

# Quick Start Guide

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**PETROWRANGLER**

"Delivering timely information to the oilfield"

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# PETROWRANGLER

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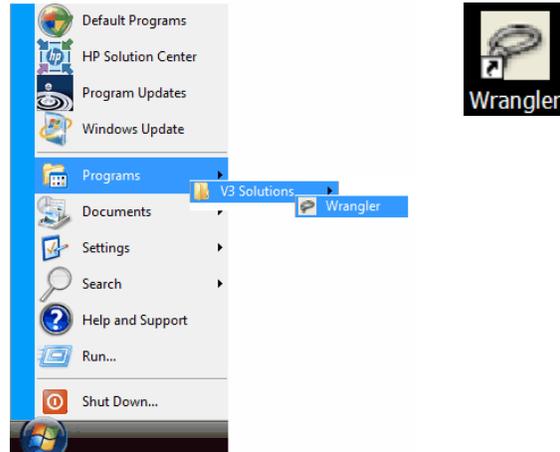
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Welcome to Wrangler. This document is supplied to provide you with a quick reference in the event that you run into difficulties while using your new application.

## Launching Wrangler

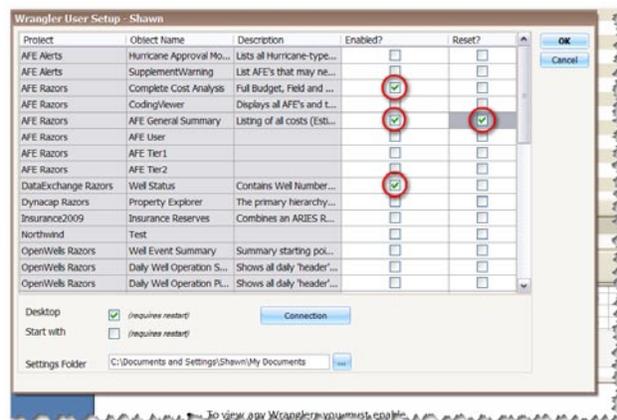
- ✓ To launch Wrangler, go to your Start Menu and select; **Programs>V3 Solutions>Wrangler.**
  - You can also launch Wrangler by executing a double-click on the **desktop icon.**
- ✓ A Wrangler icon will appear in your System Tray,  and a **Loading Wrangler...** window will emerge.
- ✓ Once this window subsides, Wrangler will be accessible.



## Selecting Your Wrangler

This section will take a brief look at enabling, disabling, and resetting the Wranglers you have access to.

- If you have not already done so, start the application by navigating to **Start>All Programs>V3 Solutions>Wrangler.**
- Once the application has loaded, locate the Wrangler lasso Icon () in your System Tray (the system tray is located in the bottom right corner of your computer screen).
- **Right Click** on the lasso and select **Setup** from the menu. A similar menu should appear as the one to the right.
- To view any Wranglers you must enable them first. Under the **Enabled?** Column, check off the Wrangler objects you wish to activate and select **OK.**
- If for any reason you need to reset a particular Wrangler to its default settings, it can be done from this menu as well.



- Select the check box under the **Reset?** Column that corresponds to the Wrangler object that you need to reset. Once you select **OK**, the Wrangler objects marked for reset will be restored to its default settings.



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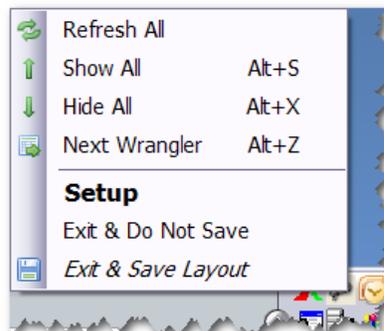
## Navigation

- Execute a **Right-Click** on the Lasso icon.
- Right-Clicking on this icon will allow you to:
  - ✓ Refresh all Wrangler objects
  - ✓ Hide all Wrangler objects
  - ✓ Show all Wrangler objects
  - ✓ Cycle through each active Wrangler object one at a time (Next Wrangler)
  - ✓ Exit the application
  - ✓ Save your settings
  - ✓ Access the setup menu.

Take a second to note that there are hot keys that control the visibility attributes of your Wranglers:

- ✓ Show All - Alt+S
- ✓ Hide All - Alt+X
- ✓ Next Wrangler - Alt+Z

These functions can be executed by striking these key combinations simultaneously.





## Wrangler

There are several different types of Wranglers available. The most common Wrangler object is the standard **Grid**. This section will familiarize you with the major features of a Grid Wrangler. The image below points out the following areas:

- ✓ Main Menu – Base Wrangler Object Functionality
- ✓ Toolbar – Commonly used application functions
- ✓ Column Headers
- ✓ Group-By-Box – Build your own Hierarchy on the fly
- ✓ Filter Selection – Select from a list of previously used filters
- ✓ Refresh/Record Count – Refresh the dataset/Dataset Record count
- ✓ Filter Editor – Advanced filtering menu
- ✓ Parameters - Parameter Editor/Parameter Count
- ✓ Link(s) Icon/Link count – Available Linked Wrangler Objects/Number of available linked Wrangler Objects



## Main Menu

The Main Menu consists of six buttons that provide local control over your current Wrangler Object.

-  **Refresh** – This button initiates a query to a database to retrieve the dataset again, capturing any records that may have been recently entered or modified.
-  **Edit Options** – Displays the Wrangler Options window.
-  **Always on Top** – Selecting this option will anchor the Wrangler so it is always on top of other windows.
-  **Disable** – This will close the Wrangler. If you have disabled a Wrangler you can re-enable it again through the **Setup** menu.
-  **Minimize** – This will minimize the Wrangler. If you minimize a Wrangler you can maximize the window again by executing the **Show All** (Alt+S) or **Next Wrangler** (Alt+Z) hot keys.

## Toolbar

The toolbar provides you quick access to some features that assist in manipulating the way your data is viewed in the Wrangler. Some of the buttons on the toolbar are **toggle** buttons, which means that you click the button once to enable the feature and click it again to disable. The toolbar feature is unique to the standard **Grid** Wranglers and will not be present on pivot grids or any other type of Wrangler.

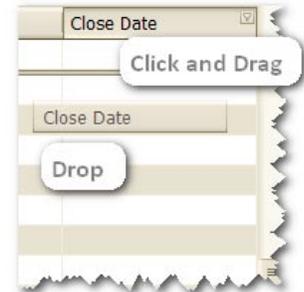
Options on the default toolbar are as follows:

-  **Expand/Collapse All (toggle)**: Controls the full expansion or collapsing of groups (if any). For this function to work one or more of your column headers must be in the group-by-box.
-  **Clear All Groups**: Removes any and all grouped columns on your Wrangler object.
-  **Clear Sorting**: Removes any and all sorting specifications for all columns on your Wrangler.
-  **Best Fit**: Attempts to automatically resize all column headers so that all screen real estate is used in the most effective manner.  
\*Note: The best fit options works best in conjunction with an auto-sized grid. This option is accessible through the setup menu.
-  **Grand Total (toggle)**: Displays or hides the **Totals** footer which allows you to perform summary operations for all fields on the grid.
-  **Group Total (toggle)**: Displays or hides the **Group Totals** footer which allows you to perform summary operations for all groups (if any) on the grid.
-  **Filter Editor**: Opens the **Filter Editor** window for the current Wrangler object.
-  **Clear Filter**: Removes any and all filters on the current Wrangler object (This button is displayed as **No Filter** on the toolbar).
-  **Clear Conditions**: Clears all conditional formatting.
-  **Conditional Formats**: Displays a list of all current conditional formats for all columns.
-  **Column Chooser (toggle)**: This button displays how many of your columns are hidden. If you wish to see the hidden columns, simply select this button and the **Column Chooser Window** will appear. If there are no hidden columns, this button will display that there are **0 Hidden of ## Columns**.
-  **Columns**: This is a drop down list that displays all columns available in the current Wrangler object. You can enable/disable all available columns from this list.



## Column Headers

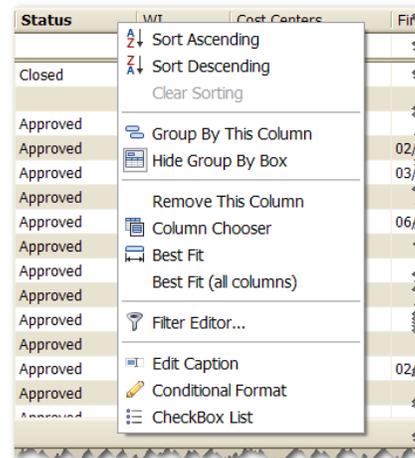
These column headers are “mobile” which will allow you to rearrange the order in which the columns are displayed in your Wrangler simply by **Left-Clicking** and **Holding** the column header with your mouse, **Dragging** and then **Dropping** the column header where you want it to be. You can also remove columns from your Wrangler object temporarily by simply **Left-Clicking** and **Holding**, **Dragging** and then **Dropping** the column into the main data area of the Wrangler object. Columns can then be brought back through the **Column Chooser** and the **Columns** drop down list on your tool bar.



## Column Menu

✓ Each column header has options that pertain solely to that column. This menu can be accessed by executing a **Right-Click** on the column header. The list of options available as are follows:

- **Sort Ascending** – Sorts records in ascending order based on the selected column
- **Sort Descending** – Sorts records in descending order based on the selected column
- **Clear Sorting** – Clears any sorting applied to the column.
- **Group By this Column** – Groups all records in the dataset by the selected column.
- **Hide Group By Box** – Hides the Group By Box on the Wrangler.
- **Remove This Column** – Removes the column from the Wrangler.
- **Column Chooser** – Displays a list of columns that are removed from the Wrangler. Columns can be dragged back onto the Wrangler.
- **Best Fit** – Resizes the column to best display all the data within the column.
- **Best Fit (all columns)** - Attempts to automatically resize all column headers so that all screen real estate is used in the most effective manner

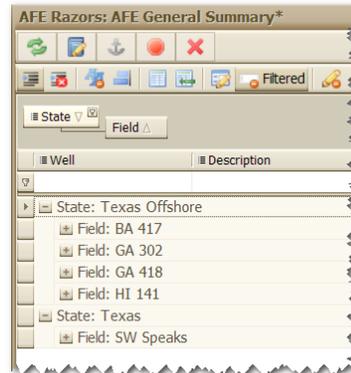
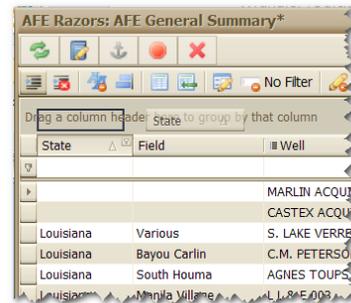


- **Filter Editor...** - Opens the filter editor with the selected column as the first filtering value.
- **Edit Caption** – Allows you to edit the column alias. After this is selected you can change the name of the column. This change is local and will only be reflected on your Wrangler.
- **Conditional Format** – Brings up the Conditional Format window for the selected column.
- **CheckBox List** – Changes the quick filter option to a Multi-value filter option. This allows you to quickly filter by several unique values within the column.



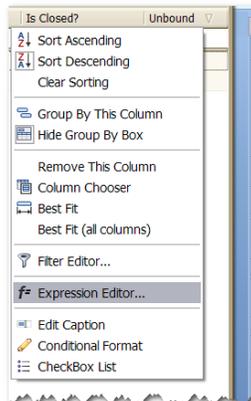
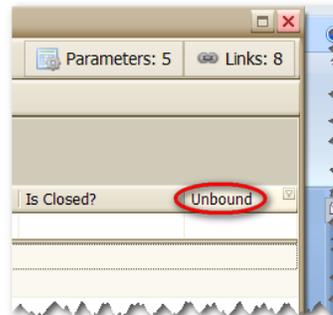
## Grouping

- ✓ You can create your own Hierarchy by **Left-Clicking** and **Holding** the column header with your mouse, **Dragging** and then **Dropping** the column header into the **Group-By-Box**.
- ✓ As you add more columns to the Group-By-Box the records are further grouped by the values in the column.
- ✓ You can clear groupings you have made by **Dragging** and **Dropping** the columns back on the column header row, or by selecting the **Clear Groupings** button on the toolbar.
- ✓ Additional Note: While columns are in the Group-By-Box you can still access the Column Header Menu and sort, filter, etc...



## Unbound Fields

- ✓ When a Wrangler Object is being created the administrator adds an empty column which is what we call an Unbound Field. This unbound field can be used to create custom expressions that are unique to each user.
- ✓ If you right click on an unbound column you should notice that they have an extra option on their column menus. This option is the **Expression Editor**.
- ✓ Selecting the Expression Editor option opens the Editor which allows you to create a custom expression which is then applied to every row in your dataset.

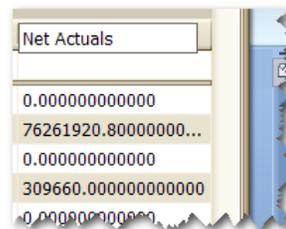
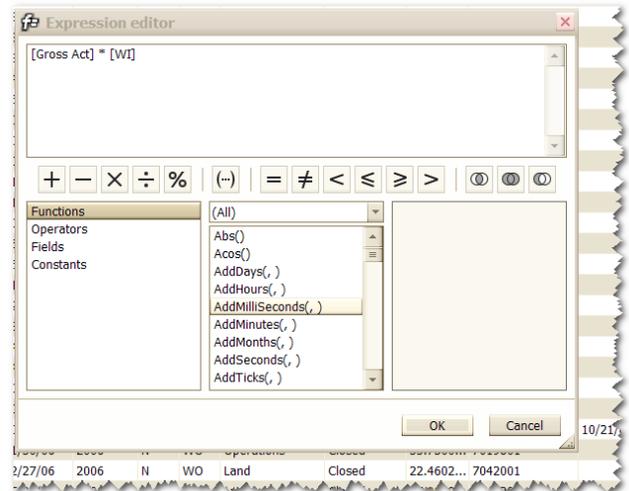




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- ✓ In the Editor you can choose from preexisting Functions and Constants, or choose from Fields within your Wrangler and standard operators.
- ✓ After you are done creating your expression select **OK** to apply it.
- ✓ You can then rename the column to reflect the expression you created by **Right-Clicking** on the expression you created by **Right-Clicking** on the column header and selecting **Edit Caption**.

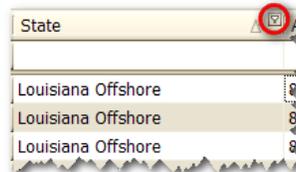


## Filtering

There are three distinct methods that you can filter within your Wrangler Object: Filter-by-value, Multi-value Filter, and Hot-Filter

### Filter By Value

- ✓ **Filter-by-value** – At the top of each column header is a filter icon. Clicking on this icon will give you a distinct list of all values that exist within the column. Selecting one of these values will filter out any values that do not match your selection.



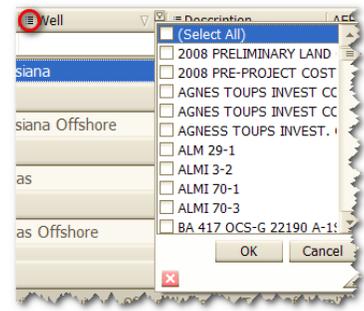


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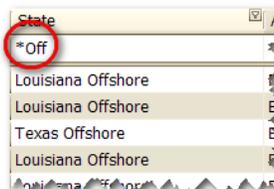
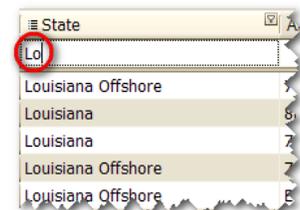
## Multi-value Filter

- ✓ **Multi-value Filter** – You can filter on multiple values by executing a **Right Click** on a column header and selecting **CheckBox List** from the resulting drop down menu.
- ✓ Selecting **CheckBox List** will allow you to select multiple values to filter on from the same list. Simply select checkboxes next to the values you want to see and then select **OK**.



## Hot-Filter

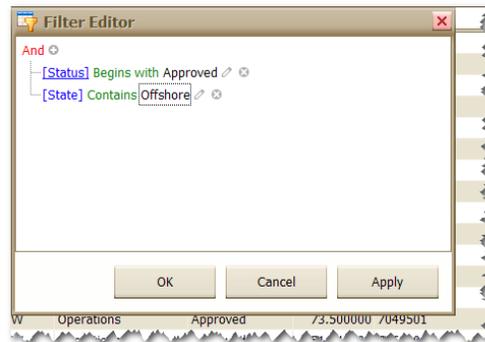
- ✓ **Hot-Filter** – Below each column header is a text box. If you type in this text box the records will be automatically filtered by the value(s) you enter into the text box.
- ✓ Take note of the example to the right. The letters "Lo" have been typed into the Hot-Filter box. The results are that all records which do not start with a "Lo" for that specific column are filtered out.
- ✓ **User TIP** – An asterisk (\*) can be used as a 'wildcard' or 'contains' when using this filter feature. For Example: Let say you're looking for records that are only Offshore. You can type "\*Off" in your Hot-Filter box and all records that do not have "Off" within their State will be filtered out, leaving you with a smaller record set to work with.





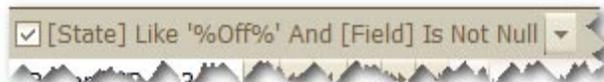
## Filter Editor

- ✓ This option will bring up a filter editor window which will allow you to custom build a filter for the current Wrangler. The Filter Editor is used for advanced filtering, when you have a lot of criteria in different columns that need to be met or you need to filter based on a comparison between different column values within the same Wrangler object.



## Filter Selection

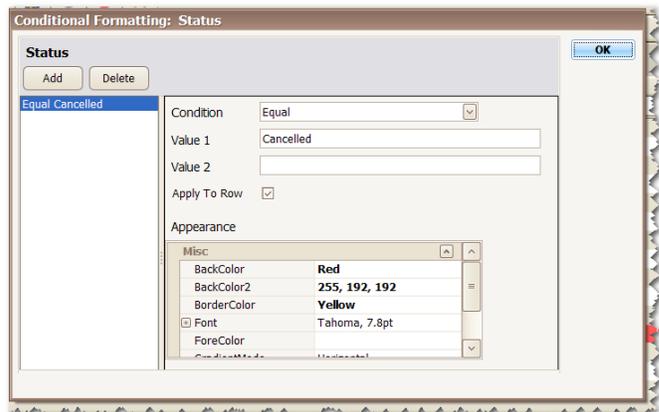
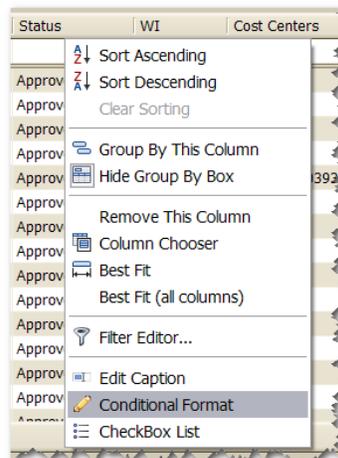
- ✓ Consists of two buttons: a disable/enable filter checkbox and an drop down list that will display the last 20 filters used in the current Wrangler object. At any time you can enable a previously used filter just by selecting it from the drop down list.
- ✓ When a filter is being used in a Wrangler object, the filter criteria will be displayed next to the drop down list icon.
- ✓ The disable/enable checkbox can toggle your selected filter on and off without having to reset the filter.



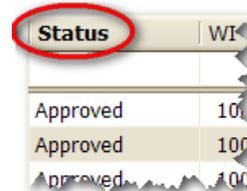


## Conditional Formatting

- ✓ You can add conditional formatting to any column within your Wrangler object. To access the **Conditional Formatting** tool execute a **Right-Click** on the column header of the column you wish to add formatting to.
- ✓ This brings up the **Conditional Formatting Menu** for the selected column.
  - Select **Add** to create a new formatting rule.
  - Select your condition qualifier (equal to, greater than, less than, etc...) from the **Condition** drop down menu.
  - Enter the desired value(s) in the **Values** fields.
  - Select whether or not you would like the formatting to be applied to the entire row or just the column cells that meet the criteria.
  - Format the appearance of the cells that meet the criteria.
  - You can set the Background color, gradient type, font, text size, and text color all from the **Appearance** section of this menu.
  - Select **OK** to save your options and exit out of the **Conditional Formatting** menu.
  - You can see the conditional formatting is applied only to cells within the "Operator" column that match the value entered in the formatting menu.
- ✓ Note: When a column has conditional formatting applied the Column Header label will be bolded.



Approved	100.000000	7007601
Approved	100.000000	7039701
Cancelled	100.000000	7001301
Approved	85.000000	7045701
Approved	100.000000	7039002
Approved	100.000000	7015601





## Refreshing Your Dataset

### Refresh Button (Record Count)

- ✓ Clicking on this Icon will refresh the data in your Wrangler object. In parentheses after the icon is a count of the number of records in the data set that is being displayed. This record count will change as you filter the dataset to reflect the amount of records that are being displayed.



## Linking

Some Datasets can be built to link to other Wrangler Objects. The most common use for this feature is to provide drill down functionality at a record level. For example: if you have a record that is comprised of multiple line items, then you can set up a series of Wranglers that allow you to double-click on a record and view all the line items that make up the value of that record. This concept can be carried out in various different ways, even linking between different databases across your organization.

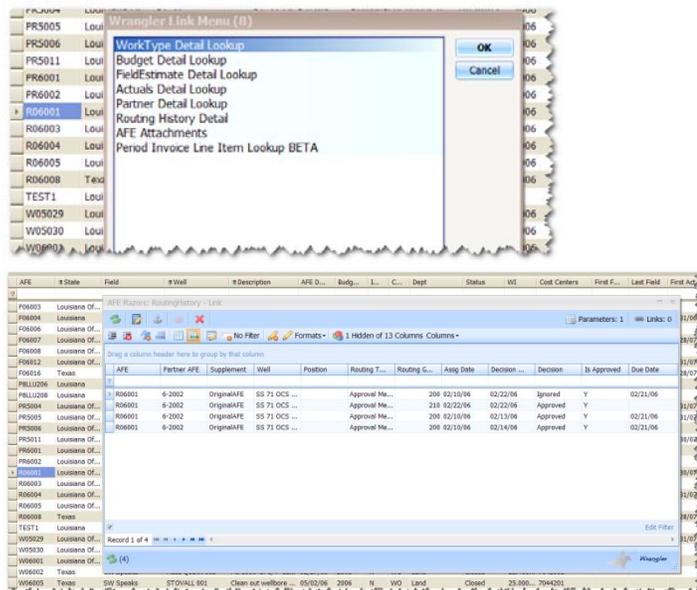
### Link Icon (Link Count)

- ✓ This icon displays the number of linked tables available for the records in your current Wrangler object. Clicking on this Icon will display a list of all "Linked" tables available to you. To bring up a linked table, execute a double click on the desired record. This opens the links window and allows you to select a related table. The linked table will display data that is related to the record you initially double clicked on.



### Link Menu

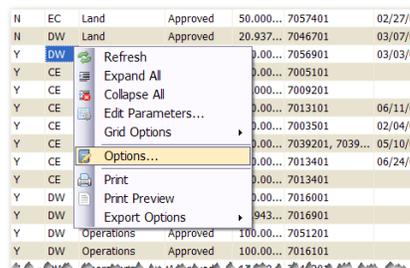
- ✓ If the Link Icon displays that there is at least one link for the current Wrangler you can double click on any record in the Wrangler Object.
- ✓ The Link Menu lists all Linked Wranglers for the selected record. Selecting one of the Linked Wrangler will display specific details that are related to the original record that you double clicked on.





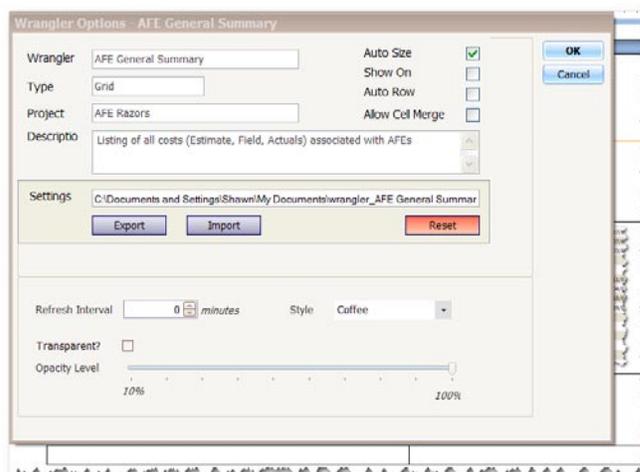
## Wrangler Options

- ✓ The Wrangler Options menu can be accessed by **Right-Clicking** on the data portion of your Wrangler object and selecting **Options...**
- ✓ The Wrangler Options menu provides you with information on your current Wrangler Object. It also allows you to change your options and settings for the current Wrangler Object.



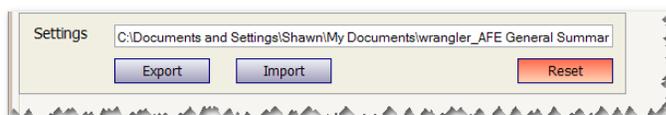
## Options

- ✓ General Information is provided at the top of the Wrangler Options menu that is not editable.
  - Auto Size
  - Show On
  - Auto Row
  - Allow Cell Merge



## Settings

- ✓ The Setting portion of the Options menu allows you to **Import** and **Export** your settings. You can only import settings that have been saved for a specific Wrangler object. For example: if you have settings saved from a Wrangler Object and would like to share those setting with a co-worker, they have to load those setting in the same type of Wrangler Object that the settings were saved from.
- ✓ If you would like to reset your current Wrangler Object back to its default settings then you can select the **Reset** button located in this section.





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## Additional Options

- ✓ There are additional options which will change the style and/or transparency level of your Wrangler Object.
- ✓ Refresh Interval allow you to set your Wrangler Object to automatically refresh after a given amount of time.



## Support

If you require technical assistance feel free to contact us at: