Quick Start Card 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.

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1	Top Cities for (Quantiy Purchase	d Per Customer				
5							
3							
4		Qtr 1 2015	Qtr 1 2015	Qtr 2 2015	Qtr 2 2015	Qtr 3 2015	Qtr 3 2015
5		Customer Count	Quantity per Customer	Customer Count	Quantity per Customer	Customer Count	Quantity per Custor
6	Frostburg						
7	Glandorf					2	
8	Fredonia						
9	Winchester			2	2		
10	Key Largo	7	2	2	1	3	
11	Wapello					1	
12	Greenville						
13	Swansea			3	1		
14	Fenton	1	. 1				
15	Winnsboro			1	2	1	
16	Linwood	2	1	2	3	2	
17	Interlaken						
18	Medford	1	. 1	3	2	2	
19	Pelham	1	. 1	1	1	1	
20	Millersport						
21	Henryetta						
22	Valley Forge			1	1	2	
23	Florissant	4	2	2	4	1	
24	Lathrop					2	
25	Glenns Ferry	1	. 1				
26							
27							
	Top US Ci	ties For Quantity per					1

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.

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File	Home	Report	Query	Analytics	Grid	Chart	
Variables List* Variables	Custom Items*	List Builder	Cascading Prompt •	Time Intelligence	Variable Sets Wizards	Binning	

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.

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Browse to the file and directly import it.	Imported List Cut and Paste Listing from the Clipboard Timport Delimited Text File	Generated List	
Note * any items imported into a custom set must exist in the cubes as dimension members already.		Cancel Back Next	Finish



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**.

Imported List Cut and Paste Listing from the Clipboard Import Delimited Text File 	Generated List Random Element Selector Amount of elements * 1 ;
Frostburg Glandorf Fredonia Winchester Key Largo Wapello Greenville Swansea Fenton Winsboro Linwood Interlaken Medford	

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.



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.

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•		List Builder	? ×
Specify	the source of the list data st PastelListing from the Clipboard elimited Text File	Copen File	1:

Header Rows

0 *

Select the correct number of **Header Rows**, then 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**.

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.





