

AuditWare

Functionality Guide

for CaseWare IDEA Data Analysis



AuditWare Systems Ltd

Unit E, The Winery, Lamberhurst Vineyard, Furnace Lane, Lamberhurst, Kent TN3 8EW

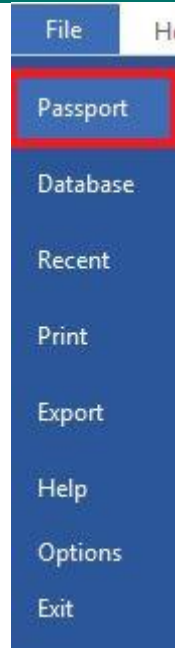
T +44 (0)1892 512348 **F** +44 (0)1892 512342 **W** www.auditware.co.uk

Registered in England. Registered No. 2173912 VAT No. 472 876 113

CaseWare IDEA Quick Access Functionality Crib Sheet

A quick guide to the major functionality you will use within IDEA.

FILE TAB: Passport

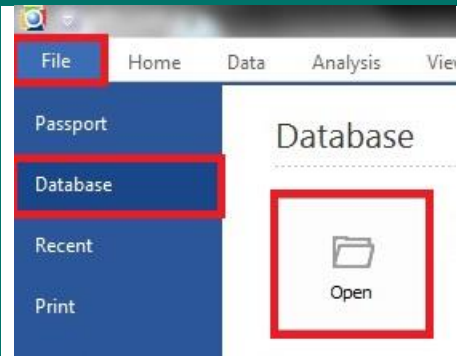


The single access point for many resources on the CaseWare Analytics Support portal, and other CaseWare partner sites.

You will need an authorised copy of IDEA 10 and a valid Maintenance Contract, as well as an active internet connection.

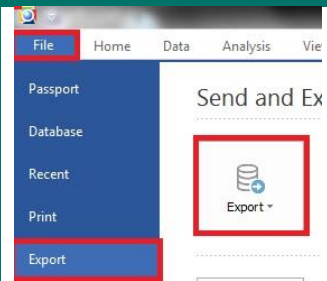
AuditWare

FILE TAB: Database



Opens an IDEA Database into the currently open Project. This database will NOT reside in the Project unless extracted.

FILE TAB: Export

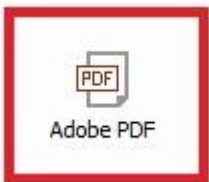


Exports the active database to other applications – dbase; Microsoft Access 2000-2003 and 2007-2010; Microsoft Excel 1997-2003 and 2007-2010; Text, both delimited and fixed length; XML

Publish To



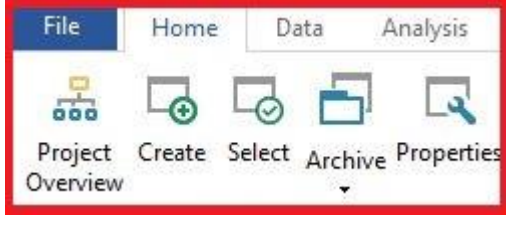



Publishes the data / history log of active database to a Microsoft Word (.docx) document



Publishes the data / history log of active database to a PDF document

AuditWare

HOME TAB: Project Group

	
	Shows a graphical or tabular representation of the audit trail
	Allows the User to create a managed Project or an external Project
	Allows the User to select an already created managed or external Project

AuditWare

HOME TAB: Import



Converts data from a variety of sources and imports said data into the desktop Project

DATA TAB: Order Group





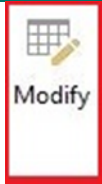

Allows the User to create, maintain, or delete any indices linked to the currently active database



Creates a new database sorted in the order as specified by the User - this is usually non-numeric




AuditWare

DATA TAB: Fields Group


 <p>Append Modify Remove Find Define Action Field</p>	Allows the User to append a new field to the database
 <p>Append</p>	Allows the User to modify a field in the database
 <p>Modify</p>	Allows the User to define a customised action to be carried out when the field is selected
 <p>Define Action Field</p>	

AuditWare

DATA TAB: Search Group





 <p>Find Find Next Go To Search</p>	
 <p>Search</p>	Allows the searching of keywords in specific fields across databases
 <p>Re-run Tasks</p>	Will display the dialogue box for the previously completed action

ANALYSIS TAB: Tasks Group




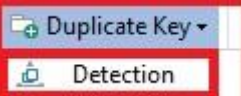
 <p>Re-run Tasks</p>	Will display the dialogue box for the previously completed action
--	---

AuditWare



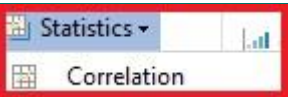



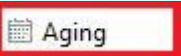

ANALYSIS TAB: Extract Group

 <p>Direct Top Records Indexed Key Value Extract</p>	
 <p>Direct</p>	Allows the User to create a new database according to criteria applied to the current active database
 <p>Top Records</p>	Allows the User to extract a specified number of top or bottom records from the dataset, for the particular specified key
 <p>Key Value</p>	Allows the User to extract specific records according to a selected key

ANALYSIS TAB: Explore Group

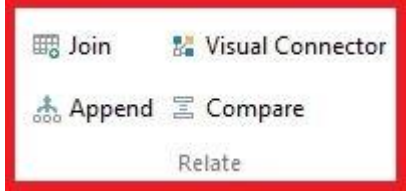


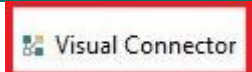

 <p>Gap Detection Duplicate Key Benford's Law Statistics Explore</p>	
 <p>Gap Detection</p>	Allows for the identification of missing values in sequences (Date, Numeric or Character)
 <p>Benford's Law</p>	Allows the comparison of current data to the expected Benford's Law Results
 <p>Duplicate Key Detection</p>	Allows for the identification of duplicates within current data; can output those items that ARE duplicates; can also output those items that ARE NOT duplicates

AuditWare

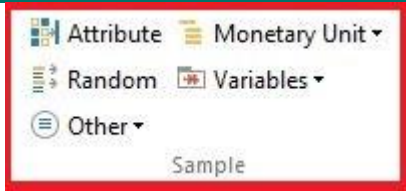

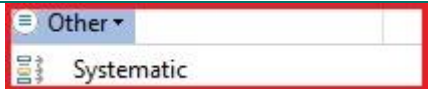
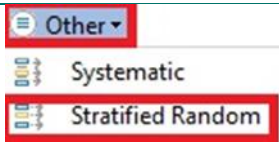
	<p>Allows for the identification of duplicates within current data; only outputs the first item of a duplicate set</p>
	<p>Allows the identification of multiple similar records within a selected Character field or up to three Character fields. Similar records are identified and then grouped based on their similarity degree. You can choose to base the similarity computation on case sensitivity, allow a record to be included in multiple fuzzy groups, and include exact duplicates in the fuzzy groups.</p>
	<p>Allows the User to choose numeric fields to be compared together and displays the correlation between them as a result</p>
<h2>ANALYSIS TAB: Categorize Group</h2>	
	
	<p>Allows the summarising of values by a key or keys and creating of totals for each value of the key.</p>
	<p>Allows the grouping of records from the current database together in defined bands or strata</p>
	<p>Allows the aging of the database from a specified date for up to six specified intervals</p>
	<p>Creates a dynamic summary of the data in tabulated form</p>

AuditWare

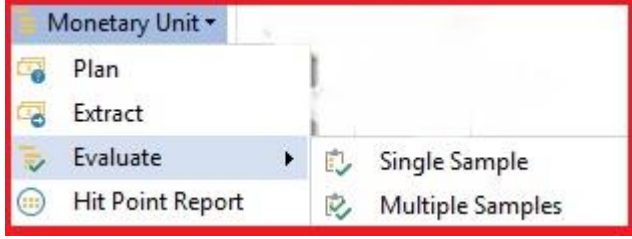


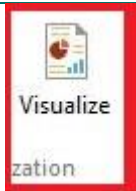
ANALYSIS TAB: Relate Group

	
	Matches two databases on common fields and produces a new database
	Allows concatenation (adding from the bottom) two or more databases to form a new database
	Connects multiple databases that share common fields into a new single database
	Compares summaries of two databases on common field(s)

ANALYSIS TAB: Simple Group


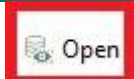
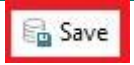

	
	Creates a randomly generated sample from your chosen data set
	Creates a generated sample where the samples are taken at regular intervals. Can either generate by specifying sample size or sample interval
	Creates a random sample by taking samples from the grouped (stratified) data set

AuditWare




	<p>Allows the preparation, extraction and evaluation of a sample using monetary unit sampling techniques.</p>
<p>ANALYSIS TAB: Visualization Group</p>	
	
	<p>Provides insights on the active database by mapping data through predefined Analytic Intelligence. Trends, patterns, and outliers are discovered and presented as charts or field statistics on a dashboard within seconds. Depending on the predefined intelligence, charts are either presented with summarized data or stratified data. Auto-generated chart captions that detail the database name, field names, and the analysis being performed accompany each chart. You can save the dashboard with the generated visuals or modify the displayed information.</p>
	<p>Allows the User to create dashboards from scratch. You can create a dashboard to interpret and monitor data trends and information for a single database or multiple databases. Allows you to summarize the data to create categories for each unique value in a selected field. If the selected field is Numeric or Date, you have the added option to group the data in strata instead of by each unique value.</p>

AuditWare








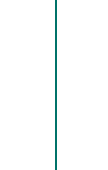

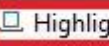


VIEW TAB: View Group

 <p>Views</p>	
	Allows the selection of a saved view to be applied to the open database
	Saves the current view of the active database
	Returns to the original default view by undoing any changes made






VIEW TAB: Format Group

 <p>Format</p>	
	Displays the currency symbol in the selected database field
	Displays the thousands separator in the selected database field

AuditWare


 <p>Negative Values ▾</p>	<p>Allows the User to define the format of negative values within the database. Can be with negative sign in front, or in brackets, or both of preceding in red</p>
 <p>Date Values ▾</p>	<p>Allows the User to format how dates are shown in a date field in the database</p>
<p>VIEW TAB: Display Group</p>	
 <p>Field Statistics</p>  <p>Highlight Spaces</p>  <p>Zoom</p>  <p>Hide Fields</p>  <p>Show All Fields</p>  <p>Freeze Columns</p>	
 <p>Field Statistics</p>	<p>Allows the User to show certain field statistics within the current database view</p>
 <p>Highlight Spaces</p>	<p>Highlights spaces within database fields</p>
 <p>Hide Fields</p>	<p>Allows the User to hide selected Field(s) within the current database view</p>
 <p>Show All Fields</p>	<p>Displays all the fields within the database</p>

AuditWare

 <p>Freeze Columns</p>	Allows the User to lock a selected column to the extreme left of the current database view, to prevent it scrolling out of view
VIEW TAB: 'Group' group	
 <p>Group Records Grouping Off Group</p>	
 <p>Group Records G</p>	Allows the User to group records in the current active database according to certain keys
 <p>Grouping Off oup</p>	Returns the database to the default view by turning off grouping.
VIEW TAB: Tabs Group	
 <p>Horizontal Vertical Tabs</p>	Allows the current active database to be displayed in its own horizontal or vertical field


AuditWare


MACRO TAB: Record Group

 <p>Record Macro Record</p>	Allows the User to one touch record or stop recording a macro
--	---

MACRO TAB: Macro Group




 <p>Run Open Bind to Macro Ribbon</p>	
--	--

 <p>Run</p>	Allows the User to run a previously created Macro
--	---

 <p>Open Macro</p>	Allows the User to open a previously created IDEA Script or Visual Script Macro
--	---

AuditWare

MACRO TAB: Create Group

 <p>IDEAScript Visual Script Create</p>	
 <p>IDEAScript Crea</p>	Create a new IDEA Script Macro
 <p>Visual Script</p>	Create a new Visual Script Macro

AuditWare

Vision • Innovation • Value

About AuditWare

Established in 1987, AuditWare is a national leader in supplying the most powerful data analytics software, and business process related professional services to industries of all kinds, ranging from national and local government, to private sector FTSE listed and sole trader organisations across the UK & Ireland.

AuditWare Systems Ltd is the Home of Data Analytics Software.