WINCROSS EXECUTIVE® Getting Started

The

Version 1

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Table of Contents

About WinCross Executive	
Logging In	5
Uploading Files	
WinCross Executive – Basic Edition	
Getting to Know Your Data	
Modifying Your Data	
Adding Associates	
Sharing Files	
WinCross Executive – Premium Edition	
Create/Modify Components	
Import from WinCross	
Crosstabs	
Charts	
Reports	
Dashboards	
Help for WinCross Executive	

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	1	1
ExpressTabs	1	
Data View/Editing	1	
Custom Variables		1
Import from WinCross		1
Create Crosstabs		1
Create Charts		1
Create Reports		1
Create Dashboards		1

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.

Log in

Please log in using your WinCross Executive account.

Email)
Password		
	Remember me Log in	
Create a trial account Forgot your password?		

- 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 uppe	rcase. 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.

Home My Drive Express Tab	os Tabulation → Data →		Help - Account -
1111	1111	11111111111111	111111111
WinCro	nss Exec	utive	TAG
A web-based crosst	abulation solution for m	urket researchers and data analysts	
A web based crossic		inclused chers and data analysis	
New to Executive?	Ready to Get Started?	Got Data7	
Click to learn more	Upload a data file	View tabulations instantly	

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.

Home My Drive Express Tabs Tabulation - Data	*	Help - Account -
Upload Replace Download - Rename Move Delete	w Folder	
Folders and Files	All Files V Folder Information	
WinCrossExecutive@AnalyticalGroup.com	Update Description	
Create New Folder		×^
Location: "\WinCrossExecu	ve@AnalyticalGroup.com\ "	
Folder name Project 1		
Description Files for Project 1		
	Create Folder Cancel	
	None selected Share Selected Folder to Associate(s) Manage Associates	

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.

Home My Drive Express Tabs Tabulation - Data -			Help v	Account -
Upload Replace Download - Rename Move Delete New Folder				
Upload one or more files into the selected folder Forders and Hiles All Files	Folder Information			
- & WinCrossExecutive@AnalyticalGroup.com	Update Description			
Project 1	Path	\WinCrossExecutive@AnalyticalGroup.com\		^
	Folder name	Project 1		- 1
	Size	-		
	Created	4/17/2017 12:38:28 PM		
	Last modified	4/17/2017 12:38:28 PM		
	Last modified by	WinCrossExecutive@AnalyticalGroup.com		
	Owner	WinCrossExecutive@AnalyticalGroup.com		
	Description	Files for Project 1		
	Sharing Details	This folder has not been shared to any other users.		
	Apply permissions	s to subfolders within the selected folder		
	Associates			
	None selected 🕶	Share Selected Folder to Associate(s) Manage Associates		*

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

Home My Drive Express Tabs Tabulation - Data -	Help - Account -
Back to My Drive	
Upload folder: WinCrossExecutive@AnalyticalGroup.com\ Project 1\	
Drag files into this panel or click browse Browse for Files	

- 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.

Home My Drive Express Tabs Tabula	ition 👻 🛛 Data 🕶	
Import dataset:		
Import settings:	Name Description	Training 2 weightgender.xlsx
Max defined code values per variable 100	Last modified	12/4/2017 6:39:11 AM
Select worksheet: DummyData Sheet1 Training 2 weightgender		
Import		

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.

Home My Drive Express Tabs Tabula	tion 👻 🛛 Data 👻	
Import dataset:		
Import settings:	Name	Training 2 weightgender.csv
Use first row as variable names Max defined code values per variable 100	Description Last modified	12/4/2017 6:09:31 AM
Field delimiters:		
Comma		
O Tab		
O Colon		
O Pipe		
Import		

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

Home My Drive Express Tabs Tabulation - Data -	Help - Account -
Back to My Drive	
Upload folder: WinCrossExecutive@AnalyticalGroup.com\ Project 1\	
Uploaded items: 1	
"Example.sav"	

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

Home My Drive Express Tabs Tabulation - Data -				Help 🕶	Account +
Upload Replace Download - Rename Move Delete New	Folder				
Folders and Files	All Files 🗸	File Information			
- & WinCrossExecutive@AnalyticalGroup.com		Update Description			
- Project 1		Path Filename Size Created Last upload Last modified Last modified by Owner	\WinCrossExecutive@AnalyticalGroup.com\Project 1\ Example.sav 41 KB 4/17/2017 1:07:25 PM 4/17/2017 1:07:25 PM 4/17/2017 1:07:25 PM WinCrossExecutive@AnalyticalGroup.com WinCrossExecutive@AnalyticalGroup.com		^
		Description Dataset? File status Sharing Details Associates None selected +	Yes (400 records 55 variables) Ready Regenerate Dataset Express Tabs This file has not been shared to any other users. Share Selected File to Associate(s) Manage Associates		~

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.

Home My Drive Express Tabs	Tabulation - Data -	Help - Account -
Choose a dataset None selected -		

1. Choose the Express Tabs option.

Home My Drive	Express Tabs Tabulation - Data -	
Choose a dataset	None selected	
	Q Search	8
	O WinCrossExecutive@AnalyticalGroup.com\ Project 1\ Example.s	av

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.

Home My Drive Express Tabs Tabulation + Data + Help +						
Choose a dataset WinCrossExecutive@AnalyticalGroup.com\Sample	Choose a dataset WinCrossExecutive@AnalyticalGroup.com\Sample Files\Sample1.sav Records: 880 Variables: 99					
Create Tables Summary of Frequencies Summary of Means Statistical Options Row Nets	Select a weight variable Run filter 😧	✓ ClearClear				
Mean Frequency Median Vertical percents Standard deviation Horizontal percents Standard derror Significance testing Define Groups	Column variables Search for Q # Name Label 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 households and small businesses 6 Q1_3 Q.1 Agreement with statement about primary bank - Has fair rates and fees for services	Clear				
Show hidden variables	Show hidden variables 7 Q1_4 Q.1 Agreement with statement about primary bank - Provides a high level of personal attention 8 Q1_5 Q.1 Agreement with statement about primary bank - Is the bank informed-customers would bank at 9 Q1_6 Q1_4					
# Name Label 1 CASE_ID CASE_ID 2 STATEPROVINCE STATEPROVINCE 3 REGION_NUMBER REGION_NUMBER 4 Q1_1 Q1 Agreement with statement about prim 5 Q1_2 Q1 Agreement with statement about prim 6 Q1_3 Q1 Agreement with statement about prim 8 Q1_5 Q1 Agreement with statement about prim 9 Q1_6 Q1 Agreement with statement about prim 10 Q1_7 Q1 Agreement with statement about prim 11 Q1_8 Q1 Agreement with statement about prim						

Express Tabs 😮

- 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 Frequency Median Vertical percents Standard deviation Horizontal percents Standard deviation Significance testing Define Groups Define Groups	Select a weight variable Run filter Clear Run filter Clear Column variables Search for Clear Column variables Search for Clear Column variables Colum	r	Clear
Row variables Search for Q Clear # Name Label 1 RESP Respondent Id 2 GENDER Gender			
Q1 Q.1 On average, how many hours per week do yo Q Q2.1 On average, how many hours per week do yo Q.2 Agreement with the following statement: I co 5 Q2_2 Q.2 Agreement with the following statement: I wi 6 Q2_3 Q.2 Agreement with the following statement: I wi 7 Q.2 Agreement with the following statement: I wi			

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\	nple.sav - Records: 400 Variables: 55		
Summary of Frequencies Summary of Means Statistical Options Row Nets Mean Frequency Median Vertical percents Standard deviation Horizontal percents Significance testing	elect a weight variable tun filter Kun filter Kun variables Search for Kun variables Search for	 ✓ Clear Clear 	Clear
Define Groups	3 Q1 Q.1 On average, how many hours per weel 4 Q2_1 Q.2 Agreement with the following statement 5 Q2_2 Q.2 Agreement with the following statement 6 Q2_3 Q.2 Agreement with the following statement 7 Q.2 Agreement with the following statement	k do you spend participating in outdoor activities at Arizona parks? ent: I consider myself an outdoors person ent: I wish the parks were open for longer hours. ent: I wish all of the local parks in Arizona had after school programs for kids. ent: I twish the Leizence Decle and Descention steff are well torized.	~
Row variables Search for Q Clear		Create Exc	el Report
# Name Label 1 RESP Respondent Id 2 GENDER Gender 3 Ø 1 Q.1 On average, how many hours per week do yo 4 Q2_1 Q.2 Agreement with the following statement: I co 5 Q2_2 Q.2 Agreement with the following statement: I wi 6 Q2_3 Q.2 Agreement with the following statement: I wi	Q.1 On average, how many hours per week do you spend participating in outdoor activities at Arizona parks? Total (i) Total Answering 400	Express Tabs - Standard Gender Iale Female B) (C) 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-					Help 👻 🕴 Ad	ccount +					
Choose a dataset	WinCrossExecutive@Analytical	lGroup.com\ Project 1\ E	Example.sav - Records: 4	00 Variables: 55							
Create Tables Statistical Option	Summary of Frequencies	Summary of Means	Select a weight variable Run filter 😧					v	Clear Clear		
☑ Mean ☑ Median	 Frequency Vertical per 	y ercents	Column variables # Name	Search for	2						Clear
Standard deviati	ion ☐ Horizontal ☑ Significano Define Gi	l percents ce testing roups	2 🗹 GENDER 3 🗌 Q1	Gender Q.1 On average, how many	/ hours per	week do you spend p	participating in outdoor activities at Ariz	zona parks?			^
Show hidden varial	bles		4 Q2_1 5 Q2_2	Q.2 Agreement with the fo	llowing sta llowing sta	tement: I consider my tement: I wish the pa	yself an outdoors person rks were open for longer hours.	ol programs for kids			
Row variables Se	earch for Q	Clear		0.2 Agreement with the fo	llowing sta	tement: I trust that th	a Arizona Darke and Decreation staff ar	owall trained	0	Create Excel	Report
# Name 1 RESP 2 GENDER	# Name Label 1 RESP Respondent Id Express Tabs - Standard										
2 Q1 4 Q2_1	Q.1 On average, how many ho Q.2 Agreement with the follow	ours per week do yo ving statement: I co	Q.1 On average, how you spend participati	many hours per week do ing in outdoor activities at	Total	Gender Male Female					
5 Q2_2 6 Q2_3 7 Q2_4	Q.2 Agreement with the follow Q.2 Agreement with the follow Q.2 Agreement with the follow	ving statement: I wi ving statement: I wi ving statement: I tru	Arizona parks? Total Answering		(A) 400 100.0%	(B) (C) 140 260 100.0% 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**.

Home My Drive Express Tabs Tabulation Tabulation Data Hel						Help 🕶 🕴 Account 🕶		
Choose a dataset	WinCrossExecutive@AnalyticalGroup.com\ Project 1	Example.sav - Records:	400 Variables: 55					
Create Tables Statistical Optio	Summary of Frequencies Summary of Means	Select a weight variable Run filter 😧 Column variables	Search for	۲.			✓ ClearClear	Clear
 ✓ Median ✓ Standard devia ✓ Standard error 	tion Horizontal percents Significance testing Define Groups	# Name 2 Image: Comparison of the second s	Label Gender Q.1 On average, how man	/ hours per	week do y	ou spend p	participating in outdoor activities at Arizona parks?	^
Show hidden varia	ables	$ \begin{array}{cccccccccccccccccccccccccccccccccccc$	Q.2 Agreement with the for Q.2 Agreement with the for Q.2 Agreement with the for	llowing sta llowing sta llowing sta	tement: I v tement: I v tement: I v	wish the pa wish all of t	yseit an outdoors person rks were open for longer hours. he local parks in Arizona had after school programs for kids.	,
Row variables	Search for Q Clear						Download Excel Report St	art a New Excel Report
# Name 1 RESP 	# Name Label 1 RESP Respondent Id 2 GENDER Gender							
$\begin{array}{c ccccccccccccccccccccccccccccccccccc$	Q.1 On average, how many hours per week do yo Q.2 Agreement with the following statement: I co Q.2 Agreement with the following statement: I wi Q.2 Agreement with the following statement: I wi	Q.1 On average, how you spend participat Arizona parks? Total Answering	many hours per week do ing in outdoor activities at	Total (A) 400	Gen Male (B) 140	Female (C) 260		
7 🗌 Q2_4	Q.2 Agreement with the following statement: I tru			100.0%	100.0%	100.0%		

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

Opening ExpressTabs_2017-02-14.xlsx X					
You have chosen to open:					
ExpressTabs_2017-02-14.xlsx					
which is: Microsoft Excel Worksheet (7.3 KB)					
from: http://192.168.1.241					
What should Firefox do with this file?					
Open with Microsoft Excel (default)					
○ <u>S</u> ave File					
Do this automatically for files like this from now on.					
ОК Са	ncel				

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**.



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
O None	O None
Net first 2 values	Net last 2 values
O Net first 3 values	O 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.



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.

Home My Drive	e Express Tabs Tabulation - Data
Choose a dataset	WinCrossExecutive@AnalyticalGroup.
	Variables
1. Choose the Var	iables option from the Data menu.
Home My Drive	e Express Tabs Tabulation 🗸 Data 🗸
Hide Variables Ur	hide Variables
Choose a dataset N	one selecte
Variables	Q Search 🛞
# 🗆 v 🤇	O WinCrossExecutive@AnalyticalGroup.com\ Project 1\ Example.sav

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

Home	My Drive Express Tabs	Tabulation 👻 🛛 Data 👻		Help+ Account+
Hide Va	ariables Unhide Variables			
Choose a	a dataset WinCrossExecutive@Ana	lyticalGroup.com\ Project 1\ Example.sav 🕶		
Variable	'S	Show hidden variables		Variable Information
(55 of 55) Search for	Q Show all	~	Rename Variable Edit Variable Label
#	Variable Name	Туре		Name Q1
1	RESP	Number	^	Label Q.1 On average, how many hours per week do you spend participating in outdoor
2	GENDER	Number		activities at Arizona parks?
3		Number		Export format Numeric Width: 1 Decimals: 0
5		Number		Cada univer
6	02.3	Number		
7	Q2_4	Number		Add Delete Edit Labels Case More
8	Q2_5	Number		Defined code values
9	Q2_6	Number		Code Value Label Frequency
10	Q2_7	Number		Less than 1 hour per week 1
11	Q2_8	Number		2 1-3 hours per week 54
12	Q2_9	Number		3 4-6 hours per week 97
13	Q2_10	Number	~	4 7-9 hours per week 57
14	Q3_1	Number		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.

Home My Drive Express Tabs Tabulation -	Data
Hide Variables Unhide Variables	Datasets
	Variables

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

Home My Drive Express Tabs Tabulation -	Data -					Help 👻 🛛 Account 👻
Datasets (1 of 1)		Show all 🗸 🗸	Dataset Informatio	'n		
# Name	Path WinCrossExecutive@AnalyticalGroup.com\F	Project 1\	Export Dataset Name Description Last modified Owner Status Variable count Record count Linked crosstabs Linked reports	Regenerate Dataset UI Example.sav 4/17/2017 1:07:25 PM WinCrossExecutive@Ar Ready 55 400 0 0	pdate Description	

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.

Home My Drive Express	Tabs Tabulation → Data →			Help 👻 🛛 Account 👻
Datasets (1 of 1)		Show all 🗸	Dataset Information	
# Name	Path		Export Dataset Regenerate Dataset Update Descr	ption
1 Example.sav	WinCrossExecutive@AnalyticalGroup.com\P	Project 1\	Name Example.sav	
			Description Last modified 4/17/2017 1:07:25 PM Owner WinCrossExecutive@AnalyticalGro	up.com
	Download		×	
	Your download package is ready. Click "Download" below.			
			Download 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.

Home My Drive Express Tabs Tabulation • Data •	Help - Accoun
CHI HI HI HALANTH HALANTI HI HALANTI HI HI HI HI	My Account
	(My Associates)
	Log Out
WinCross Executive®	
WITCHUSS EXECUTIVE	TTH
A web-based crosstabulation solution for market researchers and data analysts	
New to Executive? Ready to Get Started? Got Data?	
Click to learn more Upload a data file View tabulations instantly	

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

Home My Drive Express Tabs Tabulation - Data -						
Add New Associate Remove Existi	ing Associate					
Current Associates (0)						
Last Name	First Name	Company	User Name	Email Confirmed		
	Add New Associate			×		
	Enter the email address of the n	ew associate:				
	JohnQConsumer@yahoo.com					
				ОК Cancel		

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

Home My Drive Express	Tabs Tabulation 🗸 Data 🗸				Help 🕶	Account •
Add New Associate Remove Existin	ng Associate					
Current Associates (0)						
Last Name	First Name	Company	User Name	Email Confirmed		
	Confirmation			×		
	The email address supplied is r	not currently registered with WinCross Execu	utive.			
	Would you like us to create an a	account for this user and send an email invit	tation?			
				Yes No		

If the email address you supplied is <u>not</u> 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 <u>is</u> 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.

Home My Drive Express Tabs Tabulation - Data -					
Upload Replace Download - Rename Move Delete New	v Folder				
Folders and Files	All Files	~	Information		
- & WinCrossExecutive@AnalyticalGroup.com			Update Description		
– 🤪 Project 1 📃 Example.sav			Please select a file or folder from the list at the left		

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

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

Home My Drive Express labs labulation V Data V			
Jpload Replace Download Rename Move Delete New Folder			
Folders and Files All Files	\sim	File Information	
 WinCrossExecutive@AnalyticalGroup.com Project 1 Project 1 Example.sav Regression Testing Side by Side examples Sample Files Report_Sample Report_2017-04-19.xlsx Sample1.sav 		Update Description Path Filename Size Created Last upload Last modified Last modified by Owner Description Dataset? File status Share to Associates Your Associates list is e Select Existing Associ Add/Manage Associates	\WinCrossExecutive@AnalyticalGroup.com\Project 1\ Example.sav 41 KB 4/17/2017 1:07:25 PM 4/17/2017 1:07:25 PM 4/17/2017 1:07:25 PM WinCrossExecutive@AnalyticalGroup.com WinCrossExecutive@AnalyticalGroup.com Yes (400 records 55 variables) Ready Regenerate Dataset Express Tabs This file has not been shared to any other users. empty. Use the "My Associates" link in the Account menu to add new associates. ciate(s) * Apply to Selected File ates

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 🗸	File Information		
 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 		Update Description Path Filename Size Created Last upload Last modified Last modified by Owner Description Dataset? File status Sharing Details Share to Associates Select Existing Assoc Q Search Select all johnqcustome	\WinCrossExecutive@AnalyticalGroup.com\Project 1\ Example.sav 41 KB 4/17/2017 1:07:25 PM 4/17/2017 1:07:25 PM WinCrossExecutive@AnalyticalGroup.com WinCrossExecutive@AnalyticalGroup.com WinCrossExecutive@AnalyticalGroup.com Yes (400 records 55 variables) Ready Regenerate Dataset Express Tabs This file has not been shared to any other users.	

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

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		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 <u>only</u>. 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.

Home My Drive Express Tabs	Tabulation - Data -	Help 🕶 🕴 Account 🕶
	Create/Modify Components Import from WinCross	
WinCro	Crosstabs Charts Ve	
An online tabulation, g	g Step 3 - Project Deliverables pn for market researchers and data analysts Reports Dashboards	
New to Executive? Click to learn more	Ready to Cet Started? Cot Data? Upload a data file View tabulations instantly	

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

Home My Drive Express Tabs Tabulation - Data -	Help 👻 🛛 Account 👻
Choose a dataset None selected	Next step: Create crosstabs from components
Variables 🥝 Q Search 🛞 eric 🗸	Components (items to be tabulated) 🥹
Add Add as Gro WinCrossExecutive@AnalyticalGroup.com\Project 1\Example.sav	Duplicate Delete Link Unlink
Checked (none)	Checked (none) Sort by name Search for Q
Select a dataset from the drop-down list above	Ceate a component by selecting variable(s) on left
Component Information	

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.

Home My Drive Express Tabs Tabulation - Data -					He	elp 🕶 🕴 Account 🕶				
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# 🔲 Name 🛛 Label	Net Logic		Create a component by selecting variable(s) on the left							
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 households and sma	all								
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 personal attention	on								
8 🔲 Q1_5 Q.1 Agreement with statement about primary bank -	Is the bank informed-customers would b	bar								
9 Q1_6 Q.1 Agreement with statement about primary bank -	Is responsive in solving customers' prob	ler 🗸								
Common and Information		>								

Select a component from the list at the upper right

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.

Home My Drive E	xpress Tabs Tabulation ▼	Data 🗸				
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- 4. Enable the check box next to Q1_1 in the list of Variables.
- 5. Choose the **Add** option.

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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 personal attention									
8 🔲 Q1_5 Q.1 Agreement with statement about primary bank - Is the bank informed-customers would bar									
9 🗌 Q1_6 Q.1 Agreement with statement about primary bank - Is responsive in solving customers' probler 🗸									

Select a component from the list at the upper right

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.

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	5 🗌 Q1_2	Q.1 Agreement with statement about primary bank - Is the	e right bank for households and sn	nall						
	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 - Pro	vides a high level of personal attent	ion						
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			6	01 1=6						

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.

Description

Last modified

Calculation type

10/24/2017 6:50:05 AM

Standard

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.

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- 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.

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me right		Invert	>	Chart							

Logic ?

Q1 1=1

Q1_1=2

Q1_1=3

Title

Strongly Disagree 1

☑ 3

2

Mean value 🥐

Add Lo

tats Hide

Reverse the order of the checked logic items

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.

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Choose a dataset WinCrossExecutive@AnalyticalGroup.com\Sample Files\Sample	e1.sav 🗸								
Variables (98 of 99) 🤪	Show hidden variables Nume	eric 🗸	Components (items to be tabu	ilated) (1) 😮					
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6 🔲 Q1_3 Q.1 Agreement with statement about primary bank - Ha	as fair rates and fees for services								
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Sample1.sav WinCrossExecutive@AnalyticalGroup.com\ Sample Files\		01 1-5							
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	- 4	Q1_1-4				×.			

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.

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Choose a dataset	VinCrossExecutive@AnalyticalGroup.com\ Sample Files\ Sampl	e1.sav 🗸										
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# all checked var	iables and			# 🔲 Name	Label							
11 Z add it to the lis	at at the greement with statement about primary bank - Is o	easy to do business with	^	1 🗌 Q1_1	Q.1 Agree	ement with statement	about primary b	oank - Treat	s me right			
12 🗹 Q1_9	Q.1 Agreement with statement about primary bank - Is a	a strong corporate citizen in your co	ommi									
11 🗹 Q1_10	Q.1 Agreement with statement about primary bank - Ge	nuinely cares about its customers										
14 🔲 QAC2_1	Q.AC2 Methods used for conducting Personal Banking B	usiness or Transactions in the Past	3 mc									
15 🗌 QAC2_2	Q.AC2 Methods used for conducting Personal Banking B	usiness or Transactions in the Past	3 mc									
16 🗌 QAC2_3	Q.AC2 Methods used for conducting Personal Banking B	usiness or Transactions in the Past	3 mc									
17 🗌 QAC2_4	Q.AC2 Methods used for conducting Personal Banking B	usiness or Transactions in the Past	3 mc									
	O AC2. Matheda used for conducting Demonal Danking D	uningen of Transactions in the Bast	````									
Component Informat	ion	Component Logic 😮	Logic Se	1 + + + 1	1							
Edit		Logic set title Q.1 Agreement	with stat	ement about primar	ry bank - Treat	ts me right					Edit	
Name	Q1_1 Q1_Agreement with statement about primary bank - Treats	Add Edit Duplicate Dele	eteCo	mbine 🔹 🛛 NET 🔹	SUB 🗸 Cas	se 🕶 Up Down	More 🗸					
Luber	me right						Group Me	edian ?	Cros	stab	Cha	rt
Description		Title	Logic	?	I	Mean value 😮	Low	High	Stats	Hide	Stats	Hide
		Strongly Agree 10	Q1_1	=10					\checkmark			□ ^
Last modified	10/24/2017 6:57:15 AM	9	Q1_1	=9								
Calculation type	Stantuaru	8	Q1_1	=8					\checkmark		~	

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

Cod	e Values for Summary of Means Component	×
_		
	Select the code value(s) to be included Enter range of values to be included	
	☑ 1 - (Strongly Disagree 1)	
	✓ 2-(2)	
	✓ 3 - (3)	
	✓ 4 - (4)	
	✓ 5 - (5)	
	✓ 6 - (6)	
	✓ 7 - (7)	
	(8) - 8	
	9 - (9)	
	☑ 10 - (Strongly Agree 10)	
	🗍 98 - (Don't Know)	
	99 - (Refused)	
	Create component with inverted mean value assignments	
	Cance	el
		_

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.

Home My Drive Express Tabs Tabulation - Data -				Help - Accour
Choose a dataset WinCrossExecutive@AnalyticalGroup.com\ Sample Files\ Sar	nple1.sav -			
Variables (98 of 99) 🧭	Show hidden variables Numeric	Components (items to be tabulate	d) (2) 🤪	
Add Summary of Means Summary of Frequencies Multiple Response	More -	Duplicate Delete Link Ur	link	
Checked (none)	Search for	Q Checked (none)	Sort by nam	ne Search for
# 🗖 Name 🛛 Label		# 🗌 Name 🛛 La	bel	
1 Q1.8 Q.1 Agreement with statement about primary bank- 12 Q1.9 Q.1 Agreement with statement about primary bank- 13 Q110 Q.1 Agreement with statement about primary bank- 14 QAC2_1 Q.AC2 Methods used for conducting Personal Bankir 15 QAC2_2 Q.AC2 Methods used for conducting Personal Bankir 16 QAC2_3 Q.AC2 Methods used for conducting Personal Bankir 17 QAC2_4 Q.AC2 Methods used for conducting Personal Bankir 16 DAC2_5 Q.AC2 Methods used for conducting Personal Bankir 16 DAC2_6 Q.AC2 Methods used for conducting Personal Bankir 16 DAC2_6 Q.AC2 Methods used for conducting Personal Bankir 17 DAC2_6 Q.AC2 Methods used for conducting Personal Bankir 18 DAC2_6 DAC4 19 DAC6_6 DAC6 10 DAC6_6 DAC6 11 DAC6_6 DAC6 12 DAC6_6 DAC6	Is easy to do business with Is a strong corporate citizen in your comm Genuinely cares about its customers ag Business or Transactions in the Past 3 m ag	1 0.1 0.1 mi Q1_1_means Sur mc Q1_1_means Sur mc gteSet1 1 + + + = s: Q1_1-Q1_10 Combine + NET + SUB + Case	Agreement with statement about primary ba	nk - Treats me right
Label Summary of Means: Q1_1 - Q1_10	Aud Luit Dupicate Delete		Crosstah	Chart
Description	Title	Logic 🕜 Me	an value 🕜 🤅 Stats	Hide Stats Hide
Last modified Calculation type Linked datasets	Q.1 Agreement with statement about primary bank - Treats me right	Q1_1=1-10		
Name Path Sample1.sav WinCrossExecutive@AnalyticalGroup.com\ Sample Files\	Q.1 Agreement with statement about primary bank - is the right bank for households and small businesses O.1 Agreement with	Q1_2=1-10	M	

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.

Home My Drive Express Tabs Tabulation Data Help											Help 🔻 🛛 A	Account -
Choose a dataset WinCrossExecutive@AnalyticalGroup.com\ Sample Files\ Sample1.sav -												
Variables (98 of 99) 😮												
Add Summary of Means Summary of Frequencies Multiple Response More Duplicate Delete Link Unlink												
Checked (10)		Create a Multiple	Search for	۹	Che	cked (none)		Sort by name	Search for		Q
🕴 🔲 Name	Label	Response component from all checked variables			#		Name	Label				
68 🗹 Q7_3	Q.7 What fast food resturant	and add it to the list at the	30 days? - Wendy's	^	1		Q1_1	Q.1 Agreement with statement	t about primary bank - Tr	eats me right		
69 🗹 Q7_4	Q.7 What fast food resturant	right	30 days? - 5-Guys		2		Q1_1_means	Summary of Means: Q1_1 - Q1_	_10			
70 🗹 Q7_5	Q.7 What fast food resturant	s have you visted in the las	t 30 days? - Jersey Mike's									
71 🗹 Q7_6	Q.7 What fast food resturant	s have you visted in the las	t 30 days? - Smashburger									
72 🗹 Q7_7	Q.7 What fast food resturant	s have you visted in the las	t 30 days? - Whataburger									
73 ☑ Q7_3	Q.7 What fast food resturant	s have you visted in the last	t 30 days? - Taco Bell									
74 🗹 Q7_9 Q.7 What fast food resturants have you visted in the last 30 days? - Capritti's												
76 🗹 Q7_10 Q.7 What fast food resturants have you visted in the last 30 days? - Subway 🗸												
, U				>								

- 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.

Select Code Values for Multiple Response Component	×
Select the code value to be included: Note: Labels shown in the preview below are from the first variable only. The final component will use labels from each variable added.	
Use value label as row text	
OK Cancel	ł

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.

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 tab	oulated) (3) 🕜						
Add Summary of Means Summary of Frequencies Multiple Response More	•		Duplicate	Delete Link	Unlink						
Checked (none)	Search for	Q	Checked (nor	ne)		Sort by nam	ne Search for		Q		
# 🔲 Name Label			# 🗖 Na	ime	Label						
68 🔲 Q7_3 Q.7 What fast food resturants have you visted in the last 3	30 days? - Wendy's	^	1 🗌 Q1	_1	Q.1 Agreement with st	atement about primary ba	nk - Treats me right				
69 🔲 Q7_4 Q.7 What fast food resturants have you visted in the last 3	30 days? - 5-Guys		2 🗌 Q1	_1_means	Summary of Means: Q1	_1 - Q1_10					
70 🗌 Q7_5 Q.7 What fast food resturants have you visted in the last 3	30 days? - Jersey Mike's		3 🗌 Q7	_1_multi	Multiple Response: Q7	_1 - Q7_10					
71 🗌 Q7_6 Q.7 What fast food resturants have you visted in the last 3		_									
72 🔲 Q7_7 Q.7 What fast food resturants have you visted in the last 3	30 days? - Whataburger										
73 🗌 Q7_8 Q.7 What fast food resturants have you visted in the last 3	30 days? - Taco Bell										
74 🗌 Q7_9 Q.7 What fast food resturants have you visted in the last 3	30 days? - Capritti's										
75 🔲 Q7_10 Q.7 What fast food resturants have you visted in the last 3	30 days? - Subway	~									
<		>									
Component Information	Component Logic 🚱	Logic Set	1 🕂 🕈 🔶	• 🗊							
Edit	Logic set title Multiple	Response: Q7_1	- Q7_10					Edit			
Name Q7_1_multi	Add Edit Duplicate	e Delete Co	mbine 🗸 🛛 NE	T+ SUB+ C	Case - Up Down I	More -					
Label Multiple Response: Q7_1 - Q7_10						Crosstab		Chart			
Description	Title	Logic	?		Mean value 💡	Stats	Hide Stats	ŀ	lide		
Last modified 10/24/2017 7:10:44 AM	McDonald's	Q7_1	=1						□ ^		
Calculation type Multiple Response	Burger King	Q7_2	=1								
Linked datasets	Wendy's	Q7_3	=1								
Name Path	5-Guys	Q7_4	=1								
Sample1.sav WinCrossExecutive@AnalyticalGroup.com\ Sample Files\	Jersey Mike's	Q7_5	=1								

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.

Home My Drive Express Tabs Tabulation Data Help Ac											
Choose a dataset WinCr	Choose a dataset WinCrossExecutive@AnalyticalGroup.com\ Sample Files\ Sample1.sav -										
Variables (98 of 99) 😮	E	Show hidden variables Nu	imeric 🗸	Components (items to be tab	oulated) (5) 😮						
Add Summary of Mean	s Summary of Frequencies Multiple Response Mo	re 🔻		Duplicate Delete Link	Unlink						
Checked (none)		Search for	Q	Checked (none)		□ Sort	by name	Search for		Q	
# 🗌 Name	Label			# 🔲 Name	Label						
92 🗌 QT2	QT2 Type Preference		^	1 🗌 Q1_1	Q.1 Agreement with statem	ent about prim	nary bank - Tre	ats me right			
93 🗌 QD1	D.1 Age			2 Q1_1_means	Summary of Means: Q1_1 -	Q1_10					
94 🗌 QD2	D.2 Race			3 Q7_1_multi	Multiple Response: Q7_1 - 0	27_10					
95 🗌 QD3	D.3 Education			4 🔲 QD4	D.4 Income						
96 🗌 QD4	D.4 Income			5 🔲 QD7	D.7 Gender						
97 🗌 QD5	D.5 Investable Assets										
98 🗌 QD7	D.7 Gender										
99 🔲 WEIGHT	WEIGHT		~								
<			>								
Component Information		Component Logic 🚱	Logic Se	:1 🕂 💠 🏟 🗊							
Edit		Logic set title D.4 Income	9						Edit		
Name QD4		Add Edit Duplicate	Delete Co	mbine - NET - SUB - (Case - Up Down More	•					
Label D.4	Income					Course Mardine		rocstab	Cha	+	
Description		Title	Logic	2	Mean value 🙆	Group Mediar	High State	Hido	State	Hido O	
Last modified 10/2	A/2017 7-10-03 AM		Logic			LOW	mgn Stat		Stats		
Calculation type Stan	dard	Under \$14,999	QD4=	1						^	
Linked datasets		\$15,000 - \$29,999	QD4=	2							
Name Path		S30,000 - \$49,999	QD4=	3							
Sample1 say WinCros	sExecutive@AnalyticalGroup.com\ Sample Files\	\$50,000 - \$74,999	QD4=	4							
Sample1.58V WITCH3	second ces and rear or our company terms	\$75,000 - \$99,999	QD4=	5			\checkmark				

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**.

×

Yes

Home My Drive Express Tabs Tabulation - Data - Hele											Help 🕶	Account -		
Choose a d	ataset WinCros	sExecutive@AnalyticalGroup.com\ Sample Fil	es\ Sample1.s	av 🕶										
Variables (98 of 99) 😮		🗆 sh	ow hidden variables	Numeric 🗸	Compon	ients (items to be tab	oulated) (5) 🕜						
Add Su	ummary of Means	Summary of Frequencies Multiple Respo	nse More -			Duplic	ate Delete Link	Unlink						
Checked (n	one)			Search for	Q	Checked	l (none)		🗆 s	Sort by nam	ie :	Search for		Q
# 🔲 N	ame	Label				#	Name	Label						
92 🗌 Q	T2	QT2 Type Preference			^	1	Q1_1	Q.1 Agreement with sta	atement about p	primary ba	nk - Treats	s me right		
93 🗌 Q	D1	D.1 Age				2	Q1_1_means	Summary of Means: Q1	_1-Q1_10					
94 🗌 Q	D2	D.2 Race				3	Q7_1_multi	Multiple Response: Q7_	_1 - Q7_10					
95 🗌 Q	D3	D.3 Education				4	QD4	D.4 Income						
96 🗌 Q	D4	D.4 Income				5	QD7	D.7 Gender						
97 🗌 Q	D5	D.5 Investable Assets												
98 🗌 Q	D7	D.7 Gender												
99 🗌 W	EIGHT	WEIGHT			~									
<					>									
Componen	t Information		Co	mponent Logic 🚱	Logic Set	1 🕂	🗢 🌩 🗊							
Edit			Lo	ogic set title D.4 Inc	ome								Edi	t
Name	QD4		0	Add Edit Duplicat	te Delete Co	mbine 🗸	NET - SUB - C	Case - Up Down M	More 🗸					
Descriptio	on	come		De	lete the checked lo	gic			Group Me	dian 😮	Cro	sstab	Cha	irt
				Title ^{ite}	ms			Mean value 📀	Low	High	Stats	Hide	Stats	Hide
Last mod	ified 10/24/	2017 7:19:03 AM	L.		204-									^
Calculatio	on type Standa	ard	l	315,000 - 529,999	QD4=.	<u>.</u>							× .	
Linked da	atasets		l		QD4=:	s								
Name	Path			\$50,000 - \$74,999	QD4=4									
Sample	1.sav WinCross	Executive@AnalyticalGroup.com\ Sample Files			QD4=:)								
			l		99 QD4=0	;								
			6	\$150,000 or more	QD4=	>								
				Don't Know	QD4=	3								
				Refused	QD4=9						\checkmark		\sim	~

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.

Home My Drive Express Tabs	Tabulation ▼ Data ▼	Help - Account -
	Step 1 - Set Up Your Data	
	Create/Modify Components	
,		
		Drag and drop a file with a .WCEC extension onto this panel, or click Browse
	Crosstabs	
	Charts	Browse for File
	Step 3 - Project Deliverables	
	Reports	
Next Reset	Dashboards	

Components » Upload Components Package for Import

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

Home My Drive Express Tabs Tabulation Data Help Account											
Choose a dataset WinCrossExecutive@AnalyticalGroup.com\Sample Files\Sample1.sav - Next step: Create crosstabs from co									compone	nts	
Imported Components (133) 🤪			Com	iponents (items	to be tabulated) (5) 🕜						
Add			Che	cked (none)		Sort by name	Search for		Q	Ł	
Checked (4)	Search for	Q	#	Name	Label						
# Name Label			1	Q1_1	Q.1 Agreement with	h statement about primary bank - Treats	s me right				
126 How OFTEN do you think you would prepare the	product you tested today?	^	2	Q1_1_means	Summary of Means	Q1_1-Q1_10					
12 C8 Including yourself, how many people living in yo	ur household are? MEANS		3	Q7_1_multi	Multiple Response: Q7_1 - Q7_10						
128 C9 Who in your family would eat this product?			4	QD4	D.4 Income						
120 Banner Segments Banner Segments			5	QD7	D.7 Gender						
130 Banner BSM Banner BSM											
131 Banner SBO Banner SBO											
132 Banner BSC Banner BSC											
133 Banner BCT Banner BCT											
<		>									
Component Information	Component Logic 💡	Logic Set	1								
Name C9	Logic set title Who in yo	ur family would	l eat t	his product?							
Label Who in your family would eat this product?	Title	Logic ?			Mean value 💡	Group median: Low 💡	High 😯	Stats	Hide		
Description	Myself	C9C1=1							'	^	
Last modified N/A	Children Under 12	C9C2=1									
Calculation type Standard Teenagers 13-17											
Other adults in the family C9C4=1											

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.

Home My Drive Express Tabs Tabulation - Dat	a •					Help • Account •
Choose a dataset WinCrossExecutive@ Step 1 - Set Up V	our Data 21.sav 🗸					Next step: Create crosstabs from components
Variables (98 of 99) 😮 Import from WinCro	ss variables Nume	neric 🗸	Com	pone	e nts (items to be	tabulated) (5) 🥝
Add Add as Group Summary of Me Step 2 - Design	our Study Response		Du	plica	te Delete Li	ink Unlink
Checked (none)	r	Q	Cheo	ked	(none)	Sort by name Search for
# Name Label Step 3 - Project	Deliverables		#		Name	Label
1 CASE_ID CASE_ID Reports		^	1		Q1_1	Q.1 Agreement with statement about primary bank - Treats me right
3 REGION_NUMBER REGION_NU			2		Q1_1_means	Summary of Means: Q1_1 - Q1_10
4 Q1_1 Q.1 Agreem	ats me right		3		Q7_1_multi	Multiple Response: Q7_1 - Q7_10
5 🗌 Q1_2 Q.1 Agreement with statement about	t primary bank - Is the right bank for ho	househo	4		QD4	D.4 Income
6 🗌 Q1_3 Q.1 Agreement with statement about	t primary bank - Has fair rates and fees	es for ser	5		QD7	D.7 Gender
7 🗌 Q1_4 Q.1 Agreement with statement about	t primary bank - Provides a high level o	of perso				
8 Q1_5 Q.1 Agreement with statement about	ement with statement about primary bank - Is the bank informed-custom					
9 🗌 Q1_6 Q.1 Agreement with statement about primary bank - Is responsive in solving custc 🗸						
<		>				

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.

Home MyDrive ExpressTabs Tabulation - Data - Help-									
New Duplicate Delete	Link Datasets Unlink Datasets		Next step: Create reports from crosstabs						
Filter to associated dataset	WinCrossExecutive@AnalyticalGroup.com\ Sample	iles\Sample1.sav-							
Crosstabs (None)	Search for	Q Crosstab Information							
Name	11 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.

Home My Drive Express Tabs Tabulation + Data + Help + Ac										
	ew Duplicate Delete	Link Datasets Unlink Dataset	ts		Next step: Create reports from cross	abs				
	Create a new crosstab	WinCrossExecutive@AnalyticalG	Group.com\ Sample files\ Sample1.sav +							
	Crosstabs (None)		Search for	2	Crosstab Information					
	Name	↓≞ Owner	11		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: V	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.

Home My Drive Express Tabs T	abulation - Data -					Help 👻 🕴 Account 👻
Back to Crosstabs Run Crosstab						
Dataset: WinCrossExecutive@AnalyticalGroup	up.com\ Sample Files\ Sample1	.sav Crosstab n	ame: Sample Crosstab			
Titles Table Components	Banner Components	Options	Filters/Weighting	Comparison Groups	Appearance	
Name Sample Crosstab Title						
Edit Edit Crosstab	Title				×	
Title						
Subtitle Edit	stad					
					Save Cancel	
Crosstabs » Edit Crosstab						
WinCross Executive • Copyright © 2018 by The	Analytical Group, Inc. • All Righ	ts Reserved <mark> Serve</mark>	er mode: TestServer - (not vi	isible when live)		Manage Users

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.

Home My Drive E	xpress Tabs Tabulati	on▼ Data▼					Help - Account -
Back to Crosstabs Run Cro	sstab						
Dataset: WinCrossExecuti	ve@AnalyticalGroup.com	\ Sample Files\ Sample1	.sav Crosstab n	ame: Sample Crosstab			
Titles Table	Components B	anner Components	Options	Filters/Weighting	Comparison Groups	Appearance	^
Add Remove Move	e Up Move Down						
#	Add Table Compon	ents				×	
-	ndd rabie oempen						^
	Checked (none)				Search for	Q	
	# 🔲 Name	Label					
	1 🗌 Q1_1	Q.1 Agreement with s	tatement about pri	imary bank - Treats me right			v
Component Informati	2 Q1_1_means	s Summary of Means: Q	1_1-Q1_10				
	3 🗌 Q7_1_multi	Multiple Response: Q7	_1-Q7_10				
Last modified	4 🗌 QD4	D.4 Income					
Calculation type	5 🗌 QD7	D.7 Gender					ogic Stats Hide
Description							<u>^</u>
						OK Cancel	

- 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.

Add Table Components

#	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

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.

Dataset	: Win	CrossExecutive@A	nalyticalGroup.	com\ Sample Files\ Sample1	.sav Crosstab r	name: Sample Crosstab							
Tit	es	Table Com	ponents	Banner Components	Options	Filters/Weighting	Comparison Grou	ps Appearance	2				
Add	Ren	nove Move Up	Move Down										
#		Name		Label									
1		Q1_1		Q.1 Agreement with stat	tement about prin	nary bank - Treats me right				^			
2		Q1_1_means		Summary of Means: Q1_	1 - Q1_10								
3		Q7_1_multi		Multiple Response: Q7_1	L-Q7_10								
_										~			
Comp	Component Information Logic set												
Las	t mod	ified 4/18/2	017 9·54·01 AM			Title Q.1 Agreement w	ith statement about prim	ary bank - Treats me rig	it				
Ca	culatio	on type Stand	ard			Title							
De	scripti	on				Strongly Agree 10	Q1_1=10						
						9	Q1_1=9						
\sim						8	Q1_1=8						
						7	Q1_1=7						
						6	Q1_1=6						
						5	Q1_1=5						
						4	Q1_1=4						
						3	Q1_1=3						
						2	Q1_1=2						
						Strongly Disagree 1	Q1_1=1						
						-							

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.

Dataset: WinCr	Dataset: WinCrossExecutive@AnalyticalGroup.com\ Sample Files\ Sample1.sav Crosstab name: Sample Crosstab											
Titles	Titles Table Components Banner Components Options Filters/Weighting Comparison Groups Appearance											
Insert Total C	Column Add Remove	Move Left Move Right										
# Name Label												

- 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.

Dataset: WinCrossExecutive@Analy	IlyticalGroup.com\ Sample Files\ Sample1.sav Crosstab name: Sample Crosstab			
Titles Table Compone	nents Banner Components Options Filters/Weighting Comparison Groups Appearance			
Insert Total Column Add Re	temove Move Left Move Right			
# Name	Label			
1 Total	(Default total column)			^
	7			
	Add Banner Components	×	1	
				· · ·
Component information	Checked (2) Search for	Q		
Last modified	# 🔳 Name Label		_	
Calculation type	1 Q1_1 Q.1 Agreement with statement about primary bank - Treats me right		alue	
Description	2 Q1_1_means Summary of Means: Q1_1 - Q1_10			<u>^</u>
	3 Q7_1_multiMultiple Response: Q7_1 - Q7_10			
	4 🗹 QD4 D.4 Income			
	5 🗹 QD7 D.7 Gender			
		Cancel		
		Canter		

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.

Dataset: WinCr	rossExecutive@AnalyticalGrou	p.com\ Sample Files\ Sample1.sav Crosstab	name: Sample Crosstab			
Titles	Table Components	Banner Components Options	Filters/Weighting	Comparison Groups	Appearance	
Insert Total C	Column Add Remove M	Nove Left Move Right				
#	Name	Label				
1	Total	(Default total column)				^
2	QD4	D.4 Income				
3	QD7	D.7 Gender				
						~
Component in	nformation		Logic Set 1			
			Title: D.4 Income			
Calculation	red 4/18/2017 1:53:27 PM n type Standard	M	Title	Logic		
Description	1		Under \$14,999	QD4=1		□ ^
)	\$15,000 - \$29,999	QD4=2		
			\$30,000 - \$49,999	QD4=3		
			\$50,000 - \$74,999	QD4=4		
			\$75,000 - \$99,999	QD4=5		
			\$100,000 - \$149,999	QD4=6		
			\$150,000 or more	QD4=7		

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**.

vataset: WinCrossExecutive@AnalyticalGroup.com\Sample Files\Sample1.sav Crosstab name: Sample Crosstab													
Titles Table Components Banner Components Options Filters/Weighting Comparison Groups Appearance													
Insert Total Column Add Remove Move Left Move Right													
# Name Move the checked Label													
omponents left (Def	fault total column)												
2 QD4 D.4 Income													
D.7	Gender												
	Group.com\ Sample Files\ Sample Banner Components Move Left Move Right ove the checked Lat mponents left (De D.4												

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.

 			onbicourt combre i recot combre		namer compre crosscas			
Titles	Tabl	le Components	Banner Components	Options	Filters/Weighting	Comparison Groups	Appearance	
Insert Total (Column	Add Remove	Move Left Move Right					
#		Name	Lai	pel				
1] Total	(De	fault total column)				
2		QD7	D.7	Gender				
3] QD4	D.4	Income				

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

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

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

Titles	Table Component	s Banner	Components Op	tions	Filters/Weighting	Comparison Groups	Appearance
Cell Content	Decimal P ies 0 ercents 1 1 tical percents Total A al percents 1	aces	Statistical Rows Mean Median Standard deviation Standard error Summary of Means Standard deviation Standard deviation Standard derror	Decimal Pla 2 2 3 3 3	aces	Options Perform significance testing Define Comparison Groups Minimum base 30 Show the significance foo Show % sign on percents Hide blank rows Hide the total column Hide the total row Hide the total answering row Hide the no answer row	▼ tnote

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

Titles	Table Components	Banner Components	Options	Filters/Weighting	Comparison Groups	Appearance
ne weight	and base filter are not visible t	to the usr and are applied at run	time.			
Use a	a weight variable None selected					
Use a	a base filter 😮 Enter a base filte	er				Ed
iese filter] Show] Show	rs are visible to the user and ca advanced filter simple filter(s)	n be changed at runtime.				
Ad	d Simple Filter Delete Simpl	e Filter				
Au						

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.

Dataset: Wille	rossexeeurreeerna	nyticatoro	up.com/ bampie mes/ bampier		erosstas namer sampte crosstas								
Titles	Titles Table Components		Banner Components	Ор	tions	ns Filters/Weighting		ng 🤇	Comparison Groups			Appearance	
Test All Test by Logic Set Clear Group Delete Group Clear All													
					D.7 G	ender			D.4 Income				
												\$100,000	
							Under	\$15,000 -	\$30,000 -	\$50,000 -	\$75,000 -	-	\$150,000
			Total		Male	Female	\$14,999	\$29,999	\$49,999	\$74,999	\$99,999	\$149,999	or more
			(A)		(B)	(C)	(D)	(E)	(F)	(G)	(H)	(I)	(L)
			A		В	С	D	E	F	G	Н	I.	J

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

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: Wind	ataset, which serve curve@Analyticatoroup.com/cample mes/cample1.sav crosstab name; cample Crosstab												
Titles	Titles Table Components Banner Components		Banner Components	Ор	tions Filters/Weighting			ng	Comparison Groups			Appearance	
Test All Tes	Test All Test by Logic Set Clear Group Delete Group Clear All												
					D.7 G	ender				.4 Incom	e		
												\$100,000	
							Under	\$15,000 -	\$30,000 -	\$50,000 -	\$75,000 -	-	\$150,000
			Total		Male	Female	\$14,999	\$29,999	\$49,999	\$74,999	\$99,999	\$149,999	or more
			(A)		(B)	(C)	(D)	(E)	(F)	(G)	(H)	(I)	(L)
			А		В	С	D	E	F	G	Н	I	J

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

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.

												-		
Titles	Table Compo	nents	Banner Con	nponents	Ор	tions	Filter	rs/Weighti	ng (Compar	ison Group	os	Appeara	nce
Test All	Test by Logic Set Cle	ar Group	Delete Group	Clear All						_				
						D.7 Gender D.4 Income								
													\$100,000	
							Under	\$15,000 -	\$30,000 -	\$50,000 -	\$75,000 -	-	\$150,000	
			Total			Male	Female	\$14,999	\$29,999	\$49,999	\$74,999	\$99,999	\$149,999	or more
			(A)			(B)	(C)	(D)	(E)	(F)	(G)	(H)	(I)	(J)
Group 1		A				В	c	D	E	F	G	Н	I	J
Group 2		A				В	С	D	E	F	G	Н		U
			А			В	С	D	E	F	G	Н	I	J

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

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

Titles	Table Components	Banner (Components	Options Filte	ers/Weight	ing	Compa	rison Groups	Appearance		
		N	ote: Dashboard ar	nd report themes can overric	le these se	ttings.			<u> </u>		
	These s	ettings do no	t need to be adjus	ted if the crosstab is intende	d for use in	n a dashbo	ard/report	. 🕜			
	D. C. H			(Example Cro	sstab - Clic	k to select	Crosstab	options)			
Use a the	me Default	\sim			Tit	le text					
			1		Sub	title text					
Selected item	Crosstab	\sim									
				(Click to select Table options)							
	Text and Font Options					Gen	der				
					Total	Male	Female				
Note: Changi	lote: Changing font name overwrites all font			e you to visit in the future?	(A)	(B)	(C)				
names.	Ŭ		Total		400	140	260				
Font name	Source Sans Pro	\sim			100.0%	35.0%	65.0%				
			Total Answerin	Ig	364	128	236				
					100.0%	100.0%	100.0%				
Ci	osstab Background Options			o o construction de la tracta de la construction de la construction de la construction de la construction de la	100.0%	35.2%	64.8%				
			NET: Very likel	<u>y, somewnat likely</u>	312	116	196				
	Border Options				85.7%	90.6%	83.1%				
					100.0%	AC	62.904				
			Vorylikoly		100.0%	31.2%	02.8%				
			verytikely		62 5%	60.5%	60 206				
					03.5%	09.5%	00.2%				
					100.0%	38 5%	61 5%				
					100.070	30.370	01.370				

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 C	omponents	Options Filte	ers/Weight	ing	Compa	rison Groups	Appearance				
		No	te: Dashboard an	d report themes can overrid	e these se	ttings.		-					
	These s	ettings do not	need to be adjus	ted if the crosstab is intende	d for use ii	n a dashbo	ard/report	L 🕜					
Use a t	heme Azure			(Example Cros	sstab - Clic	k to select	Crosstab o	options)	· · · · · · · · · · · · · · · · · · ·				
					Tit	le text							
			Subtitle text										
Selected iten	Crosstab	\sim		(Click to colect Table antions)									
				(C	ct lable o	ptions)							
	Text and Font Options			Gende		der							
				How likely are you to visit in the future?			Female (C)						
Note: Char	iging font name overwrites all f	ont	Total	jou to visit in the luturer	400	140	260						
names.		_			100.0%	35.0%	65.0%						
Font name	Source Sans Pro	\sim	Total Answerin	g	364	128	236						
				100.0% 100.0%		100.0%	% 100.0%						
	Crosstab Background Options				100.0%	35.2%	64.8%						
			NET: Very likely	, Somewhat likely	312	116	196						
	Border Options				85.7%	90.6%	83.1%						
					С	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 set	tings do no	ot need to be adjusted if the crosstab is intend	led for use	in a dashl	ooard/repo	ort. 🕜
			(Example 0	Crosstab - (Click to sel	ect Crossta	ab options)
✓ Use a the	ane Azure	~			Title tex	t	
-				5	Subtitle tex	đ	
Selected item	Crosstab	~)				
	Crosstab	^		(Click to s	elect Tabl	e options)	
	Title text				Ger	nder	
	Subtitle text			Total	Male	Female	
	Table		How likely are you to visit in the future?	(A)	(B)	(C)	
	Logic set title		Iotai	400	140	260	
	Banner title text		Total Accuration	100.0%	35.0%	236	
	Banner item total	5	Total Answering	100.0%	100.0%	230	
	Banner item			100.0%	25.206	64.9%	
	Row title		NET: Very likely. Somewhat likely	312	116	196	
	Row title total		The revery and reverse of the revers	85.7%	90.6%	83.1%	
	Row title total answering			С	AC		
	Row title total no answering			100.0%	37.2%	62.8%	
	Net row title		Very likely	231	89	142	
	Subtotal row title			63.5%	69.5%	60.2%	
	Mean row title			с	ac		
	Median row title			100.0%	38.5%	61.5%	
	Standard deviation row title		Somewhat likely	81	27	54	
	Standard error row title			22.3%	21.1%	22.9%	
	Frequency						
eate Crosstabs fi	Vertical percent	~					

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

Titles	Table Components	Banner Components	Options/Weighting	Comp	arison Gro	ups	Appearance						
	caste componenta	Note: Dashb	ard and report themes can over	ide these s	ettings	999	. ppsarance						
	Th	ese settings do not need to be	adjusted if the crosstab is intend	led for use	in a dashb	oard/repo	rt. 😰						
			/Example/	Crocetab (Click to col	oct Crocet	ah options)	_					
✓ Use a th	eme Azure	~	(Example)		Title tout	ECT CT0556	io options)						
			Subtitle text										
Selected item	Crosstab	<u> </u>	(Click to solart Table options)										
				(CIICK to 3		e options)	l						
	(Text and Font Options)				Gender								
		How like	ly are you to visit in the future?	Iotal (A)	Mate (B)	Female (C)							
	Crosstab Background Option	Total	y are you to visit in the future.	(0)	(0)	260							
		Totat		100.0%	35.0%	65.0%							
	(Border Options)	Total Ans	wering	264	128	226							
			wernig	100.0%	100.0%	100.0%							
				100.0%	25.2%	64.8%							
		NET: Very	likely Somewhat likely	212	116	106							
			intery, Somewhat intery	85.7%	90.6%	83.1%							
				03.170	55.070 AC	03.170							
				100.0%	37.2%	62.8%							
		Very likely	1	231	89	142							
		Very likel	,	63.5%	69.5%	60.2%							
				05.570	30	00.270							
				100.0%	38.5%	61.5%							
		Somowho	at likoly	100.0%	30.370	01.J%							
		Somewna	it linely	81	21	22.0%							

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 -	Help 🕶 🔰 Account 👻
New Duplicate Delete Link Datasets Unlink Datasets	
Filter to associated dataset WinCrossExecutive@AnalyticalGroup.com	Sample Files\ Sample1.sav 🕶
Crosstabs (1) Search for Q	Crosstab Information
■ Name 🖺 Owner 🕴	Run Crosstab Edit Crosstab Rename Crosstab or Update Description Create Public Link
Sample Crosstab WinCrossExecutive@AnalyticalGroup.com	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 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.

Home My Drive Express Tabs	Tabulation ▼ Data ▼		
New Duplicate Delete Link Datase	Step 1 - Set Up Your Data		
Filter to associated dataset WinCrossExe	Create/Modify Components Import from WinCross	\ Sample1.sav 🕶	
Charts (1)	Step 2 - Design Your Study	Q	Cha
■ Name Owner Ji	Crosstabs	١t	Ple
Sample Chart WinCross	Step 3 - Project Deliverables		
	Reports		
	Dashboards		

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.

Home My Drive Exp	oress Tabs Tabulation - Data -			Help - Account -
New Duplicate Delete	Link Datasets Unlink Datasets			
Filter to associated dataset	WinCrossExecutive@AnalyticalGroup.com\ Sam	ple Files\ Sam	ple1.sav •	
Charts (None)	Search for	۹	Chart Information	
■ Name	Owner	It	Use the "New" menu option to create a new chart	
	+=	•1		

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.

Home My Drive E	Home My Drive Express Tabs Tabulation → Data →										
New Duplicate Delete	Link Datasets Unlink Datasets										
Create a new chart	WinCrossExecutive@AnalyticalGroup.com\ Sa	ample Files\ Sam	ple1.sav -								
Charts (None)	Search for	Q	Chart Information								
Name	Owner 나트	41	Use the "New" menu option 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.

	Sample Chart										
Width	540	Height	360	\supset							
Title	Enter a chart title (opt	ional)									
Description	ion Enter a chart description (optional)										
Run Method	Standard C) Side by side									
	Column										
Chart Type											

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.

Dataset: WinCrossExe	cutive@Analytica	lGroup.com	Sample Fil	es\ Sampl	e1.sav Ch	art name:	Sample Ch	art			
Series Components	Category Com	ponents	Chart Op	tions	Run Option	s App	earance	Chart preview		Swap Se	ries/Categories
Add Remove											
# 🗖 Na	ame			Label				1000		Total	
							^				
								800			
								600	_		
							~				
Component Information	n	Logic Se	t					400			
		Title						400			
Last modified				Mean	Group	Baco					
Description		Title	Logic	value	median:	High logic	Stats	200	-		
					Low						
								o ——	Tatal		
									iotai		
<	>						~				

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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.

Series Components Cat	egory Components Cha	rt Options Run Options	Appearance	Chart preview		Swap Series/Categorie	s
Add Remove Name		Label	^	1000		Total	
	Add a Series Comp	onent			×		
	Checked (none)			Search for	Q		
Component Information	# 🔲 Name	Label					
Last modified Calculation type Description	1 Q1_1 2 Q1_1_means 3 Q7_1_multi 4 QD4 5 QD7	Q.1 Agreement with stateme s Summary of Means: Q1_1 - Q Multiple Response: Q7_1 - Q D.4 Income D.7 Gender	ent about primary b 11_10 7_10	ank - Treats me right			
					OK Cancel		
<							

- 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.

A	dd Cate	egory Comp	onents		×
	Checkee	d (1)		Search for	Q
	#	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		
		QD4	D.4 Income		
	5	QD7	D.7 Gender		
					OK Cancel

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@AnalyticalG	roup.com\ Sample Files\ Sam	nple1.sav Chart n	ame: Sample Cha	iart
Series Components Category Compo	onents Chart Options	Run Options	Appearance	Chart preview Swap Series/Categories
Add Remove Move Up Move Down				
# 🔲 Name	Label			1000 Total
			^	
				800
				600
			~	
Component Information	Logic Set 1			400
	Title			400
Last modified	Title Logic	Me	an value	
Calculation type			^	200
beenpeen				
				0
				l otal
			~	
< >				

- 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 Cl	nart		
Series Components Categ	ory Components Chart Options Run Options Appearance	Chart preview		Swap Series/Categories
Add Remove Move Up	love Down	1000		
# 🔲 Name	Label	1000		lotal
	^			
	Add Category Components		×	
	Checked (1)	Search for	Q	
Component Information	# 🔲 Name 🛛 Label			
	1 Q1_1 Q.1 Agreement with statement about primary	bank - Treats me right		
Last modified	2 Q1_1_means Summary of Means: Q1_1 - Q1_10			
Description	3 Q7_1_multi Multiple Response: Q7_1 - Q7_10			
Description	4 QD4 D.4 Income			
	5 🗹 QD7 D.7 Gender			
			OK Cancol	
			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



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

Jeries Con	sponents Category Components	Chart.Options Run Options	Appearance	Chart preview	Swap Series/Categories
Type Title	Bur Driver a shart title (sprives)	W Watth 2 Logend Options Area Options Series Options	100 weight 300	Female Male	

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

eries Components Category Components Chart Options Appearance	Chart preview	Swap Series/Categories
User a weight variable Hone selected +	Under \$14,900	ĩ
Bun Steer 😧 Enter situr liber	150,000 - 549,599 550,000 - 514,599 550,000 - 514,599	
Value type Frequency Value type precision 0 V	Female 5100.000 - \$149.999	
Asser for vertical percents Total Answering		
Filde blank series 🛛 🔂 Hide blank categories		
	Male-	
	F	
	0 40 80 120	

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

Series Component	s Category Components	Chart Options Run Options	Appearance	Chart preview	Swap Series/Categories
	Note: Dashbow These settings do not need to be	ed and report themes can override eadjosted if the chart is intended b	there settings. In use in a dashbioant/report.	Under \$14,999	
🗹 Une a theme	Default	2		50,000 - 548,999 556,000 - 574,999 1575,000 - 574,999	
Series color palette	Bright Pastel			Female 5100.000 - \$149.599	
		Advanced Options			
		Chart Outer Appearance			
Text color					
Gradient	Center	e Back color 1	Black color 2	H H H	
Each helch style	None	Rote: Eack hatch style over	des the Gradient setting	+++++++	
Border style	Seld	w Border with 1	Border color	0 40 50 120 20 60 100	
		Legend Appearance			
Title-color		Test color			
Separator style	Line	Separator color			
Gradient	Center	v Back color I	Back color 2		
Eack hatch style	None	Note: Back Natch style cover	des the Goudierst setting		
Border style	Sold	Sorder width 1	Border color		

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

Home My Drive D	xpress Tabs Tabulation → Data →		Help 🕶 🛛 Account 🕶
New Duplicate Delete	Link Datasets Unlink Datasets		
Filter to associated dataset	WinCrossExecutive@AnalyticalGroup.com\ Sample Fi	es\Sample1.sav •	
Charts (1)	Search for	Q Chart Information	
Name	Owner	Run Chart Edit Chart Rename Chart or Update Description	
Sample Chart	WinCrossExecutive@AnalyticalGroup.com	Run the selected chart Sample Chart	^
	witerossexecutive@Analyticatoroup.com	Description This is a sample chart for use with the sample1.sav dataset.	
		Category components 1	
		Series components 1	
		Last modified 5/19/2017 9:23:30 AM	
		Owner WinCrossExecutive@AnalyticalGroup.com	
		Linked datasets	
		Name Path	
		Sample1.sav WinCrossExecutive@AnalyticalGroup.com\Sa	mple Files\
		Sharing Details	
		Associates	
		None selected - Share to Associate(s) Manage Associates	
			•

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.

Home My Drive Express Tabs	Tabulation - Data -	Help - Account -
New Duplicate Delete Link Datase	Step 1 - Set Up Your Data	
Filter to associated dataset WinCrossExe	Create/Modify Components Import from WinCross	\Sample1.sav ▼
Crosstabs (1)	Step 2 - Design Your Study	formation
🗖 Name 👫 Owner	Crosstabs	stab Edit Crosstab Rename Crosstab or Update Description
Sample Crosstab WinCrossExecu	Charts	Sample Crosstab
	Step 3 - Project Deliverables	on This is a sample crosstab for use with the sample1.sav dataset.
	Reports	Standard
	Dashboards	iponents 3

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.

New Duplicate Delete	Link Datasets Unlink Datasets			
Filter to associated dataset	WinCrossExecutive@AnalyticalGroup.com\ Sample	e File	s\ Sample1.sav 🔻	
Reports (None)	Search for	Q	Report Information	☑ Auto-generate Excel file
Name	Owner		Use the "New" men	option to create a new report

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

Create New Report	×
Name Sample Report Description This is a sample report for use with the Sample Crosstab and sample1.sav dataset.	
Create Report Canc	el

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.

Back to Reports Run Report									
Dataset: WinCrossExecutive@AnalyticalGroup.com\Sample Files\Sample1.sav Report name: Sample Report									
Crosstabs) Charts		Items in this report (2)		Report options					
Crosstabs (1)		Name	Туре	Titles/Footer					
Name				Base Filter					
Sample Crosstab				User Filters					
				Report Themes					
				Background Options					
	* *			Border Options					
				Alignment					
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		Move Up	Move Down						

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.

Back to Reports Run Report		
Dataset: WinCrossExecutive@AnalyticalGroup.com\Sample Files\S	Sample1.sav Report name: Sample Report	
Crosstabs Charts	Items in this report (1)	Report options
Crosstabs (1)	Name Type	Titles/Footer
Name	Sample Crosstab Crosstab 🌣	Base Filter
Sample Crosstab		User Filters
		Report Themes
		Background Options
	•	Border Options
		Alignment
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	Move Up Move Down	

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@Ana	yticalGroup.com\ Sample	Files\ Sa	mple	1.sav Report name: Sampl	e Report		
Crosstabs Charts				Items in this report (2)			Report options
Crosstabs (1)		0		Name	Туре		Titles/Footer
	Search for	~		Sample Crosstab	Crosstab	¢	Base Filter
Sample Creestab				Sample Chart	Chart	¢	bactine
							User Filters
							Report Themes
			_				Background Options
			* *				Border Options
							Alignment
Crosstab information for Sample	Crosstab						
Description This is a sa sample1.s	mple crosstab for use with av dataset.	h the ^					
Type Standa	rd						
Table components 3							
Banner components 3		`		Move Up	Move Down		

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.

k to Edit Report Save Excel to My Drive Downlo	ad Excel	Downloa	d PDF C	reate Publ	ic Link						
		D.7 G	ender			1	D.4 Incom	e			
									\$100,000		
				Under	\$15,000 -	\$30,000 -	\$50,000 -	\$75,000 -	-	\$150,000	
Q.1 Agreement with statement about primary	Total	Male	Female	\$14,999	\$29,999	\$49,999	\$74,999	\$99,999	\$149,999	or more	
bank - Treats me right	(A)	(B)	(C)	(D)	(E)	(F)	(G)	(H)	(1)	(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%	
				IJ	iJ	J	J	j			
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%	
							h				
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%	
		С				D		DeG			
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%	
						j					
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.

Home My Drive Express Tabs	Tabulation Data	Help - Account -
New Duplicate Delete Link Datase	Step 1 - Set Up Your Data	
Filter to associated dataset WinCrossExe	Create/Modify Components Import from WinCross	\Sample1.sav
Crosstabs (1)	Step 2 - Design Your Study	formation
□ Name 🗜 Owner	Crosstabs	stab Edit Crosstab Rename Crosstab or Update Description
Sample Crosstab WinCrossExecu	Charts Step 3 - Project Deliverables	Sample Crosstab
	Reports	on This is a sample crosstab for use with the sample1.sav dataset. Standard
	Dashboards	iponents 3

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.

Home My Drive Ex	press Tabs Tabulation	Data 🕶			Help - Account -
New Duplicate Delete	Link Datasets Unlink I	Datasets			
Filter to associated dataset	WinCrossExecutive@Anal	lyticalGroup.com\ Sample I	Files\ Sam	ple1.sav -	
Dashboards (None)		Search for	Q	Dashboard Information	
■ Name	Owner J일		J t	Use the "New" menu option to create a new dashboard	

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.say 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).

Datase	et: WinCrossExecutive@Ana	alyticalGroup.com	N Sample File	es\ Sample1.sav 🛛	ashboard name: Sample Dashb	ooard Object count: 0	🕄 Refresh 🕞
<u>Add</u>	Item Manage Filters	Properties	Simple	QD4	QD7		, ,
	Crosstabs		Filtering	None selected -	None selected 👻		
stab	CIOSSIADS						
C Cos	Sample Crosstab						
×+'	Create new crosstab						
arts							
9							
2		-					
lage							
9							
2							
Othe							
9							
		~					
			<				>

Dataset: WinCrossExecutive@Analytic	alGroup.com\ Sample Fil	es\ Sample1.sav D	ashboard name	Sample D	ashboard	Object count: 1
Add Item Manage Filters Pr	roperties Simple	QD4	QD7			
	Filtering	None selected \bullet	None selected	•		
Crosstabs Sample Crosstab + Create new crosstab					_	
					^	
lages	-					
5		Q.1 Agreement	with statement			
		about primary b	ank - Treats	Total		
Othe		me right		(A)		
<u> </u>		Total Answering		877	-	
		Changely Agence 10		100.0%	-	
		Strongly Agree 10		393		
				44.070		
		9		144		
		<		>		

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

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

Dataset: V	WinCrossExecutive@	Analytical	Group.com\ Sample File	s\ Sample1.sav	Dashboard name: Sam	ple Dashboar	d Object cou
Add Item	Manage Filter	s Prop	oerties	Simple			
Crosstab:	Sample Crosstab		~	Filtering			
	Crosstab	Propert	ies				
C	Remove		Edit item				
	Positio	n and Size)				
Left	28	Тор	163				
Width	300.00	Height	300.00			= ^	
Padding	0	Rotation	0				
Opacity	1			Q.1 Agr	eement with statement		
Front to b	oack order	1	† +	about p	rimary bank - Treats	Total	
Maint:	ain aspect ratio			Total Ans	swering	(A) 877	
	amaspectratio					100.0%	
	Deskares	und Ontion		Strongly	Agree 10	393	
	Backgrou	ind Option:				44.8%	
	Borde	r Options	b	9		144	
	Th	00000		<		>	
		erries					

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

d Item Manage Filters Properties Charts	Simple QD4 Filtering None selected • None	QD7 ie selected	•				
+ Create new Chart							-
				- 1		≡ ^	
	Q.1 Agreement with statement about primary bank - Treats me right	Total (A)	Male (B)	Female (C)	Under \$14,999 (D)	\$15,000 - \$ \$29,999 \$ (E)	
	Total Answering	877 100.0%	527 100.0%	350 100.0%	89 100.0%	113 100.0%	
	Strongly Agree 10	393 44.8%	231 43.8%	162 46.3%	47 52.8%	56 49.6%	
	9	144 16.4%	85 16.1%	59 16.9%	13 14.6%	21 18.6%	0.000 \$14,989 5.000 \$29,989 5.000 \$549,989 5.000 \$14,989 5.000 \$149,989 500 \$149,989

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

Dataset: WinCrossExecutive@AnalyticalGroup.com	Sample Files\ Sample1.sav Dashbo	ard name:	Sample D	ashboard	O bject (count: 3		C Refresh 👻
Add Item Manage Filters Properties	Simple QD4 Filtering None selected • Nor	QD7 ne selected	•					
TAG Logo.jpg AThe Lytical + Upload new image				_			AThe lytic Group In	≡ ræ/ rc.
Images			D.7 G	ender		= ^	120	Male Female
	Q.1 Agreement with statement	Total	Mala	Como da	Under	\$15,000 - \$	80	
ō	about primary bank - Treats me right	(A)	Mate (B)	Female (C)	\$14,999 (D)	(E)	60	_
	Total Answering	877 100.0%	527 100.0%	350 100.0%	89 100.0%	113 100.0%	40	-
	Strongly Agree 10	393 44.8%	231 43.8%	162 46.3%	47 52.8%	56 49.6%	20	-
					IJ	iJ	0	-
	9	144 16.4%	85 16.1%	59 16.9%	13 14.6%	21 18.6%	sr \$14,9 - \$29,9 - \$74,9 - \$74,9 - \$99,9	
		101170	101170	1010/10	1.110.70	101070	Unde 15,000 50,000 50,000 75,000	
	8	187	125	62	12 504	22	**************************************	
~	<	21.3%	23.7%	17.7%	13.5%	× × × × ×	~	
	<							>

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

Dataset: WinCrossExecutive@AnalyticalGroup.com\	Sample Files\ Sample1.sav Dashbo	ard name	Sample D	ashboard	Object	count: 4	C Refresh	-
Add Item Manage Filters Properties	Simple QD4 Filtering None selected • None	QD7 ie selected	•					^
Label Text Dynamic Datapoint	➡ Label text						Athe lytical Group Inc.	
ee ee			D.7 G	ender		Ξ	120 Male	
Other	Q.1 Agreement with statement about primary bank - Treats me right	Total (A)	Male (B)	Female (C)	Under \$14,999 (D)	\$15,000 - \$ \$29,999 \$ (E)		
_	Total Answering	877 100.0%	527 100.0%	350 100.0%	89 100.0%	113 100.0%		
	Strongly Agree 10	393 44.8%	231 43.8%	162 46.3%	47 52.8%	56 49.6%		
	9	144	85	59	IJ 13	iJ 21	J - 666° 66° 66° 66° 66° 66° 66° 66° 66° 6	
	8	16.4%	16.1%	16.9%	14.6%	18.6%	* 10 mder * \$15,000 * \$75,000 * \$75,000 * \$150,000	
×	<	21.3%	23.7%	17.7%	13.5%	19.5%	6 ×	~
	<						د	

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.).

	Use entered logic for o	datapoint 🥝 Enter datapoint logic	
	Use component logic	Search for	
	# 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	
	Title	Logic ?	
(Male	QD7=1	
	Female	QD7=2	
	Base logic:		
1			
Val	ue type Frequency		

- 10. Once the Dynamic Datapoint has been added you can the 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.



- 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 Dashbo	ard name	Sample D	ashboard	Object	count: 5						C Refresh 🔹
Add Item Manage Filters Properties Dashboard Filters	Simple Filtering											^
Base Filter User Filters	Label text						v	1	The	elyt Gro	UCA Dup Inc.	
These filters are visible to the user and can be changed at runtime.	There are 528 males	that con	npleted	this stud	у. 🔳							
Show advanced filter						= ^	120-					Male
Add Delete	Q.1 Agreement with statement about primary bank - Treats me right Total Answering Strongly Agree 10 9 8	Total (A) 877 100.0% 393 44.8% 144 16.4% 187	D.7 G Male (B) 527 100.0% 231 43.8% 85 16.1% 125	ender Female (C) 350 100.0% 162 46.3% 59 16.9% 16.9%	Under \$14,999 (D) 89 100.0% 47 52.8% JJ 13 14.6%	\$15,000 - \$29,999 \$ (E) 1113 100.0% 49.6% 1J 211 18.6% 22 22	100- 80- 60- 20- 0-	Under \$14,999	\$15,000 - \$49,999 - 500 - \$49,999 - 500 - \$49,999 - 500 - \$49,999 - 500 - \$49,999 - 500 - \$40,999 - 500 - \$40,999 - 500 - \$40,999 - 500 - \$40,999 - 500 - \$40,999 - 500 - \$40,999 - 500 - \$40,999 - 500 - \$40,999 - 500 - \$40,999 - 500 - \$40,999 - 500 - \$40,999 - 500 - \$40,999 - 500 - \$40,999 - 500 - \$40,999 - 500 - \$40,999 - 500 - \$40,999 - 500 - \$40,999 - 500 - \$40,999 - 500 - \$40,999 - 500 - \$40,999 - 500 - \$40,999 - 500 - \$40,999 - 500 - \$40,999 - 500 - \$40,999 - 500 - \$40,999 - 500 - \$40,999 - 500 - \$40,999 - 500 - \$40,999 - 500 - \$40,999 - 500 - \$40,999 - 500 - \$40,999 - 500 - \$40,999 - 500 - \$40,999 - \$40,999 - 500 - \$40,999 - 500 - \$40,999 - 500 - \$40,999 - 500 - \$40,999 - 500 - \$40,999 - 500 - \$40,999 - 500 - \$40,999 - 500 - \$40,999 - 500 - \$40,999 - 500 - \$40,999 - 500 - \$40,999 - 500 - \$40,999 - 500 - \$40,999 - 500 - \$40,999 - 500 - \$40,999 - 500 - \$40,999 - 500 - \$40,999 - \$40,999 - \$40,999 - \$40,999 - \$40,999 - \$40,999 - \$40,999 - \$40,999 - \$40,999 - \$40,999 - \$40,999 - \$40,999 - \$40,999 - \$40,999 - \$40,999 - \$40,999 - \$40,999 - \$40,999 - \$40,999 - \$40,999 - \$40,999 - \$40,999 - \$40,999 - \$40,999 - \$40,999 - \$40,999 - \$40,999 - \$40,999 - \$40,999 - \$40,999 - \$40,999 - \$40,999 - \$40,999 - \$40,999 - \$40,999 - \$40,999 - \$40,999 - \$40,999 - \$40,999 - \$40,999 - \$40,999 - \$40,999 - \$40,999 - \$40,999 - \$40,999 - \$40,999 - \$40,999 - \$40,999 - \$40,999 - \$40,999 - \$40,999 - \$40,999 - \$40,999 - \$40,999 - \$40,999 - \$40,999 - \$40,999 - \$40,999 - \$40,999 - \$40,999 - \$40,999 - \$40,999 - \$40,999 - \$40,999 - \$40,999 - \$40,999 - \$40,999 - \$40,999 - \$40,999 - \$40,999 - \$40,999 - \$40,999 - \$40,999 - \$40,999 - \$40,999 - \$40,999 - \$40,999 - \$40,999 - \$40,999 - \$40,999 - \$40,999 - \$40,999 - \$40,999 - \$40,999 - \$40,999 - \$40,999 - \$40,999 - \$40,999 - \$40,999 - \$40,999 - \$40,999 - \$40,999 - \$40,999 - \$40,999 - \$40,999 - \$40,999 - \$40,999 - \$40,999 - \$40,999 - \$40,999 - \$40,999 - \$40,999 - \$40,999 - \$40,999 - \$40,999 - \$40,999 - \$40,999 - \$40,999 - \$40,999 - \$40,999 - \$40,999 - \$40,999 - \$40,999 - \$40,999 - \$40,999 - \$40,999 - \$40	\$50,000 -\$74,999 - \$75,000 -\$93,999 - \$100.000 -\$140.000	\$150,000 or more	Female
	(<	21.3%	23.7%	17.7%	13.5%	19.5% ¥						~

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

						V-	Grou	ip In
: 0	Ado	l Si	impl	le Filter(s)			×	
ns								
	С	hec	ked ((2)	Search for		Q	
		#		Name	Label			
L		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			
Op		3		Q7_1_multi	Multiple Response: Q7_1 - Q7_10			-
tic	(4		QD4	D.4 Income			
- IC	1	5	\sim	QD7	D.7 Gender			
25								I.
1						Sa	Cancel	
L								r more
					16.4% 16.1% 16.9% 14.6% 18.6%	der \$1	00 - \$2 00 - \$4 00 - \$7 00 - \$9 00 - \$9	000

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.

Sample Files\ Sample1.sav Dashboa	ard name: Sample	e Dashboard	Object	count: 5	C Refresh			
Simple QD4 QI Filtering None selected - Fema	D7 ale 🕶							
□ Select all □ □ Male								
There are 0 males tha	at completed t	his study.	≡					
				= ^				
-	D.7	Gender						
Q.1 Agreement with statement			Under	\$15,000 - \$				
about primary bank - Treats	Total Male	Female	\$14,999	\$29,999 \$	80			
me right	(A) (B)	(C)	(D)	(E)	60			
Total Answering	350	- 350	39	43	40			
	100.0%	100.0%	100.0%	100.0%				
Strongly Agree 10	162	- 162	19	22	20			
	46.3%	46.3%	48.7%	51.2%	0			
9	16.0%	- 59	17.0%	10	666, 66, 66, 66, 66, 70, 70, 70, 70, 70, 70, 70, 70, 70, 70			
	10.9%	10.9%	17.9%	23.3%	r \$ 14 - \$ 29 - \$ 29 - \$ 39 - \$ 39 - \$ 30 - \$ 149 - \$ 00 or r			
8	62	- 62	5	5	ehuu 0000,000 50,000 50,000			
	17.7%	17.7%	12.8%	11.6%	\$15 \$30 \$75 \$100,			
		2	22.070					
				×				

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

16. Select Run Dashboard.

Home M	y Drive Express	Tabs Tabulat	tion ▼ Data ▼						Help - Account
n Dashboard	Back to Create Da	shboards Creat	te Public Link						
ataset: WinC	crossExecutive@Anal	yticalGroup.com	\Sample Files\Sample1.sav	ashboard name	Sample D	ashboard	O bject	count: 5	💭 Refresh 🗣
Add Item	Manage Filters	Properties	Simple QD4	QD7					
Dashboard		~	None selected •	None selected	•				
Das	hboard Prope	rties							The
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olor									
			about primary bank - Trea	ntent ts Total	Male	Female	\$14,999	\$15,000 - \$ \$29,999 {	80
	Background Options	5	me right	(A)	(B)	(C)	(D)	(E)	60
	Border Options		Total Answering	877	527	350	89	113	
	Themes		Strongly Agree 10	100.0%	100.0%	100.0%	100.0%	100.0%	
	memes		outongly harde 10	44.8%	43.8%	46.3%	52.8%	49.6%	20
							IJ	iJ	
			9	144	85	59	13	21	\$14,9 \$29,9 \$349,9 149,9 149,9 101 mc
				16.4%	16.1%	16.9%	14.6%	18.6%	Under 0000 - 5000 - 5000 - 5000 - 5000 - 5000 - 5000 - 5000 - 5000 - 5000 - 5000 - 5000 - 5000 - 5000 - 5000 - 5000 - 5000 - 5000 - 5000 - 5000 - 5000 - 5000 - 5000 - 5000 - 5000 - 5000 - 5000 - 5000 - 5000 - 5000 - 5000 - 5000 - 5000 - 5000 - 5000 - 5000 - 5000 - 5000 - 5000 - 5000 - 5000 - 5000 - 5000 - 5000 - 5000 - 5000 - 5000 - 5000 - 5000 - 5000 - 5000 - 5000 - 5000 - 5000 - 5000 - 5000 - 5000 - 5000 - 5000 - 5000 - 5000 - 5000 - 5000 - 5000 - 5000 - 5000 - 5000 - 5000 - 5000 - 5000 - 5000 - 5000 - 5000 - 5000 - 5000 - 5000 - 5000 - 5000 - 5000 - 5000 - 5000 - 5000 - 5000 - 5000 - 5000 - 5000 - 5000 - 5000 - 5000 - 5000 - 5000 - 5000 - 5000 - 5000 - 5000 - 5000 - 5000 - 5000 - 5000 - 5000 - 5000 - 5000 - 5000 - 5000 - 5000 - 5000 - 5000 - 5000 - 5000 - 5000 - 5000 - 5000 - 5000 - 5000 - 5000 - 5000 - 5000 - 5000 - 5000 - 5000 - 5000 - 5000 - 5000 - 5000 - 5000 - 5000 - 5000 - 5000 - 5000 - 5000 - 5000 - 5000 - 5000 - 5000 - 5000 - 5000 - 5000 - 5000 - 5000 - 5000 - 5000 - 5000 - 5000 - 5000 - 5000 - 5000 - 5000 - 5000 - 5000 - 5000 - 5000 - 5000 - 5000 - 5000 - 5000 - 5000 - 5000 - 5000 - 5000 - 5000 - 5000 - 5000 - 5000 - 5000 - 5000 - 5000 - 5000 - 5000 - 5000 - 5000 - 5000 - 5000 - 5000 - 5000 - 5000 - 5000 - 5000 - 5000 - 5000 - 5000 - 5000 - 5000 - 5000 - 5000 - 5000 - 5000 - 5000 - 5000 - 5000 - 5000 - 5000 - 5000 - 5000 - 5000 - 5000 - 5000 - 5000 - 5000 - 5000 - 5000 - 5000 - 5000 - 5000 - 5000 - 5000 - 5000 - 5000 - 5000 - 5000 - 5000 - 5000 - 5000 - 5000 - 5000 - 5000 - 5000 - 5000 - 5000 - 5000 - 5000 - 5000 - 5000 - 5000 - 5000 - 5000 - 5000 - 5000 - 5000 - 5000 - 5000 - 5000 - 5000 - 5000 - 5000 - 5000 - 5000 - 5000 - 5000 - 5000 - 5000 - 5000 - 5000 - 5000 - 5000 - 5000 - 5000 - 5000 - 5000 - 5000 - 5000 - 5000 - 5000 - 5000 - 5000 - 5000 - 5000 - 5000 - 5000 - 5000 - 5000 - 5000 - 5000 - 5000 - 5000 - 5000 - 5000 - 5000 - 5000 - 5000 - 5000 - 5000 - 5000 - 5000 - 5000 - 5000 - 5000 - 5000 - 5000 - 5000 - 5000 - 5000 - 5000 - 5000 - 50000 - 5000 - 5000 - 50000 - 5000 - 5000 - 5000 - 5000 - 5
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				21.3%	23.7%	17.7%	13.5%	19.5%	v
			<					>	

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.

Excel to My Drive Download Exce	Downl	oad PDF	Back to B	Edit Dashb	oard Print Da	shboard		
Simple QD4 Filtering None selected -	QI None se	D7 lected •						
Label text There are 528 males that completed this study.								
					= ^	120 Male=		
			Gender 100 Under \$15,000 - \$ \$29,999 \$ (0)					
Q.1 Agreement with statement about primary bank - Treats me right	Total (A)	Male (B)	Female (C)	Under \$14,999 (D)	\$15,000 - \$ \$29,999 \$ (E)	100 Female		
Q.1 Agreement with statement about primary bank - Treats me right Total Answering	Total (A) 877 100.0%	Male (B) 527	Female (C) 350 100.0%	Under \$14,999 (D) 89 100.0%	\$15,000 - \$ \$29,999 \$ (E) 113 100.0%	100 Female		
Q.1 Agreement with statement about primary bank - Treats me right Total Answering Strongly Agree 10	Total (A) 877 100.0% 393 44.8%	Male (B) 527 100.0% 231 43.8%	Female (C) 350 100.0% 162 46.3%	Under \$14,999 (D) 89 100.0% 47 52.8%	\$15,000 - \$ \$29,999 \$ (E) 113 1 100.0% 1 56 4 49.6% iJ	100 80 60 40 20 		
Q.1 Agreement with statement about primary bank - Treats me right Total Answering Strongly Agree 10 9	Total (A) 877 100.0% 393 44.8% 144 16.4%	Male (B) 527 100.0% 231 43.8% 85 16.1%	Female (C) 350 100.0% 162 46.3% 59 16.9%	Under \$14,999 (D) 89 100.0% 47 52.8% IJ 13 14.6%	\$15,000 - \$ \$29,999 (E) 1113 100.0% 49.6% iJ 21 18.6%	100 80 60 40 40 40 50 50 50 50 50 50 50 50 50 5		

- Home My Drive Express Tabs Tabulation Data Help - Account -Run Dashboard Back to Create Dashboard Create Public Link Dataset: WinCrossExecutive@AnalyticalGroup.com\Sample Files\Sample1.sav Dashboard name: Sample Dashboard Object count: 5 C Refresh Add Item QD7 Manage Filters DD4 Properties Simple Filtering None **Create Public Link** Crosstabs Ξ This will create a custom link to the dashboard. When the nalytical Create new crosstab Lab link is used this dashboard is loaded, ran and displayed. ts Chai The link will expire after the number of days selected There a below. You can add an optional password that must be entered Images Male Female to display the dashboard when using the link. 120 100 Link will be valid for: Q.1 Agreeme S Other 80 O 1 day about primar me right 🔿 7 days 60 30 days Total Answerin 40 O Custom Strongly Agree 20 -\$49,999 Password: \$29,995 100,000-\$149,99 \$50,000 - \$74,9 \$14 \$66 150 000 or Optional password \$15,000-3 \$30,000 -! \$75,000 -: Under Cancel
- 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.

Run Dashboard Back to Create Dashboards Create Public Link									
Dataset: WinCrossExecutive@AnalyticalGroup.com\Sample Files\Sample1.sav Dashboard name: Sample Dashboard Object count: 4 Crefresh •									
Add Item	Add Item Manage Filters Properties Simple QD4 QD7 Dashboard Filtering None selected + None selected +								
Da	Dashboard Properties								
	Position and Size Public Dashboard Link								
Width 1280	Height	7 Using the link	below will a	low access to this da	shboard.			roup Inc.	
	Text and Font Opti	ons Link expires	10:41:39 AM						
	Background Optic	ons	link					Female	
	Border Options	http://192	.168.1.241/D	ashboards/DashResi	ults.aspx?id=Y2F4ZW	Z4ZWdmbXhlZ2ZteGVjZGxmbGVkYGV4ZXh4ZWY1		-	
	Themes	Clickable lin	n <mark>k: Click to ru</mark>	n dashboard	`			+	
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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.

Hel
About
Privacy Policy
Terms of Service
Contact

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

		/
-Search-	WinCross Executive Help	
V Hide		
Contents Index Glossary	WinCross Executive Help	6
Find Keyword	<u>My Drive</u>	8
Α	Express Tabs Tabulation:	
About WinCross Executive Account Menu Account settings, changing Associates	Create Components from Variables Create Crosstabs from Components Create Charts from Components Create Reports from Crosstabs Create Net of the Clear the Cl	
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Building rows and columns for Crosstabs	Datasets Variables Helo:	
С	Privacy Policy	
Change account settings Change Password Charts, editing Combining variables	Terms of Service <u>Contact The Analytical Group. Inc.</u> <u>About WinCross Executive</u> <u>Account.</u>	
Comparison Groups, defining Component Logic Component, creating Component, logic	Trial Account Log In My Account	
Components, logic Contact Convert data file to a dataset	My Associates Log Out	
Create a trial account	Related topics:	8

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.

Home My Drive Express Tabs Tabulation - Data -										
Upload Replace Download -	Rename Move Delete New Folder									
Folders and Files	All Files V Information									
- Sum State -	IGroup.com Update Description									
– 🍃 Project 1 🗐 Example.sav	Quick Help: My Drive									
= 🔁 Sample Files	My Drive allows you to upload, download and share files to other users.									
Sample1.sav	Create a folder - Click your username in the Folders and Files tree and then click New Folder. Enter a name and, optionally, a description.									
	Upload a file - Click on a folder and click the Upload menu item. A pop-up window will appear onto which you can drag and drop one or more files.									
	Share a file - First, visit the Account My Associates page to add one or more users with whom you'd like to share files. Then, click on the file to be shared. In the Sharing Details section, choose one or more associates from the drop-down list and click the Share Selected File to Associate button. After sharing, use the various check boxes to assign sharing permissions for the file.									
	Download a file - Use the <i>Download</i> menu option to download a copy of a file as it was originally uploaded. If changes have been made to a dataset, you can use the <i>Export Dataset</i> option on the Datasets page to download a copy of the dataset with these changes in place.									
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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!