

Ormetis Professional Edition User's Guide

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Introducing Ormetis Professional Edition

What can you do with Ormetis Professional Edition?

Ormetis Professional Edition allows you to import data in different formats and from different sources, combine it, transform it, and export the result in a format of your choice. You can use Ormetis Professional Edition, for example, to import related data from several text files and an Excel spreadsheet. You combine the data on common elements, transform it (for example, by grouping, filtering, rotating or sorting it), then export the result to a different Excel spreadsheet or text file.

Ormetis Professional Edition handles the details of data transformation and formatting seamlessly. For example, when you combine data from different sources, Ormetis Professional Edition automatically recognizes if the data uses different date or number formats and applies a common format to the combined data. (You can change this format later if you choose.) Ormetis Professional Edition also recognizes when the first line in a file contains column names, and automatically distinguishes different separator characters in comma-separated values (CSV) files.

With Ormetis Professional Edition, you can concentrate on the meaning of your data rather than on its formatting or on the mechanics of transforming it. You can build complex, repeatable and auditable transformation processes without technical knowledge or help from your IT department.

How do you work with Ormetis Professional Edition?

You import, combine, transform and export data in Ormetis Professional Edition by building a data transformation scenario. A scenario contains views which represent intermediate stages of your data as you move toward your target data format. When you add a step to the scenario, you transform data in an existing view to create a new view which you can further transform with additional steps. You create new views, for example, by grouping, stacking, rotating, sorting or filtering existing views.

A data transformation scenario can be complex, containing many steps and views. When you arrive at the view containing your target data format, the final step is to export its data to an external file.

You can build scenarios for one-off data transformations. You can also save scenarios, making the whole process of import, combination, transformation and export reusable. Scenarios respond to changes in your source data and even to the addition of new source files by updating the data they output.

Data transformation scenarios replace time-consuming and error-prone traditional methods of data manipulation and transformation like copy and paste. They remove the need for programming and IT involvement by making complex, repeatable and flexible data transformations available through a simple user interface to non-technical users.

Working with Ormetis Professional Edition

Selection and scope

The effect of an action carried out in Ormetis Professional Edition often depends on which view, part of view or data you select when performing the action. The impact of actions is both selection- and data-driven.

For example, if you select the grouping control in a grouped view, and then sort data in ascending order, Ormetis Professional Edition applies the sort to the rows in the grouping control. If you select a column within a grouped view and apply an ascending sort, Ormetis Professional Edition sorts the data in all groups in ascending order according to the column values.

When you change the data in a view, the extent of the change is data- and selection-driven. For example, if you replace the text "Jacket" in a cell in the Product column, Ormetis Professional Edition replaces all cells in the Product column containing the string "Jacket". If you select rows 4, 5 and 6 and replace the "Jacket" text in row 4, Ormetis Professional Edition modifies the text in rows 4, 5 and 6, but not in other cells containing the same text.

If you replace text in a grouping control, the replacement applies to the group header. For example, if you replace the text "Jacket" with "Coat" in a grouping control, and then ungroup the view, the grouping column contains "Coat" in all rows where its value was previously "Jacket".

Building scenarios

Introduction to scenarios


You transform data by building data transformation scenarios. Scenarios contain all the actions you perform to transform your data. These actions appear as steps, listed from top to bottom in the **Scenario** pane at the right of the Ormetis Professional Edition interface. Selecting a step allows you to view a snapshot of the scenario at the point represented by the step.

A scenario usually consists of data import steps, followed by data transformation steps, followed by data export steps to write your transformed data to external files in your target format. A scenario provides a repeatable chain of actions for transforming your data, and updates its exported data in response to changes in your source data.

To create scenarios


Click the **Ormetis** button  , then click **New**.
The **Scenario** pane and **View** pane appear blank.

To open scenarios

1. Click the **Ormetis** button  , then click **Open**.
2. Browse to the scenario you want to open, select it and click **Open**.

Note: Scenario files have the ORM file extension.

To save scenarios

1. Click the **Ormetis** button  , then click **Save** or **Save As**.
2. If you clicked **Save As** or if you are saving the scenario for the first time, type the name of the scenario, then click **OK**.

Note: Ormetis Professional Edition saves scenarios with the ORM file extension.

Steps and scenarios

Steps are Ormetis Professional Edition's way of visualizing and ordering the actions you perform in a data transformation scenario. Whenever you perform an action, a corresponding step appears in the **Scenario** pane on the right of the Ormetis Professional Edition interface. Steps display from top to bottom in the **Scenario** pane.

You can also work with the steps in the **Scenario** pane to interact with a scenario. For example, you can change the name of a view by double-clicking its name in a step, then typing the new view name.

Steps represent an action performed on one or more existing views or on an external file to output a new view. The text of the step has three elements: the name of the output view (View#n by default, or the name of an external file), the action, and the input views or file. For example, if you sort the data in ascending order on the Ticker column in a view called Companies, the text of the step is View#n Sort AZ Companies.

When you select a step in the **Scenario** pane, you see a snapshot of the scenario in the **View** pane at the point in the scenario corresponding to the step. For example, if the step Sales Import File Sales.txt is the first step in a scenario, you see the Sales view only in the **View** pane when you select the step.

You can perform actions on views displayed in a snapshot of a scenario even if the step you selected is not the most recent step. The new step corresponding to the action you perform appears at the end of the scenario.

Importing files

To import files

1. Click **Home** ► **Import** ► **File**.
2. Select the files you want to import and click **Open**.

The views corresponding to the imported files appear in the **View** pane and the steps corresponding to the import actions appear in the **Scenario** pane. Each step appears as <view-name> Insert File <file-name>.

Each view contains two columns in addition to the columns in the file: a column showing the view name which displays the row number, and a File column repeating the name of the file on each row.

If the imported file is an Excel spreadsheet with worksheets, the view appears as a grouped view, and the grouping control at the left of the view contains a group for the name of each worksheet.

Importing files from folders

You can import multiple files from a folder by multiple selection of all the files. You can also select the folder containing the files.

Selecting the folder has a clear advantage. When you select the folder, Ormetis Professional Edition creates a grouped view. Each group represents the data imported from one file. If you add files to the folder, Ormetis Professional Edition automatically updates the grouped view to account for the new files.

Importing files from a folder

In this example you have a folder containing files with orders from different stores. Each file is named <store-location>.txt, for example Boston.txt. Each file contains four columns: Reseller, Delivery, Quantity and Product.

When you select the folder, the following grouped view appears in the **View** pane.

Group	Sears	Reseller	Delivery	Quantity	Product
Boston	1	Sears	02/12/2009	455	Jacket
Chicago	2	Sears	02/14/2009	312	Shirt
New York	3	Sears	02/16/2009	210	Sweater
	4	Sears	02/20/2009	230	Shirt
	5	Sears	02/22/2009	500	Trousers

The groups are derived from the names of the files in the folder. You add a new file, `San Francisco.txt`, to the folder. This file contains similar data for the San Francisco store. Ormetis Professional Edition automatically updates the grouped view with an additional group for San Francisco.

Group	Sears	Reseller	Delivery	Quantity	Product
Boston	1	Sears	02/12/2009	455	Jacket
Chicago	2	Sears	02/14/2009	312	Shirt
New York	3	Sears	02/16/2009	210	Sweater
San Francisco	4	Sears	02/20/2009	230	Shirt
	5	Sears	02/22/2009	500	Trousers

To import files from folders

1. Select **Home** ► **Import** ► **Folder**.
2. Select the folder containing the files you want to import and click **OK**.
Ormetis Professional Edition creates a grouped view from the files in the folder.

Working with views

Managing views

To rename views

1. Select the view you want to rename in the **View** pane.
2. Click **Home** ► **Views** ► **Rename**.
3. Type the new view name in the top left cell of the view.

Note:

- When you rename a view, the view name also changes on all steps that reference the view.
- You can also rename a view by double-clicking its name in the corresponding step, then typing the new name.

To duplicate views

1. Select the view you want to duplicate in the **View** pane.
2. Click **Home** ► **Views** ► **Duplicate**.
Ormetis Professional Edition creates a duplicate of the view in the **View** pane.

To close views

1. Select the view you want to close.
2. Click **Home ► Views ► Close**.
The view no longer appears in the **View** pane.

To change the regional settings of views

1. Select the view whose regional settings you want to change in the **View** pane.
2. Click **Home ► Locale ► Regional Settings** and select the locale from the list.

Note: When you stack views, the regional settings from the top view apply to the stacked view.

Managing columns and rows**To rename columns**

1. Select the header of the column you want to rename.
2. Click **Home ► Columns & Rows ► Rename**.
3. Type the new column name in the column header.

To delete columns and rows

1. Select the column headers of the columns you want to delete and the row numbers of the rows you want to delete.

Note: You can select column headers only or row numbers only if you want to delete columns only or rows only.

2. Click **Home ► Columns & Rows ► Delete**.

Ormetis Professional Edition deletes the columns and rows you selected from the view.

To extract columns and rows

1. Select the column headers of the columns you want to extract and the row numbers of the rows you want to extract.

Note: You can select column headers only or row numbers only if you want to extract columns only or rows only.

2. Click **Home ► Columns & Rows ► Extract**.

Ormetis Professional Edition deletes all columns and rows other than the ones you selected from the view.

Combining views**Stacking views**

You stack views by placing one view on top of another to create a new view.

A stacked view takes its regional settings by default from the upper view in the **View** pane. For example, if the upper view has dates in US format (mm/dd/yyyy), dates in the stacked view appear in mm/dd/yyyy format.

Note: You can change the regional settings of any view by selecting the view, then selecting **Views ► Locale ► Regional Settings**.

A stacked view contains a column for each unique column in the original views. If the original views contain columns with the same name, the stacked view combines their data in a column with the same name. If a column does not appear in all the original views, its data appears blank in the rows corresponding to the views where the column did not exist.

To stack views

1. Select the first view.
2. Hold down the Control key.
3. Select the second view.

4. Select **Data** ► **Combine** ► **Stack** from the menu.

Note: You can also stack views by dragging and dropping the lower view over the upper view.

- The upper view in the **View** pane is stacked on top of the lower view.
- The regional settings (for example, the date format) from the upper view are applied to the combined view.
- The combined view contains one column for every column in the upper and lower views. If a column has the same name in both views, it appears as a single column in the combined view. If a column did not exist in all the original views, its values appear blank in the rows corresponding to the views where it did not exist.
- A step, `Stack <upper-view> on <lower-view>` appears in the **Steps** pane.

Matching views

You match views by placing them side by side to create a new view based on values in a common column.

Matching views

In this example you match two views. The first view contains product information.

View#1	Delivery	Quantity	Product
1	25/02/2009	150	Shirt
2	20/02/2009	200	Sweater
3	27/02/2009	100	Jacket

The second view contains product prices.

View#2	Product	Price (GBP)	Margin (%)	Cost (GBP)
1	Jacket	330,00	20	264,00
2	Shirt	140,00	40	84,00
3	Sweater	95,00	20	76,00
4	Trousers	130,00	30	91,00

When you match the views, Ormetis Professional Edition automatically recognizes the common column, Product.

View#3	Delivery	Quantity	Product	Price (GBP)	Margin (%)	Cost (GBP)
1	25/02/2009	150	Shirt	140.00	40	84.00
2	20/02/2009	200	Sweater	95.00	20	76.00
3	27/02/2009	100	Jacket	330.00	20	264.00

Ormetis Professional Edition does not include row 4 from the view containing the prices because there is no matching product in the view containing the products.

Note: Ormetis Professional Edition recognizes common columns even when the name of the common column is not the same in both views, by matching on data values.

To match views

1. Select the first view you want to match.
2. Hold down the Control key.

3. Select the second view you want to match.
4. Click **Data ► Combine ► Match**.
Ormetis Professional Edition matches the views on common columns.

Attaching views

You attach views by placing them side by side to create a new view. If it is possible to match the data on a common column, Ormetis Professional Edition performs a match.

Attaching views is different from matching views in two ways:

- If data cannot be matched on a common column, data from both views appears unmatched in the new view.
- Ormetis Professional Edition does not recognize common columns when the column names are different.

Attaching views

In this example you attach two views. The first view contains product information.

View#1	Delivery	Quantity	Product
1	25/02/2009	150	Shirt
2	20/02/2009	200	Sweater
3	27/02/2009	100	Jacket

The second view contains product prices.

View#2	Product	Price (GBP)	Margin (%)	Cost (GBP)
1	Jacket	330,00	20	264,00
2	Shirt	140,00	40	84,00
3	Sweater	95,00	20	76,00
4	Trousers	130,00	30	91,00

When you attach the views, Ormetis Professional Edition automatically recognizes the common column, Product.

Ormetis Professional Edition includes row 4 from the view containing the prices. The columns displaying data from the product view are blank because there is no corresponding data in that view.

To attach views

1. Select the first view.
2. Hold down the Control key.
3. Select the second view.
4. Click **Data ► Combine ► Attach**.
Ormetis Professional Edition attaches the views and matches the data on common columns where possible.

Transforming data

Sorting data

To sort data

1. Select the column you want to use to sort the data. (You can also select the grouping control in a grouped view to apply the sort to the grouping values.)

2. Click **Data** ► **Sort & Filter** ► **Sort A-Z** to sort the data in ascending order, or **Sort Z-A** to sort the data in descending order.

Note: If you selected the grouping control in a grouped view, Ormetis Professional Edition applies the sort to the values in the grouping control. If you selected a column in the view, Ormetis Professional Edition applies the sort to the column.

Filtering data

You can filter the data in a view by removing rows based on the values in columns. You can also remove rows containing empty or duplicate values.

To keep rows

1. Select the cells containing the values you want to use to keep rows.
2. Click **Data** ► **Sort & Filter** ► **Keep Rows**.

Ormetis Professional Edition removes all rows where the columns containing selected cells do not have the values in the selected cells.

For example, if you selected cells in the City column containing the values "Los Angeles" and "San Diego", Ormetis Professional Edition removes all rows where the value of City is not "Los Angeles" or "San Diego".

To remove rows

1. Select the cells containing the values you want to use to remove rows.
2. Click **Data** ► **Sort & Filter** ► **Remove Rows**.

Ormetis Professional Edition removes all rows where the selected columns have the values in the selected cells.

For example, if you selected cells in the City column containing the values "Los Angeles" and "San Diego", Ormetis Professional Edition removes all rows where the value of City is "Los Angeles" or "San Diego".

To remove duplicate rows

You can remove duplicate rows where the values in the columns you select are duplicated. When you remove duplicates, Ormetis Professional Edition retains the first row in the set of duplicates and filters out the other rows. The order of the data in the view is crucial in determining which rows are kept.

1. Select the columns that you want to test for duplicate values.
2. Click **Data** ► **Filter** ► **Remove Duplicate Rows**.

Ormetis Professional Edition removes all rows containing duplicate values in the columns, apart from the first row in the set.

To remove empty rows

You can remove rows which contain empty values in the columns you select.

1. Select the columns you want to test for empty values.
2. Click **Data** ► **Sort & Filter** ► **Remove Empty Rows**.

Ormetis Professional Edition removes all rows containing empty values in the selected columns.

Grouping data

Grouping views

You group views by selecting a column that you want to use to group the data in the view. When you group the data, Ormetis Professional Edition removes the grouping column from the view and displays its unique values in the grouping control to the left of the view. When you select a value in the grouping control, the view displays all rows where the grouping column had the selected value.

The image displays a grouped view with a grouping control.

Group	Sears	Reseller	Delivery	Quantity	Product
Boston	1	Sears	02/12/2009	455	Jacket
Chicago	2	Sears	02/14/2009	312	Shirt
New York	3	Sears	02/16/2009	210	Sweater
	4	Sears	02/20/2009	230	Shirt
	5	Sears	02/22/2009	500	Trousers

To group views

1. Select the column you want to use to group the data.
2. Click **Data ► Organize ► Group**.
The view becomes a grouped view. The grouping control to the left of the view displays the values in the column you selected. When you click a value in the grouping control, the group displays all the rows relating to the value.

Slicing views

You use slicing to group data which is stored horizontally rather than vertically. For example, in the following view, the first column describes the data, and the second column contains the data values.

View#1	1	2
1	Reseller	The Clothes Store
2	Product	Jacket
3	Quantity	100
4	Delivery	2/12/2009
5	Reseller	The Clothes Store
6	Product	Shirt
7	Quantity	150
8	Delivery	1/12/2009

If you slice the data on the first column, Ormetis Professional Edition groups it into two groups by identifying repeated values in the slicing column. In this example, the value "Reseller" repeats on row 5, causing Ormetis Professional Edition to create a new group starting on that row. The data in the group is sliced as shown below.

Group	View#5	1	2
Group1	1	Reseller	The Clothes Store
Group2	2	Product	Jacket
	3	Quantity	100
	4	Delivery	02/12/2009

Note: Slicing is typically one of the steps you perform when transforming a horizontal view of data to a vertical view.

To slice views

1. Select the column used to slice the data.
2. Click **Data ► Organize ► Slice**.
Ormetis Professional Edition slices the view according to the sets of unique values in the slicing column. The groups appear as Group <group-number> in the grouping control.

To ungroup views

1. Select the grouped view you want to ungroup.
2. Click **Data ► Organize ► Ungroup**.
Ormetis Professional Edition removes the grouping control from the view and adds a Group column containing its values to the view.

Merging and splitting columns

To merge columns

1. Select the columns you want to merge.
2. In the **Home ► Format ► Merge With** menu item, select **Tab** to merge the columns with tab characters, or click **String** and type the string used to merge the columns.
3. Click **Merge With**.
Ormetis Professional Edition merges the columns into a single column with values corresponding to the original column values. These values are separated by the string you specified.

To split columns on characters

1. Select the column whose data you want to split into separate columns.
2. In the **Home ► Format ► Split On** menu item, click **Tab** to split the data on tab characters, **Space** to split the data on spaces, or type the splitting character in the box.
You can specify more than one splitting character. For example, if you select **Tab** and **Space** and you type ";" in the box, Ormetis Professional edition splits the data into a new column at every tab, space or ";" character.

To split columns at a character position

1. Select the column you want to split.
2. In the **Home ► Format ► Split At** menu item, type the character position at which you want to split the column data into new columns.
3. Click **Split At**.
Ormetis Professional Edition splits the data into columns at every n characters, where n is the number you selected.

Defining headers

You can move data between column and row headers in four ways.

Operation	Description
Define columns as headers	You select a column and move its values to the corresponding row headers
Define rows as headers	You select a row and move its values to the corresponding column headers
Define headers as columns	You move the values in the row headers into the view data
Define headers as rows	You move the values in the column headers into the view data

To define columns as headers

1. Select the columns you want to define as a row headers.
2. Click **Home ► Headers ► Columns as Header**.
Ormetis Professional Edition moves the values in the columns you selected to the row headers. (The row headers are the vertical headers on the left of the view that normally contain the row numbers.)

To define rows as headers

1. Select the rows you want to define as column headers.
2. Click **Home** ► **Headers** ► **Rows as Header**.
Ormetis Professional Edition moves the values in the rows you selected to the column headers.

To define headers as columns

1. Select the cell at the top of the row headers.
2. Click **Home** ► **Headers** ► **Header as column**.
The data in the row headers becomes a column in the view.

To define headers as rows

1. Select the column headers.
2. Click **Home** ► **Headers** ► **Header as Row**.
The data in the column headers becomes the data in a row.

Flipping and rotating data**To flip row and column data**

By flipping row or column data, you reverse the order of the data.

1. Select the view whose columns or rows you want to flip.
2. Click **Data** ► **Transform** ► **Flip Columns** to flip columns or **Data** ► **Transform** ► **Flip Rows** to flip rows.

Flipping columns and rows

A view displays the following data:

View#1	Delivery	Quantity	Product
1	2/27/2009	150	Jacket
2	2/28/2009	100	Shirt
3	3/1/2009	124	Trousers

If you flip the columns, the data appears as follows:

View#2	Product	Quantity	Delivery
1	Jacket	150	2/27/2009
2	Shirt	100	2/28/2009
3	Trousers	124	3/1/2009

If you flip the rows, the data appears as follows:

View#3	Delivery	Quantity	Product
1	3/1/2009	124	Trousers
2	2/28/2009	100	Shirt
3	2/27/2009	150	Jacket

To rotate data in views

When you rotate a view you rotate its data through 90 degrees. The data headings move between column headers and row headers to identify the rotated data.

1. Select the view.
2. Click **Data > Transform > Rotate**.

Ormetis Professional Edition rotates the data in the view through 90 degrees.

Rotating a view

A view contains the following data:

View#1	Delivery	Quantity	Product
1	2/27/2009	150	Jacket
2	2/28/2009	100	Shirt
3	3/1/2009	124	Trousers

After rotation, the data is as follows:

View#4	1	2	3
Delivery	3/1/2009	2/28/2009	2/27/2009
Quantity	124	100	150
Product	Trousers	Shirt	Jacket

Because the delivery dates now appear across row 1, quantities across row 2, and products across row 3 (all from right to left), the column headers become row headers to identify the rotated data.

If you rotate the data again, the headers again become column headers to identify the rotated data by column.

View#5	Product	Quantity	Delivery
1	Trousers	124	3/1/2009
2	Shirt	100	2/28/2009
3	Jacket	150	2/27/2009

Replacing data in cells

To replace data in cells

1. Select the cell whose data you want to replace.
2. Select rows to if you want the data replacement to apply to specific rows only.

If you do not select any rows, Ormetis Professional Edition replaces the data in all cells whose values correspond to the value you selected.

3. Click **Data > Sort & Filter > Replace All** and type the replacement text in the cell.

Replacing text in cells

In the following view you select rows 1 and 2 and replace the "Jacket" text in the Product column with "Coat".

View#1	Delivery	Quantity	Product
1	2/27/2009	150	Jacket
2	2/28/2009	100	Jacket
3	3/1/2009	124	Jacket

Ormetis Professional Edition replaces the data as follows:

View#2	Delivery	Quantity	Product
1	2/27/2009	150	Coat
2	2/28/2009	100	Coat
3	3/1/2009	124	Jacket

In the same view, you replace the "Jacket" text with "Coat" in any cell in the Product column, and without selecting any rows. In this case, Ormetis Professional Edition changes the values in all the cells to "Coat".

Exporting data

To export data from views

1. Select the view for data export.
2. Click **Home** ► **Views** ► **Export**
3. Select the export format. The export formats are displayed in the table.

Format

Excel 97-2003

Excel

Text

Ormetis

Description

Ormetis Professional Edition saves the data as an Excel 97-2003 (XLS) workbook. If the view is a grouped view, each group appears as a worksheet.

Ormetis Professional Edition saves the data as an Excel 2007 (XLSX) workbook. If the view is a grouped view, each group appears as a worksheet.

Ormetis Professional Edition saves the data in text format, with columns separated by semi-colons (;).

Ormetis Professional Edition saves the view as the only view in a new scenario (ORM) file. The view and the scenario have the same name.

Examples of data transformations

Transforming horizontal data to vertical data

In this example you have a view created by importing a file that stores data stored horizontally rather than vertically.

View#1	1	2
1	Reseller	The Clothes Store
2	Product	Jacket
3	Quantity	100
4	Delivery	2/12/2009
5	Reseller	The Clothes Store
6	Product	Shirt
7	Quantity	150
8	Delivery	1/12/2009

The first column in the file describes the data and the second column provides the data value. For example, row 1 says that the value of "Reseller" is "The Clothes Store".

You want to store this data in a more traditional vertical format, with the values in the first column as column headers, and the values in the second column as column values. This gives the following result:

View#7	Reseller	Product	Quantity	Delivery
1	The Clothes Store	Jacket	100	2/12/2009
2	The Clothes Store	Shirt	150	1/12/2009

To transform the data in this way, you need to perform the following tasks:

- Slice the data on the first column to create a grouped view
- Rotate the view
- Define the first row as the header
- Ungroup the view
- Delete the grouping column
- Flip the columns

Slicing the data on the first column

By slicing the data, you create groups based on repeating values in the slicing column. When Ormetis Professional Edition encounters the value "Reseller" for the second time in row 5, it groups the view in four-row groups.

Group	View#5	1	2
Group1	1	Reseller	The Clothes Store
Group2	2	Product	Jacket
	3	Quantity	100
	4	Delivery	02/12/2009

Rotating the view

By rotating the view, you move the data through 90 degrees. Now when you select Group 1 in the grouping control, the data appears as follows:

Group	View#3	1	2	3	4
Group1	1	Delivery	Quantity	Product	Reseller
Group2	2	02/12/2009	100	Jacket	The Clothes Store

Defining the first row as the header

By defining the first row as the header, you move its values into the column headers. Now when you select Group 1, the data appears as follows:

Group	View#4	Delivery	Quantity	Product	Reseller
Group1	1	02/12/2009	100	Jacket	The Clothes Store
Group2					

Ungrouping the data

By ungrouping the data, you remove the grouping control from the view and insert a column containing the grouping values.

View#5	Group	Delivery	Quantity	Product	Reseller
1	Group1	2/12/2009	100	Jacket	The Clothes Store
2	Group2	1/12/2009	150	Shirt	The Clothes Store

Deleting the grouping column

By deleting the grouping column, you retain only the columns you want. They remain in the wrong order.

View#6	Delivery	Quantity	Product	Reseller
1	2/12/2009	100	Jacket	The Clothes Store
2	1/12/2009	150	Shirt	The Clothes Store

Flipping the columns

By flipping the columns, you put the columns in the order you want.

View#7	Reseller	Product	Quantity	Delivery
1	The Clothes Store	Jacket	100	2/12/2009
2	The Clothes Store	Shirt	150	1/12/2009

Glossary

Term	Definition
Attaching	Placing one view alongside another to create a new view. The resulting view contains all data from both views even when there is no matching value in a common column.
Combining	Creating a new view by attaching or matching existing views.
Exporting	Writing data from a view to an external file, for example a CSV or Excel file.
Grouped view	A view in which the data has been grouped on the values in a column, or sliced on sets of unique values in a column. Groups appear in a grouping control to the left of the view.
Grouping	Dividing the data in a view into different groups based on the values in one column. All rows where the grouping column has the same value form one group.
Grouping control	A control that displays the grouping values in a grouped view.
Importing	Creating a view by importing data from an external file, for example a CSV or Excel file.
Matching	Placing one view alongside another to create a new view. The resulting views contains only data from both rows which has a matching value in a matching column.
Scenario	A series of steps that make up a data transformation scenario.
Slicing	Dividing the data in a view into different groups based on sets of unique values in a column.
Stacking	Placing one view above another to create a new view.
Step	One stage in a data transformation scenario. A step performs an action on zero, one or two views and outputs a new view.
Snapshot	An intermediate stage in a data transformation scenario, viewable by clicking on the step corresponding to that stage.
View	A logical organization of data in a data transformation scenario.