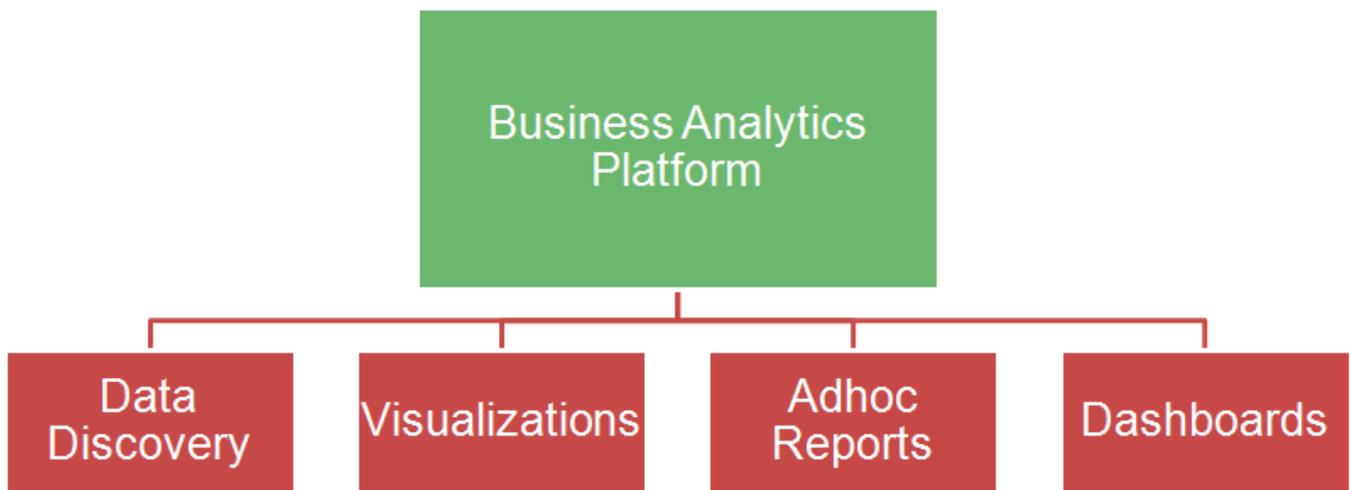


# How to create dashboard using CSV or Excel file

---



## Enterprise Business Analytics and Dashboards



InfoCaptor works with variety of data sources including CSV, Microsoft Excel , Microsoft Access, SQL databases like Oracle, SQL server, MySQL, PostgreSQL, SQLite, DB2, Hadoop Impala, Hadoop Hive and all the databases that support ODBC or JDBC protocol.

This tutorial illustrates the steps to build dashboard from scratch using data from CSV or Excel File.

Checkout the complete video tutorial : <https://vimeo.com/133233689>

Here is the interactive dashboard we will build in this tutorial

[https://my.infocaptor.com/dash/mt.php?pa=retail\\_dashboard\\_55a13aa951824](https://my.infocaptor.com/dash/mt.php?pa=retail_dashboard_55a13aa951824)

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## Dashboard Preparation - Pre-requisites

### 1. Retail Dashboard preview

This tutorial will teach you to build the dashboard as illustrated in the following screenshot.



### 2. Data set

You may download the CSV file available at this location <http://infocaptor.s3.amazonaws.com/infocaptor1.csv>

#### 3.1 Download and Install InfoCaptor

Skip this section if you already installed. **Jump to step 3.2** if you want to build an online dashboard.

Download link: [http://infocaptor.s3.amazonaws.com/infocaptor\\_enterprise\\_setup.exe](http://infocaptor.s3.amazonaws.com/infocaptor_enterprise_setup.exe)

Download and run the setup for InfoCaptor.

#### 3.2 Create online account

If you choose to create dashboard online instead of on your desktop then please register and create an online account: <https://my.infocaptor.com/dash/register.php>

Once you signup and login you can proceed with the following steps.

## 4. Preview Data

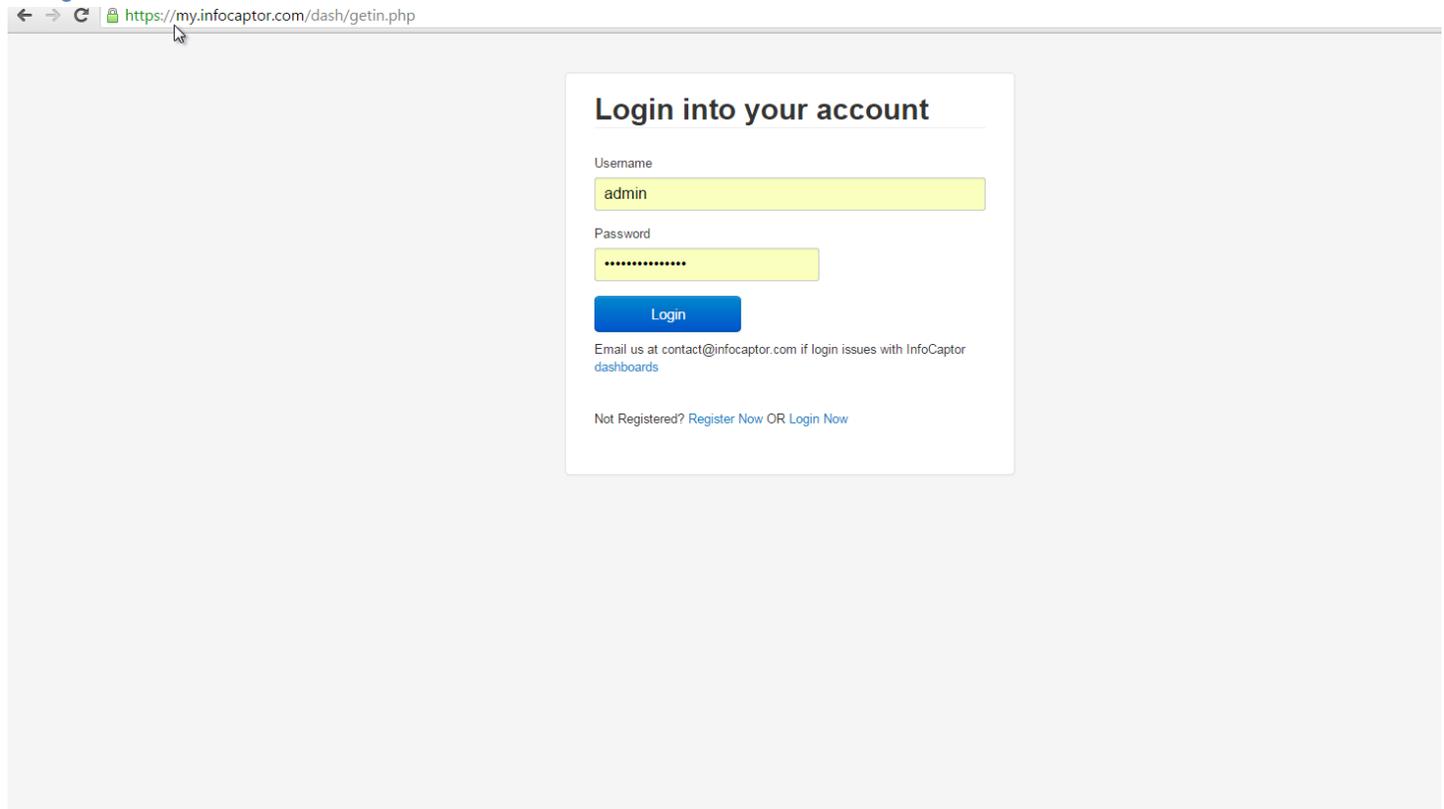
Ship_Prio	Customer Class	Category	Product	Warehouse	Region	Lo	Census	D	State	ord_date	affiliate	discount	unit price	ship cost	profit	qty	sales	order_year
2	Five Day	Corporation	book shelf	Office Stu	Central W Midwest	East North	Illinois	8/28/2009	0:00	Consumer	0.14	266.75	67.64	-1127.2	8	1815	2009	
3	Five Day	Corporation	book shelf	Office Stu	Central W Midwest	East North	Ohio	3/15/2009	0:00	Supply Co	0.06	283.98	59.94	41.71	5	1415	2009	
4	Five Day	Corporation	book shelf	Office Stu	Central W Midwest	West North	Minnesota	1/11/2010	0:00	Bing	0.08	132.98	28	-76.27	1	163	2010	
5	Five Day	Corporation	book shelf	Office Stu	Central W Midwest	West North	South Dak	6/22/2014	0:00	Google	0.21	249.98	12.01	1168.79	8	2033	2014	
6	Five Day	Corporation	book shelf	Office Stu	North We Midwest	East North	Illinois	8/5/2009	0:00	Cheap Sup	0.03	308.11	60.74	67.29	29	5874	2009	
7	Five Day	Corporation	book shelf	Office Stu	North We Midwest	West North	Kansas	4/11/2012	0:00	Google	0.18	429.13	82.63	-422.69	15	4959	2012	
8	Five Day	Corporation	book shelf	Office Stu	South We Midwest	West North	Missouri	2/25/2010	0:00	Google	0.3	145.98	49.74	-479.79	6	822	2010	
9	Five Day	Corporation	chair	Office Stu	Central W Midwest	East North	Illinois	12/24/2010	0:00	Supply Co	0.06	144.99	25.63	-76.29	3	507	2010	
10	Five Day	Corporation	chair	Office Stu	North We Midwest	East North	Illinois	2/18/2008	0:00	Google	0.18	249.6	60.2	195.04	20	4390	2008	
11	Five Day	Corporation	desk	Office Stu	Central W Midwest	East North	Illinois	6/14/2012	0:00	Eco Storez	0.12	224.97	12.59	495.01	4	840	2012	
12	Five Day	Corporation	desk	Office Stu	Central W Midwest	East North	Michigan	9/11/2012	0:00	Yahoo	0	141.99	66.2	238.87	26	3417	2012	
13	Five Day	Corporation	desk	Office Stu	South We Midwest	West North	Minnesota	4/26/2010	0:00	Google	0.2	299.85	58.76	-232.68	22	5453	2010	
14	Five Day	Corporation	desk	Office Stu	South We Midwest	West North	Missouri	5/18/2013	0:00	Cheap Sup	0.08	172.99	12	484.46	7	879	2013	
15	Five Day	Corporation	file holder	Paper Stu	Central W Midwest	East North	Michigan	1/1/2011	0:00	Turbo Sch	0.18	74.94	14.19	-42.99	2	75	2011	
16	Five Day	Corporation	file holder	Paper Stu	North East Midwest	West North	Minnesota	4/25/2009	0:00	Supply Co	0.03	1502.97	25.7	-1034.08	1	1576	2009	
17	Five Day	Corporation	file holder	Paper Stu	South We Midwest	East North	Illinois	3/20/2012	0:00	Eco Storez	0.1	420.98	10.06	539.21	27	11117	2012	
18	Five Day	Corporation	file holder	Paper Stu	South We Midwest	West North	Iowa	7/14/2011	0:00	Yahoo	0.3	108.97	10	1178.84	23	1812	2011	
19	Five Day	Corporation	furniture	Office Stu	Central W Midwest	East North	Illinois	1/27/2013	0:00	Google	0.27	76.98	26	-692.55	67	3504	2013	
20	Five Day	Corporation	furniture	Office Stu	Central W Midwest	East North	Michigan	4/14/2012	0:00	Cheap Sup	0.18	290.98	37.91	1254.98	16	3884	2012	
21	Five Day	Corporation	ink	Printing S	Central W Midwest	West North	Missouri	4/28/2009	0:00	Yahoo	0.06	15.81	-0.63	-26.59	17	101	2009	
22	Five Day	Corporation	ink	Printing S	Central W Midwest	West North	Missouri	7/20/2012	0:00	Bing	0.24	551.98	25.14	1296.51	4	1975	2012	
23	Five Day	Corporation	ink	Printing S	Central W Midwest	West North	Missouri	7/7/2014	0:00	Yahoo	0.15	454.98	9.06	916.14	7	3355	2014	
24	Five Day	Corporation	ink	Printing S	South We Midwest	East North	Indiana	3/8/2012	0:00	Google	0.12	187.98	33.09	-434.9	8	1181	2012	
25	Five Day	Corporation	inkjet printer	Printing S	North East Midwest	East North	Illinois	4/6/2014	0:00	Turbo Sch	0.02	308.98	61.73	-65.3	1	383	2014	
26	Five Day	Corporation	inkjet printer	Printing S	North East Midwest	East North	Michigan	4/24/2012	0:00	Cheap Sup	0.3	297.97	24.06	398.99	9	2059	2012	
27	Five Day	Corporation	inkjet printer	Printing S	South We Midwest	West North	Missouri	10/23/2014	0:00	Yahoo	0.15	551.98	23.14	5923.74	20	9772	2014	
28	Five Day	Corporation	label makers	Paper Stu	Central W Midwest	East North	Indiana	1/17/2012	0:00	Supply Co	0.1	164.98	25	-145.02	11	1102	2012	
29	Five Day	Corporation	label makers	Paper Stu	Central W Midwest	West North	Kansas	9/27/2012	0:00	Supply Co	0.24	301.98	66.55	978.38	21	5332	2012	
30	Five Day	Corporation	label makers	Paper Stu	South We Midwest	East North	Illinois	4/23/2012	0:00	Consumer	0.12	226.75	64.64	-517.23	2	516	2012	
31	Five Day	Corporation	label makers	Paper Stu	South We Midwest	East North	Indiana	4/12/2008	0:00	Print Man	0	87.98	23.74	37.47	6	503	2008	
32	Five Day	Corporation	laser printer	Printing S	Central W Midwest	East North	Illinois	2/11/2008	0:00	Bing	0	2591.14	27.7	-5349.49	1	3193	2008	

As seen, the data needs to be organized in a tabular format as shown above. The first row is expected to be the column header names.

## Dashboard Creation

### Load Data

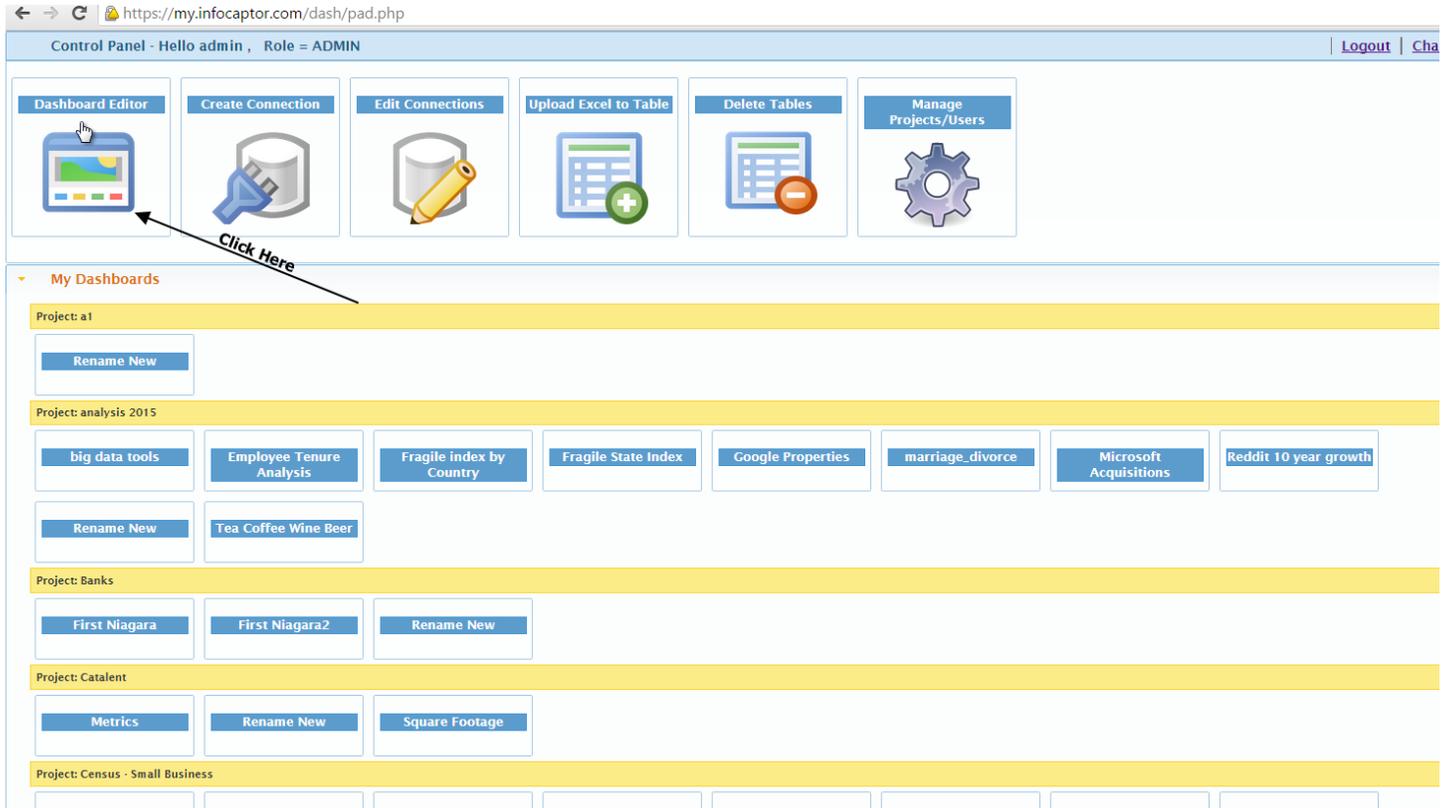
#### 1. Login Online Dashboard



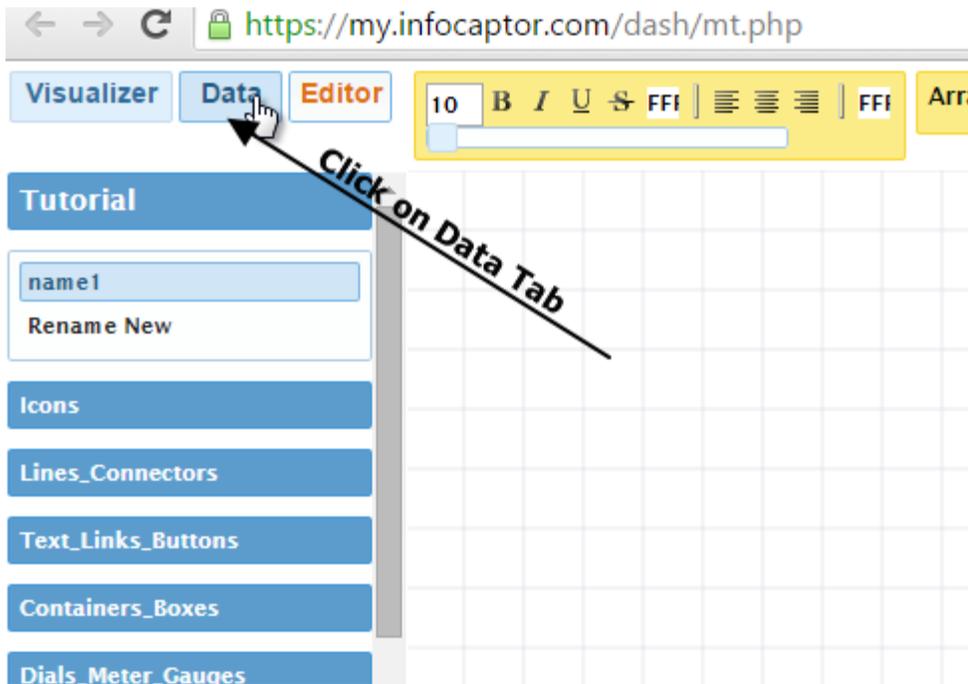
In this tutorial we will use the online Dashboard Software-as-service to build and publish our dashboard. Login to the service using your credentials

[ If you don't have an account then create it here <https://my.infocaptor.com/dash/register.php> ]

### 2. Click on Dashboard Editor icon

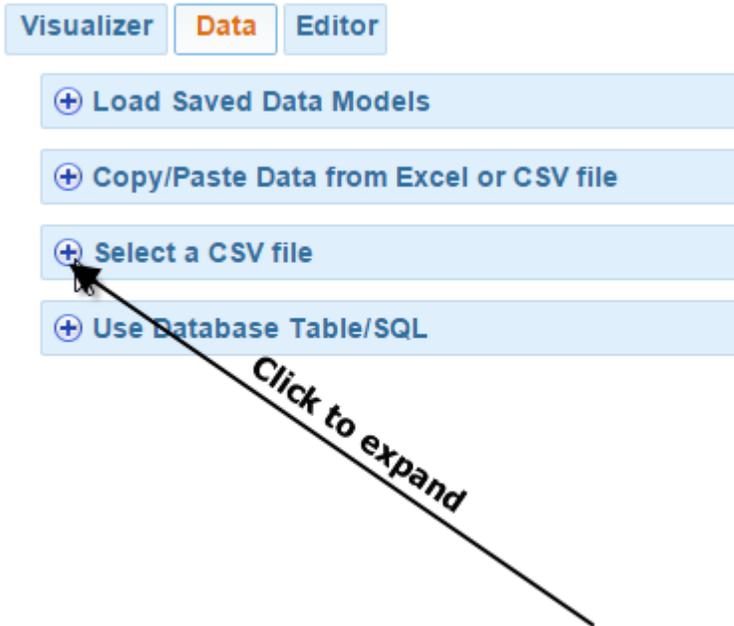


### 3. Switch to the Data Tab

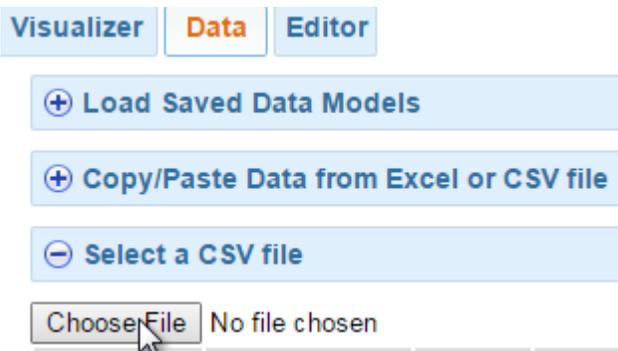


#### 4. Expand CSV file node

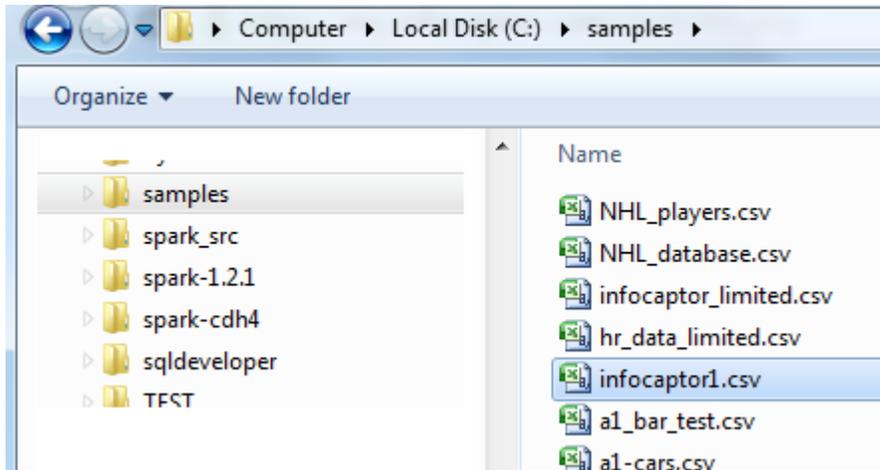
<https://my.infocaptor.com/dash/mt>



#### 5. Click on the CSV file button



### 6. Select the file infocaptor1.csv



### 7. Dimensions and measures

**Change Properties**

**Visualize As**

Normal Pivot ▾

**+ Analysis Options**

**- Dimensions**

- Category
- Census\_Division
- Customer\_Class
- Product\_Line
- Region\_lookup
- Ship\_Priority
- State
- Warehouse
- affiliate
- ord\_date

**- Measures**

- count
- discount
- order\_year
- profit
- qty
- sales
- ship cost
- unit price

**+ Formulas**

### 8. Create date hierachy

Right click on the "ord\_date" field and select "Create Date Hierachy"

Change Properties

Visualize As 

Normal Pivot ▾

+ Analysis Options

- Dimensions

- Category
- Census\_Division
- Customer\_Class
- Product\_Line
- Region\_lookup
- Ship\_Priority
- State
- Warehouse
- affiliate
- ord\_date

right click on ord\_date

- Meas

- count
- discou
- order\_
- profit
- qty
- sales
- ship cost
- unit price

+ Formulas

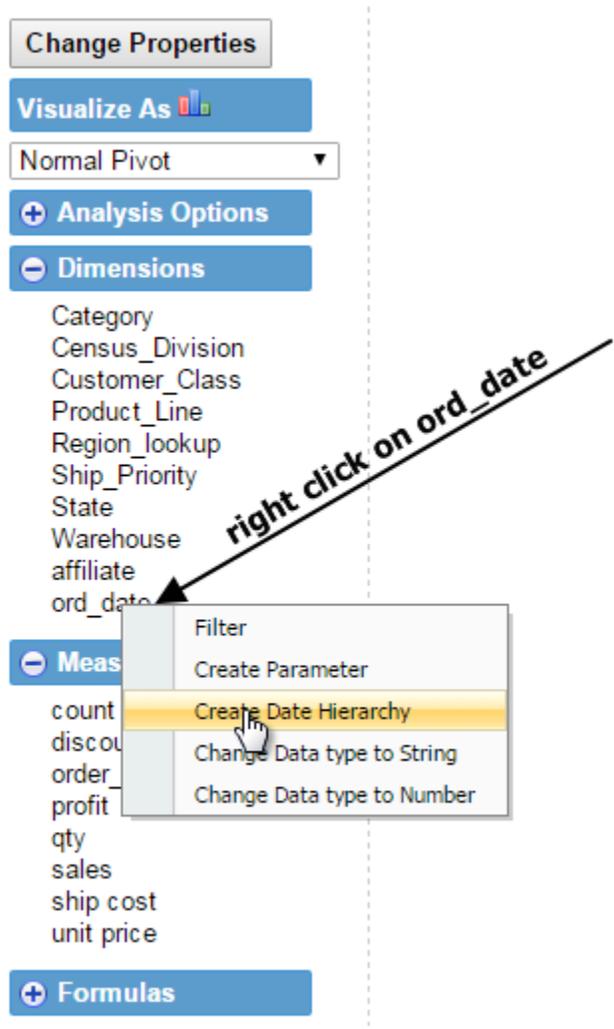
Filter

Create Parameter

Create Date Hierarchy

Change Data type to String

Change Data type to Number



**Dimensions**

- affiliate
- Category
- Census\_Division
- Customer\_Class
- ord\_date
- ord\_date\_day
- ord\_date\_mth\_name
- ord\_date\_mth\_num
- ord\_date\_qtr
- ord\_date\_week\_day
- ord\_date\_year
- ord\_date\_yr\_qtr
- Product\_Line
- Region\_lookup
- Ship\_Priority
- State
- Warehouse

The date hierarchy operation creates additional useful columns so that you can perform aggregate analysis by year, quarter, month, week and day of month

**9. Change ord\_date\_year to string type**

The screenshot shows a list of dimension fields on the left. A context menu is open over the 'ord\_date\_year' field, with the option 'Change Data type to String' highlighted. In the background, a timeline chart is visible with a vertical axis labeled '0' and a horizontal axis labeled '2005'.

**Measures**

- count

Data is now loaded and ready for analysis

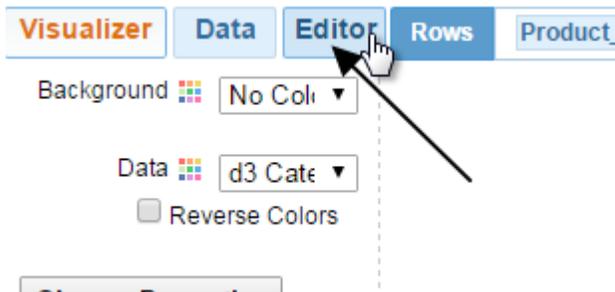
**Build Chart 1 : Sales by year and product line**



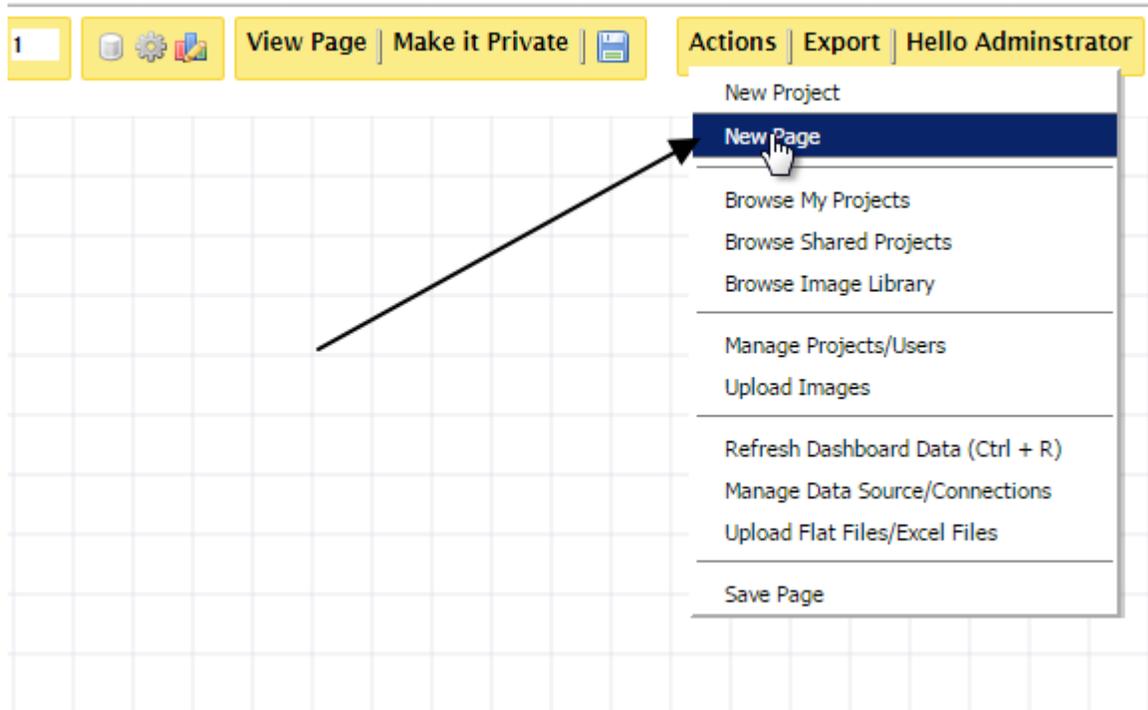
1. Drag "Product Line" to Rows bucket
2. Drag "ord\_date\_year" to Cols bucket
3. Drag "Sales" to Values bucket
4. Select "Vertical Bar [Stack]" from the Visualization Picker

### Add Chart 1 to Dashboard

1. Switch to Editor Tab



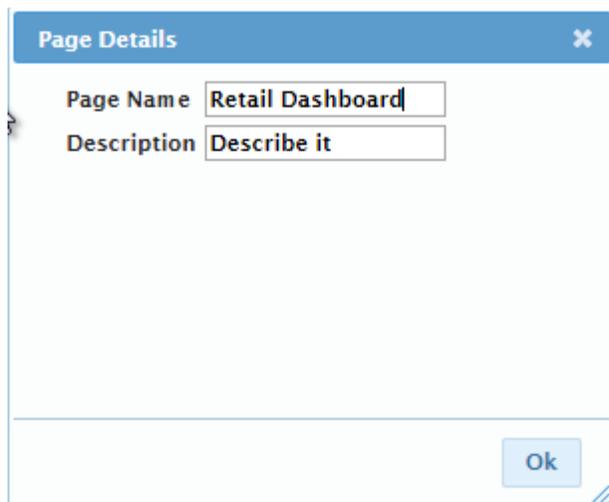
## 2. Create new dashboard page



1. Click on "Actions" menu

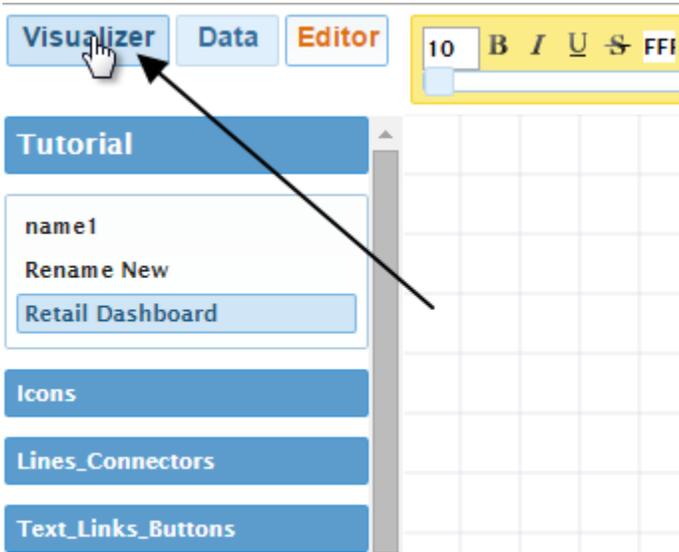
2. Select "New Page"

## 3. Give a name to dashboard

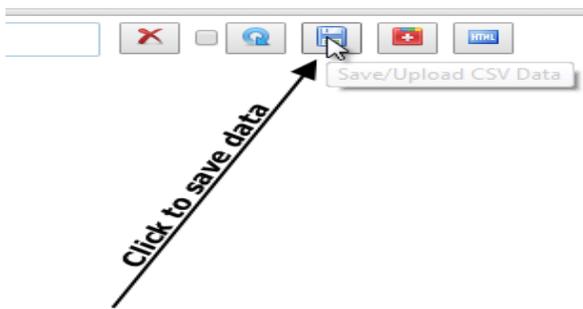


Let us call this "Retail Dashboard"

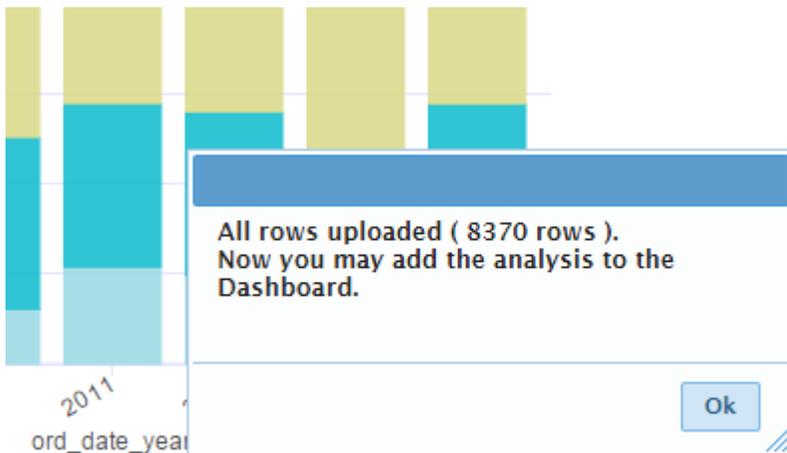
#### 4. Switch to Visualizer Tab



#### 5. Save Data



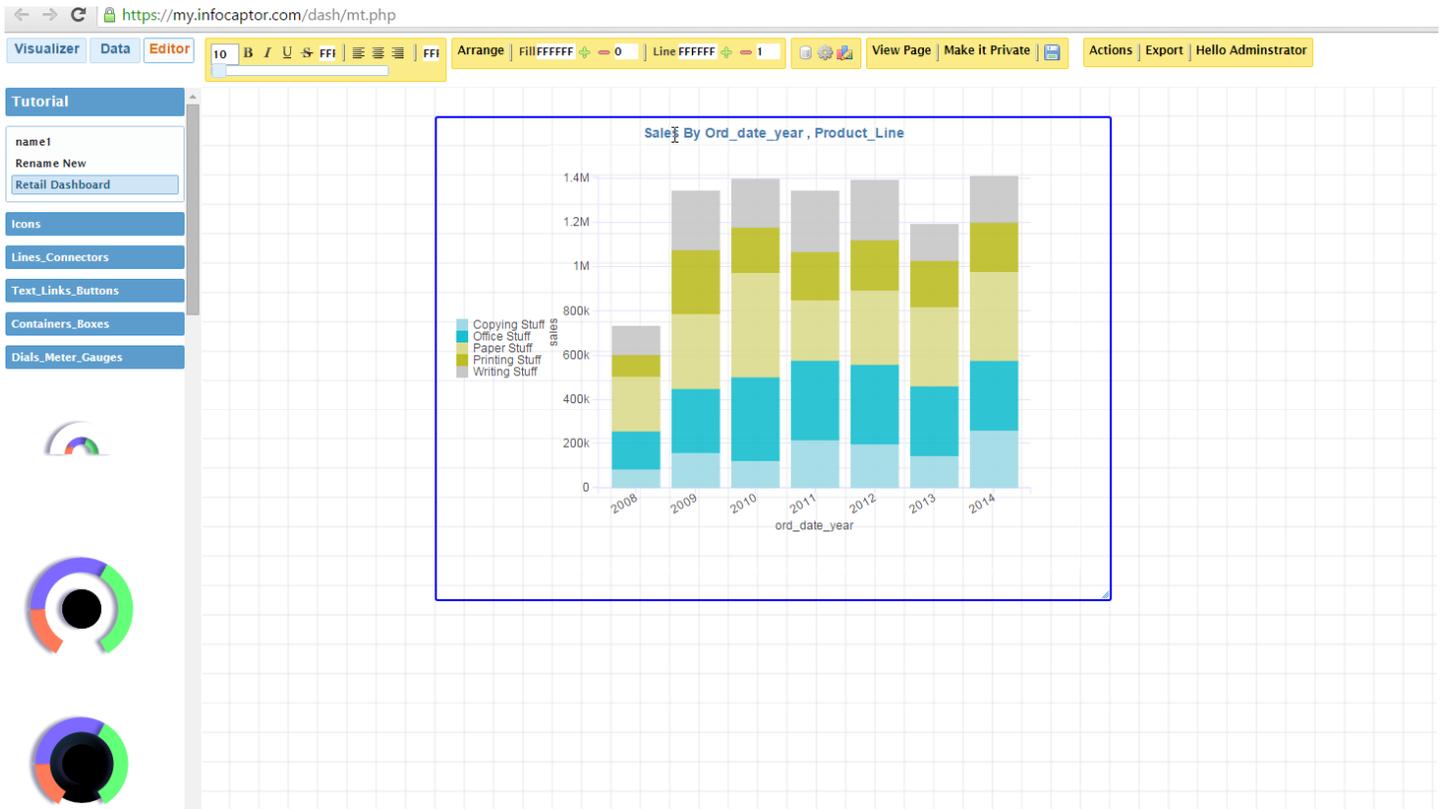
Confirmation of data load complete



### 6. Add analysis to dashboard

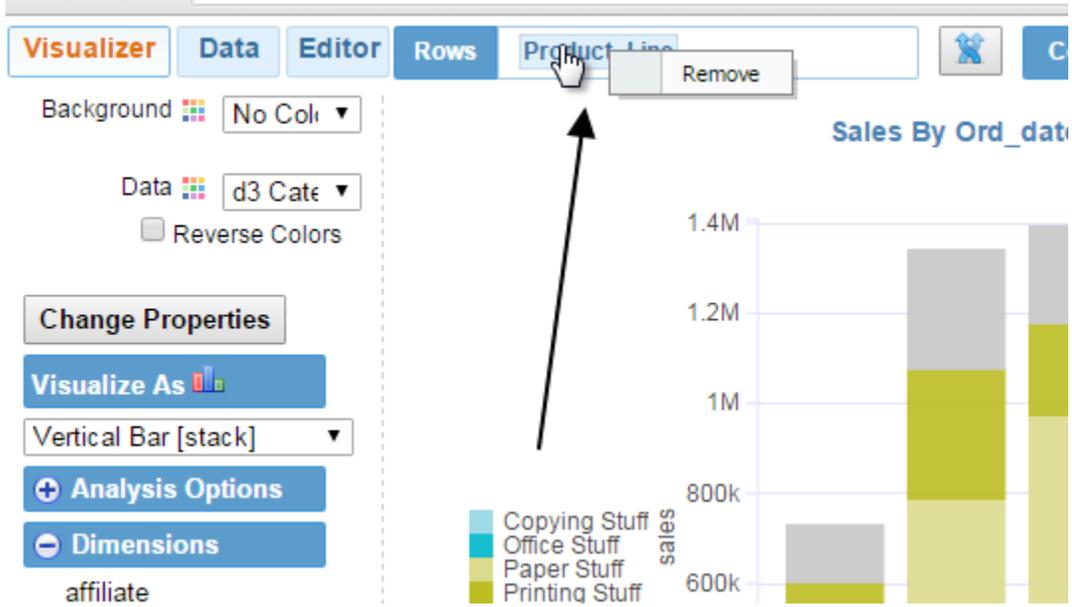


### 7. First chart on dashboard

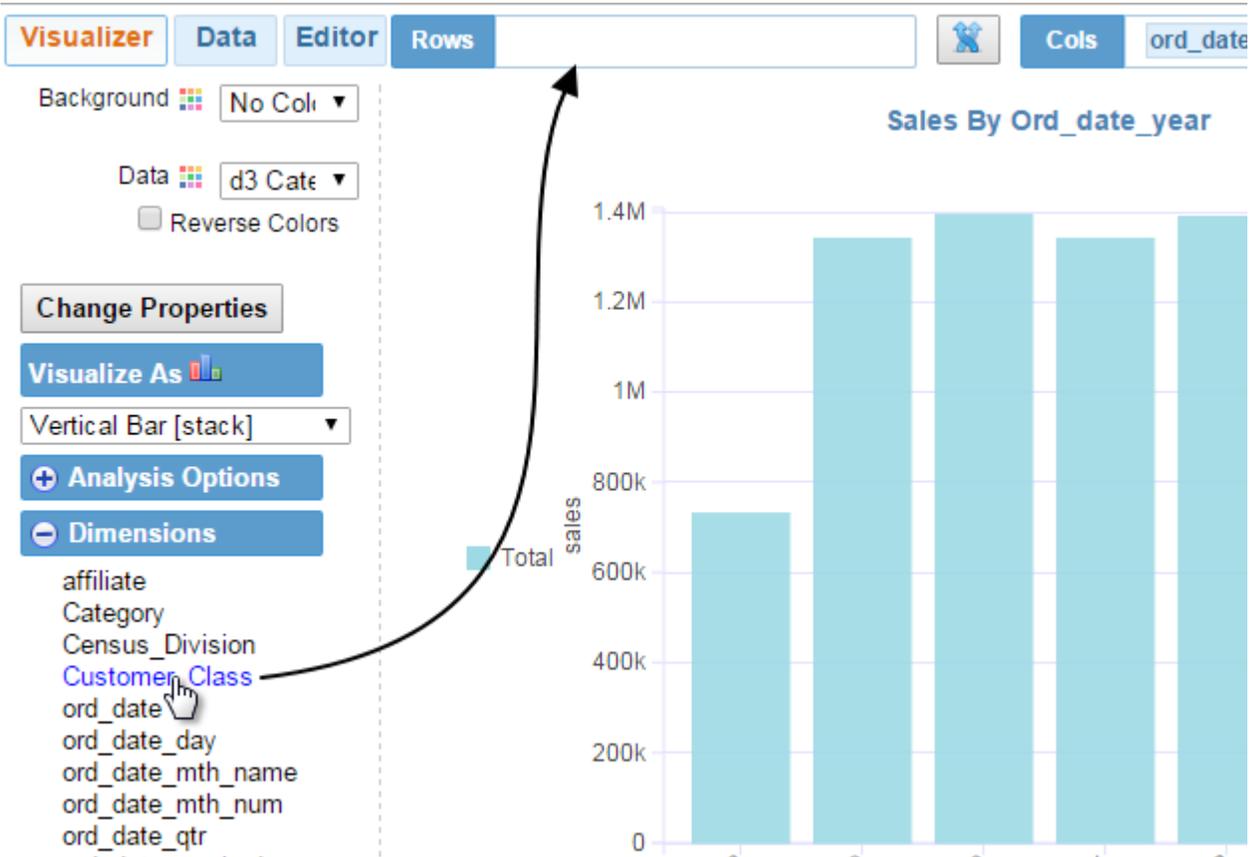


## Build Chart 2 : Sales by year and Customer Class

1. Switch to the Visualizer Tab
2. Remove the product line dimension from Rows bucket



### 3. Add Customer Class to Rows bucket



4. Chart 2 complete



5. Click on "Add analysis to dashboard button"



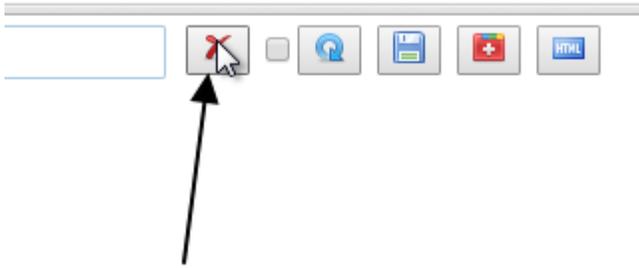
Note: We do not need to save the data for adding new charts to the dashboard. All charts on the same dashboard will be using the same data set that is already saved in prior step.

This completes two charts on the dashboard. As you notice the subsequent addition operation stacks the incoming chart just below the prior chart.

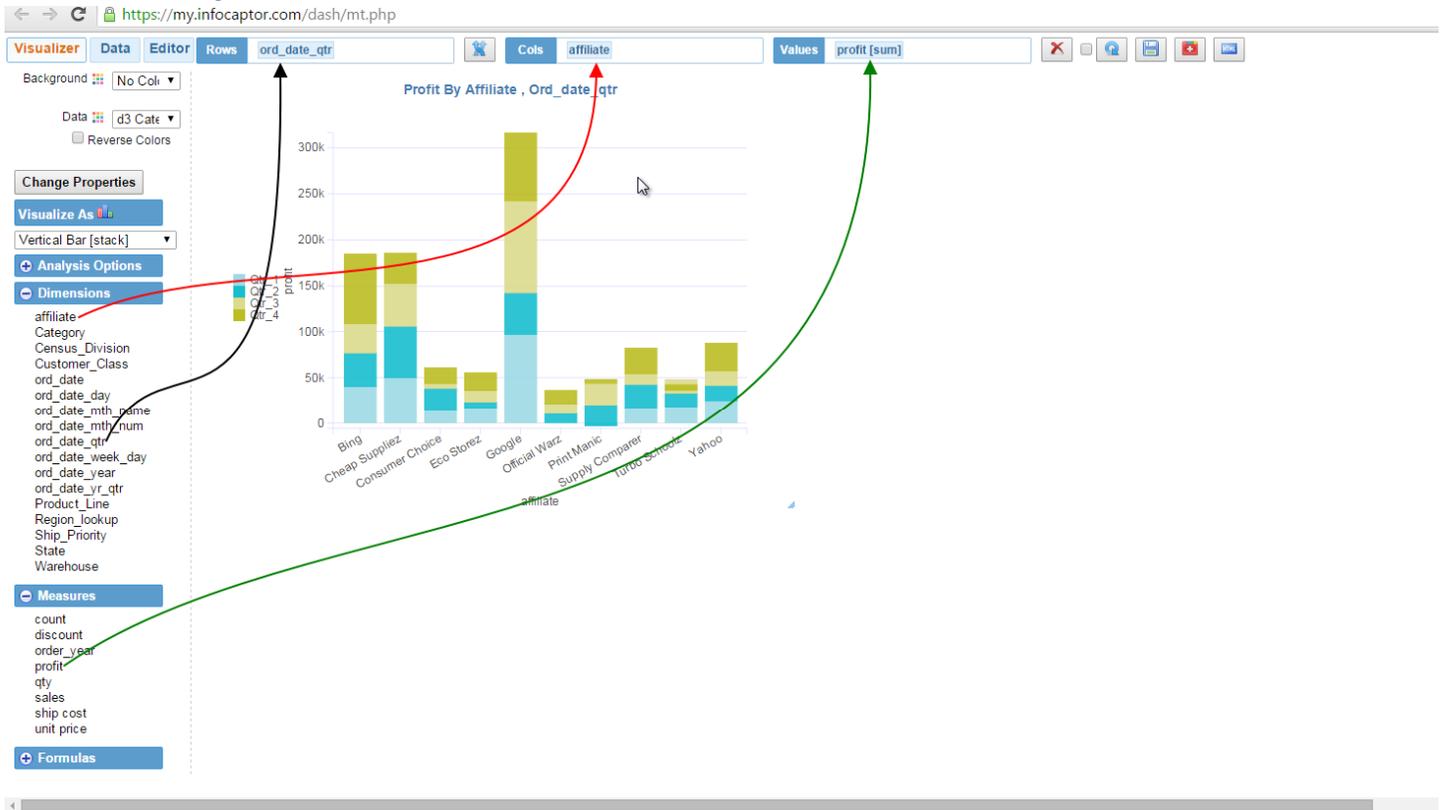
Build Chart 3 : Profit by affiliate and quarter

1. Switch to the Visualizer Tab

2. Reset the analysis



3. Build new analysis



Add ord\_date\_qtr to the Rows bucket

Add affiliate to the Cols bucket

Add profit to the Values bucket

### 4. Change legend position

The screenshot shows the Infocaptor dashboard with a visualization titled "Profit By Affiliate , Ord\_date\_qtr". The chart is a stacked bar chart showing profit by affiliate across four quarters (Qtr\_1 to Qtr\_4). The y-axis represents profit, ranging from 0 to 300k. The x-axis lists various affiliates. The legend is currently positioned outside the chart area.

The Properties panel on the right is open to the "Miscellaneous" section. The "Show Legend" option is set to "Inside". The "Legend X" property is set to -150. A red box highlights the "Show Legend" and "Legend X" options, with an arrow pointing to the "Inside" radio button. Another arrow points to the "Legend X" value field, indicating a change to -150.

Annotations on the image provide the following steps:

1. click to change properties (points to the "Change Properties" button)
2. look under Miscellaneous (points to the "Miscellaneous" section in the Properties panel)
3. Select "inside" for Show Legend (points to the "Inside" radio button)
4. Change X offset for the legend (points to the "Legend X" value field)

### 5. Change to Vertical group bar

Background No Colr ▾

Data d3 Cate ▾

Reverse Colors

Change Properties

Visualize As

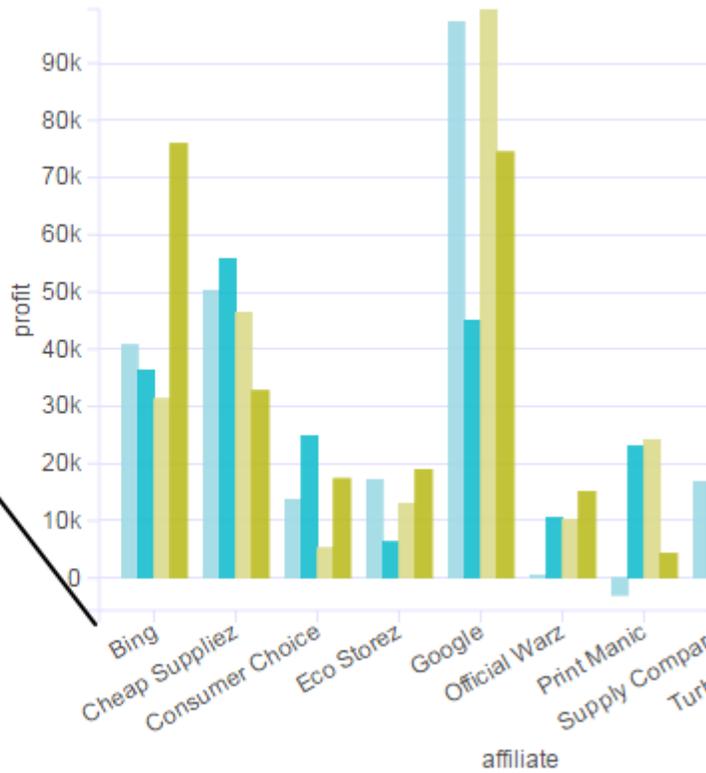
Vertical Bar [group] ▾

+ Analysis Options

- Dimensions

- affiliate
- Category
- Census\_Division
- Customer\_Class
- ord\_date
- ord\_date\_day
- ord\_date\_mth\_name
- ord\_date\_mth\_num
- ord\_date\_qtr
- ord\_date\_week\_day
- ord\_date\_year
- ord\_date\_yr\_qtr
- Product\_Line
- Region\_lookup

Profit By Affiliate , Ord\_date\_c



### 6. Change color palette

1. Invoke Color Picker

2. change color palette

affiliate	Qtr_1	Qtr_2	Qtr_3	Qtr_4
Bing	40k	30k	75k	30k
Cheap Supplierz	50k	55k	45k	15k
Consumer Choice	15k	25k	15k	15k
Eco Storez	15k	15k	15k	15k
Google	95k	95k	75k	15k
Official Warz	10k	10k	15k	15k
Print Manic	25k	25k	15k	15k
Supply Comparer	15k	25k	15k	15k
Turbo Schools	15k	15k	15k	15k
Yahoo	25k	15k	15k	30k

### 7. Add analysis to dashboard

### Build Chart 4 : Profit by Category and quarter

- 1. Remove "affiliate" from Cols bucket
- 2. Add "Category" to Cols bucket

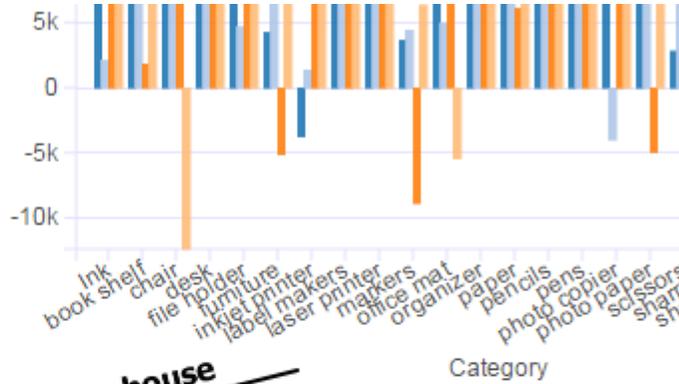


- 3. Add this chart to the dashboard

### Build Parameter 1 : Radio control for Warehouse

- 1. Right click on Warehouse
- 2. Select 'Create Parameter'

affiliate  
Category  
Census\_Division  
Customer\_Class  
ord\_date  
ord\_date\_day  
ord\_date\_mth\_name  
ord\_date\_mth\_num  
ord\_date\_qtr  
ord\_date\_week\_day  
ord\_date\_year  
ord\_date\_yr\_qtr  
Product\_Line  
Region\_lookup  
Ship\_Priority  
State  
Warehouse



1. right click on Warehouse

2. select "Create Parameter"

- Filter
- Create Parameter**
- Create Date Hierarchy
- Change Data type to String
- Change Data type to Number

### 3. Select "Radio" control

Filter Condition
✕

**Field :Warehouse**

Shift/Ctrl + mouse click for multiple selection

Central W05  
North West W01  
South West W02  
North East W03  
South East W04

Checkbox
 Radio button
 Single Select
 Multiple Select

Add as Parameter to Dashboard

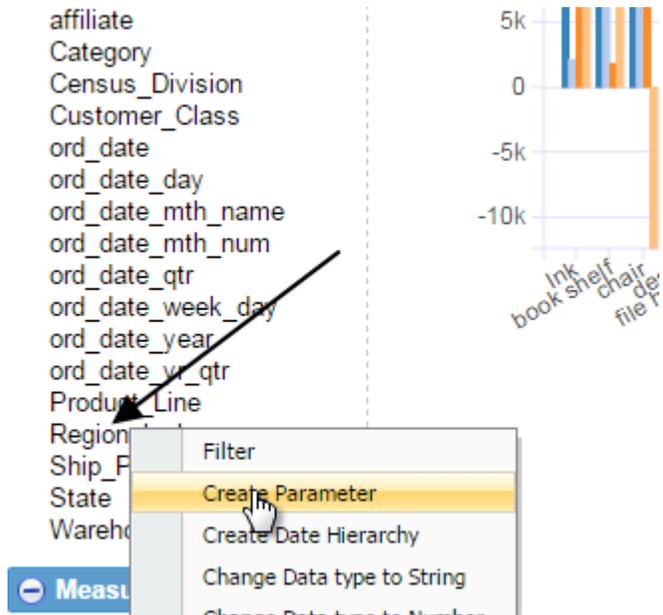
### 4. Click on "Add as Parameter to Dashboard"

The screenshot shows the Infocaptor dashboard interface. On the left is a sidebar with a 'Tutorial' section and a 'Warehouse' filter dropdown menu. The main area contains four charts:

- Sales By Ord\_date\_year, Product\_Line:** A stacked bar chart showing sales from 2008 to 2014, categorized by product lines: Copying Stuff, Office Stuff, Paper Stuff, Printing Stuff, and Writing Stuff.
- Profit By Affiliate:** A grouped bar chart showing profit for various affiliates like Bing, Cheap Supplez, Consumer Choice, Eco Storez, Google, Official Warz, and Pnn S.
- Sales By Ord\_date\_year, Customer\_Class:** A stacked bar chart showing sales from 2008 to 2014, categorized by customer classes.
- Profit By Category:** A grouped bar chart showing profit for different categories.

## Build Parameter 2 : Checkbox control for Region

1. Switch to the visualizer Tab
2. Right click on Region Lookup
3. Select "Create Parameter"



4. click "Add as Parameter to Dashboard"

**Filter Condition** [X]

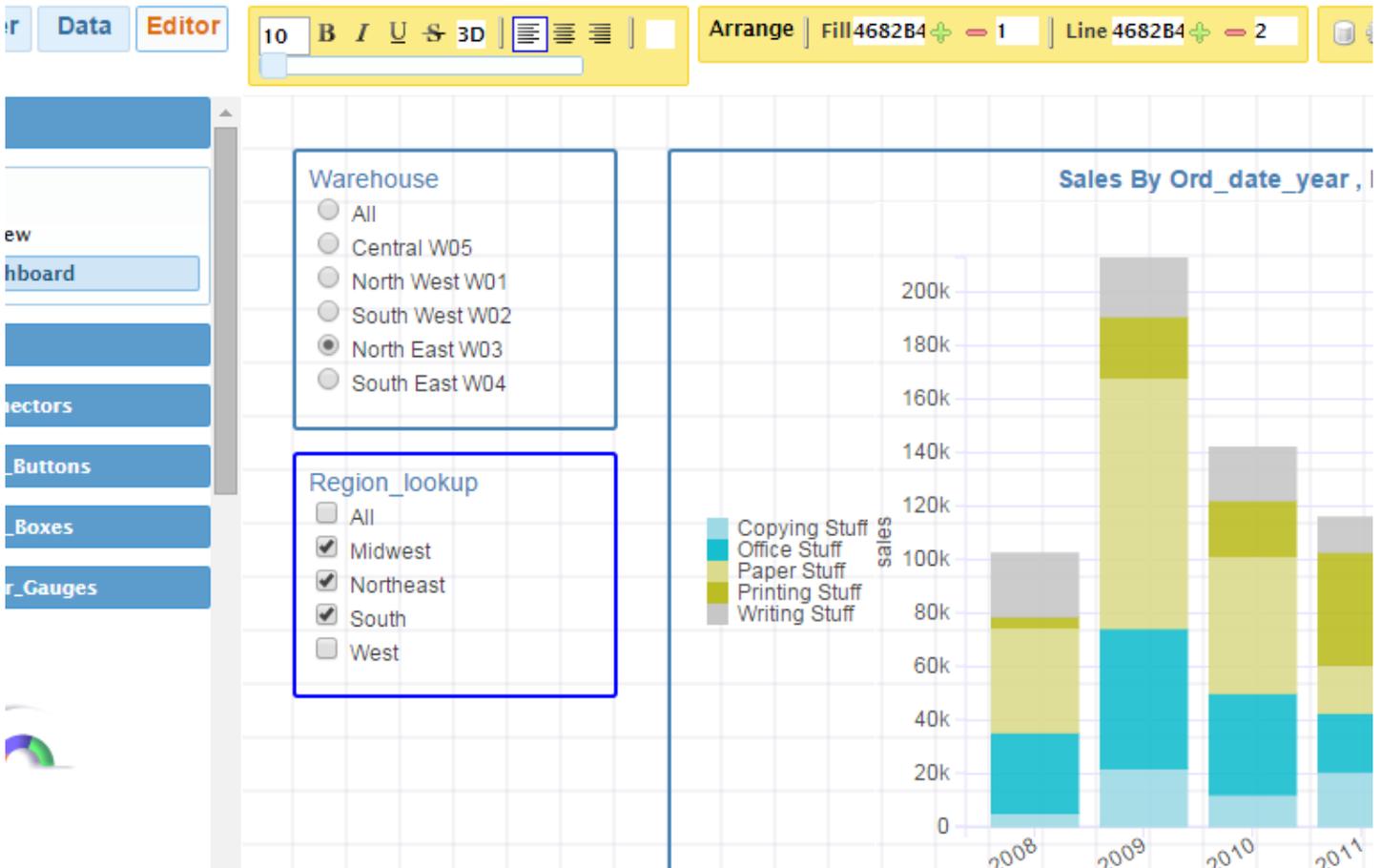
Field :Region\_lookup

Shift/Ctrl + mouse click for multiple selection

Midwest  
Northeast  
South  
West

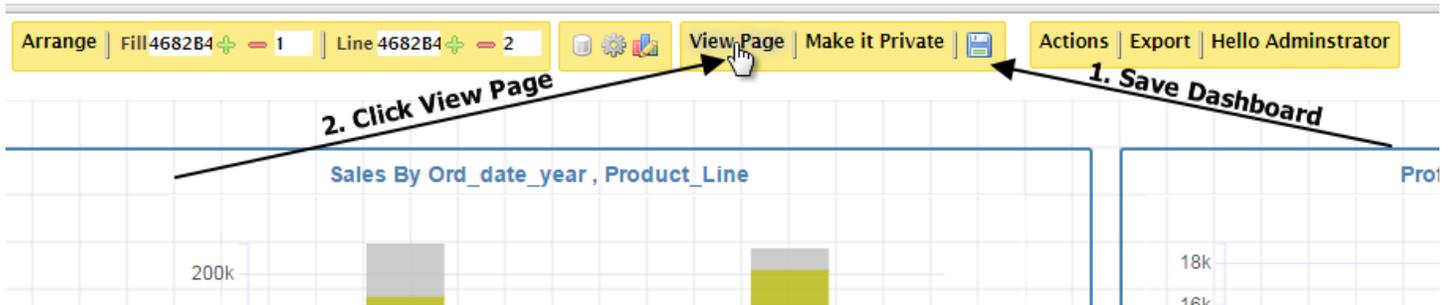
Checkbox  Radio button  Single Select  Multiple Select

**Add as Parameter to Dashboard**

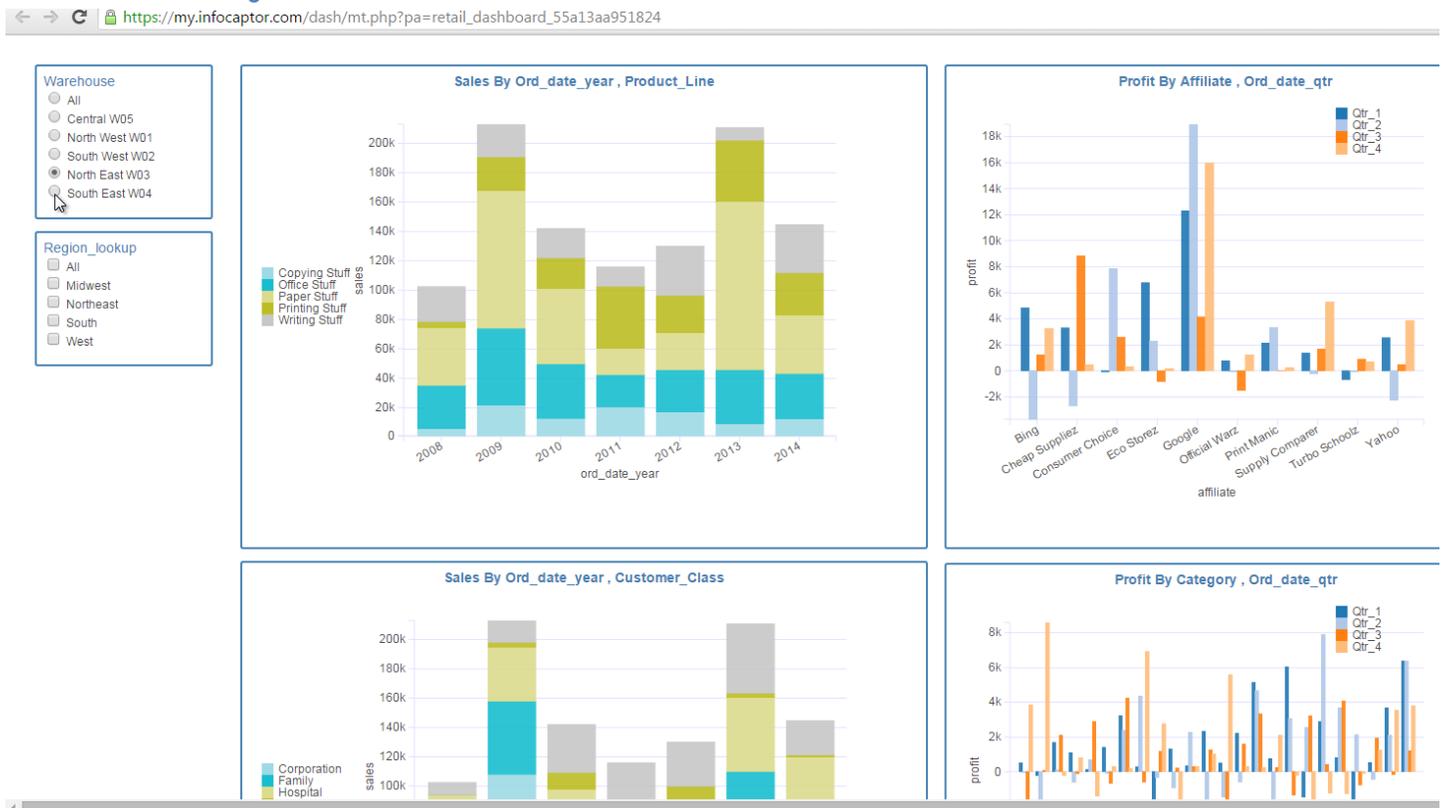


## Save the Dashboard and Publish

1. Click on the Save button to save the dashboard



2. Click on "View Page" to view dashboard



Checkout the complete video tutorial : <https://vimeo.com/133233689>

Here is the interactive dashboard we just finished building in this tutorial

[https://my.infocaptor.com/dash/mt.php?pa=retail\\_dashboard\\_55a13aa951824](https://my.infocaptor.com/dash/mt.php?pa=retail_dashboard_55a13aa951824)