Beyond 20/20™

QuickStart Guide

Delivering Numbers, Insights, and Opportunities.™

What's Inside?

IVATION
DATASYSTEMS INC.

265 Carling Avenue, Suite 502
Ottawa, Ontario, Canada K1S 2E1
Toll Free in North America: 1-888-TRY-2020
Phone: (613) 563-3993; Fax: (613) 563-7233
http://www.ivation.com

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WHAT IS BEYOND 20/20?™

The Beyond 20/20 Browser™ enables economists, analysts, policy-makers and other nontechnical professionals users to quickly access and view data from different perspectives. Beyond 20/20's *pivoting* and *nesting* capabilities make it easy to switch dimensions and show more than one dimension along rows and columns. In addition, Beyond 20/20's dynamic data format enables you to quickly and easily integrate and manipulate information from your own data sources.

Beyond 20/20's graphs and maps, especially its unique *ChartBrowse*™ and *MapBrowse*™ features, make it much easier to examine trends, cycles and geographic distributions within the data. As well, the tables you receive in Beyond 20/20 format are usually documented with *metadata* to clarify the context of the information for better understanding and statistical interpretation.

Beyond 20/20 is *time intelligent*. When working with statistics, the analysis of a sequence of information measurements made at specified time intervals is usually the dominating dimension of the data. If you are an analyst or economist, you may need to average or aggregate data into different time intervals to view annual versus monthly figures. Beyond 20/20 enables you to compare the aggregated figures over a specified time interval to gain insights into the inherent trends and cycles inherent in the data.

Beyond 20/20 helps users turn information into knowledge.

This Guide

This *QuickStart Guide* contains the information you'll need to start using the Beyond 20/20 Browser™ with data tables or extracts prepared with the Beyond 20/20 Builder™.
For more details on using the Browser, see the On-line Help or the *Beyond 20/20 Browser User's Guide*.

Beyond 20/20 Concepts

A *table* is an integrated presentation of multi-dimensional data and descriptive text prepared with the Beyond 20/20 Builder. Tables are composed of descriptive components, dimension field information and data values. When a table is opened, the Browser presents the data in a table view.

A *dimension* describes an attribute of the table data, e.g. sex, geography or time. Beyond 20/20 tables can have up to eight dimensions.

An *item* is an element of a dimension, e.g. June is an item of the time dimension; and Male, of the sex dimension.

A *label* is a title or display heading of an item. An item can have more than one label although you see only one label at a time, e.g. United States is a label for the code "U.S."

An *extract* is a special type of database file that is created with the Beyond 20/20 Builder. Extracts provide complete data documentation and are optimized to permit rapid table creation with the Browser. You can create a table by opening an extract, defining the dimensions and contents of the table, and clicking on the Go button in the toolbar.

GETTING STARTED

Starting the Browser

To start the Beyond 20/20 Browser, double-click on its icon. When the Browser opens, the Find dialog box appears. If you want to change the language of the Browser interface, choose the Cancel button; and from the Preferences dialog box, choose your language of preference.

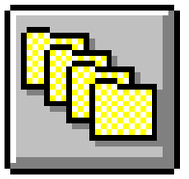
Selecting Your Language Preference

Use this option to select the language of the Browser user interface.

1. Choose Preferences from the Window menu.
2. Click on your choice of language in the Preferred Language box.
3. Choose OK.

Finding a Table or an Extract

If you're not already in the Find dialog box, click on the Find button in the toolbar.



Find Button

Clear all the categories in the Find dialog box by choosing the None button. Then click on the category that most likely contains the table or extract you need. If you want to see more information about what a particular table or extract contains, click on its name and choose the Summary button. You can also use the Search button to find tables or extracts containing key words or phrases.

Opening a Table or an Extract

Open a Beyond 20/20 table or extract by double-clicking on its name in the Find dialog box.

Note: To create your own tables from an extract, see "Working with Extracts" on page 16. Once you have created a table, you may find it useful to refer to "Working with Tables" on this page.

WORKING WITH TABLES

Viewing Multilingual Tables

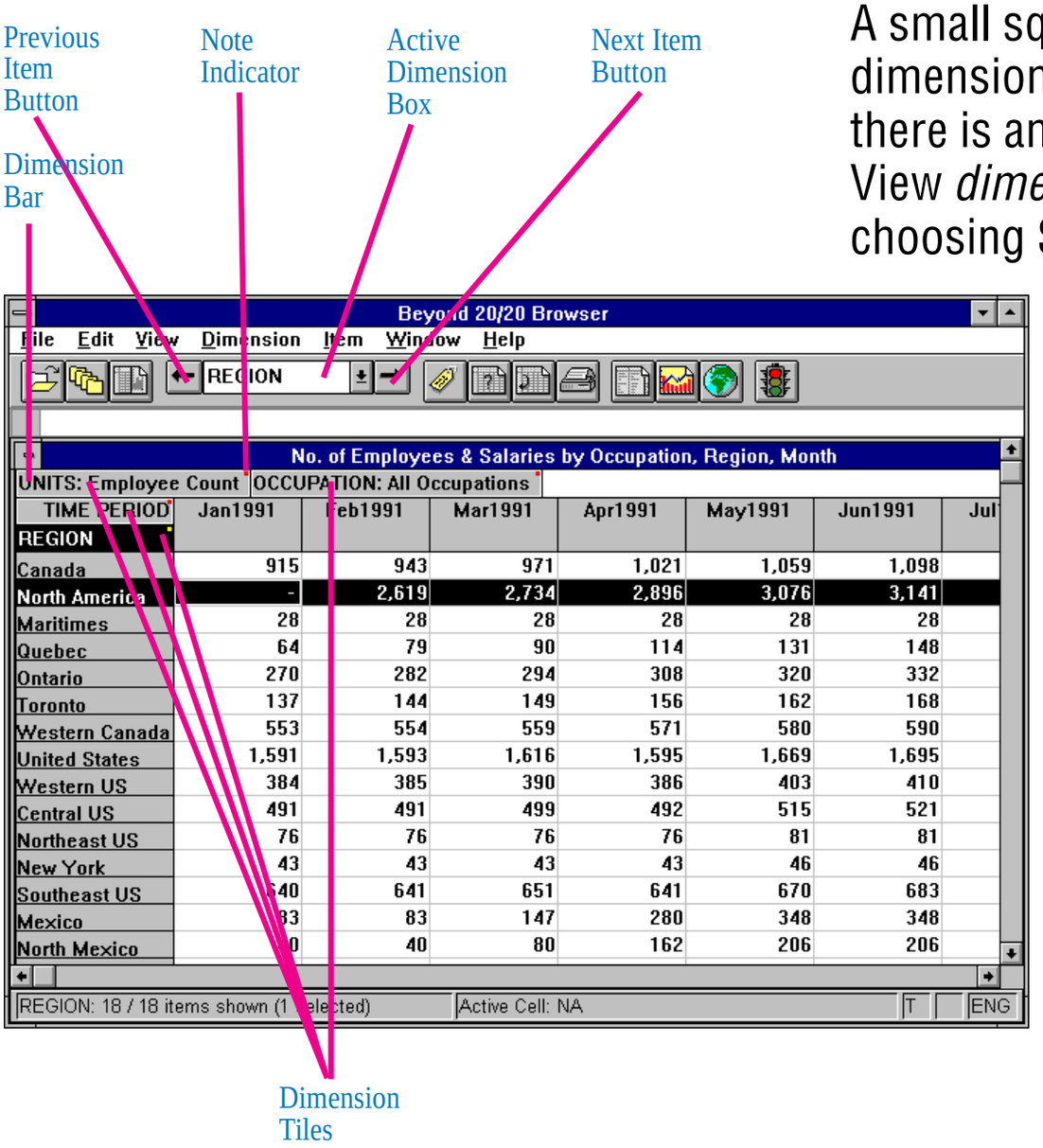
When a table is initially opened, it is displayed in your language of preference (see "Selecting Your Language Preference" on page 5).

To view the table in one of its alternate languages, choose Change Language from the View menu. Subsequent selections of this menu command display the table in its next available language. The status bar indicates which language you are currently viewing.

Table Browsing

Once you have opened a table, you can browse through the items in any dimension. First you must make the dimension *active* by clicking on one of the dimension tiles in the Dimension bar. You'll notice that the dimension is now shown in the *Active Dimension box*. Click on the Previous Item button or the Next

Item button to browse through the data for the items in that dimension. Note that each dimension tile shows the dimension name, and the code or label of the item for which data is currently displayed.



Viewing Summaries

Summaries give additional textual information about the data you've received. *File summaries* explain what's in a table or an extract, and can be viewed by selecting Summary from the File menu.

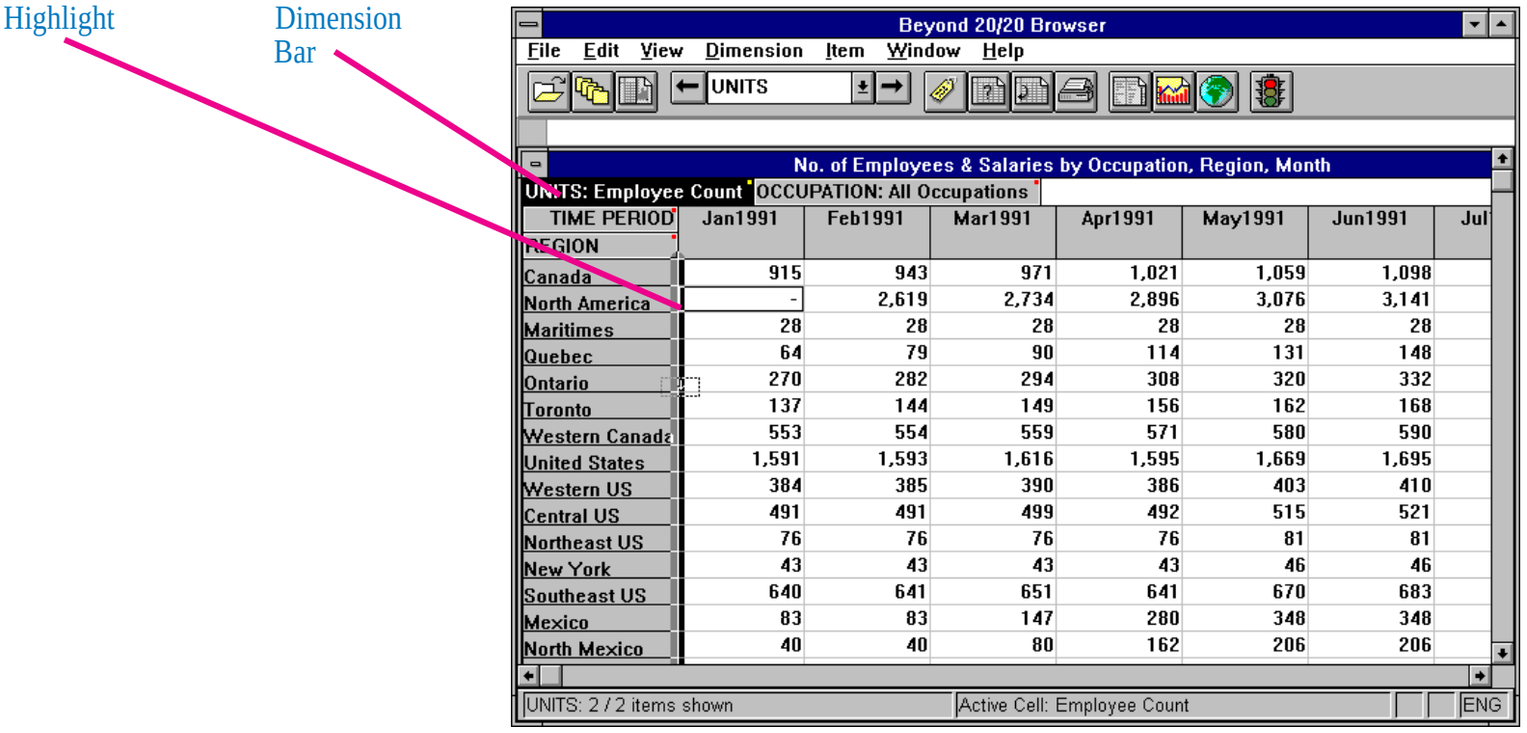
A small square in the corner of a dimension or item tile indicates that there is an associated summary. View *dimension summaries* by choosing Summary from the Dimension menu. Similarly, view *item summaries* by choosing Summary from the Item menu.

Switching Table Dimensions

Once you have opened a table, you are in the *table view.* You can change your view of the table by dragging and dropping dimension tiles with the mouse, one at a time. Referring to the example on this page, if you want to see Units across Time for the current region, United States, drag the Units dimension tile and drop it on the Region dimension tile. This shows the Units dimension along the rows, with Time remaining across the columns.

Nesting Table Dimensions

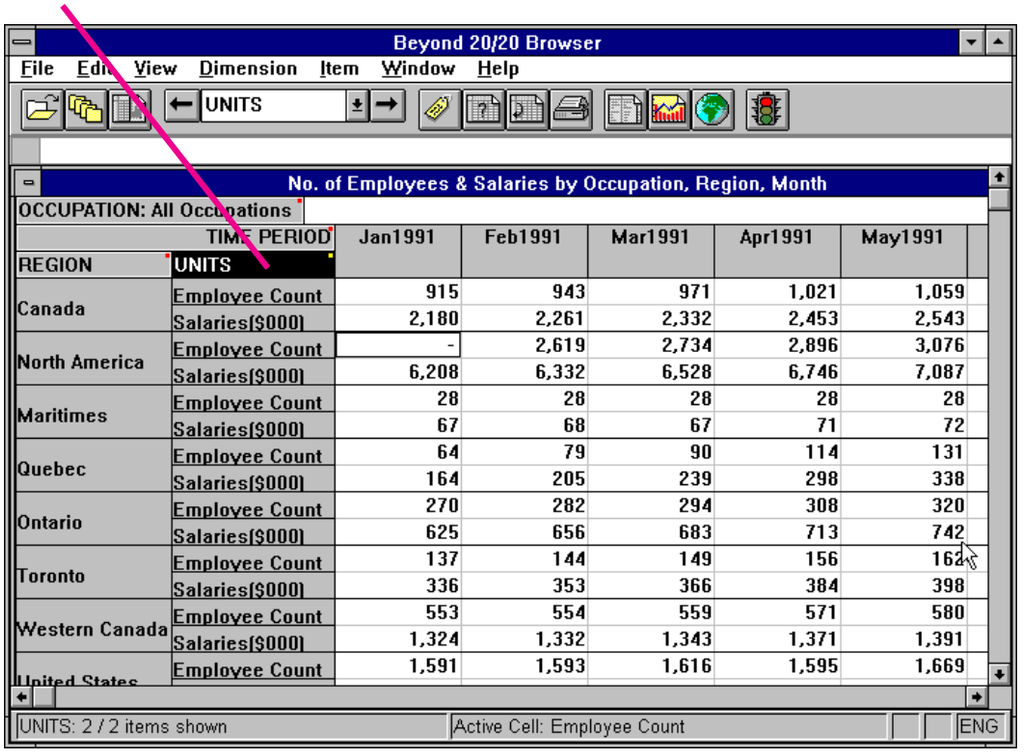
You can view more than one dimension at the same time along either the rows or the columns by nesting dimensions. *Nesting* means showing one dimension within another. With the left mouse button depressed, slowly drag the desired dimension tile from the Dimension bar to the top or bottom edge of the column labels, or to the right or left edge of the row labels, until a thick line (or highlight) appears. Release the mouse button and the dragged dimension is nested.



In the previous example, the Units dimension tile is dragged until it hits the right edge of the row labels and the highlight appears.

The left mouse button is released, and the Units dimension is nested inside the Region dimension.

Nested Dimension



Selecting Data from a Table

- To reduce the amount of displayed data, to move data to another application, or to chart or map data, you first need to select it.
- To select a row or a column of data, click on the corresponding row or column heading.
- To select multiple consecutive rows or columns, drag the mouse across the row or column headings.
- To select non-adjacent rows and/or columns, press the CTRL key while you click on the row and/or column headings.

  With your selection highlighted, click on the right mouse button for the shortcut menu, then select the desired operation. You can Hide the selected items from your current view; Show only the selected items in your current view; or Copy your selection to the Clipboard to move it to another application.

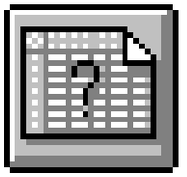
Displaying Alternate Item Labels

Change Labels Button

Frequently there is more than one set of labels available for the items in a dimension. For example, there may be alternate labels in a second language. To select the next set of labels for a dimension:

1. Make the dimension active by clicking on the appropriate dimension tile.
2. Click on the Change Labels button in the toolbar.

Searching for Items Along a Dimension



Search Dimension Button

You can reduce the items shown along a dimension by displaying only the ones you want. To search for items along a dimension:

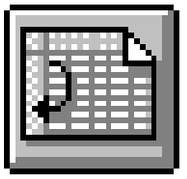
1. Make the dimension active by clicking on the appropriate dimension tile.
2. Click on the Search Dimension button in the toolbar.
3. In the Search dialog box, click on the Data field if you want to search the data, then enter minimum and/or maximum values to constrain your search. When you choose OK, Beyond 20/20 searches the active items and shows only those items that have satisfied your criteria.

OR

In the Search dialog box, click on the field you want to search, then enter the text string that you want to search for in the Text to Find box. When you choose OK, Beyond 20/20 searches the field you selected and shows only those items that contain the text string specified.

Note: To jump to a desired item along a dimension, choose Find Next.

Sorting Data Across a Dimension



Sort Dimension Button

You can sort items across a dimension to reorder them in the table view.

To sort items across a dimension:

1. Make the dimension active by clicking on the appropriate dimension tile.
2. Click on the Sort Dimension button in the toolbar.
3. If you want to sort the dimension based on the data values, click on the Data field in the Sort dialog box. Then click on either Increasing or Decreasing, and choose OK.

OR

If you want to sort the dimension based on the codes or labels associated with it, click on the field that you want to sort, then indicate the Sort Option and choose OK.

Changing the Frequency of the Displayed Data

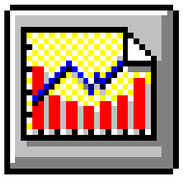
Many tables use time as a dimension. You may want to decrease the display frequency by aggregating the data. For example, if your table contains monthly data, you can average or sum the monthly values to produce annual data. To change the frequency of displayed table data:

1. Choose Time Series from the View menu.
2. Click on the desired Display Frequency.
3. Click on the Aggregation Method you want Beyond 20/20 to use to compute the new data.
4. Choose OK.

Creating Distributions

To see numeric values distributed as a percentage of row, column or table totals, choose Distributions from the View menu. If you want Beyond 20/20 to compute distributions for dimensions in addition to those on display in the rows and columns, select those additional dimensions from the Include Dimensions box. When you choose OK, Beyond 20/20 adds a new dimension to the table called Distributions, which contains one item for each type of distribution you selected.

Charting Data



Display Chart Button

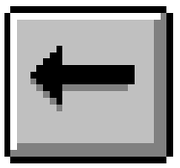
You can choose from many chart types to display table data.
To create a chart:

1. Select the rows and/or columns that you want to chart.
2. Click on the Display Chart button in the toolbar.
3. With the mouse pointer in the chart view, click on the right mouse button to see the Charting shortcut menu.
4. Choose Chart Options to change the current chart type.
5. Make a selection and click on OK to return to the chart view.

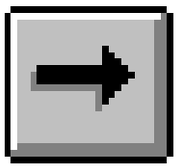
ChartBrowse

The ChartBrowse feature lets you view a series of charts in rapid succession so that you can quickly and easily see trends and variations in the data.

1. With the mouse pointer in the chart view, click on one of the headings in the title of the chart to make that dimension active.
2. Use the Previous Item and Next Item buttons in the toolbar to chart the previous or next item.

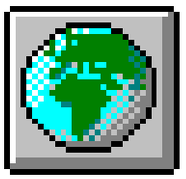


Previous Item Button



Next Item Button

Mapping Data



Display Map Button

Some tables that have a geographic dimension have maps associated with them. To view the table data within its geographic context:

1. In a table view, move the cursor to the item that contains the data you want to display on a map.
2. Click on the Display Map button in the toolbar.

Zooming In and Out of a Map View

To zoom in to a region on a map, double-click on the region or the value representing that region.

To zoom out to a higher level on a map, double-click on the white space inside the map border.

Enlarging Part of a Map

1. In a map view, move the mouse cursor to the upper left corner of the section you wish to enlarge.
2. Hold the SHIFT key down and drag the cursor to the lower right corner of the section you wish to enlarge.
3. Release the mouse button.
4. To return to the original view, use the right mouse button to see the shortcut menu, and click on Restore.

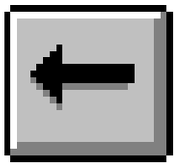
Changing Map Colors

1. With the mouse pointer in the map view, click the right mouse button to see the Mapping shortcut menu.
2. Choose Map Options.
3. Click on the radio button in the Range Definition area that corresponds to the preferred method of data classification.
4. Use the Range Colors popdown menus to select the colors that you want to appear on your map.

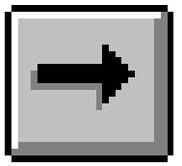
MapBrowse

The MapBrowse feature lets you view a series of maps in rapid succession for data tables that support mapping. This feature provides a quick, easy way to view the trends and variations of the data.

1. With the mouse pointer in the map view, click on one of the headings in the title of the map to make that dimension active.
2. Use the Previous Item and the Next Item buttons in the toolbar to display the previous or next item on the map.



Previous Item Button



Next Item Button

Copying a Chart or Map to Another Windows Application

1. In the chart or map view, click on the right mouse button to see the shortcut menu.
2. Choose Copy to transfer the chart or map into the Windows Clipboard.
3. Use the ALT + TAB keys to make the target application active.
4. Choose Paste from the Edit menu in the target application.

Printing a Table, Chart or Map

To print a table view, chart view, or map view, click on the right mouse button to see the shortcut menu and select the Print option.

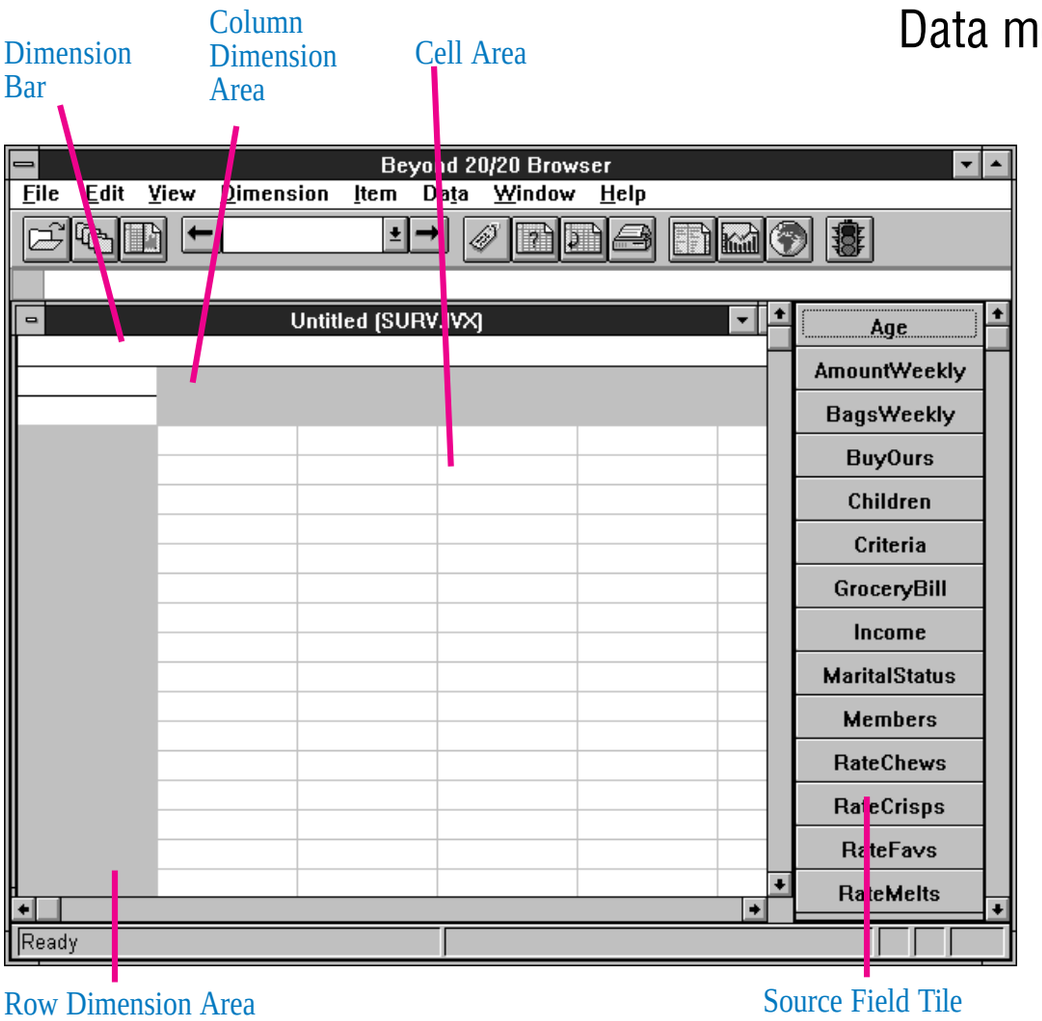
Saving a Table

To save a table (or a subset of one) as a new Beyond 20/20 table, choose the Save As option from the File menu. You can also save Beyond 20/20 table data in several other formats including DBF, CSV and WKS. When saving to any non-Beyond 20/20 format, you'll need to nest all the dimensions along the rows and/or columns before you save if you want to retain the data for these dimensions (see "Nesting Table Dimensions" on page 8).

WORKING WITH EXTRACTS

Defining the Dimensions of a New Table

When you open an extract (see "Opening a Table or an Extract" on page 6), the Browser displays an empty table view and the Source Field bar - a list of *source field tiles* down the right side of the screen. Each source field tile represents one of the fields in the original data file. *Source field summaries* can be viewed by choosing Source Field Summary from the Data menu. *Extract summaries* can be viewed by choosing Extract Summary from the Data menu.



Define the dimensions of your new table by dragging your choice of source field tiles, one at a time, into the cell area. First, drag a source field tile into the row dimension area. You'll see that the Browser highlights acceptable areas where the tile can be dropped. Then, drag a second tile into the column dimension area. Finally, drag up to six more source field tiles into the Dimension bar.

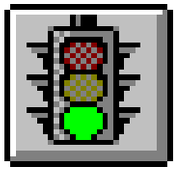
Note that where you position the source field tiles determines the default display positions for the dimensions of the new table. If you make a mistake, you can drag a tile back to the Source Field bar. Or, you can replace a dimension by dragging and dropping a new source field tile onto it.

Filling a Table with Units

If you want the table values to be counts, you can create the table now by clicking on the Go button in the toolbar. However, you may want to have other items aside from counts in the table. Just drag and drop tiles associated with numeric values into the cell area of the table view. Beyond 20/20 creates a new dimension called Units containing one item for each tile you move into the cell area. As you drop the tiles, Beyond 20/20 lets you choose which statistical value related to the source field will be used to fill the table. For example, you can choose sums, averages, minimums or maximums for numeric source fields.

Creating a Table

Once you've defined the table, create it by clicking on the Go button in the toolbar.



Go Button

Saving a Table

To save your table for other Browser users:

1. Choose Save As from the File menu.
2. Enter up to eight characters to name the table. When you choose OK, the Browser prompts you to enter summary information.
3. Enter the Table Title and Category which will be displayed in the Find dialog box.
4. If you wish, enter Keywords and a Table Summary to help you find the table later.
5. Choose OK.

Other Table Creation Features

The Data menu contains commands that you can use to further customize your table.

- The **Define Recode** command lets you create a new source field tile based on an existing coded field such as occupation or marital status. Use this feature to combine items from an original source field. For example, for the source field Marital Status, the codes for Single, Divorced and Widowed could be combined to form a new code called Unmarried.
- The **Define Bands** command lets you create a new source field tile based on an existing numeric field. Use this feature to redefine the default bands of an existing source field. For example, if Age is a source field, then you may wish to change five-year bands to ten-year bands.
- The **Define Derived Field** command lets you create a new source field tile using arithmetic operations on one or more existing source fields. For example, given Net Income and Taxes as two source fields, you can add them to create a new tile called Gross Income.
- The **Record Constraints** command lets you create a table subject to certain criteria or constraints. For example, if Sex and Age are two of your source fields, you could create a table that contains data only for females between the ages of 15 and 24.

See the On-line Help or the *Beyond 20/20 Browser User's Guide* for further information on how to use these commands. 

Beyond 20/20 Browser Features Summary

You'll find the **Beyond 20/20 Browser** very simple to learn and use. Within minutes, you can quickly and easily:

- Browse data tables with up to eight dimensions.
- Work with up to 32,000 items per dimension.
- Group data tables and extracts by category.
- Search tables and extracts by keyword.
- Work with several tables at once.
- Switch and nest data dimensions.
- Aggregate time series data.
- Select and hide data.
- Search and sort data.
- View data distributions.
- Chart and map data.
- **ChartBrowse**™ and **MapBrowse**™.
- Zoom in and out of maps.
- Print tables, charts and maps.
- Copy tables, charts and maps to other Windows applications.
- Save tables in several formats including dBASE®, comma-separated value files, and Lotus® worksheets.
- Browse dimension and item summaries.
- Work with the Browser in your language of preference.
- Create your own data tables from Beyond 20/20 Extracts.
- ***And now, view multilingual tables in the language of your choice.***

IVATION
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265 Carling Avenue, Suite 502
Ottawa, Ontario, Canada K1S 2E1
Toll Free in North America: 1-888-TRY-2020
Phone: (613) 563-3993; Fax: (613) 563-7233
http://www.ivation.com

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