

WINCROSS EXECUTIVE®

Getting Started



Version 1

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Editor: Pete Hilmers

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About WinCross Executive

WinCross Executive is an online tabulation, graphics, dashboard and file sharing solution designed especially for market researchers and data analysts.

There are two editions of **WinCross Executive**:

- The **Basic Edition** provides no-cost access to file sharing (**My Drive**), **Express Tabs** and **Data** features. This edition is available to **WinCross** users in their first year of purchase or if they are in the **WinCross** maintenance program.
- The **Premium Edition** is available for a fee and provides access to the same features available in the **Basic Edition** as well as the ability to create **Crosstabs**, **Charts**, **Reports** and **Dashboards**. **WinCross** customers who are using the most current version of **WinCross** can export their **WinCross** job file to **WinCross Executive**.

*(Note: **WinCross Executive** and **WinCross** are separate products. Projects created in **WinCross Executive** cannot be used in **WinCross**.)*

Features of **WinCross Executive** include:

- **My Drive** allows you to upload, download, and share files to other users.
- **Express Tabs** is a quick and easy-to-use feature that can help you explore "what if" scenarios to determine whether your data supports further analysis. Your express tables can be filtered and/or weighted, and reports can be saved as Excel reports.
- **Crosstabs** lets you select variables of interest and easily create crosstabs of various types, including standard, side-by-side, summary of means, summary of frequencies, and multiple response.
- Many types of **Charts** can also be created and easily added to reports or dashboards.
- **Reports** can be designed from crosstabs and charts and viewed online or downloaded to Excel/PDF.
- **Dashboards** can be designed from crosstabs and charts using filters to change the data interactively.
- Everything can be shared with **Associates**, making project collaboration a snap.
- Advanced users will appreciate the ability to combine rows with AND or OR, create net rows, edit logic, set mean values, etc.
- Comparison groups can be defined using an intuitive point-and-click interface for significance testing.

Feature	WinCross Executive Basic Edition	WinCross Executive Premium Edition
My Drive	✓	✓
ExpressTabs	✓	✓
Data View/Editing	✓	✓
Custom Variables		✓
Import from WinCross		✓
Create Crosstabs		✓
Create Charts		✓
Create Reports		✓
Create Dashboards		✓

WinCross Executive works with many data types including Microsoft Excel, .SAV, and any delimited format.

WinCross Executive supports Edge, Internet Explorer 9 or higher, Chrome, Firefox and Safari.

Logging In

1. Choose the **Existing User** button or **Log In** option under the **Account** dropdown menu.



2. Enter your **Email** address and **Password** or if you do not already have a **WinCross Executive** account, choose the **Create a trial account** option.

A screenshot of the WinCross Executive login page. At the top left, there is a 'Home' link. The main heading is 'Log in'. Below the heading, there is a prompt: 'Please log in using your WinCross Executive account.' The login form consists of two input fields: 'Email' and 'Password'. Below the 'Password' field, there is a checkbox labeled 'Remember me'. To the right of the checkbox is a blue 'Log in' button. At the bottom left, there is a blue link 'Create a trial account' which is circled in red, and a blue link 'Forgot your password?' below it.

3. Enter your **Email** address and choose a **Password** (Must be at least 8 characters long and contain a mix of uppercase, lowercase and at least one number).
4. Confirm the **Password** entered.
5. Provide your **First name**, **Last name**, **Company** and **Phone number**.
6. Agree to the **Privacy Policy** and **Terms of Service** for **WinCross Executive**.
7. Choose **Register** to create your trial account.

[Home](#)

Trial Account

Create a trial account

Please complete the fields below and click the Register button to start your trial account. Thank you!

Email

Password

Must be at least 8 characters long and contain a mix of uppercase, lowercase and digits.

Confirm password

First name

Last name

Company

Phone number

I agree to the [Privacy Policy](#) and the [Terms of Service](#)

Register

8. Once your information has been entered and you select **Register**, you will receive a verification email at the email address entered as your trial account email.
9. You must click the link in the email in order to complete the signup process.
10. Check your spam folder if you do not see the email.

[Home](#) [Help](#) ▾

Verification Sent

A verification email has been sent. Please click the link in the email in order to complete the signup process.

Check the spam folder if you do not see the email.

[Resend Confirmation Email](#)

Uploading Files

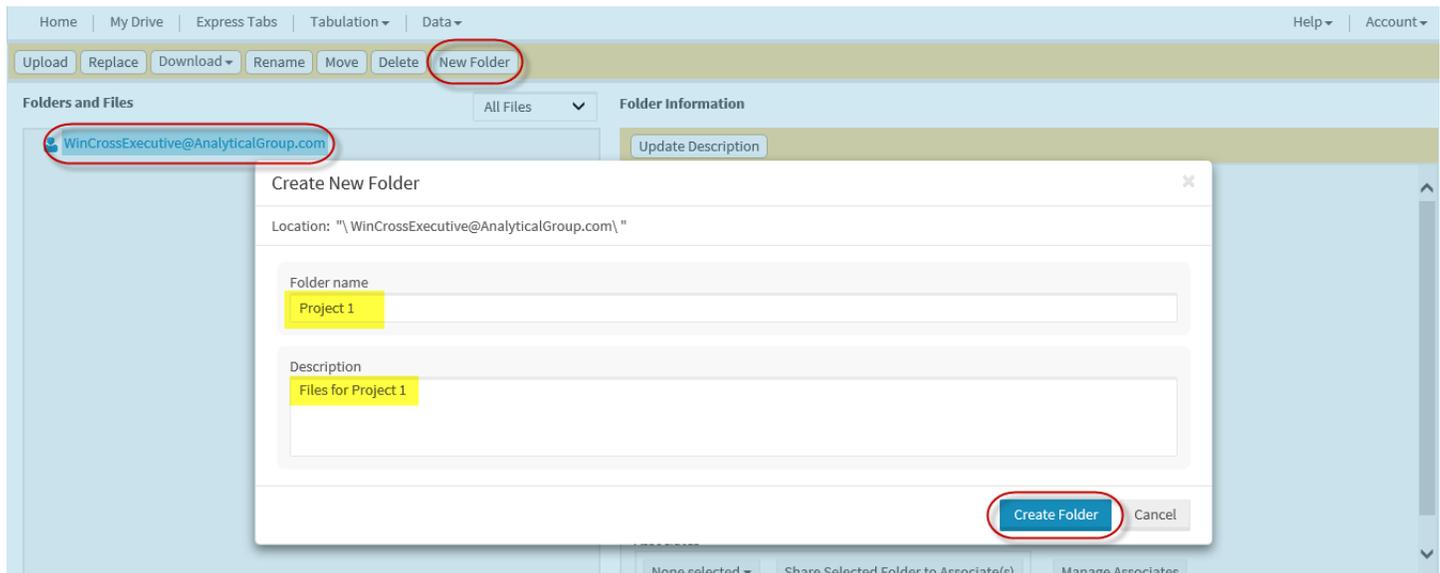
To get started using **WinCross Executive** you will first need to upload a data file.

1. After logging in, from the **Home** page, select **My Drive** or choose the **Ready to Get Started** button.



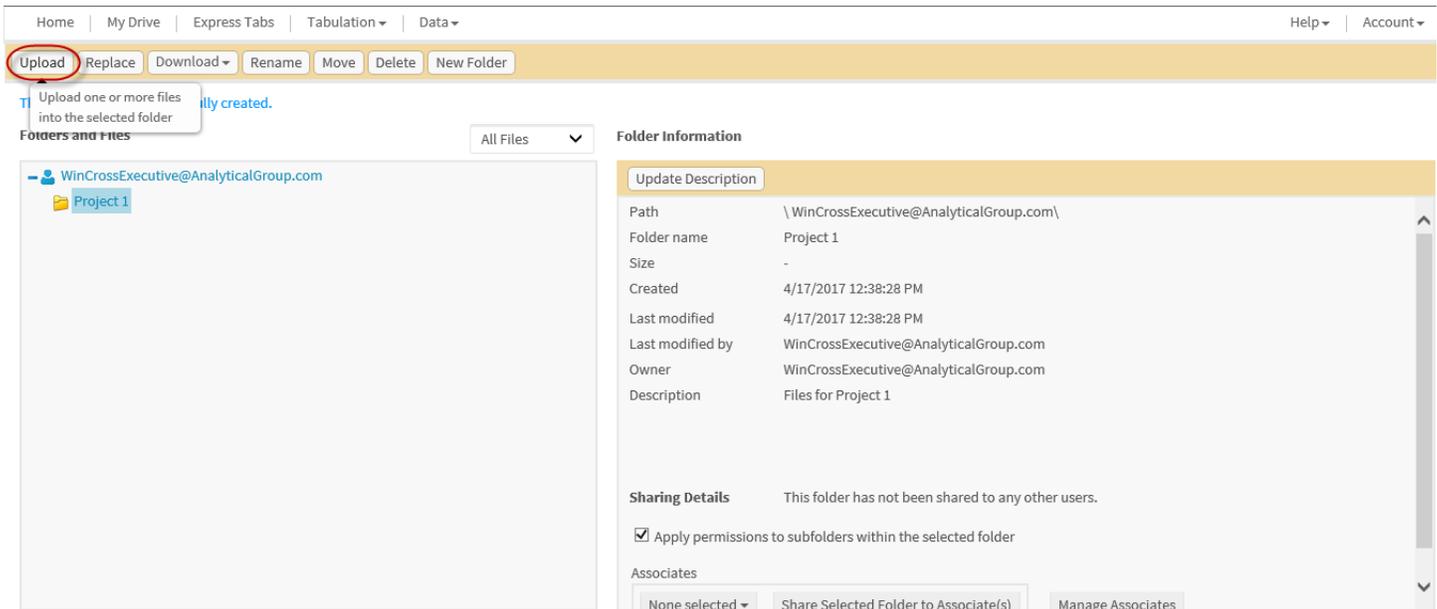
Creating folders can be helpful for managing files that you upload for projects, but is not required. You can upload files directly under the root of your **Folders and files** tree. The root of your **Folders and Files** tree is always the email address used to create your **WinCross Executive** account.

2. Highlight the email address listed at the top of your **Folders and Files** tree.
3. Choose **New Folder** to add a folder under your **Folders and Files** tree.
4. Enter the **Folder name** and **Description**.
5. Choose **Create Folder**.

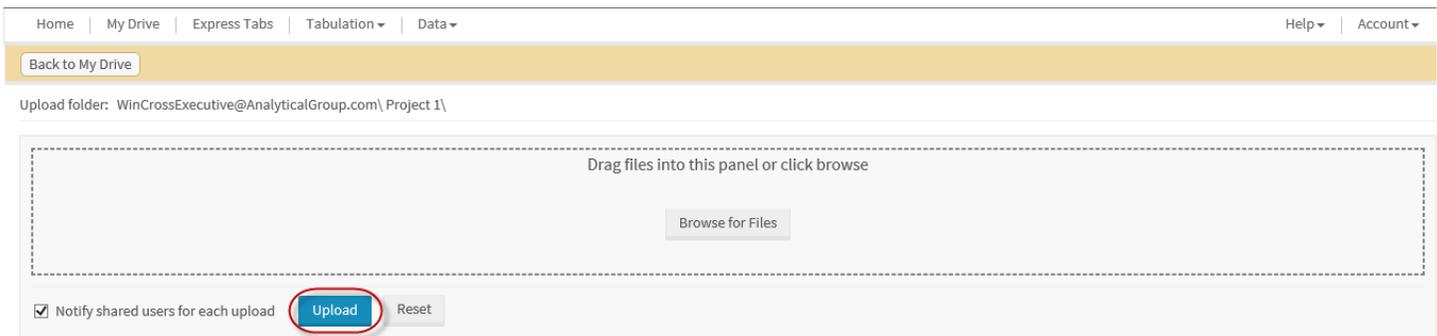


Once the new folder is added, you may use that folder for uploading files or simply upload files directly under the root of your **Folders and Files** tree.

6. Highlight the desired folder or the root of your **Folders and Files** tree and choose **Upload**.



You can **Browse for Files** or **Drag files** into this panel.



7. Select **Browse for Files** and navigate to the desired folder.
8. Select the desired file(s).
9. Choose **Upload**.

Data file versus dataset:

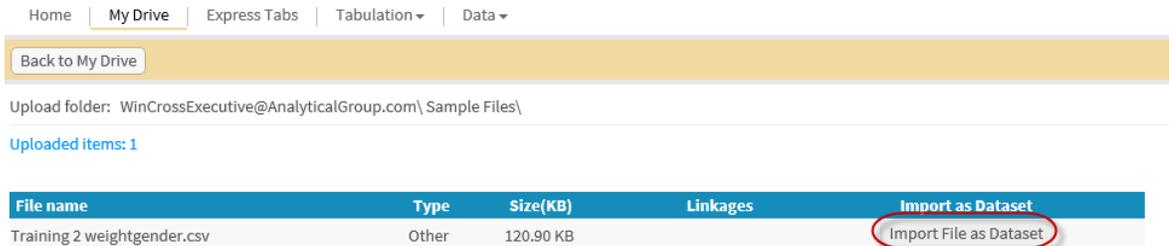
WinCross Executive makes a distinction between a "data file" and a "dataset".

"Data file" refers to data in its conventional format: as a disk file with a file extension, such as *.sav or *.xlsx.

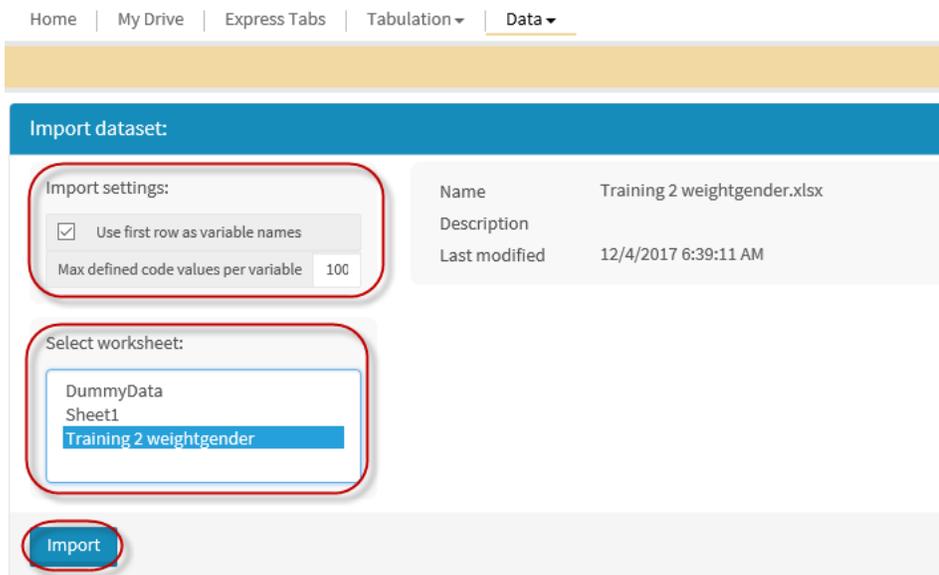
"Dataset" refers to that same data after it has been converted for use with **WinCross Executive**. Data files in format *.sav, *.xlsx, or any delimited format such as *.csv or *.tab can be converted to a dataset for use with **WinCross Executive**.

Once variables are edited (or deleted) in **WinCross Executive**, the dataset differs from the data file. To revert to the original data file (variable structure), the **Regenerate Dataset** option on the **My Drive** dialog can be used. To create a new data file from a modified dataset, the **Export Dataset** option on the **Datasets** dialog can be used.

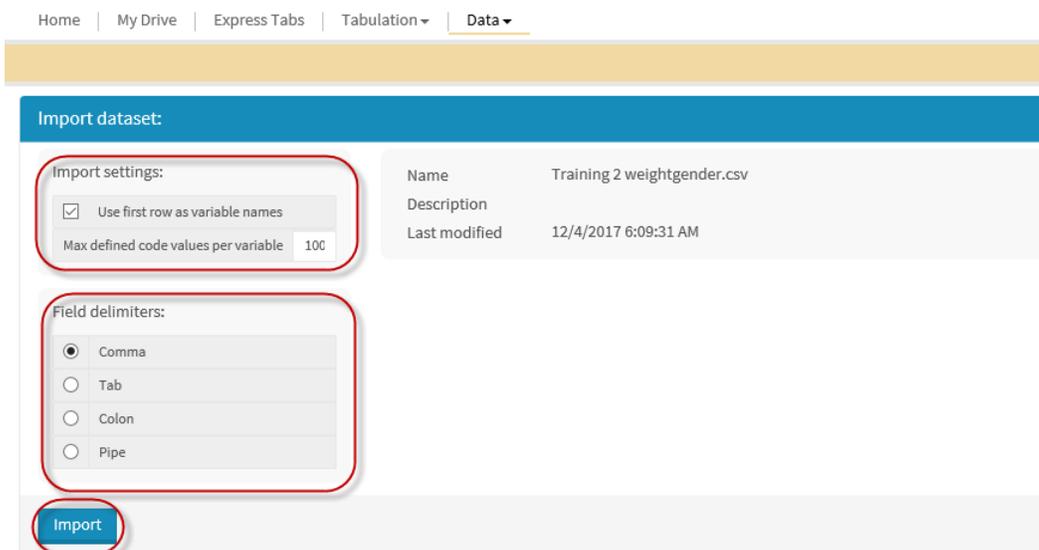
10. If the file uploaded is of an eligible data type, you will be prompted with the ability to “Import File as Dataset”. Eligible types include *.sav, *.xlsx, or any delimited format such as *.csv or *.tab. Note that *.sav data types are converted automatically.



11. When converting Microsoft Excel data types, you will select the appropriate worksheet containing the data. Other options, including whether to use “Use first row as variable names” and number of code values to scan per variable, may be selected.



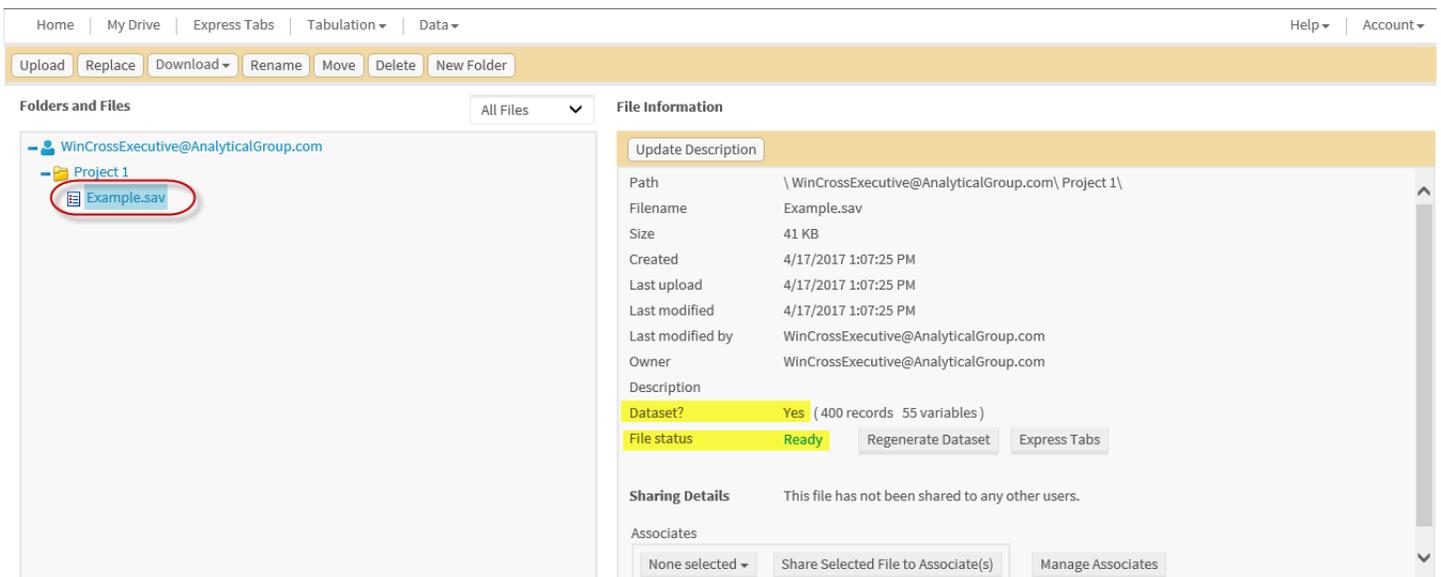
12. When converting delimited data types such as comma or tab delimited, you will select the appropriate delimiter for the data. Comma, Tab, Colon, and Vertical Rule (Pipe) are eligible delimiters. Other options, including whether to use “Use first row as variable names” and number of code values to scan per variable, may be selected.



13. Click **Back to My Drive** after the data file has been successfully uploaded.



14. Click on the data file name (*Example.sav*) for the file just uploaded.



When the file uploaded is an eligible data file (**.sav, *.xlsx, or any delimited format such as *.csv or *.tab*) the **File status** in the **File Information** window will display as “Ready”. The process of uploading a data file converts the data file to a “dataset” for use with other features of **WinCross Executive**.

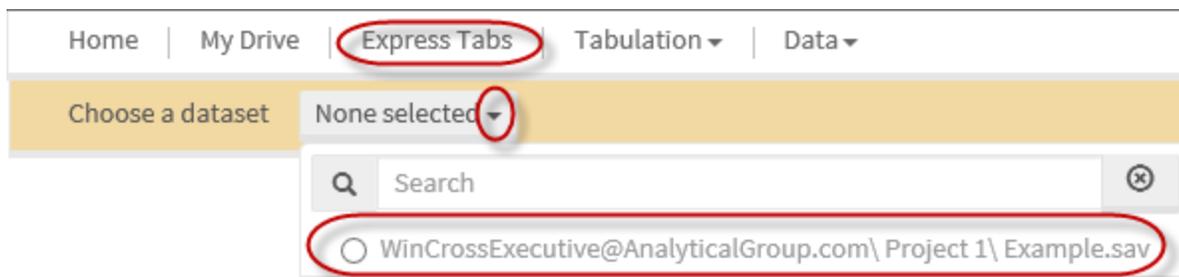
WinCross Executive – Basic Edition

Getting to Know Your Data with Express Tabs

Once your data file has been uploaded to a **WinCross Executive** dataset, you can use **Express Tabs** to become more familiar with your data. **Express Tabs** is a quick and easy-to-use feature that can help you explore “*what if*” scenarios and/or whether your data supports further analysis.



1. Choose the **Express Tabs** option.



2. Choose the dataset that was just uploaded (or another dataset of your choice) from the **Choose a dataset** dropdown list.

Express Tabs allows you to create tables by selecting variables from your dataset as table rows and banner columns.

The screenshot shows the 'Express Tabs' interface with the 'Statistical Options' tab selected. The 'Statistical Options' section has several checkboxes checked: Mean, Median, Standard deviation, Standard error, Frequency, Vertical percents, and Significance testing. The 'Column Variables' list shows variables Q1_1 through Q1_8. The 'Row Variables' list shows variables CASE_ID, STATEPROVINCE, REGION_NUMBER, and Q1_1 through Q1_8. The 'Significance testing' checkbox is checked.

3. Enable the check box next to **GENDER** in the list of **Column Variables**.
4. Enable the check box next to **Q1** in the list of **Row Variables**.
5. Enable the check box for **Significance testing** on the **Statistical Options** tab.

Home | My Drive | **Express Tabs** | Tabulation | Data | Help | Account

Choose a dataset WinCrossExecutive@AnalyticalGroup.com\ Project 1\ Example.sav Records: 400 Variables: 55

Create Tables | Summary of Frequencies | Summary of Means

Statistical Options | Row Nets

- Mean
- Median
- Standard deviation
- Standard error
- Frequency
- Vertical percents
- Horizontal percents
- Significance testing

Define Groups

Show hidden variables

Row variables Search for... Clear

Select a weight variable [] Clear

Run filter [?] Clear

Column variables Search for... Clear

#	Name	Label
2	<input checked="" type="checkbox"/> GENDER	Gender
3	<input type="checkbox"/> Q1	Q.1 On average, how many hours per week do you spend participating in outdoor activities at Arizona parks?
4	<input type="checkbox"/> Q2_1	Q.2 Agreement with the following statement: I consider myself an outdoors person
5	<input type="checkbox"/> Q2_2	Q.2 Agreement with the following statement: I wish the parks were open for longer hours.
6	<input type="checkbox"/> Q2_3	Q.2 Agreement with the following statement: I wish all of the local parks in Arizona had after school programs for kids.

6. Choose **Create Tables** to create your first table(s) using **Express Tabs**.

Home | My Drive | **Express Tabs** | Tabulation | Data | Help | Account

Choose a dataset WinCrossExecutive@AnalyticalGroup.com\ Project 1\ Example.sav Records: 400 Variables: 55

Create Tables | Summary of Frequencies | Summary of Means

Statistical Options | Row Nets

- Mean
- Median
- Standard deviation
- Standard error
- Frequency
- Vertical percents
- Horizontal percents
- Significance testing

Define Groups

Show hidden variables

Row variables Search for... Clear

Select a weight variable [] Clear

Run filter [?] Clear

Column variables Search for... Clear

#	Name	Label
2	<input checked="" type="checkbox"/> GENDER	Gender
3	<input type="checkbox"/> Q1	Q.1 On average, how many hours per week do you spend participating in outdoor activities at Arizona parks?
4	<input type="checkbox"/> Q2_1	Q.2 Agreement with the following statement: I consider myself an outdoors person
5	<input type="checkbox"/> Q2_2	Q.2 Agreement with the following statement: I wish the parks were open for longer hours.
6	<input type="checkbox"/> Q2_3	Q.2 Agreement with the following statement: I wish all of the local parks in Arizona had after school programs for kids.

Create Excel Report

Express Tabs - Standard

Q.1 On average, how many hours per week do you spend participating in outdoor activities at Arizona parks?	Gender		
	Total (A)	Male (B)	Female (C)
Total Answering	400	140	260

Once tables have been created, you can create an Excel Report of your tables.

7. Choose **Create Excel Report**.

Home | My Drive | **Express Tabs** | Tabulation | Data | Help | Account

Choose a dataset WinCrossExecutive@AnalyticalGroup.com\ Project 1\ Example.sav Records: 400 Variables: 55

Create Tables | Summary of Frequencies | Summary of Means

Statistical Options | Row Nets

- Mean
- Median
- Standard deviation
- Standard error
- Frequency
- Vertical percents
- Horizontal percents
- Significance testing

Define Groups

Show hidden variables

Row variables Search for... Clear

Select a weight variable [] Clear

Run filter [?] Clear

Column variables Search for... Clear

#	Name	Label
2	<input checked="" type="checkbox"/> GENDER	Gender
3	<input type="checkbox"/> Q1	Q.1 On average, how many hours per week do you spend participating in outdoor activities at Arizona parks?
4	<input type="checkbox"/> Q2_1	Q.2 Agreement with the following statement: I consider myself an outdoors person
5	<input type="checkbox"/> Q2_2	Q.2 Agreement with the following statement: I wish the parks were open for longer hours.
6	<input type="checkbox"/> Q2_3	Q.2 Agreement with the following statement: I wish all of the local parks in Arizona had after school programs for kids.

Create Excel Report

Express Tabs - Standard

Q.1 On average, how many hours per week do you spend participating in outdoor activities at Arizona parks?	Gender		
	Total (A)	Male (B)	Female (C)
Total Answering	400	140	260
	100.0%	100.0%	100.0%

Once the **Excel Report** is created, you can choose to **Download the Excel Report** or **Start a New Excel Report**. Once a report is downloaded, you also have the option to **Append to Excel Report**.

The screenshot shows the WinCross Executive software interface. At the top, there are navigation tabs: Home, My Drive, Express Tabs, Tabulation, and Data. Below this, a status bar indicates 'Choose a dataset: WinCrossExecutive@AnalyticalGroup.com\Project 1\Example.sav', 'Records: 400', and 'Variables: 55'. The main interface is divided into several sections. On the left, there are tabs for 'Create Tables', 'Summary of Frequencies', and 'Summary of Means'. Under 'Statistical Options', there are checkboxes for Mean, Median, Standard deviation, Standard error, Frequency, Vertical percents, Horizontal percents, and Significance testing. A 'Define Groups' button is also present. In the center, there is a 'Run filter' section and a 'Column variables' list. On the right, there is a 'Select a weight variable' dropdown and a 'Clear' button. At the bottom right, there are two buttons: 'Download Excel Report' and 'Start a New Excel Report', both of which are circled in red. Below the main interface, a preview of an Excel report is shown, titled 'Express Tabs - Standard'. It displays a table with columns for 'Total', 'Male (B)', and 'Female (C)', and rows for 'Q.1 On average, how many hours per week do you spend participating in outdoor activities at Arizona parks?' and 'Total Answering'.

8. Choose **Download Excel Report** to view/save your **Excel Report**.

The screenshot shows a file opening dialog box titled 'Opening ExpressTabs_2017-02-14.xlsx'. It contains the following text: 'You have chosen to open: ExpressTabs_2017-02-14.xlsx which is: Microsoft Excel Worksheet (7.3 KB) from: http://192.168.1.241'. Below this, there is a section titled 'What should Firefox do with this file?' with three options: 'Open with' (selected), 'Save File', and 'Do this automatically for files like this from now on.'. The 'Open with' option is circled in red, and the dropdown menu shows 'Microsoft Excel (default)'. At the bottom, there are 'OK' and 'Cancel' buttons.

Your download options may look different depending on the Web browser that you are using.

If you choose **Significance testing**, the **WinCross Executive** default is to create one group that includes all of the banner columns including the **Total Answering** column.

You can change the default group or add additional groups using the **Define Groups** option on the **Statistical Options** tab of **Express Tabs**.

This is a close-up screenshot of the 'Statistical Options' tab in the software interface. The tab itself is circled in red. It contains a list of statistical options with checkboxes: Mean, Standard deviation, Standard error, Median, Frequency, Vertical percents, Horizontal percents, and Significance testing. The 'Significance testing' checkbox is checked. Below this list, there is a 'Define Groups' button, which is also circled in red.

You can also add net rows using the **Row Nets** tab and show any hidden variables in the **Row Variables** and **Column Variables** lists by enabling the **Show hidden variables** check box.

Statistical Options	Row Nets
Beginning net	Ending net
<input type="radio"/> None	<input type="radio"/> None
<input checked="" type="radio"/> Net first 2 values	<input checked="" type="radio"/> Net last 2 values
<input type="radio"/> Net first 3 values	<input type="radio"/> Net last 3 values

Show hidden variables

You can create a **Summary of Frequencies** or **Summary of Means** table by selecting multiple variables and choosing the desired code values.

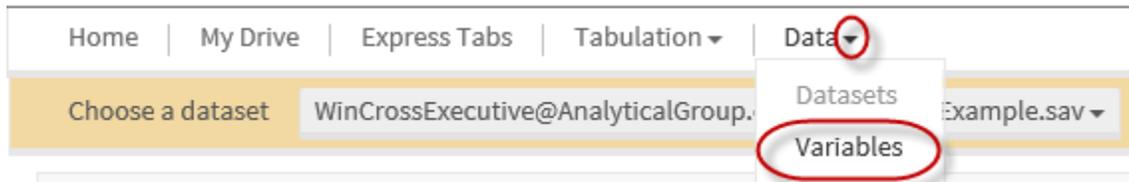
Select a weight variable ▼ Clear

Run filter ? Clear

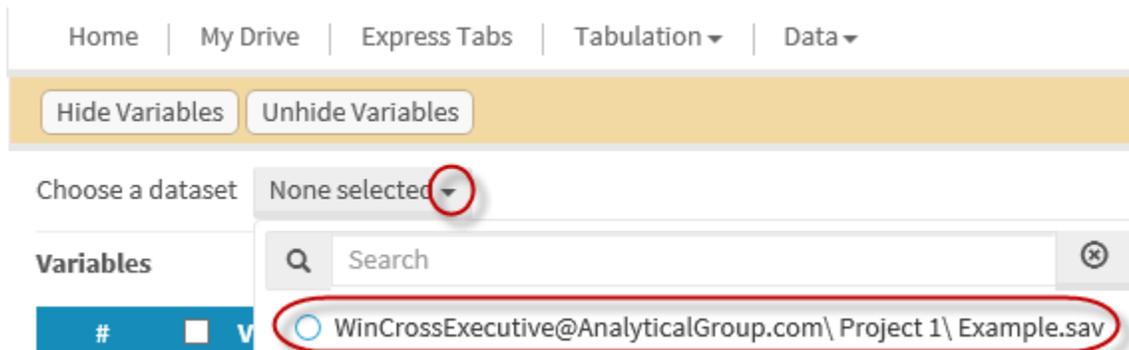
Tables can be weighted and filtered by selecting a weight variable from the **Select a weight variable** dropdown list and/or entering filter logic for the **Run filter**. Use the online **Help** topic of *Filter Logic* for guidance on entering filter logic or choose the helpful hint by clicking on the question mark symbol next to **Run filter**.

Modifying Your Data

Once your data file has been uploaded to a **WinCross Executive** dataset you can rename or hide variables, edit variable labels and add, delete or edit new code values and value labels.



1. Choose the **Variables** option from the **Data** menu.



2. Choose the *Example.sav* dataset from the dropdown list.

The screenshot shows the 'Variables' panel with the dataset 'WinCrossExecutive@AnalyticalGroup.com\ Project 1\ Example.sav' selected. The 'Variables' table is displayed, and the variable 'Q1' is selected. The 'Variable Information' panel is open, showing details for 'Q1'.

#	Variable Name	Type
1	RESP	Number
2	GENDER	Number
3	Q1	Number
4	Q2_1	Number
5	Q2_2	Number
6	Q2_3	Number
7	Q2_4	Number
8	Q2_5	Number
9	Q2_6	Number
10	Q2_7	Number
11	Q2_8	Number
12	Q2_9	Number
13	Q2_10	Number
14	Q3_1	Number

Variable Information

Name: Q1
Label: Q.1 On average, how many hours per week do you spend participating in outdoor activities at Arizona parks?
Format: Numeric Width: 1 Decimals: 0
Export format: Numeric Width: 1 Decimals: 0

Code values

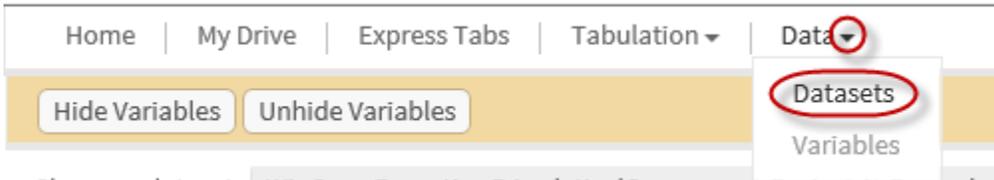
Code Value	Value Label	Frequency
1	Less than 1 hour per week	1
2	1-3 hours per week	54
3	4-6 hours per week	97
4	7-9 hours per week	57
5	10-15 hours per week	68

3. Click anywhere on the row for a given variable to select it. As seen above, once **Q1** is selected, **Variable Information** about **Q1** is displayed.

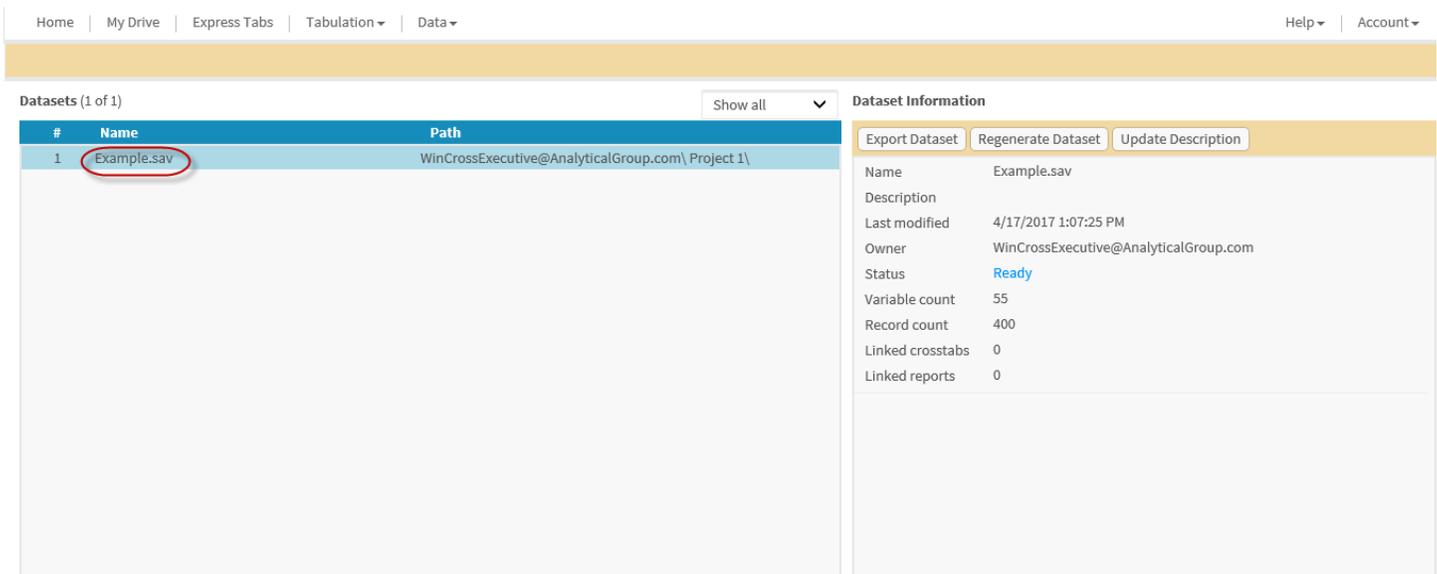
Enabling the **Variables** list check box allows you to use the **Hide Variables** or **Unhide Variables** options. Clicking anywhere on a single variable in the **Variables** list will highlight that variable and display **Variable Information** about the selected/highlighted variable. Only one variable can be highlighted at a time.

You can hide and rename variables. You can edit the variable label, add new code values, delete code values, edit value labels, change the case of value labels and convert any outliers to defined code values.

Changes made to variables can now be exported to an .SAV data file using the **Datasets** option of **Data**.



3. Choose the **Datasets** option from the **Data** menu.



4. Click anywhere on the *Example.sav* dataset to select it. Once selected, **Dataset Information** about *Example.sav* is displayed.

You can export or regenerate your dataset or update the description of the dataset. Exporting the dataset will allow you to download your dataset as an .SAV data file to a location of your choice. Regenerating a dataset will restore the original dataset from the data file.

The screenshot shows the WinCross Executive web interface. At the top, there is a navigation bar with 'Home', 'My Drive', 'Express Tabs', 'Tabulation', and 'Data'. On the right, there are 'Help' and 'Account' links. Below the navigation bar, there is a 'Datasets (1 of 1)' section with a table containing one dataset: 'Example.sav' with path 'WinCrossExecutive@AnalyticalGroup.com\ Project 1'. To the right of the table is a 'Dataset Information' panel with buttons for 'Export Dataset', 'Regenerate Dataset', and 'Update Description'. The 'Export Dataset' button is circled in red. Below the table, a 'Download' dialog box is open, displaying the message 'Your download package is ready. Click "Download" below.' and two buttons: 'Download' (circled in red) and 'Cancel'.

5. Select **Export Dataset** to create a download package.
6. Choose **Download**.

Depending on your Web browser, a zip file is created and options are presented for opening or saving the zip file. This allows you to save the dataset (with any changes) as a new .SAV data file outside of **WinCross Executive**.

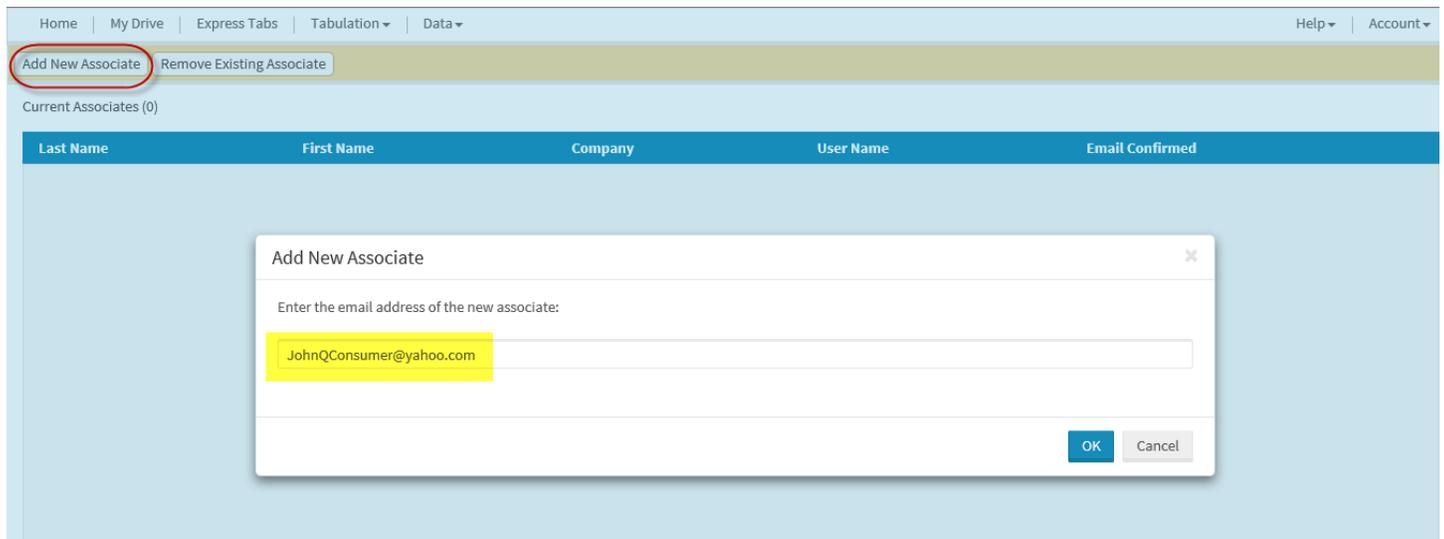
Adding Associates

Files and reports can be shared with your coworkers and business colleagues. In order to share files, you will need to add your intended recipients as **Associates**.

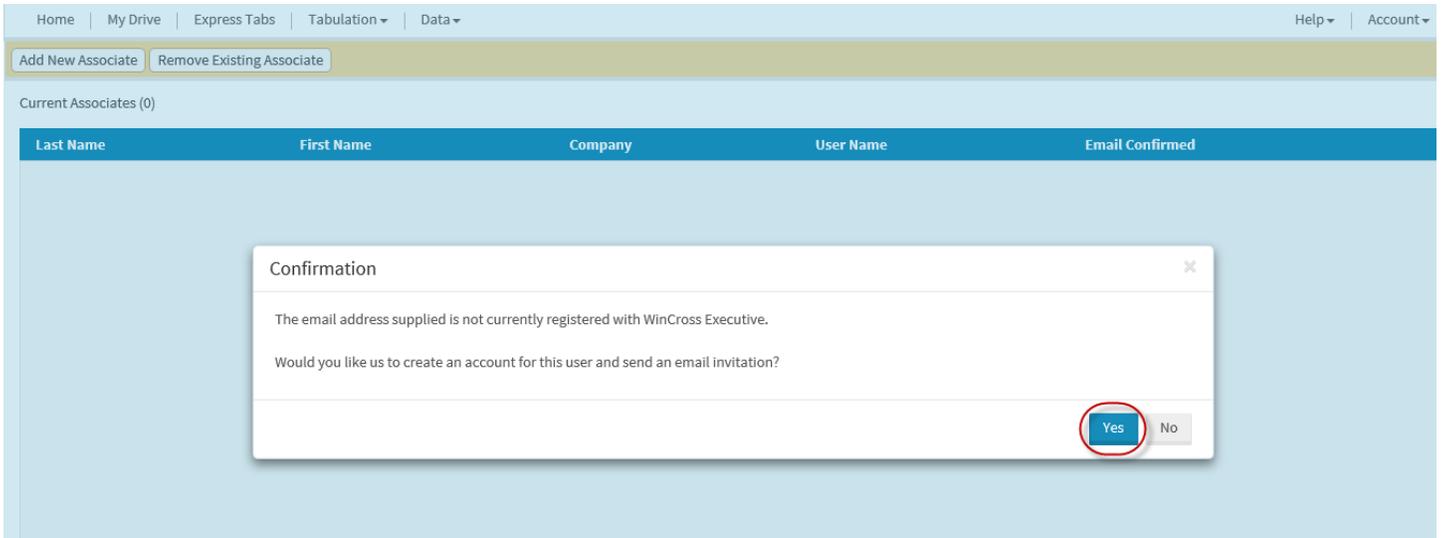
1. Select **My Associates** from the **Account** dropdown menu.



2. Choose **Add New Associate** to add a coworker or business colleague as one of your **Associates**.



3. Enter the email address for your coworker/business colleague.
4. Select **OK**.

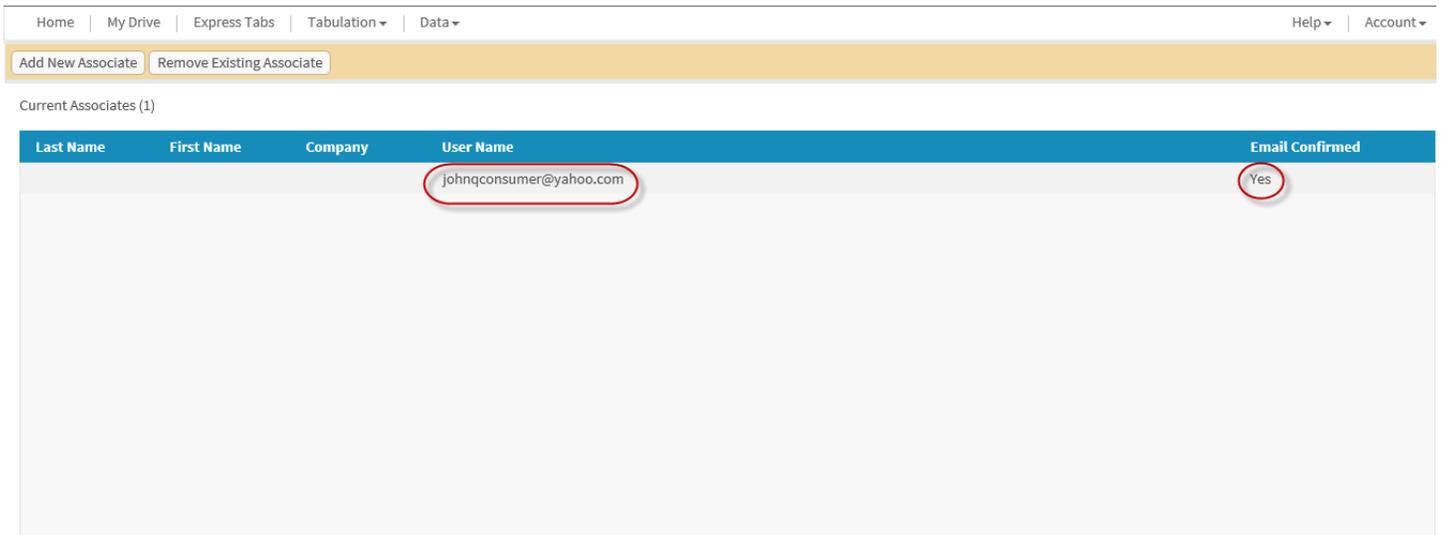


If the email address you supplied is *not* currently registered with **WinCross Executive**, a **Confirmation** message will be issued stating that **WinCross Executive** will create an account using the specified email and send an email invitation to that address.

This coworker/business colleague will be added as your **Associate** with a "*Guest*" account and has limited privileges. The "*Guest*" account can only download files (data or other) and use **Express Tabs** with data files owned by you.

5. Select **Yes** to create the new "*Guest*" account and send the email invitation to your coworker/business colleague.

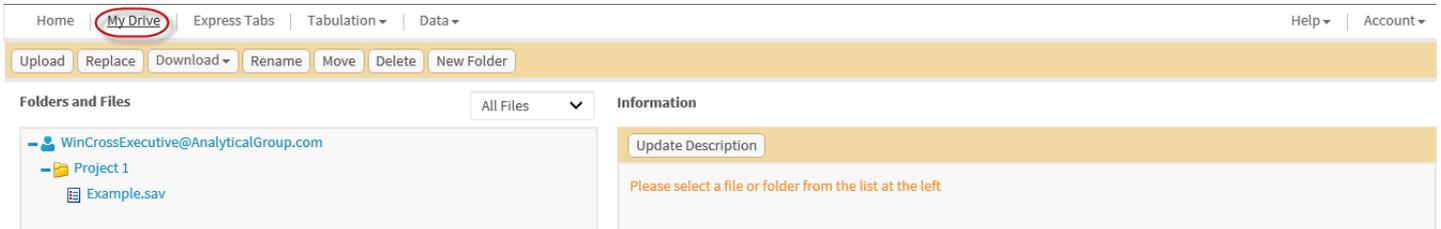
If the email address you supplied *is* currently registered with **WinCross Executive**, the coworker/business colleague will be added as your **Associate** and will continue to have the same privileges as their current role.



Sharing Files

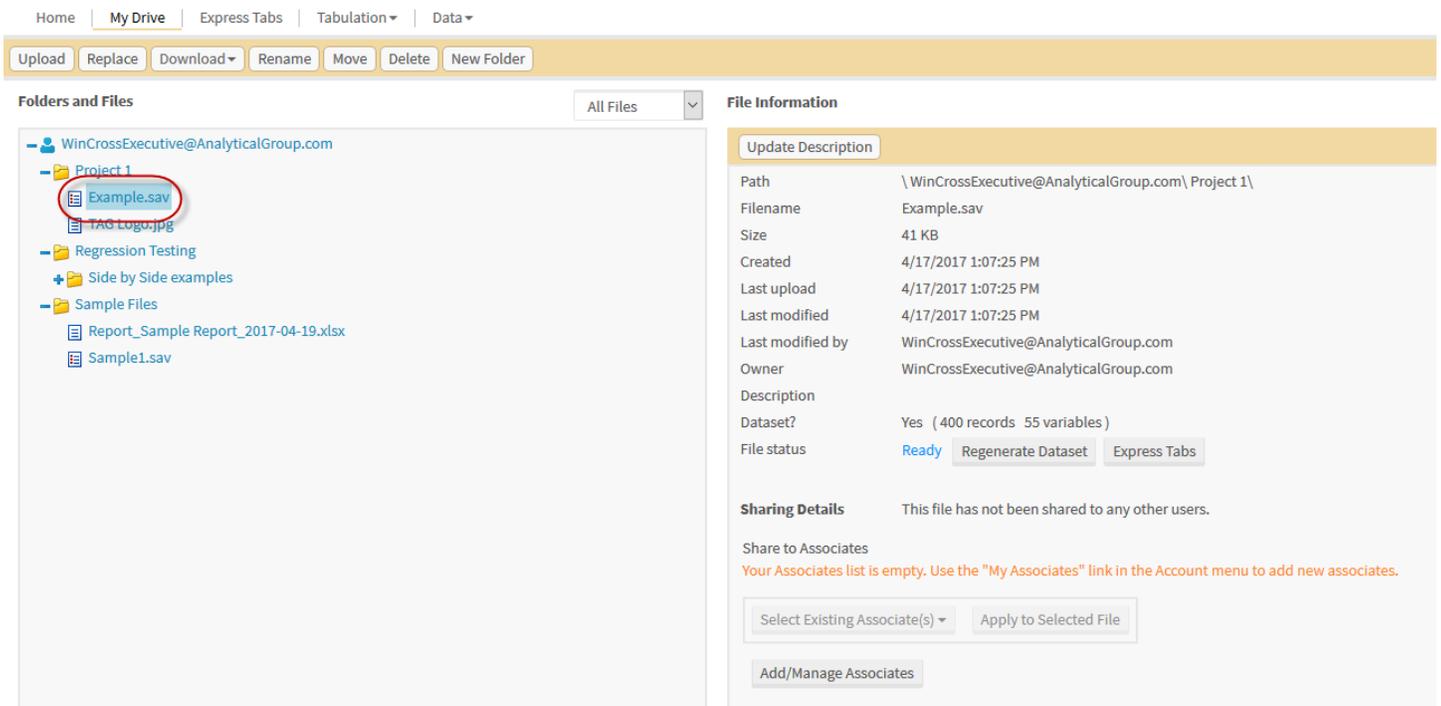
Once you have added your coworkers/business colleagues as **Associates**, you can easily share files with those associates.

1. Choose **My Drive** from the **WinCross Executive** menu options.



You can share at the folder level or share an individual file.

2. Select the folder/file you want to share.



3. Click on the dropdown **Select Existing Associate(s)** menu and choose the **Associate** that you want to share the selected folder/file with. You may also add new associates or remove existing associates on this page by selecting **Add/Manage Associates**.

Home | My Drive | Express Tabs | Tabulation | Data | Help | Account

Upload | Replace | Download | Rename | Move | Delete | New Folder

Folders and Files All Files

- WinCrossExecutive@AnalyticalGroup.com
 - Project 1
 - Example.sav
 - TAG Logo.jpg
 - Regression Testing
 - Side by Side examples
 - Sample Files
 - Report_Sample Report_2017-04-19.xlsx
 - Sample1.sav

File Information

Update Description

Path: \WinCrossExecutive@AnalyticalGroup.com\ Project 1\
 Filename: Example.sav
 Size: 41 KB
 Created: 4/17/2017 1:07:25 PM
 Last upload: 4/17/2017 1:07:25 PM
 Last modified: 4/17/2017 1:07:25 PM
 Last modified by: WinCrossExecutive@AnalyticalGroup.com
 Owner: WinCrossExecutive@AnalyticalGroup.com
 Description:
 Dataset?: Yes (400 records 55 variables)
 File status: Ready Regenerate Dataset Express Tabs

Sharing Details This file has not been shared to any other users.

Share to Associates

Select Existing Associate(s) Apply to Selected File

Search

Select all

johnqcustomer@yahoo.com

4. Choose the **Share Selected File to Associate** option to share the file with the selected **Associate(s)**.

Home | My Drive | Express Tabs | Tabulation | Data | Help | Account

Upload | Replace | Download | Rename | Move | Delete | New Folder

The file was successfully shared.

Folders and Files All Files

- WinCrossExecutive@AnalyticalGroup.com
 - Project 1
 - Example.sav
 - TAG Logo.jpg
 - Regression Testing
 - Side by Side examples
 - Sample Files
 - Report_Sample Report_2017-04-19.xlsx
 - Sample1.sav

File Information

Update Description

Path: \WinCrossExecutive@AnalyticalGroup.com\ Project 1\
 Filename: Example.sav
 Size: 41 KB
 Created: 4/17/2017 1:07:25 PM
 Last upload: 4/17/2017 1:07:25 PM
 Last modified: 4/17/2017 1:07:25 PM
 Last modified by: WinCrossExecutive@AnalyticalGroup.com
 Owner: WinCrossExecutive@AnalyticalGroup.com
 Description:
 Dataset?: Yes (400 records 55 variables)
 File status: Ready Regenerate Dataset Express Tabs

Sharing Details

Shared to	All	Read	Write	Delete	Download	Rename	Move	
johnqcustomer@yahoo.com	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Apply Unshare File					

Share to Associates

The selected item has been shared to all users in your Associates list.

A file is always initially shared with **Read** privileges *only*. You can easily **Apply** other levels of privilege once the file has been shared. Be aware there may be account level privileges that will override folder/file level privileges granted here.

Folders/files can be shared to more than one **Associate** at a time by selecting multiple associates from the **Associates** dropdown list before choosing the **Share Selected File to Associate** option.

If you share to an **Associate** at the folder level, all files within that folder will automatically be shared to that **Associate**.

WinCross Executive – Premium Edition

Create/Modify Components

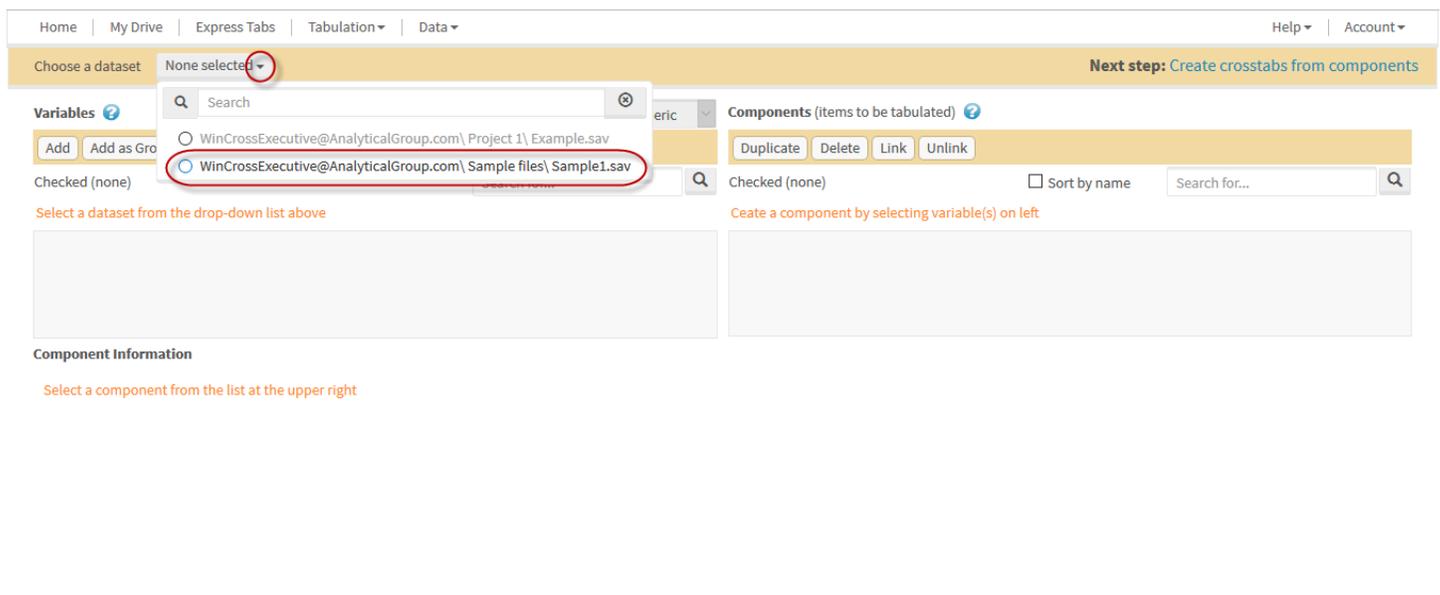
Selecting variables from a dataset is a *first* step towards creating crosstabs and running reports. You will build components from one or more variables and then use the components for building tables and banners of crosstabs and/or charts.

For this section of the **Getting Started** guide, you will use the *sample1.sav* dataset provided with your trial account for selecting variables, creating crosstabs and running reports. You are welcome to follow along using any dataset that you may have uploaded previously.

1. Choose the **Create/Modify Components** option from the **Tabulation** dropdown menu.

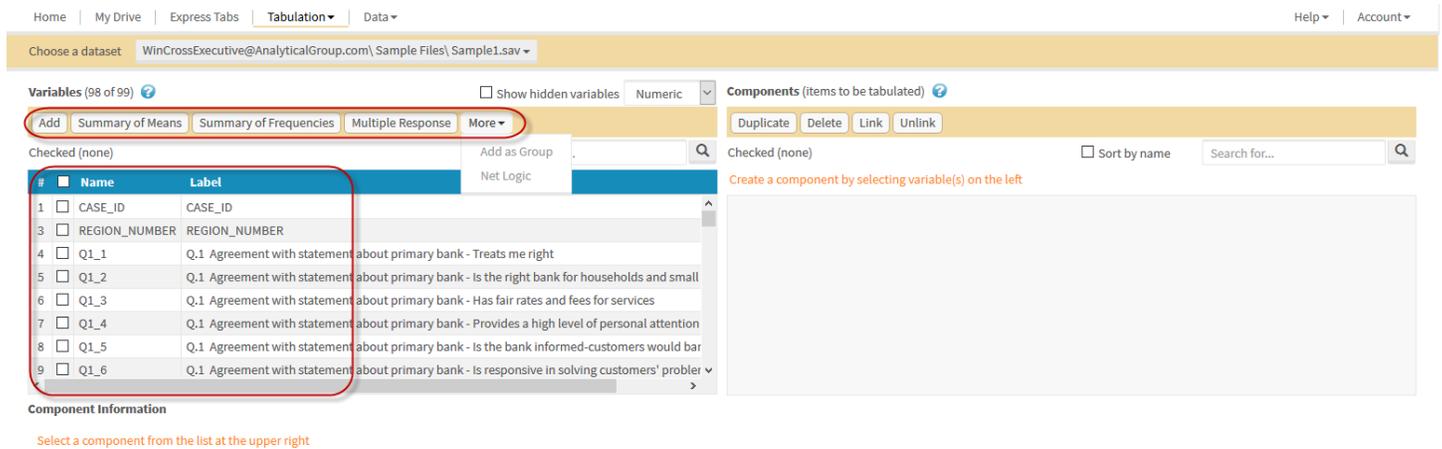


2. Choose a dataset from the dropdown list of datasets.

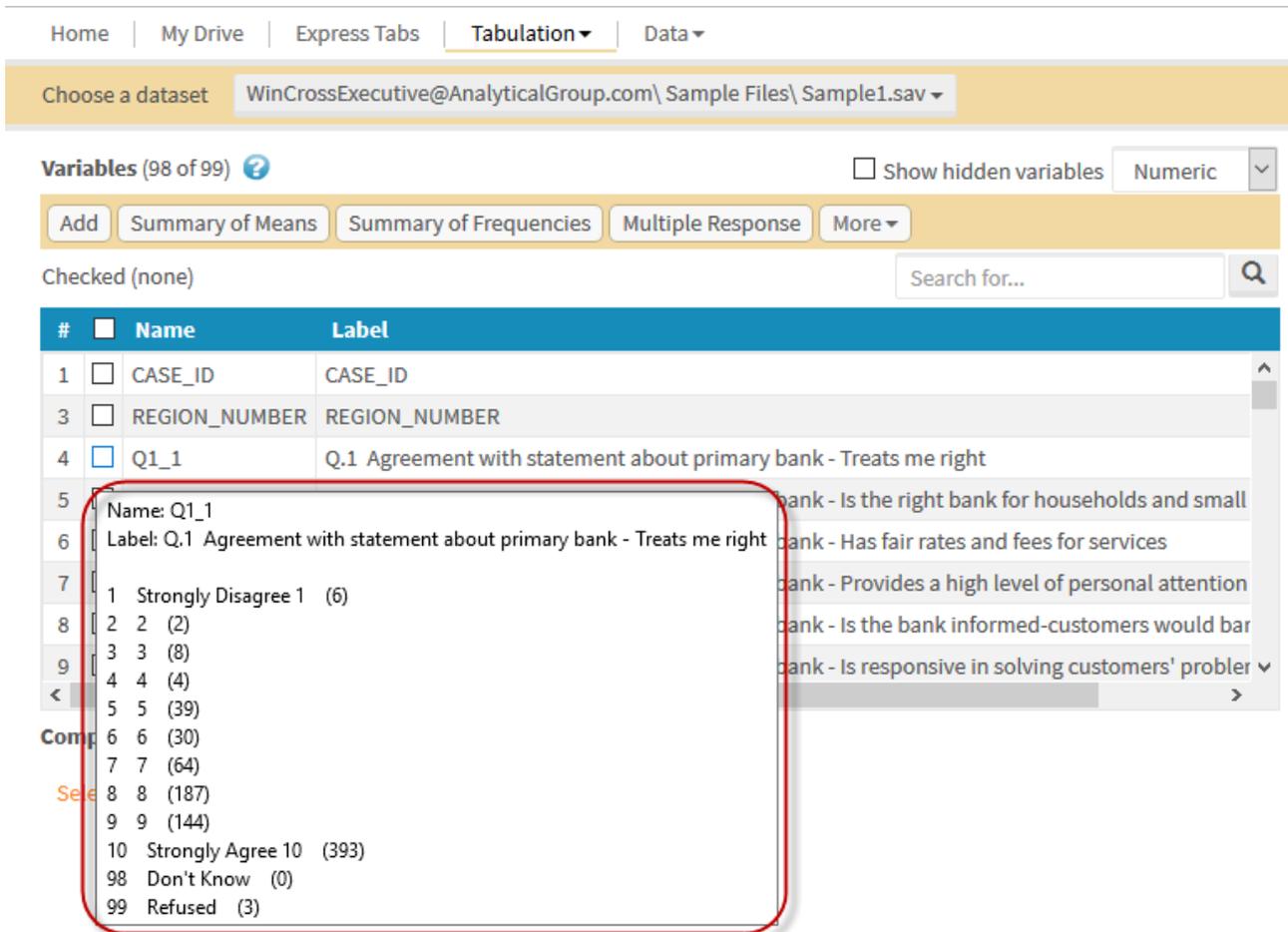


3. Selecting a dataset will display the variables from that dataset in the **Variables** list. You can filter the variables displayed by **All**, **Numeric** or **String** and you can choose to display any hidden variables.

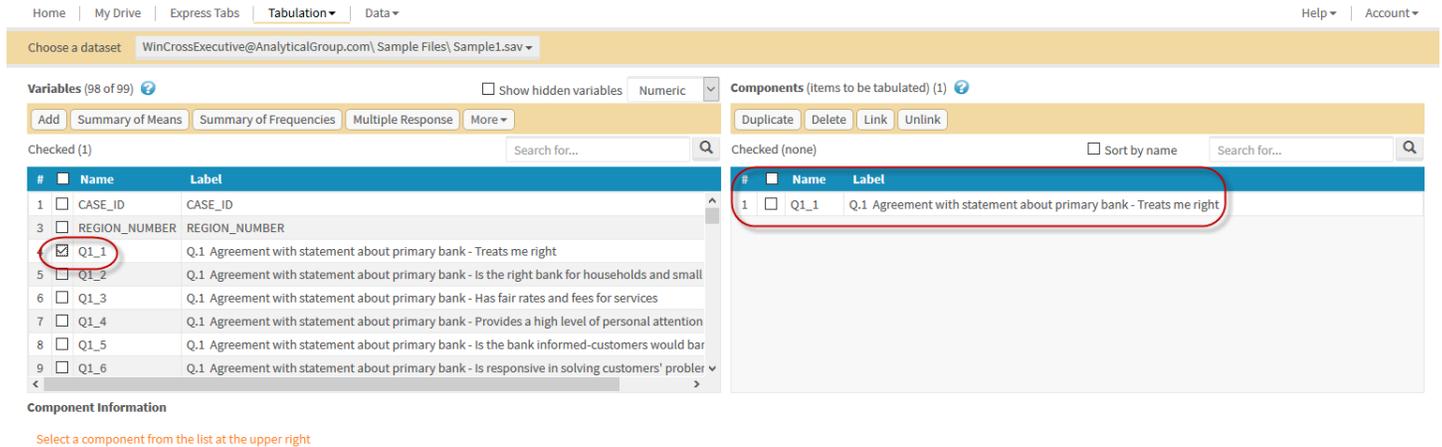
Components are created by selecting one or more variables from the **Variables** list and choosing **Add**, **Summary of Means**, **Summary of Frequencies**, **Multiple Response**, **Add as Group**, or using **Net Logic**.



Hovering your mouse over a variable in the **Variables** list will display a frequency report with the variable name, label and defined code values up to a maximum number of code values, for your convenience. This can be helpful when you aren't sure if you want to use a specific variable as a component for building tables and/or banners.

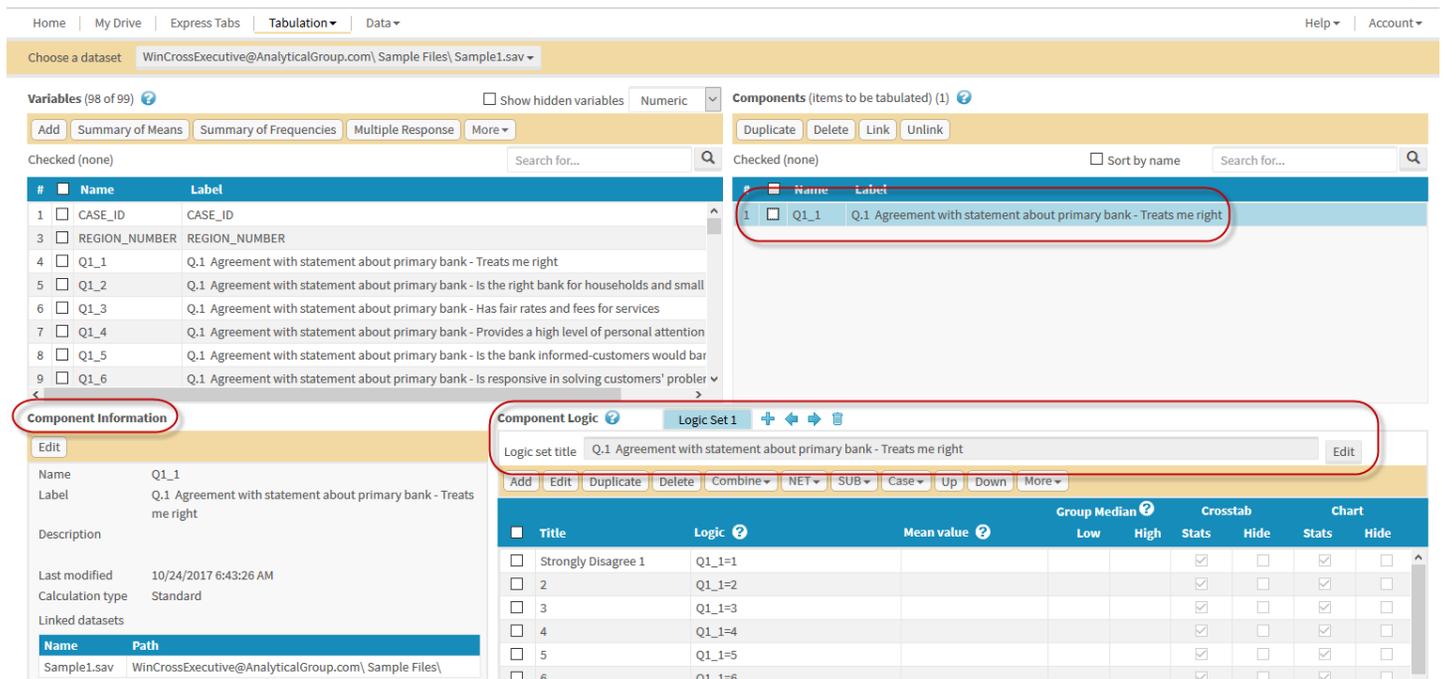


4. Enable the check box next to *Q1_1* in the list of **Variables**.
5. Choose the **Add** option.



Choosing **Add** for a single variable or multiple variables will add each variable as a separate component. You can display information about a component by clicking anywhere on a component in the **Components** list to display **Component information** and **Component Logic** information.

6. Click on *Q1_1* in the **Components** list to display component and component logic information about *Q1_1*.



The **Component Logic** information is the logic that will be used when this component is used in building a crosstab. You can edit **Component Logic** information by using the **Add**, **Edit**, **Duplicate**, **Delete**, **Combine**, **NET**, **SUB**, **Case**, **Up**, **Down** and **More** (**Invert**, **Apply Structure to Other Components**, **Add Logic Items from Variables**) menu options. You can also assign mean and group median values as well as base logic (when applicable) for a specific logic item. You can include logic items in table/chart statistics and/or hide logic items. Each row of logic in the **Logic set** is referred to as a logic item.

In the example for the Q1_1 component you might want to rearrange the code values so that the *Strongly agree* logic item is displayed first and the *Strongly Disagree* logic item is displayed last. You might also want to remove the *Don't Know* and/or *Refused* logic items from this component.

7. Scroll down to display the *Don't Know* and *Refused* logic items of the **Logic set**.
8. Enable the check box next to the *Don't Know* and *Refused* logic items.
9. Choose the **Delete** option.

The screenshot shows the 'Component Logic' section for 'Q1_1'. The toolbar includes buttons for 'Add', 'Edit', 'Duplicate', 'Delete', 'Combine', 'NET', 'SUB', 'Case', 'Up', 'Down', and 'More'. The 'Delete' button is circled in red. The table below has columns for 'Title', 'Logic', 'Mean value', 'Group Median', 'Crosstab', and 'Chart'. The 'Don't Know' and 'Refused' rows are circled in red. A vertical scrollbar on the right side of the table is also circled in red.

Title	Logic	Mean value	Group Median	Crosstab	Chart
<input type="checkbox"/>	5	Q1_1=5		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<input type="checkbox"/>	6	Q1_1=6		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<input type="checkbox"/>	7	Q1_1=7		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<input type="checkbox"/>	8	Q1_1=8		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<input type="checkbox"/>	9	Q1_1=9		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<input type="checkbox"/>	Strongly Agree 10	Q1_1=10		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	Don't Know	Q1_1=98		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	Refused	Q1_1=99		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

9. Scroll back up to the top of the **Logic set** item list.
10. Enable the check box next to the *Title* heading – this will select all of the remaining logic items.
11. Select the **Invert** option from the **More** dropdown menu.

The screenshot shows the 'Component Logic' section for 'Q1_1'. The 'More' dropdown menu is open, and the 'Invert' option is circled in red. The 'Title' checkbox in the table header is also circled in red.

Title	Logic	Mean value	Group Median	Crosstab	Chart
<input checked="" type="checkbox"/>	Strongly Disagree 1	Q1_1=1		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	2	Q1_1=2		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	3	Q1_1=3		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

The **Logic set** items are now listed in reverse order with the *Strongly Agree* logic item listed first and *Strongly Disagree* logic item listed last.

The screenshot shows the WinCross software interface. At the top, there are navigation tabs: Home, My Drive, Express Tabs, Tabulation, and Data. Below this is a dataset selection bar showing 'WinCrossExecutive@AnalyticalGroup.com\Sample Files\Sample1.sav'. The main area is divided into 'Variables (98 of 99)' and 'Components (items to be tabulated) (1)'. The 'Variables' list includes CASE_ID, REGION_NUMBER, and Q1_1 through Q1_6. The 'Components' list shows a single component named 'Q1_1' with the label 'Q.1 Agreement with statement about primary bank - Treats me right'. Below this is the 'Component Information' panel, which shows the component's name, label, description, and last modified date. The 'Calculation type' is highlighted as 'Standard'. The 'Component Logic' panel shows a table with columns for Title, Logic, Mean value, Group Median, Crosstab, and Chart. The table lists logic items 4 through 10, with 'Strongly Agree 10' at the top and 'Strongly Disagree 4' at the bottom. The 'Logic' column shows the corresponding variable for each item (e.g., Q1_1=10 for 'Strongly Agree 10').

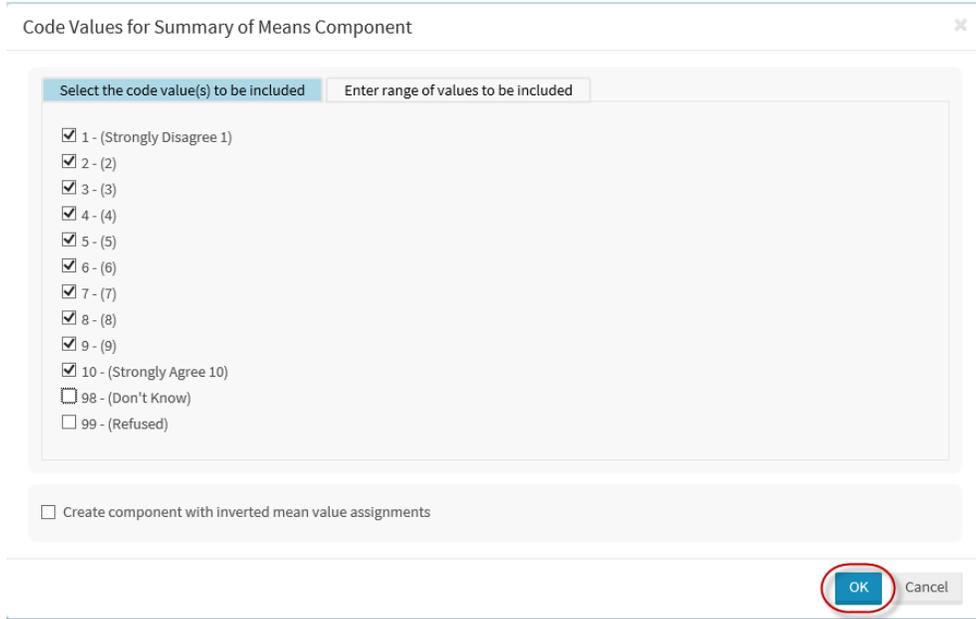
Creating components from variables using the **Add** option, results in the simplest form of a component with a **Calculation type** of **Standard**.

Now let's select more variables from the **Variables** list and add them as a **Summary of Means** component.

12. Enable the check boxes for *Q1_1* through *Q1_10*. This can be done by enabling the check box for *Q1_1* and then enabling the check box for *Q1_10* while holding down the **Shift** key.
13. Choose the **Summary of Means** option.

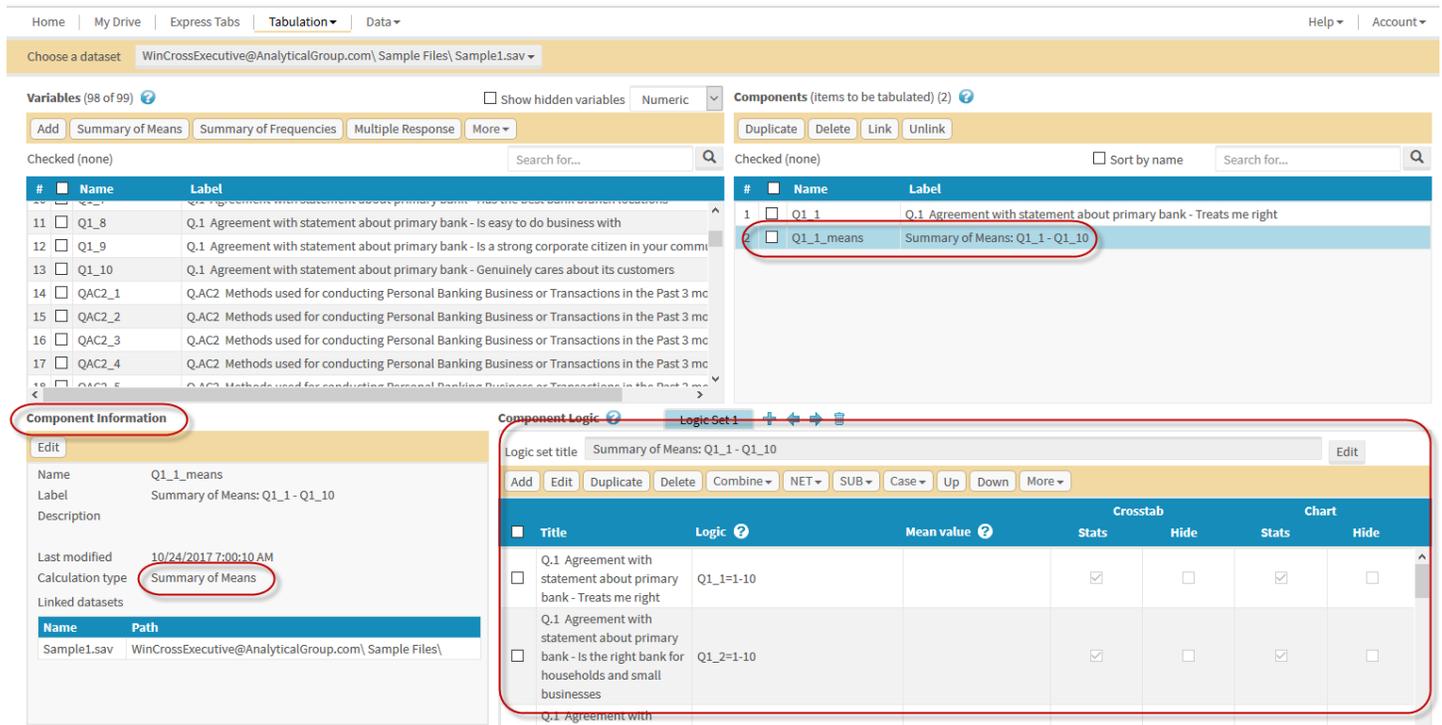
The screenshot shows the WinCross software interface. At the top, there are navigation tabs: Home, My Drive, Express Tabs, Tabulation, and Data. Below this is a dataset selection bar showing 'WinCrossExecutive@AnalyticalGroup.com\Sample Files\Sample1.sav'. The main area is divided into 'Variables (98 of 99)' and 'Components (items to be tabulated) (1)'. The 'Variables' list includes CASE_ID, REGION_NUMBER, and Q1_1 through Q1_10. The 'Components' list shows a single component named 'Q1_1' with the label 'Q.1 Agreement with statement about primary bank - Treats me right'. Below this is the 'Component Information' panel, which shows the component's name, label, description, and last modified date. The 'Calculation type' is highlighted as 'Standard'. The 'Component Logic' panel shows a table with columns for Title, Logic, Mean value, Group Median, Crosstab, and Chart. The table lists logic items 8, 9, and 10, with 'Strongly Agree 10' at the top and 'Strongly Disagree 8' at the bottom. The 'Logic' column shows the corresponding variable for each item (e.g., Q1_1=10 for 'Strongly Agree 10').

14. Choose the codes values to be included in the **Summary of Means** calculation on the **Select Code Values** pop-up window.
15. Select **OK**.



A **Summary of Means** component is added as *Q1_1_means*.

16. Click on the *Q1_1_means* component in the **Components** list to display **Component** and **Logic set** information.



The **Calculation type** for this component is **Summary of Means**.

Now let's select more variables from the **Variables** list and add them as a **Multiple Response** component. This component type is designed for use with a series of questions where the answer set is "Yes" or "No", where "Yes" is usually represented by a code value of "1" and "No" is represented by a code value of "0".

17. Scroll down in the **Variables** list to variable *Q7_1*.
18. Enable the check boxes for *Q7_1* through *Q7_10*.
19. Choose the **Multiple Response** option.

20. Choose the codes value to be included on the **Select Code Values** pop-up window. Only the label text for the first variable is shown in the window.
21. Choose whether to use value label text or the variable label text in the resulting component via the checkbox.
22. Select **OK**.

A **Multiple Response** component is added as *Q7_1_multi*.

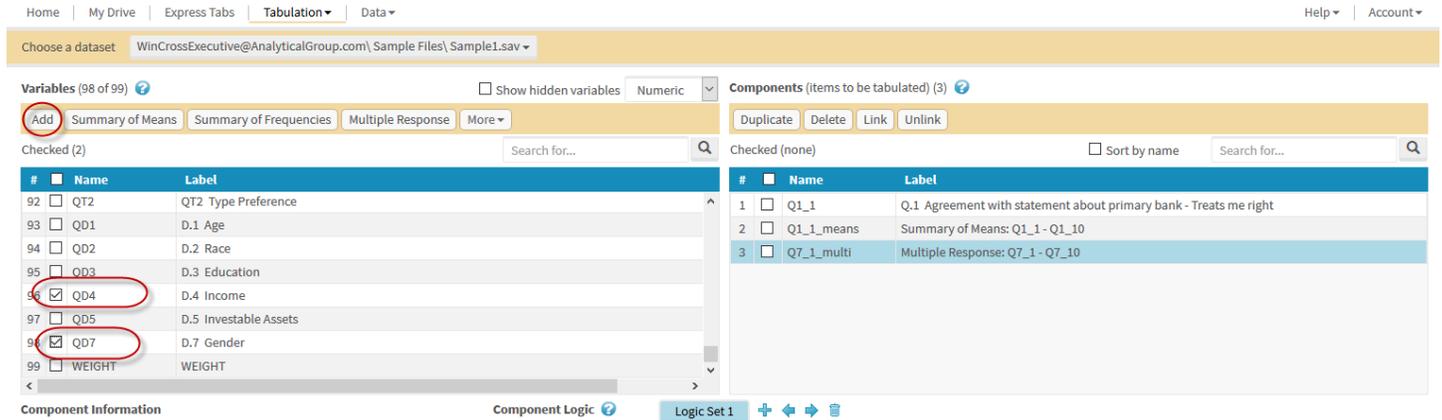
23. Click on the *Q7_1_multi* component in the **Components** list to display **Component** and **Logic** set information.

Title	Logic	Mean value	Stats	Crosstab	Chart
<input type="checkbox"/> McDonald's	Q7_1=1		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<input type="checkbox"/> Burger King	Q7_2=1		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Wendy's	Q7_3=1		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> 5-Guys	Q7_4=1		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<input type="checkbox"/> Jersey Mike's	Q7_5=1		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

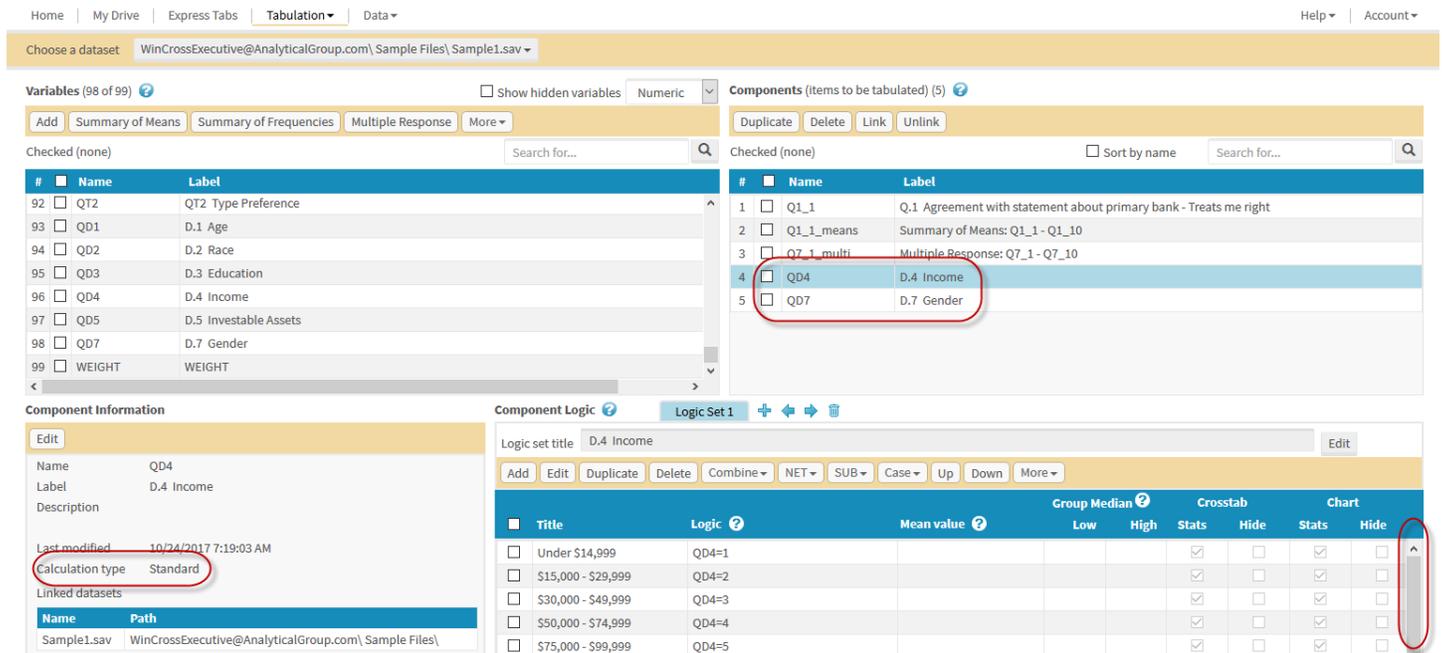
The **Calculation type** for this component is **Multiple Response**.

Now let's select more variables from the **Variables** list and add them for use as banner components for the crosstab you will be building. Keep in mind that the same component can be used for a table and/or a banner.

24. Scroll down in the **Variables** list to variable *QD4*.
25. Enable the check boxes for *QD4* (the variable for *Income*) and *QD7* (the variable for *Gender*).
26. Choose the **Add** option.



The **Calculation type** for these components is **Standard**.



Next, “clean up” the *QD4* component so you can use it in your banner without the *Don't Know* and *Refused* logic items.

27. Select *QD4* in the **Components** list.
28. Scroll down in the list of **Logic set** items for *QD4* to display the *Don't Know* and *Refused* logic items.
29. Enable the check box for the *Don't Know* and *Refused* logic items.
30. Select **Delete**.

Home | My Drive | Express Tabs | **Tabulation** | Data | Help | Account

Choose a dataset: WinCrossExecutive@AnalyticalGroup.com\ Sample Files\ Sample1.sav

Variables (98 of 99) Show hidden variables Numeric

Components (items to be tabulated) (5)

Checked (none) Search for...

#	Name	Label
92	<input type="checkbox"/> QT2	QT2 Type Preference
93	<input type="checkbox"/> QD1	D.1 Age
94	<input type="checkbox"/> QD2	D.2 Race
95	<input type="checkbox"/> QD3	D.3 Education
96	<input type="checkbox"/> QD4	D.4 Income
97	<input type="checkbox"/> QD5	D.5 Investable Assets
98	<input type="checkbox"/> QD7	D.7 Gender
99	<input type="checkbox"/> WEIGHT	WEIGHT

Component Information

Name: QD4
Label: D.4 Income
Description:
Last modified: 10/24/2017 7:19:03 AM
Calculation type: Standard
Linked datasets:
Name: Sample1.sav Path: WinCrossExecutive@AnalyticalGroup.com\ Sample Files\

Component Logic Logic Set 1

Logic set title: D.4 Income

Add Edit Duplicate **Delete** Combine NET SUB Case Up Down More

Title	Mean value	Group Median		Crosstab		Chart	
		Low	High	Stats	Hide	Stats	Hide
<input type="checkbox"/> \$15,000 - \$29,999 QD4=2				<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> \$30,000 - \$49,999 QD4=3				<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> \$50,000 - \$74,999 QD4=4				<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> \$75,000 - \$99,999 QD4=5				<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> \$100,000 - \$149,999 QD4=6				<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> \$150,000 or more QD4=7				<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/> Don't Know QD4=8				<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/> Refused QD4=9				<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

31. Select "Yes" to confirm the deletion of these two logic items.

Confirmation ✕

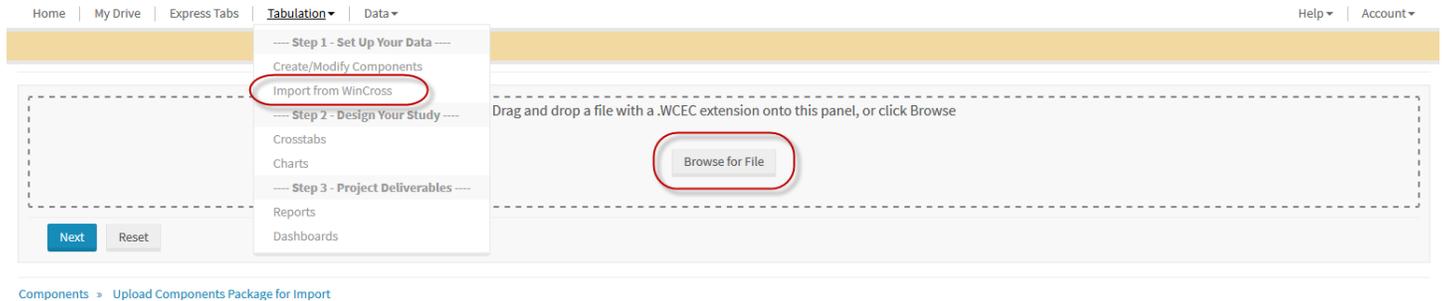
Are you sure you want to delete the checked logic items?

The *Don't Know* and *Refused* logic items will no longer display in the **Logic set** item list.

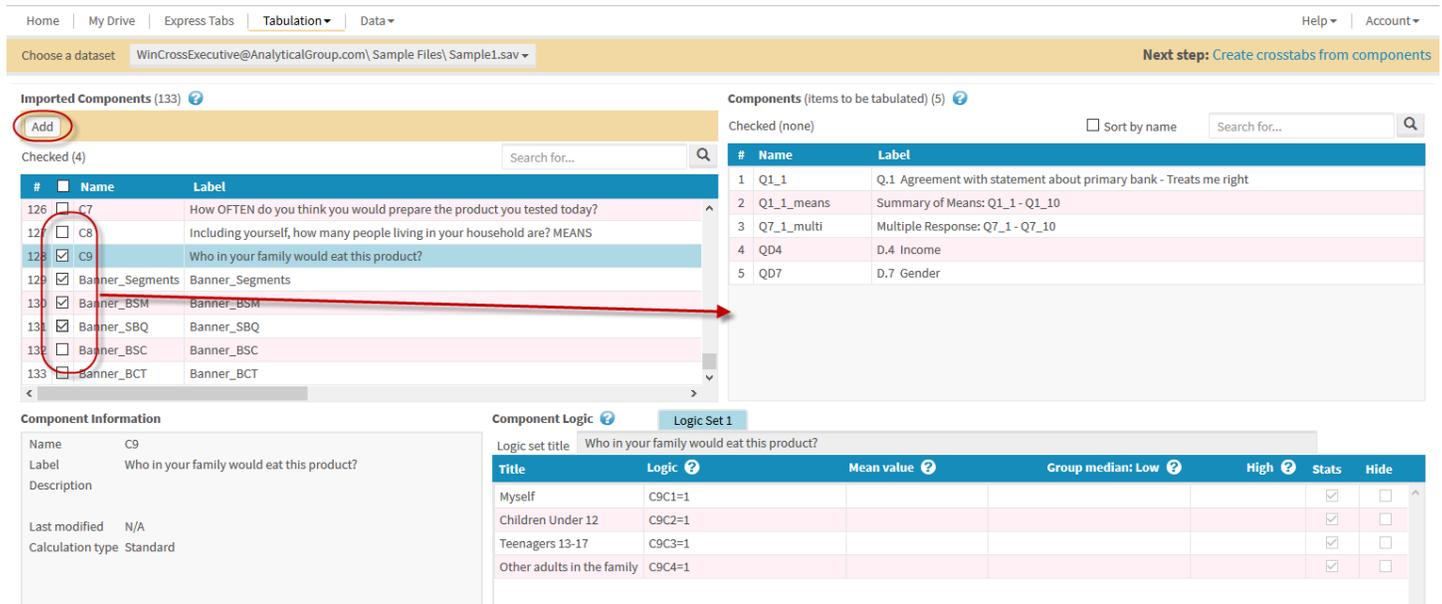
There are many options you can explore for creating components from variables. You can combine multiple variables into one component using the **Add as Group** option and the **Summary of Frequencies** option is an easy way to create **Top Two Box** and **Bottom Two Box** summary tables.

Import from WinCross

If you are a WinCross user, you may import tables, banners, and other elements from your WinCross .JOB file into WinCross Executive. Simply select **Import from WinCross** and you will be prompted for the name of the .WCEC file you created in WinCross.



1. Choose the items you wish to import and click **Add**. The items chosen will be merged with any existing components in your dataset.



Now that you have created some components from variables, it is time to move on to the second step of building a crosstab using these components.

Crosstabs

In the previous section, *Set Up Your Data*, you created components from variables in your dataset or from WinCross. In this section, you will use those components to build a crosstab.

1. Choose the **Crosstabs** option from the **Tabulation** dropdown menu.

The screenshot shows the WinCross interface with the 'Tabulation' dropdown menu open. The 'Crosstabs' option is highlighted with a red circle. The interface includes a 'Variables' table on the left and a 'Components' table on the right.

#	Name	Label
1	CASE_ID	CASE_ID
3	REGION_NUMBER	REGION_NUMBER
4	Q1_1	Q.1 Agreement with statement about primary bank - Treats me right
5	Q1_2	Q.1 Agreement with statement about primary bank - Is the right bank for household
6	Q1_3	Q.1 Agreement with statement about primary bank - Has fair rates and fees for services
7	Q1_4	Q.1 Agreement with statement about primary bank - Provides a high level of personalization
8	Q1_5	Q.1 Agreement with statement about primary bank - Is the bank informed-customized
9	Q1_6	Q.1 Agreement with statement about primary bank - Is responsive in solving customer issues

#	Name	Label
1	Q1_1	Q.1 Agreement with statement about primary bank - Treats me right
2	Q1_1_means	Summary of Means: Q1_1 - Q1_10
3	Q7_1_multi	Multiple Response: Q7_1 - Q7_10
4	QD4	D.4 Income
5	QD7	D.7 Gender

2. Confirm that the same dataset is selected for **Filter to associated dataset** as was used for the previous section where you created components from variables.

The screenshot shows the WinCross interface with the 'Filter to associated dataset' dropdown menu open. The dataset 'WinCrossExecutive@AnalyticalGroup.com\ Sample files\ Sample1.sav' is selected and highlighted with a red circle. The interface includes a 'Crosstabs' table and a 'Crosstab Information' section.

Name	Owner

Use the "New" menu option to create a new crosstab

You will need to create a new crosstab so you can utilize the components that you just built from this dataset.

3. Select **New** from the menu options to create a new crosstab.

The screenshot shows the WinCross interface with the 'New' button highlighted in the top menu bar. The interface includes a 'Crosstabs' table and a 'Crosstab Information' section.

Name	Owner

Use the "New" menu option to create a new crosstab

4. Enter a **Name** and optional **Description** for the crosstab.
5. Select **Standard or Side by Side**. *Note: A Side by Side crosstab lets you display output on one table that might normally be shown on multiple tables. For example, you might create a Side by Side crosstab for a two-product test where each product is a banner. Another example of a Side by Side crosstab is a series of rating scales where the scale-points are the rows and each of the ratings is a banner point. Consult online help for additional information on Side by Side crosstabs.*
6. Select **Create Crosstab**.

Create New Crosstab ✕

Name
Sample Crosstab

Description
This is a sample description.

Type
 Standard
 Side by Side

Create Crosstab Cancel

Once the crosstab is added, you are taken directly to the **Edit Crosstab** dialog. This is where you can assign titles and subtitles, assign components as table or banner components, choose options for the crosstab, create comparison groups for statistical testing, and set the appearance of the crosstab.

Dataset: WinCrossExecutive@AnalyticalGroup.com\ Sample Files\ Sample1.sav Crosstab name: Sample Crosstab

Titles	Table Components	Banner Components	Options	Filters/Weighting	Comparison Groups	Appearance
--------	------------------	-------------------	---------	-------------------	-------------------	------------

Name Sample Crosstab

Title

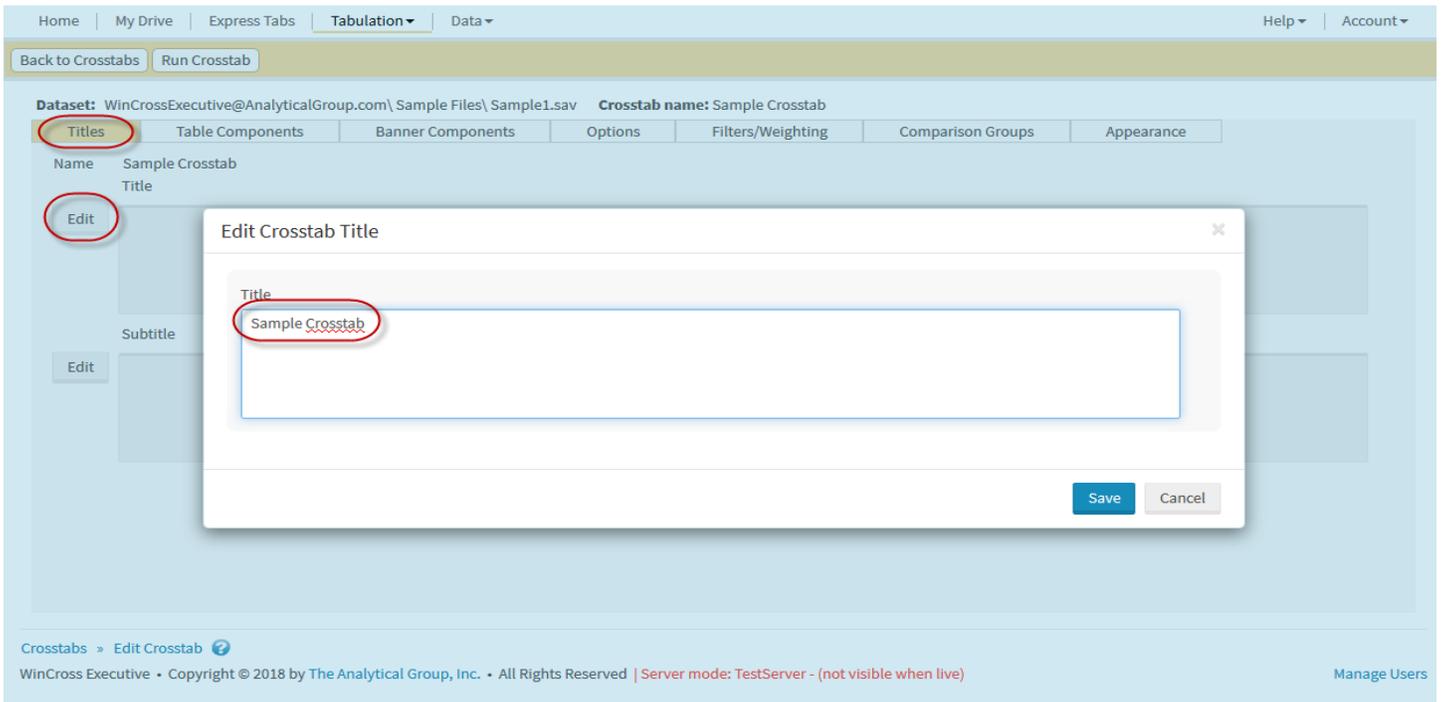
Edit

Subtitle

Edit

Let's start with **Titles**. The **Titles** tab lets you enter a **Title** and/or **Subtitle** for your crosstab.

7. Click in the **Title box** or choose the **Edit** option next to the **Title** box to enter a crosstab title.
8. Choose **Save** to add the crosstab title.

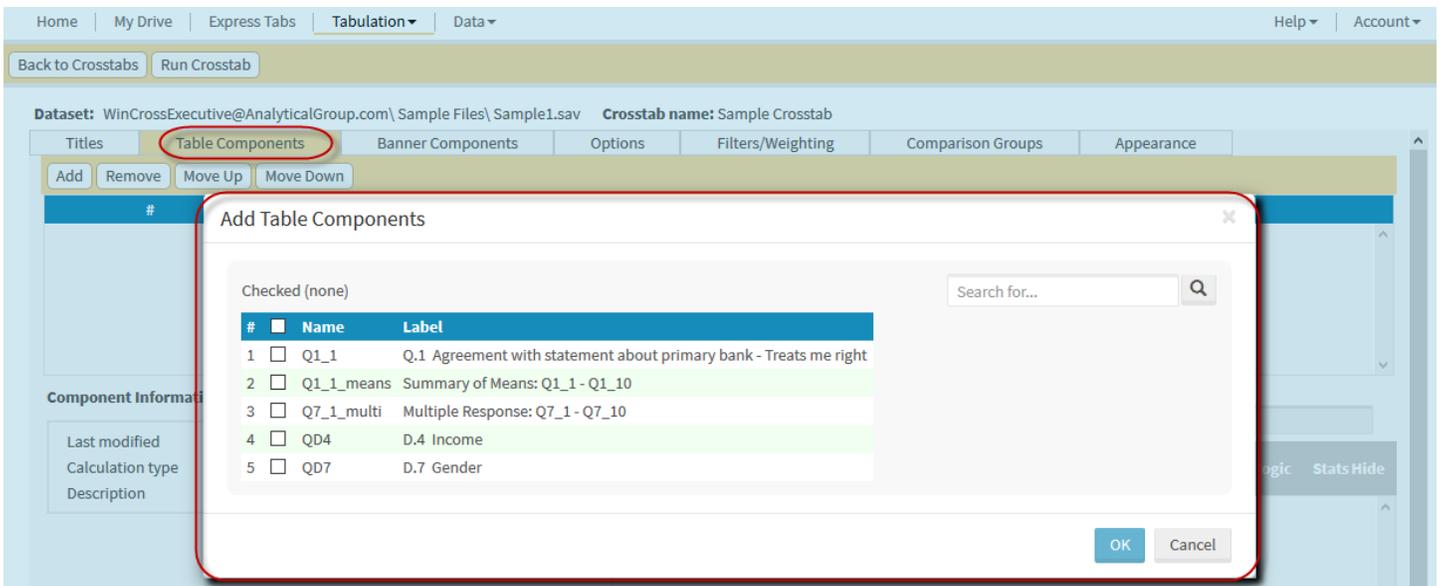


A crosstab **Subtitle** can be added, if desired, using the same steps you used for entering the crosstab **Title**.

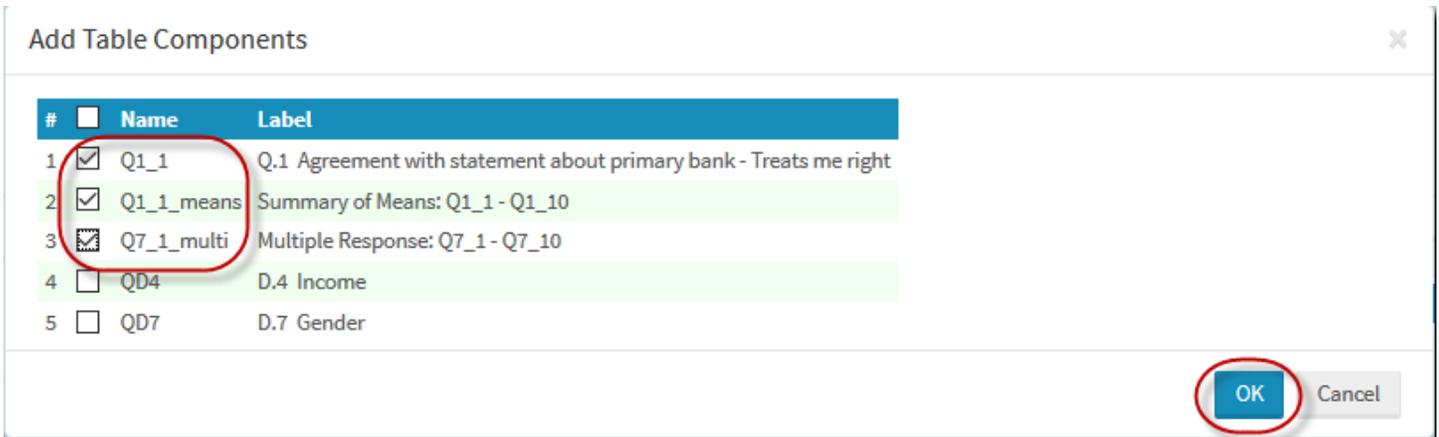
Now let's use some of the components you built in the previous section and assign them as **Table Components**.

9. Click on the **Table Components** tab.

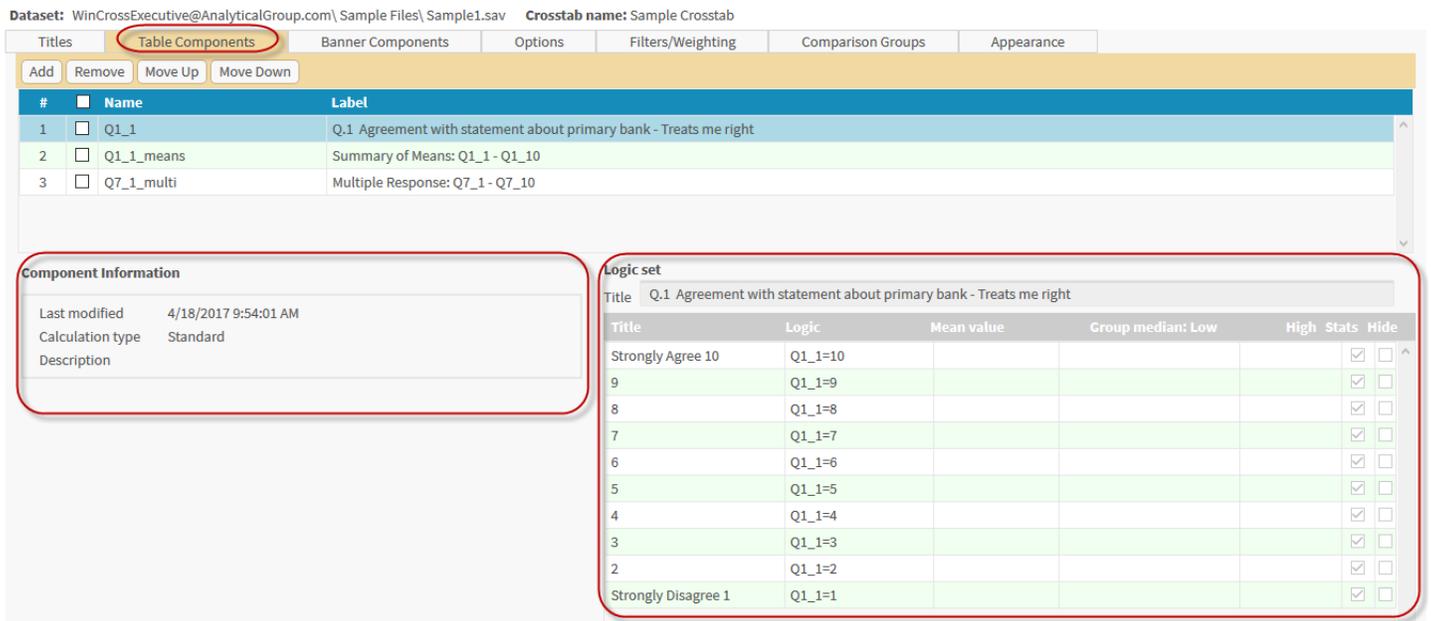
If there are currently no **Table Components** for this crosstab, you will be taken directly to the **Add Table Components** dialog.



10. Enable the check boxes next to **Q1_1**, **Q1_1_means** and **Q7_1_multi** components from the list of available components on the **Add Table Components** dialog.
11. Select **OK** to add these as table components.



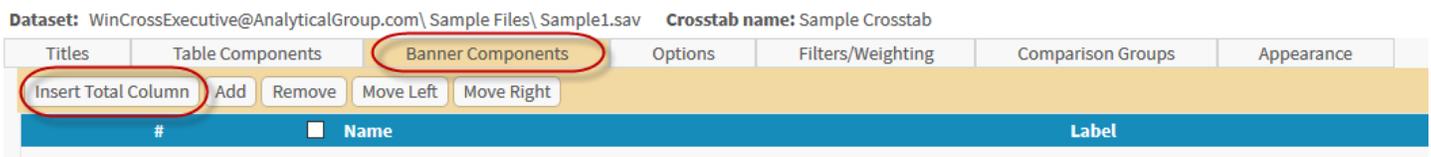
These three components are now displayed in the list of components on the **Table Components** tab. You can click on a component to display **Component** and **Logic set** information about the selected component.



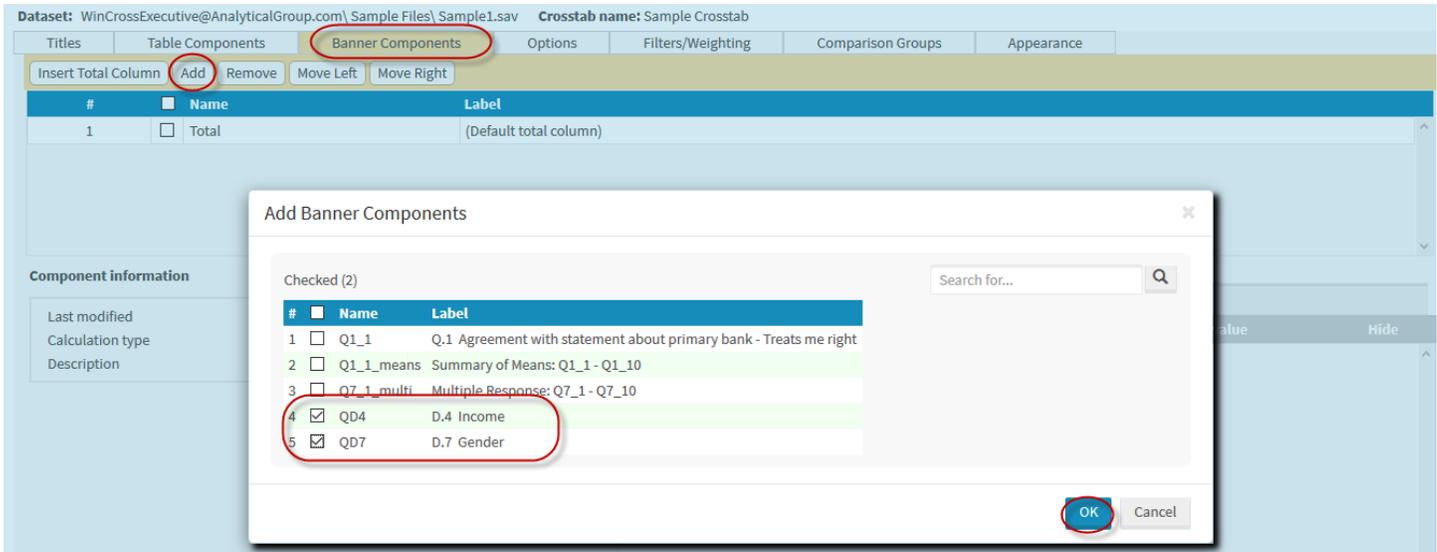
Enabling the check box for table components allows us to **Remove** or reorder (**Move Up** or **Move Down**) components. The same component can be added multiple times as well.

Next, use the other two components to assign as **Banner Components**.

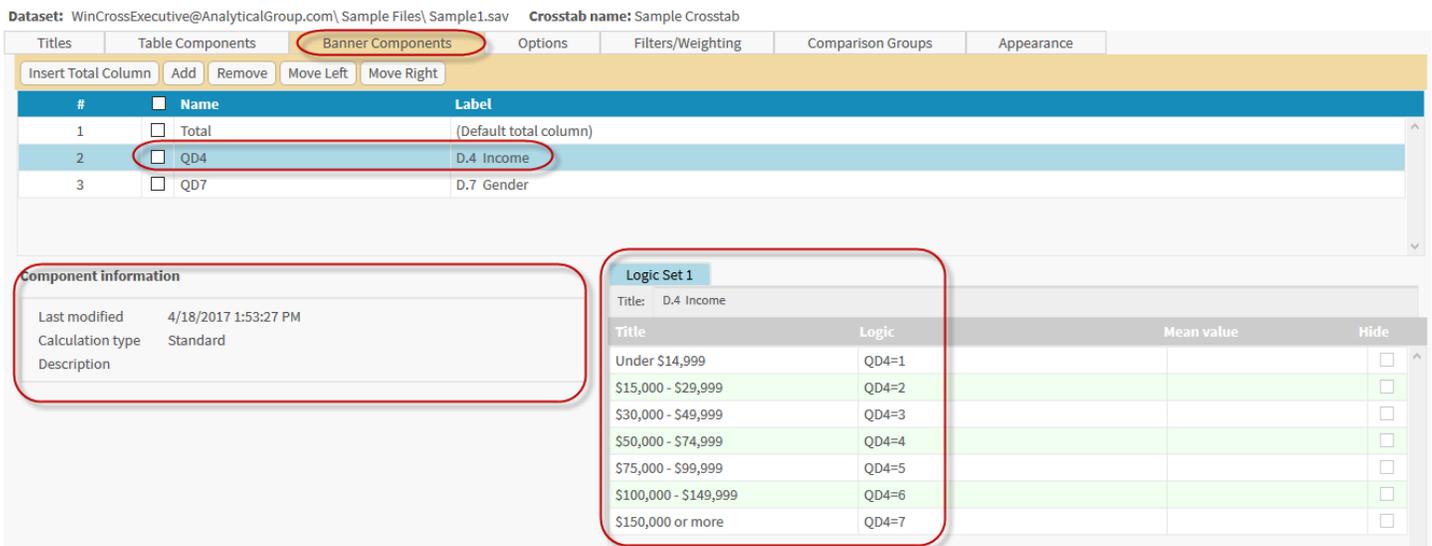
12. Click on the **Banner Components** tab.



13. Select the **Insert Total Column** option to add a total column as the first column of your banner.
14. Select **Add** on the **Banner Components** tab to add other components as additional banner columns.
15. Enable the check boxes next to the *QD4* and *QD7* components from the list of available components on the **Add Banner Components** dialog.
16. Select **OK** to add these as banner components.



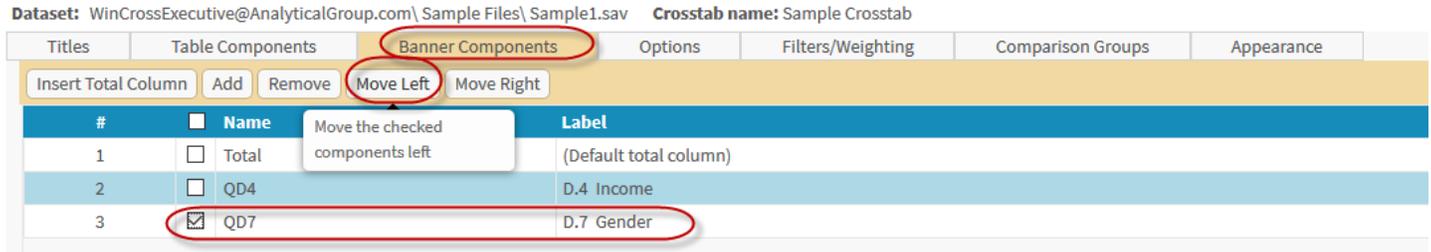
These two components are now displayed in the list of components on the **Banner Components** tab. You can click on a component to display **Component** and **Logic set** information about the selected component.



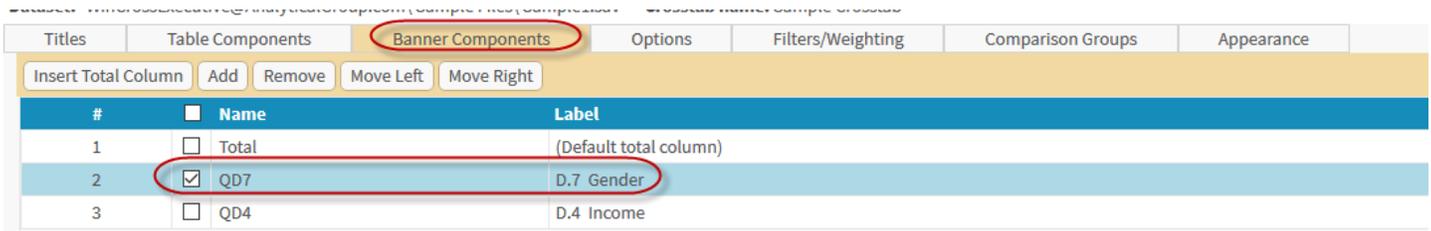
Enabling the check box for banner components allows us to **Remove** or reorder (**Move Left** or **Move Right**) components. The same component can be added multiple times as well.

Let's change the order of the two banner components you just added.

17. Enable the check box for the *QD7* component and choose **Move Left**.

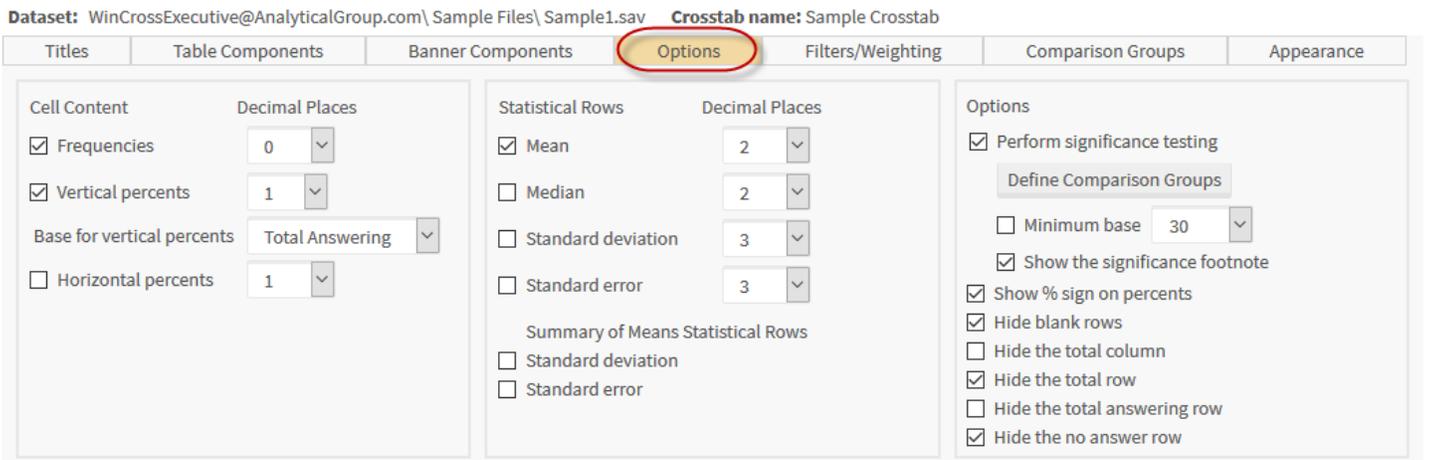


The QD7 component will now be displayed before the QD4 component in your banner component. The order of banner components is important as this will determine the order of banner columns in your reports.



You can now choose **Options** to apply to your crosstab.

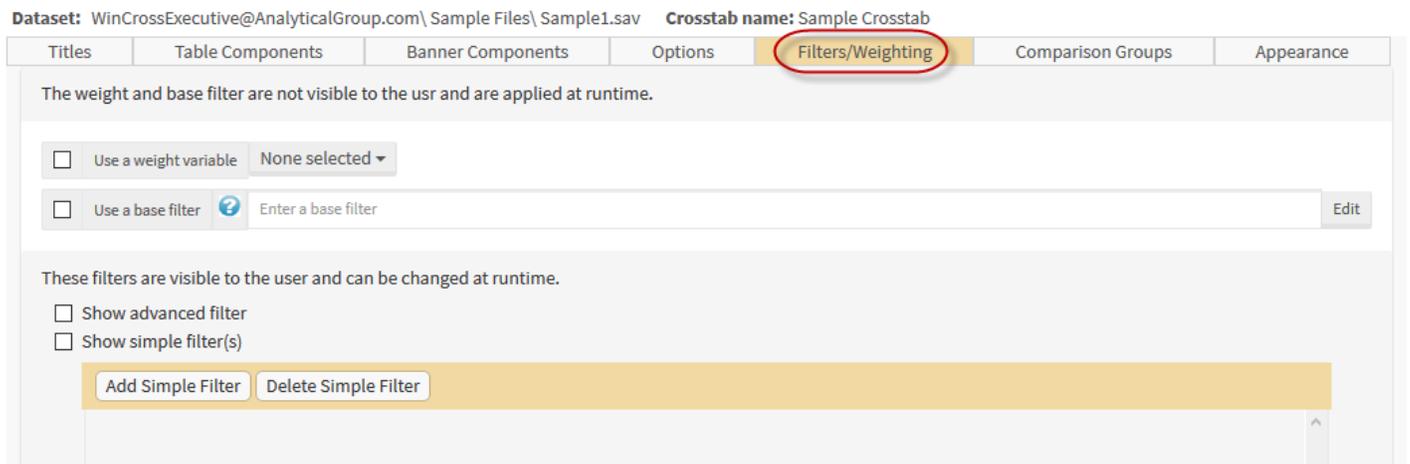
18. Click on the **Options** tab.



The options displayed are the default crosstab options for **WinCross Executive**. Many options can be assigned to your crosstab. You can assign a weight variable or apply a filter. You can change display options including the statistics rows and number of decimal places for cells and statistics. You can define comparison groups and perform significance testing.

Keep in mind that the options selected apply to all of the components in your crosstab. If you need to apply different options for particular components, you will need to create a separate crosstab for those components.

Next let's look at the **Filters/Weighting** tab

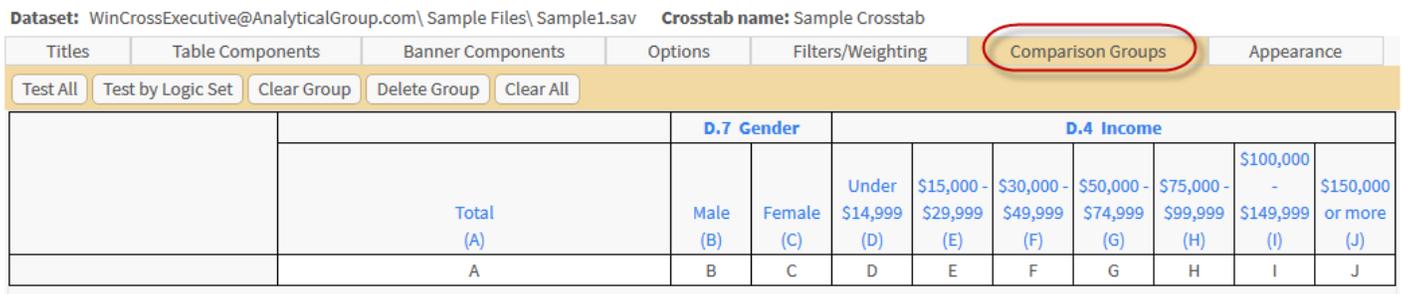


Here you have the option to apply a weight variable or add filters to your crosstab. A **base filter** applies to the entire crosstab. **Advanced filters** and **simple filters** are filters that can be changed at runtime.

Next, create some comparison groups and perform significance testing for the crosstab you are creating. **Comparison Groups** can be created either by choosing the **Comparison Groups** tab or by enabling the **Perform significance testing** check box and choosing the **Define Comparison Groups** under the **Options** tab.

19. Click on the **Comparison Groups** tab.

The **Comparison Groups** tab is now displayed and allows you to add or remove comparison groups. **WinCross Executive** assumes one comparison group comprised of all of the columns in the banner if the **Perform significance testing** check box is enabled and no other comparison groups are added.



The simplest comparison group option to use is the **Test by Logic Set**. This will create a separate comparison group for each component added to your banner.

Let's go ahead and try this option.

20. Choose the **Test by Logic Set** option on the **Comparison Groups** tab.

Dataset: WinCrossExecutive@AnalyticalGroup.com\ Sample Files\ Sample1.sav **Crosstab name:** Sample Crosstab

Titles	Table Components	Banner Components	Options	Filters/Weighting	Comparison Groups	Appearance				
Test All	Test by Logic Set	Clear Group	Delete Group	Clear All						
			D.7 Gender	D.4 Income						
	Total (A)	Male (B)	Female (C)	Under \$14,999 (D)	\$15,000 - \$29,999 (E)	\$30,000 - \$49,999 (F)	\$50,000 - \$74,999 (G)	\$75,000 - \$99,999 (H)	\$100,000 - \$149,999 (I)	\$150,000 or more (J)
	A	B	C	D	E	F	G	H	I	J

As you can see, two comparison groups have been added. *Group 1* contains the banner columns for the *QD7* component and *Group 2* contains the banner columns for the *QD4* component.

Dataset: WinCrossExecutive@AnalyticalGroup.com\ Sample Files\ Sample1.sav **Crosstab name:** Sample Crosstab

Titles	Table Components	Banner Components	Options	Filters/Weighting	Comparison Groups	Appearance				
Test All	Test by Logic Set	Clear Group	Delete Group	Clear All						
			D.7 Gender	D.4 Income						
	Total (A)	Male (B)	Female (C)	Under \$14,999 (D)	\$15,000 - \$29,999 (E)	\$30,000 - \$49,999 (F)	\$50,000 - \$74,999 (G)	\$75,000 - \$99,999 (H)	\$100,000 - \$149,999 (I)	\$150,000 or more (J)
Group 1	A	B	C	D	E	F	G	H	I	J
Group 2	A	B	C	D	E	F	G	H	I	J
	A	B	C	D	E	F	G	H	I	J

The **Appearance** tab allows you to apply a theme to your crosstab or customize the crosstab to your desire.

Dataset: WinCrossExecutive@AnalyticalGroup.com\ Sample Files\ Sample1.sav **Crosstab name:** Sample Crosstab

Titles	Table Components	Banner Components	Options	Filters/Weighting	Comparison Groups	Appearance																																																																
<p>Note: Dashboard and report themes can override these settings. These settings do not need to be adjusted if the crosstab is intended for use in a dashboard/report.</p>																																																																						
<input checked="" type="checkbox"/> Use a theme Default		(Example Crosstab - Click to select Crosstab options)																																																																				
Selected item Crosstab		Title text Subtitle text																																																																				
Text and Font Options Note: Changing font name overwrites all font names. Font name Source Sans Pro		(Click to select Table options)																																																																				
Crosstab Background Options		<table border="1"> <thead> <tr> <th></th> <th>Total (A)</th> <th>Male (B)</th> <th>Female (C)</th> </tr> </thead> <tbody> <tr> <td>How likely are you to visit in the future?</td> <td></td> <td></td> <td></td> </tr> <tr> <td>Total</td> <td>400</td> <td>140</td> <td>260</td> </tr> <tr> <td></td> <td>100.0%</td> <td>35.0%</td> <td>65.0%</td> </tr> <tr> <td>Total Answering</td> <td>364</td> <td>128</td> <td>236</td> </tr> <tr> <td></td> <td>100.0%</td> <td>100.0%</td> <td>100.0%</td> </tr> <tr> <td></td> <td>100.0%</td> <td>35.2%</td> <td>64.8%</td> </tr> <tr> <td>NET: Very likely, Somewhat likely</td> <td>312</td> <td>116</td> <td>196</td> </tr> <tr> <td></td> <td>85.7%</td> <td>90.6%</td> <td>83.1%</td> </tr> <tr> <td></td> <td></td> <td>C</td> <td>AC</td> </tr> <tr> <td></td> <td>100.0%</td> <td>37.2%</td> <td>62.8%</td> </tr> <tr> <td>Very likely</td> <td>231</td> <td>89</td> <td>142</td> </tr> <tr> <td></td> <td>63.5%</td> <td>69.5%</td> <td>60.2%</td> </tr> <tr> <td></td> <td></td> <td>c</td> <td>ac</td> </tr> <tr> <td></td> <td>100.0%</td> <td>38.5%</td> <td>61.5%</td> </tr> <tr> <td>Somewhat likely</td> <td>81</td> <td>27</td> <td>54</td> </tr> </tbody> </table>						Total (A)	Male (B)	Female (C)	How likely are you to visit in the future?				Total	400	140	260		100.0%	35.0%	65.0%	Total Answering	364	128	236		100.0%	100.0%	100.0%		100.0%	35.2%	64.8%	NET: Very likely, Somewhat likely	312	116	196		85.7%	90.6%	83.1%			C	AC		100.0%	37.2%	62.8%	Very likely	231	89	142		63.5%	69.5%	60.2%			c	ac		100.0%	38.5%	61.5%	Somewhat likely	81	27	54
	Total (A)	Male (B)	Female (C)																																																																			
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Somewhat likely	81	27	54																																																																			
Border Options																																																																						

Themes are preset examples that can be used on your crosstab.

Dataset: WinCrossExecutive@AnalyticalGroup.com\ Sample Files\ Sample1.sav Crosstab name: Sample Crosstab

Titles | Table Components | Banner Components | Options | Filters/Weighting | Comparison Groups | **Appearance**

Note: Dashboard and report themes can override these settings.
 These settings do not need to be adjusted if the crosstab is intended for use in a dashboard/report. ?

Use a theme Azure

Selected item Crosstab

Text and Font Options

Note: Changing font name overwrites all font names.

Font name Source Sans Pro

Crosstab Background Options

Border Options

(Example Crosstab - Click to select Crosstab options)

Title text
Subtitle text

(Click to select Table options)

How likely are you to visit in the future?	Gender		
	Total (A)	Male (B)	Female (C)
Total	400	140	260
	100.0%	35.0%	65.0%
Total Answering	364	128	236
	100.0%	100.0%	100.0%
	100.0%	35.2%	64.8%
NET: Very likely, Somewhat likely	312	116	196
	85.7%	90.6%	83.1%
	C	AC	
	100.0%	37.2%	62.8%

Under selected item you have the option to change the font and color of specific sections of the crosstab

These settings do not need to be adjusted if the crosstab is intended for use in a dashboard/report. ?

Use a theme Azure

Selected item Crosstab

- Crosstab
- Title text
- Subtitle text
- Table
- Logic set title
- Banner title text
- Banner item total
- Banner item
- Row title
- Row title total
- Row title total answering
- Row title total no answering
- Net row title
- Subtotal row title
- Mean row title
- Median row title
- Standard deviation row title
- Standard error row title
- Frequency
- Vertical percent

(Example Crosstab - Click to select Crosstab options)

Title text
Subtitle text

(Click to select Table options)

How likely are you to visit in the future?	Gender		
	Total (A)	Male (B)	Female (C)
Total	400	140	260
	100.0%	35.0%	65.0%
Total Answering	364	128	236
	100.0%	100.0%	100.0%
	100.0%	35.2%	64.8%
NET: Very likely, Somewhat likely	312	116	196
	85.7%	90.6%	83.1%
	C	AC	
	100.0%	37.2%	62.8%
Very likely	231	89	142
	63.5%	69.5%	60.2%
	c	ac	
	100.0%	38.5%	61.5%
Somewhat likely	81	27	54
	22.3%	21.1%	22.9%

The last three expandable menus allow you to select the fonts, background, and border options for the crosstab

Dataset: WinCrossExecutive@AnalyticalGroup.com\ Sample Files\ Sample1.sav Crosstab name: Sample Crosstab

Titles | Table Components | Banner Components | Options/Weighting | Comparison Groups | Appearance

Note: Dashboard and report themes can override these settings.
These settings do not need to be adjusted if the crosstab is intended for use in a dashboard/report.

Use a theme Azure

Selected item: Crosstab

Text and Font Options

Crosstab Background Options

Border Options

(Example Crosstab - Click to select Crosstab options)

Title text
Subtitle text

(Click to select Table options)

	Gender		
	Total (A)	Male (B)	Female (C)
How likely are you to visit in the future?			
Total	400	140	260
	100.0%	35.0%	65.0%
Total Answering	364	128	236
	100.0%	100.0%	100.0%
	100.0%	35.2%	64.8%
NET: Very likely, Somewhat likely	312	116	196
	85.7%	90.6%	83.1%
	C	AC	
	100.0%	37.2%	62.8%
Very likely	231	89	142
	63.5%	69.5%	60.2%
	c	ac	
	100.0%	38.5%	61.5%
Somewhat likely	81	27	54
	22.3%	21.1%	22.9%

You can explore choosing additional options using the **Options** tab if you like. For now, you are going to move on to run your crosstab.

A single crosstab can be run from the **Crosstabs** dialog of the **Tabulation** menu by selecting **Run Crosstab**.

Home | My Drive | Express Tabs | **Tabulation** | Data

New Duplicate Delete Link Datasets Unlink Datasets

Filter to associated dataset: WinCrossExecutive@AnalyticalGroup.com\ Sample Files\ Sample1.sav

Crosstabs (1) Search for...

Name	Owner
Sample Crosstab	WinCrossExecutive@AnalyticalGroup.com

Crosstab Information

Run Crosstab Edit Crosstab Rename Crosstab or Update Description Create Public Link

Name: Sample Crosstab
Description: This is a sample crosstab for use with the sample1.sav dataset.
Type: Standard
Table components: 3
Banner components: 3
Last modified: 1/9/2018 10:31:04 AM
Owner: WinCrossExecutive@AnalyticalGroup.com

Linked Datasets

Name	Path
Sample1.sav	WinCrossExecutive@AnalyticalGroup.com\ Sample Files\

Sharing Details

Share to Associates

Select Existing Associate(s) Apply

Add/Manage Associates

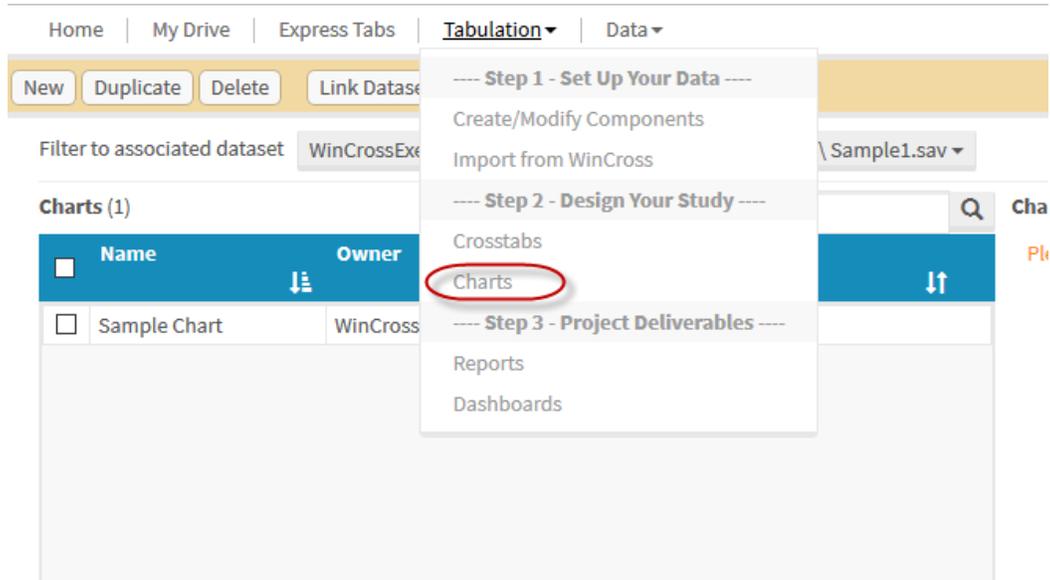
The resulting output can be printed or saved to Excel and PDF formats. You may also share your crosstab to outside users with the **Create Public Link** feature. The resulting link output can be password protected and expire after a time period you designate.

For purposes of this **Getting Started** guide, continue to *Creating a Chart from Components*.

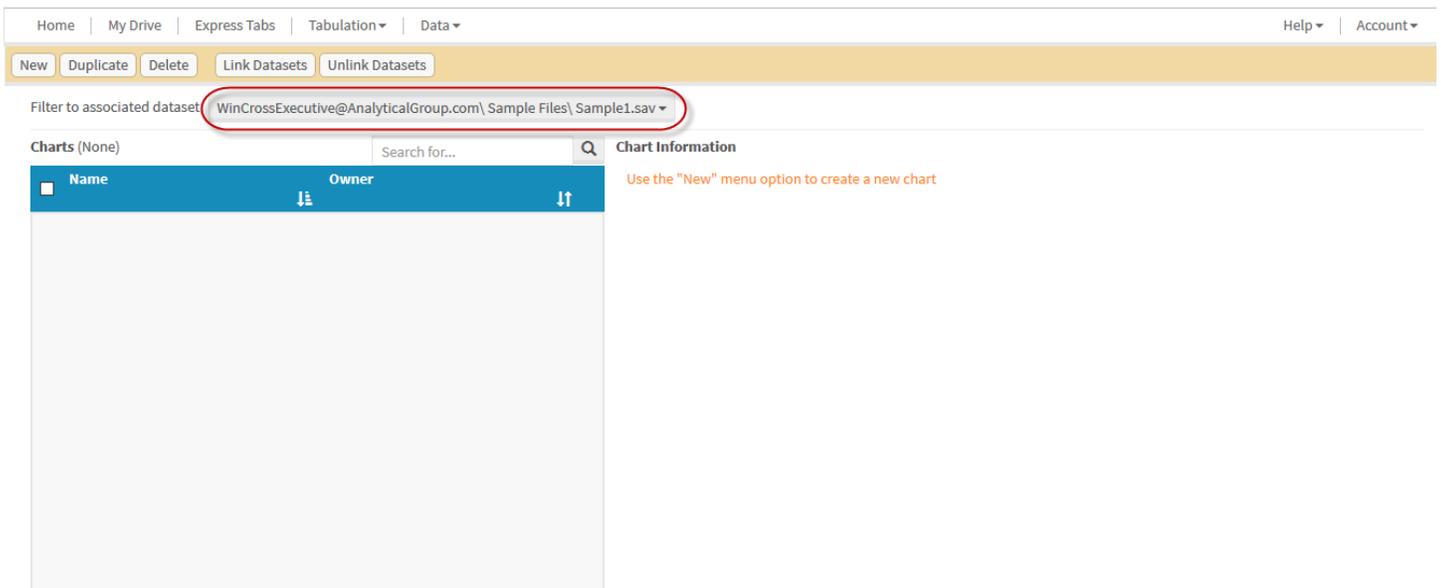
Charts

In a previous section, *Set Up Your Data*, you created components from variables in your dataset and then created *Crosstabs* from those components. In this section, you will use those components to build a chart.

1. Choose the **Charts** option from the **Tabulation** dropdown menu.

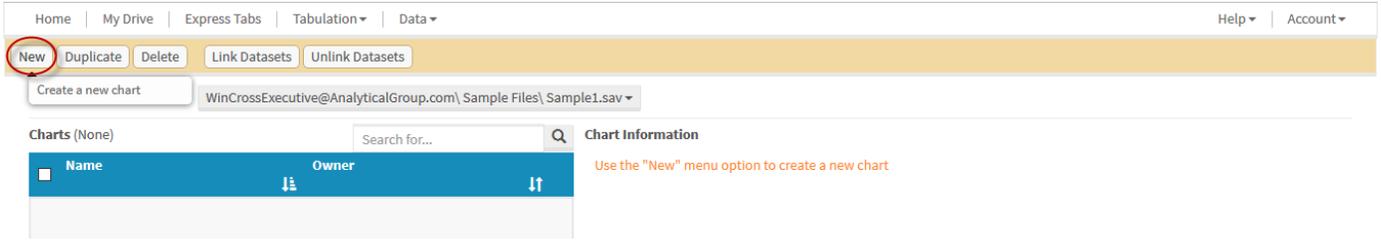


2. Confirm that the same dataset is selected for **Filter to associated dataset** as was used in a previous section where you created components from variables.

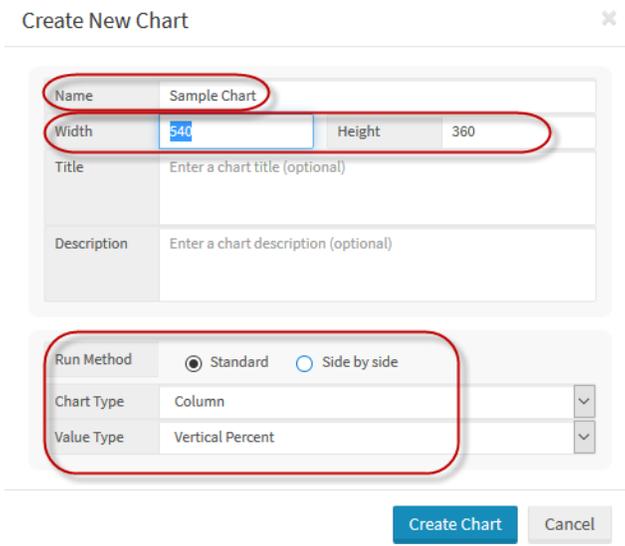


You will need to create a new chart so you can now use the components built using the variables from this dataset.

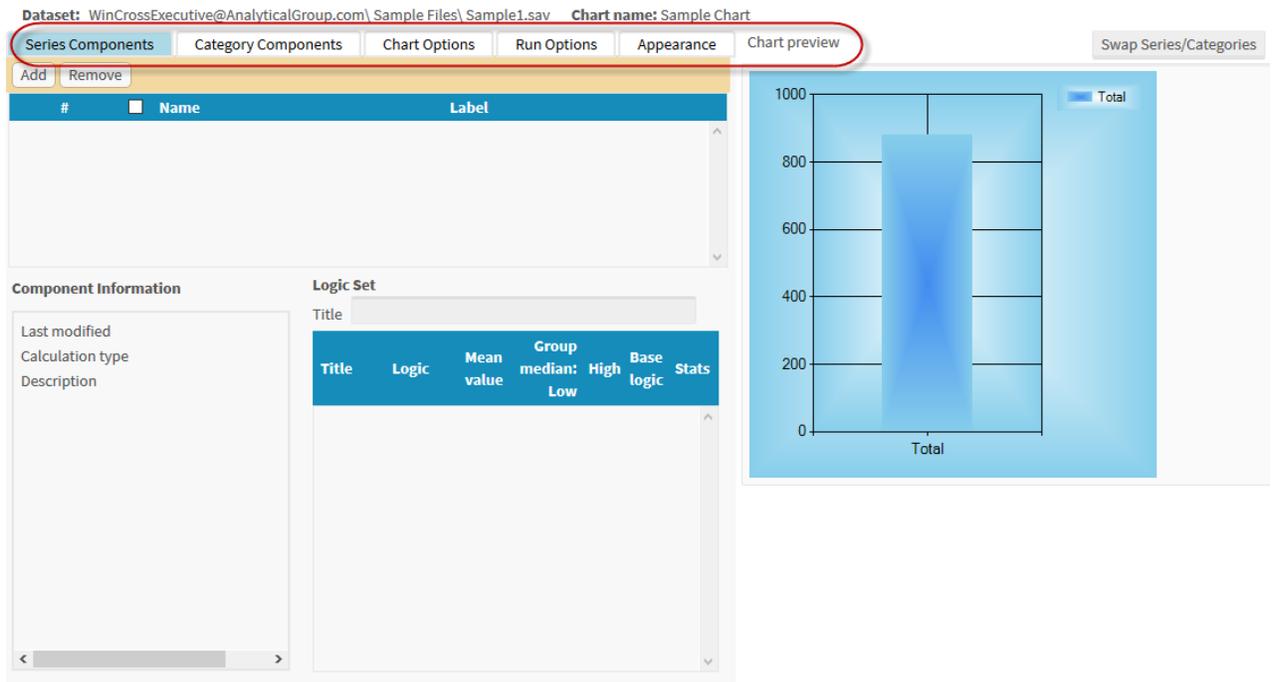
3. Select **New** from the menu options to create a new chart.



4. Enter a **Name** and optional **Description** for the chart.
5. Select **Standard or Side by Side**. *Note: A Side by Side chart lets you display output on one table that might normally be shown on multiple charts. Consult online help for additional information on Side by Side charts.*
6. Select **Chart Type** and **Value Type** options. *Note: These default to the most common settings and can be changed later as you design your chart.*
7. Select **Create Chart**.

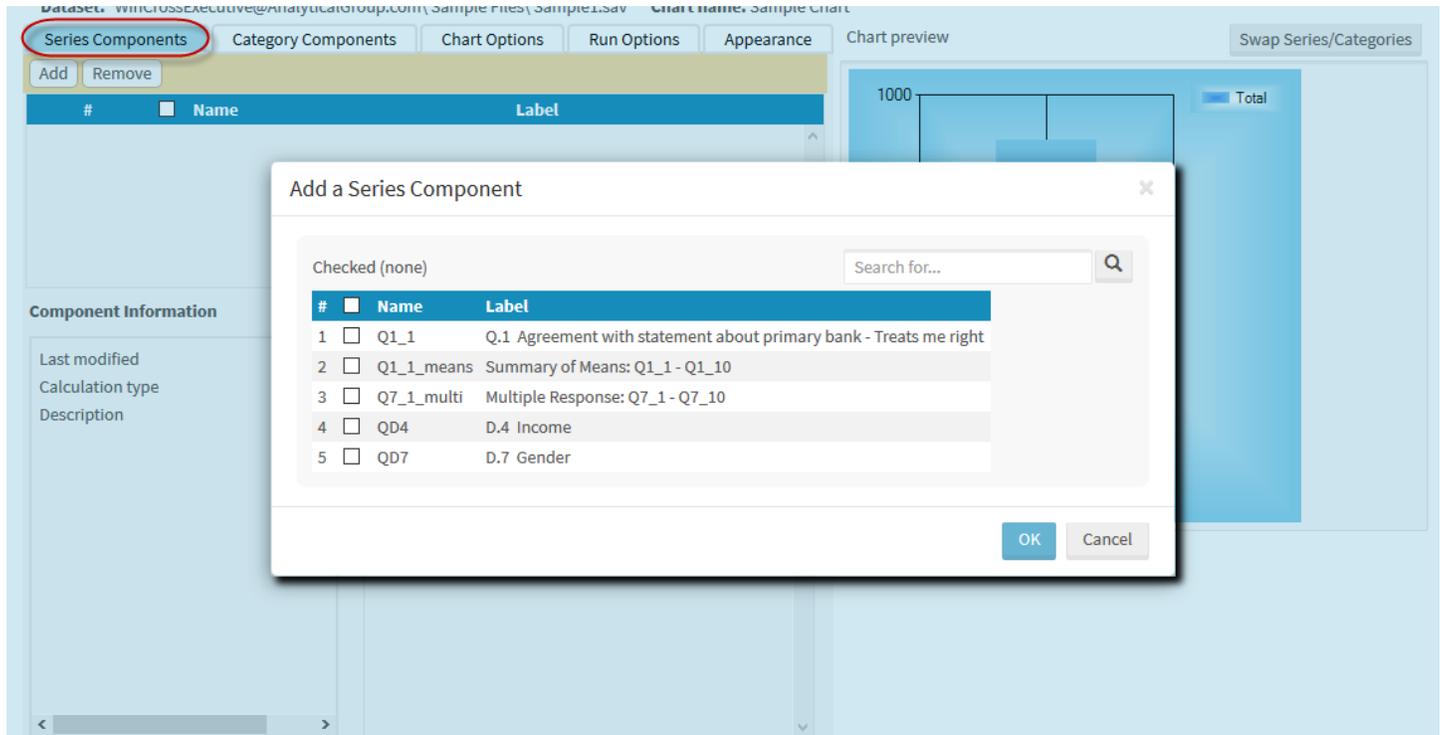


Once the chart is added, you are taken directly to the **Edit Chart** dialog. This is where you can assign components as series or category components, choose the chart type and options for the chart.

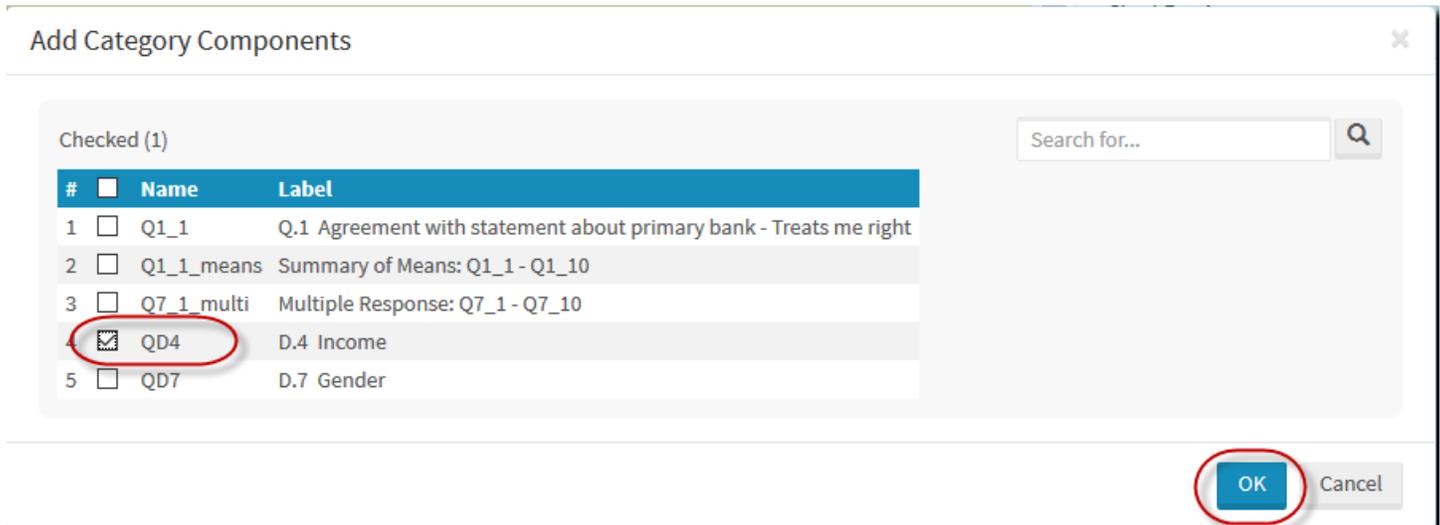


Begin by adding a **Series Component** with some of the components you have already built.

8. Click on the **Series Components** tab.
9. Select **Add** to add a component as a **Series Component**.



10. Select component **QD4** from the list of available components on the **Add Series Components** dialog.
11. Select **OK** to add this as a series component.



This component is now displayed in the list of components on the **Series Components** tab. You can click on a component to display **Series** and **Logic set** information about the selected component.

Next, use one of the other components to assign as a **Category Component**.

12. Click on the **Category Components** tab.

Dataset: WinCrossExecutive@AnalyticalGroup.com\ Sample Files\ Sample1.sav Chart name: Sample Chart

Series Components **Category Components** Chart Options Run Options Appearance Chart preview Swap Series/Categories

Add Remove Move Up Move Down

#	Name	Label

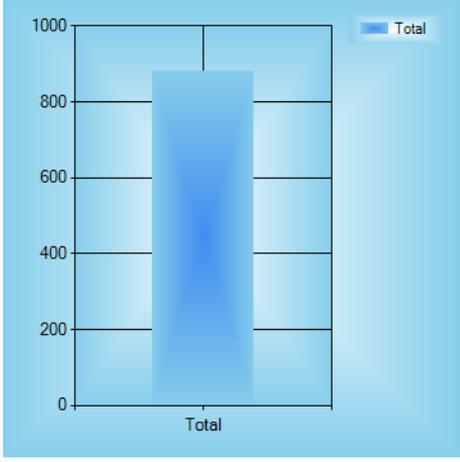
Component Information

Last modified
Calculation type
Description

Logic Set 1

Title

Title	Logic	Mean value



13. Select **Add** on the **Category Components** tab.

14. Enable the check box next to the **QD7** component from the list of available components on the **Add Category Components** dialog.

15. Select **OK** to add this as a category component.

Dataset: WinCrossExecutive@AnalyticalGroup.com\ Sample Files\ Sample1.sav Chart name: Sample Chart

Series Components **Category Components** Chart Options Run Options Appearance Chart preview Swap Series/Categories

Add Remove Move Up Move Down

#	Name	Label

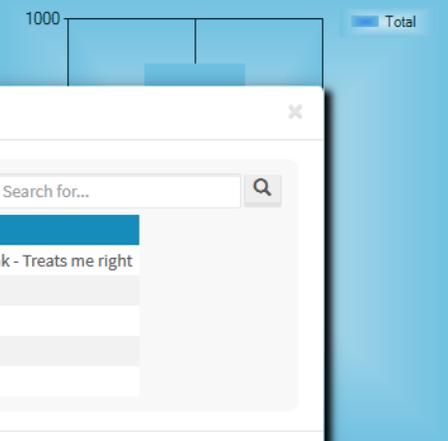
Component Information

Last modified
Calculation type
Description

Logic Set 1

Title

Title	Logic	Mean value



Add Category Components

Checked (1) Search for...

#	Name	Label
1	<input type="checkbox"/> Q1_1	Q.1 Agreement with statement about primary bank - Treats me right
2	<input type="checkbox"/> Q1_1_means	Summary of Means: Q1_1 - Q1_10
3	<input type="checkbox"/> Q7_1_multi	Multiple Response: Q7_1 - Q7_10
4	<input type="checkbox"/> QD4	D.4 Income
5	<input checked="" type="checkbox"/> QD7	D.7 Gender

OK Cancel

This component is now displayed in the list of components on the **Category Components** tab. You can click on a component to display **Component** and **Logic set** information about the selected component.

If you wish to modify the default options for your chart, select the **Chart Options** tab.

16. Click on the **Chart Options** tab.
17. Choose **Bar** from the type drop down menu

Dataset: WinCrossExecutive@AnalyticalGroup.com | Sample Files | Sample1.sav | Chart name: Sample Chart

Series Components | Category Components | **Chart Options** | Run Options | Appearance

Type: **Bar** | Width: 360 | Height: 360

Title: Enter a chart title (optional)

Legend Options

Area Options

Series Options

Chart preview

Swap Series/Categories

18. When creating charts, you have additional customization options under **Legend, Area, and Series**

Dataset: WinCrossExecutive@AnalyticalGroup.com | Sample Files | Sample1.sav | Chart name: Sample Chart

Series Components | Category Components | **Chart Options** | Run Options | Appearance

Type: Bar | Width: 360 | Height: 360

Title: Enter a chart title (optional)

Legend Options

Area Options

Series Options

Chart preview

Swap Series/Categories

19. **Run Options** allows you to select a weight variable, apply a run filter, and change other chart options.

Dataset: WinCrossExecutive@AnalyticalGroup.com | Sample Files | Sample1.sav | Chart name: Sample Chart

Series Components | Category Components | Chart Options | **Run Options** | Appearance

Use a weight variable: None selected

Run filter: Enter a run filter

Value type: Frequency | Value type precision: 0

Base for vertical percents: Total Answering

Hide blank series | Hide blank categories

Chart preview

Swap Series/Categories

20. The **Appearance** tab allows you to select a weight variable, apply a run filter, and change other chart options.

A single chart can be run from the **Charts** dialog of the **Tabulation** menu by selecting **Run Chart**.

Name	Path
Sample1.sav	WinCrossExecutive@AnalyticalGroup.com\Sample Files\

You have the option of saving your chart as an Excel or image file to a folder of your choice on **My Drive**. You can also download your chart to Excel, as an image file, or PDF.

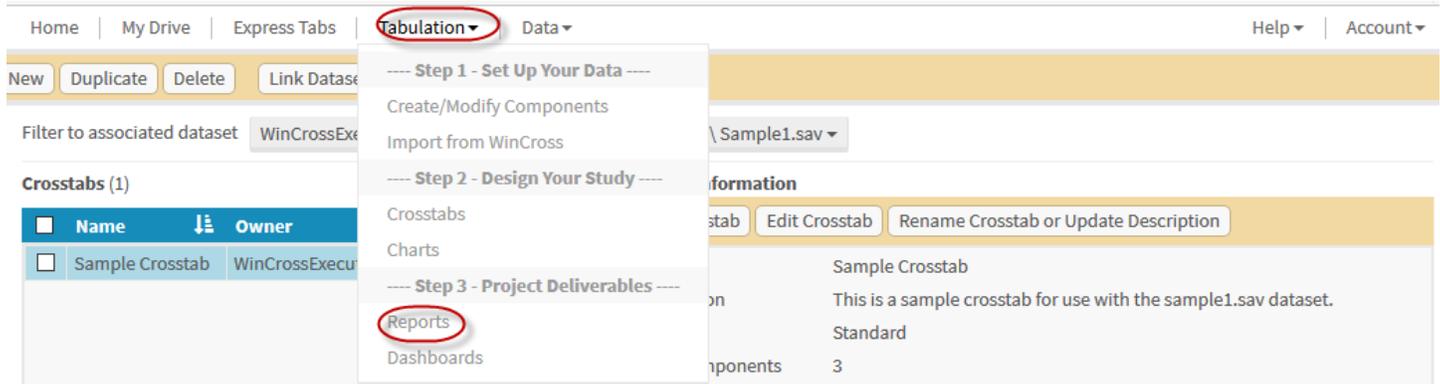
You also have the option of displaying your chart as a crosstab by enabling the **Show as crosstab** check box. This can be helpful for reviewing the numbers behind the chart. This check box allows you to toggle back and forth between displaying a chart or the underlying crosstab information.

For purposes of this **Getting Started** guide, continue to *Creating a Report from Crosstabs*.

Reports

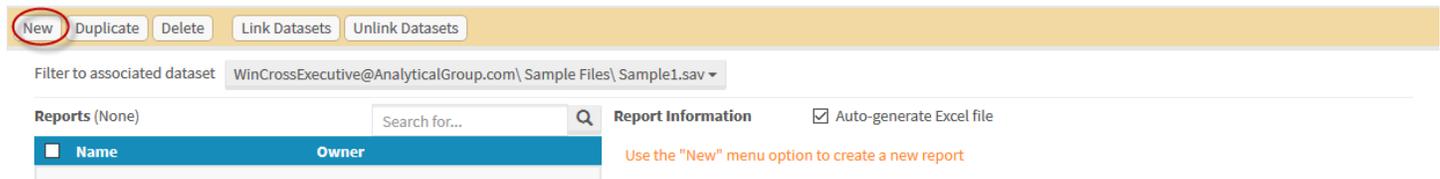
In previous sections you added a crosstab and assigned the components created in *Create/Modify Components* as the table and banner components of your new crosstab. You also enabled significance testing and added comparison groups. In this section, you will use that crosstab to build a report.

1. Choose the **Reports** option from the **Tabulation** dropdown menu.



You will need to create a new report so you can use the crosstab that was built in a previous section.

2. Select **New** from the menu options to create a new report.

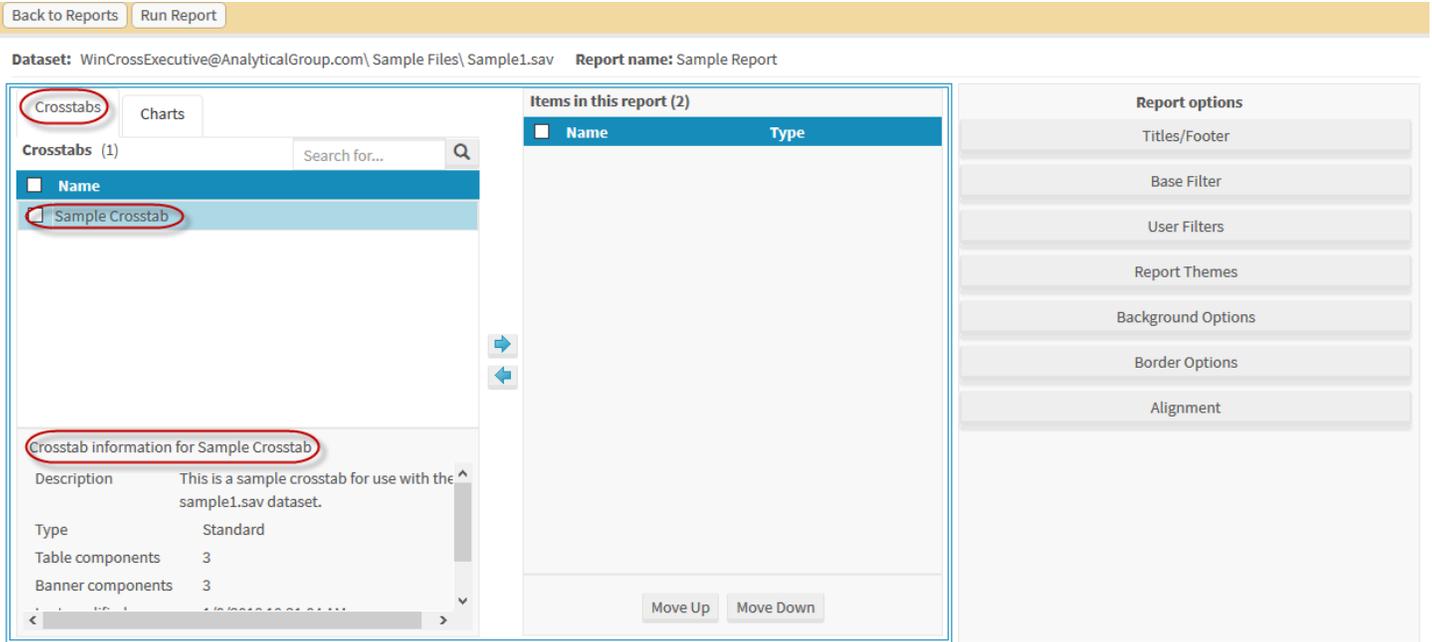


3. Enter a **Name** and **Description** for the report.
4. Select **Create Report**.



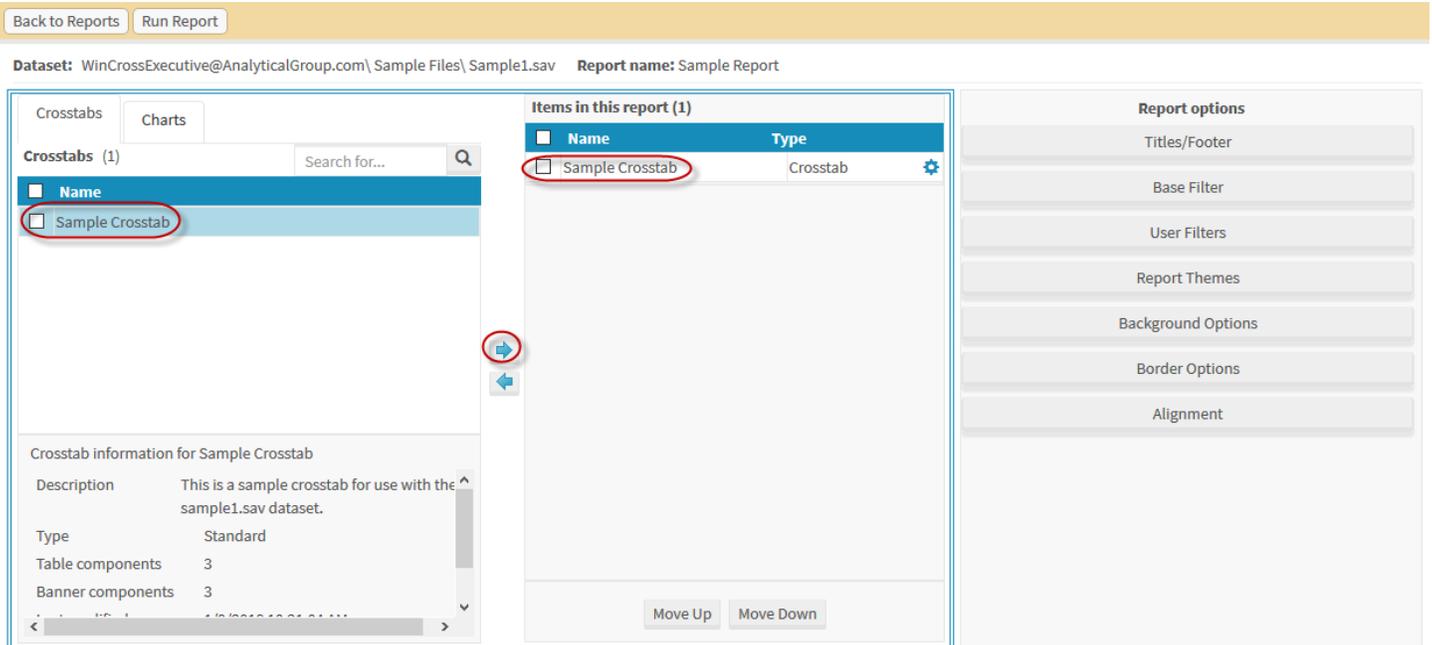
Once the report is added, you are taken directly to the **Edit Report** dialog.

The report is created with a list of available crosstabs. When you click on a crosstab or enable the check box for a crosstab in the **Available crosstabs** list, **Crosstab information** is displayed below. **Report information** for the newly added report is displayed at the far right of the **Edit Reports** dialog.



Now it is time to select the crosstab built in the previous section and add it to your report.

5. Click on the **Sample Crosstab** in the **crosstabs** list or enable the **Sample Crosstab** check box.
6. Use the right-facing arrow to copy the selected crosstab from the **Available crosstabs** list to the **Crosstabs in this report** list.



The **Edit Report** dialog also lets you make changes to the report information. You can rename the report, update the description, add or edit a title, subtitle or footer, base filters, user filters, themes, background options, or border options.

Keep in mind that you can add more than one crosstab/chart to a report. This is most useful when you have some crosstabs that may use different options than other crosstabs but you want them all processed as one report.

Now it is time to run the report.

7. Choose *Run the report* on the **Edit Report** dialog. Alternatively, you can click on **Back to Create Reports from Crosstabs**.

Back to Reports **Run Report**

Dataset: WinCrossExecutive@AnalyticalGroup.com\ Sample Files\ Sample1.sav **Report name:** Sample Report

Crosstabs | Charts

Crosstabs (1)

- Name
- Sample Crosstab

Crosstab information for Sample Crosstab

Description: This is a sample crosstab for use with the sample1.sav dataset.

Type: Standard

Table components: 3

Banner components: 3

Items in this report (2)

Name	Type
<input type="checkbox"/> Sample Crosstab	Crosstab
<input type="checkbox"/> Sample Chart	Chart

Move Up Move Down

Report options

- Titles/Footer
- Base Filter
- User Filters
- Report Themes
- Background Options
- Border Options
- Alignment

You have the option of saving your chart as an Excel to a folder of your choice on **My Drive**. You can also download your report to Excel or PDF, or create a sharable public link.

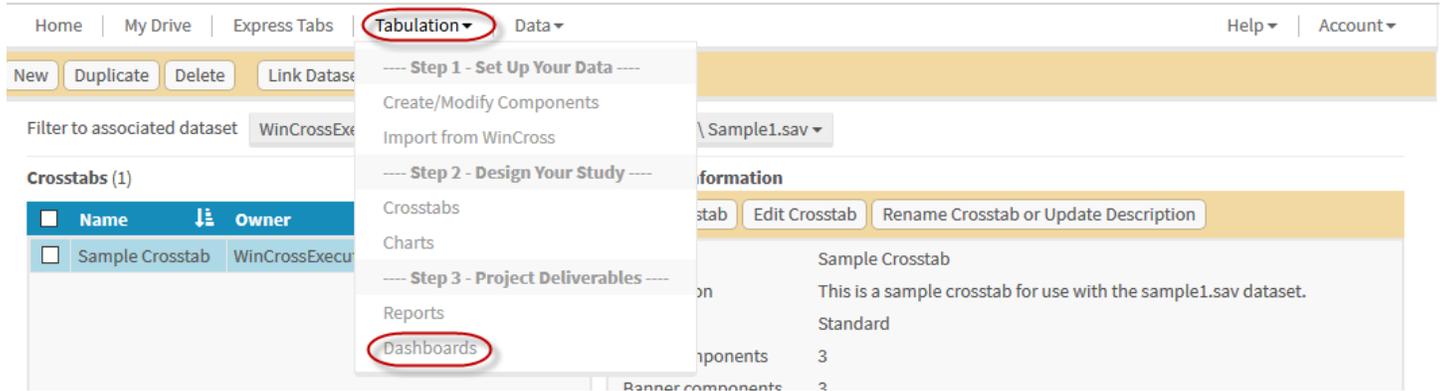
Back to Edit Report **Save Excel to My Drive** Download Excel Download PDF Create Public Link

Q.1 Agreement with statement about primary bank - Treats me right	D.7 Gender			D.4 Income						
	Total (A)	Male (B)	Female (C)	Under \$14,999 (D)	\$15,000 - \$29,999 (E)	\$30,000 - \$49,999 (F)	\$50,000 - \$74,999 (G)	\$75,000 - \$99,999 (H)	\$100,000 - \$149,999 (I)	\$150,000 or more (J)
Total Answering	877	527	350	89	113	186	189	81	52	33
	100.0%	100.0%	100.0%	100.0%	100.0%	100.0%	100.0%	100.0%	100.0%	100.0%
Strongly Agree 10	393	231	162	47	56	79	85	33	18	8
	44.8%	43.8%	46.3%	52.8%	49.6%	42.5%	45.0%	40.7%	34.6%	24.2%
9	144	85	59	13	21	29	39	10	12	5
	16.4%	16.1%	16.9%	14.6%	18.6%	15.6%	20.6%	12.3%	23.1%	15.2%
8	187	125	62	12	22	47	35	25	10	8
	21.3%	23.7%	17.7%	13.5%	19.5%	25.3%	18.5%	30.9%	19.2%	24.2%
7	64	36	28	5	6	17	12	6	6	1
	7.3%	6.8%	8.0%	5.6%	5.3%	9.1%	6.3%	7.4%	11.5%	3.0%
6	30	16	14	2	2	4	7	2	2	5

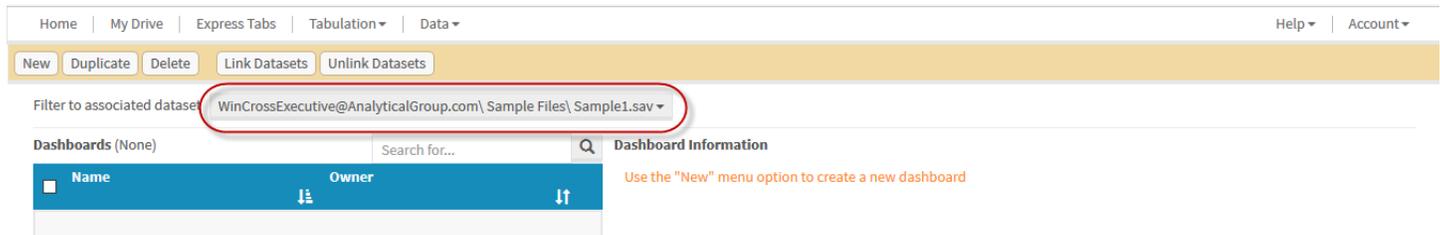
Dashboards

In previous sections you created a crosstab and a chart. In this section, you will use that crosstab and chart to build a dashboard.

1. Choose the **Dashboards** option from the **Tabulation** dropdown menu.

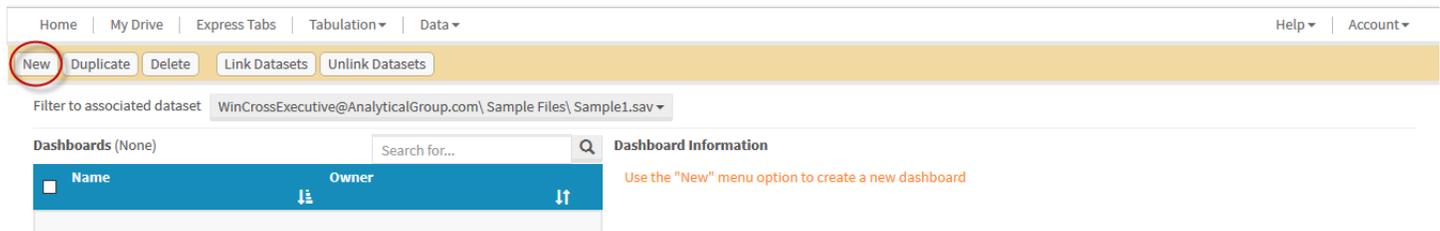


2. Confirm that the same dataset is selected for **Filter to associated dataset** as was used for the previous section where you created a new crosstab.



You will need to create a new dashboard so you can use the crosstab and chart that were built in previous sections.

3. Select **New** from the menu options to create a new dashboard.



4. Enter a **Name** and **Description** for the dashboard.
5. The width and height correlate to the dimensions of the dashboard and can be adjusted as needed
6. Select **Create Dashboard**.

Create New Dashboard ✕

Name

Sample Dashboard

Description

This is a sample dashboard for use with the sample crosstab, sample chart and sample1.sav dataset

Set the initial width and height of the dashboard (this can be changed later).

Width

1280



Height

720



Create Dashboard

Cancel

Once the dashboard is added, you are taken directly to the **Edit Dashboard** dialog.

The dashboard is created from available crosstabs, charts, reports and/or images.

1. When creating a dashboard you have the option to add **Crosstabs**, **Charts**, **Images**, and **Other** items (including Datapoints and Labels).

Dataset: WinCrossExecutive@AnalyticalGroup.com\ Sample Files\ Sample1.sav Dashboard name: Sample Dashboard Object count: 0 Refresh

Add Item Manage Filters Properties

Crosstabs

- Sample Crosstab
- + Create new crosstab

Charts

Images

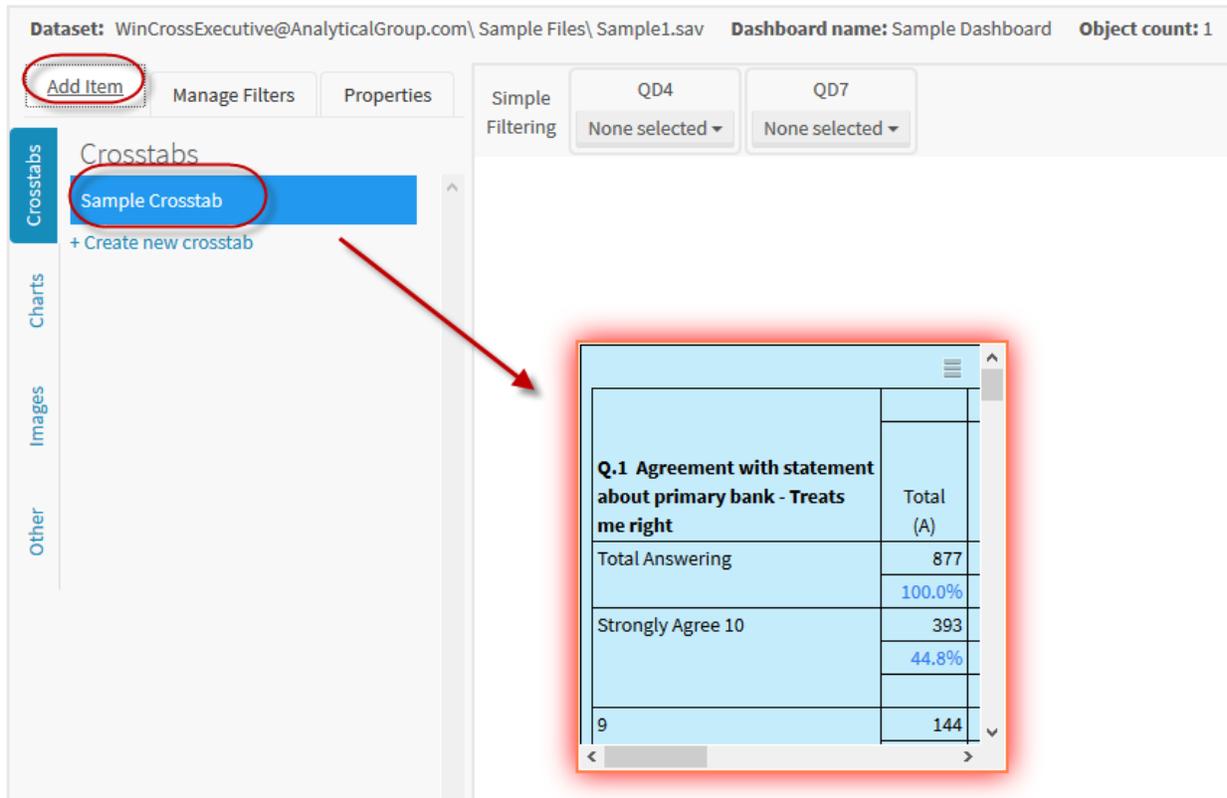
Other

Simple Filtering

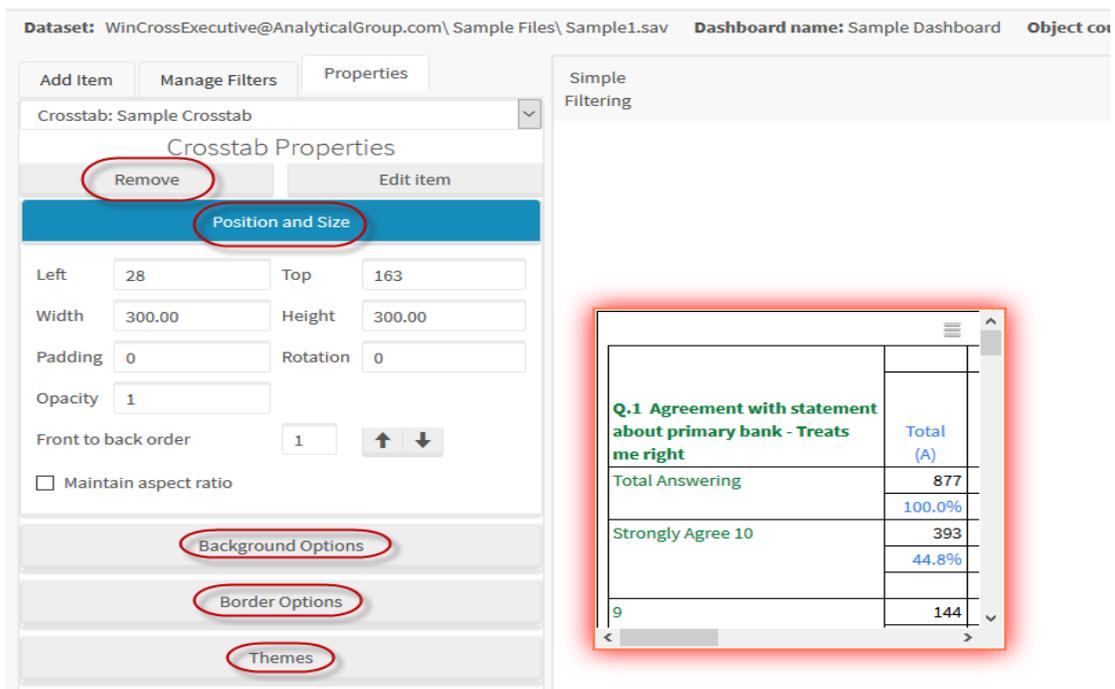
QD4 None selected

QD7 None selected

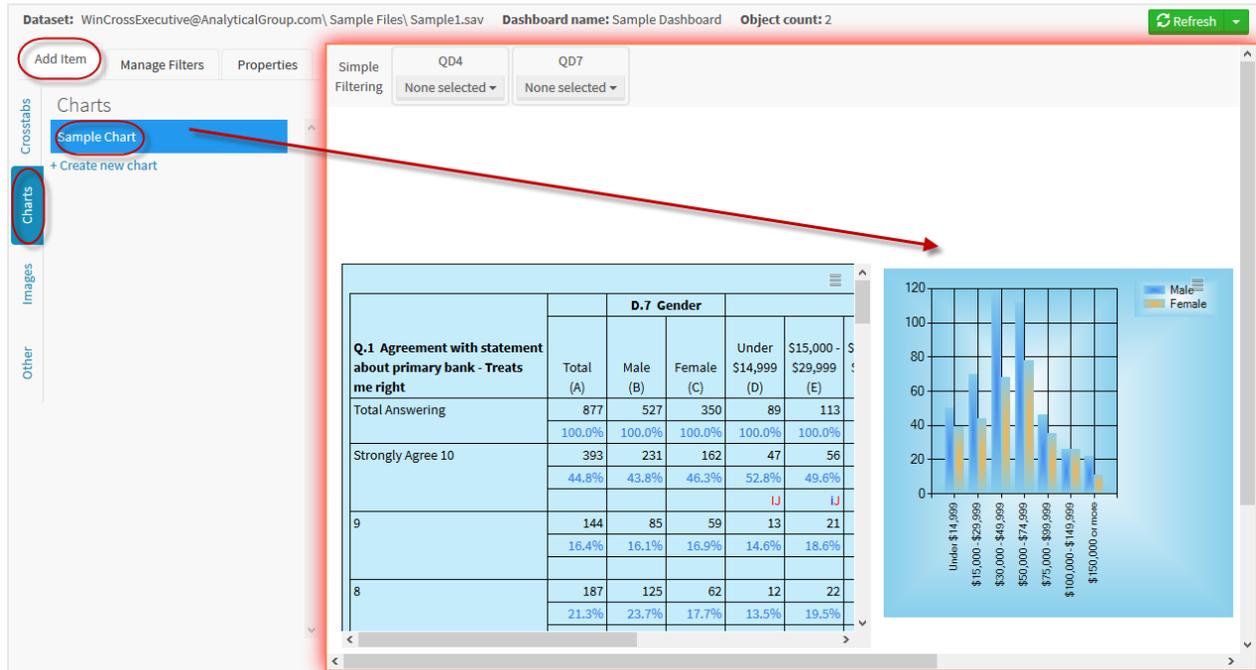
- Add the sample crosstab to your dashboard with a drag and drop from the add item menu.



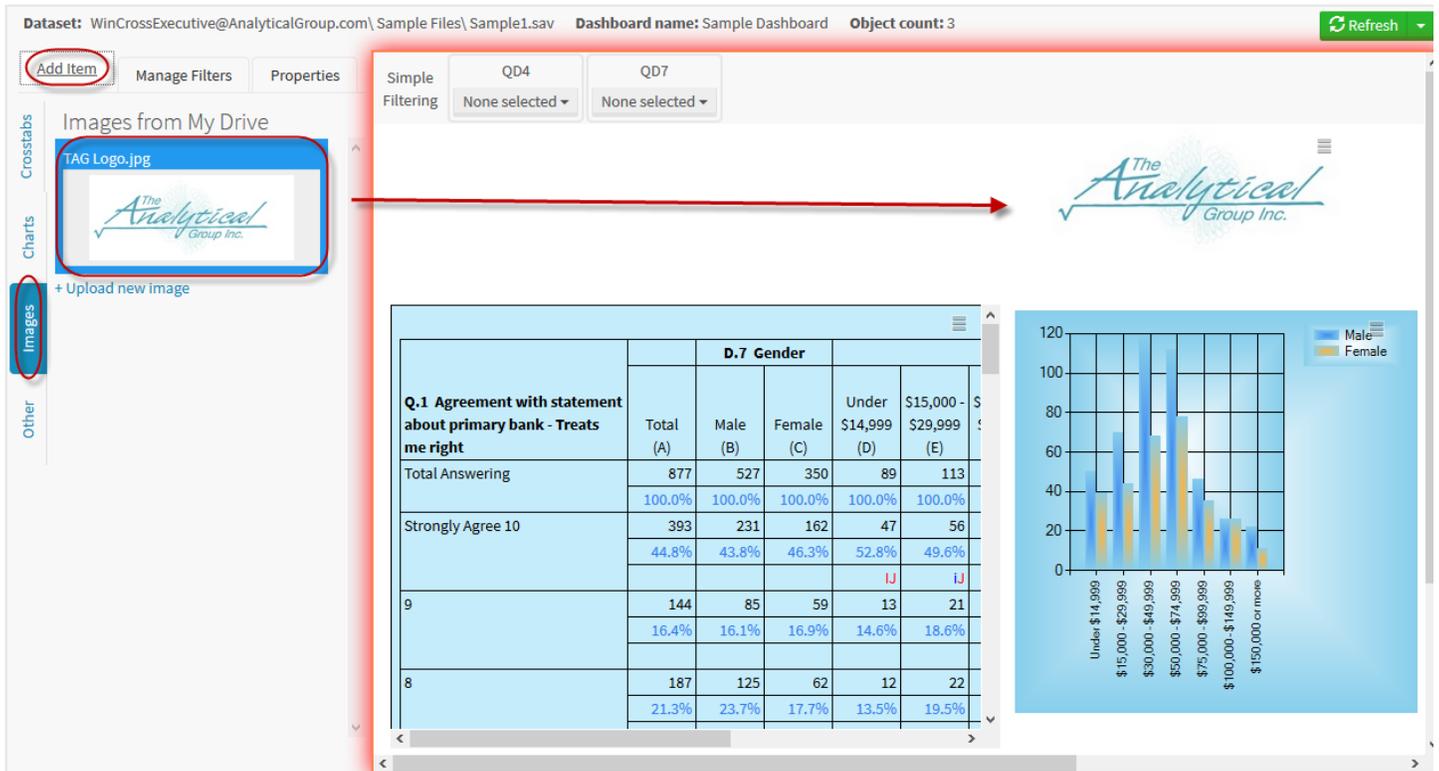
- Once the Crosstab has been added you have many customization options.
 - Position and Size
 - Background Options
 - Border Options
 - Themes



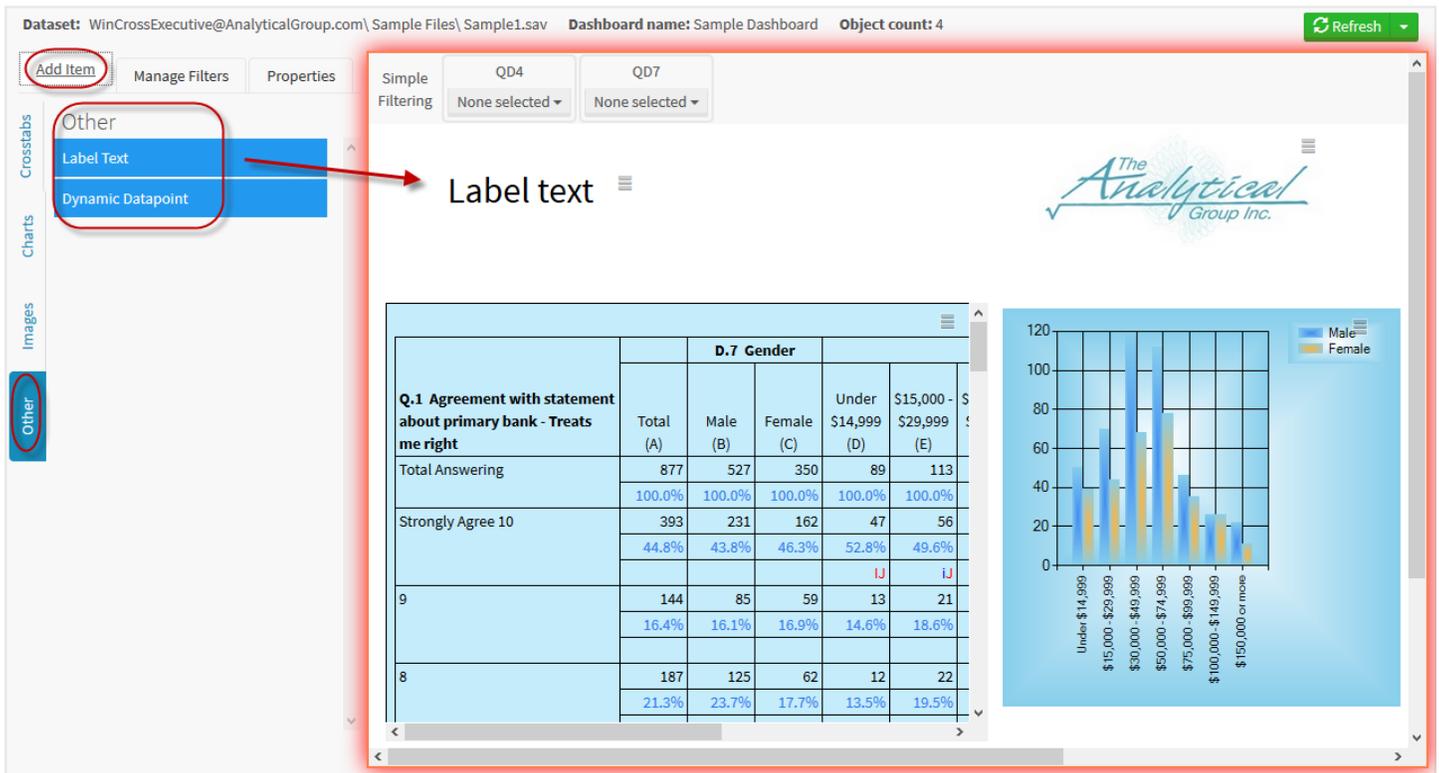
- Now, add your sample **chart** to the dashboard.
- Click **add item, charts**, and drag the sample chart to the desired location.



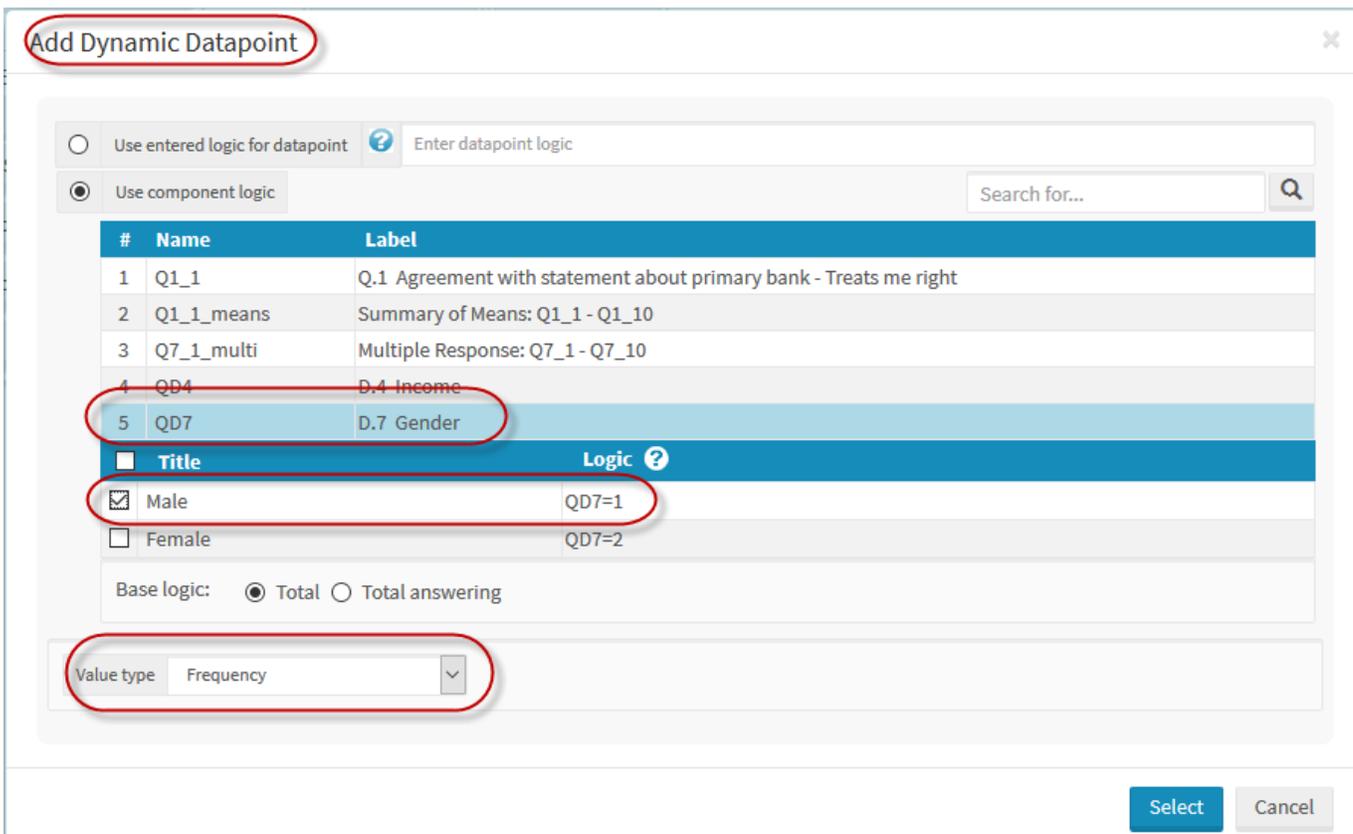
- Next add an **Image** to the dashboard.
- Images** uploaded to **My Drive** will appear under this tab. You also have the option to upload a new image.



8. Next, you have the option to also add a **Label** or **Dynamic Datapoint** to the dashboard under **Other**.



9. A **Dynamic Datapoint** allows you to add a value from one of your components to the dashboard which can then be further customized. Select the desired component and the value type (Frequency, Percent, Mean, etc.).



- 10. Once the Dynamic Datapoint has been added you can customize this Datapoint by changing the **text and font**, **run options**, and **background options**.
- 11. The text feature allows you to specify what your Datapoint represents to the viewer.

Add Item Manage Filters Properties

Datapoint: "(QD7=1)" (Freq)

Datapoint Properties

Remove

Position and Size

Text and Font Options

Text: There are <<value>> males that completed this study.

Use dashboard font

Font name: Source Sans Pro

Size: 18

Style: **B** / U / ~~S~~

Alignment: [Left] [Center] [Right] [Justify] [Align Right]

Color: [Black]

Run Options

Background Options

Border Options

Simple Filtering QD4: None selected QD7: None selected

Label text ≡

There are 528 males that completed this study. ≡

Q.1 Agreement with statement about primary bank - Treats me right	D.7 Gender				
	Total (A)	Male (B)	Female (C)	Under \$14,999 (D)	\$15,000 - \$29,999 (E)
Total Answering	877	527	350	89	113
	100.0%	100.0%	100.0%	100.0%	100.0%
Strongly Agree 10	393	231	162	47	56
	44.8%	43.8%	46.3%	52.8%	49.6%
9	144	85	59	13	21
	16.4%	16.1%	16.9%	14.6%	18.6%
8	187	125	62	12	22
	21.3%	23.7%	17.7%	13.5%	19.5%

12. Now that your dashboard is nearly complete you may add a **User Filter** that can be used to filter the entire dashboard by created **components**.

13. Go to **Manage Filters|User Filters|Show Simple Filters|Add**.

Dataset: WinCrossExecutive@AnalyticalGroup.com\ Sample Files\ Sample1.sav Dashboard name: Sample Dashboard Object count: 5

Dashboard Filters

Base Filter

User Filters

These filters are visible to the user and can be changed at runtime.

Show advanced filter

Show simple filter(s)

Add Delete

Simple Filtering

Label text

There are 528 males that completed this study.

Q.1 Agreement with statement about primary bank - Treats me right	D.7 Gender				
	Total (A)	Male (B)	Female (C)	Under \$14,999 (D)	\$15,000 - \$29,999 (E)
Total Answering	877	527	350	89	113
	100.0%	100.0%	100.0%	100.0%	100.0%
Strongly Agree 10	393	231	162	47	56
	44.8%	43.8%	46.3%	52.8%	49.6%
9	144	85	59	13	21
	16.4%	16.1%	16.9%	14.6%	18.6%
8	187	125	62	12	22
	21.3%	23.7%	17.7%	13.5%	19.5%

Bar chart showing counts for Male and Female across income brackets: Under \$14,999, \$15,000 - \$29,999, \$30,000 - \$49,999, \$50,000 - \$74,999, \$75,000 - \$99,999, \$100,000 - \$149,999, \$150,000 or more.

14. For this example, add your income and gender components as filters.

Add Simple Filter(s)

Checked (2)

Search for...

#	<input type="checkbox"/>	Name	Label
1	<input type="checkbox"/>	Q1_1	Q.1 Agreement with statement about primary bank - Treats me right
2	<input type="checkbox"/>	Q1_1_means	Summary of Means: Q1_1 - Q1_10
3	<input type="checkbox"/>	Q7_1_multi	Multiple Response: Q7_1 - Q7_10
4	<input checked="" type="checkbox"/>	QD4	D.4 Income
5	<input checked="" type="checkbox"/>	QD7	D.7 Gender

Save Cancel

15. Once added you can now apply the filters to your dashboard. The below screenshot is an example of filtering the entire dashboard to females only. **Note:** once you select a filter you will need to hit the refresh button located in the top right corner of the dashboard to update the dashboard.

com\ Sample Files\ Sample1.sav Dashboard name: Sample Dashboard Object count: 5 Refresh

Simple Filtering QD4 QD7
 None selected Female
 Select all
 Male
 Female

Label text

There are 0 males that completed this study.

Q.1 Agreement with statement about primary bank - Treats me right	D.7 Gender				
	Total (A)	Male (B)	Female (C)	Under \$14,999 (D)	\$15,000 - \$29,999 (E)
Total Answering	350	-	350	39	43
	100.0%		100.0%	100.0%	100.0%
Strongly Agree 10	162	-	162	19	22
	46.3%		46.3%	48.7%	51.2%
9	59	-	59	7	10
	16.9%		16.9%	17.9%	23.3%
8	62	-	62	5	5
	17.7%		17.7%	12.8%	11.6%

Bar Chart Legend: Male (Blue), Female (Yellow)

Bar Chart X-axis: Under \$14,999, \$15,000 - \$29,999, \$30,000 - \$49,999, \$50,000 - \$74,999, \$75,000 - \$99,999, \$100,000 - \$149,999, \$150,000 or more

Now that you have completed the setup for your *Dashboard*, it is time to run the dashboard.

16. Select Run Dashboard.

Home | My Drive | Express Tabs | **Tabulation** | Data

Run Dashboard | Back to Create Dashboards | Create Public Link

Dataset: WinCrossExecutive@AnalyticalGroup.com\ Sample Files\ Sample1.sav Dashboard name: Sample Dashboard Object count: 5 Refresh

Simple QD4 QD7
Filtering None selected None selected

Dashboard Properties

Position and Size

Text and Font Options

Font name Source Sans Pro

Size 32

Style **B** / U / *S*

Color

Background Options

Border Options

Themes

Label text

There are 528 males that completed this study.

Q.1 Agreement with statement about primary bank - Treats me right	D.7 Gender				
	Total (A)	Male (B)	Female (C)	Under \$14,999 (D)	\$15,000 - \$29,999 (E)
Total Answering	877	527	350	89	113
	100.0%	100.0%	100.0%	100.0%	100.0%
Strongly Agree 10	393	231	162	47	56
	44.8%	43.8%	46.3%	52.8%	49.6%
9	144	85	59	13	21
	16.4%	16.1%	16.9%	14.6%	18.6%
8	187	125	62	12	22
	21.3%	23.7%	17.7%	13.5%	19.5%

17. You are now viewing your completed dashboard and have a few save options including save Excel to my drive, download Excel, download PDF, and Print Dashboard.

Home | My Drive | Express Tabs | **Tabulation** | Data

Save Excel to My Drive | Download Excel | Download PDF | Back to Edit Dashboard | Print Dashboard

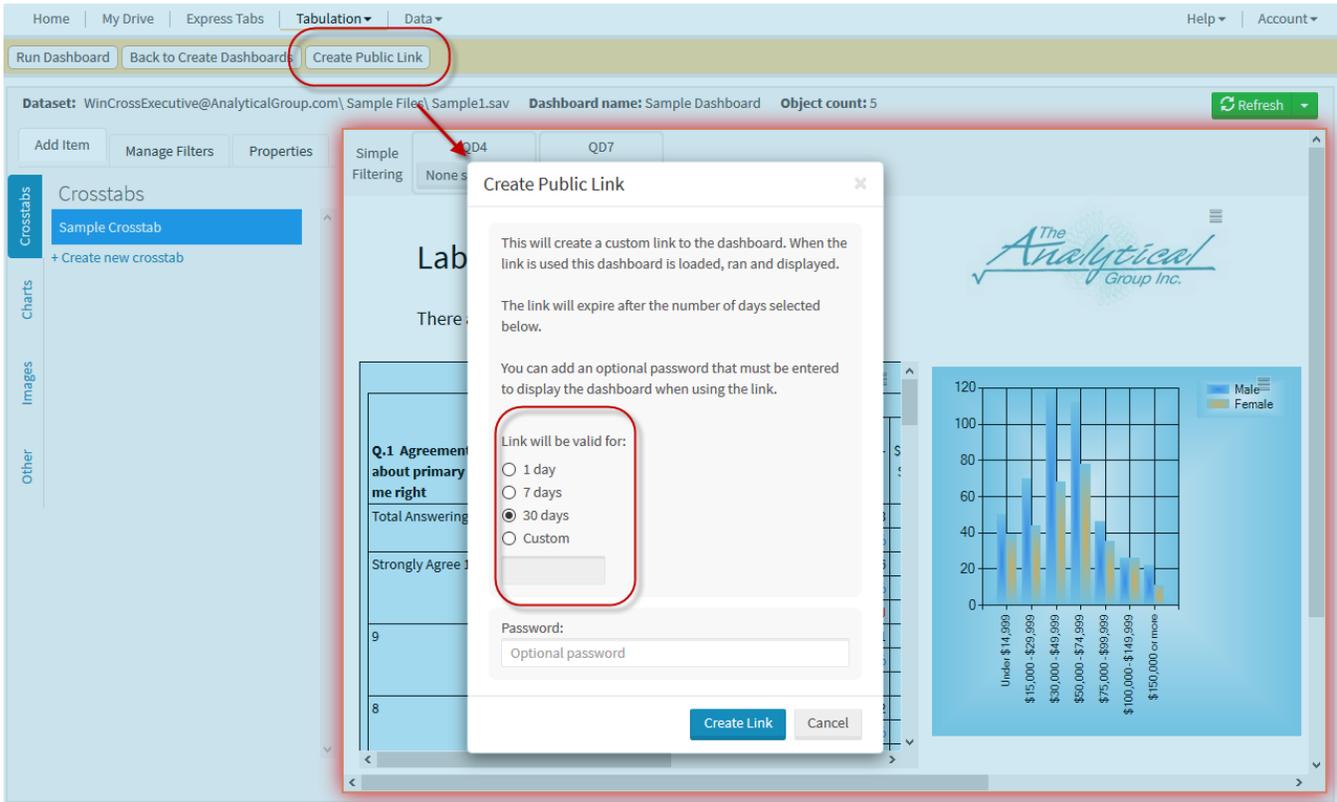
Simple QD4 QD7
Filtering None selected None selected

Label text

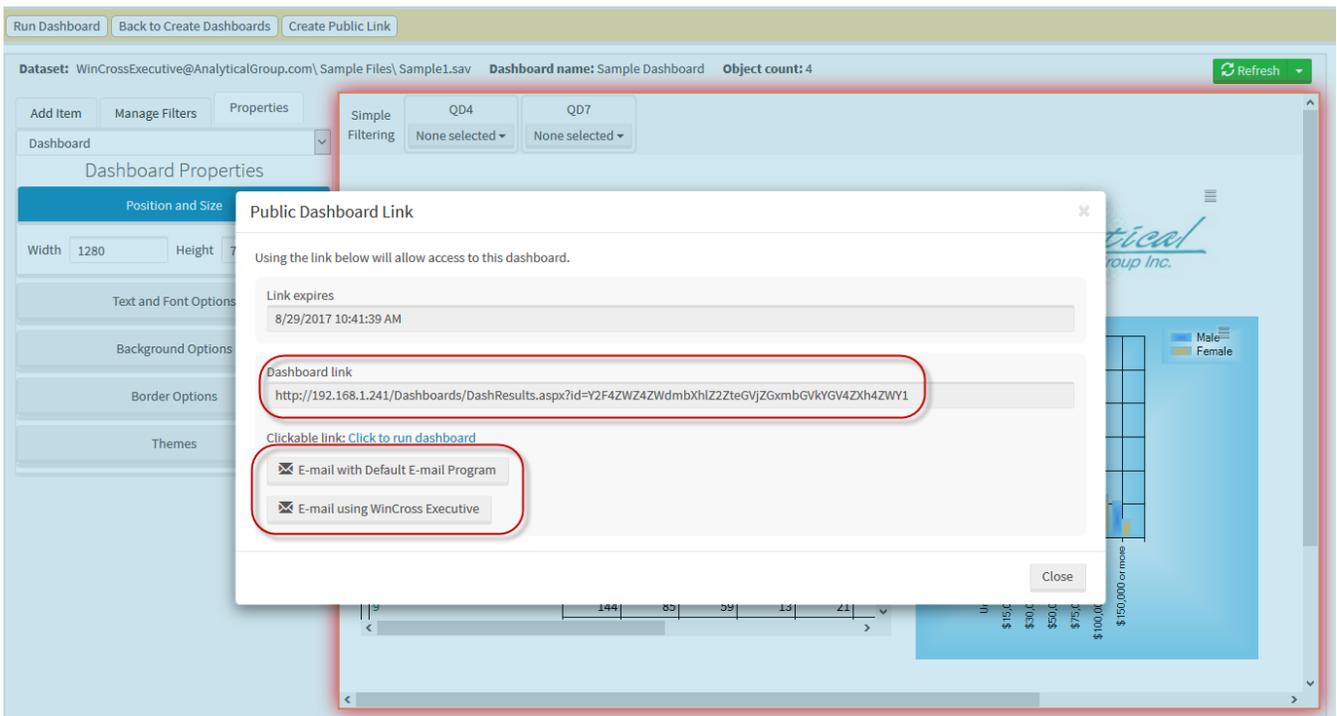
There are 528 males that completed this study.

Q.1 Agreement with statement about primary bank - Treats me right	D.7 Gender				
	Total (A)	Male (B)	Female (C)	Under \$14,999 (D)	\$15,000 - \$29,999 (E)
Total Answering	877	527	350	89	113
	100.0%	100.0%	100.0%	100.0%	100.0%
Strongly Agree 10	393	231	162	47	56
	44.8%	43.8%	46.3%	52.8%	49.6%
9	144	85	59	13	21
	16.4%	16.1%	16.9%	14.6%	18.6%
8	187	125	62	12	22
	21.3%	23.7%	17.7%	13.5%	19.5%

18. Dashboards can be shared with a unique time sensitive link under **Create Dashboard**.



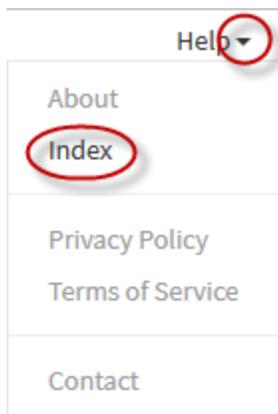
- 19. The link created can be password protected and have an alive life of 1, 7, 30, or a custom amount of days.
- 20. Once the link has been created you are given a few share options.



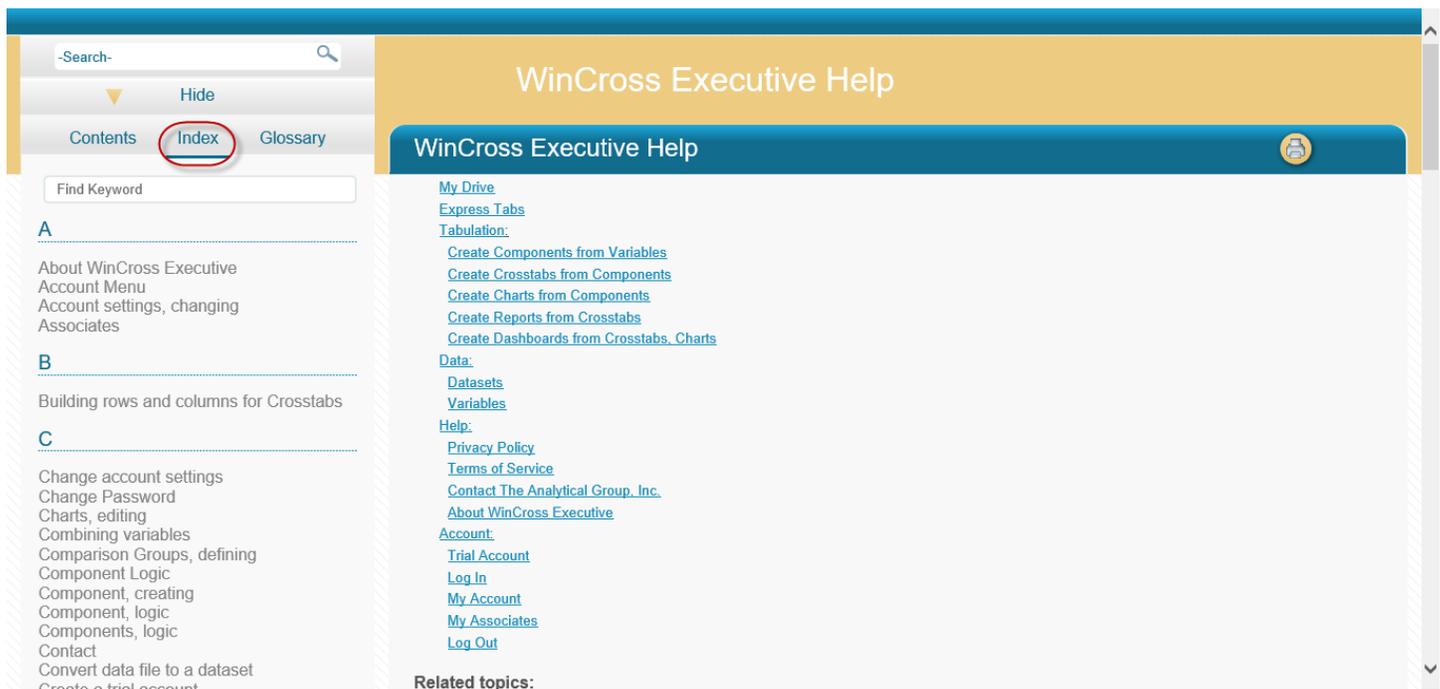
You have now finished the process of creating and sharing a dashboard!

Help for WinCross Executive

WinCross Executive provides online **Help** topics for your convenience.



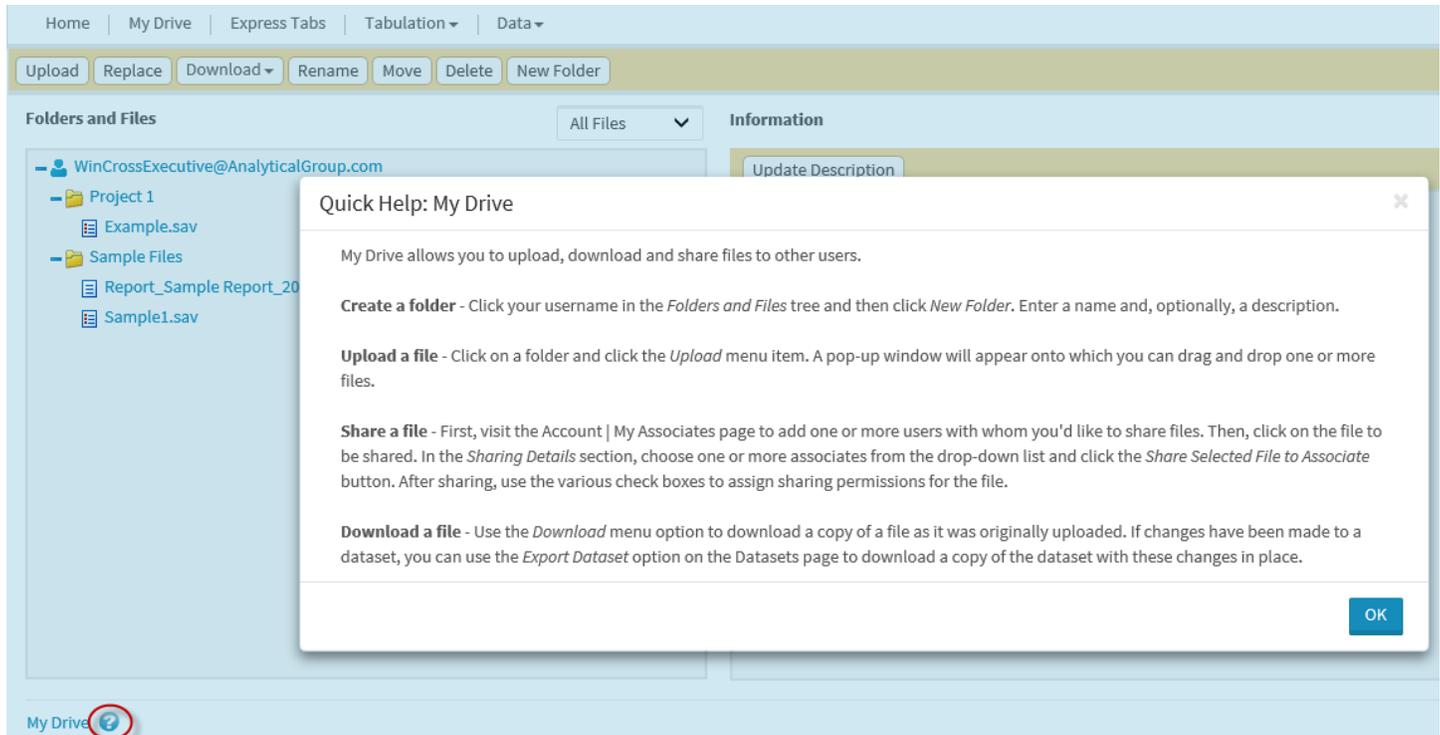
1. Select the **Index** option under the **Help** dropdown menu to launch the online **Help** for **WinCross Executive**.



2. Use the **Index** to find online **Help** topics related to your inquiries.

In addition to the online **Help**, **Quick Help** is available on many of the **WinCross Executive** dialogs to provide a quick summary explanation for many of the most common functions within **WinCross Executive**.

The **Quick Help** symbol  is just a click away.



You can also choose the **Contact** and **About** options of **Help** for information about how to contact *The Analytical Group, Inc.* or for general information about **WinCross Executive**.

The **Privacy Policy** and **Terms of Service** for **WinCross Executive** are also available from the **Help** menu.

Thank you for using *Getting Started with WinCross Executive* – We hope you found your
“Getting Started” experience helpful!
