



# Quick Start Guide



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## QUICK REFERENCE – Workspace Tab

The screenshot shows the Rapid Insight® Veera™ application window with the Workspace tab selected. The interface includes a menu bar (File, View, Job, Data View, Schedule, Tools, Window, Help), a toolbar, and a main workspace area. The workspace is divided into several sections: Jobs, Access, Excel, SQLServer, Text, and Active Processes. The 'College Enrollment Data FA' table is highlighted under the 'Access Database Connection' folder. Callout boxes provide detailed information about each section.

**MAIN MENU**  
 Toolbar menu options change when the Workspace tab is selected. See Appendix B.

**WORKSPACE TAB**  
 Where users organize and manage the data processes (“Jobs”) they’ve created, view the data sources they’ve identified (“Data Connections”), and see which jobs may be currently running (“Active Processes”). If closed, it can be reopened from the toolbar menu item “Window”.

**JOBS**  
 Jobs are user-created processes that pull data from one or more sources (“Connections”), manipulate that data with various tools (“Tasks”), and produce one or more outputs as files and/or reports (“Runables”). Jobs are managed (created, deleted, organized, copied, exported, imported, named, opened, run, scheduled) from the Workspace tab.

**DATA TABLES**  
 Tables name specific data files or parts of files (individual worksheets within an Excel workbook) that both match the location and data source type of the Connection. Tables appear beneath Connections.

**DATA CONNECTIONS**  
 These point to where data may be located (folders, servers) on the local computer or network. Connections are automatically grouped by the data source file type (Excel, Text, Access, SQL, etc).

**ACTIVE PROCESSES**  
 The Active Processes section shows which jobs are currently running and their elapsed time. If no jobs are running, this space remains blank.

## QUICK REFERENCE – Job Tab

### JOB TAB

Users build and edit the selected job here. Several Job tabs may be open at a time.

### CONNECTIONS

Connections identify where data can be found (folders, servers). Tables appear beneath Connections and name specific data files or parts of files (worksheets in an Excel workbook) in that location of that type. Every job must include at least one before it can be run.

### TASKS

Tasks are tools used to manipulate data as part of a process "Job".

### RUNABLE

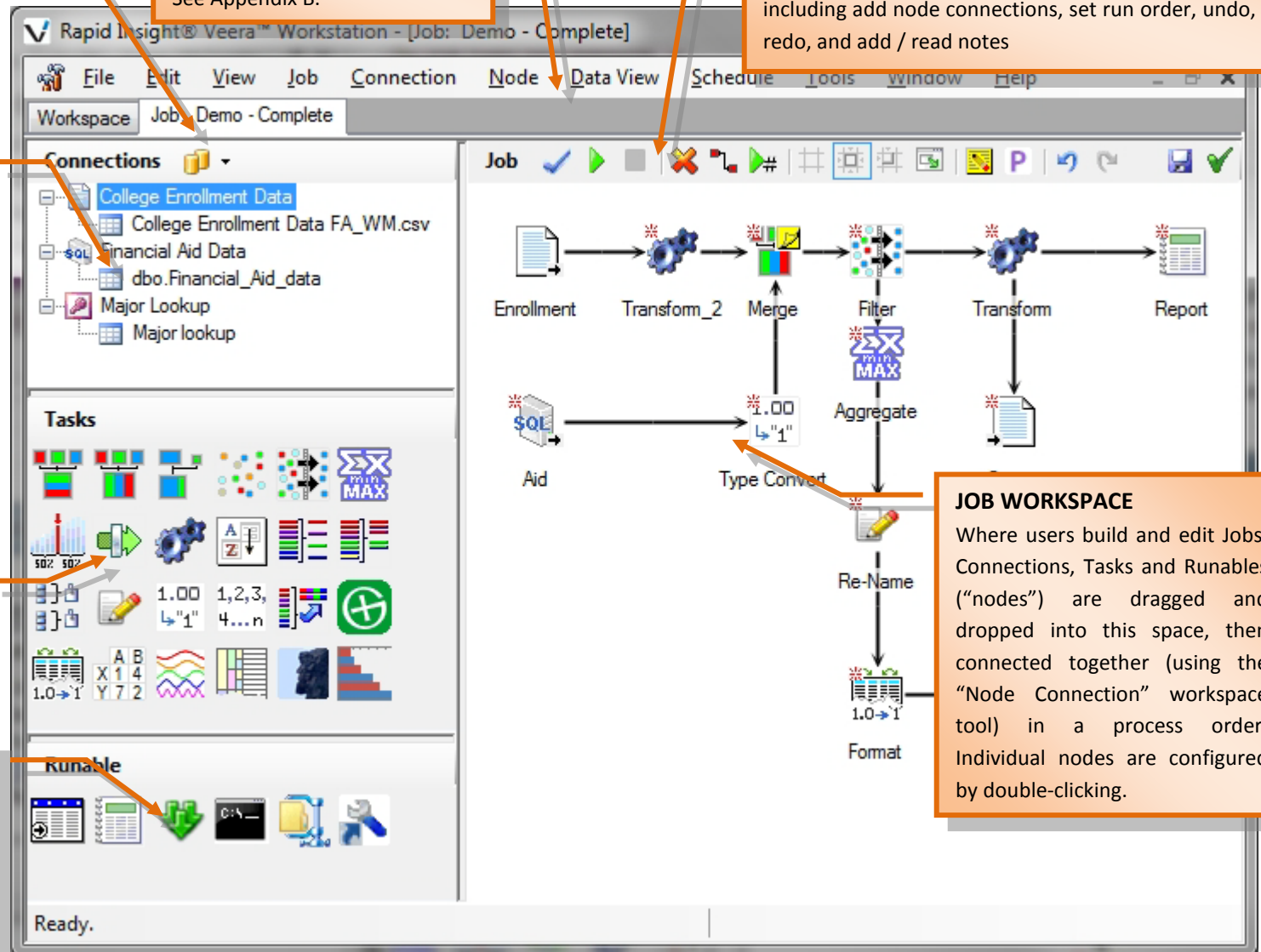
Runables provide destinations for data output by a job. These include files and/or reports. Every job must include at least one before it can be run.

### MAIN MENU

Toolbar menu options change when the Job tab is selected. See Appendix B.

### JOB WORKSPACE TOOLS

Provides tools to run, pause, stop, validate and save the job. Additional tools aid in job construction including add node connections, set run order, undo, redo, and add / read notes



### JOB WORKSPACE

Where users build and edit Jobs. Connections, Tasks and Runables ("nodes") are dragged and dropped into this space, then connected together (using the "Node Connection" workspace tool) in a process order. Individual nodes are configured by double-clicking.

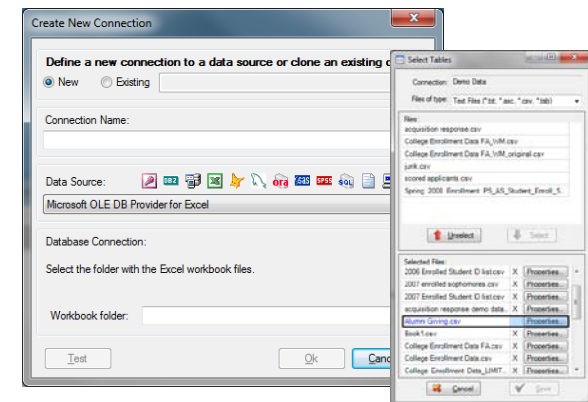
## CREATING YOUR FIRST JOB IN VEERA

### 1. Start a new job

- Right-click in the Workspace > Jobs section and select New Job.
- Click on the New Job tab

### 2. Create a connection to your data

- Create a Data Connection to the data folder or database
  - Right-click Connections and select 'New Connection'
  - Enter a connection name, data source type and other connection details
  - Save the connections settings
- Then select specific database tables or data files using the Select Tables menu option.
  - Right-click the connection just made and choose Select Tables
  - Highlight and Select files, worksheets, tables from connection location
  - Save the selected tables settings



### 3. Add connection, task and output nodes to your job

- With the mouse, drag the selected node from the lists on the left and drop it into the job.

### 4. Connection nodes together to create a process flow

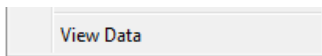
- Alt-Click on one node, then drag and drop it onto another node. A line will connect the two.

### 5. Run your job



- While on the job tab, click on the Run Job control on the Jobs Toolbar (green arrow),

### 6. View the results

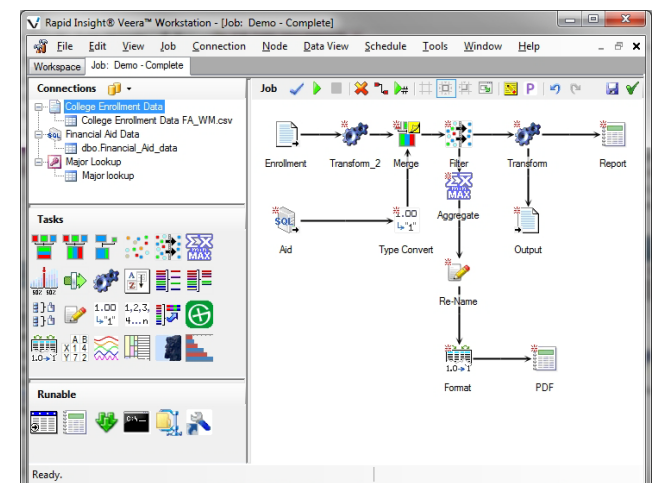


- Right-click on the output file or report and select View Data or View Report.

### 7. Save your job



- Click the blue disk or green checkmark icon on the Job's tab



## FREQUENTLY ASKED QUESTIONS ABOUT VEERA

### DATA CONNECTIONS IN VEERA

<p><b>HOW DO I TELL VEERA WHERE TO FIND MY DATA?</b></p>	<p>Create a Data Connection to the data folder or database</p> <ul style="list-style-type: none"> <li>Right-click Data Connections and select 'New Connection'</li> <li>Enter a unique Connection Name</li> <li>Select a Data Source Type</li> <li>Enter the requested information for the Data Source Type</li> <li>Save the connection settings</li> </ul> <p>Then select specific database tables or data files using the Select Tables menu option.</p> <ul style="list-style-type: none"> <li>Right-click the Data Connection and choose Select Tables</li> <li>Highlight and Select files, worksheets, tables from connection location</li> <li>For Text file data connections, the properties often need to be defined.</li> <li>Save the selected tables settings</li> </ul>
<p><b>WHY CAN'T I SELECT THE DATA FILES I SEE?</b></p>	<p>When creating a Data Connection, selecting individual data files is not possible. Connections to specific data files are done using the Select Tables menu option.</p>
<p><b>WHY CAN'T I SEE THE DATA FILES I KNOW ARE THERE?</b></p>	<p>The Select Tables screen will only show and select files that match the Data Connection type (Excel, text, Access, etc).</p>
<p><b>WHY CAN'T I SEE THE EXCEL FILES I KNOW ARE THERE?</b></p>	<p>There are three types of Excel files (XLS, XLSX, XLSB). The Data Connection type must match the file type exactly for the files to display in the Select Tables screen.</p>
<p><b>WHY CAN'T I SEE THE ACCESS FILES I KNOW ARE THERE?</b></p>	<p>There are two types of Access files (MDB, ACCDB). The Data Connection type must match the file type exactly for the files to display in the Select Tables screen.</p>
<p><b>WHY CAN'T I SAVE THE TEXT FILES I'VE SELECTED AS DATA SOURCES?</b></p>	<p>Text files must have their properties defined before they can be used as sources of data in Veera. Select the file(s) to be used, then click the Properties button beside each to configure.</p>
<p><b>HOW DO I ADD A DATA CONNECTION TO A JOB?</b></p>	<p>Right-click in the Job's Connections section and chose the Select Existing menu item. An alphabetically list of existing Data Connections and their associated files/tables will be displayed from which the desired connections can be chosen.</p>
<p><b>CAN I USE DIFFERENT TYPES OF DATA IN THE SAME JOB?</b></p>	<p>ABSOLUTELY! There are no restrictions on the types or number of data sources used by a job.</p>
<p><b>CAN I DELETE A TABLE OR DATA CONNECTION?</b></p>	<p>YES. Right-click on the file, table or Data Connection and select Delete or Remove. Note that this will not harm the data itself, though it will disable jobs using the deleted connection.</p>

**MANAGING JOBS IN VEERA**

<b>HOW DO I START A NEW JOB?</b>	Right-click in the Workspace > Jobs section and select New Job, or Select Job > New Job from the main toolbar menu. A tab labeled New Job will open.
<b>HOW DO I SAVE A JOB?</b>	Click the blue disk or green checkmark icon on the Job's tab, or Select Job > Save from the main toolbar menu, or Select Job > Save As from the main toolbar menu.
<b>HOW DO I RENAME A JOB?</b>	Right-click on the entry for the job in the Workspace > Jobs section and select Rename, or While viewing the job, select Job > Save As from the main toolbar menu.
<b>HOW DO I COPY A JOB?</b>	Right-click on the entry for the job in the Workspace > Jobs section and select Copy Job, or While viewing the job, select Job > Save As from the main toolbar menu.
<b>HOW DO I SHARE A JOB WITH OTHERS?</b>	Jobs may be exported as .vjf files outside of Veera and imported by other users. To export a job: Right-click on the job in the Workspace > Jobs section and select Export, or While viewing the job, select Job > Export from the main toolbar menu. Select a location for the .vjf file to be saved To import a job (the new job will appear in the Jobs section of the Workspace tab): Right-click in the Workspace > Jobs section and select Import Job, or Select Job > Import Job from the main toolbar menu and select the .vjf file, or Drag and drop the .vjf into the desired folder of the Jobs section of the Workspace tab.
<b>WHY IS MY IMPORTED JOB NOT WORKING?</b>	Imported jobs often need to be reconnected to a data source in the new environment. Either... Create connections and select files/tables whose names match those in the job, or Remove the job's current connections and use existing connections to replace them.
<b>HOW DO I CREATE A JOB FOLDER?</b>	Right-click on the Jobs label in the Workspace tab and select New Folder
<b>CAN I CREATE A FOLDER WITHIN A FOLDER?</b>	YES. Right-click on the an existing folder and select New Folder
<b>HOW DO I PLACE JOBS IN A FOLDER?</b>	With the mouse, drag and drop the job onto the destination folder
<b>HOW DO I SAVE A JOB INTO A SPECIFIC FOLDER?</b>	Selecting the destination folder is part of the normal Job Save process
<b>CAN I MOVE A FOLDER INTO ANOTHER FOLDER?</b>	YES. With the mouse, drag and drop the folder onto the destination folder

**BUILDING JOBS IN VEERA**

<b>HOW DO I ADD NODES TO A JOB?</b>	Adding connections, tasks and runnable outputs to a job is easy. With the mouse, drag the selected node from the lists on the left and drop it into the job. It's that simple!
<b>HOW MANY NODES CAN I ADD TO A JOB?</b>	There's no limit to the number of connections, tasks or runables a user can add to a job.
<b>HOW DO I CONNECT NODES TOGETHER?</b>	Click the Node Connect Mode control (red boxes) on the Jobs Toolbar. Then click on the node where data is coming from. Finally, click on the node where the data is going to. A connecting line will appear, joining the two nodes Repeat these two steps to connect additional nodes. Don't forget to click the control again to turn it off.  Alternately, Alt-Click on the source node, then drag and drop it onto the destination node. A connecting line will appear, joining the two nodes
<b>HOW DO I DELETE A CONNECTION BETWEEN NODES?</b>	Right-click on the line and select Delete, or Click on the line and then click the Delete Selected Items Jobs Toolbar control (red X), or Click on the line and select Edit > Delete from the main toolbar menu.
<b>CAN I RELOCATE A NODE?</b>	YES. Click, drag and drop the node into its new location. All connections will "rubber band" to accommodate the new position.
<b>CAN I RELOCATE SEVERAL NODES AT ONCE?</b>	YES. Click into an empty space in the job then, with the mouse button still pressed, drag the mouse. All the nodes and connections within the box that is drawn will be highlighted. Release the mouse button, then use the keyboard arrow keys to reposition the selected nodes.
<b>CAN I COPY AN EXISTING NODE?</b>	YES. Ctrl-Click on the source node, then drag and drop its copy into the new position.
<b>CAN I COPY SEVERAL NODES AT ONCE?</b>	Not at this time.
<b>WHY CAN'T MY OUTPUT CREATE A DATABASE TABLE?</b>	The option that allows this may be turned off. Select Tools > Options from the main toolbar menu. Check the box labeled "Allow Create Table in Database" on the General tab, then SAVE.
<b>HOW DO I ATTACH A NOTE TO A NODE?</b>	Right-click on the node and select Edit Notes, or Click on the node and then click the Edit Notes Jobs Toolbar control (yellow note), or Click on the node and then select Job > Edit Notes from the main toolbar menu.
<b>CAN I ATTACH A NOTE TO THE WHOLE JOB?</b>	YES. With no node selected:  Click the Edit Notes Jobs Toolbar control (yellow note), or Select Job > Edit Notes from the main toolbar menu.
<b>CAN I DELETE A NOTE?</b>	YES - by opening the note and deleting its contents.

***RUNNING JOBS IN VEERA***

<b>HOW DO I RUN A JOB?</b>	While on the job tab, click on the Run Job control on the Jobs Toolbar (green arrow), or Right-click on the job in the Workspace > Jobs section and select Run.
<b>CAN I RUN JUST ONE PART OF A JOB?</b>	YES. Right-click on the output node to run individually and select Run This Output Only.
<b>CAN I VIEW THE DATA COMING OUT OF A SPECIFIC NODE?</b>	YES. Right-click on the node and select Preview Data.
<b>HOW MANY JOBS CAN I RUN AT THE SAME TIME?</b>	There's no limit to the number of jobs that can be running at the same time.
<b>CAN I SCHEDULE A JOB TO RUN?</b>	YES. While on the job tab, select Schedule > Job from the main toolbar menu, or Right-click on the job in the Workspace > Jobs section and select Schedule.
<b>MUST VEERA BE OPEN FOR A SCHEDULED JOB TO RUN?</b>	SOMETIMES – Yes when using the Desktop version, NO when using the Client/Server version
<b>CAN VEERA NOTIFY ME WHEN A SCHEDULED JOB RUNS?</b>	YES. Reports can be set up to auto-email themselves when created. To configure this feature: Select Tools > Options from the main toolbar menu Enter local email service setting on the SMTP Information and Distribution Lists tabs To use the feature in a particular report node in a job: Open the report setup window and check Enable Distribution Click the Distribution Setup button and select the recipient(s)

***GENERAL QUESTIONS ABOUT VEERA***

<b>HOW DO I UPDATE MY PROGRAM?</b>	Select Help > Updates from the main toolbar menu
<b>WHERE DID MY WORKSPACE TAB GO?</b>	The Workspace tab may have been inadvertently closed. Select Window > Workplace from the main toolbar menu to reopen the tab.
<b>HOW MANY JOBS CAN BE OPEN AT THE SAME TIME?</b>	There's no limit to the number of jobs that can be open at the same time.
<b>WHERE CAN I FIND MY ERROR LOG FILES?</b>	Select Help > Log Files from the main toolbar menu. Logs may be view and/or emailed to Rapid Insight from this location.

## TRANSFORM TASK FUNCTIONS SUMMARY

### Function Operators

Because functions have such a high priority they almost always require their parameters be in parentheses to achieve the expected/correct result.

*"ABS [A]" is the same as "ABS ([A])", but "ABS [A]\*[B]" is not "ABS ( [A]\*[B] )", but is "ABS([A])\*[B]"*

PRECEDENCE	SYMBOL	TYPE OF OPERATION	ASSOCIATIVELY
1	()	Expression	Left to right
2		Scalar Functions	Left to right
3	- ~ !	Unary	Right to left
4	* / % **	Multiplicative	Left to right
5	+ -	Additive	Left to right
6	<< >>	Bitwise shift	Left to right
7	< > <= >=	Relational	Left to right
8	= == <> != IS	Equality	Left to right
9	&	Bitwise-AND	Left to right
10	^	Bitwise-exclusive-OR	Left to right
11		Bitwise-OR (inclusive)	Left to right
12	BETWEEN	Logical-BETWEEN	Left to right
13	IN	Logical-IN	Left to right
14	LIKE	Logical-LIKE	Left to right
15	&& AND	Logical-AND	Left to right
16	OR	Logical-OR	Left to right
17	??	Null-Coalescing	Left to right
18	?:	Inline-If/Then	Left to right
19	,	List	Left to right

### Function Descriptions

<b>Abs</b>	ABS( )	Returns the absolute, positive value of the given numeric expression
<b>ACos</b>	ACOS( )	Returns the angle, in radians, whose cosine is the given real expression
<b>ASin</b>	ASIN( )	Returns the angle, in radians, whose sine is the given real expression
<b>ATan</b>	ATAN( )	Returns the angle in radians whose tangent is the given real expression
<b>ATn2</b>	ATN2( #y, #x )	Returns the angle, in radians, whose tangent is the quotient (Y/X) of given real expressions
<b>Ceiling</b>	CEILING( )	Returns the smallest integer, greater than, or equal to, the given numeric expression
<b>Char</b>	CHAR( )	A string function that converts an int ASCII code to a character
<b>CharIndex</b>	CHARINDEX( 'string', )	Returns the starting position of the specified expression in a character string. Returns -1 if not found
<b>Contains</b>	CONTAINS( 'string', )	Returns 1 if the specified expression is in the character string, otherwise returns 0
<b>Cos</b>	COS( )	Returns the trigonometric cosine of the given angle (in radians) in the given expression
<b>Cot</b>	COT( )	Returns the trigonometric cotangent of the specified angle (in radians) in the given real expression
<b>Date</b>	DATE( " )	Converts a string to a date
<b>DateStr</b>	DATESTR( )	Convert a date to a string
<b>DateStr</b>	DATESTR( , 'd' )	Format a date as a string
<b>Day</b>	DAY( )	Returns an integer representing the day date-part of the specified date (1-31)
<b>DayOfWeek</b>	DAYOFWEEK( )	Returns a string representing the day date-part of the specified date (Sunday, Monday, etc.)
<b>DayOfWeekN</b>	DAYOFWEEKN( )	Returns an integer representing the day date-part of the specified date (1-7)
<b>DayOfYear</b>	DAYOFYEAR( )	Returns an integer representing the day date-part of the specified date (1-366)
<b>DaysBetween</b>	DAYSBETWEEN( , date )	Returns an integer representing the #of days between 2 dates
<b>Degrees</b>	DEGREES( )	Given an angle in radians, returns the corresponding angle in degrees
<b>DistanceBetween</b>	DISTANCEBETWEEN( , zipcode )	Returns a real representing the # of miles between 2 zipcodes
<b>DistanceBetweenLatLon</b>	DISTANCEBETWEENLATLON( , lon1, lat2, lon2 )	Returns a real representing the # of miles between 2 Latitude/Longitude coordinate pairs.
<b>DistanceBetweenMGRS</b>	DISTANCEBETWEENMGRS( , mgrsCoord )	Returns a integer representing the # of meters between 2 MGRS coordinates (in same GZD).
<b>DistanceFrom</b>	DISTANCEFROM( , 'zipcode' )	Returns a real representing the #of miles between a zipcode and a constant zip code
<b>DistanceFromLatLon</b>	DISTANCEFROMLATLON( , varLon1, constLat2, constLon2 )	Returns a real representing the # of miles between a variable and a constant Latitude/Longitude coordinate pair.

<b>DistanceFromMGRS</b>	DISTANCEFROMMGRS( , 'mgrsCoord' )	Returns a real representing the # of meters between a MGRS coordinate and a constant MGRS coordinate (in same GZD).
<b>Exp</b>	EXP( )	Returns the exponential value of the given real expression
<b>Floor</b>	FLOOR( )	Returns the largest integer less than or equal to the given numeric expression
<b>Greatest</b>	GREATEST( , expr, ... )	Returns the largest value in a list of 2 or more values
<b>Hour</b>	HOUR( )	Returns an integer that represents the hour part of a specified datetime
<b>HoursBetween</b>	HOURSBETWEEN( , date )	Returns an integer representing the # of hours between 2 dates
<b>If</b>	IF( , trueValue, falseValue )	Tests an expression result, returns one value if TRUE and another value if FALSE
<b>IsNull</b>	ISNULL( , replacement_value )	Tests if an expression result is null, returns the result if it is not null, otherwise a replacement value
<b>Is Null</b>	( IS NULL )	Tests if an expression result is null, evaluates to Boolean
<b>Least</b>	LEAST( , expr, ... )	Returns the smallest value in a list of 2 or more values
<b>Left</b>	LEFT( , #len )	Returns the left part of a string the specified number of characters in length
<b>Len</b>	LEN( )	Returns the number of characters of the given string, excluding trailing blanks
<b>Log</b>	LOG( )	Returns the natural logarithm of the given real expression
<b>Log10</b>	LOG10( )	Returns the base-10 logarithm of the given real expression
<b>Lower</b>	LOWER( )	Returns a character expression after converting uppercase character data to lowercase
<b>LTrim</b>	LTRIM( )	Returns a character expression after removing leading blanks
<b>MetersToMiles</b>	METERSTOMILES( )	Returns the real numbers of miles equivalent to the specified number of meters.
<b>Minute</b>	MINUTE( )	Returns an integer that represents the hour part of a specified datetime
<b>MinutesBetween</b>	MINUTESBETWEEN( , date )	Returns an integer representing the # of minutes between 2 dates
<b>Month</b>	MONTH( )	Returns an integer that represents the month part of a specified date (1-12)
<b>MonthOfYear</b>	MONTHOFYEAR( )	Returns a string that represents the month part of a specified date (January, February, etc.)
<b>MonthsBetween</b>	MONTHSBETWEEN( , date )	Returns an integer representing the # of months between 2 dates
<b>Now</b>	NOW()	Returns the current date/time
<b>Nullif</b>	NULLIF( , expr )	Returns a null if two expression are equivalent
<b>Num</b>	NUM( )	Returns numeric data converted from character data
<b>PadLeft</b>	PADLEFT( , #len, ' ' )	Returns a string padded on the left with specified character to the specified length
<b>PadRight</b>	PADRIGHT( , #len, ' ' )	Returns a string padded on the right with specified character to the specified length
<b>PI</b>	PI()	Returns the constant value of PI (3.14...)
<b>Power</b>	POWER( , #pow )	Returns the value of the given expression to the specified power
<b>Quarter</b>	QUARTER( )	Returns an integer representing the 'Quarter' specified date falls between
<b>Radians</b>	RADIANS( )	Returns radians when a numeric expression, in degrees, is entered
<b>Random</b>	RANDOM()	Returns a random number between 0.0 and 1.0

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<b>Replace</b>	REPLACE( , 'find', 'new' )	Replaces all occurrences of the first string expression with the second string expression
<b>RemoveLeft</b>	REMOVELEFT( , #cnt )	Removes specified number of characters from left end of string expression
<b>RemoveRight</b>	REMOVERIGHT( , #cnt )	Removes specified number of characters from right end of string expression
<b>Reverse</b>	REVERSE( )	Returns the reverse of a character expression
<b>Right</b>	RIGHT( , #len )	Returns the right part of a string the specified number of characters in length
<b>Round</b>	ROUND( )	Round value to the nearest integer value
<b>RTrim</b>	RTRIM( )	Returns a character string after truncating all trailing blanks
<b>Second</b>	SECOND( )	Returns an integer that represents the second part of a specified datetime
<b>SecondsBetween</b>	SECONDSBETWEEN( , date )	Returns an integer representing the # of seconds between 2 dates
<b>Sign</b>	SIGN( )	Returns the positive (+1), zero (0), or negative (-1) sign of the given expression
<b>Sin</b>	SIN( )	Returns the trigonometric sine of the given angle (in radians) in an approximate numeric (real) expression
<b>Space</b>	SPACE( )	Returns a string of repeated spaces
<b>Square</b>	SQUARE( )	Returns the square of a given expression
<b>Sqrt</b>	SQRT( )	Returns the square root of the given expression
<b>Str</b>	STR( )	Returns the character data converted from numeric data
<b>Stuff</b>	STUFF( , #start, #len, 'new' )	Deletes a specified length of characters and inserts another set of characters at a specified starting point
<b>SubField</b>	SUBFIELD( , #fieldNum )	Returns the Nth 'sub-field' from a string where the fields are delimited by commas
<b>SubField</b>	SUBFIELD( ,#fieldNum, ',' )	Returns the Nth 'sub-field' from a string where the fields are delimited by the specified delimiter (default is comma)
<b>SubString</b>	SUBSTRING( , #start )	Returns part of a string beginning at the specified start position to the end of the string
<b>SubString</b>	SUBSTRING( , #start, #len )	Returns part of a string beginning at the specified start position and continuing for the specified length
<b>Tan</b>	TAN( )	Returns the tangent of the input expression
<b>Today</b>	TODAY()	Returns the current date
<b>Upper</b>	UPPER( )	Returns a character expression with lowercase character data converted to uppercase
<b>Week</b>	WEEK( )	Returns an integer expression representing the week that the specified date falls in (1-53)
<b>Weekday</b>	WEEKDAY( )	Returns 'Weekday' or 'Weekend'
<b>WorkdaysBetween</b>	WORKDAYSBETWEEN( , date )	Returns an integer representing the # of workdays between 2 dates
<b>Year</b>	YEAR( )	Returns an integer that represents the year part of a specified date
<b>YearsBetween</b>	YEARSBETWEEN( , date )	Returns an integer representing the # of years between 2 dates
<b>ZipCode</b>	ZIPCODE( )	Returns a 5 character zipcode converted from string or numeric data. Illegal values are output as text

### Special Parameters

This section documents unique parameters that do not fit neatly into other categories yet expand the user’s abilities.

SYMBOL	TYPE	BEHAVIOR	DESCRIPTION
*	Parameter	Wildcard	When an asterisk is used as a formula parameter, it acts as a wildcard. COMBINE INPUTS Table Pattern Example: <b>Enrollment Data*.*</b> Selects all files, regardless of type, that start with the characters "Enrollment Data".
Regex:	Functional Parameter	Wildcard	When the function is used as a formula parameter, it acts as a wildcard with features beyond those of an asterisk. COMBINE INPUTS Table Pattern Example: <b>Regex:CX..\xls.*.*\$</b> Selects all worksheets from all Excel (.xls) files that start with the characters "CX" followed by exactly two characters.
[ ]	Parameter	Lag	When an underscore in square brackets is used as a formula parameter, it applies the value of the previous record. Typically used in conjunction with the ISNULL function to avoid problems with the first record in the dataset. TRANSFORM Multi-variable Example: <b>IF( [ ] IS NULL, 100, [ ] + 1 )</b> Creates an incrementing series in the new column starting at 100.

### KEYBOARD SHORTCUTS

USE	ACTION
<b>COPY AN EXISTING NODE</b>	<b>Ctrl-Click</b> on the source node, then drag and drop the copy into the new position
<b>CONNECT TWO NODES</b>	<b>Alt-Click</b> on the source node, then drag and drop it onto the destination node
<b>CONNECT SEVERAL NODES AT THE SAME TIME</b>	<b>Alt-Click</b> in empty space, drawing a box around several nodes in a line. Release mouse to connect.

### CONTACT US

For any issues/questions about Rapid Insight® Veera™, please send an email to RI Support at [support@rapidinsightinc.com](mailto:support@rapidinsightinc.com)