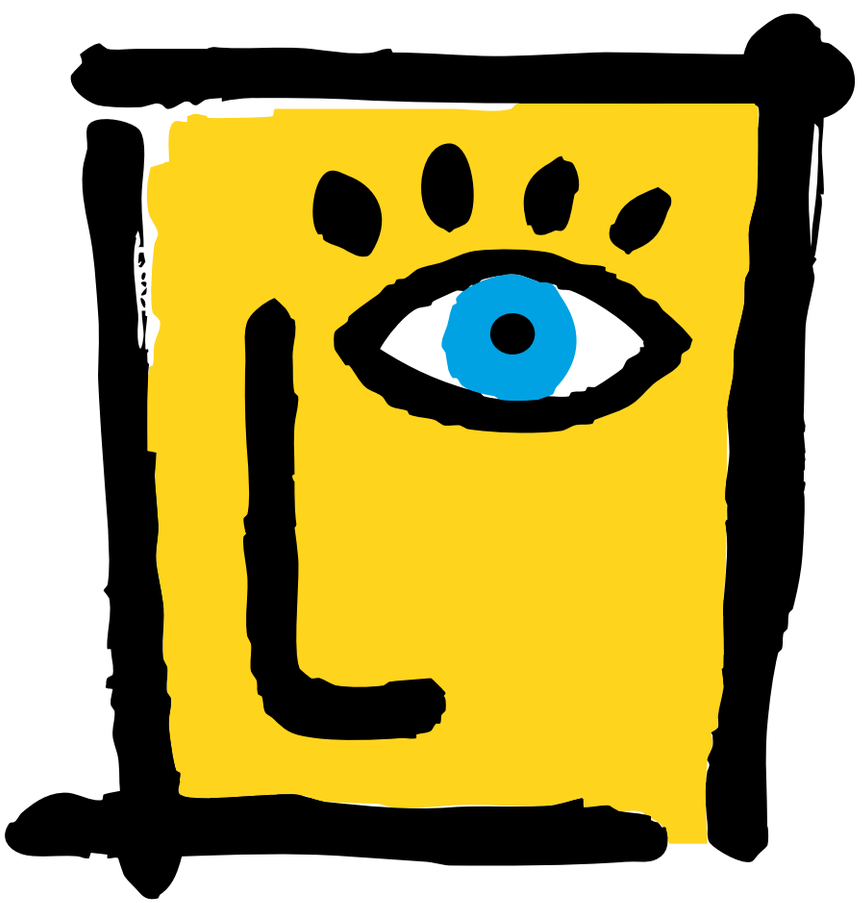
Beyond 20/20™



QuickStart Guide

Delivering Numbers, Insights, and Opportunities.™

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www.beyond2020.com

Ivation Datasystems Inc.
265 Carling Avenue, Suite 502
Ottawa, Ontario, Canada K1S 2E1
Phone: (613) 563-3993; Fax: (613) 563-7233
www.ivation.com
info@ivation.com

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WHAT IS BEYOND 20/20™?

Beyond 20/20™ enables economists, analysts, policy makers and other nontechnical professionals 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 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 ten 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 content of the table, and clicking the Go button on the toolbar.

GETTING STARTED

Starting the Browser

To start the Beyond 20/20 Browser, double-click on its icon. By default, when the Browser opens, the Find dialog box appears to provide you with a quick and easy way to find and open a table or an extract.

Finding a Table or an Extract

1. If you're not already in the Find dialog box, click the Find button on the toolbar.
2. Confirm or modify the path shown in the Directory box so that it's pointing to the directory that contains the tables and/or extracts you want to browse.
3. Select the category that most likely contains the table or extract you need. A list of tables and extracts belonging to that category is displayed.

Note: If you want to see more information about what a particular table or extract contains, click on its name and click 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.

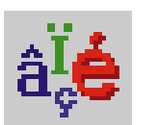
Note: To create your own tables from an extract, see "Working with Extracts" on page 16. Once you have created a table, you may find it useful to refer to "Working with Tables" on this page.

WORKING WITH TABLES

Viewing Multilingual Tables

When a multilingual table is initially opened, it is displayed in the language of preference indicated in the Preferences dialog box (Window menu). 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.

Changing the Table and User Interface Languages

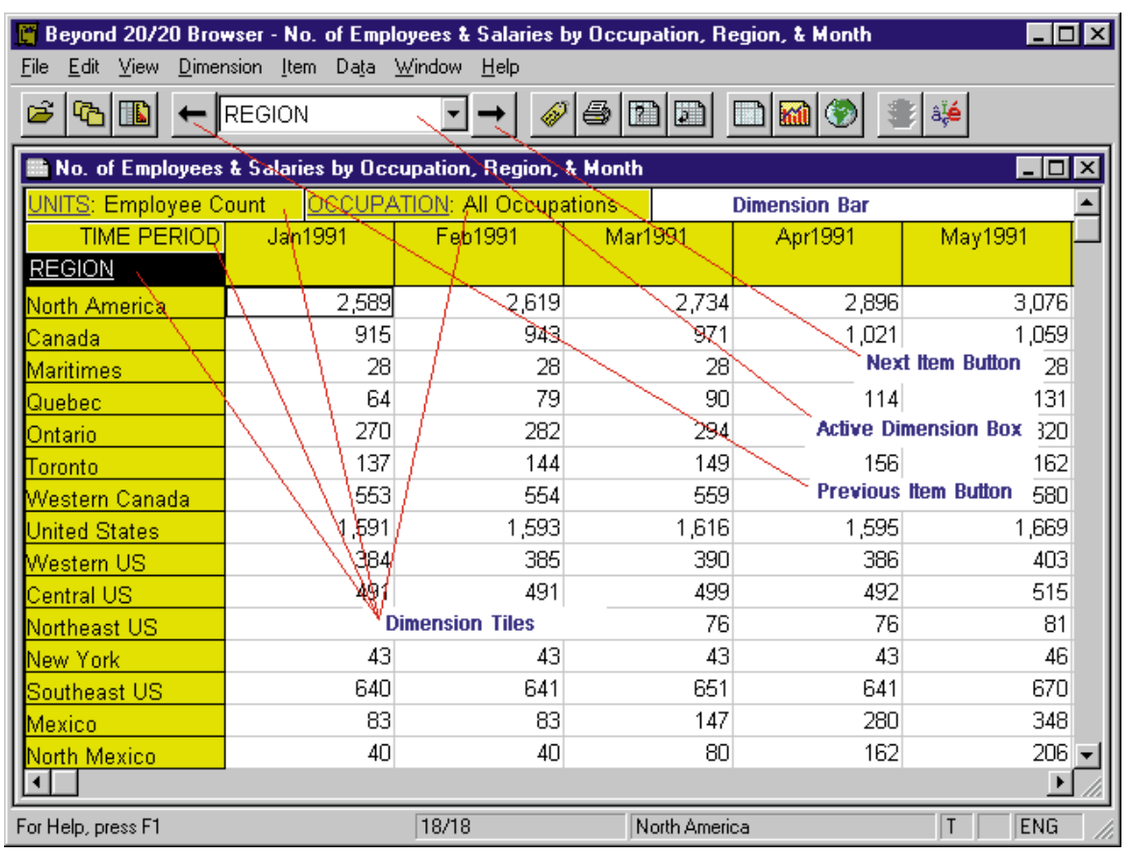


Click the Language button on the toolbar to simultaneously change the language of a multilingual table and the user interface. Only those languages common to both the table and the interface may be viewed via this button. To view additional table languages, choose Change Language from the View menu.

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 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.

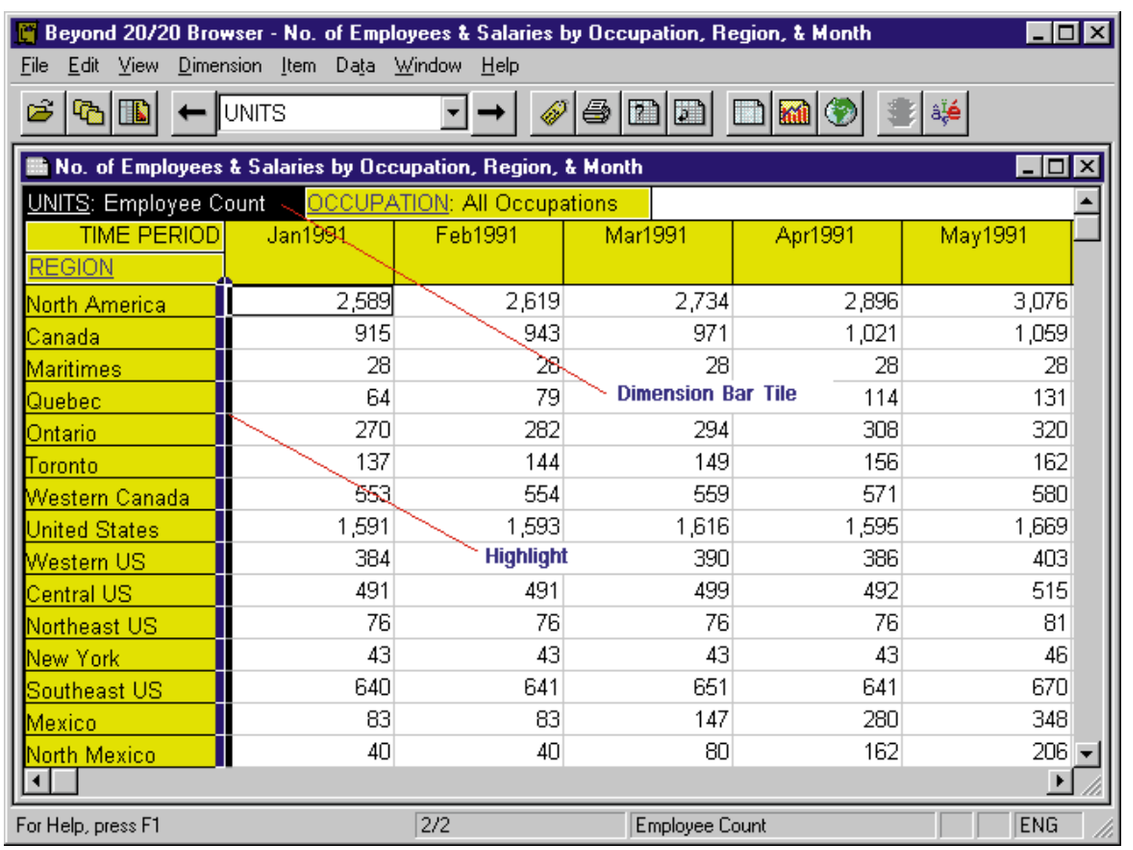


Viewing Table, Dimension and Item Summaries

Summaries give additional textual information about the data you're viewing. *File summaries* explain what's in a table, and can be viewed by selecting Summary from the File menu. *Dimension* and *Item summaries* provide additional documentation specific to a dimension or an item. View dimension summaries by double-clicking on an underlined dimension name. Similarly, view item summaries by double-clicking on an underlined item code or label.

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 page 7, if you want to see Units across Time for the current region, North America, 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.

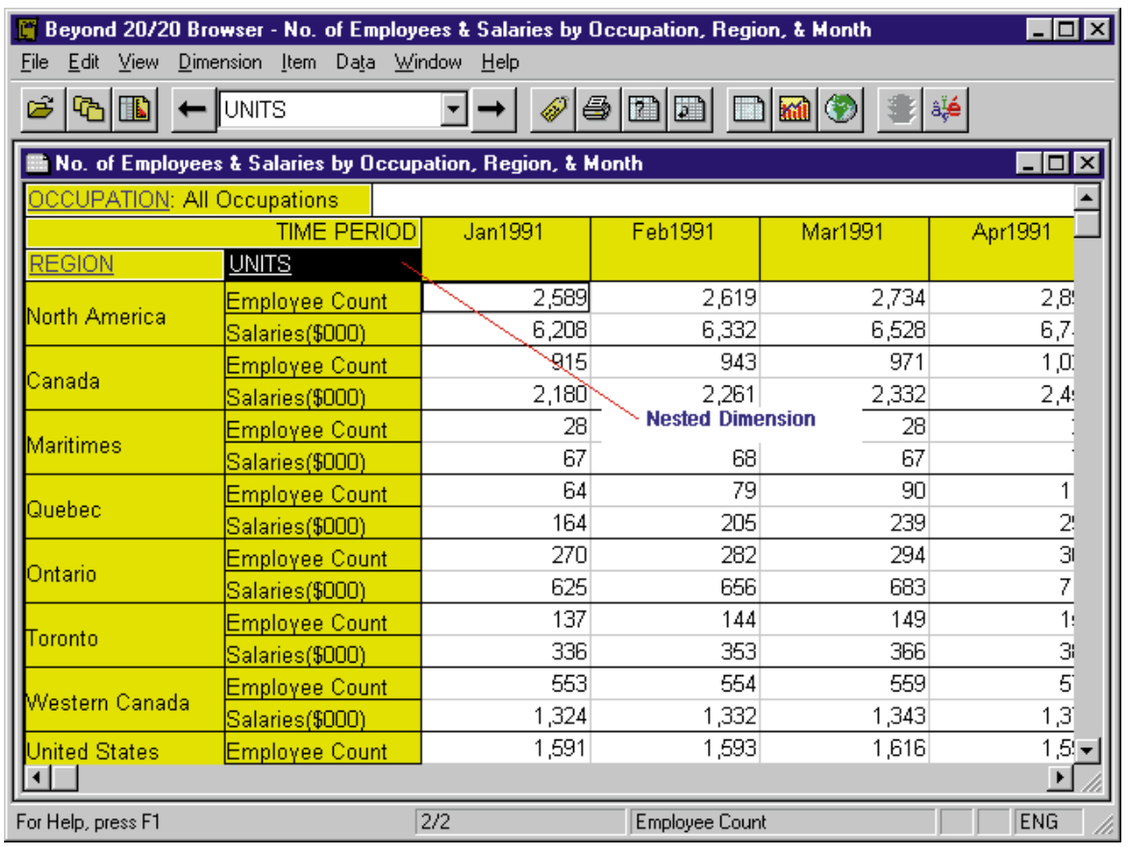


Nesting Table Dimensions

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 to nest the dragged dimension.

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.



- 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.

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.

With your selection highlighted, click the right mouse button for the short-cut menu, then select the desired operation. You can show, hide, chart, copy or print the selected items.

Displaying Alternate Item Labels

Frequently there is more than one set of labels available for the items in a dimension. For example, there may be a short label and a longer more descriptive label. To view the next set of labels for a dimension:

1. Make the dimension active by clicking on the appropriate dimension tile.

2. Click the Change Labels button on the toolbar.

Searching for Items Along a Dimension

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 the Search Dimension button on the toolbar.

3. In the Search dialog box, select the Data field if you want to search the data, then enter minimum and/or maximum values to constrain your search. When you click OK, Beyond 20/20 searches the active items and shows only those items that have satisfied your criteria.

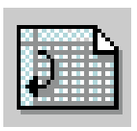
OR

In the Search dialog box, select the non-data field you want to search, then enter the text string that you want to search for in the Text to Find box. When you click 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

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 the Sort Dimension button on the toolbar.

3. If you want to sort the dimension based on the data values, select the Data field in the Sort dialog box. Then select either Increasing or Decreasing, and click OK.

OR

If you want to sort the dimension based on the codes or labels associated with it, select the non-data field that you want to sort, then indicate the Sort Option and click 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. Select the desired Display Frequency.

3. Select the Aggregation Method you want Beyond 20/20 to use to compute the new data.

4. Click OK.

Creating Percentage Distributions

You can display numeric values distributed as percentages of row, column, or table totals.

1. Choose Distributions from the View menu.

2. Select those dimension(s) you want to include in the distribution calculation. Note that the row and column dimensions are automatically included in the distribution calculation.

3. Clear any check boxes for those items you want to exclude from the new distribution dimension.

4. Click OK.

Beyond 20/20 creates a new table view with a new dimension called Distributions. This dimension contains one item for each type of distribution you've selected.

Performing Calculations

You can apply formulas to items in a dimension to create a computed group. For example, you can sum two items together and divide the result by two.

1. Choose Define Group from the Item menu.

2. Enter a unique name or group code to represent the result of the formula.

3. Choose the Computed Group Type.

4. Enter a formula to describe how the new group is to be calculated. For example, (item1+item2)/2.

5. Click OK and proceed with the calculation of the group.

Saving and Opening Views

A saved view is a personalized snapshot of a table that allows you to quickly recall a specific layout of a table without having to redefine its attributes. Dimension order and nesting, item selections, column widths, decimal settings and time series aggregations are all examples of attributes that are stored in a view.

- To permanently change the default view of a table, you must have permission to modify the table. Arrange the table in the layout you wish to save and choose Save from the View menu. The next time you open the table the saved view will automatically appear.

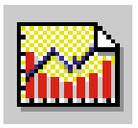
- If you are in a read-only table or you don't want to permanently modify the default view of a table:

  1. Arrange the table in the layout you wish to save.
  2. Choose Save As from the File menu and clear the Include Numeric Data check box.
  3. Name the view and specify its location.
  4. Click OK.

     A view saved in this fashion can be recalled by choosing Open from the View menu and selecting the view filename. This method of saving a view can also be used to save multiple views for one table.

Charting Data

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 the Display Chart button on the toolbar.

3. With the mouse pointer in the chart view, click the right mouse button to see the Charting short cut menu and choose Chart Options to change the current chart type.

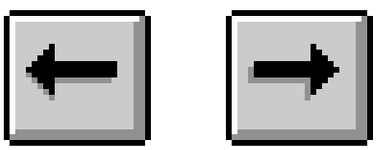
4. Make a selection and click OK to return to the chart view.

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, select one of the headings in the title of the chart to make that dimension active.

2. Use the Previous Item and Next Item buttons on the toolbar to chart the previous or next item.



Mapping Data

Some tables have a geographic dimension that has a map associated with it. 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 the Display Map button on 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.

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 the button in the Range Definition area that corresponds to the preferred method of data classification.

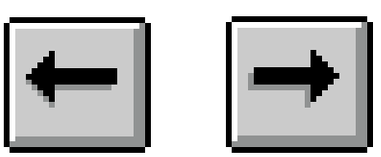
4. Use the Range Colors pop-down menus to select the colors that you want to appear on your map.

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 on the toolbar to display the previous or next item on the map.



Printing a Table, Chart or Map

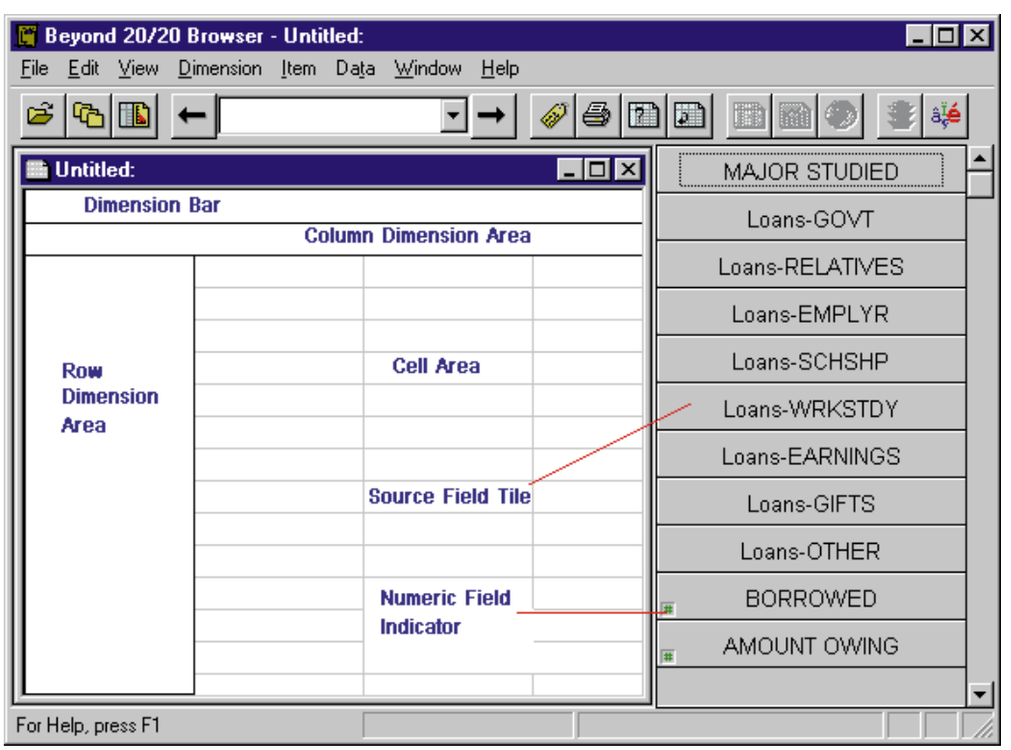
To print a table view, chart view, or map view, click the right mouse button to see the shortcut menu and select the Print option.

Saving a Table

To save a table (or a subset of one) as a new Beyond 20/20 table, choose Save As from the File menu. You can also save Beyond 20/20 table data in several other formats including, dBase (.dbf), comma-separated value (.csv), and Lotus (.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

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.



Viewing Extract and Source Field Summaries

An *extract summary* contains descriptive information about the extract and lists the attributes of the extract. Choose Extract Summary from the Data menu to view the summary information.

A *source field summary* contains descriptive information about a particular source field. To view this information right click on a source field tile and select Source Field Summary.

Finding Source Fields

Source fields are the components of an extract. When positioned into an empty table view, they become the dimensions of a table or define the content of the table. Often you have a large number of source fields to work with and you need a way to find specific fields.

The Find Source Field dialog box helps you do this.

1. Choose Find Source Field from the Data menu. Initially, all categories and consequently all source fields are displayed.

2. Locate a particular field by searching for the field using the Search button or by selecting individual categories that may contain the source field you are looking for.

3. Once you have found a specific source field, select it and click OK. In the Source Field bar the Browser will position the cursor on the selected field.

Defining the Dimensions of a Table

Define the dimensions of a table by dragging your choice of source field tiles, one at a time, into the row and column dimension areas.

1. Drag a source field tile into the row dimension area. You'll see that the Browser highlights the area where the tile can be dropped.

2. Drag a second tile into the column dimension area.

3. Drag up to eight more source field tiles into the Dimension bar.

Tip: If you make a mistake, drag the 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 to be filled with counts, you can create the table by clicking the Go button on the toolbar. However, you may want to have other data values 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, or minimum or maximum values.

Applying a Weighting Factor to the Data

If you are working with an extract that represents data collected from a survey there will probably be at least one field that contains weights. These weights are used to generate population-based tables from sample survey data. An extract is pre-weighted if one of the weight fields is greyed out in the Source Field bar. Tables built from a pre-weighted extract will automatically contain weighted values. To set a weight field or to clear or change a previously set weight:

1. Choose Set Weight Field from the Data menu.
2. Select or clear the Use Weight Field check box and if selected, click on the numeric source field that you want to use as the weight field.
3. Click OK.

Creating a Table

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

Saving a Table

To save your table for future use:

1. Choose Save As from the File menu.
2. Enter up to eight characters to name the table.
3. Click OK.

Documenting a Table

1. Choose Summary from the Edit menu, then choose File.
2. Enter a Title and Category — these will appear in the Find dialog box.

3. If you wish, enter Keywords to help you find the table later, and Notes to provide additional information.

4. Click OK.

Note: After you save and close the table the extract view reappears and you are ready to build another table.

Exporting an Extract

Data from an extract can be saved to dBase, SAS, or SPSS file formats.

1. Choose Save Extract As from the File menu.

2. Enter a new file name and, if necessary, select a different drive or directory.

3. Select the type of file you want to save.

4. Click Save.

   The Export Extract dialog box appears.

5. Select which source fields you want to export.

6. Click 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.

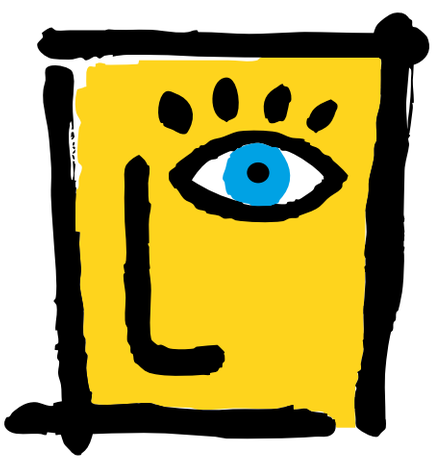
- The **Define Bands** command lets you create a new source field tile based on an existing numeric field. Use this feature to redefine the default bands of an existing source field. For example, if Age is a source field, then you may wish to change five-year bands to ten-year bands.

- 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.

For the most up-to-date edition of the online *Quickstart Guide,* please see the Ivation website at **www.ivation.com.**



Beyond 20|20™

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Beyond 20/20 Browser Features

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

- Browse multi-dimensional tables
- Find 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
- Save views
- Perform calculations
- Read descriptive information about the table or extract
- **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 numerous formats
- Create your own data tables from Beyond 20/20 Extracts
- View multilingual tables in the language of your choice

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Ivation Datasystems Inc.
265 Carling Avenue, Suite 502
Ottawa, Ontario, Canada K1S 2E1
Phone: (613) 563-3993; Fax: (613) 563-7233
www.ivation.com
info@ivation.com