BI Office Importing a List

BI Office Data Discovery list builder allows users to import a list of items from an external source, copy and paste from the clipboard, or import a delimated file. Users can create custom sets from them to use in the reports.

▶ Identify the List and Cube

Identify the **list** that will be imported and used to create a **custom set**.

Open a new **Data Discovery** report that contains the data **Cube** that the **custom set** will fit into.
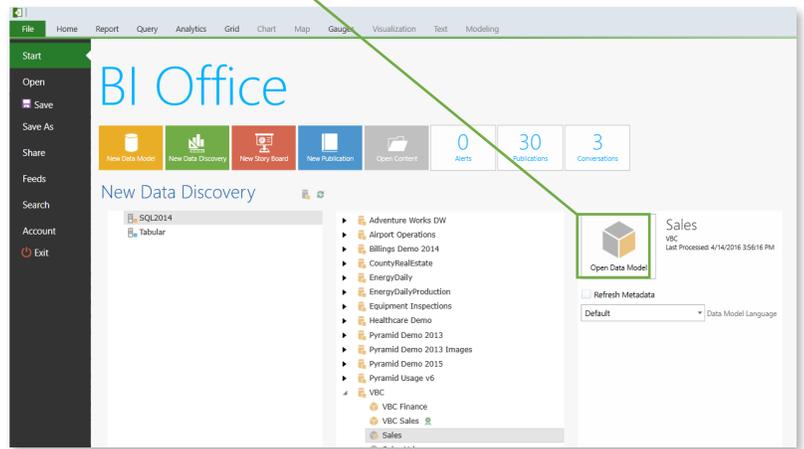
▶ Import the List

From the **Analytics** tab, select the **List Builder** button.
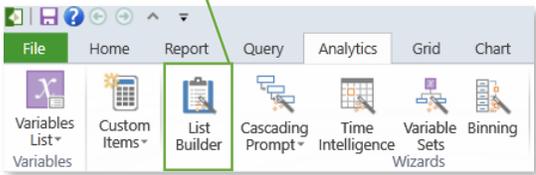
Choose which method to **import** the list. **Cut and paste** the items from the excel sheet, or any external list into the editor **window**.

Generate a list of **random** dimension members to build the custom set.

Browse to the file and directly import it.

Note* any items imported into a custom set must exist in the cubes as dimension members already.
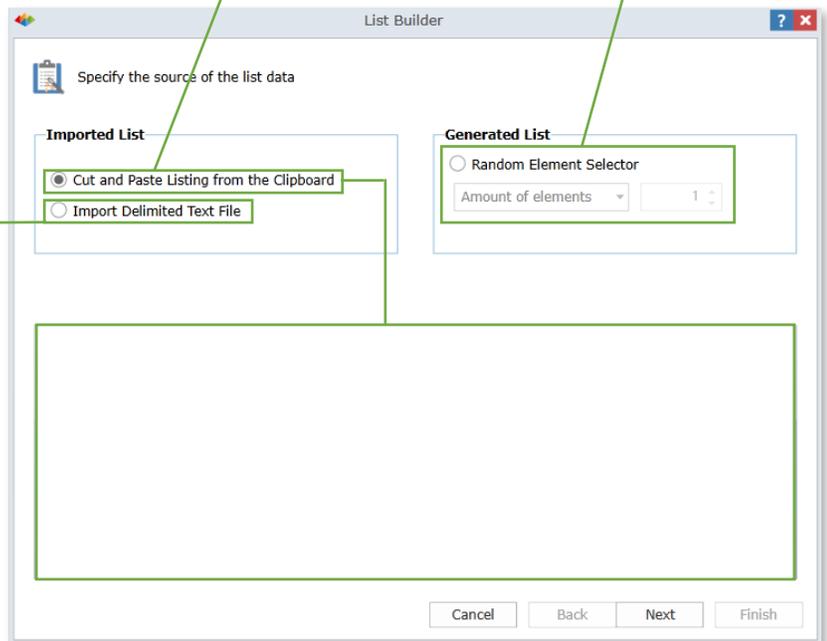
Import the List by Cut and Paste

From the excel sheet, copy and paste the first **column** of data. Paste it into the editor window. Click **Next**.
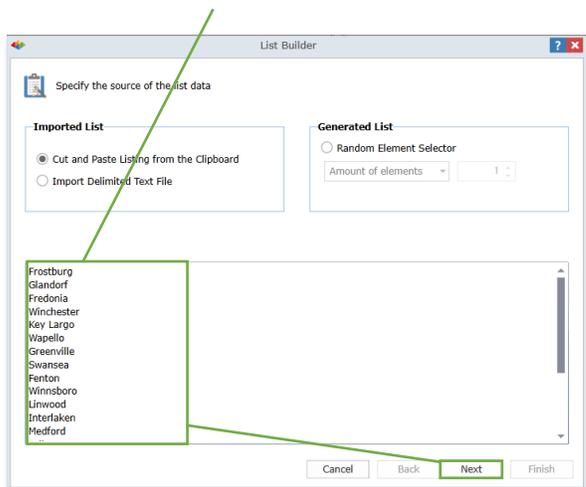
Select the correct dype of **Delimiter** that correspondes to the data type.

To see the members populate on a separate line, under **Line Delimiter** choose **Carrriage Return**. Choose **Line Feed** for all members to show up in **one line**.
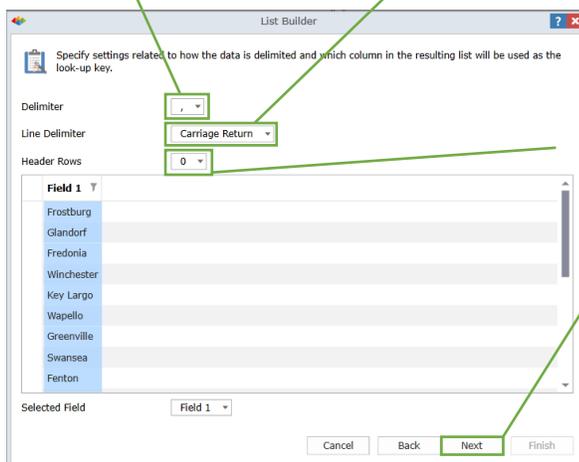
Select the correct number of **Header Rows**, in this instance choose **0** to include all members in the list and none in the **header**. Click **Next**.

Map the list of **members** to the correct **dimension**, **Hierarchy**, **Level**, and **Property** that contains them.

Choose to create a **Custom Set** or a single item that is a **Custom Member** which will aggregate all of the members into a single value.
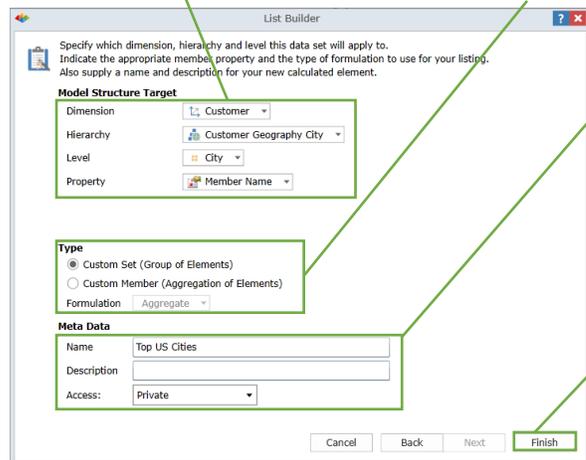
Name the custom set, provide a **description** if desired, choose the type of **Access**, then click **Finish**.

Navigate to the **Columns** hierarchy pane and double click on the **hierarchy**.
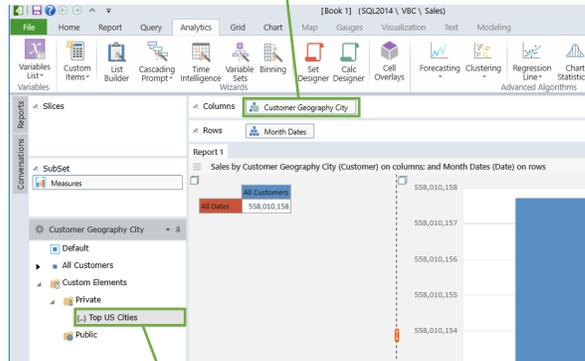
Expand the **Custom Elements** folder, then open the **Private** folder. Notice the custom set is located here. **Click** on it.

Run the Query.

Import the List Directly

From the **List Builder**, select Import **Delimited Text File**. Then select **Open File**. Navigate to the excel CSV file, **Open** it, then click **Next** on the List Builder editor window.

Choose the correct **Model Structure Target**, **Type**, and **Meta Data**, then click **Finish**.
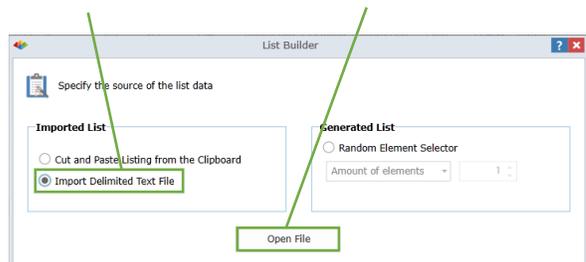
Select the correct number of **Header Rows**, then click **Next**.