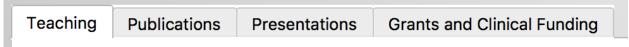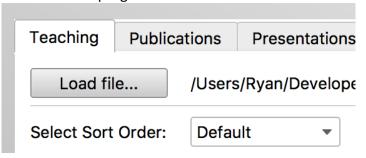# Pisces User Guide

Loading a File into the program
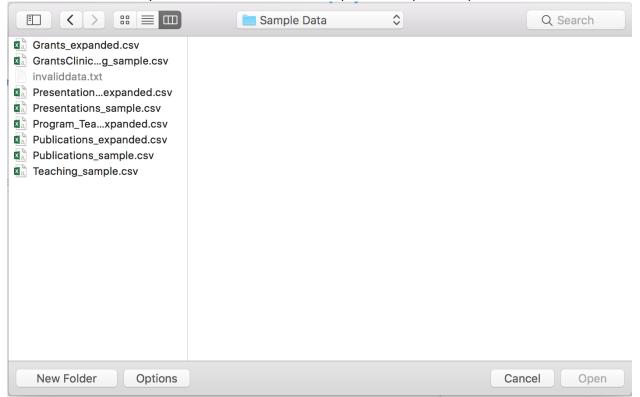
1. Select the appropriate category tab out of the 4 options:
   - Teaching, Publications, Presentations, Grants and Clinical Funding
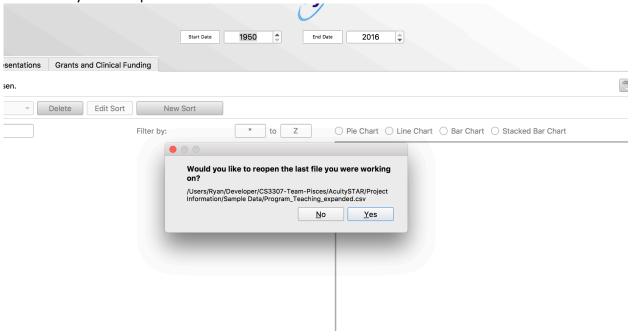
2. Press the "Load File Button" and the file explorer will popup.
   - Alternatively, one can press "Control + L" or simply drag and drop a file into the program.

3. Select the file you want to load in the file explorer and press "Open"
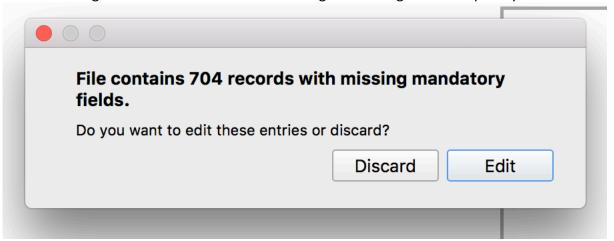
4. The next time you reopen the program. The system will prompt you to re-open the last file you had open.

Start Date | 1950 | End Date | 2016

sentations | Grants and Clinical Funding

sen.

Delete | Edit Sort | New Sort

Filter by: | * | to | Z | ○ Pie Chart ○ Line Chart ○ Bar Chart ○ Stacked Bar Chart

Would you like to reopen the last file you were working on?

/Users/Ryan/Developer/CS3307-Team-Pisces/AcuitySTAR/Project Information/Sample Data/Program_Teaching_expanded.csv

No | Yes

Handling Error Fields

1. If your data file has any fields missing. You will be prompted to either edit the fields missing data or discard the row containing the missing fields completely.

File contains 704 records with missing mandatory fields.

Do you want to edit these entries or discard?

[Discard]   [Edit]

2. If you press the Discard button the error rows will be removed and your data will display in the table.

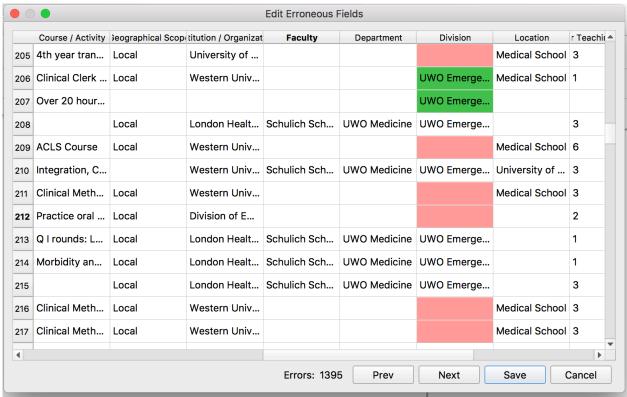| Member Name	Totals	# of Hours	# of Students
▶ AAbel, Angra (Test Record)	4	4	35
▶ Adams, Paul	31	653	0
▶ Aguanno, Alaina	13	55.1	177
▶ Al-Judaibi, Bandar	7	15	9
▶ Althenayan, Eyad	22	108.1	589
▶ Anderson, Scott	15	286	0
▶ Arbeau, Ryan	11	103	110
▶ Arntfield, Robert	56	106	0
▶ Bagur, Rodrigo	19	514	2
▶ Baig, Mirza	3	8	0
▶ Ball, Ian	18	29.5	1469
▶ Barnett, William	44	2786	0
▶ Barra, Lillian	23	138	426
▶ Basharat, Pari	10	52.5	10
▶ Beaton, Melanie	112	4021	0
▶ Bergin, Lynn	18	0	0
▶ Bhimani, Munsif	38	691	86
▶ Blake, Peter	7	7	0
▶ Borrie, Michael	32	136.5	138
▶ Bosma, Karen	191	685.5	862
▶ Boughner, Derek	111	2082	1146
▶ Brine, Meggan	1	4	0
▶ Brown. James	421	17175.5	1062
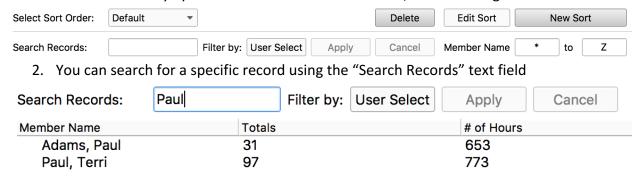
3. If you press the Edit button. You will be brought to the Error Editor which will prompt you to edit and fix the cells missing data.
   - The cells missing data will be highlighted in red.
   - The cells that have been fixed will be highlighted in green.
   - You may use the Prev and Next button to jumpt to the Previous and Next error field in the file.

Edit Erroneous Fields

	Course / Activity	Geographical Scope	Institution / Organizat	Faculty	Department	Division	Location	r Teachin
205	4th year tran...	Local	University of ...				Medical School	3
206	Clinical Clerk ...	Local	Western Univ...			UWO Emerge...	Medical School	1
207	Over 20 hour...					UWO Emerge...		
208		Local	London Healt...	Schulich Sch...	UWO Medicine	UWO Emerge...		3
209	ACLS Course	Local	Western Univ...				Medical School	6
210	Integration, C...		Western Univ...	Schulich Sch...	UWO Medicine	UWO Emerge...	University of ...	3
211	Clinical Meth...	Local	Western Univ...				Medical School	3
212	Practice oral ...	Local	Division of E...					2
213	Q I rounds: L...	Local	London Healt...	Schulich Sch...	UWO Medicine	UWO Emerge...		1
214	Morbidity an...	Local	London Healt...	Schulich Sch...	UWO Medicine	UWO Emerge...		1
215		Local	London Healt...	Schulich Sch...	UWO Medicine	UWO Emerge...		3
216	Clinical Meth...	Local	Western Univ...				Medical School	3
217	Clinical Meth...	Local	Western Univ...				Medical School	3

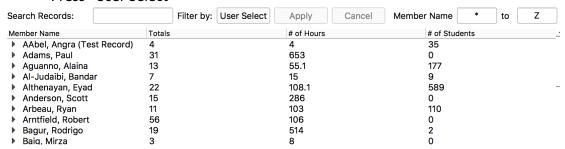Errors: 1395 | Prev | | Next | | Save | | Cancel |

4. Once you have finished filling in all the error fields you may press the "Save" button to display the edited data in the table.

5. At any point, you may press the "Cancel" button to discard the fields with errors and just show the valid rows in the table.
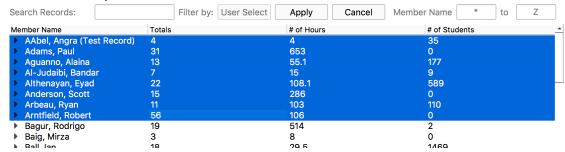
Sorting and Searching Through Data

1. The Pisces Galaxy System has several methods to sort/search through the data.

Select Sort Order:	Default ▼			Delete	Edit Sort	New Sort

Search Records:		Filter by:	User Select	Apply	Cancel	Member Name	*	to	Z

2. You can search for a specific record using the "Search Records" text field

Search Records:	Paul	Filter by:	User Select	Apply	Cancel

Member Name	Totals	# of Hours
Adams, Paul	31	653
Paul, Terri	97	773

3. To sort by a user selected list:
   - Press "User Select"

Search Records:		Filter by:	User Select	Apply	Cancel	Member Name	*	to	Z

Member Name	Totals	# of Hours	# of Students
AAbel, Angra (Test Record)	4	4	35
Adams, Paul	31	653	0
Aguanno, Alaina	13	55.1	177
Al-Judaibi, Bandar	7	15	9
Althenayan, Eyad	22	108.1	589
Anderson, Scott	15	286	0
Arbeau, Ryan	11	103	110
Arntfield, Robert	56	106	0
Bagur, Rodrigo	19	514	2
Baig, Mirza	3	8	0

   - "Select your list"

Search Records:		Filter by:	User Select	Apply	Cancel	Member Name	*	to	Z

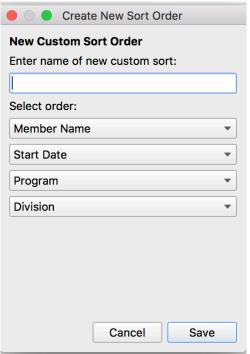| Member Name	Totals	# of Hours	# of Students
AAbel, Angra (Test Record)	4	4	35
Adams, Paul	31	653	0
Aguanno, Alaina	13	55.1	177
Al-Judaibi, Bandar	7	15	9
Althenayan, Eyad	22	108.1	589
Anderson, Scott	15	286	0
Arbeau, Ryan	11	103	110
Arntfield, Robert	56	106	0
Bagur, Rodrigo	19	514	2
Baig, Mirza	3	8	0
Ball, Jan	18	29.5	1469

   - "Click Apply to filter list to only the names you had selected"

Search Records:		Filter by:	User Select	Apply	Cancel	Member Name	*	to	Z

Member Name	Totals	# of Hours	# of Students
AAbel, Angra (Test Record)	4	4	35
Adams, Paul	31	653	0
Aguanno, Alaina	13	55.1	177
Al-Judaibi, Bandar	7	15	9
Althenayan, Eyad	22	108.1	589
Anderson, Scott	15	286	0
Arbeau, Ryan	11	103	110
Arntfield, Robert	56	106	0

- Once you are finished using your user selected list make sure to press the "Cancel" button.

4. Or to create your own custom sort order press the "New Sort" button

Delete	Edit Sort	New Sort

- You can then select which fields you want to sort by and press save

Create New Sort Order

New Custom Sort Order

Enter name of new custom sort:

Select order:

| Member Name ▾ |
| Start Date ▾ |
| Program ▾ |
| Division ▾ |

Cancel   Save

- Then select your sort in the sort order dropdown to apply it to the dataset

Select Sort Order: Division Sort ▾

- At any time if you want to edit/change your sort order you can press the "Edit Sort" button
- You can also delete your newly made Sort Order by pressing the "Delete" Button
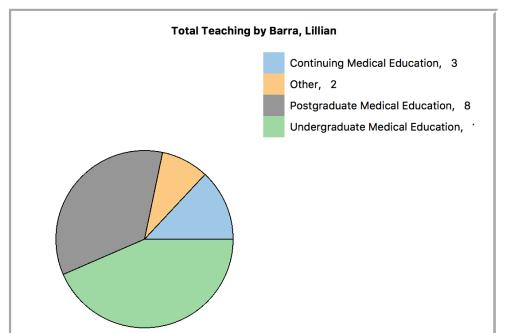
Visualizing Data

1. To display a graph, you must first select a data item in the table.

▸ Barnett, William	44	2786	0
Barra, Lillian	23	138	426
▸ Basharat, Pari	10	52.5	10
▸ Beaton, Melanie	112	4021	0

2. You can then view any of the four different graph types by selecting the appropriate radio button.

◉ Pie Chart   ○ Line Chart   ○ Bar Chart   ○ Stacked Bar Chart

Total Teaching by Barra, Lillian

■ Continuing Medical Education, 3
■ Other, 2
■ Postgraduate Medical Education, 8
■ Undergraduate Medical Education, ʼ

3. Once you have selected a chart you can Print / Export a graph by pressing the "Print" or "Export" button
   - You can also press "Control + P" to Print
   - Or "Control + E" to Export the file to a pdf

[Export]   [Print]