
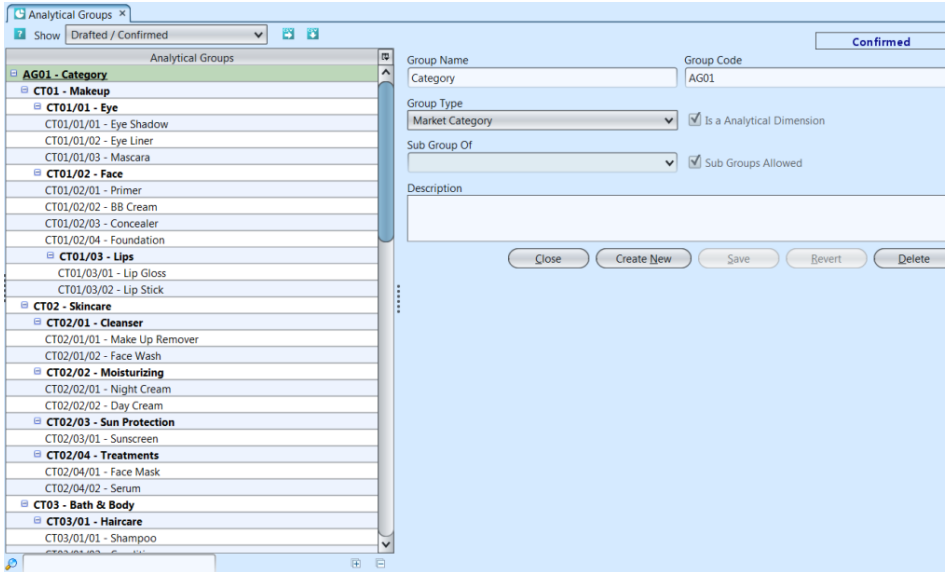


Analytical Groups

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.



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

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

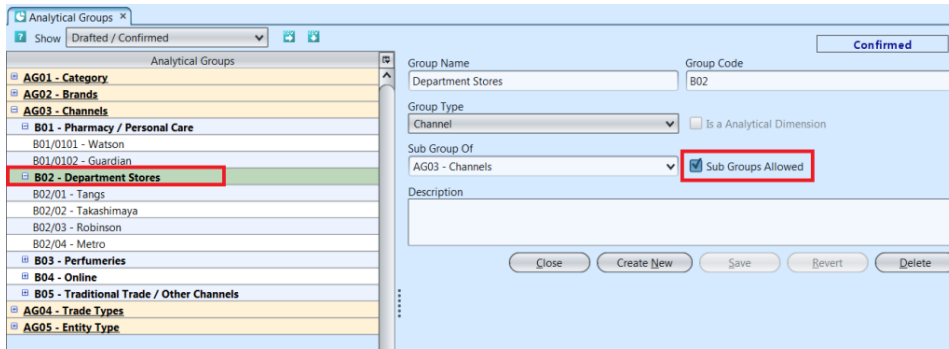
There are five (5) group types of predefined analytical groups within Samooha application, user cannot create additional analytical dimension / group. User may create subgroups under any of these five (master) Analytical Groups:

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

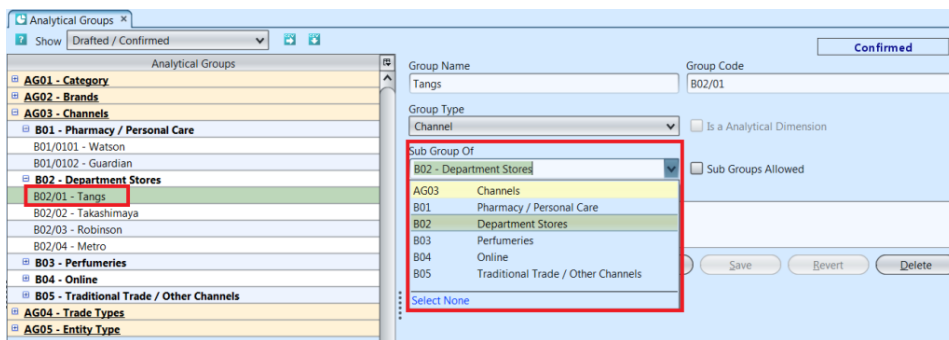
Example of Analytical Groups – Market Category:

Analytical Groups	
<input checked="" type="checkbox"/>	AG01 - Category
<input checked="" type="checkbox"/>	CT01 - Makeup
<input checked="" type="checkbox"/>	CT01/01 - Eye
	CT01/01/01 - Eye Shadow
	CT01/01/02 - Eye Liner
	CT01/01/03 - Mascara
<input checked="" type="checkbox"/>	CT01/02 - Face
<input checked="" type="checkbox"/>	CT02 - Skincare
<input checked="" type="checkbox"/>	CT03 - Bath & Body
<input checked="" type="checkbox"/>	CT04 - Nails
<input checked="" type="checkbox"/>	CT05 - Prestige / Selective
<input checked="" type="checkbox"/>	CT06 - Testers
<input checked="" type="checkbox"/>	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



4. Choose a (parent) group from **“Sub Group Of”** drop-down list to assign the group under the selected (parent) group



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

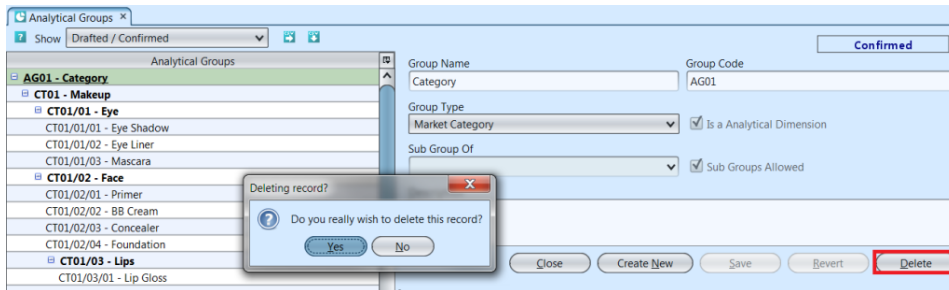
Delete Group

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

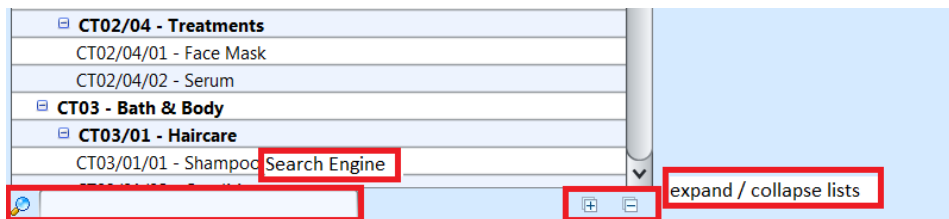
screen

3. Click on **“Yes”** button on the pop-up window to confirm group deletion



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.



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