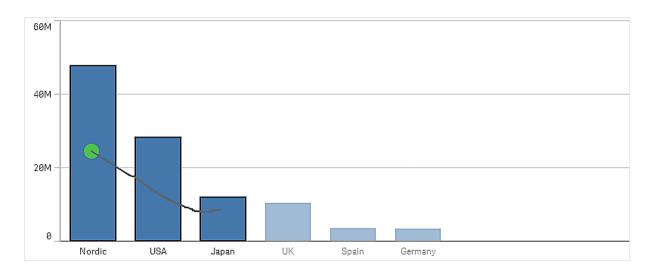




7.2 Draw selection

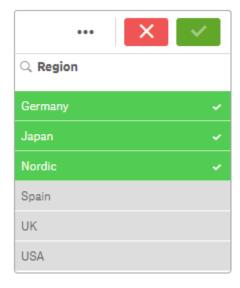
You can draw a freehand line to select several values at a time. To deselect values, you click them one at a time. To activate draw selection, either click inside the visualization and then click \mathbf{P} , or hold down Shift while you make your selection.

Bar chart with Nordic, USA and Japan selected.



In lists and tables, you can draw across several values to select them.

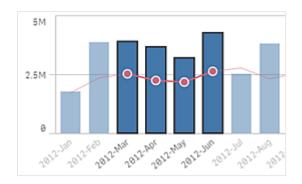
Region filter pane with Germany, Japan and Nordic selected.



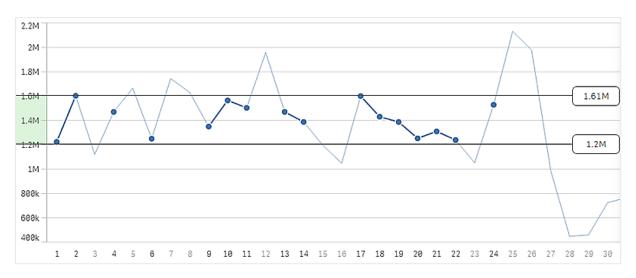
7.3 Range selection

You can make a selection by drawing along the y-axis or the x-axis, just outside the chart. For an axis showing measure values, you are also able to click on the range bubble to enter a specific numeric value.

Combo chart with selections made with range selection.



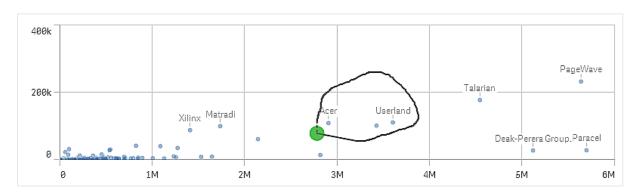
Line chart with selections made with range selection.



7.4 Lasso selection

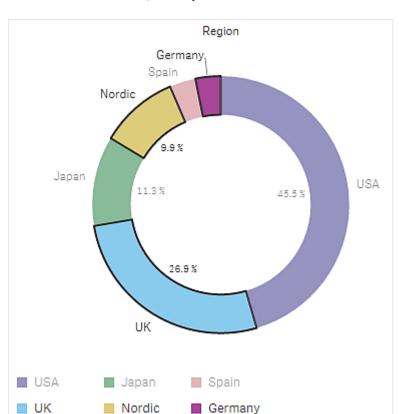
You can draw a freehand circle to capture and select data points. To deselect values, you click them one at a time. To activate the lasso selection, either click inside the visualization and then click \mathbf{P} , or hold down Shift while you make your selection.

Selection of values made in a scatter plot using lasso selection.



7.5 Legend selection

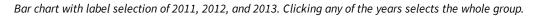
You can click the legend items to select the values.

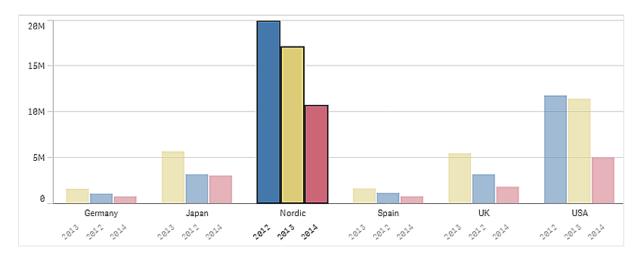


Pie chart with sectors Nordic, Germany and UK selected.

7.6 Label selection

You can click the dimension labels (in this example, 2012, 2013, and 2014) to select the corresponding value. In the example, the dimension values are grouped so that clicking one of the years for a country automatically selects all the values for that country.





8 Selection states

Now you know how to make selections, but what happens when you make a selection? Selections filter out a subset of the data that is loaded into Qlik Sense. You use selections to focus on something you want to know more about.

8.1 Green, white, and gray

When you make selections in filter panes, the colors of the values change accordingly. The characteristic Qlik Sense colors are green, white, and gray, and they represent the basic states: selected, possible, and excluded. The excluded values exist in three different variants. In addition to the normal excluded state, there are also the alternative state and the selected excluded state. These will be described later.

The following table lists which colors are used for the different states.

Selected	Green, with a check mark as a selection indicator	
Possible	White	
Alternative	native Light gray	
Excluded	ed Dark gray	
Selected excluded	Dark gray with a check mark as a selection indicator	

The whole point behind color coding is to bring you additional information. Green indicates what has been selected, white indicates the values that are possible to select, and gray indicates the values that have been excluded. Especially the gray values can bring you new information about relationships that were not known before. When a value unexpectedly turns gray after a selection it can lead to new insights, for example, that a certain region does not have any sales representatives, or that a product did not sell at all during a whole quarter.

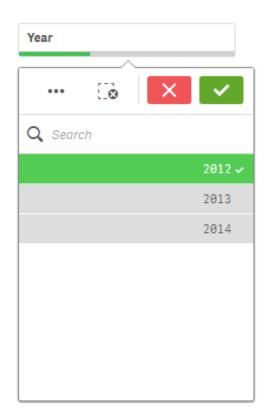
8.2 Making the first selections

Let us make some selections in the app to get an understanding of the different states. But first, go to the sheet *Product Details*. In the top right corner, click and select the sheet *Product Details*.

You will compare the sales of a few different product types in Germany and Japan during 2012.

Do the following:

• In the top left filter pane, click Year and select 2012 but do not confirm the selection.



When you click 2012 the value turns green to indicate that it is selected. The two other values, 2013 and 2014, turn light gray to indicate that they are alternative, which means that they are excluded from the selection. You can select either of the two if you want to change the scope, but by selecting 2012 you want the other years to be excluded, because you only want to see values for 2012.

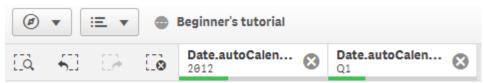
As soon as you make a selection, the other visualizations are updated. You do not even have to confirm the selection to see the outcome, a preview is shown immediately. You can undo a selection by clicking **&** .

After the selection of 2012, the filter pane *Region* does not change. It is still white, indicating that the values are associated and can be selected. The bar chart *Total Sales* is updated to display only the sales for 2012, and, likewise, *Product Treemap* shows the product groups that were sold in 2012. You can see the difference if you click *2012* again to deselect it. When no selection is made, the bar chart and treemap both display the values for all three years, but when *2012* is selected, only the values related to that year are displayed.

Do the following:

- Make sure 2012 is selected.
 The selections bar above the sheet shows the new selection. More about that later.
- 2. Still in the time filter pane, click *Quarter* and select *Q1*. Confirm the selection.

 The new selection is added to the selections bar, and the bar chart and treemap are updated.



Selections bar with two selections

So far, you have selected 2012 and Q1.

3. Click Month.

You can see that *Jan*, *Feb*, and *Mar* are possible values (white), whereas the other months are excluded. This makes sense, because the possible values are months in the first quarter, which you selected, and you could refine your selection further by selecting one or two of the possible months. Selecting all three would not constitute a new selection, because that is equal to selecting *Q1*, which has already been selected.

- 4. Click to leave *Month* without making any selections.
- 5. In the selections bar, click to clear the selection of Q1.

The selection 2012 should now be the only selection.

8.3 Selecting regions and product types

Let us compare the sales of fresh vegetables in Germany and Japan.

Do the following:

- 1. In the Region filter pane, select Germany and Japan and confirm.
- 2. In the *Product Treemap*, select *Produce* and confirm.
- 3. In the treemap, select the product type Vegetables.

By selecting *Vegetables* you exclude the other product types, *Fruit*, *Specialty*, and *Packaged Vegetables*, which are part of the same product group *Produce*, but are not fresh vegetables.

To be able to see the relationship between the two countries, you need to change sheets.

4. In the top right corner, click \(\) to go to the sheet *Dashboard*.

In the pie chart, *Sales per Region*, you can see that the sales for 2012 is almost exactly twice as big in *Japan* as in *Germany*.

To instead see the figures for Specialty, which is nuts and almonds, do the following:

- 5. In the selections bar, click *Product Type* to open the list.
- 6. Deselect Vegetables and select Specialty instead. Confirm.

With this selection, *Germany* has the highest sales, and therefore that value is presented first in the pie chart (counting clockwise from 12 o' clock).

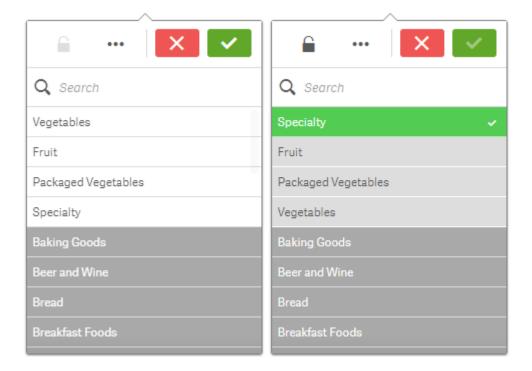
Now that you have changed sheets, there are some other things to notice. The selections in this sheet are exactly the same as the ones in the *Product Details* sheet. Selections are global. This means that when you make a selection in a visualization, the selection is reflected in all related visualizations, no matter what sheet they are on. Consequently, the selections bar looks the same when you move between the different sheets. The selections bar shows all selections regardless of which sheet they were made on.

7. Go to the sheet Customer Location.

You can see that the regions Germany and Japan are still selected, and that these are the only areas showing data in the map *Location*.

8.4 The excluded values

When you deselected *Vegetables* to instead select *Specialty*, the first four values are possible values that can be selected.



When Specialty is selected, some values are alternative (light grey) and some are excluded (dark grey).

Specialty is selected and the following three values are alternative, that is, they are excluded, but only by the selection of *Specialty*. The values after *Vegetables*, on the other hand, are already excluded by a selection in another list, and are therefore dark gray.

What would happen if you selected the excluded value Bread?

Do the following:

• In the selections list for *Product Type*, select *Bread*.

The value is selected (with a check mark) but remains dark gray, that is, it is selected excluded. The selection of *Bread* is not compatible with the already existing selections. But the value is still selected and will become green if the selection that excludes it is cleared or if the product group to which it belongs, is included in the selection.

8.5 Selected excluded values become selected

You can make the excluded value Bread become selected by doing one of the following.

- In Product Group, select the value Baking Goods, which is light gray, alternative.
- In Product Group, clear the selection Produce.
- In Product Type, clear the selection Specialty.

8.6 Stepping back in the selection history

What if you want to return to the selection with *Vegetables*? If you remember all the selections, the quickest way is perhaps to make the selections again. But with more complex selections it may be difficult to remember all the selections, and you could easily overlook something. A safer option in that case would be to step back in the selection history.



Selection history options in the selections bar

In the selections bar, there are options for stepping back and forward in the selection history. All the selections you have made during this session are stored and you can return to them by using the step back (4) and step forward (4) options. It is not until you have stepped back that you can step forward. By default, you are at the last step in the selection history and therefore you cannot step forward, because there is no later step.

8.7 Thank you!

You have reached the end of this tutorial. You now know the basics of Qlik Sense: how to make selections and interpret the results. When you want to learn more, remember to use the excellent resources mentioned on the welcoming page. If you want to learn how to build an app, download *Qlik Sense Tutorial - Building an app* and get an understanding of all the steps involved in app building.