USA Trade Online

New Features Guide

USA Trade Online – New Features Guide

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A. Navigation

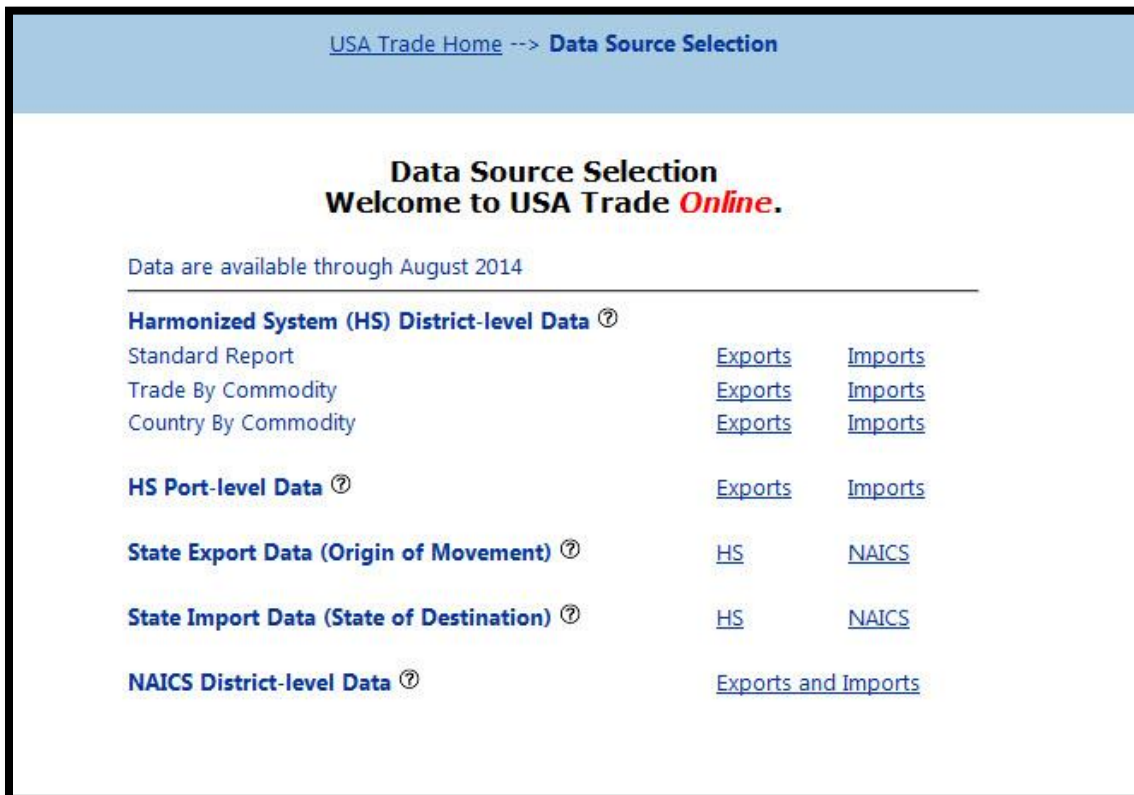USA Trade Online (UTO) now uses a bread-crumb navigation as shown in the image below:

Figure A.1 Breadcrumb Navigation

Here is the description of each link:

- USA Trade Home – is the main home page for UTO
- Data Source Selection – will take you to the Data Source Selection screen shown below
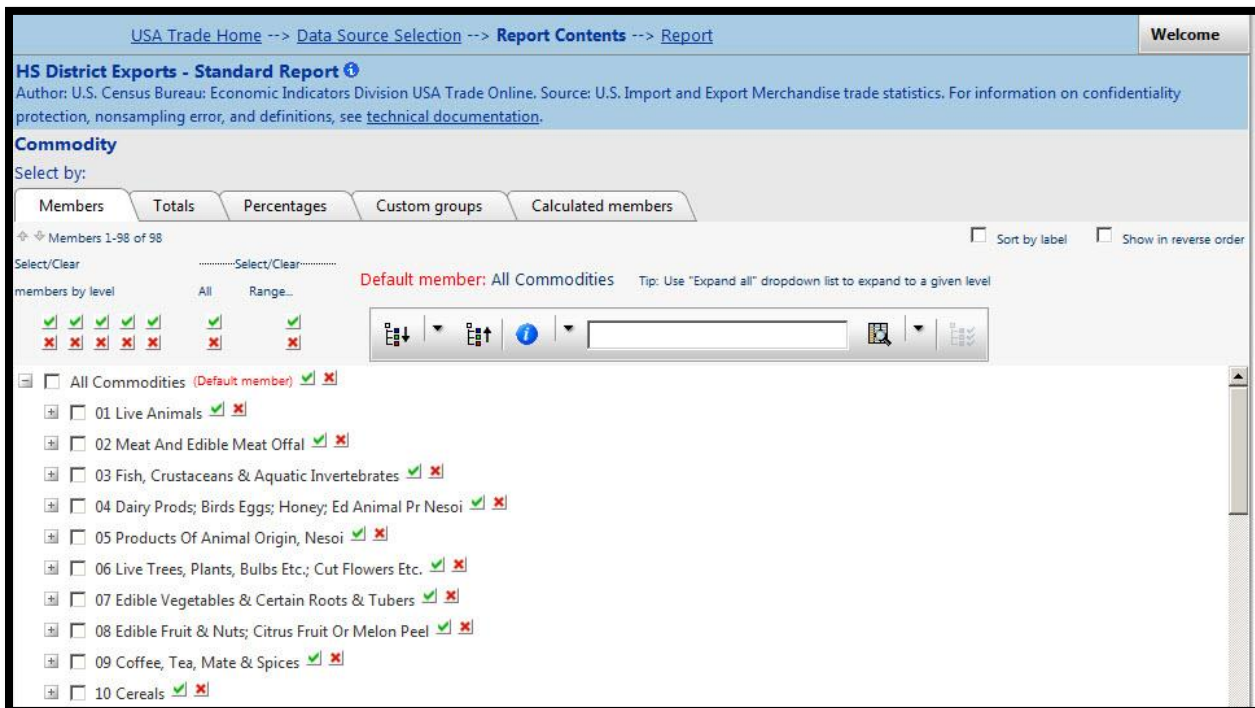
Figure A.2 Data Source Selection

- Report Contents – will take you to the report selection page, where you make the selection for dimensions (country, commodity,…etc.) and measures (total exports, quantity,…etc.). Refer to the image below (Figure A.2)

Figure A.3 Report Contents

- Report – once selection has been made above, the report link will take you to the table view as shown below:

Figure A.4 Report

B.Emailing Report Definitions

Report definitions from existing reports can be saved and emailed to other subscribers for use.

To save and email a report definition:

1) From the Table view, select **Email report definition** on the toolbar. The **Email report definition** dialog appears.

2) Enter one or more recipient addresses (separated by a comma).

3) Click **OK**.

Figure B.1 Emailing Report Definitions
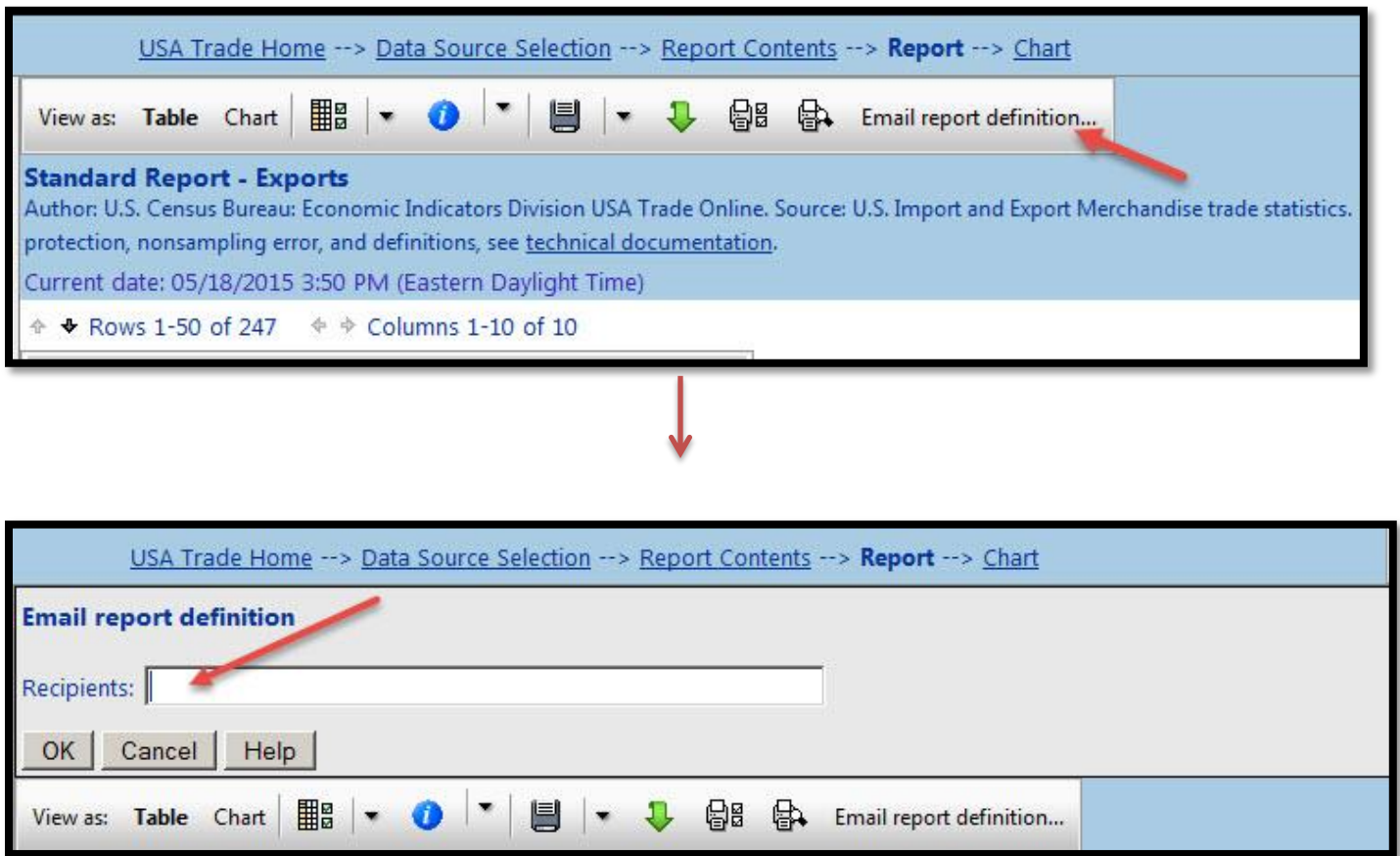
A file with a *PRD extension (Perspective Report Definition, specified reciepient(s)) is generated and emailed to the specified recipient(s). The file contains a "cube" ID and all necessary elements of the report definition required to regenerate the report.

The recipients can import the PRD file into Perspective.

C. Calculated members tab

This dialog appears when creating a new calculated member (by clicking on the **calculated member** tab as shown in the image below) . This becomes useful if you wish to get an output using a function such as "addition", multiplication...etc. For example if you would like to see the combined exports of "Meat" and "Fish", you'd sum these two commodities using the "addition" function located in the "calculated members" tab as shown in the images below.

Figure C.1 Calculated Members Tab
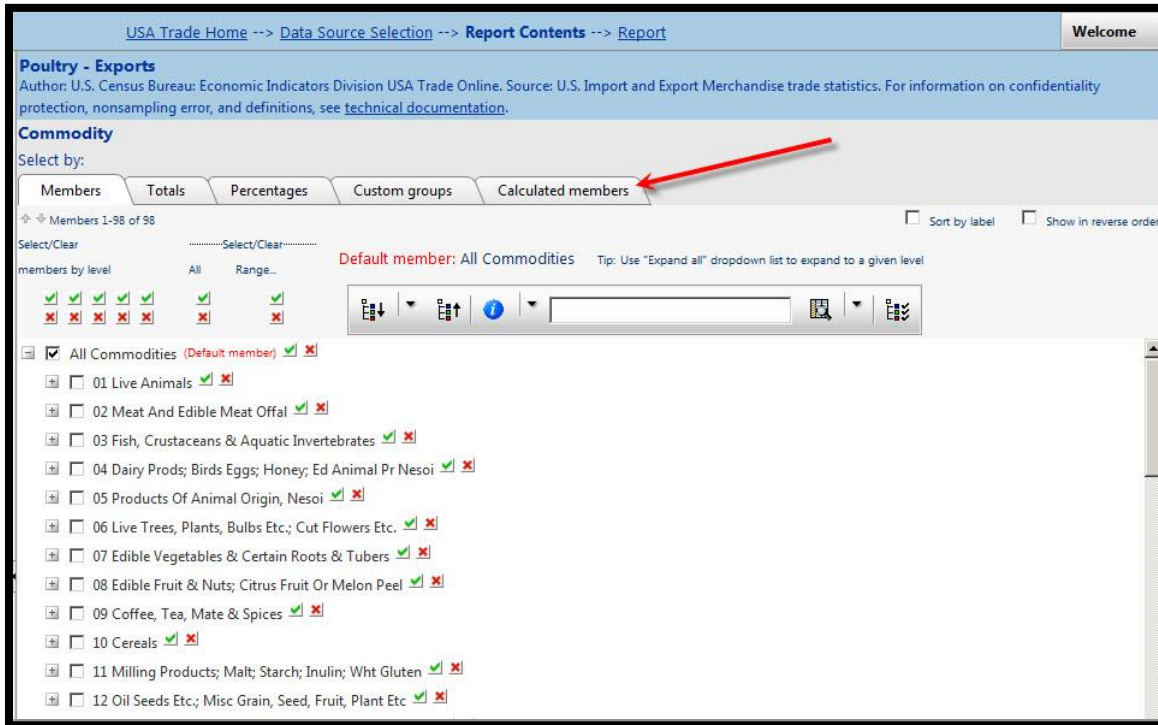
Once you are in the "Calculated Members" tab, click on **[Create new calculated member]** button to define the calculated member:

Figure C.2 Create Calculated Member

1) Enter a **Member name** for the calculated member. This is the name that appears on the **Calculated members** tab and in the table when the calculated member is selected.

2) If applicable, click on a specific member (from the lower portion of the page) to include it in the formula.

3) Click on the operator buttons (**[+] [-]** etc.) to the right of the formula box to include them in the formula.

4) Click the **Number...** button to enter a numeric constant and include it in the formula. The text in the formula box is not directly editable. Note: The last formula entry (variable, operator or constant) can be erased by clicking the **Delete last entry** button. The entire formula can be cleared by clicking the **Clear formula** button.

5) Select the **Use fully qualified member names** checkbox to display the Unique Variable Names instead of Keys.

6) When complete, click **Create calculated member**.

To edit an existing calculated member:

1) On the **Calculated members** tab, click on the existing calculation.

2) On the **Edit calculated member** dialog, make the necessary modifications.

3) When complete, click the **Update calculated member** button to return to the **Calculated members** tab of the dimension definition page.

D.   Downloading Report Data

To open the **Download report data** dialog, do one of the following:

- Click **Download report data** on the toolbar of a table.

- Select **File** menu > **Download report data**.

To download a report's data to your computer or to email to a colleague, select a download format, a data format (and optionally an Email address) and then click **OK**.

- The following **download formats** are provided:

- CSV - Comma-delimited or semicolon-delimited ASCII format. A Windows **Save As** dialog box appears. Choose a file name and location, and then click **Save**.

- XML - XML Spreadsheet for Excel. Reports saved in this format resemble the original report in their colors and formatting. Choose a Data Format and click **OK**. For more information, see Data Format (below). This option creates an XML file for use with MS Excel 2003 or later. Note that files saved in this format cannot be opened by earlier versions of Excel. Note: To preserve server resources, there are site limits for the number of data cells that can be downloaded to each format. The download limit is set by the site administrator. If your report exceeds the limit, you will have to remove some selections to reduce its size.

Information regarding Downloading to XML and CSV

Data Formats:
- One worksheet per report (.xml only) - The .xml file opens in Excel as a workbook with the REPORT worksheet showing all the report's dimensions.

- One worksheet per 2-dimensional data slice (.xml only) - The .xml file opens in Excel as a workbook with a REPORT_# worksheet for each 2-dimensional data slice in the report.

- Multi-dimensional (.csv only) – The .csv file resembles the layout of the Perspective report and preserves any multi-dimensionality that may be contained along the rows and/or columns.

- List format – The report generates one numeric Excel worksheet or.csv file that contains one record for each combination of non-measure dimensions. The data columns contain cell values - one per measure if a measures dimension is present, or one per cell. Suppression, sort, reduction and ranking are ignored if this format is selected.

- Sparse list format - Empty rows and columns (those that contain no data values) will be eliminated from the Excel worksheet. Otherwise this format is the same as the List format.

E. Rearranging a Report

To open the **Rearrange report** dialog, do one of the following:

- Click **Table options** ▦ **Chart options** ▥ > **Rearrange report**.
- Select **View** menu > **Table options** / **Chart options** > **Rearrange report**.

When repositioning more than one or two dimensions, the **Rearrange report** dialog is faster than dragging and dropping.

- You can perform the following actions in this dialog:

- Move dimensions from a dimension area to any other dimension area. (The areas are Rows, Columns, and Slicers.)

- Nest one or more dimensions inside another. Nesting dimensions enables you to have more than one dimension on the rows or the columns. Note: All reports must have at least one row and one column dimension.

- Change the order of the measures and/or the order of the members sets (i.e. Members, Custom Groups, Custom Bands and Time Series) using the **Order of measures** and **Order of selections** areas and their associated buttons.

To set the dimension order:

- Use the left ◁ and right ▷ arrow buttons to move a single dimension between the Row, Column, and Slicer dimension areas.

- Use the double arrow buttons   to move all the dimensions out of a dimension area at once.

- Use the Move to top , Move up , Move down , and Move to bottom arrow buttons to nest dimensions in the desired order. The first dimension at the top of the dimension list for an area will appear in the outermost position. The remaining dimensions will nest inside the first in the order they appear in the list.

- When arranging the dimensions is complete, click **OK.**