

# MitsView Quick Reference Sheet

(Refer to the MitsView Reference Guide for more detailed information)



SALESDEMO	SALES	SALES	SALES	SALES
WAREHOUSE	MTD	MTD	Sep98-Aug99	Trend
SALES REP	Portion		Last12	
CUSTOMER	MTD	MTD	Sep98-Aug99	Trend
SALESDEMO:	284,718	100.0%	3,876,743	-1.4
SEATTLE BRANCH	97,360	34.2%	1,152,192	-19.8
JOHN BRIMMAN	23,105	23.7%	117,348	-55.7
AEROMAP US	18,251	79.0%	2,730	-90.9
AIRPORT THEATRE	2,431	10.5%	0	
GREAT PACIFIC SEAFOODS	2,424	10.5%	2,492	-49.6
21 CSG/SSF	0	0.0%	7,426	-79.3
A & S ENTERPRISES	0	0.0%	2,456	
A I CLINIC	0	0.0%	9,872	+33.9
A T PUBLISHING & PRINTING	0	0.0%	4,994	-83.4
A-1 BLDG MAINTENANCE	0	0.0%	2,494	-0.2

## Column Drop Down Options Menu

Right Click with mouse pointer at any column heading.

- Performs the following functions:
- 4 Sort Column in Ascending Order
  - 4 Sort Column in Descending Order
  - 4 Insert Column Before or After (Presents available columns)
  - 4 Remove Column
  - 4 Replace all columns with new set (Presents Column Sets)
  - 4 Break-On options
  - 4 Add Filter (ie. Sales > \$500 only)



## Drill-down Function

MitsView will present possible drill-down selections based on what Identifier the mouse is pointing at. Double-clicking on SALESDEMO: (application name) in this example will display all Identifiers used.

Double Click to present Drill-Down selections

## Explore SEATTLE BRANCH by:

- Customer name and number
- Sales rep assigned to order
- Written by assigned to order
- Transaction dollar size groups
- Product line
- Inventory sales group
- Specific product

OK

## How to...

### add a column from operation file

Example: Add a column to display the CITY from the customer master file: Display customers using the drill-down function – Choose to insert a column with the column drop down menu – go the bottom of the list and see “From C Dictionary” – click on that and select CITY.

### create a column set

Select Edit | Column Maintenance from the top line menu. Double click on Column Groups and then Column Sets to expand them. Select “Add a new Column Set” from the Column Sets list - Change the Set ID and Set Description – Drag and Drop Columns from the Column Group list into the area below the Set Description File. Chose Save / Exit when done.

- Initiates connection of MitsView to MitsServer based on setup in Format | Host Interface
- Presents FLASH screens prepared for and or saved by MitsView user
- Undo or Redo last function
- Present 2D, 3D and/or Pie Chart using selected cells – select cells by dragging mouse over them.
- Print preview with print enhancements or print directly to Windows printer
- Start Excel and place data being displayed in a new spreadsheet
- Save displayed data in a Text file
- Save current FLASH display parameters as a FLASH screen for recurring use
- Change color in various area of data grid portion of screen.
- Quick change of font size – larger or smaller – of data displayed in grid.

## To Try out MITS / MitsView via the Internet

1. Install MitsView from DEMO CD (Install Software | Install MitsView) or download from MITI web site.
2. Connect to Internet
3. Press the “Connect to Server” button (handshake – first button on tool bar)