CHOOSING THE RIGHT TOOL

Hover over or select the tool icons for more info.

ENABLERS

These tools help you when you are using other tools.
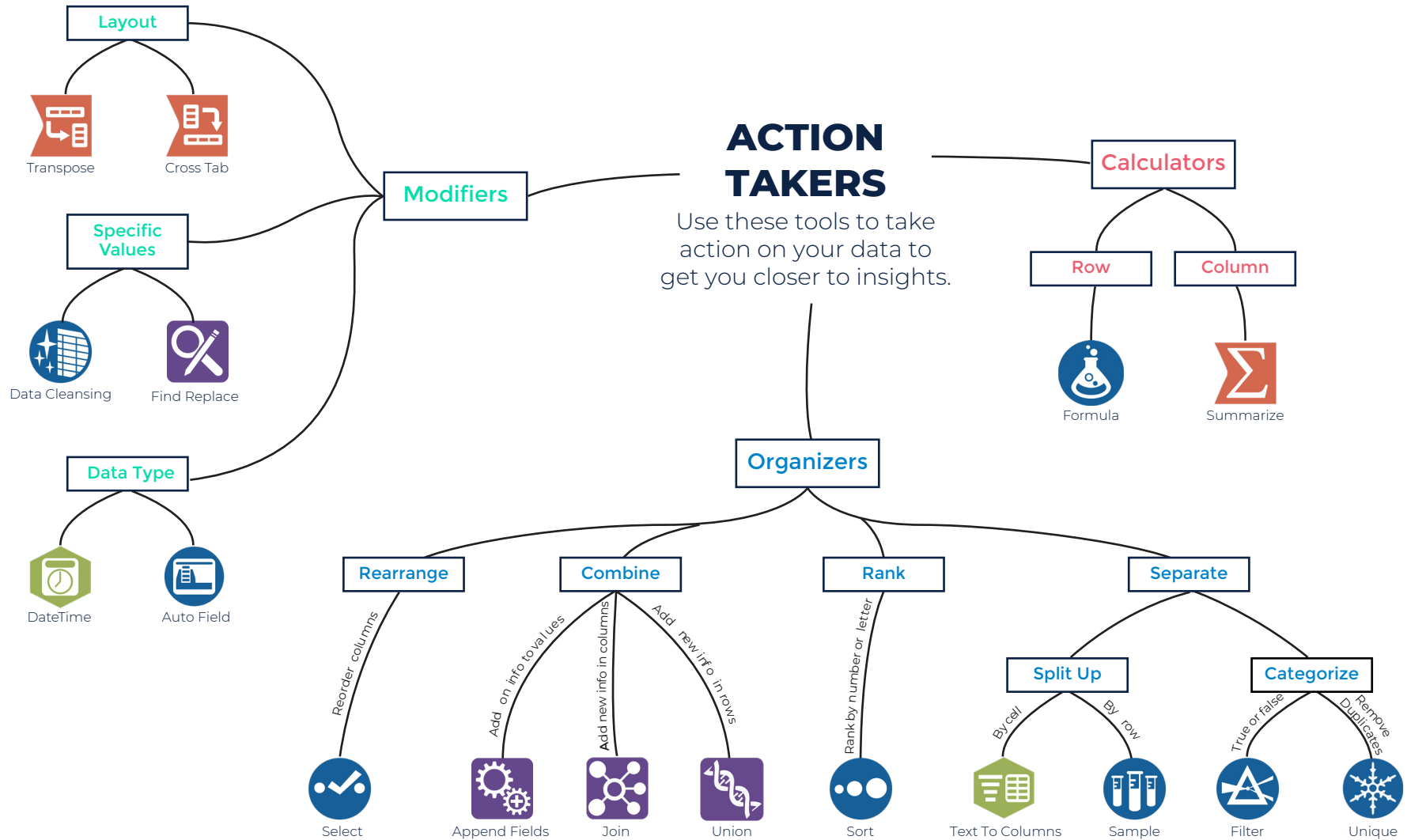
Browse

Input Data

Output Data

Layout

Transpose

Cross Tab

Specific Values

Data Cleansing

Find Replace

Data Type

DateTime

Auto Field

Modifiers

ACTION TAKERS

Use these tools to take action on your data to get you closer to insights.

Calculators

Row

Formula

Column

Summarize

Organizers

Rearrange

Reorder columns

Select

Combine

Add on info to values

Add new info in columns

Add new info in rows

Append Fields

Join

Union

Rank

Rank by number or letter

Sort

Separate

Split Up

By cell

By row

Text To Columns

Sample

Categorize

True or false

Remove Duplicates

Filter

Unique

ACTIONS YOU MAY WANT TO TAKE

ACTIONS YOU MAY WANT TO TAKE	TOOLS THAT CAN DO THAT IN DESIGNER
Change a data type	Select ● Formula 🧪 Auto Field 🗔
Change a row to a column	Transpose 🔀
Change a column to a row	Cross Tab 🔀
Split one cell into multiple cells	Text To Column ⬡ Formula 🧪
Combine lists by adding rows	Union 🔀
Combine lists by adding columns	Join 🔗 Find Replace ✂ Append Fields ⚙
Group information	Union 🔀 Find Replace ✂ Summarize Σ
Rank data	Sort ●●● Summarize Σ
Remove columns	Select ●
Remove empty values	Formula 🧪 Filter 🔺
Remove rows	Formula 🧪 Filter 🔺 Sample 🎲
Remove punctuation or whitespace	Data Cleansing 🧹
Perform a calculation	Summarize Σ Formula 🧪
Work with dates	DateTime ⬡ Formula 🧪
Find a value (unique, min, max)	Summarize Σ Unique ✳ Find Replace ✂
Identify records with a unique ID	Record ID 🔢
Replace a value	Find Replace ✂ Formula 🧪
Input data	Input Data 📖
Rename fields	Select ●
Reorder fields	Select ●
View results	Browse 🔭
Output results	Output Data 📝

FUNCTIONS

When you use functions in Designer, keep in mind that your data's data type is very important. The table on the right shows the function category and an X in a column indicates the function is compatible with that column's data type. This is not an exhaustive list. Rather, use this table to match your data's data type and find a category that is compatible with that data type to ensure the function will work. Note that you may need to change your data's data type.

	String	Numeric	DateTime	Boolean	Spatial
Conditional	x	x	x	x	x
Conversion	x	x			
DateTime	x		x		
File	x				
Finance		x			
Math		x			
Math: Bitwise		x			
Min/Max		x			
Operators	x	x	x	x	x
Spatial		x			x
Specialized	x	x	x	x	x
String	x				
Test	x	x	x	x	x

TERMINOLOGY

Blend: Merge data from different sources into one dataset, such as data from different spreadsheets, databases, or other sources into one complete dataset.

Concatenate: Join one or more text strings together.

Data type: A data type is an attribute of data that lets the computer know how to interpret that value. There are five main data types in Designer: string, numeric, DateTime, Boolean, and spatial. Data types can be changed for some values.

Delimiter: A delimiter is a sequence of one or more characters that creates a boundary between values. Common delimiters include commas, pipes, and quotes.

Filter: Filtering separates your data into two streams. The True stream contains the data that met your criteria, and the False stream contains the data that did not meet your criteria.

Flag: Flagging data is a technique used to categorize data. This is usually accomplished with a conditional statement that checks values against a set of criteria and creates a corresponding flag in another column.

Parse: Parsing separates values based on delimiters. Examples include separating keywords from phrases, numbers from letters, or area codes from phone numbers.

Sort: Rank items in ascending or descending order.