# **Analytical Groups**

Analytical groups are used in the transactions for reports and business analysis by the management group. Below actions are available under "Analytical Groups":

Create new groups; update, delete, view and search for details on the group information.

Analytical Groups ×		
Show Drafted / Confirmed		Confirmed
Analytical Groups	Group Name	Group Code
AG01 - Category	Category	AG01
CT01 - Makeup		
CT01/01 - Eye	Group Type	
CT01/01/01 - Eye Shadow	Market Category 🗸	✓ Is a Analytical Dimension
CT01/01/02 - Eye Liner	Sub Group Of	
CT01/01/03 - Mascara	×	Sub Groups Allowed
G CT01/02 - Face		
CT01/02/01 - Primer	Description	
CT01/02/02 - BB Cream		
CT01/02/03 - Concealer		
CT01/02/04 - Foundation		
G CT01/03 - Lips	Close Create New	Save Revert Delete
CT01/03/01 - Lip Gloss		
CT01/03/02 - Lip Stick		
CT02 - Skincare		
G CT02/01 - Cleanser		
CT02/01/01 - Make Up Remover		
CT02/01/02 - Face Wash		
GCT02/02 - Moisturizing		
CT02/02/01 - Night Cream		
CT02/02/02 - Day Cream		
CT02/03 - Sun Protection		
CT02/03/01 - Sunscreen		
G CT02/04 - Treatments		
CT02/04/01 - Face Mask		
CT02/04/02 - Serum		
CT03 - Bath & Body		
G CT03/01 - Haircare		
CT03/01/01 - Shampoo		
·		

Field Name	Description	Mandatory Information
Group Name	Name of the analytical group	Υ
Group Code	Custom code for the analytical group	Y
Group Type	Types of group	Υ
Is a analytical dimension	Tick the checkbox if it is a analytical dimension	Ν
Subs group allowed	Tick the checkbox if it allows subs group under the main group	Ν
Sub Group of	Select the main analytical group	Y
Description	Description	Ν

# Create New Group

1. Click "Create New" button at the right side of

screen

2. Fill up group's information on top right of the screen

There are five (5) group types of predefined analytical groups within Samooha application, user cannot create additional analytical dimension / group. User may create subgroups under any of these five (master) Analytical Groups:

- 1. Market Category
- 2. Product Brand
- 3. Channel
- 4. Trade Type
- 5. Entity Type

Example of Analytical Groups - Market Category:

Analytical Groups		
G AG01 - Category		
CT01 - Makeup		
□ CT01/01 - Eye		
CT01/01/01 - Eye Shadow		
CT01/01/02 - Eye Liner		
CT01/01/03 - Mascara		
CT02 - Skincare		
🗄 CT03 - Bath & Body		
🗄 CT04 - Nails		
CT05 - Prestige / Selective		
CT06 - Testers		
CT07 - Services & Charges		
CT07/01 - Sales Discount		
CT07/02 - Fees & Charges		

3. Tick on *"Sub Groups Allowed"* box to allow creation of sub groups under the group

C Analytical Groups ×			
Show Drafted / Confirmed			Confirmed
	φ	Group Name	Group Code
AG01 - Category	^	Department Stores	B02
AG02 - Brands			
GAG03 - Channels		Group Type	
B01 - Pharmacy / Personal Care		Channel 🗸	Is a Analytical Dimension
B01/0101 - Watson		Sub Group Of	
B01/0102 - Guardian		AG03 - Channels	Sub Groups Allowed
B02 - Department Stores			
B02/01 - Tangs		Description	
B02/02 - Takashimaya			
B02/03 - Robinson			
B02/04 - Metro			
B03 - Perfumeries		Close Create New	Save Revert Delete
B04 - Online			
B05 - Traditional Trade / Other Channels			
AG04 - Trade Types			
AG05 - Entity Type			

4. Choose a (parent) group from "Sub Group Of" dropdown list to assign the group under the selected (parent) group

Analytical Groups ×		
Show Drafted / Confirmed 🗸 🖺		Confirmed
Analytical Groups	Group Name	Group Code
AG01 - Category	Tangs	B02/01
AG02 - Brands		
<u>AG03 - Channels</u>	Group Type	
B01 - Pharmacy / Personal Care	Channel 🗸	Is a Analytical Dimension
B01/0101 - Watson	Sub Group Of	1
B01/0102 - Guardian	B02 - Department Stores	Sub Groups Allowed
B02 - Department Stores		Sub Gloups Allowed
B02/01 - Tangs	AG03 Channels	
B02/02 - Takashimaya	B01 Pharmacy / Personal Care	
B02/03 - Robinson	B02 Department Stores	
B02/04 - Metro	B03 Perfumeries	
B03 - Perfumeries	B04 Online	Save Revert Delete
B04 - Online	B05 Traditional Trade / Other Channels	Terer Terer
B05 - Traditional Trade / Other Channels	Select None	
AG04 - Trade Types		
AG05 - Entity Type		

5. Click "*Save*" button at the bottom of screen when done

#### Update Group Details

1. Double click on group to be updated, it will bring up the selected group details on the right side of the screen

2. Click "Save" button at the bottom of the screen when done with the updates

### Delete Group

1. Double click on group to be deleted, it will bring up the selected group on the right side of the screen

2. Click on "Delete" button at the right side of

3. Click on "Yes" button on the pop-up window to confirm group deletion

Analytical Groups ×						
Show Drafted / Confirmed	✓ 🖸 🖸				Confirmed	
Analytical Groups	ф	Group Name		Group Code		
AG01 - Category	^	Category		AG01		
CT01 - Makeup						
CT01/01 - Eye		Group Type		-		
CT01/01/01 - Eye Shadow		Market Category	*	🗹 Is a Analytical Dimensi	ion	
CT01/01/02 - Eye Liner		Sub Group Of				
CT01/01/03 - Mascara			~	Sub Groups Allowed		
CT01/02 - Face		<b>—</b> X				
CT01/02/01 - Primer	Deleting record?					
CT01/02/02 - BB Cream	Do you really wish to c	delete this record?				
CT01/02/03 - Concealer	bo you really wish to c	elete this record?				
CT01/02/04 - Foundation		No				
CT01/03 - Lips			Close Create New	Save Save	Revert Delete	
CT01/03/01 - Lip Gloss						
CT01/03/03 Lie Chiele						

## View and Search for Account Details

1. Enter search parameter to filter the result, i.e. type in the group name in the search textfield box at the bottom left of the screen.

CT02/04 - Treatments		
CT02/04/01 - Face Mask		
CT02/04/02 - Serum		
CT03 - Bath & Body		
CT03/01 - Haircare		
CT03/01/01 - Shampoc Search Engine	~	
	-	expand / collapse lists
	_	

2. Double click on group to view, it will bring up the selected group details on the right side of the screen

3. Click 🗳 button on top of screen to export the analytical groups data as CSV file