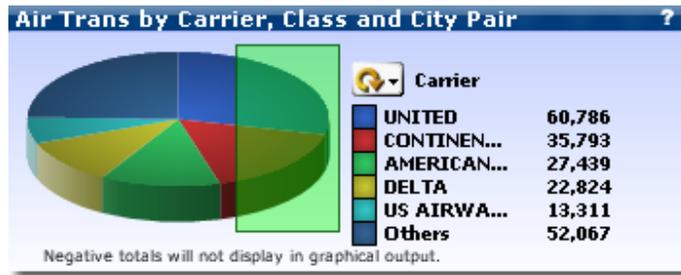


Q: How do I filter the data?

A: Filtering the data can be done by simply clicking on the area of the graph you wish to filter by. You can also select multiple sections of a graph by left-clicking, dragging your mouse pointer over the sections you wish to filter by, such as United and Continental Airlines, then releasing the left mouse button.



City	Value
<input type="checkbox"/> CHI-OHARE	28756
<input type="checkbox"/> NEWARK	21964
<input type="checkbox"/> LOS ANGELES	12451
<input type="checkbox"/> ATLANTA	7505
<input type="checkbox"/> PHILADELPHIA	7367
<input type="checkbox"/> WAS-NATIONAL	5542

List Boxes allow you to filter data by clicking, or selecting, a value. In List Boxes you can also select multiple values by holding down the **Ctrl** key on your board as you click on each value you wish to filter by.

Another way of filtering the data is using the **Selections Drop-down**.

Here you can select values such as Year, Quarter, Travel Type, Transaction Type, and your Break information (such as Division, Department, and Cost Center).



Finally, you can use the **Selections Data Sheet** to filter your data. This section provides you even more flexibility.

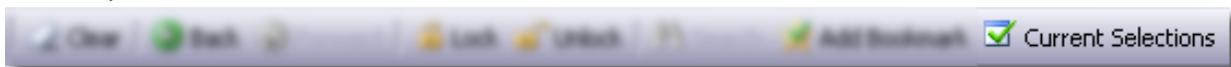
Q: How do I undo one of my filter selections?

A: You can use the **Undo Last Selection** button the **Clear All Selections** button to remove your filter criteria.



Q: Is there a way to see selections I have made?

A: Yes. You can click on the **Current Selections** button in the Toolbar to find get a list of your filter criteria options selected.



Q: Is it possible to preserve my selections so they cannot be changed accidentally?

A: This can be done by using the **Lock** button. Additionally, the **Unlock** button will unlock and allow the previously preserved selections to be changed.



Q: How can I save my selections to use or access at a later time?

A: This can be done using what we call **Bookmarks**. **Bookmarks** allow you to 'save'



your selections much like you save a website in the Favorites or Bookmarks section of your Internet Browser. On the top menu bar you will find the **Bookmarks Toolbar**. Here is where you can Add/Delete **Bookmarks**. To add a **Bookmark** simply click on the **Add Bookmark** button. In this dialog box you have



a few options including the ability to name your **Bookmark**. Once you have added you

can simply select the **Bookmark** from the drop-down list to view it again.

To delete a previously made **Bookmark** you simply select the **Bookmark** you wish to delete and then click on the **Delete Bookmark** button.



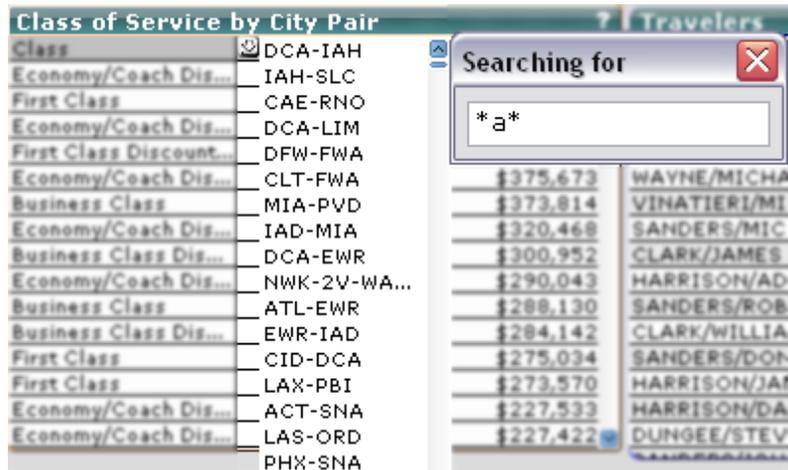
Q: How do I sort the data?

A: You can sort the data by double-clicking on the Column Title (or Heading) that you wish to sort by.

Class of Service by City Pair			Class of Service by City Pair		
Class	City Pair Multi	Segment ...	Class	City Pair Multi	Segment Chg
Economy/Coach Dis...	EWR-LAX	\$688,568	Business Class	LHR-PHL	\$373,814
First Class	IAD-LHR	\$683,271	Business Class	EWR-LHR	\$288,130
Economy/Coach Dis...	EWR-ORD	\$550,325	Business Class	IAD-LHR	\$172,478
First Class Discount...	IAD-LHR	\$428,687	Business Class	FRA-PHL	\$156,062
Economy/Coach Dis...	EWR-XNA	\$375,673	Business Class	JFK-LHR	\$140,351
Business Class	LHR-PHL	\$373,814	Business Class	GRU-PHL	\$107,905
Economy/Coach Dis...	LAX-YYZ	\$320,468	Business Class	LAX-SYD	\$105,450
Business Class Dis...	EWR-FRA	\$300,952	Business Class	NRT-ORD	\$102,148
Economy/Coach Dis...	LAX-ORD	\$290,043	Business Class	EWR-FRA	\$94,430
Business Class	EWR-LHR	\$288,130	Business Class	BRU-IAD	\$90,107
Business Class Dis...	EWR-LHR	\$284,142	Business Class	PEK-PHL	\$80,372
First Class	GRU-IAD	\$275,034	Business Class	CPH-IAD	\$74,004
First Class	EZE-IAD	\$273,570	Business Class	FRA-ORD	\$62,673
Economy/Coach Dis...	LHR-PHL	\$227,533	Business Class	LHR-ORD	\$61,555
Economy/Coach Dis...	EWR-SNA	\$227,422	Business Class	LAX-LHR	\$53,562

Q: What search options do I have?

A: They are two types of search options available in iBank Analytics. The **Basic Search** allows you click on and begin typing the value you wish to search for. In this example I am searching my Class of Service by City Pair wherein the letter “a” is in the Airport City Code.

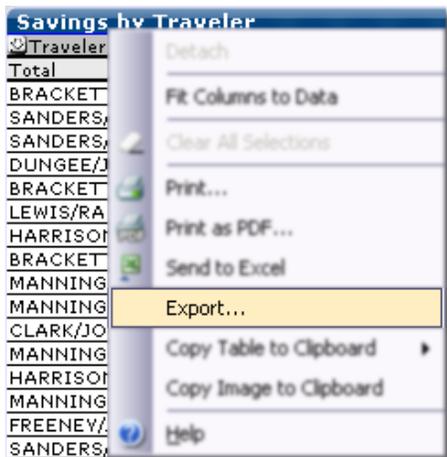


The **Fuzzy Search** allows you to be vague regarding your search criteria. It compares and sorts all field values according to their degree of resemblance to the search string while never eliminating any values from the list. **Fuzzy Search** is especially useful in any situation where misspelling is an issue. It can also help you find multiple values that are near-identical to each other.



Q: Can I export the data?

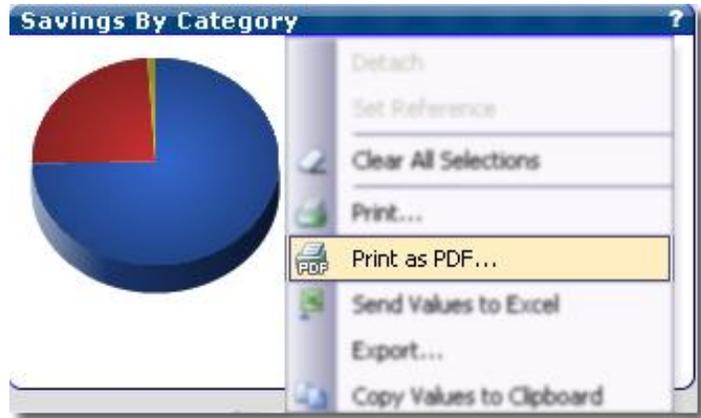
A: Yes you can. Simply right-click the object you wish to export and choose the option **Export**. You then have various options for the format of the exported item.



You can also export a Data Sheet as an image by right-clicking on any open space in the Data Sheet and choosing the option **Export image to file**.

Q: Once I have the data I want can I save it as a PDF?

A: Simply right-click the object you wish to save as a PDF and select the option **Print as PDF**. You must have the full version of Adobe Acrobat in order to take advantage of this feature.



Q: How can I save the data into Excel?

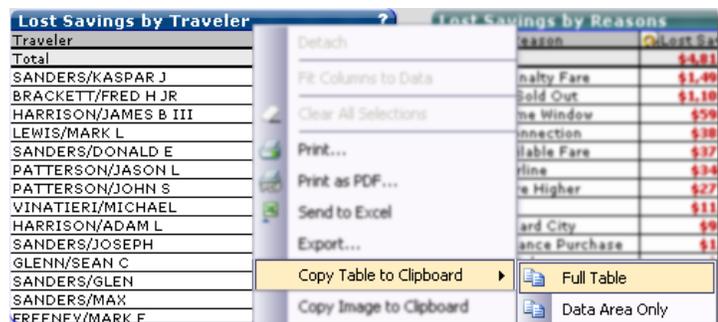
A: Select the object you wish to export into Excel and the right-click. From the menu choose the option **Send to Excel**.

Q: Is it possible to just print the results of my filtering?

A: Yes. Once you have the results you want simply right-click the object you wish to print and choose the option **Print**.

Q: Is it possible to copy the values in iBank Analytics and save them into another program?

A: Yes and it is relatively to do so. First select the object or values you wish to copy and then right-click. In this menu choose the option **Copy Table to Clipboard** or **Copy Image to Clipboard** (whichever is best for your circumstances). Next open the third-party program and paste it in.



There are three ways of pasting information that has been copied to your clipboard:

1. By navigating in the third-party program to **Edit → Paste** (sometimes **Paste Special**).
2. By right-clicking in the third-party program and choosing **Paste** (sometimes **Paste Special**).
3. By holding down the **Ctrl** key on your keyboard and (while holding this key) press the **V** key.

Note: Some third-party software programs do not allow special pasting.