# Tips & Techniques: *Merging Snapshots in Data Point Viewer*

How to Merge Snapshots in Data Point Viewer

Merging in Data Point Viewer allows users to join two snapshots together in one worksheet. This results in more variables while eliminating observations that don't appear in both datasets. Merging is easy with Data Point Viewer, it provides more flexibility and variety in report generation.

1. To begin, open the first dataset you are interested in merging. Usually, this will act as your *Master* dataset. For this example, All_EEs_With_Current_Status will be used.
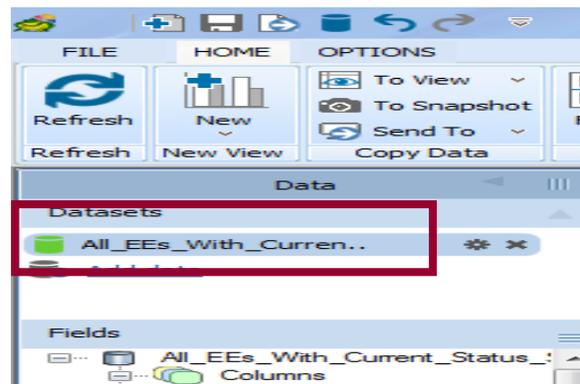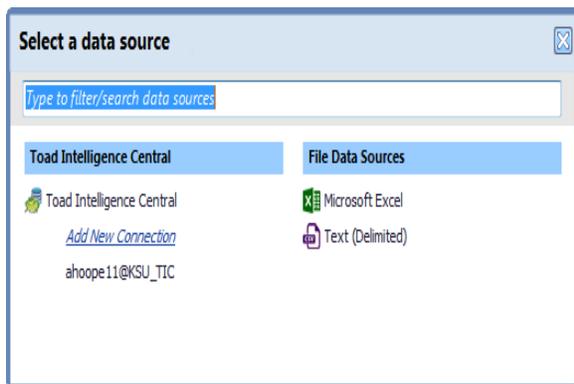

2. Next, click "Add Data" again to import the additional snapshot, also known as the secondary dataset. Go through the prompts to import a dataset as you normally would. For this example, "Daily_Active_EE's" will be used. Once imported, both datasets will be listed.
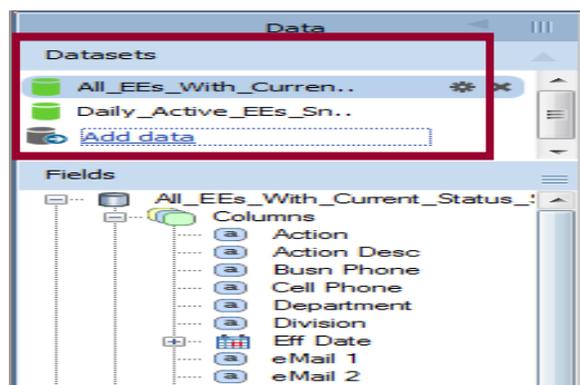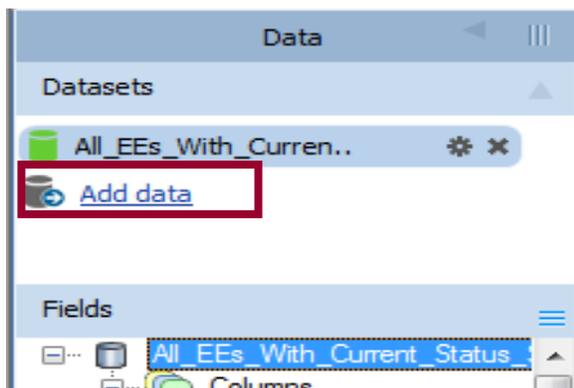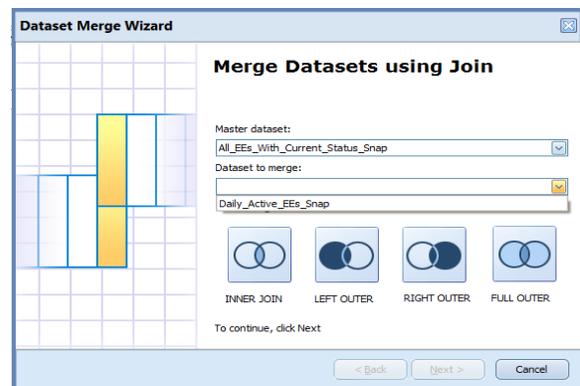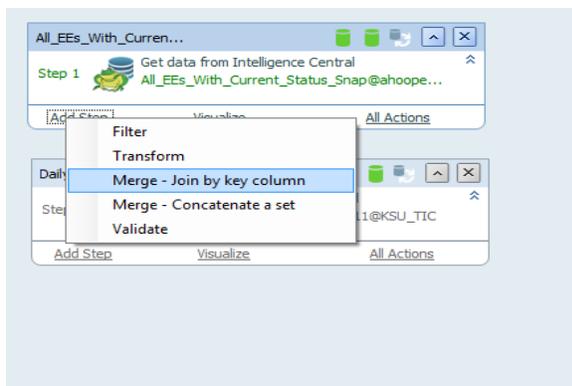
Tips & Techniques (continued)

3. Under the variable column on the bottom left hand corner of the screen, select the "Datasets" tab. This tab will take you to a screen which will take you through the join process.
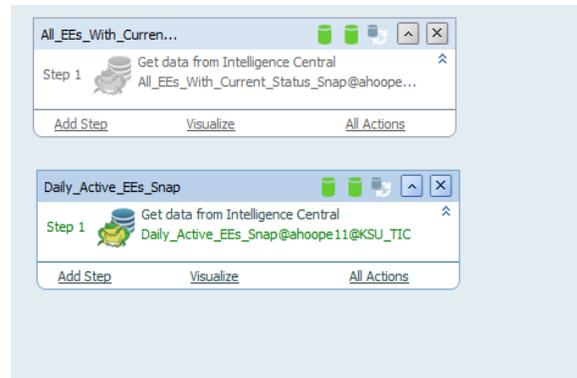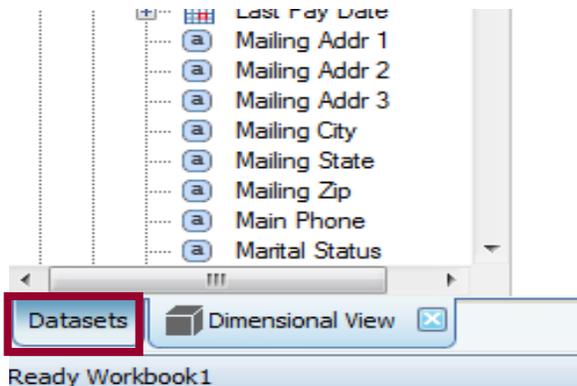
4. Click on the master dataset box that are want to match observations on (in this example, All_EEs_With_Current_Status_Snap). Click on "Add Step" on the dropdown menu, and select "Merge-Join by Key Column". A new window will appear. Under Master Dataset, you should see "All_EEs_With_Current_Status_Snap". Click the dropdown arrow under under "Dataset to merge" cell and select your secondary dataset, "Daily_Active_EEs".

Tips & Techniques (continued)

5. Now, we must select the merge method. In Data Point Viewer there are four options. These include:

-   Inner Join-combines rows from two tables. This join returns only rows that match.
-   Left Outer Join -combines all rows from the left (or first) dataset, and matching rows from the secondary dataset.
-   Right Outer Join-combines all rows from the right dataset, and matching rows from the secondary dataset.
-   Full outer Join-combines results from both Left and Right joins, and returns all rows from both tables.

    For additional definitions and examples on joins, please visit http://www.sql-join.com/

6. In this particular example, we want all observations from the master dataset to merge with matching observations from the secondary dataset. All other observations in the secondary dataset that do not match with the master dataset will NOT merge. A Left Outer Join will accomplish what is desired.

7. Click "Next", and a new window will open. We are interested in joining both datasets, but to do so we need to join them on a common column. Usually, employee ID is the safest option because there are distinct values for each individual. Select all OTHER variables and click "remove", until the only variable left in the table is "EMPLID". In order to remove more than one at the same time, hold down the control button while selecting those in which to remove (they will highlight) – then, when finished selecting, click remove. Click through the remaining prompts to complete the wizard.
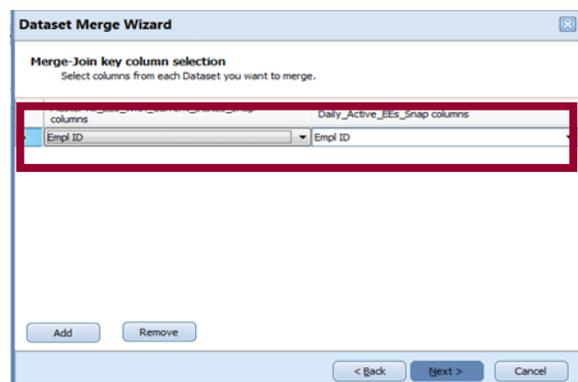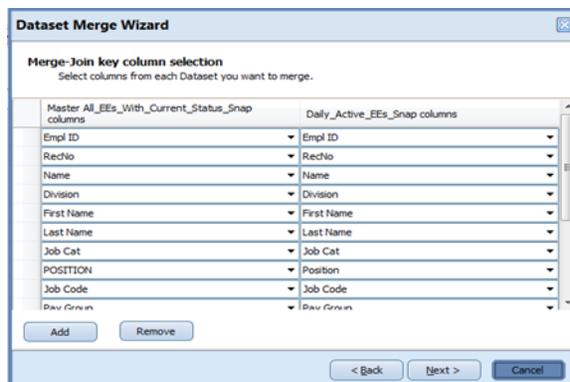
8. After completing the wizard click on the "Dimensional View" tab on the bottom left corner of the screen. By doing this, you will be taken back to your worksheet.

    You should now see that the variables column has gotten larger! By collapsing the columns you can see that there are three lists of variables: All_EEs_With_Current_Status, Daily_Active_EEs, and a "Shared" option. The datasets have been successfully merged!

    As an end result, you will now have all observations from the master dataset, and corresponding observations and variables that match in the secondary dataset. By doing this, you now have information from both datasets in each variable.