

CHOOSING THE RIGHT TOOL

Hover or click the icons for more info.

ENABLERS

Tools that help you when using other tools.



Browse



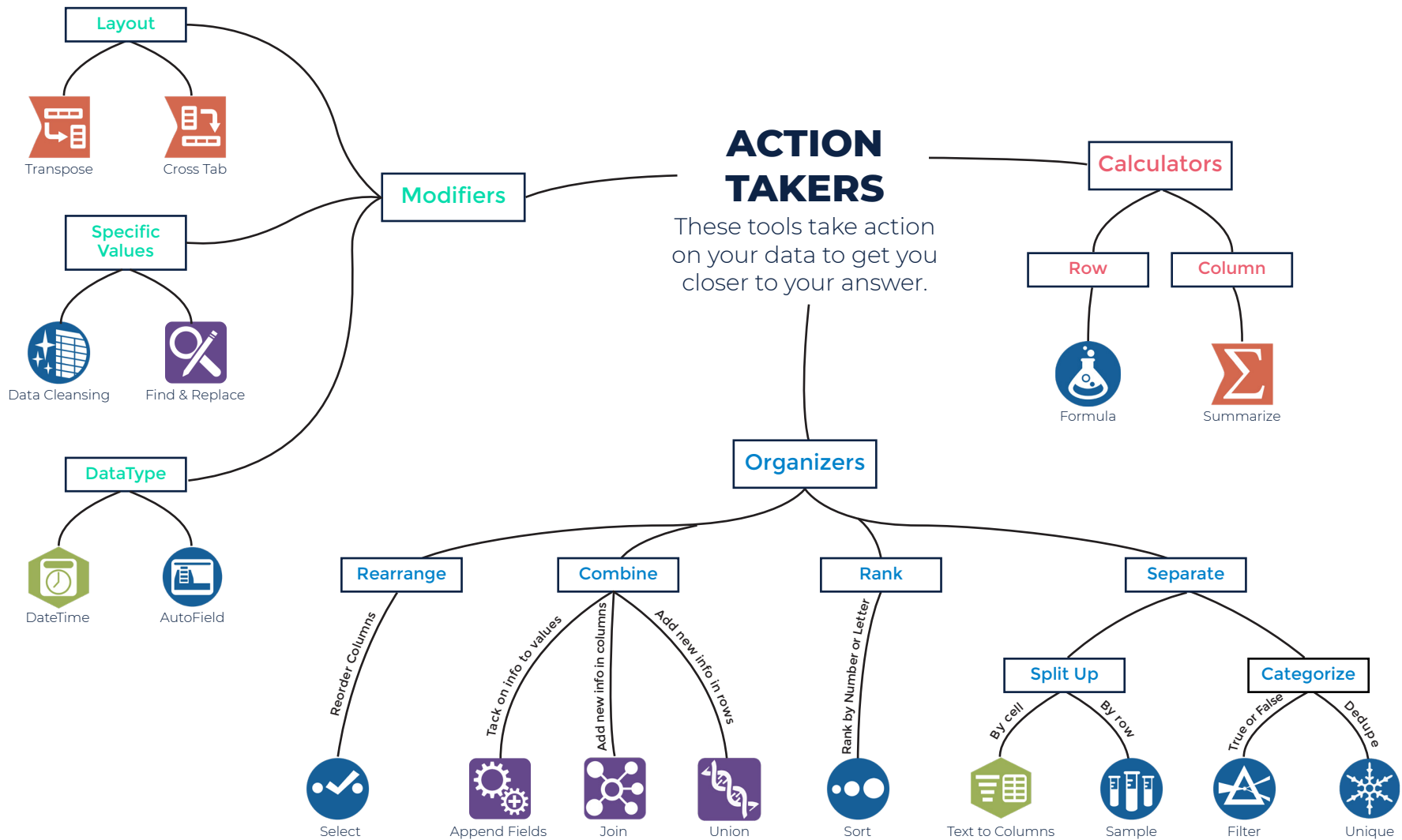
Input Data



Output Data

ACTION TAKERS

These tools take action on your data to get you closer to your answer.



ACTIONS YOU MAY WANT TO TAKE...

Change Datatype

Row to Column

Column to row

Split one cell into multiple cells

Combine lists by adding rows

Combine lists by adding columns

Group Information

Rank Data

Get rid of columns

Get rid of empty values

Get rid of rows

Get rid of punctuation or whitespace

Perform a calculation

Work with dates

Find a value (unique, min, max)

Identify records with a unique ID

Replace a value

Input Data

Rename Fields

Reorder Fields

View Results

Output Results

TOOLS THAT CAN DO THAT IN DESIGNER

Select  Formula  Autofield 

Transpose 

Cross Tab 

Text to Column  Formula 

Union 

Join  Find & Replace  Append Fields 

Union  Find & Replace  Summarize 

Sort  Summarize 

Select 

Formula  Filter 

Formula  Filter  Sample 

Data Cleansing 

Summarize  Formula 

DateTime  Formula 

Summarize  Unique  Find & Replace 

Record ID 

Find & Replace  Formula 

Input Data 

Select 

Select 

Browse 

Output Data 

FUNCTIONS

When using functions in Designer, keep in mind that datatype is very important. The table on the right shows the function category and an X indicates that functions in that category are compatible with that column's corresponding datatype. This is not an exhaustive list. Rather, use this table to match your data's type and find a category that is compatible with that datatype to ensure the function will work. Note that you may need to change your data's datatype if you wish to use it with a particular function.

	String	Numeric	DateTime	Boolean	Spatial
Conditional	X	X	X	X	X
Conversion	X	X			
DateTime	X		X		
File	X				
Finance		X			
Math		X			
Math: Bitwise		X			
Min/Max		X			
Operators	X	X	X	X	X
Spatial		X			X
Specialized	X	X	X	X	X
String	X				
Test	X	X	X	X	X

TERMINOLOGY

Blend - merging data from different sources into one dataset, such as data from different spreadsheets, databases, or other sources into one complete dataset.

Concatenate - joining one or more text strings together.

Datatype - an attribute of data which lets the computer know how to interpret that value. There are 5 main datatypes in Designer (string, numeric, DateTime, Boolean, Spatial). Datatypes can be changed for particular values.

Delimiter - a sequence of one or more characters that creates a boundary between values. Common delimiters include commas, pipes, and quotes.

Filter - filtering separates your data into two streams: True containing the data met your criteria, and False containing the data that did not meet your criteria.

Flag - flagging data is a technique used to categorize data. This is usually accomplished with a conditional statement which checks values against a set of criteria and creates a corresponding flag in another column.

Parse - parsing separates values based on delimiters. Examples include: separating keywords from phrases, separating numbers from letters, or area codes from phone numbers.

Sort - ranking items in ascending or descending order.