

List of SoftCAAT Pro Functions with Brief Descriptions

No.	Tab (T)	Panel (P)	Functions (F)	Tool Tips/Brief Descriptions	Type
3	File	Auditee	New	Allows to create a new auditee.	F
4	File	Auditee	Open	Open an already created auditee.	F
5	File	Auditee	Delete	Removes the auditee completely.	F
7	File	Audit	New	Allows to create a new audit.	F
8	File	Audit	Delete	Removes the audit and files under it completely.	F
10	File	File	Save	Creates copy of the current active file.	F
11	File	File	Rename	Used to rename the current active child file.	F
12	File	File	Delete	Remove the current active file.	F
13	File	File	Print Preview	Preview and make changes before printing.	F
15	File	Password	Create	Protect the files in the software by making it as password protected file.	F
16	File	Password	Change	Edit the existing password.	F
17	File	Password	Remove	Delete the existing password on the file.	F
18	File		Exit	Close SoftCAAT with all tables.	F
21	Home	Import Data	Std PC/ODBC	Import files into SoftCAAT from different formats such as: MS Excel, MS Access, HTML, Database, ODBC, Text files data from clipboard, etc.	F
23	Home	Copy	Copy	Copy all the records or as selected by user, in the current file.	F
24	Home	Navigate	Goto	Go to a specific row or column in the current file.	F
25	Home	Navigate	Prioritize	Re-order columns in the current file.	F
26	Home	Navigate	Records	View a specified number of records based on percentage or number.	F
28	Home	Columns	Hide	Hide the selected column.	F
29	Home	Columns	Unhide	Unhide the selected column.	F
31	Home	Tree	Expand	Expand the selected audit/ auditee/ file to view sub-files.	F
32	Home	Tree	Collapse	Collapse the selected audit/ auditee/ file to hide sub-files from view.	F
34	Home	Find In	File	Find specified data in the selected column of the current file.	F
35	Home	Find In	Audit	Find specified data in the files of the entire audit based on the type of value.	F
36	Home	Find In	Auditee	Find specified data in the files of the entire auditee based on the type of value.	F
38	Home	Find	&Replace	Find a value and replace it with another in the current file. Results of this function will be saved into in a sub-file.	F
40	Home	View Details	File	View the data type and short name of the columns in the current file.	F
41	Home	View Details	Audit	View audit details such as audit name, auditee name, start date, end date, audit objectives, auditee team, audit team, etc.	F

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42	Home	View Details	Auditee	View the auditee's contact details, organisational details, IT resources and auditee team details.	F
44	Home	View File In	MS Excel	View the current file in MS Excel.	F
47	Curate	Remove Characters	Non - Alpha	Removes non-alphabetic characters in the selected column.	F
48	Curate	Remove Characters	Non - Num	Removes non-numeric characters in the selected columns.	F
49	Curate	Remove Characters	Non - AlphaN	Removes non-alphabetic and non-numeric characters in the selected columns.	F
50	Curate	Remove 'X' Characters	Ending	Removes 'X' (specified) number of characters from the right in the current column.	F
52	Curate	Remove Spaces	Multiple	Removes multiple spaces and replaces them with a single space in the selected columns.	F
53	Curate	Remove Spaces	Begin&End	Removes all spaces before and after the first and last characters respectively in the selected columns.	F
55	Curate	Format Case	Lower	Converts text to lower case in the selected column.	F
56	Curate	Format Case	Upper	Converts text to upper case in the selected column.	F
57	Curate	Format Case	Title	Converts text to title case in the selected columns where, the first letter of every word is capitalised.	F
58	Curate	Format Case	Sentence	Converts text to sentence case in the selected column where, the first letter of the sentence in the column is capitalised.	F
61	Profile	Statistics	Top / Last X	Displays the topmost or bottommost 'x' number of records in a column.	F
63	Profile	Stratify	Numeric	Groups numeric data into different strata based on intervals.	F
64	Profile	Stratify	Date	Groups dates into different strata based on intervals.	F
65	Profile	Stratify	Character	Groups characters into different strata based on intervals.	F
66	Profile	Stratify	Aging	Computes difference of selected two date columns & stratifies on specified intervals for computed date difference.	F
68	Profile	Summarize	Quick	Groups each distinct value in a numeric column and displays corresponding count and sum with options to perform further analysis by computing on selected fields/compare with other existing/result fields to identify exceptions.	F

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No.	Tab (T)	Panel (P)	Functions (F)	Tool Tips/Brief Descriptions	Type
69	Profile	Summarize	Classify	Groups each distinct value in a character column and displays corresponding count/ sum with option to display average, min. & max. value for each group with options to perform further analysis by computing on selected fields/compare with other existing/result fields.	F
70	Profile	Summarize	GroupBy	Groups each distinct value of selected column (whether character, numeric or date) and displays corresponding count/ sum with option to display average, min. & max. value for each group with options to perform further analysis by computing on selected fields/compare with other existing/result fields.	F
71	Profile	Summarize	Aging	Groups and totals all records that are within and beyond the aging date based on the specified aging intervals.	F
73	Profile	Data	Extract	Extract the selected column.	F
74	Profile	Data	Export	Export current table values to new file with selected delimiter option.	F
75	Profile	Data	Text2Col	Segregate single column to multiple column with selected split option.	F
77	Profile	Search	Column(s)	Finds the specified value in the selected columns.	F
78	Profile	Search	Rows	Finds one or multiple values in the same row.	F
79	Profile	Search	MultValues	Finds one or multiple values in the current Table.	F
82	Analysis	Identify Duplicates	Duplicates	Display all duplicate records in the selected columns.	F
83	Analysis	Identify Duplicates	Uniques	Display all records that are unique in the selected columns,	F
84	Analysis	Identify Duplicates	&Remove	Displays all unique records and one record form each of the duplicate records.	F
85	Analysis	Identify Duplicates	SameSameDiff	Displays records where the values in one/more selected columns are same but different in another column.	F
86	Analysis	Identify Duplicates	Same Row	Displays duplicate values (character/ date/ numeric) in the same row.	F
88	Analysis	Identify	Gaps	Displays all successive alphanumeric records whose difference is within the given character mask.	F
89	Analysis	Identify	Numbers	Displays all successive numeric records whose difference is within the given interval.	F
90	Analysis	Identity	Format	Identifies the format of each row in the selected column as 'C' for characters and 'N' for numbers with options to show field length and identify exceptions.	F
92	Analysis	Change Seq.	Date	Finds the difference between two successive dates.	F

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93	Analysis	Change Seq.	Numeric	Displays missing values in a numeric sequence.	F
95	Analysis	Sort & Filter	Ascend	Sort data on multiple criteria in ascending criteria.	F
96	Analysis	Sort & Filter	Descend	Sort data on multiple criteria in descending criteria.	F
97	Analysis	Sort & Filter	Fields	Sort data on multiple criteria based on selected column	F
99	Analysis	Filter	Select	Displays all records that are the same as selected columns.	F
100	Analysis	Filter	Clear	Removes all applied filters.	F

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No.	Tab (T)	Panel (P)	Functions (F)	Tool Tips/Brief Descriptions	Type
101	Analysis	Explore		Provides options to explore the data based on strata, MIS-Aging, Day of week & Monthly.	F
102	Analysis	Explore	By Strata	Displays the count, sum/percentage for each of the specified strata for selected numerical columns from two selected worksheets.	F
103	Analysis	Explore	MIS - Aging	Groups date-related data and displays data in different intervals of data.	F
104	Analysis	Explore	MIS-Day Of Week	Groups and displays data for each day of week in different tabs for each day.	F
105	Analysis	Explore	MIS-Monthly	Groups and displays data in four separate tabs for each of the months.	F
108	Investigate	Analysis	MIS	Displays the count, total, minimum, maximum and average of records for the selected period.	F
109	Investigate	Analysis	Pareto	Displays specific no. of records selected at random for two separate categories as per the Pareto (80:20) rule/specific percentage.	F
110	Investigate	Analysis	ABC	Displays specific number of records selected at random for three separate percentage categories as per ABC analysis.	F
111	Investigate	Analysis	Compute & Compare	Identify exceptions after computing on selected fields/comparing results with other existing/result fields.	F
113	Investigate	Explore	RSF	Displays the variation between highest value and second highest value in terms of difference and multiple (difference/second highest value) for specified numeric column.	F
114	Investigate	Explore	MVF	Displays variation between maximum and minimum value and the differential factor in multiple (difference/minimum) for specified numeric column.	F
115	Investigate	Explore	BenfLaw	Displays variance in patterns of numeric data based on Benford's Law.	F
116	Investigate	Explore	Functions	Perform more than 100 analytical functions based on value, character, number, date, conversion, mathematical, financial, search, match and match categories.	F
118	Investigate	3D Reports-Stratify	Numeric	Displays the Month-wise break-up by Grouping numeric data into different strata based on selected intervals.	F
119	Investigate	3D Reports-Stratify	Character	Displays the Month-wise break-up by Grouping character data into different strata based on selected intervals.	F
120	Investigate	3D Reports-Stratify	Aging	Displays the Month-wise break-up by Grouping date-related data into different strata based on selected intervals.	F
122	Investigate	3D Reports	MIS	Displays the Month-wise break-up for selected options in MIS reports such as: Day of week, Day of Year, Day of Month, etc.	F
123	Investigate	3D Reports	Aging	Displays the Month-wise break-up for selected options of ageing intervals.	F

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125	Relate	Relate File	Join	Displays records after joining data from two tables based on common/ uncommon column values.	F
126	Relate	Relate File	Join & Compute	Displays records with sum for selected columns for each of the rows after joining data from two worksheets based on common/ uncommon column values.	F
127	Relate	Relate File	Compare	Displays the count, sum/difference of two or more similar columns from two different tables with options to see results of different types of comparison in a separate Table.	F
128	Relate	Relate File	3-Way Matching	Displays records after joining data from up to three tables based on common/ uncommon column values.	F
129	Relate	Relate File	Append	Displays records after appending multiple tables with the matched/unmatched record structure.	F
130	Relate	Relate File	Consolidate	Displays the consolidated count and sum of each distinct value in the selected column in multiple tables.	F
131	Relate	Relate File	Cross Tab	Transpose and summarize large amounts of data for a 3-D view.	F
134	Sampling	Selection	Interval	Displays every nth record based on the interval given.	F
135	Sampling	Selection	Numbers	Display specific number of records picked at random based on number/percentage.	F
136	Sampling	Selection	TotCount	Displays specific number of records for each of the groups based on specified number of Top 'X' records.	F
138	Sampling	Profile	Summarized	Displays specific no. of records selected at random for summarised results.	F
139	Sampling	Profile	Classified	Displays specific no. of records selected at random for classified results.	F
140	Sampling	Profile	Aging	Displays specific no. of records selected at random for results of aging function.	F
142	Sampling	Criteria	Numeric	Displays specific number of records at random selected based on numeric analysis of specified columns.	F
143	Sampling	Criteria	Statistics	Displays specific number of records at random for each of the columns as selected.	F
144	Sampling	Criteria	Outliers	Displays specific no. of records selected at random for results of Outlier function.	F
145	Sampling	Criteria	Duplicates	Displays specific number of records at random for each set of results of duplicates.	F
147	Sampling	Stratify	Numeric	Groups numeric data into different strata based on intervals. Records from any strata can be randomly picked based on a specified number or percentage.	F
148	Sampling	Stratify	Date	Groups date format data into different strata based on intervals. Records from any strata can be randomly picked based on a specified number or percentage.	F
150	Sampling	Analysis On Result	Pareto	Displays specific no. of records selected at random for two separate categories as per the Pareto (80:20) rule/specific percentage.	F

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151	Sampling	Analysis On Result	ABC	Displays specific number of records selected at random for three separate percentage categories as per ABC analysis.	F
152	Sampling	Analysis On Result	RSF	Displays specific no. of records selected at random for results generated using Relative Size Factor.	F
153	Sampling	Analysis On Result	MVF	Displays specific no. of records selected at random for results generated using Max. Variance Factor.	F
154	Sampling	Analysis On Result	BenLaw	Displays specific no. of records selected at random for results of Benford Analysis.	F
157	Utilities	Columns	Split	Segregates a column into two or more columns based on specified criteria.	F
158	Utilities	Columns	Combine	Displays records after combining two/more columns into a single column based on a selected delimiter.	F
159	Utilities	Columns	Extract	Extract column from active/selected table with option to re-arrange columns and selected data based on range, selection or condition.	F
160	Utilities	Extract	Tables	Extract table from active/selected auditee and save in new auditee.	F
162	Utilities	Files	Charts	Displays Chart with option to select data/chart type.	F
163	Utilities	Files	Extract	Displays data extracted from files as selected.	F
165	Utilities	Rerun	Tasks	View/ Re-run tasks already performed in SoftCAAT.	F
166	Utilities	Rerun	Refresh	Refresh SoftCAAT to view new files generated through scripting, macros, etc.	F
168	Utilities	Split by	Group	Splits the current table into multiple tables based on each distinct value.	F
169	Utilities	Split by	Values	Splits the current table into multiple tables based on specified values.	F
172	Documents	Audit Table	View	View details of the files imported into SoftCAAT.	F
174	Documents	Audit Log	View	View the audit log day-wise, function-wise, audit-wise and file-wise.	F
175	Documents	Audit Log	Clear	Clears the audit log.	F
177	Documents	Comments	Insert	Insert comments for the auditee.	F
178	Documents	Comments	Delete	Edit existing comments for the auditee.	F
179	Documents	Comments	Edit	Delete comments for the auditee.	F
181	Documents	Settings	Settings	View/ change SoftCAAT's settings.	F

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No.	Tab (T)	Panel (P)	Functions (F)	Tool Tips/Brief Descriptions	Type
182	Documents	Settings	Options	Provides option to view settings.	F