No.	Tab (T)	Panel (P)	Functions (F)	Tool Tips/Brief Descriptions	Type
1	Utilities			Utilities refers to host of functions which provide unique functions which complement and enhance the use of Access Database.	T
2	Utilities	Columns		Provides options to organise columns by splitting, combining for columns/rows.	P
3	Utilities	Columns	Split	Segregates a column into two or more columns based on specified criteria.	F
4	Utilities	Columns	Combine	Displays records after combining two/more columns into a single column based on a selected delimiter.	F
5	Utilities	Columns	Add Date	Displays the corresponding number or name of the day/ month/ year of each record in a selected column.	F
6	Utilities	Columns	Debit&Credit	Combines or segregates columns into debit and credit columns or a single column respectively.	F
7	Utilities	Extract		Provides options to extract the specific dats, email Id's, columns and tables.	P
8	Utilities	Extract	Email Id	Extract Email Ids from selected column(s) and add as new column(s).	F
9	Utilities	Extract	Specific Data	Extract specific data enclosed within specified characters/text for selected column(s) and add as new column(s).	F
10	Utilities	Extract	Columns	Extract column from active/selected table with option to re-arrange columns and selected data based on range, selection or condition.	F
11	Utilities	Extract	Tables	Extract table from active/selected auditee and save in new auditee.	F
12	Utilities	Files		Provides options to read aloud cell values and create file properties.	P
13	Utilities	Files	Duplicate	Creates a copy of the current Table.	F
14	Utilities	Files	Charts	Displays Chart with option to select data/chart type.	F
15	Utilities	Analytical		Provides options to displays results from > 100 analytical functions as per options selected.	P
16	Utilities	Analytical	Functions	Perform more than 100 analytical functions based on value, character, number, date, conversion, mathematical, financial, search, match and match categories.	F
17	Utilities	Rerun		Provides options to run the already performed functions in SoftCAAT.	P
18	Utilities	Rerun	Tasks	View/ Re-run tasks already performed in SoftCAAT.	F
19	Tools			Provides options to tools refers to specific functions which aid in simplifying routine tasks performed.	T
20	Tools	Audit Table		Provides options to display log of functions performed as audit reference.	P
21	Tools	Audit Table	View	View details of the files imported into SoftCAAT.	F
22	Tools	Audit Log		Provides options to view and clear audit log details	P
23	Tools	Audit Log	View	View the audit log day-wise, function-wise, audit-wise and file-wise.	F
24	Tools	Audit Log	Clear	Clears the audit log.	F

No.	Tab (T)	Panel (P)	Functions (F)	Tool Tips/Brief Descriptions	Type
25	Tools	Comments		Provides options to Insert, edit or delete comments for the current auditee.	P
26	Tools	Comments	Insert	Insert comments for the auditee.	F
27	Tools	Comments	Delete	Edit existing comments for the auditee.	F
28	Tools	Comments	Edit	Delete comments for the auditee.	F
29	Tools	Settings		Provides options to update settings of SoftCAAT as per user preference.	P
30	Tools	Settings	Settings	View/ change SoftCAAT's settings.	F
31	Tools	Settings	Options	View/ change SoftCAAT's options.	F