

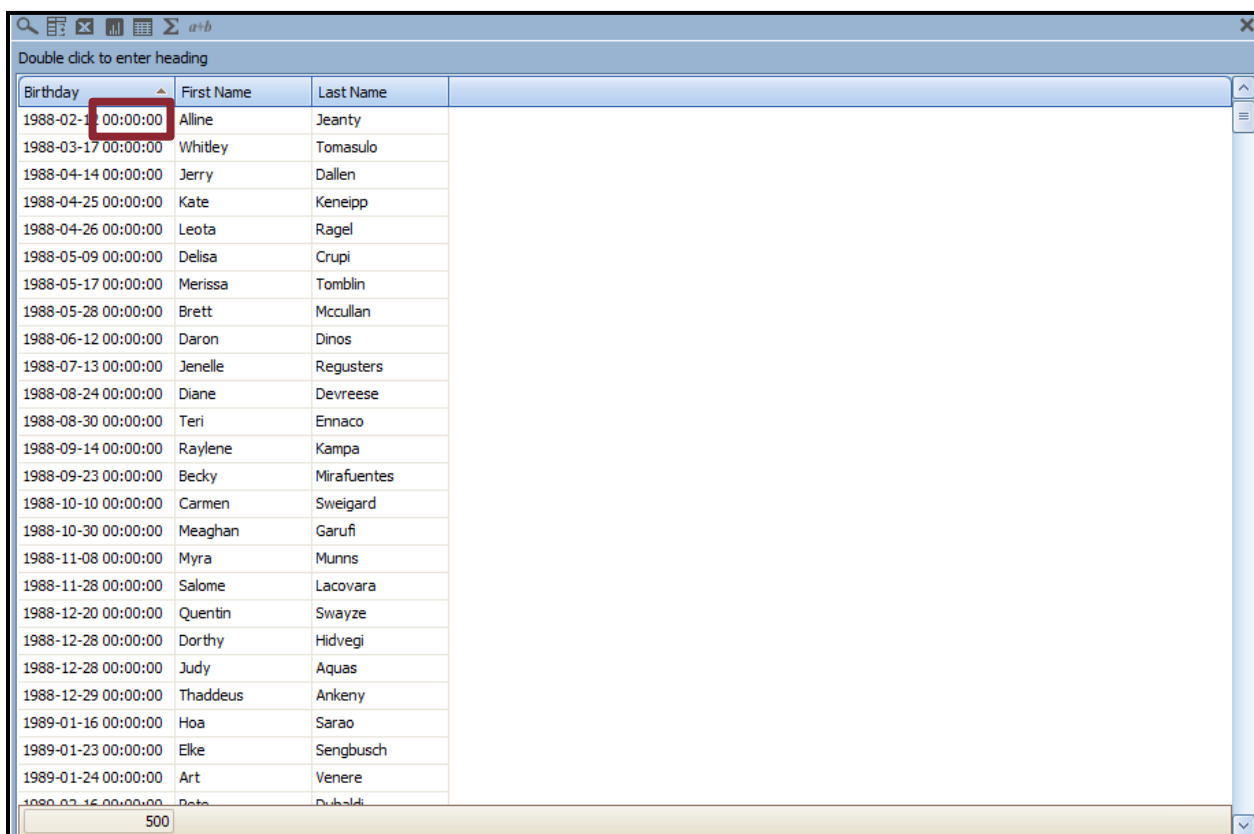
Tips & Techniques: Formatting Your Data in Data Point Viewer

Data Point Viewer (DPV) is a helpful Business Intelligence tool that can dynamically display data and format variables in an intuitive manner. While this characteristic can save time in the generation of reports, there are instances where we would like a bit more control of what we are seeing and how we are seeing it.

Today we will talk briefly about how to edit the display of data in DPV. First, we will learn how to change the display of dates. Then, we will learn about formatting quantitative variables and learn how to remove aggregate types, a default calculation that DPV puts on quantitative variables that we may not always want to use.

Part 1-Changing Date Formats

1. We have selected Birthday, First Name, and Last Name from a fictional sample database and created this simple report in DPV. As we can see the Birthday variable is displaying unnecessary time information (00:00:00).



Double click to enter heading

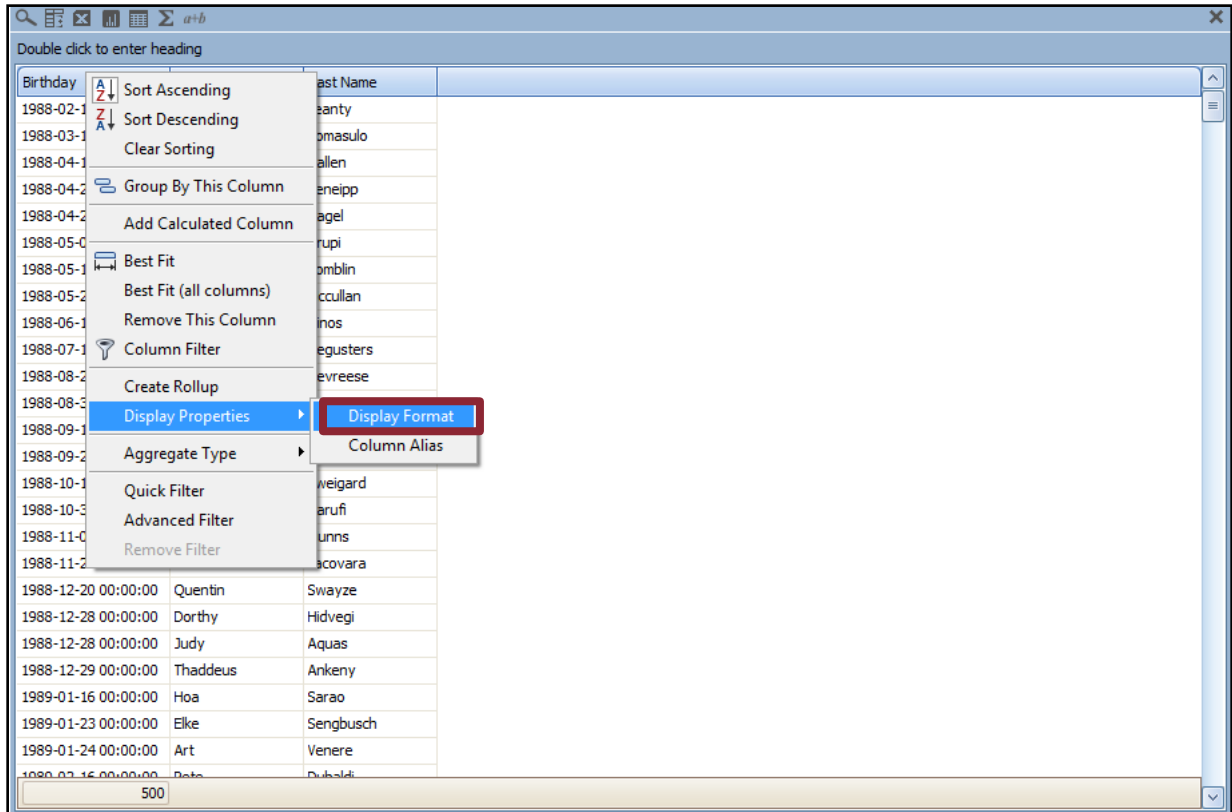
Birthday	First Name	Last Name
1988-02-31 00:00:00	Aline	Jeanty
1988-03-17 00:00:00	Whitley	Tomasulo
1988-04-14 00:00:00	Jerry	Dallen
1988-04-25 00:00:00	Kate	Keneipp
1988-04-26 00:00:00	Leota	Ragel
1988-05-09 00:00:00	Delisa	Crupi
1988-05-17 00:00:00	Merissa	Tomblin
1988-05-28 00:00:00	Brett	Mccullan
1988-06-12 00:00:00	Daron	Dinos
1988-07-13 00:00:00	Jenelle	Regusters
1988-08-24 00:00:00	Diane	Devreese
1988-08-30 00:00:00	Teri	Ennaco
1988-09-14 00:00:00	Raylene	Kampa
1988-09-23 00:00:00	Becky	Mirafuentes
1988-10-10 00:00:00	Carmen	Sweigard
1988-10-30 00:00:00	Meaghan	Garufi
1988-11-08 00:00:00	Myra	Munns
1988-11-28 00:00:00	Salome	Lacovara
1988-12-20 00:00:00	Quentin	Swayze
1988-12-28 00:00:00	Dorothy	Hidvegi
1988-12-28 00:00:00	Judy	Aquas
1988-12-29 00:00:00	Thaddeus	Ankeny
1989-01-16 00:00:00	Hoa	Sarao
1989-01-23 00:00:00	Elke	Sengbusch
1989-01-24 00:00:00	Art	Venere
1989-02-16 00:00:00	Doris	Dubaldt

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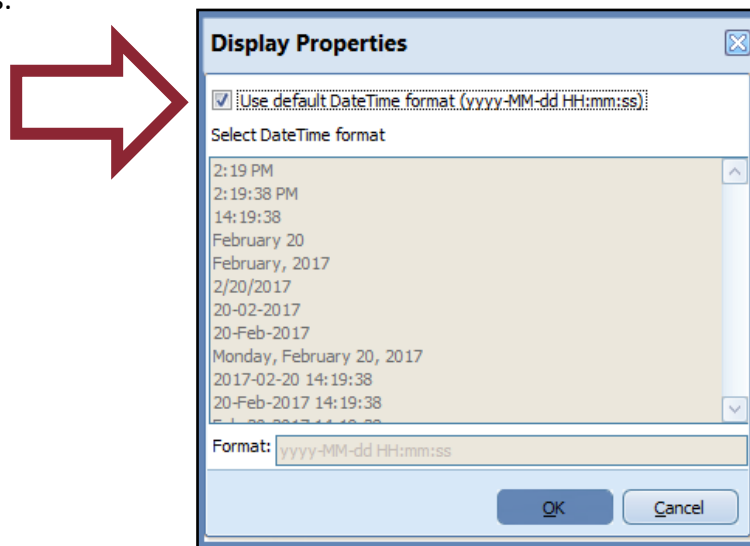
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Tips & Techniques (continued): Formatting Dates

2. In order to change the display of a date variable, right click on the header of the variable you want to change. Scroll down to “Display Properties” and then click on “Display Format”.



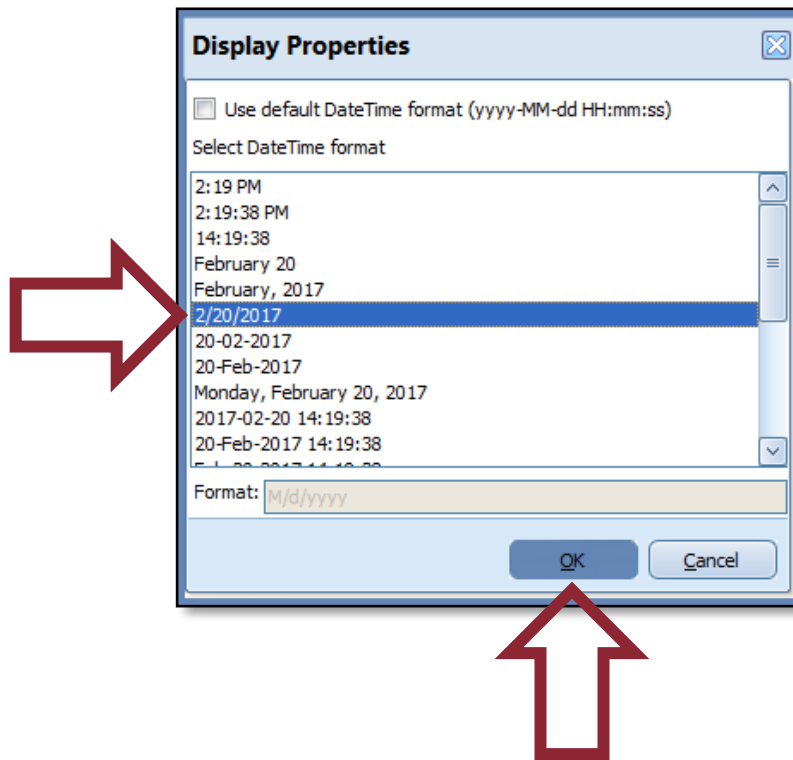
3. A new window will come up called “Display Properties”. Make sure to uncheck the “Use default DateTime Format (yyyy-MM-dd HH:mm:ss)” option or you will not be able to make changes.



Continue to the next page

Tips & Techniques (continued): Formatting Dates

- Once you uncheck that box, select the date format you want and click “OK”.



- There we have it! Once you say “OK”, you will go back to your main reporting page. You will now see your newly selected date display. Now, let us move on to the next step to look at Aggregate functions.

The screenshot shows a data table with three columns: 'Birthday', 'First Name', and 'Last Name'. The 'Birthday' column contains dates in the format 'M/d/yyyy', which is the format selected in the previous step. A red box highlights the 'Birthday' column. The table contains the following data:

Birthday	First Name	Last Name
2/12/1988	Aline	Jeanty
3/17/1988	Whitley	Tomasulo
4/14/1988	Jerry	Dallen
4/25/1988	Kate	Keneipp
4/26/1988	Leota	Ragel
5/9/1988	Delisa	Crupi
5/17/1988	Merissa	Tomblin
5/28/1988	Brett	Mccullan
6/12/1988	Daron	Dinos
7/13/1988	Jenelle	Regusters
8/24/1988	Diane	Devreese
8/30/1988	Teri	Ennaco
9/14/1988	Raylene	Kampa
9/23/1988	Becky	Mirafuentes
10/10/1988	Carmen	Sweigard
10/30/1988	Meaghan	Garufi
11/8/1988	Myra	Munns
11/28/1988	Salome	Lacovara
12/20/1988	Quentin	Swayze
12/28/1988	Dorthy	Hidvegi
12/28/1988	Judy	Aquas
12/29/1988	Thaddeus	Ankeny
1/16/1989	Hoa	Sarao
1/23/1989	Elke	Sengbusch
1/24/1989	Art	Venere

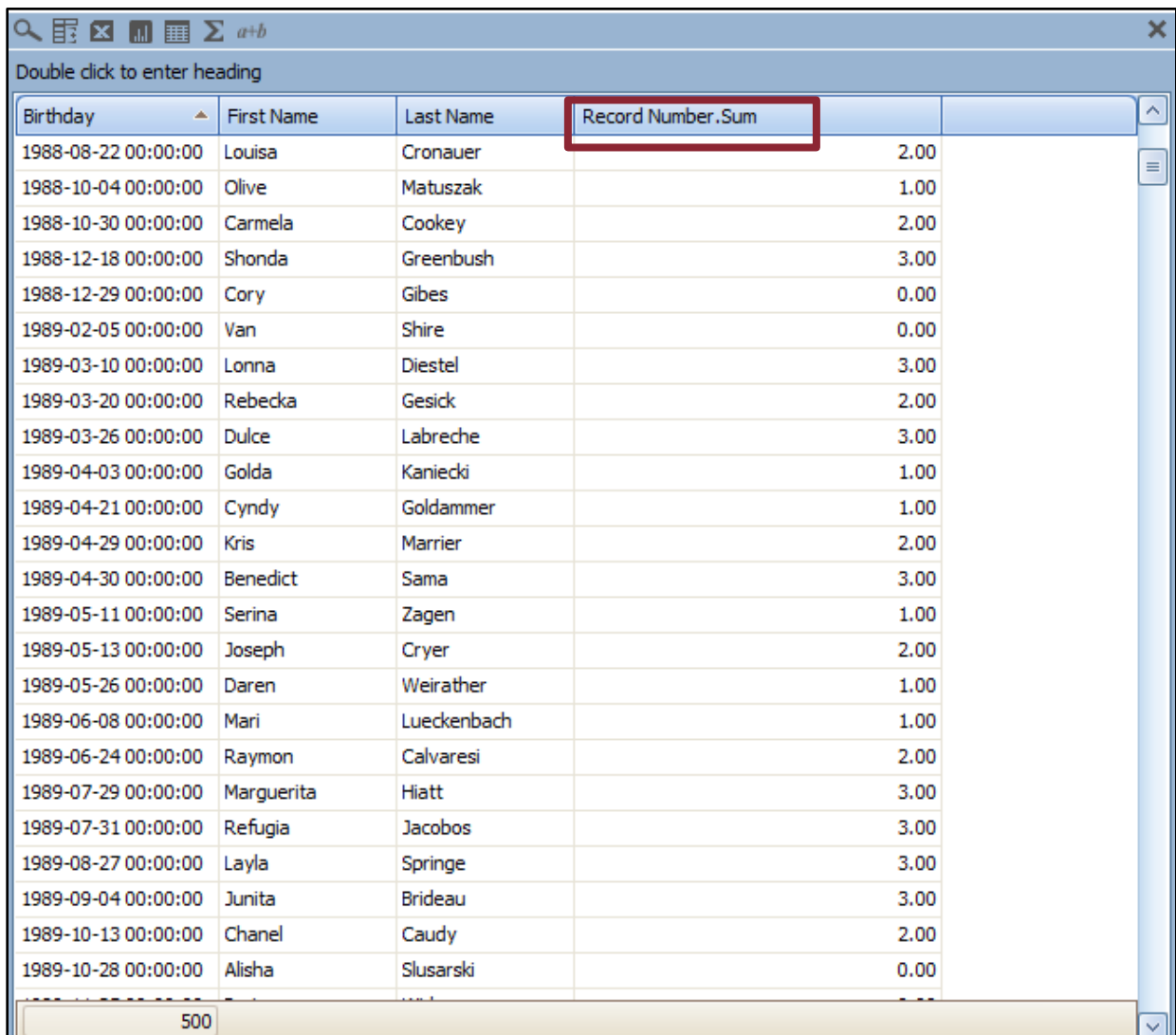
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Tips & Techniques (continued): Part 2-Removing Aggregate Functions and Formatting Data

Summed aggregate functions are added to quantitative variable in Data Point Viewer. This means that if there are two instances of an employee in a report, the two lines for that employee are added together and displayed once. Sometimes, this can throw off counts and results in inaccurate data.

Below is an example from the sample database we used in the previous example. I have pulled in "Record Number", a numerical variable and created a simple report.

1. You will notice something unique about the quantitative variable "Record Number". The name as it displays in DPV is "Record Number.Sum". When you see a variable with a ".Sum", this indicates an aggregate filter has been applied to that particular variable.



Birthday	First Name	Last Name	Record Number.Sum	
1988-08-22 00:00:00	Louisa	Cronauer		2.00
1988-10-04 00:00:00	Olive	Matuszak		1.00
1988-10-30 00:00:00	Carmela	Cookey		2.00
1988-12-18 00:00:00	Shonda	Greenbush		3.00
1988-12-29 00:00:00	Cory	Gibes		0.00
1989-02-05 00:00:00	Van	Shire		0.00
1989-03-10 00:00:00	Lonna	Diestel		3.00
1989-03-20 00:00:00	Rebecka	Gesick		2.00
1989-03-26 00:00:00	Dulce	Labreche		3.00
1989-04-03 00:00:00	Golda	Kaniecki		1.00
1989-04-21 00:00:00	Cyndy	Goldammer		1.00
1989-04-29 00:00:00	Kris	Marrier		2.00
1989-04-30 00:00:00	Benedict	Sama		3.00
1989-05-11 00:00:00	Serina	Zagen		1.00
1989-05-13 00:00:00	Joseph	Cryer		2.00
1989-05-26 00:00:00	Daren	Weirather		1.00
1989-06-08 00:00:00	Mari	Lueckenbach		1.00
1989-06-24 00:00:00	Raymon	Calvaresi		2.00
1989-07-29 00:00:00	Marguerita	Hiatt		3.00
1989-07-31 00:00:00	Refugia	Jacobos		3.00
1989-08-27 00:00:00	Layla	Springe		3.00
1989-09-04 00:00:00	Junita	Brideau		3.00
1989-10-13 00:00:00	Chanel	Caudy		2.00
1989-10-28 00:00:00	Alisha	Slusarski		0.00

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Tips & Techniques (continued): Part 2-Removing Aggregate Functions and Formatting Data

2. Right click on the variable header, select “Aggregate Type”. You will see the variable has been set to “Sum”. Click on “None” to remove this setting. Now, you will be taken back to your original report page.

Next, we will see how to change the display of quantitative variables.

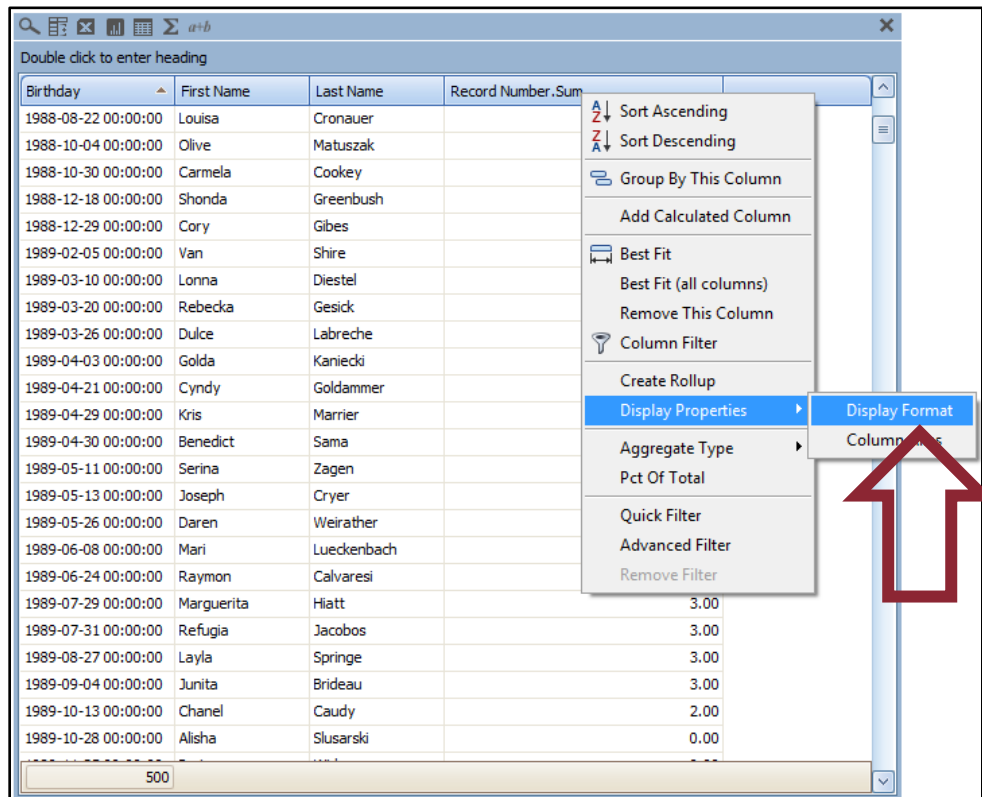
The screenshot shows a data report window with a table. The table has four columns: Birthday, First Name, Last Name, and Record Number. The 'Record Number' column is currently set to 'Sum'. A context menu is open over the 'Record Number' header, and the 'Aggregate Type' option is selected, showing a sub-menu with 'None' highlighted. A red arrow points to the 'None' option.

Birthday	First Name	Last Name	Record Number .Sum
1988-08-22 00:00:00	Louisa	Cronauer	
1988-10-04 00:00:00	Olive	Matuszak	
1988-10-30 00:00:00	Carmela	Cookey	
1988-12-18 00:00:00	Shonda	Greenbush	
1988-12-29 00:00:00	Cory	Gibes	
1989-02-05 00:00:00	Van	Shire	
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1989-04-03 00:00:00	Golda	Kaniecki	
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1989-04-29 00:00:00	Kris	Marrier	
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1989-05-11 00:00:00	Serina	Zagen	
1989-05-13 00:00:00	Joseph	Cryer	
1989-05-26 00:00:00	Daren	Weirather	
1989-06-08 00:00:00	Mari	Lueckenbach	
1989-06-24 00:00:00	Raymon	Calvaresi	
1989-07-29 00:00:00	Marguerita	Hiatt	3.00
1989-07-31 00:00:00	Refugia	Jacobos	3.00
1989-08-27 00:00:00	Layla	Springe	3.00
1989-09-04 00:00:00	Junita	Brideau	3.00
1989-10-13 00:00:00	Chanel	Caudy	2.00
1989-10-28 00:00:00	Alisha	Slusarski	0.00

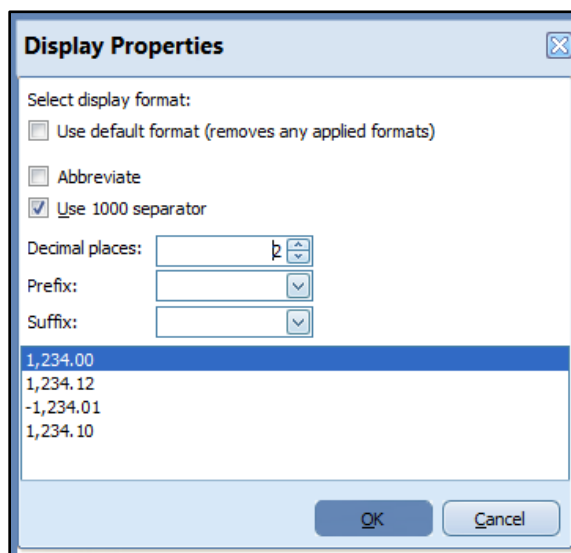
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Tips & Techniques (continued): Part 2-Removing Aggregate Functions and Formatting Data

- To remove decimals or change the display of numerical values, right click the variable header again, but this time, select “Display Properties”, then select “Display Format”.



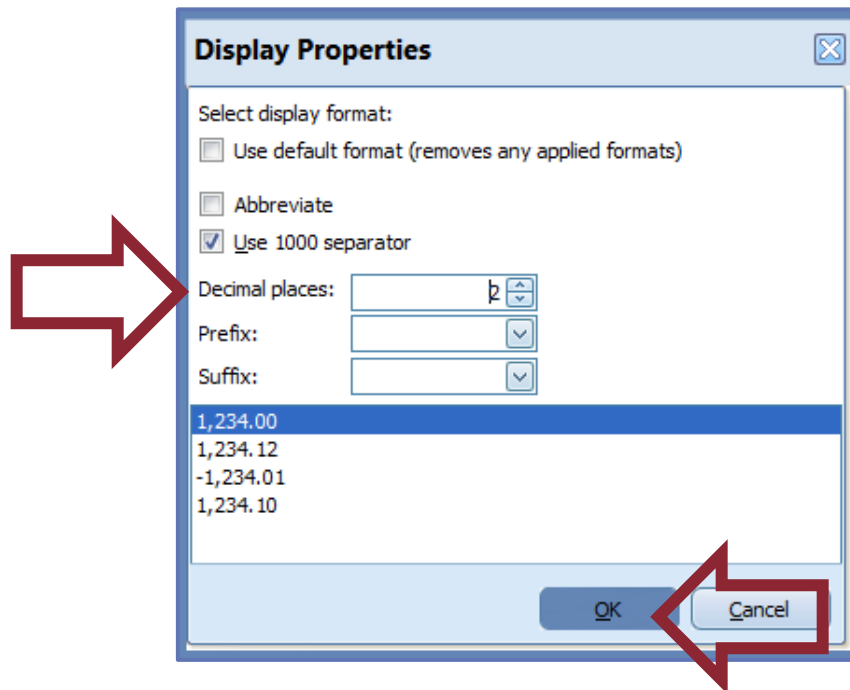
- You will see the “Display Properties” window appear. This area gives you numerous display choices for “Record Number”, including removing commas (“Use 1000 separator”), adding Prefix/Suffix options, or including abbreviations.



Continue to the next page

Tips & Techniques (continued): Part 2-Removing Aggregate Functions and Formatting Data

5. For this example, I am just going to remove the decimals in "Record Number". I will change the "2" to "0" in "Decimal places". Once you are done, click "OK".



6. You will now see your changes applied to "Record Number". The ".Sum" and decimals have been removed from the variable. This sums up how to remove aggregate types and change the display of your data. We hope that you have found this tutorial helpful!

Birthday	First Name	Last Name	Record Number
1988-01-03 00:00:00	Raylene	Kampa	1
1988-01-18 00:00:00	Lorrie	Nestle	3
1988-01-28 00:00:00	Brett	Mccullan	0
1988-02-19 00:00:00	Beckie	Silvestrini	3
1988-03-21 00:00:00	Clorinda	Heimann	0
1988-04-16 00:00:00	Tiffany	Steffensmeier	2
1988-04-21 00:00:00	Lauran	Burnard	3