



How to Go from Zero to Hero in Two Hours with SAP Analytics Cloud

ANA264

EXERCISE 3:

How to perform data preparation with SAP Analytics Cloud.

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INTRODUCTION

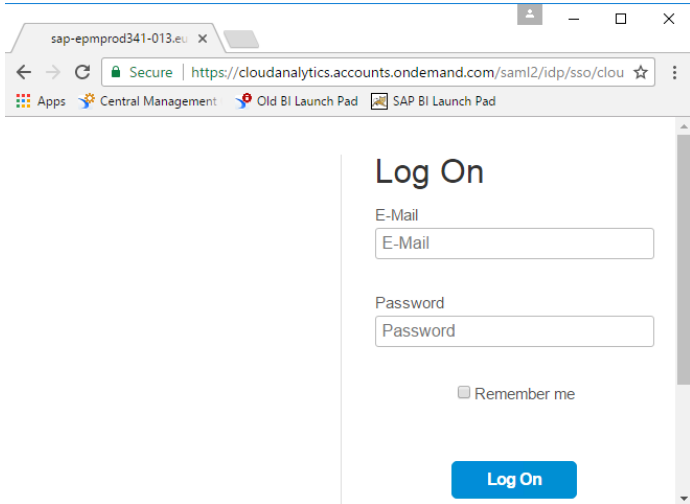
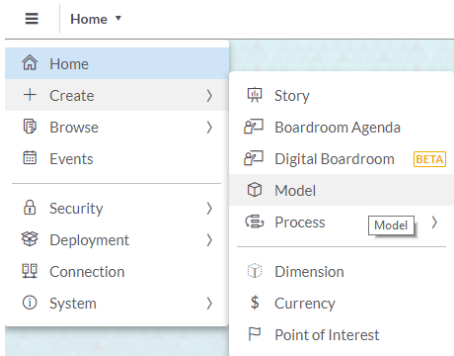
In this exercise, we will perform the following steps:

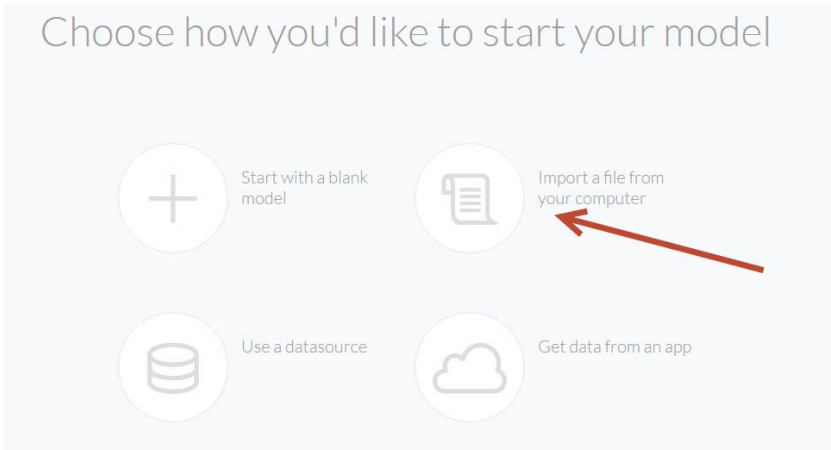
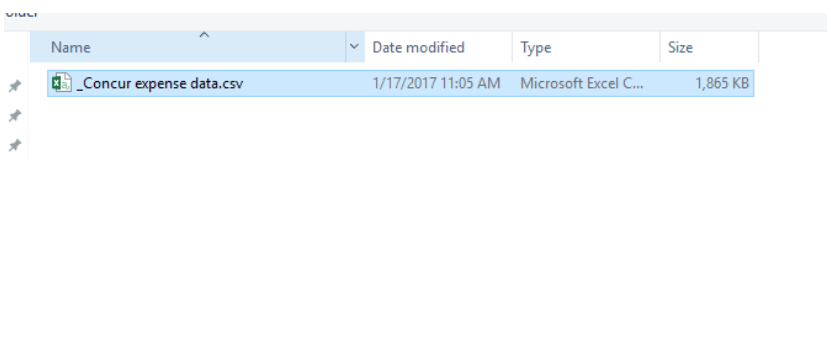



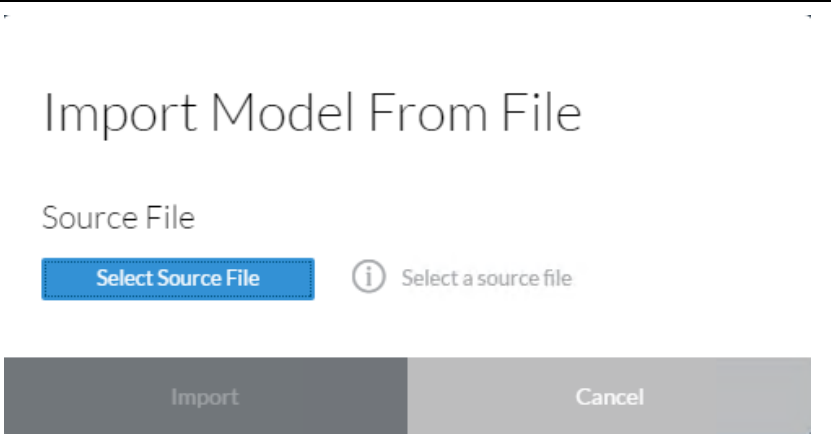
- Create a model based on a CSV file
- Perform some data manipulations and data cleansing on a sample of the data
- Validate data quality on the full dataset and build a model
- Create a story

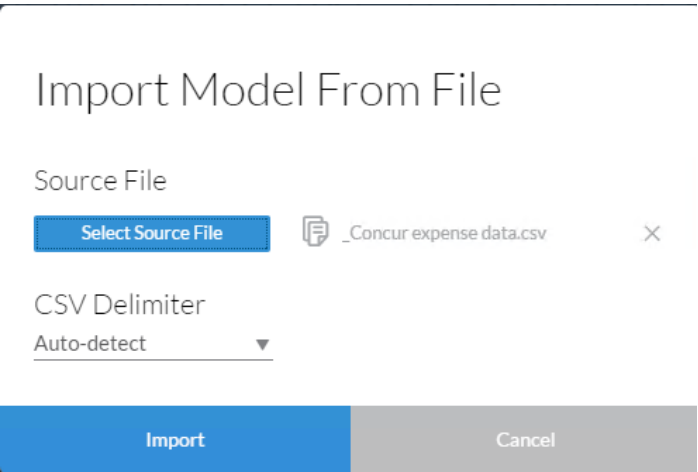
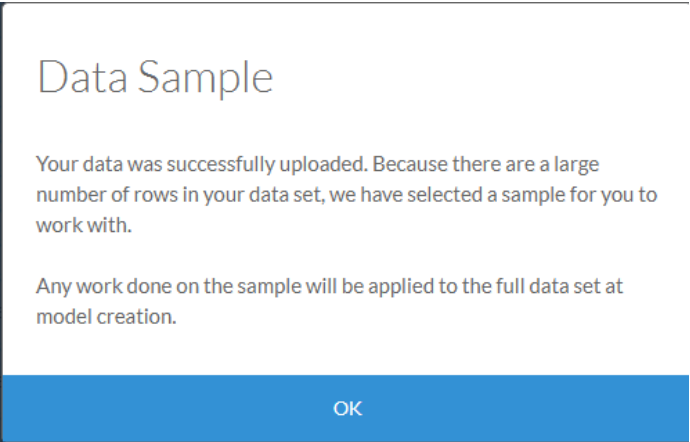
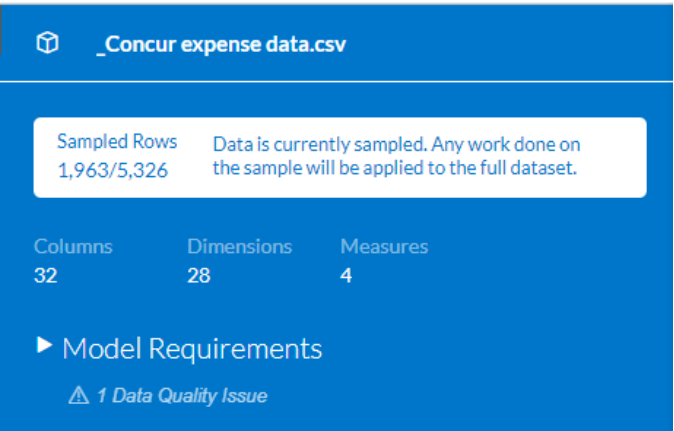
By the end of the exercise you will experience the new SAP Analytics Cloud modeler.

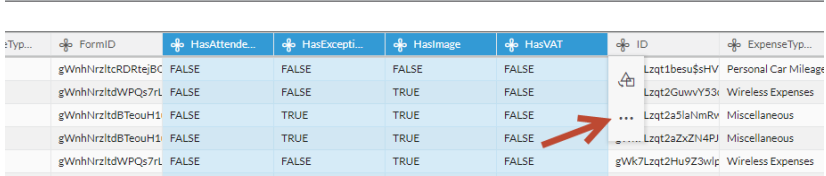
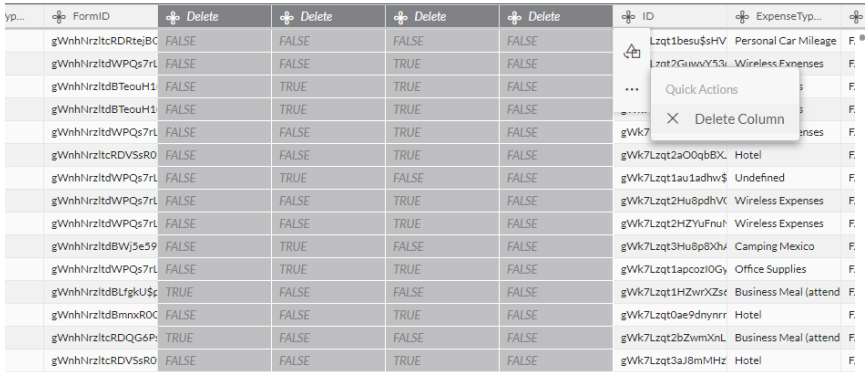

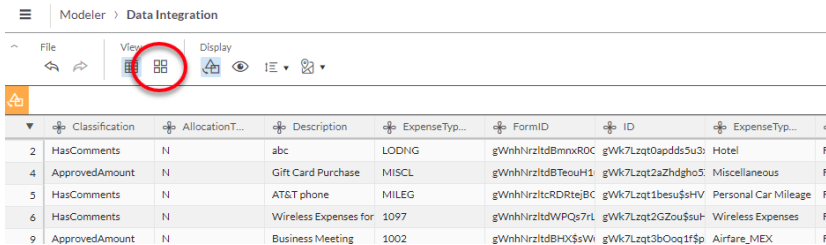
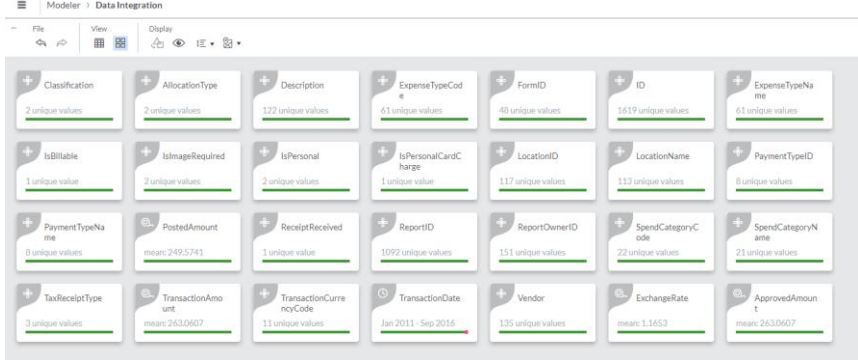
CREATE A MODEL BASED ON A CSV FILE

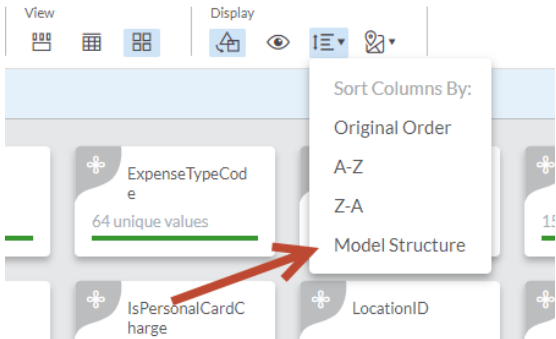
We start by creating a new model.

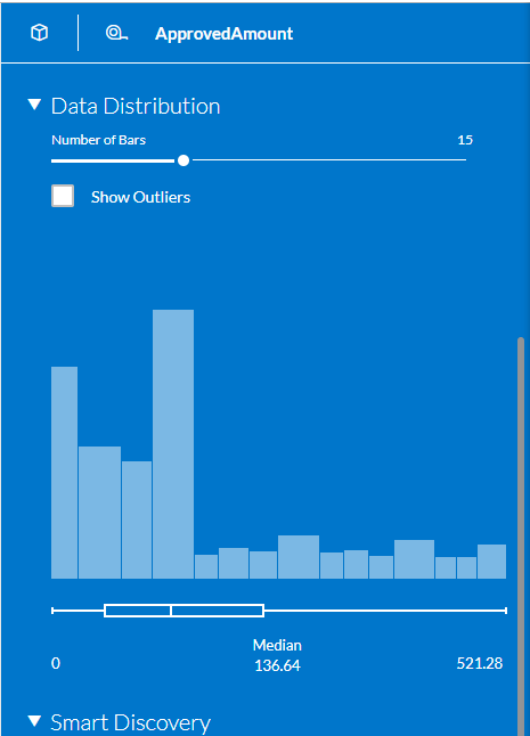
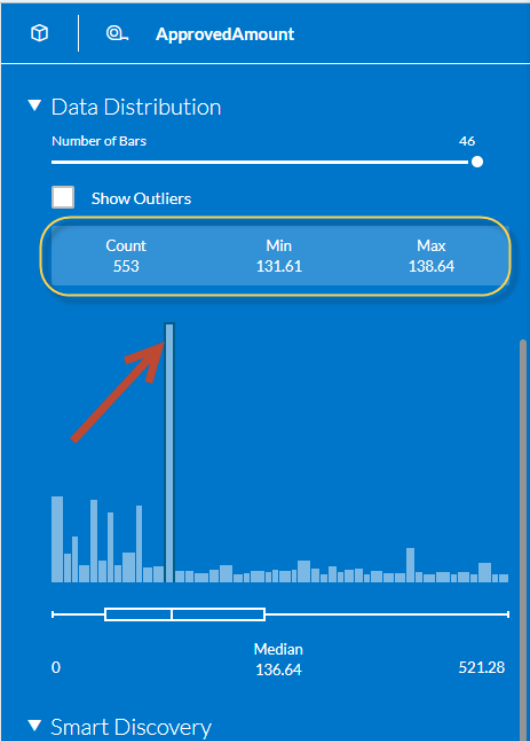
Explanation	Screenshot
<p>Start Chrome and enter the following URL to login to SAP Analytics Cloud: https://sap-epmprod341-013.eu1.sapbusinessobjects.cloud</p> <p>Log into the system using your credentials: teched17ANA264+XXX@gmail.com ...where XXX is the number assigned to you (for example if you have 089, the email address will be: teched17ANA264+089@gmail.com)</p> <p>Password: Password1</p>	
<p>Click on <i>Hamburger</i> → <i>Create</i> → <i>Model</i>.</p>	


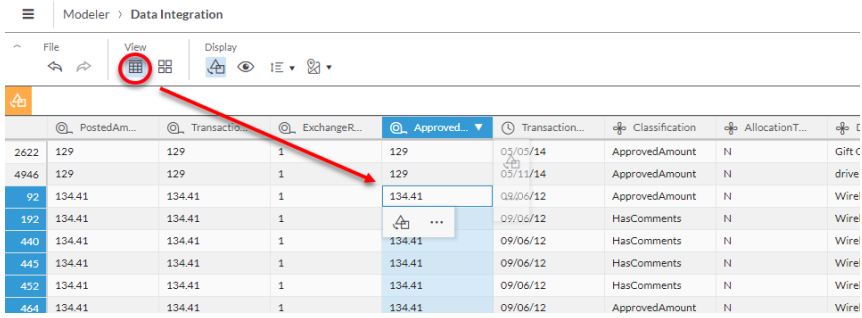
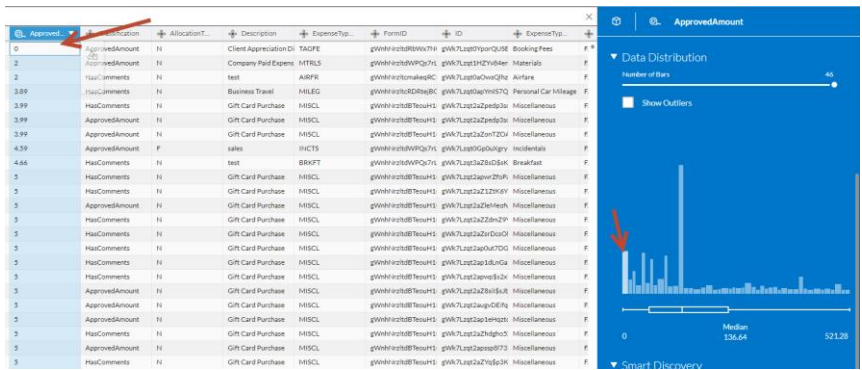
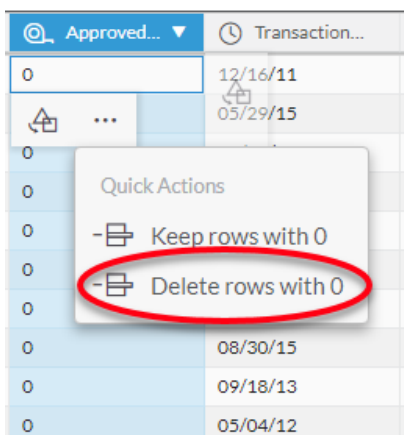
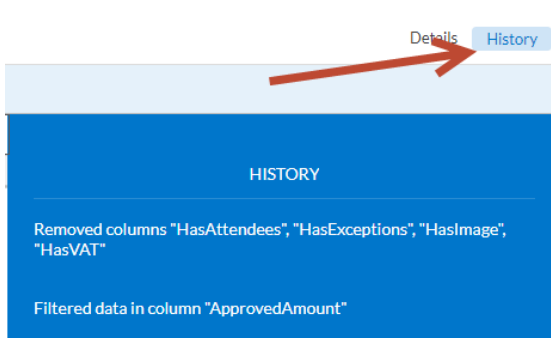
Explanation	Screenshot								
Click on <i>Import a file from your computer</i> .									
<p>Go to the following network folder to get the required CSV file:</p> <p><u>\\students.fair.sap.corp\Studentshare\ANA264\</u></p> <p>Find the file:</p> <p><u>_Concur expense data_TechEd_2017.csv</u>.</p> <p>Copy this file to the Windows Desktop.</p>	 <table><tr><th>Name</th><th>Date modified</th><th>Type</th><th>Size</th></tr><tr><td> _Concur expense data.csv</td><td>1/17/2017 11:05 AM</td><td>Microsoft Excel C...</td><td>1,865 KB</td></tr></table>	Name	Date modified	Type	Size	 _Concur expense data.csv	1/17/2017 11:05 AM	Microsoft Excel C...	1,865 KB
Name	Date modified	Type	Size						
 _Concur expense data.csv	1/17/2017 11:05 AM	Microsoft Excel C...	1,865 KB						
<p>Click Select Source File.</p> <p>Choose the <u>_Concur expense data_TechEd_2017.csv</u> file from the Desktop.</p>									


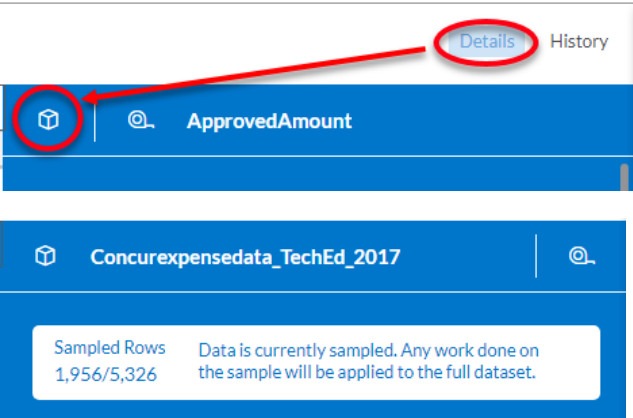
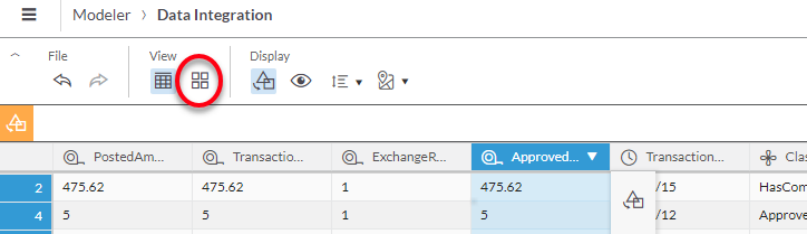
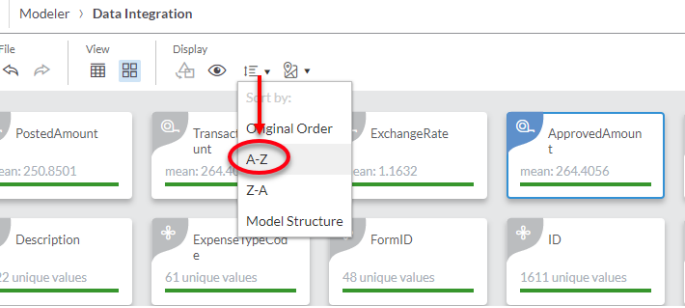
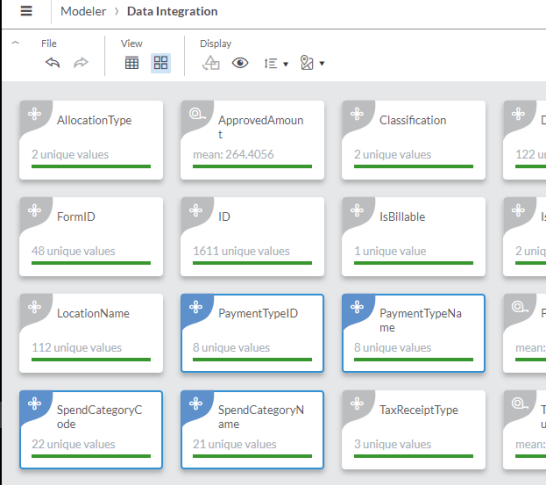
Explanation	Screenshot
<p>Leave the default options and click <i>Import</i>.</p> <p>The system will start to load the data from the CSV file.</p>	
<p>Once the data is acquired we can view it. However, in this case because there is a lot of data we will be shown a sample.</p> <p>Click <i>OK</i>.</p>	
<p>The right-side panel of the modeler provides details about the dataset.</p> <p>We can see a sample size of 1,963 rows were loaded into SAP Analytics Cloud while the total row count in the CSV file is 5,326.</p> <p>Notice the total number of columns in the dataset.</p>	


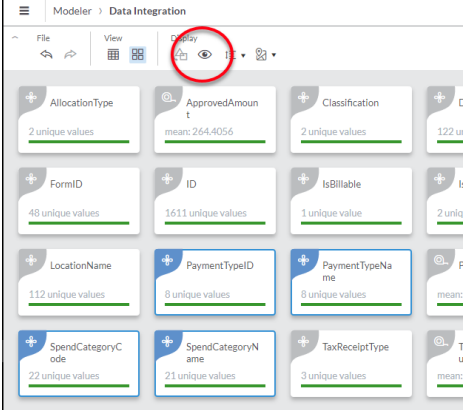
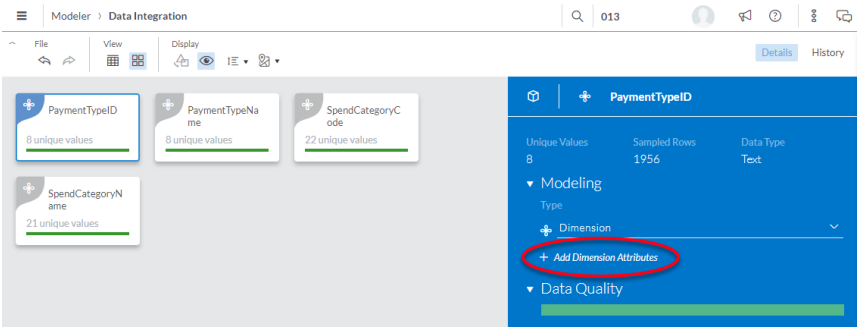
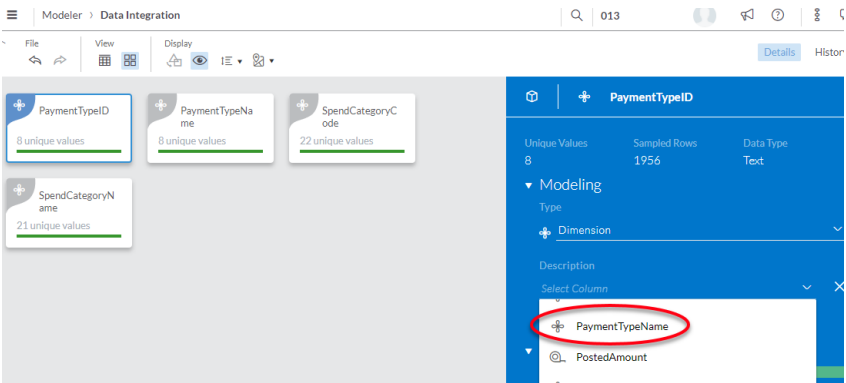
Explanation	Screenshot
<p>We will start to do some modifications on the dataset.</p> <p>We will delete several Boolean columns that are not useful for analysis.</p> <p>Shift select <i>HasAttendees</i> through to <i>HasVAT</i>.</p> <p>Click the Quick Action button (the ... icon) and choose the option <i>Delete Column</i>.</p> <p>Also note the preview that shows the columns to be deleted.</p>	 
<p>The large number of columns makes it difficult to work in Table view with scrolling left and right.</p> <p>Instead we will work in card view.</p> <p>Click on the  icon to switch to card view.</p>	
<p>Note that different types of data are summarized in each card and each card also has a different icon for dates, categorical data and measures.</p> <ul style="list-style-type: none"> All the data types are inferred Measures show their mean Categorical values show number of unique values Dates show range 	

Explanation	Screenshot
<p>In the toolbar click on the Sort icon</p>  <p>Choose <i>Model Structure</i> to display all the measures at the top of the card view.</p>	
<p>Click on the <i>ApprovedAmount</i> measure (4th card).</p>	
<p>Notice how the right panel changes to reflect the information about the selected card.</p> <p>Scroll down in the right panel to get additional information on Data Distribution.</p>	
<p>Hover the pointer over the bars in the Data Distribution chart and notice that there are some large expenses (ones with small count values) that are skewing the results.</p>	

Explanation	Screenshot
<p>Uncheck <i>Show Outliers</i> and notice how the focus changes to show the bulk of the data.</p>	 <p>The screenshot shows a data distribution chart for 'ApprovedAmount'. The chart has a blue background and a white title bar. The title bar contains a home icon, a magnifying glass icon, and the text 'ApprovedAmount'. Below the title bar, there is a section titled 'Data Distribution' with a dropdown arrow. Under this section, there is a slider for 'Number of Bars' set to 15 and a checkbox for 'Show Outliers' which is unchecked. The chart displays a histogram with 15 bars. The x-axis has a scale from 0 to 521.28, with a median value of 136.64. The y-axis represents frequency. The distribution is right-skewed, with a peak around 130. At the bottom, there is a 'Smart Discovery' section.</p>
<p>Increase the number of clusters from 14 to the maximum by dragging the bar to the right.</p> <p>Aside: If you cannot use the mouse to drag the bar, use the right arrow key on your keyboard.</p> <p>Notice the interesting peak (highest bar) around \$130 and select it.</p>	 <p>The screenshot shows the same data distribution chart for 'ApprovedAmount', but with the 'Number of Bars' slider set to 46. The 'Show Outliers' checkbox remains unchecked. The chart now displays a histogram with 46 bars, showing a much finer distribution. A red arrow points to a prominent peak in the distribution, which is located around the value 130. The x-axis scale and median value remain the same. The 'Smart Discovery' section is still visible at the bottom.</p>


Explanation	Screenshot
<p>Click the Table View icon in the menu bar to view the data.</p>  <p>Note what seems to be a set of duplicate entries which may require further investigation.</p>	
<p>From the <u>right panel</u>, select the first bar showing the lowest values.</p> <p>The focus of the <i>ApprovedAmount</i> column will shift to show the 0 values.</p>	
<p>Select one of the 0 values. Click on the <i>Quick Action</i> icon (...) and select <i>Delete rows with 0</i>.</p> <p>CAUTION: Make sure to click on the <u>below</u> the cell (which acts on the selected cells) and not the one on the right (which acts on the whole column).</p>	
<p>Click on <i>History</i> to see the history of the transformations for this column.</p>	


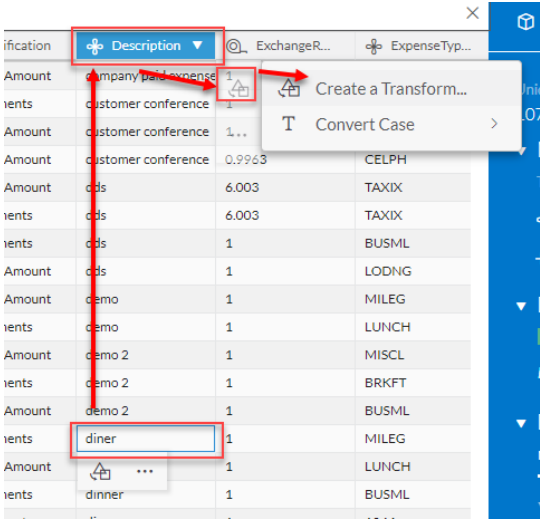
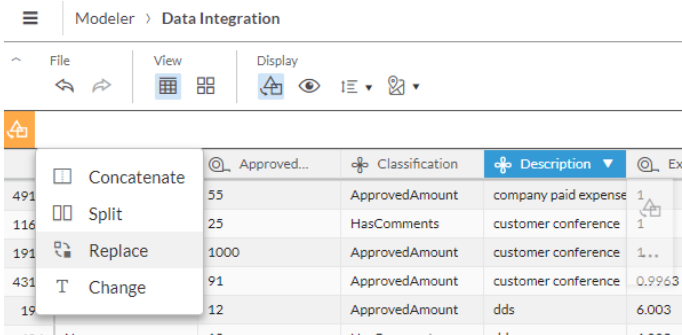
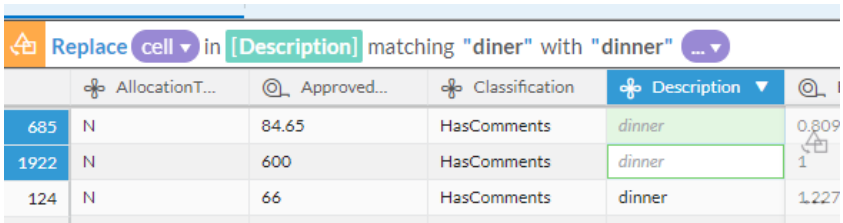
Explanation	Screenshot
<p>Click on <i>Details</i>.</p> <p>Click on the <i>Model Details</i> icon to view the history on the whole dataset.</p> 	
<p>In the menu bar, click on the <i>Card View</i> icon to switch back to the card view.</p>	
<p>Click on the <i>Sort</i> icon and choose <i>A-Z</i>.</p> <p>This will allow us to easily see related concepts that start with the same name.</p>	
<p>Click on <i>PaymentTypeID</i>.</p> <p>Press and hold the <Ctrl> key and click on the <i>PaymentTypeName</i>, <i>SpendCategoryCode</i> and <i>SpendCategoryName</i> cards.</p> <p>Four cards should now be selected.</p>	

Explanation	Screenshot
<p>Click on the <i>Focus</i> icon to show only the four selected cards.</p>  <p>This allows you to only focus on the dimensions you need to work on (especially useful when you have many columns in your model).</p>	
<p>We are going to link the “name” dimension as an attribute of the “ID” dimension.</p> <p>Select the <i>PaymentTypeID</i> card.</p> <p>In the right hand panel, expand the Modeling section and click <i>Add Dimension Attributes</i>.</p>	
<p>Select <i>Description</i>.</p>	
<p>Select column <i>PaymentTypeName</i>.</p>	

Explanation	Screenshot
<p>Repeat the process for <i>SpendCategoryCode</i>.</p> <p>Click on the <i>SpendCategoryCode</i> card and set <i>SpendCategoryName</i> as its description.</p> <p>Note the change in the card icons as the columns are now linked.</p> <p>Click the <i>Focus</i> icon again to go back to the full dataset.</p>	
<p>Click the <i>Table View</i> icon.</p> <p>Select the <i>PaymentTypeName</i> column.</p> <p>Click the <i>Quick Action</i> icon (...) and choose <i>Delete Rows...</i></p>	
<p>Ensure the option <i>Keep selected values</i> is checked.</p> <p>Check <i>Cash</i> and <i>Personal Credit Card</i> then click <i>OK</i>.</p> <p>The above action will delete all rows where the <i>PaymentTypeName</i> is not "Cash" or "Personal Credit Card".</p>	

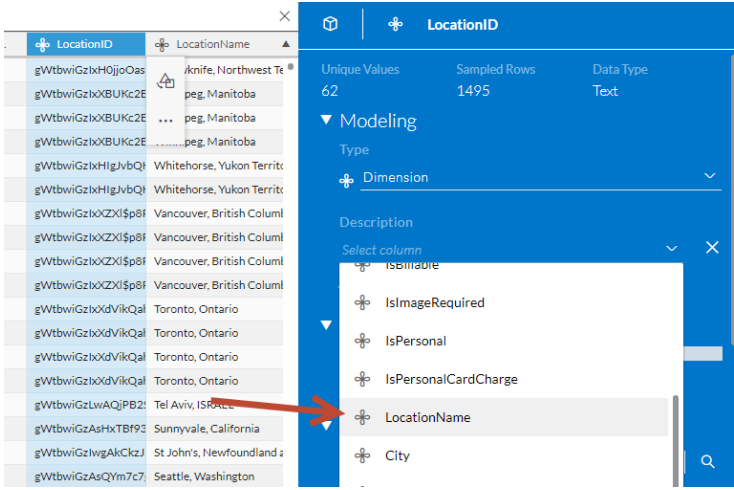
Explanation	Screenshot
<p>Select the <i>Description</i> column.</p> <p>From the right panel, click on <i>Dinner</i>.</p> <p>Note: You might have to click on <i>+1 more...</i> on some lines to find it.</p>	<div><div><div>DetailsHistory</div><div><div><div>tionDescriptionExchangeR...ExpenseTyp...</div><div><div>untCommuteTAXIX</div><div>sCommuteDINNRR</div><div>untCompany Paid Expens...TAXIX</div><div>untCompany Paid Expens...CELPH</div><div>sCompany Paid Expens 1CELPH</div><div>untCompany Paid Expens 1CELPH</div><div>untCompany Paid Expens 11000</div><div>sCompany Paid Expens 11098</div><div>untCompany Paid Expens 11006</div><div>untCompany Paid Expens 1DINNRR</div><div>untCompany Paid Expens 1FXMLS</div><div>sCompany Paid Expens 1CELPH</div><div>untCompany Paid Expens 0.5963MTRLS</div><div>untCompany Paid Expens 1BUSML</div><div>sCompany Paid Expens 1ENTOT</div><div>sCompany Paid Expens 1BUSML</div><div>untCompany Paid Expens 1BUSML</div><div>sCustomer Conference 1CELPH</div><div>untCustomer Conference 1LODNG</div><div>untCustomer Conference 0.9963CELPH</div></div></div></div><div><div>Description</div><div><div>Data Quality</div><div>No data quality issues detected.</div><div>Data Distribution</div><div>Number of Bars20</div><div>ValuesCount</div><div>Wireless Expenses for (856) 26...500</div><div>Gift Card Purchase397</div><div>test75</div><div>Wireless Expenses for (415) 46...74</div><div>Business Visit35</div><div>Wireless Expenses for (903) 41...28</div><div>Web Service1320</div><div>Company Paid Expense received...+1 more...-17</div><div>Web Service11+1 more...14</div><div>pdf13</div><div>Web Service1011</div></div></div></div></div> <div><div><div>DescriptionExchangeR...ExpenseTyp...</div><div>Demo 2BUSML</div><div>DinerMILEG</div><div>DinnerLUNCH</div><div>DINNERBUSML</div><div>Dinner11046</div><div>Dinner1OFCSP</div><div>Dinner1BUSPR</div><div>Dinner1BRKFT</div><div>Dinner0.8354LODNG</div><div>Dinner11036</div><div>Dinner1BUSML</div><div>Dinner0.7936DINNRR</div><div>DINNER1CELPH</div><div>Dinner0.8144DINNRR</div><div>Dinner0.8354DINNRR</div><div>Dinner1CELPH</div><div>Dinner0.8246DINNRR</div><div>Dinner1OFCSP</div><div>DINNER1CELPH</div></div></div> <div><div>Description</div><div><div>Data Quality</div><div>No data quality issues detected.</div><div>Data Distribution</div><div>Number of Bars20</div><div>ValuesCount</div><div>Wireless Expenses for (856) 26...500</div><div>Gift Card Purchase397</div><div>test75</div><div>Wireless Expenses for (415) 46...74</div><div>Business Visit35</div><div>Wireless Expenses for (903) 41...28</div><div>Web Service1320</div><div>Dinner17</div><div>Company Paid Expense received...16</div><div>sales+1 more...14</div></div></div>

Explanation	Screenshot
<p>The focus of the <i>Description</i> column is automatically shifted to the selected values.</p> <p>Notice that some entries for <i>Dinner</i> have a different case, plus there are also spelling mistakes.</p>	
<p>Click on the <i>Transform</i> icon  in the Quick Action menu and choose <i>Change to lowercase</i>.</p> <p>Notice the preview in the column before you click on it.</p> <p>Caution: the <i>Transformation</i> icon is available at both the cell and column level. Make sure to select the column level icon as indicated in the screenshot.</p> <p>All the values for Dinner will now change to be <i>dinner</i>.</p>	

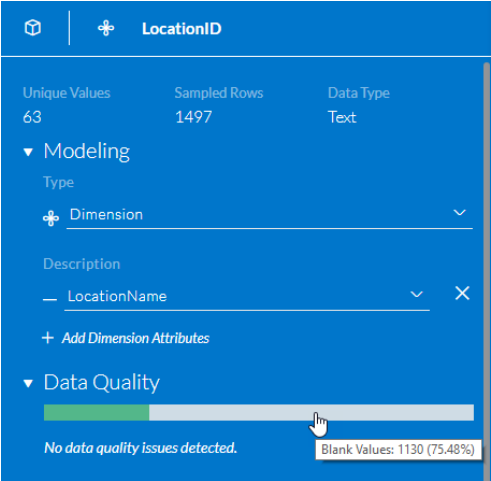
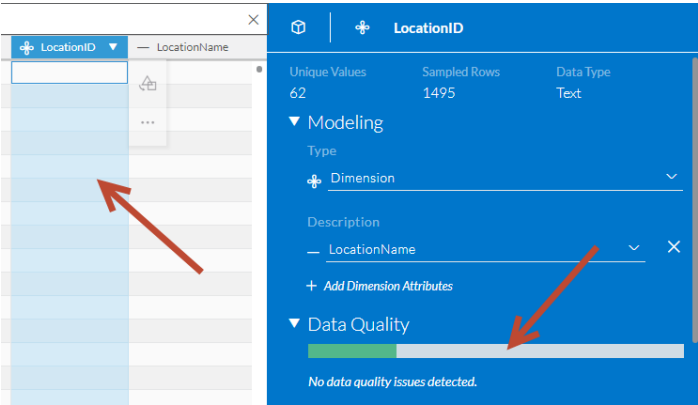
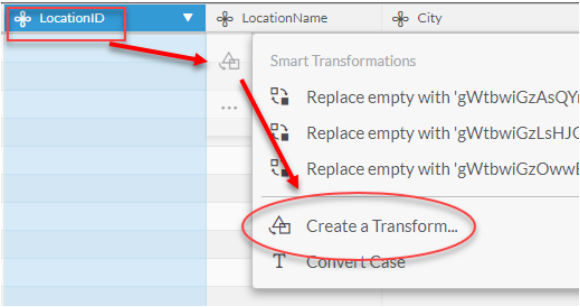
Explanation	Screenshot
<p>We will now fix the incorrect spelling for <i>dinner</i>.</p> <p>Select one of the cells with incorrect spelling for <i>dinner</i>.</p> <p>Click the Transform icon  at the column level.</p> <p>Choose <i>Create a Transform...</i></p>	
<p>For the transformation, choose <i>Replace</i>.</p>	
<p>Put the cursor inside "value" and type <i>dinner</i>.</p> <p>Notice the preview on the selected cell.</p> <p>Press the <Enter> key on your keyboard when done.</p> <p>All entries for <i>dinner</i> should now have correct case and spelling.</p>	

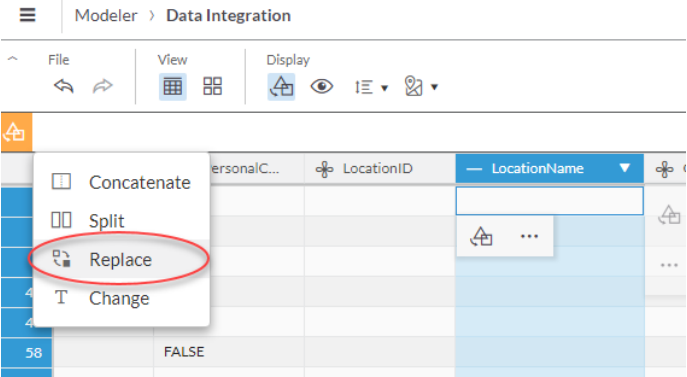
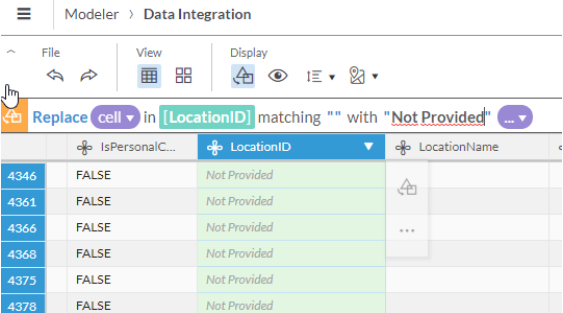
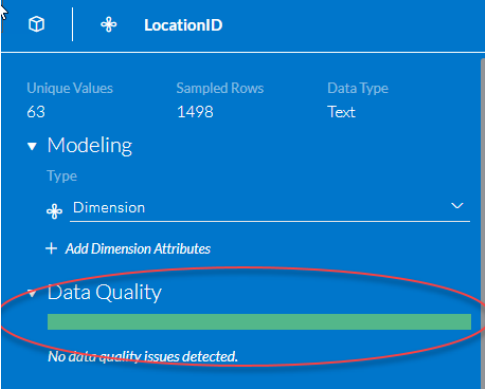
Explanation	Screenshot
<p>Now we are going to split the <i>LocationName</i> column into two columns to get <i>City</i> and <i>State</i> columns.</p> <p>First, we duplicate the <i>LocationName</i> column.</p> <p>Select the <i>LocationName</i> column.</p> <p>Click on the <i>Quick Access</i> icon (...) and select <i>Duplicate column</i>.</p> <p>Notice a preview column appears.</p>	
<p>Select the newly created column <i>LocationName_d1</i>. Notice that it has both the City and State/Country information.</p> <p>Click the <i>Transform</i> icon and select <i>Create a Transform...</i></p>	
<p>Select the <i>Split</i> transformation.</p>	

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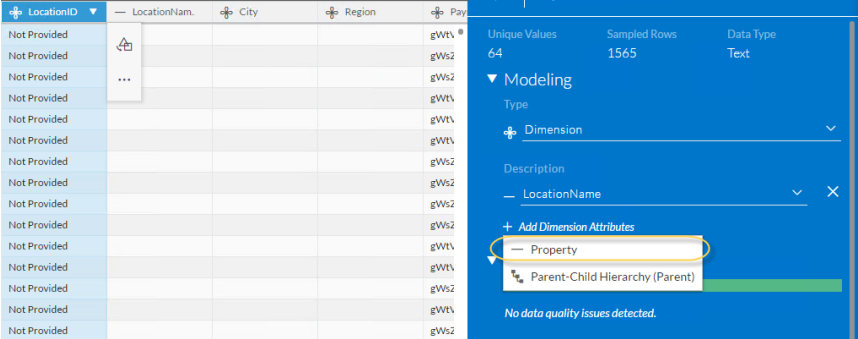
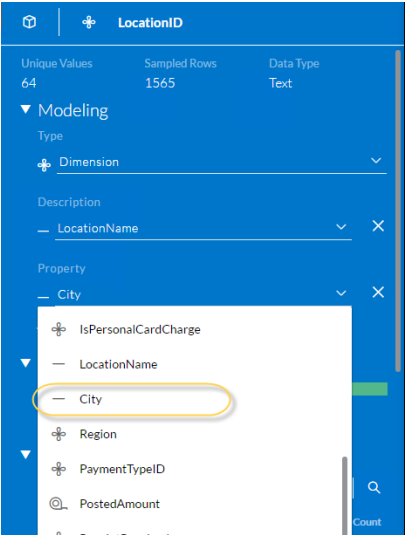
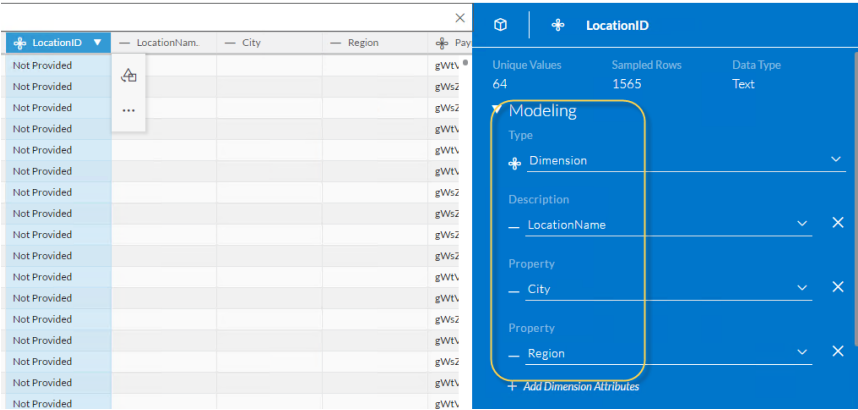
Explanation	Screenshot
Select the <i>LocationName</i> column as the description.	

CHECK DATA QUALITY


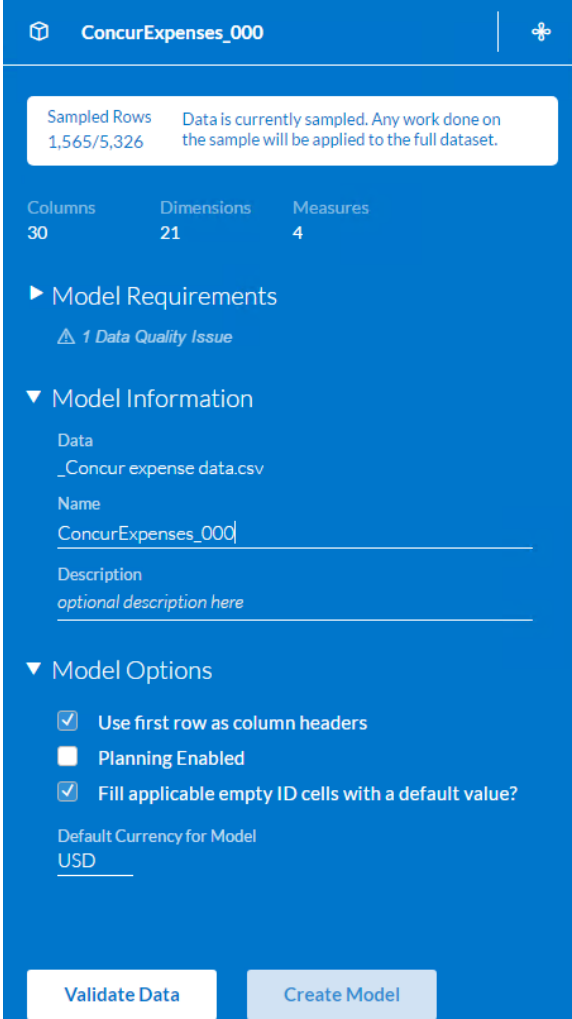
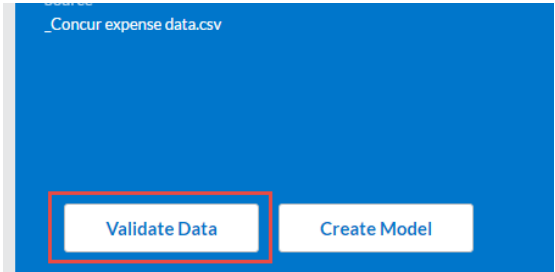
Explanation	Screenshot
<p>Select the <i>LocationID</i> column.</p> <p>In the right-hand panel, notice the Data Quality bar is not fully green.</p> <p>This is because of empty values in the <i>LocationID</i> column.</p> <p>Hover over the different sections of the bar to see the messages.</p>	
<p>In the Data Quality bar, click on the blank area.</p> <p>The <i>LocationID</i> column focus will shift to show the blank cells.</p>	
<p>Select one of the empty cells.</p> <p>Click on the <i>Transform</i> icon and select <i>Create a Transform...</i></p>	

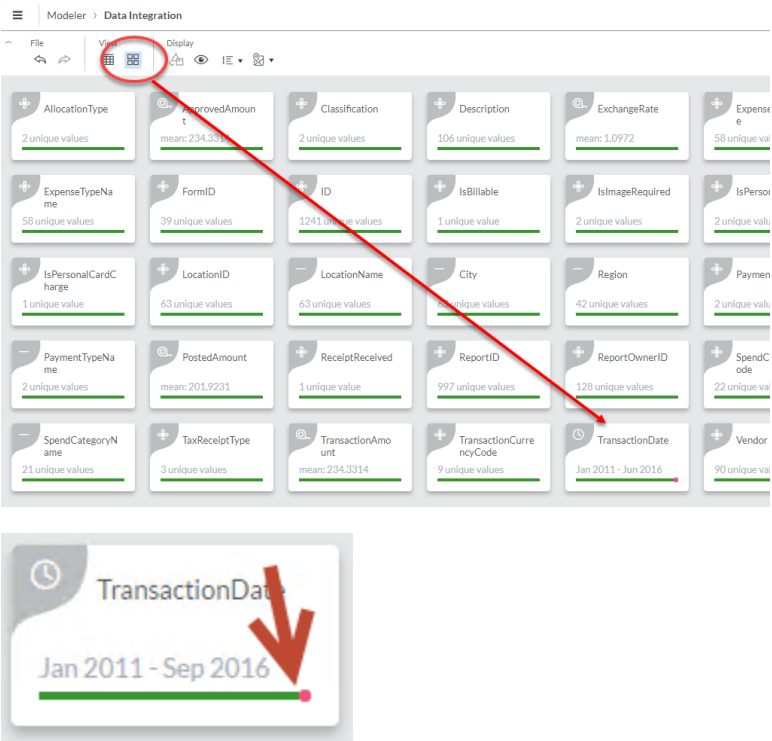
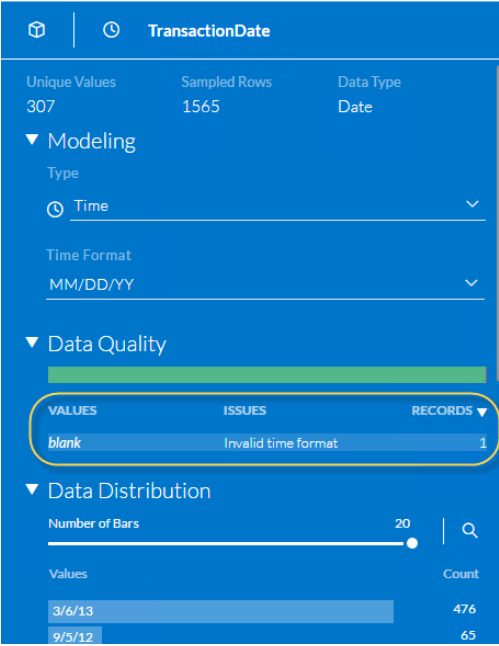
Explanation	Screenshot
Select the <i>Replace</i> transformation.	 <p>The screenshot shows the Alteryx Data Integration interface. A context menu is open over the workflow, with the 'Replace' option highlighted by a red circle. The menu also includes 'Concatenate', 'Split', and 'Change'. The background shows a data table with columns 'IsPersonalC...', 'LocationID', and 'LocationName'.</p>
<p>In the transform rule, click on the first “<i>value</i>” so that it becomes empty.</p> <p>Click on the second “<i>value</i>” and enter Not Provided.</p> <p>Notice the preview column.</p> <p>Press <Enter> on your keyboard.</p>	 <p>The screenshot shows the 'Replace' transformation rule configured. The rule is set to 'Replace cell' in the 'LocationID' column, matching the value ' ' with the value 'Not Provided'. The preview column shows the results of the transformation, with 'Not Provided' appearing in the 'LocationID' column for the selected rows. The background shows a data table with columns 'IsPersonalC...', 'LocationID', and 'LocationName'.</p>
The data quality issues should disappear.	 <p>The screenshot shows the 'Data Quality' section of the 'LocationID' column configuration. The 'Data Quality' section is highlighted by a red circle. It displays a green bar indicating 'No data quality issues detected.' The background shows a data table with columns 'IsPersonalC...', 'LocationID', and 'LocationName'.</p>


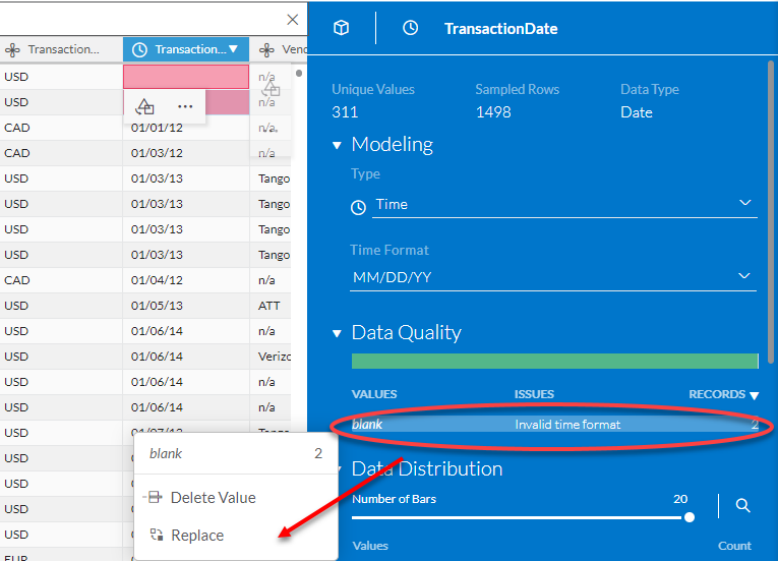
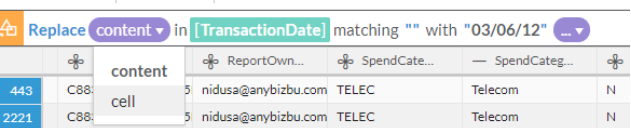
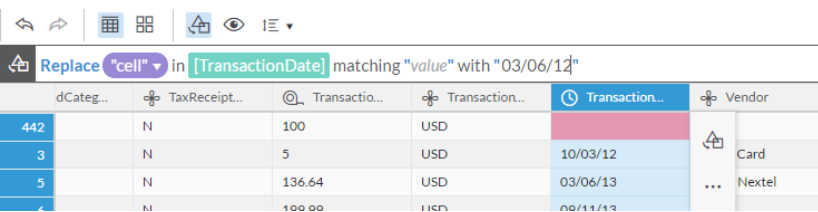
ADDING PROPERTIES TO A DIMENSION

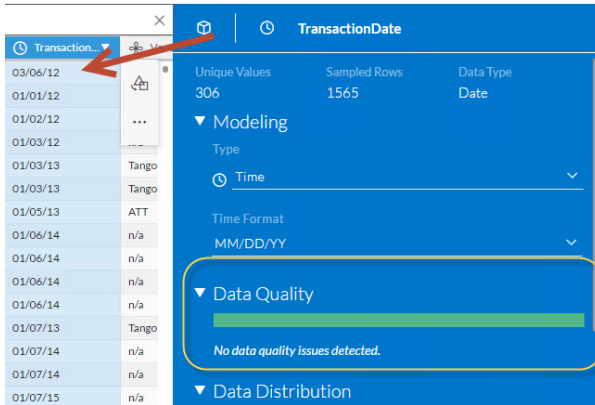
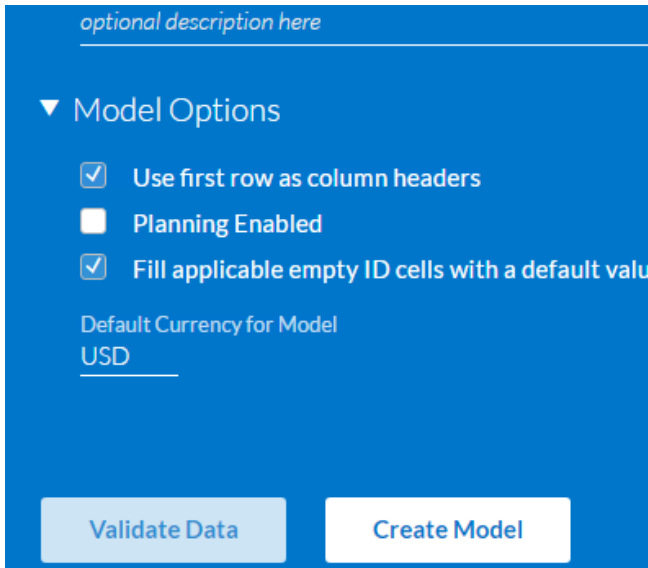
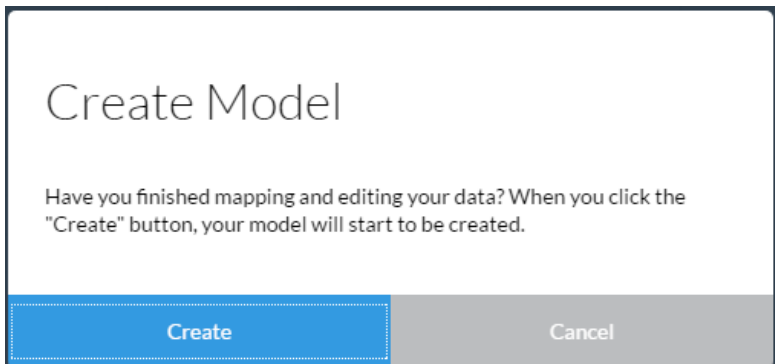
Explanation	Screenshot
<p>Now we are going to set <i>City</i> and <i>Region</i> as properties of the <i>LocationID</i> dimension.</p> <p>Select the <i>LocationID</i> column.</p> <p>Under Modeling, click <i>Add Dimension Attributes</i>.</p>	
<p>Choose <i>Property</i>, then select <i>City</i>.</p>	
<p>Repeat the same operation with <i>Region</i>.</p> <p>The <i>LocationID</i> column settings should look like the screenshot.</p>	

DATA VALIDATION

Explanation	Screenshot
<p>Click the <i>Model Details</i> icon  to switch from the dimension view to see the model information.</p> <p>Expand the Model Information section and change the name from <i>Concurexpensedata_TechEd_2017</i> to <i>ConcurExpenses_XXX</i>, where XXX is the number assigned to you.</p> <p>This will ensure your model has a unique name and avoids naming conflicts with other users.</p>	
<p>At this point we can either create the model or go through validation first to check if additional data quality issues exist in the dataset.</p> <p>Remember, so far we have only been working on a sample of the dataset. The <i>Validate Data</i> options will confirm if additional quality issues exist in the entire dataset.</p> <p>Click on the <i>Validate Data</i> button.</p>	

Explanation	Screenshot
<p>The validation phase will add additional rows to the sample dataset which still have data quality issues.</p> <p>In this case one new row is added.</p> <p>Click on the <i>Card View</i> icon to determine that the quality issue is with the <i>TransactionDate</i> dimension.</p>	 <p>The screenshot shows the 'Data Integration' interface with a grid of dimension cards. A red circle highlights the 'Card View' icon in the top toolbar. A red arrow points from this icon to the 'TransactionDate' card in the bottom right of the grid. Below the grid, a zoomed-in view of the 'TransactionDate' card is shown, displaying a red arrow pointing to a data quality issue bar.</p>
<p>Click on the <i>TransactionDate</i> card, and you will get additional information.</p>	 <p>The screenshot shows the 'TransactionDate' card details. It includes a table with 'Unique Values' (307), 'Sampled Rows' (1565), and 'Data Type' (Date). Below this, the 'Modeling' section shows 'Type' set to 'Time' and 'Time Format' set to 'MM/DD/YY'. The 'Data Quality' section shows a bar chart and a table with 'VALUES', 'ISSUES', and 'RECORDS'. The 'Data Distribution' section shows a bar chart with 'Number of Bars' set to 20.</p>

Explanation	Screenshot
Click on the <i>Table View</i> icon and notice one of the records is missing a value for <i>TransactionDate</i> .	 Screenshot of a data table with columns: reportID, ReportOwn..., SpendCate..., SpendCateg..., TaxReceipt..., Transaction..., Transaction..., Transaction... One record is missing a value for TransactionDate.
Click on the blank line in the Issues section. Actions are proposed. Apply a transformation of your choice to address this. Either choose <i>Delete Value</i> or apply a <i>Replace</i> transformation and enter any date value.	 Screenshot of the Data Quality Issues section. The Issues tab is selected, showing a table with columns: Values, Issues, Records. A red circle highlights a blank value in the Values column and an 'Invalid time format' issue in the Issues column. A red arrow points to the 'Replace' action in the context menu.
We have chosen to replace the empty value with a random date. You might have to switch to <i>cell</i> if the default is <i>content</i> .	 Screenshot of the Replace transformation configuration. The 'Replace' dropdown is set to 'content'. The 'in' field is '[TransactionDate]' and the 'matching' field is '" "'. The 'with' field is '"03/06/12"'. The 'content' field is set to 'cell'.
Make sure the formula is as shown in the screenshot. Press <Enter> on your keyboard.	 Screenshot of the Replace transformation configuration. The 'Replace' dropdown is set to 'cell'. The 'in' field is '[TransactionDate]' and the 'matching' field is '"value"'. The 'with' field is '"03/06/12"'. The 'cell' field is set to 'value'.

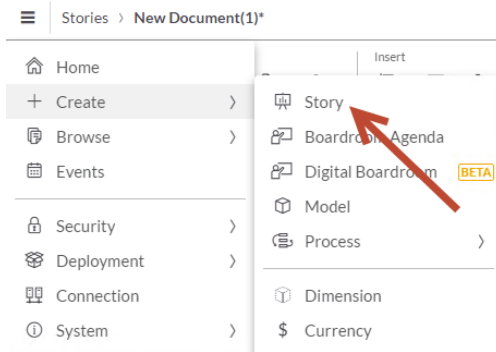
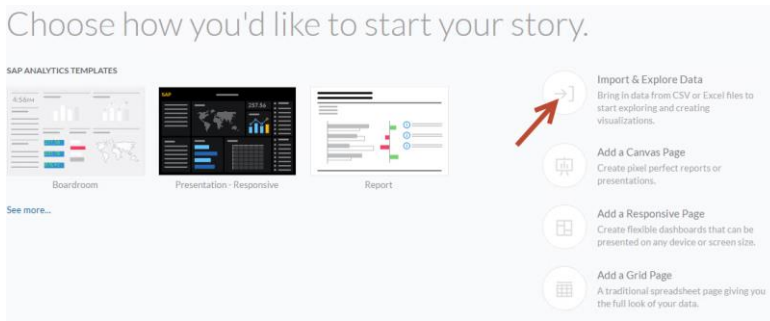
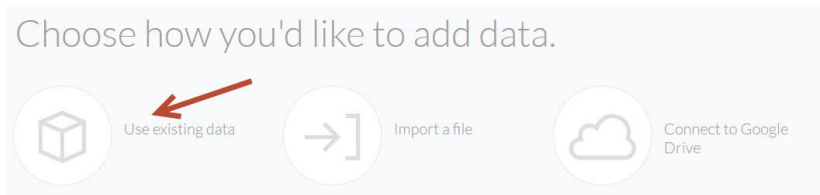
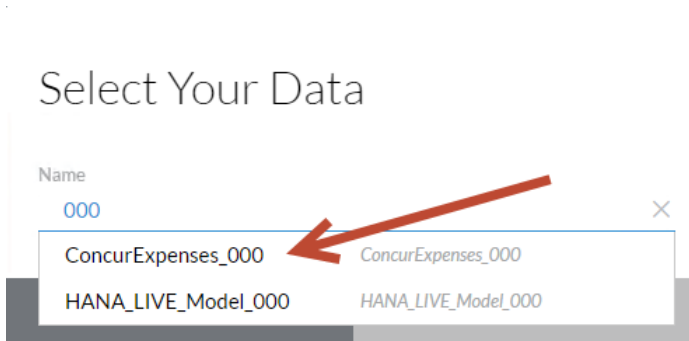
Explanation	Screenshot
All data quality issues should now be addressed.	
<p>Click on the <i>Create Model</i> button to create the model.</p> <p>The Create Model process also goes through a validation phase. Since we have already validated the model on the full dataset, there should not be any data quality issues.</p>	
Click <i>Create</i> on the warning message.	

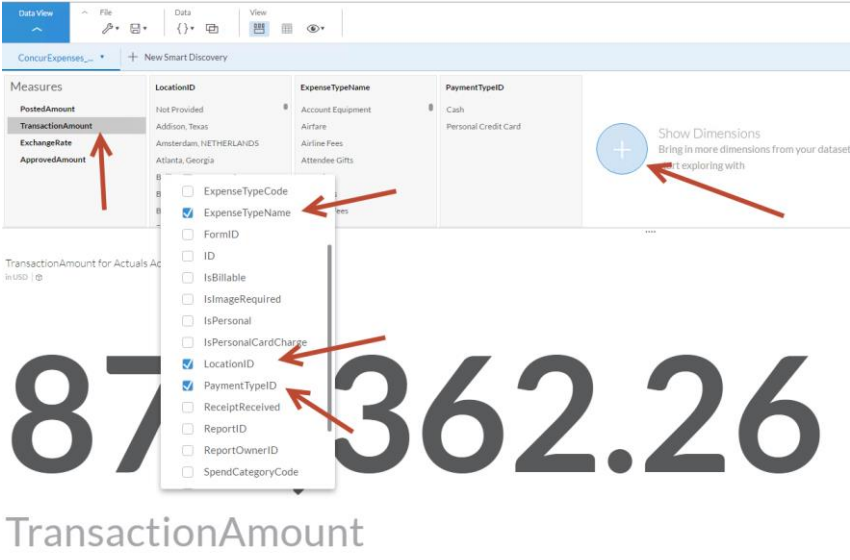
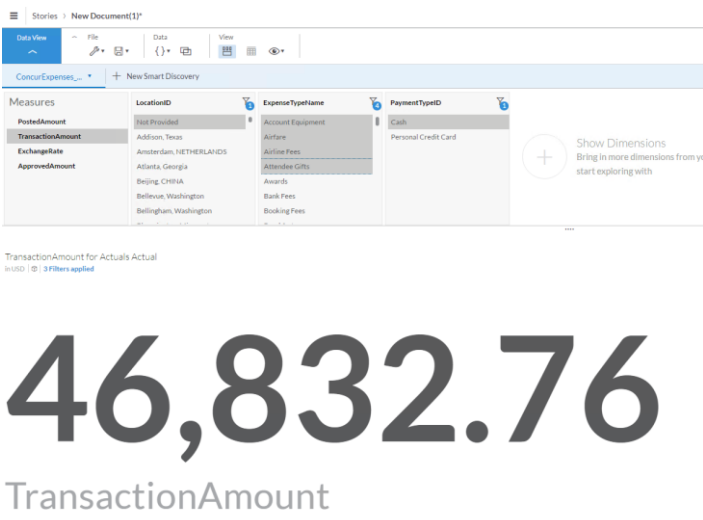
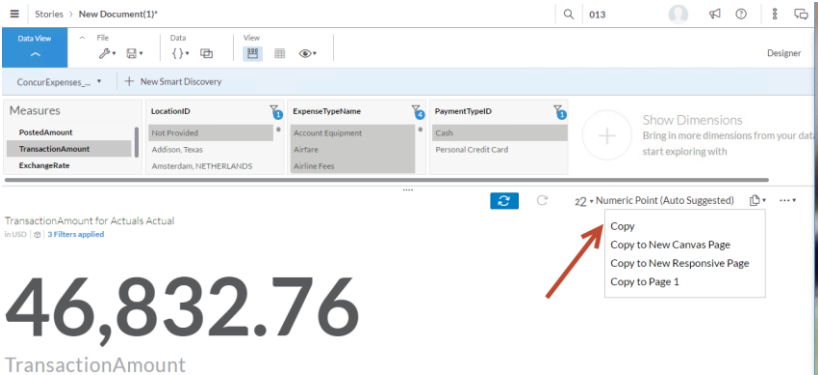
Explanation	Screenshot																																																								
The model is now created. Click the Save icon.	<div><div><div><div></div><div>Modeler > ConcurExpenses_XXX</div></div><div><div><div><div></div><div></div></div><div><div>Time</div><div>Account</div><div>Classification</div><div>AllocationType</div><div>Desc</div></div></div></div><div><div>T</div><table><tr><th></th><th>ID</th><th>Description</th><th>Account Type</th><th>Hierarchy</th><th>Units & Curre...</th><th>Aggregation Typ</th></tr><tr><td>1</td><td>2f69f3644b6...</td><td>ApprovedAm...</td><td></td><td></td><td></td><td></td></tr><tr><td>2</td><td>76848db45a...</td><td>ExchangeRate</td><td></td><td></td><td></td><td></td></tr><tr><td>3</td><td>827b4909d2...</td><td>PostedAmount</td><td></td><td></td><td></td><td></td></tr><tr><td>4</td><td>e690d66618...</td><td>TransactionA...</td><td></td><td></td><td></td><td></td></tr><tr><td>5</td><td></td><td></td><td></td><td></td><td></td><td></td></tr><tr><td>6</td><td></td><td></td><td></td><td></td><td></td><td></td></tr><tr><td>7</td><td></td><td></td><td></td><td></td><td></td><td></td></tr></table></div></div></div>		ID	Description	Account Type	Hierarchy	Units & Curre...	Aggregation Typ	1	2f69f3644b6...	ApprovedAm...					2	76848db45a...	ExchangeRate					3	827b4909d2...	PostedAmount					4	e690d66618...	TransactionA...					5							6							7						
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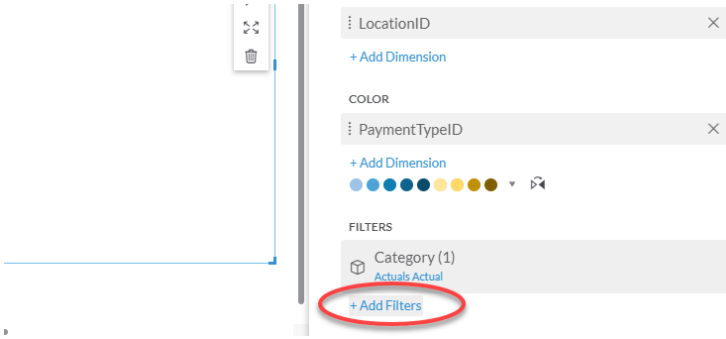
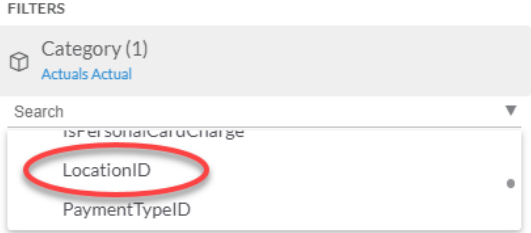
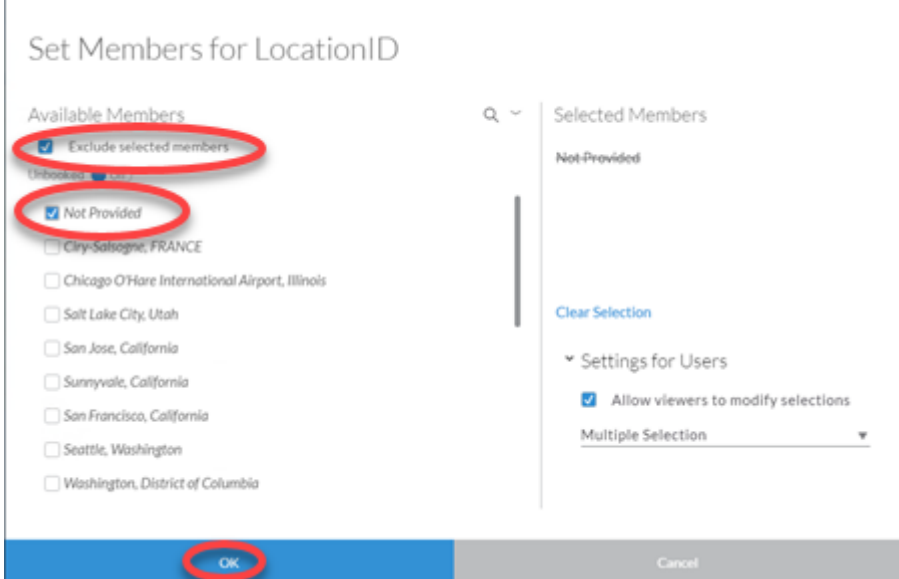
We will test the model by creating a simple story using the it.

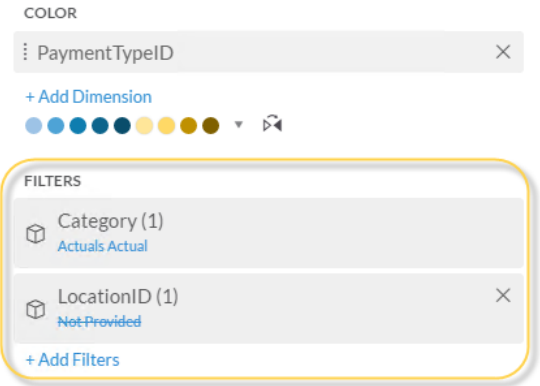
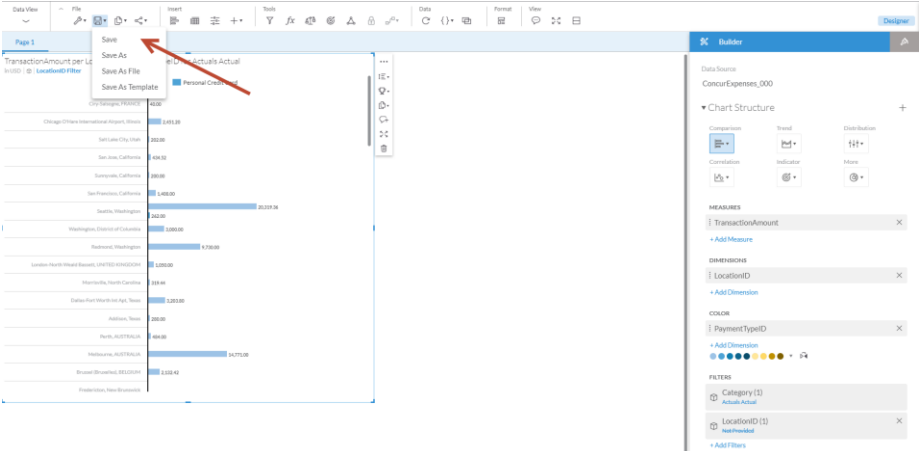
CREATE A STORY

Explanation	Screenshot
To create a story, click <i>Hamburger</i> → <i>Create</i> → <i>Story</i> .	
This time we select the option <i>Import & Explore Data</i> .	
Choose <i>Use existing data</i> .	
Select the model we just created, <i>ConcurExpenses_XXX</i> , where XXX is the number assigned to you.	

Explanation	Screenshot
<p>Because we want to explore the data, the Data View appears.</p> <p>Here you can explore data by clicking on a Measure, for example <i>TransactionAmount</i> and then add the desired Dimensions.</p> <p>Click on <i>TransactionAmount</i>.</p> <p>Click on <i>Show Dimensions</i> and select the following dimensions:</p> <ul style="list-style-type: none"> • <i>ExpenseTypeName</i> • <i>LocationID</i> • <i>PaymentTypeID</i> 	
<p>Now you can start exploring the data.</p> <p>Click on different members to filter the results.</p>	
<p>If you find something useful, you can copy the results to your canvas.</p>	

Explanation	Screenshot
<p>To close the Data View, click on <i>Data View</i> in the toolbar.</p> <p>Click on <i>Chart</i> to add a chart to the canvas.</p>	
<p>Select the chart and the Builder panel will appear on the right-hand side, where we can add Measures and Dimensions.</p>	
<p>Add the following to the chart:</p> <p>Measures: TransactionAmount Dimensions: LocationID Color: PaymentTypeID</p>	

Explanation	Screenshot
<p>The “Not Provided” member is skewing the results so we will add a filter to <i>LocationID</i> to exclude it.</p> <p>Click <i>Add Filters</i>.</p>	
<p>Select <i>LocationID</i>.</p>	
<p>Check <i>Exclude selected members</i>.</p> <p>Check <i>Not Provided</i>.</p> <p>Click <i>OK</i>.</p>	

Explanation	Screenshot
<p>You should have the following result.</p>	
<p>Click on the Save icon.</p> <p>Save your story as <i>DataPrep_XXX</i>, where XXX is the number assigned to you.</p>	

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