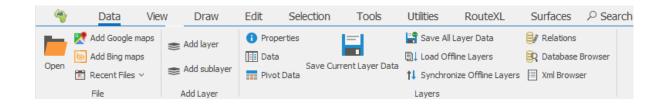


Data Tab User Guide

Contents

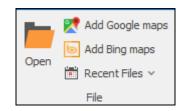
Data Tab User Guide			
FileAdd LayerLayers	4		
		Pivot Data	
		Layers Continued	28
XML browser			

The **Data** tab is found in the spatial ribbon of all our spatial products:

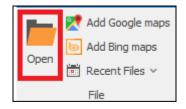


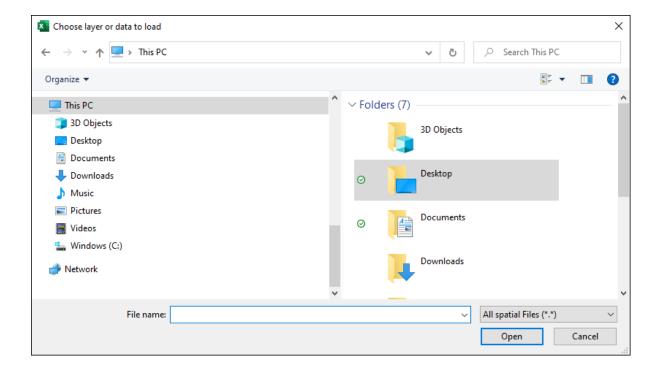
Here you can do various things. We will take up each section of the tab:

File



Open is where you can load many different files into the spatial product; these files can be brought in by just dragging and dropping as well:

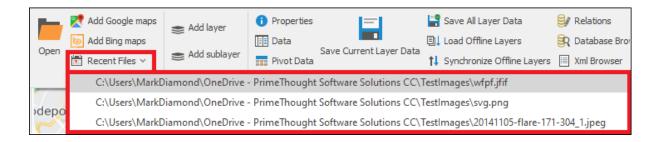




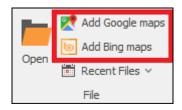
This can also be done via the shortcut toolbar:

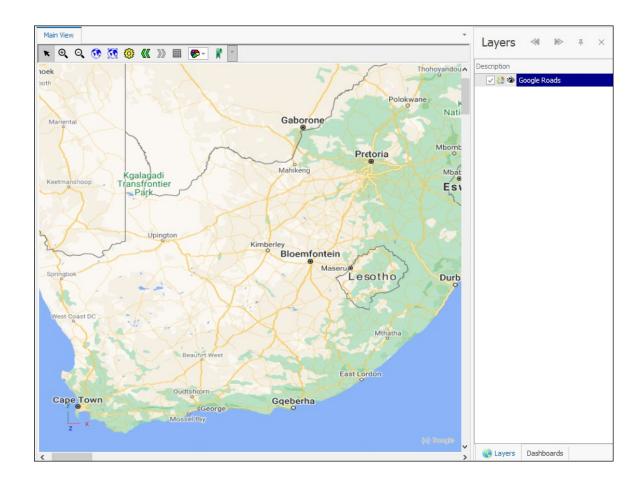


Once you have loaded files and maybe gotten rid of them you can then easily reload those files by dropping down on **Recent Files** and there will be a list of the file paths of recent files you have loaded, and you can just click on the desired one and it will be loaded without you having to browse to its location again:

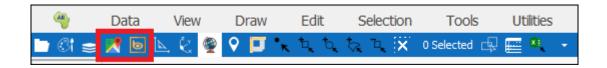


To add Google or Bing maps as a background map in your scene, simply click on **Add Google maps** or **Add Bing maps**. To remove these simply click on them again to toggle them off:





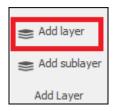
This can also be done via the shortcut toolbar:



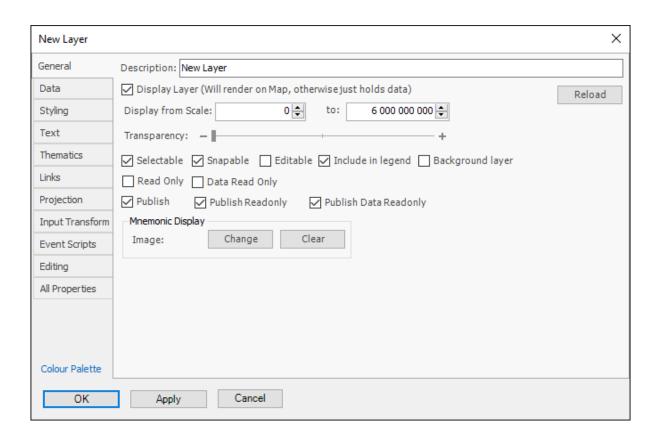
Add Layer



To add a new layer click **Add layer**, it will then prompt you to set its properties, when you are done click **OK** and it is added (for full data on this properties box refer to the *Layer Properties Guide*):

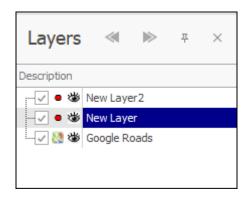


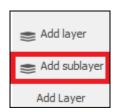
Data Tab User Guide

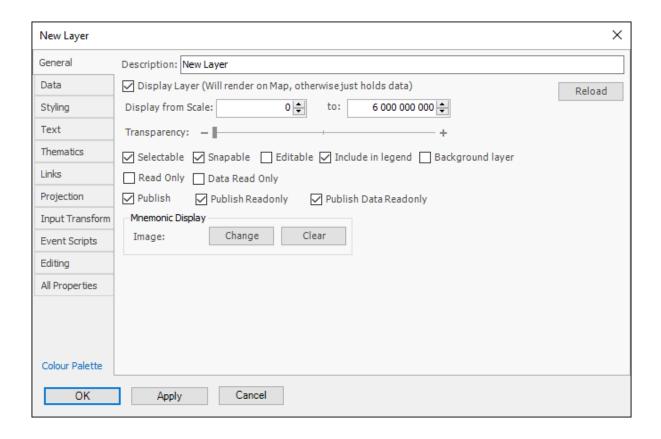


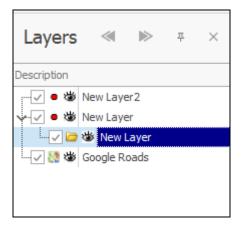


To add a new sublayer first make sure you have the layer selected in the Layer Description box that you would like to make a sublayer for, then click **Add sublayer**, you are then prompted to set its properties, when done click **OK** and it is added (for full data on this properties box refer to the <u>Layer Properties Guide</u>):





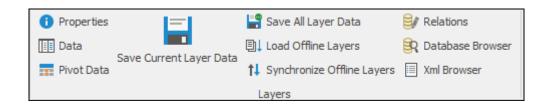




A new layer can also be added via the shortcut toolbar:

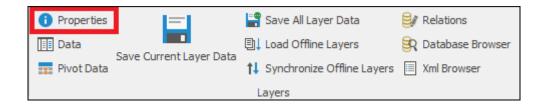


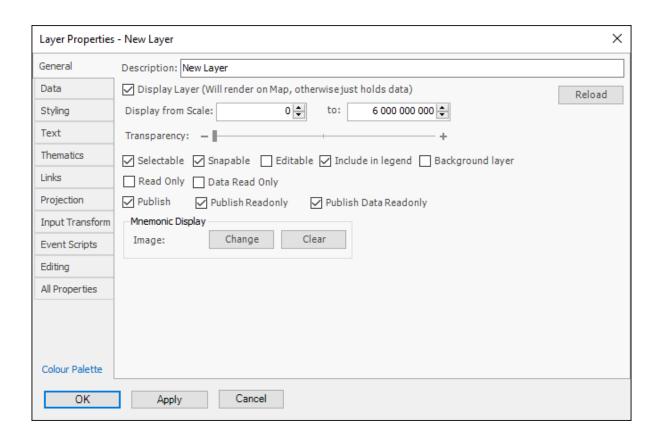
Layers



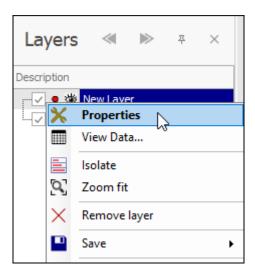
To view the properties of a layer make sure to have the layer selected in the Layers Description box and then click **Properties**, this will bring up the Layer Properties box (for full data on this properties box refer to the <u>Layer Properties</u> <u>Guide</u>):



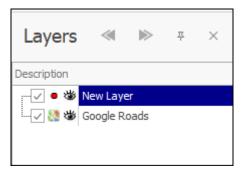


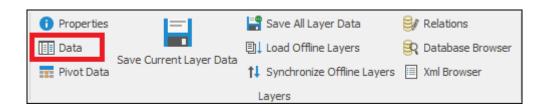


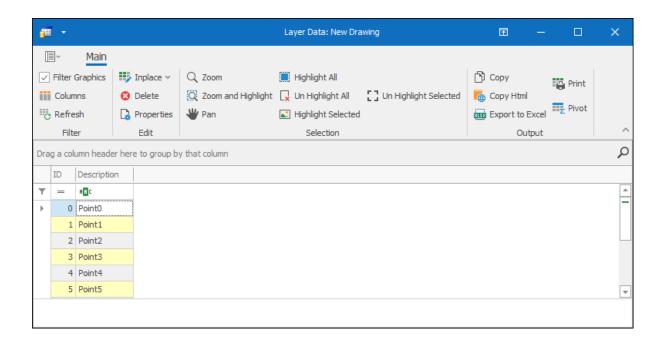
The Layer Properties box can also be accessed by right clicking on the desired layer and then clicking **Properties**:



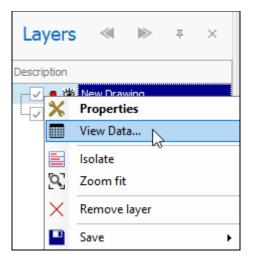
To view the data grid of the layer first make sure to have the layer selected in the Layers Description box, then click on **Data** and it will bring up the Layer Data Grid for the layer (for full data on how this data grid works refer to the *Layer Data Grid Guide*):







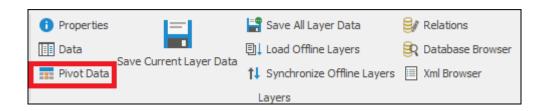
This can also be accessed by right clicking on the desired layer and clicking **View Data**:

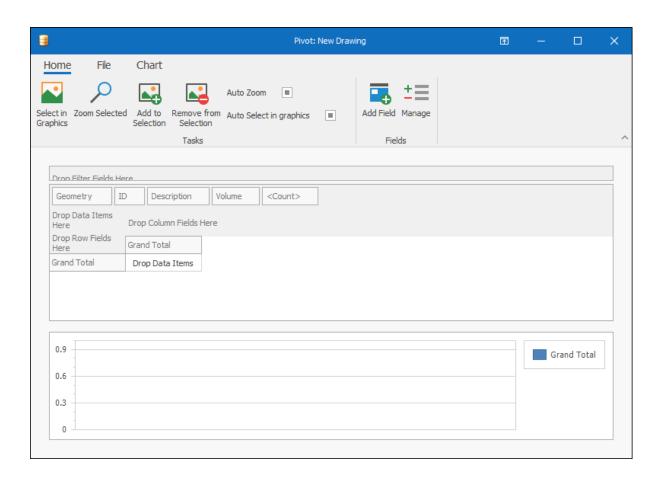


Pivot Data

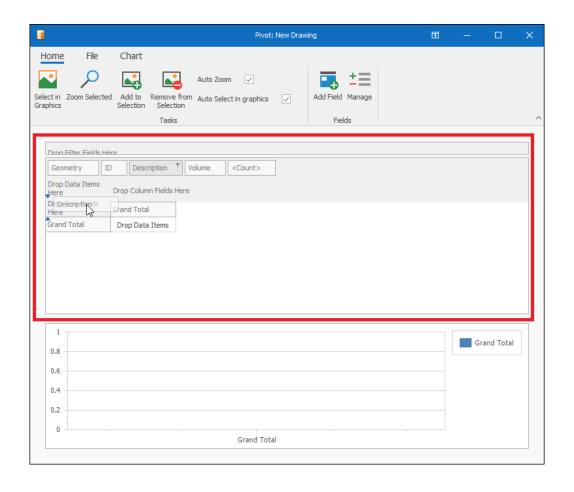
You can view a pivot of your layer data by clicking on **Pivot Data** (first make sure to have the desired layer selected in the Layers Description box), this will bring up the **Pivot** dialogue where you can design your pivot and do various other things with it:

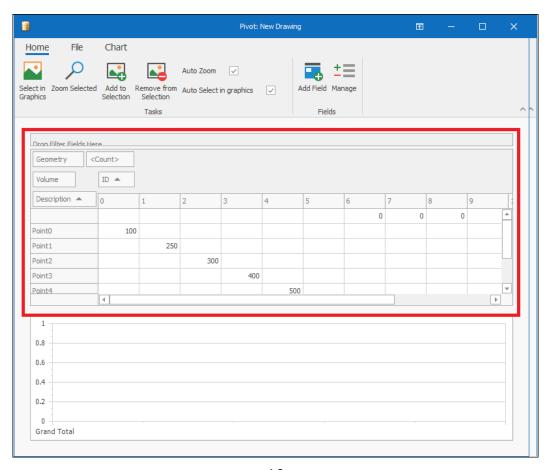




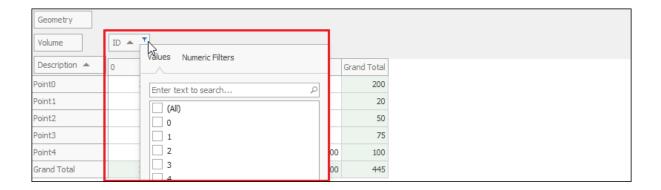


To create your pivot, drag and drop the fields of your data to be row, column or data fields:

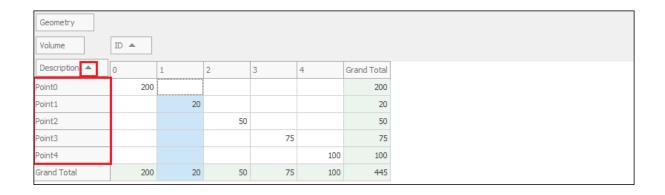




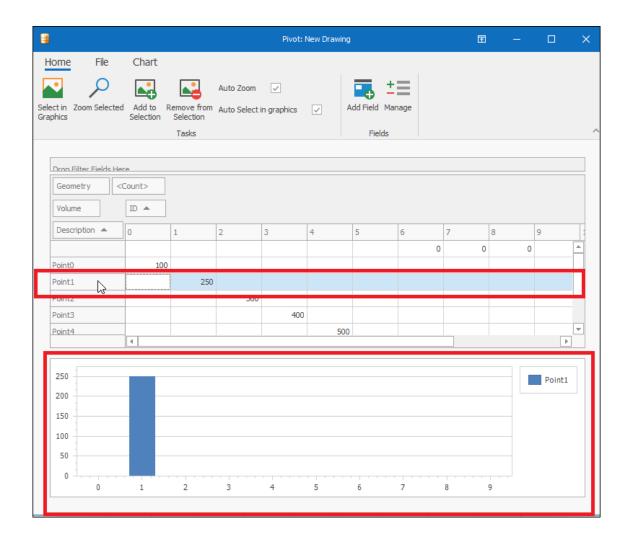
Hovering over any one of the column headers you will see a filter symbol which if you click on will allow you to do filters on that field:



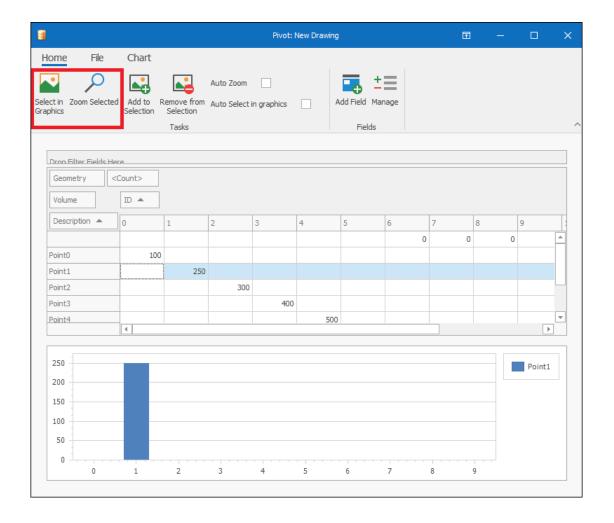
Furthermore, clicking once on a column header will sort it ascending and twice will sort it descending, as indicated by an upwards or downwards arrow:

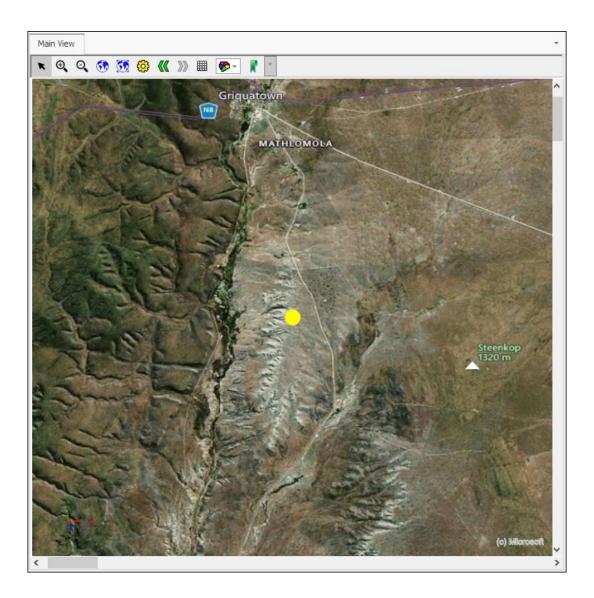


When you click on a row in the pivot, the chart below will display data for it:

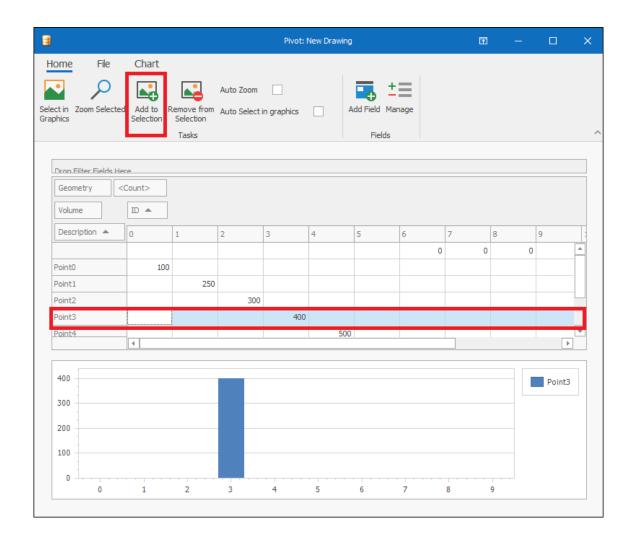


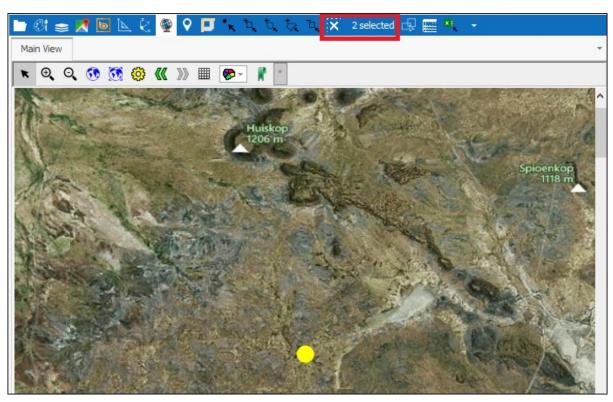
Once you have selected a row in your pivot you can highlight and/or zoom to that row in graphics by clicking **Select in Graphics** and/or **Zoom Selected:**



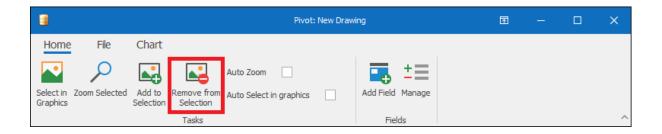


If you have already selected an element in graphics and you want to select another element and add that to the selection, select the row in your pivot and then click **Add to Selection**:

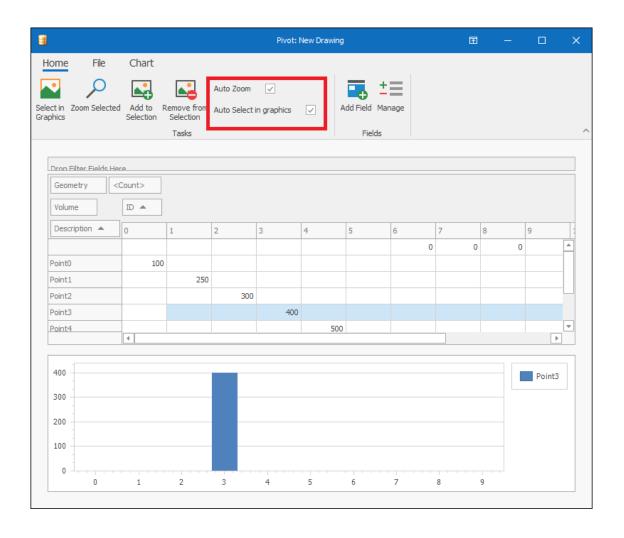




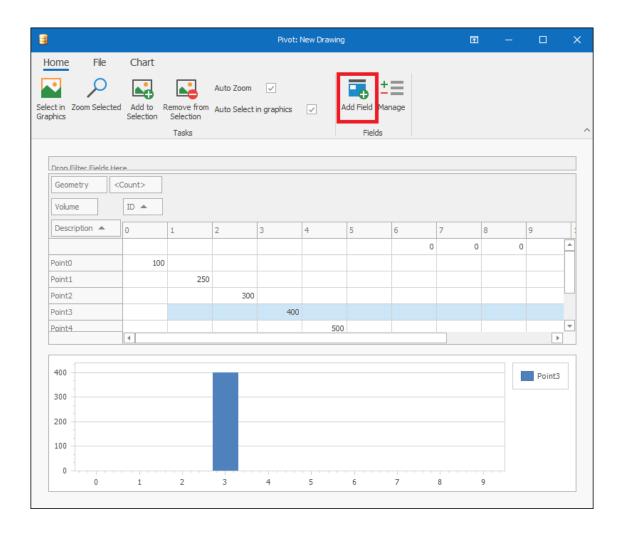
To remove an element from selection, select the row in your pivot and then click **Remove from Selection**:

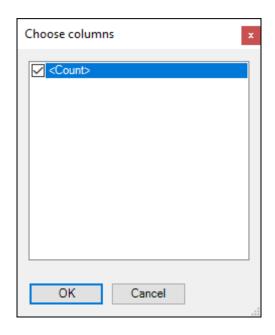


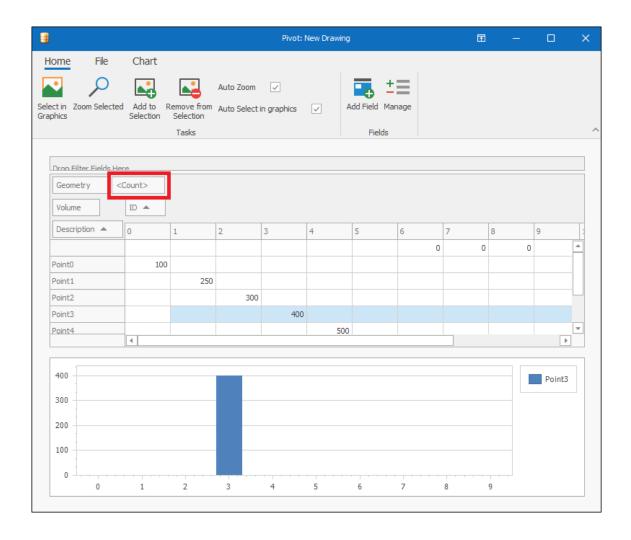
If you want rows to be automatically selected and/or zoomed to in graphics when you click on them, tick on **Auto Zoom** and/or **Auto Select in graphics**:



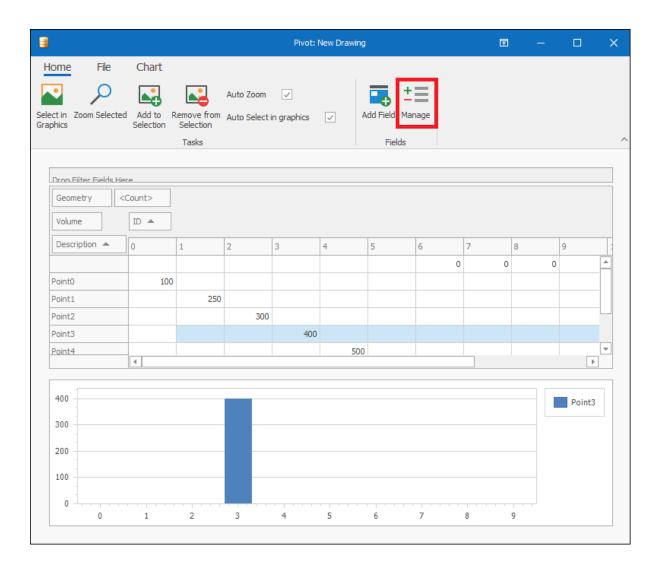
Clicking on **Add Field** you can add additional fields to your pivot, for example here I can add a **Count** field:

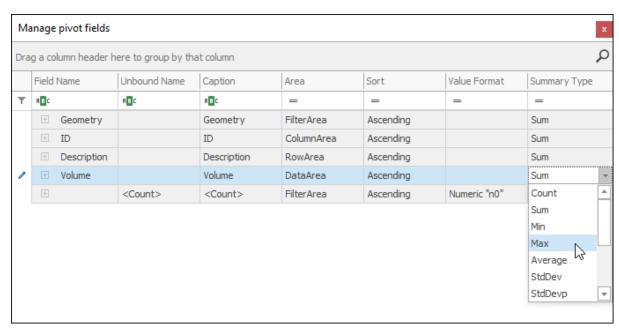




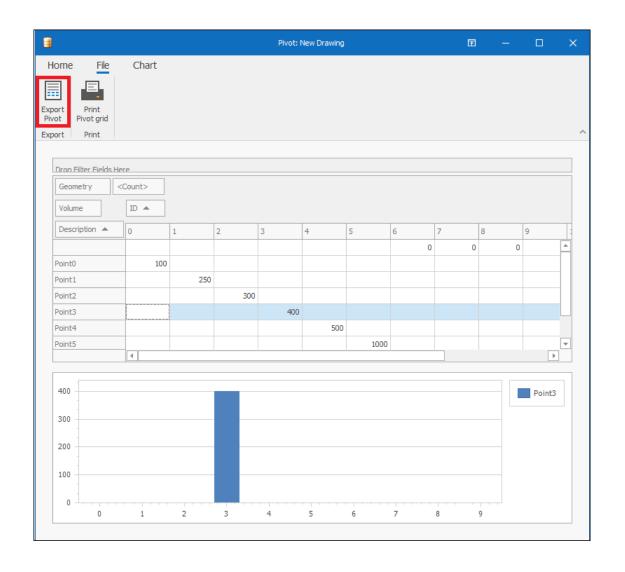


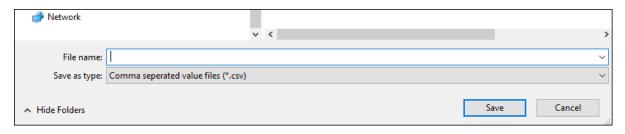
To manage your fields click **Manage** and this will bring up the **Manage Field** dialogue where you can edit things about your fields for example whether you want a **Sum** or **Max** etc. to be done:



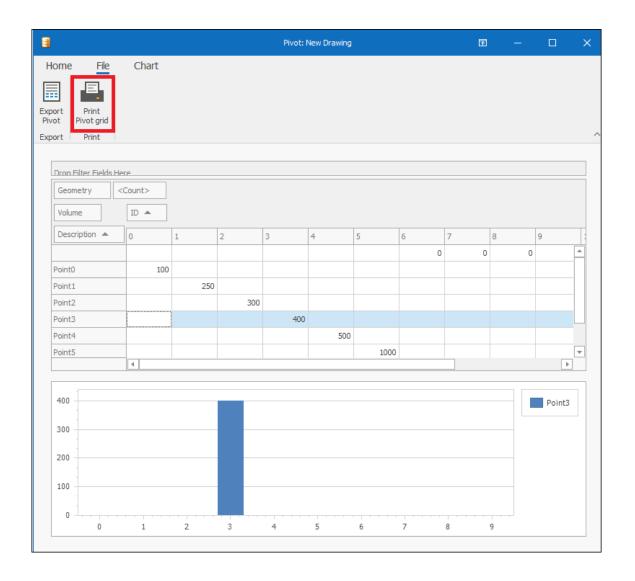


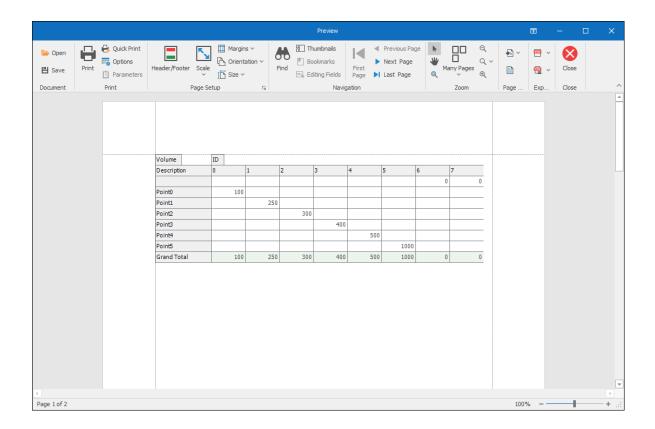
In the **File** tab you can export the pivot as a CSV or Excel file by clicking **Export Pivot**:



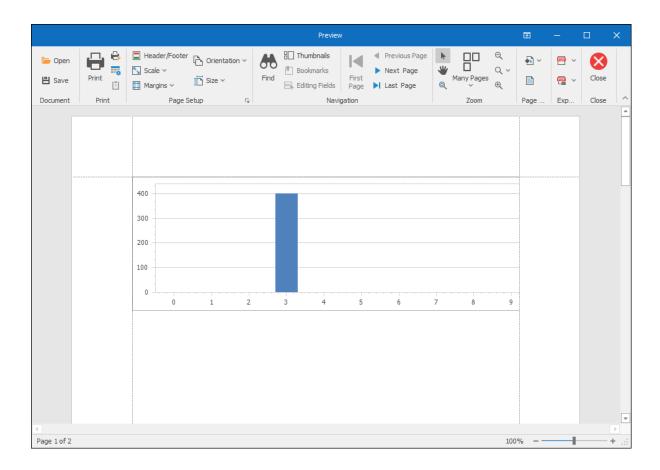


You can also print your pivot by clicking on **Print Pivot grid** and this will bring up a **Preview** box for the pivot where you can adjust as needed before printing:

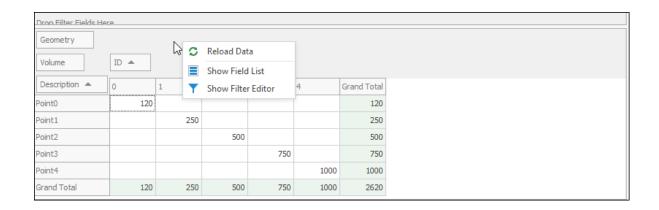




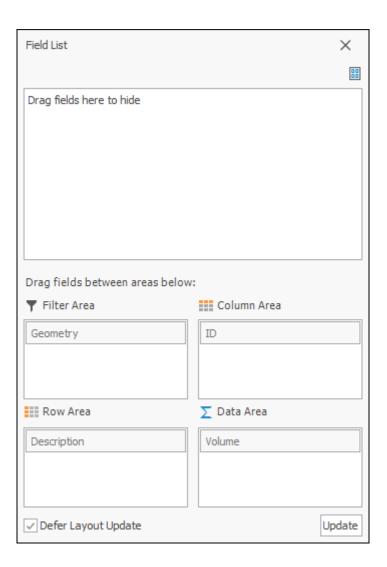
In the **Chart** tab you can print the chart by clicking **Print Chart** and again the **Preview** box will come up where you can adjust as needed before printing:



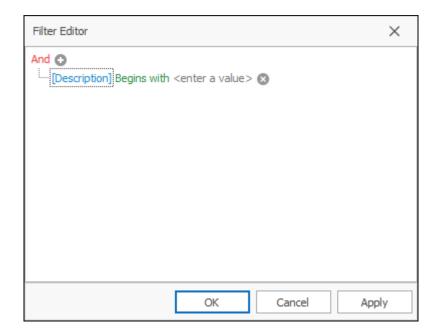
Right clicking in the top of the pivot area brings up a context menu where you can choose to **Reload Data** (if anything had been changed in your data):



Show Field List will bring up the **Field List** dialogue where you can manage the fields of your pivot by choosing which fields go where and which you would like to hide:



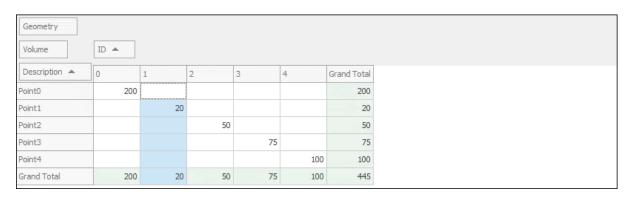
And **Show Filter Editor** will bring up the **Filter Editor** where you can customize filters for the fields:



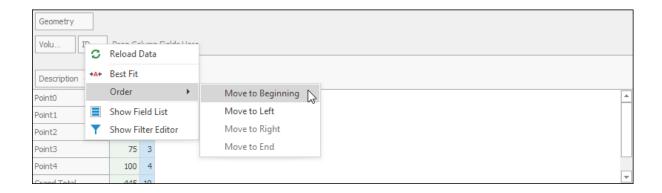
For full data on how the **Filter Editor** works see <u>Layer Data Grid Guide</u>, <u>Column Header Area Context Menu</u>

Right clicking on one of the field headers you can **Best Fit** it so it is sized optimally in the pivot:

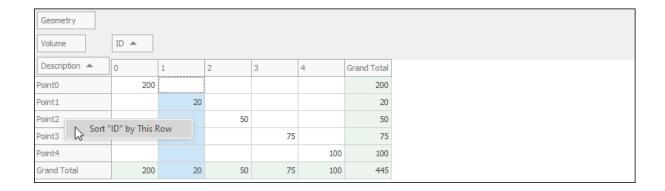




You can also **Order** fields if more than one is being used in the column, row or data areas:

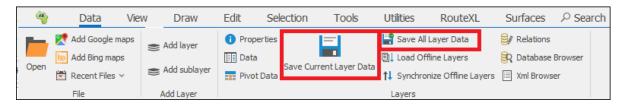


By right clicking in the row and column areas you can choose to sort the rows by the columns or the columns by the rows:

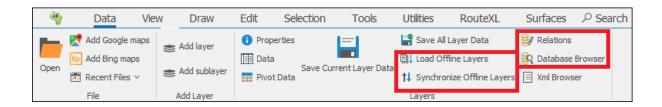


Layers Continued

Save Current Layer Data will save the currently selected layer's data and Save All layer Data will save the data of all layers (Note: this saves the layers data only and not any properties you have set for it):

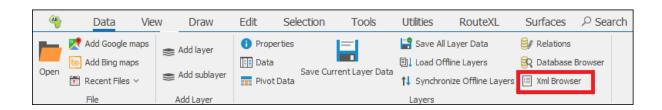


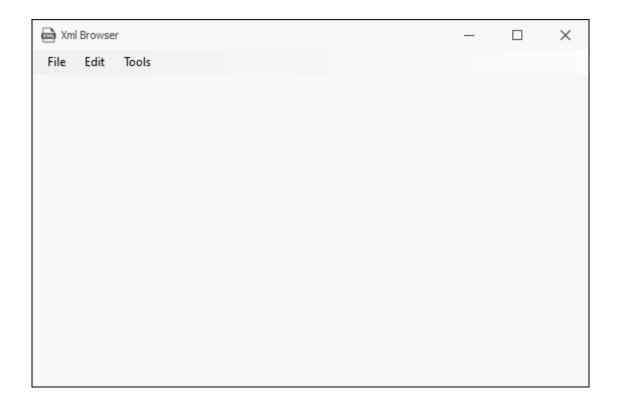
Load Offline Layers, Synchronize Offline Layers, Relations and Database Browser are all covered in manuals of their own listed here: <u>Loading and Synchronizing Offline Layers</u>; <u>Relations</u>; <u>Database Browser</u>:



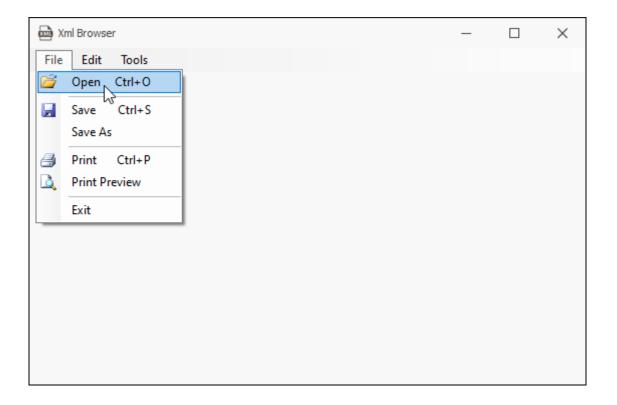
XML browser

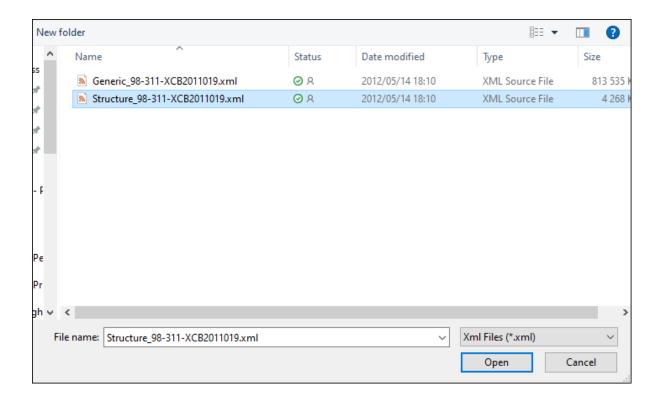
XML Browser will bring up a dialogue that allows you to browse XML files in an easy way so you can find the data you are looking for and therefore know what to pull in when adding an XML layer in the spatial product:



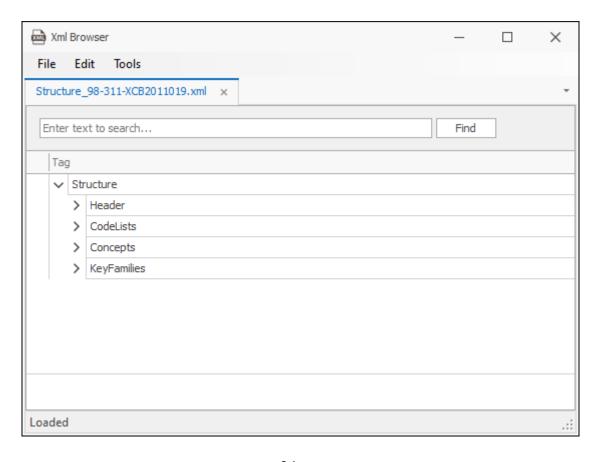


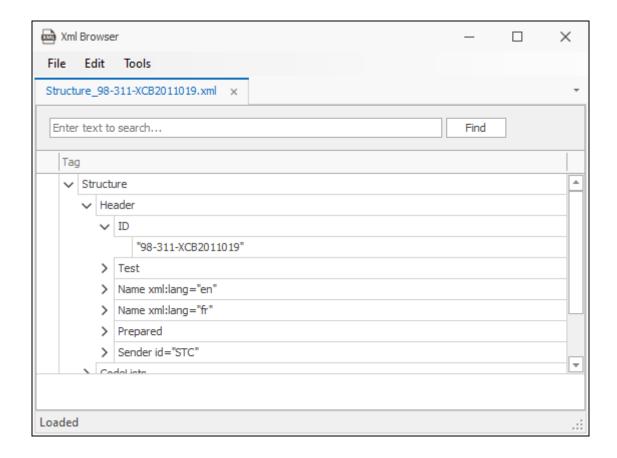
Click on **File > Open** to bring in an XML file:



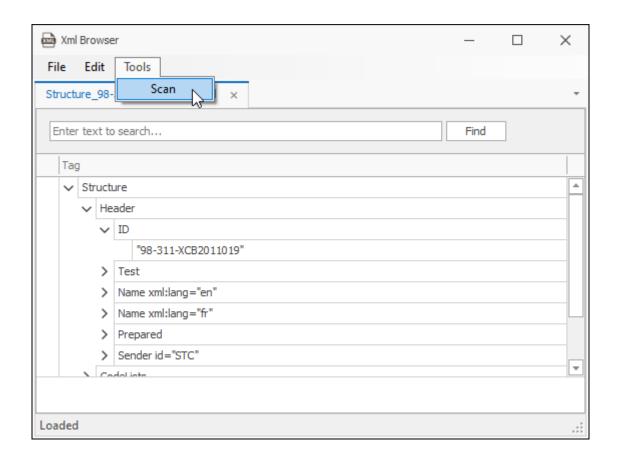


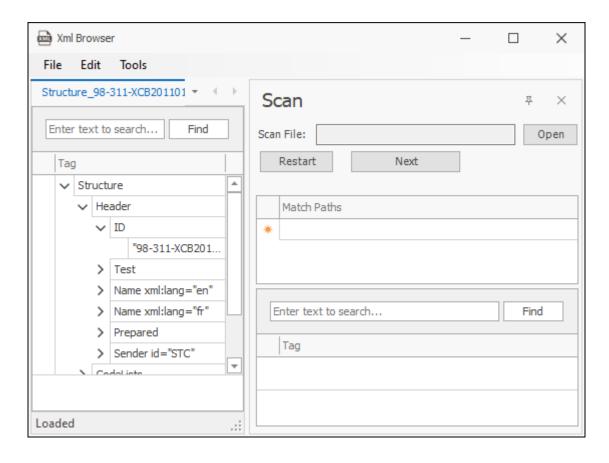
The file is then opened and its structure is laid out nicely for you to browse, you can search for things as well using the search bar above:



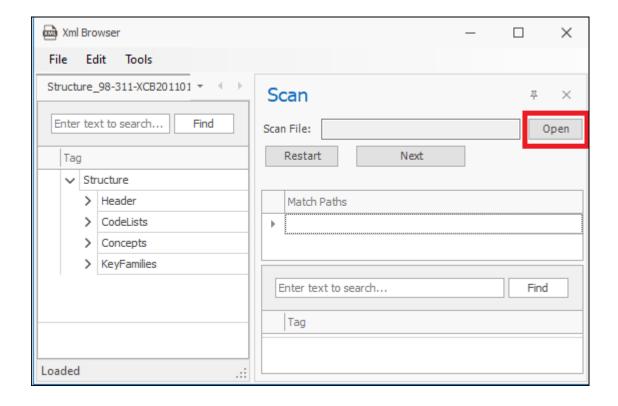


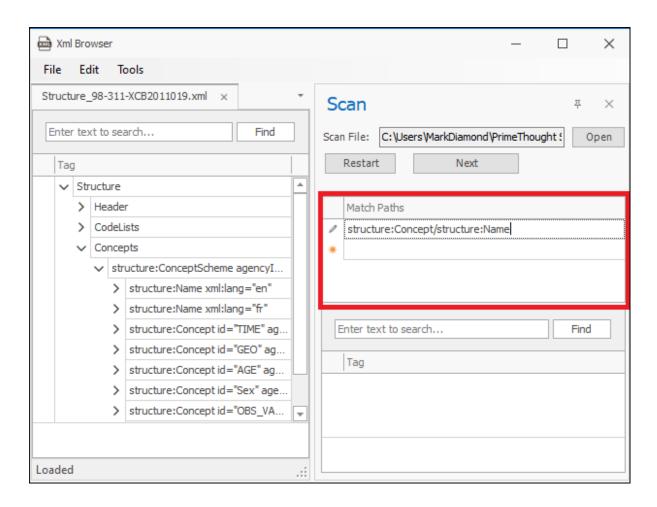
Now what you can also do is scan an XML file that may be too large to bring in, this does not bring in the whole file at once but just allows you to scan for parts of it that you want. To do this go to **Tools > Scan**, the **Scan** dialogue is then brought up on the right:



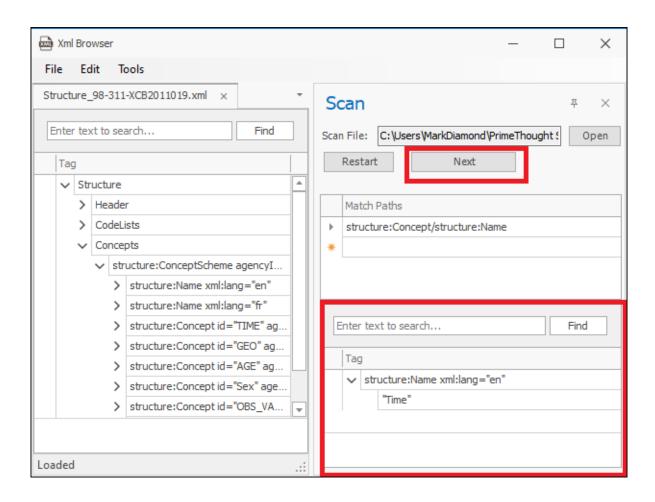


Select the file you would like to scan by clicking **Open**, then below you can type in the Xpath to match to get out the data you are looking for:

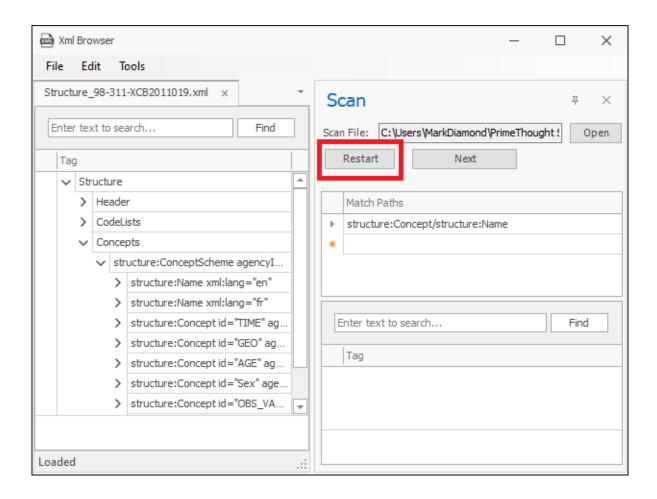




Then click **Next** and the results are displayed below, you can search through these results with the search bar above as well. Clicking **Next** again will give you the next batch of results of that query:

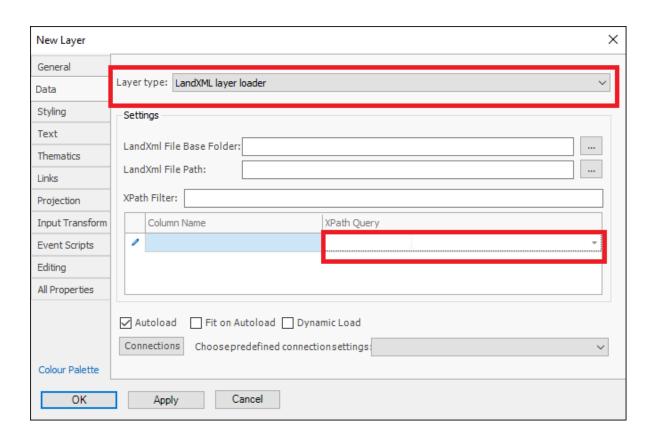


Restart will take you back to the top of the file and allow you to scan that path again from the top or enter in a new path to match:



Once you have browsed your xml file and found the data you want, you can now add a new layer and make it XML type and then enter in the appropriate query to get out the data you want in the layer:

Data Tab User Guide



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