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).
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.
Tips & Techniques (continued): Formatting Dates

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

5. 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.
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.
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.
3. 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”.

4. 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.
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!