

TableTop User Guide

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Introduction

This document sets out to provide detailed product information regarding the features and functionality of the TableTop application.

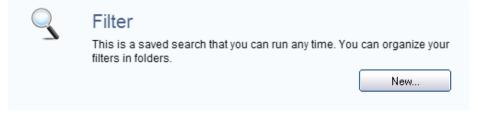
TableTop is a powerful database front-end that allows users to quickly create fully interactive views of data and visualize as drill down lists, charts, tables, org views, pipeline views, trend views, business form views, and a host of other rich views. Since it has full write-back capability, it goes well beyond reporting and dashboards and enables the rapid creation of departmental Cockpits on cloud databases. TableTop is infinitely customizable by business users, empowering full control of screen presentation of your key business information. TableTop runs natively on all of the dominant cloud computing platforms including Salesforce Force.com, Intuit QuickBooks, Amazon Web Services, Cisco Connect, and Microsoft Azure.

A key part of using TableTop is obtaining a clear understanding of the main concepts and components. TableTop consists of six primary components to assist users with managing and reporting on their data. These six components include:

Folder – Similar to a desktop metaphor, folders are created to organize all of your data views- filters, lists, web pages, snapshots and more. All Folders can be accessed on the left hand navigation panel. Users can easily share folders with other users in the same Org/Workspace and also dictate access rights to folders.



Filter –TableTop enables users to create views of records based on filtering criteria and save these views in a folder. Users can easily create cascading filters to create very specific business views. A filter returns the most up to date set of records each time it is run.





List – Lists behave like a filter but they are confined to a defined set of records. Lists can be created by adding records to the list to track or by starting with a filter and then saving as a defined list. Like filters, lists are "live" and always looking at the most recent state of the data. A Snapshot is a static list and takes a snapshot of the list data in time for archival and trend analysis.



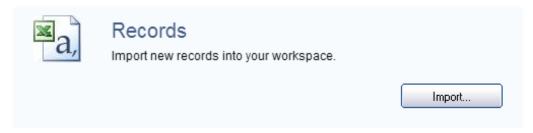
Web Page – Users can create quick access links to web pages that they use frequently and store them in folders.



Database – Table Top allows users to add and modify custom objects, custom fields, standard entities and standard fields based on their permissions.



Records – Users can easily import records in to a database via a csv file.





Folder

Similar to a desktop metaphor, folders are created to organize all of your data views- filters, lists, web pages, snapshots and more. All Folders can be accessed on the left hand navigation panel. Users can easily share folders with other users in the same Org/Workspace and also dictate access rights to folders. A folder can be created as a root folder or as a sub folder. There is no limit as to number of folders that can be created. Initially, when a folder is created, it is visible only to the user that created it. However, users have the ability to easily change the visibility/permissions settings for each folder. Folders can be moved and re-parented via drag and drop.

Creating a Folder

To create a Folder simply, click on the "Create" button on the Home Page.



Once clicked, the New Folder dialog box will appear. Here the user can give the folder a name, choose whether the folder will be a Root Folder (Parent folder containing multiple sub folders) or a sub folder. To create the Root Folder simply check the box next to Create Root Folder; otherwise, select the Parent Folder from the drop down menu that you want to the folder to roll up to and then click the Next button.



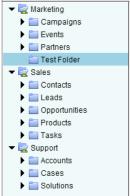


When a user first access TableTop, they will notice that there are three Root folders displayed on the left hand navigation bar. These three Root folders include:

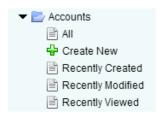
Marketing Sales Support



Each of the Root folders contains a sub folders created for each entity with the Org. All custom folders are displayed here as well.

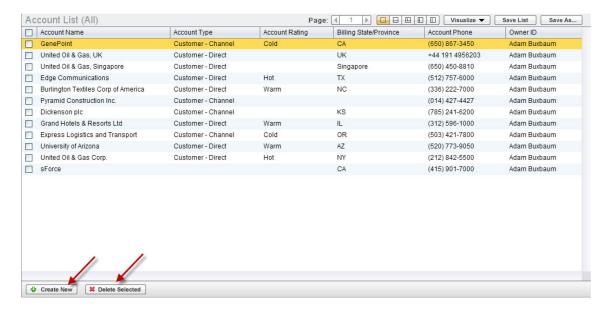


Within each Sub folder, there are five options that a user can select from including:



All – By selecting this option, the user can display a list of all of the records of that specific entity that are contained in the Org/Workspace. At the bottom of the list there are two one click command buttons enabling users to easily create and delete records. In addition, the user can easily save the list of records by clicking on the Save List or Save As button. The user can also utilize any of the reporting options in the Visualize drop down menu.





Create New – By clicking on the green plus sign icon, a user can easily create a new record for the selected entity. Once selected, the Add entity dialog will appear providing the user with a number of fields that they can populate. Users have the ability to easily create an additional record by simply clicking on the "Save and Add Another" button on the bottom.



Recently Created – Selecting this option will display a list of records that have been recently created.

Recently Modified – Selecting this option will display a list of records that have been recently modified.

Recently Viewed – Selecting this option will display a list of records that have recently been viewed.

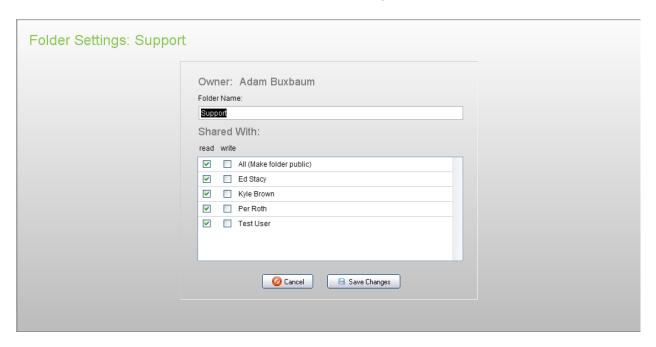


Setting Folder Permissions

TableTop enables users to easily dictate user access permissions to folders. To set Folder Permissions, simply right click on the folder and select the Folder Settings command from the menu provided.



Once selected, the Folder Settings dialog will appear where user can easily assign read/write access. Users can also check the boxes next to All to make the folder public.



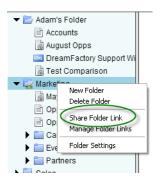
On the left hand navigation panel, a green icon located at the bottom of the Folder indicates that the document has been shared with other users.



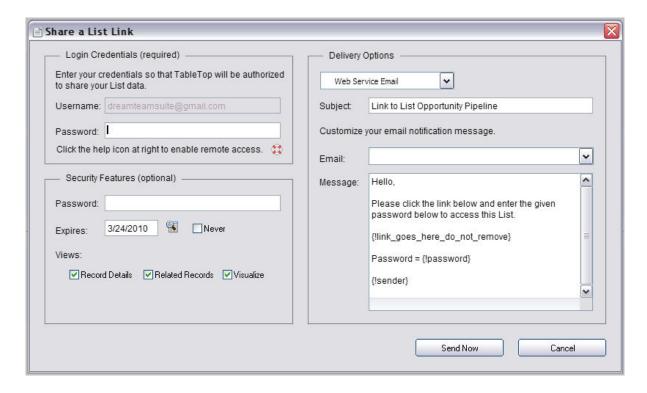


Sharing a Folder

Through the Active Links feature, Folders and all of their contents can easily be shared with anyone. To share a Folder simply right click on the folder and select the Share Folder Link command.



Once selected the Share a Folder Link dialog box will appear. Here the user must complete the following components:

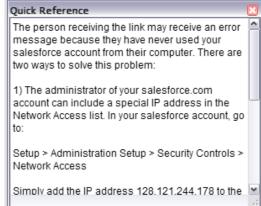




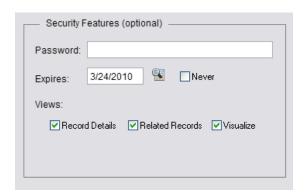
1. Enter their password in the box in the top left box.

(**Note:** If using TableTop on SFDC platform, user must either enter your Salesforce Security Token directly after password or you can add an IP address to your Network Access section under Security Controls to avoid the Security Token. Click on the life preserver icon for additional information.)





2. In the Security Features box, the user can add a password so that the end user must enter it to have access to the link. In addition, the user can add an expiration date to the link, as well as dictate what views they want the end user to have.

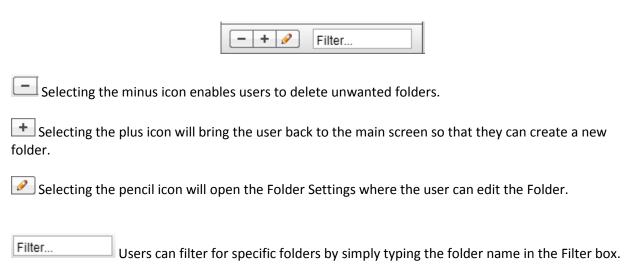


- 3. Next the user must select their Delivery Option. There are three options available including Web Service Email, Microsoft Outlook and Copy to Clipboard.
- 4. Next type the email address or multiple addresses in the assigned box.
- 5. Lastly, click the send button.



Editing a Folder

Editing a folder in TableTop is easy. On the bottom of the left hand navigation panel there are three icons that assist users in editing folders.



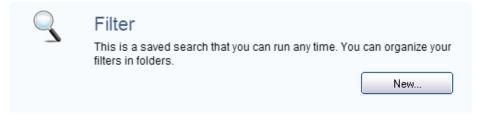


Filter

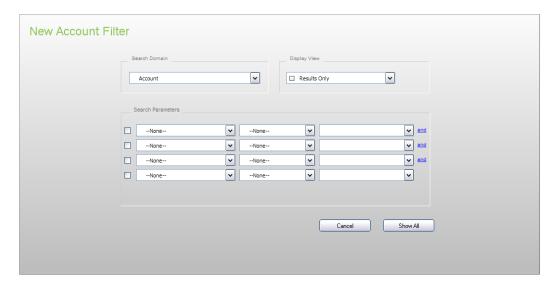
TableTop enables users to create views of records based on filtering criteria and save these views in a folder. Users can easily create cascading filters to create very specific business views. A filter returns the most up to date set of records each time it is run.

Creating a Filter

To create a Filter, simply click on the "New" button on the Home Page



The New Entity Filter dialog will appear. Here users can select the desired entity that they want to display the records for from the first drop down menu.



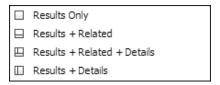


Filtered Record View

Users can then choose how they want to display the Filter results from one of four different Display Views. These four Display Views can be accessed from the Display View drop down menu.

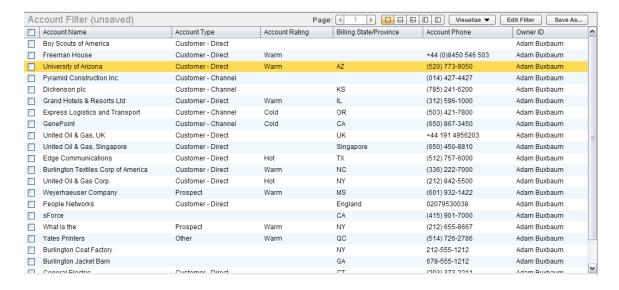


These four Display Views include:



Results Only

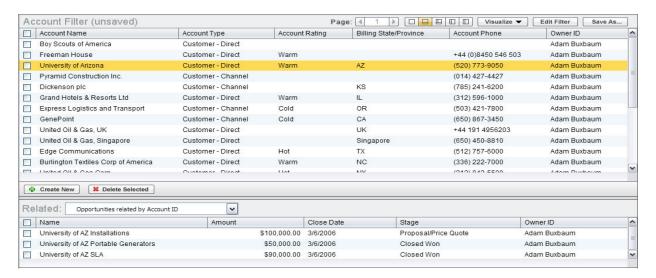
The first Display View is the "Results Only" view. Selecting this option will display a list of all of the records returned by the Filter.





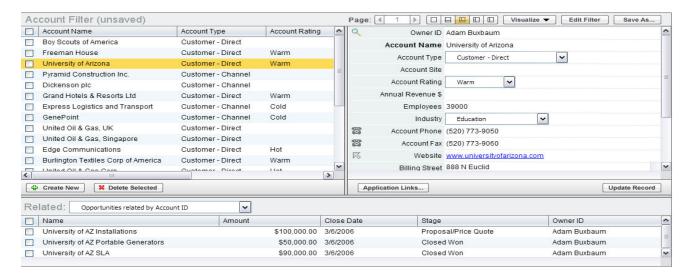
☐ Results + Related

The second Display View is the "Results + Related" view. Selecting this option will display a list of records of the selected entity, plus displays records from a related entity that can be selected from a drop down menu at the bottom of the screen. (Ex: If the user wants to display All Accounts and related Opportunities, they must simply select Accounts as the primary entity and then select Opportunities related by Account ID from the related drop down menu.)



Results + Related + Details

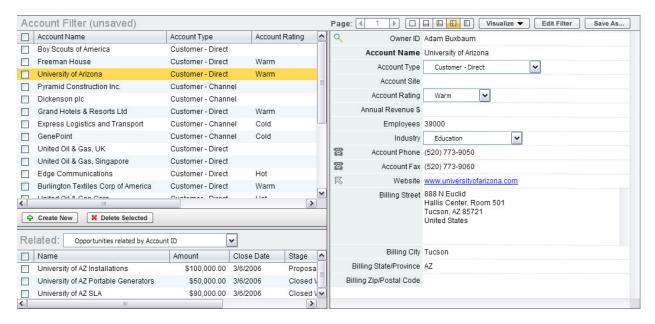
The third Display View is the "Results + Related + Details" view. Selecting this option will display a list of the records of the selected entity, plus displays records from a related entity. In addition, a third dialog box is opened where the user can make edits to the primary list of selected records.





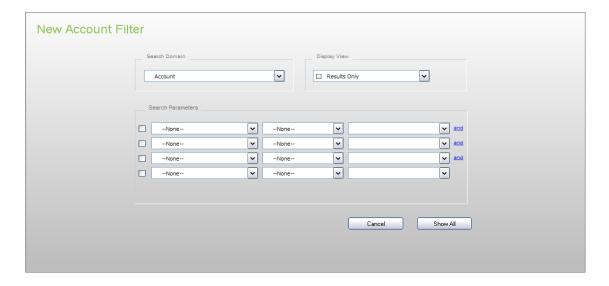
Results + Details

The fourth Display View is the "Results + Details" view. Selecting this option will display a list of the records of the selected entity, plus displays records from a related entity. In addition, a third dialog box is opened where the user can make edits to either the primary or secondary list of selected records.



Additional Filtering Functionality

Users have the ability to narrow down their search criteria by allowing the creation of cascading filters in an effort to obtain the desired results. Users can easily create both and /or filters.



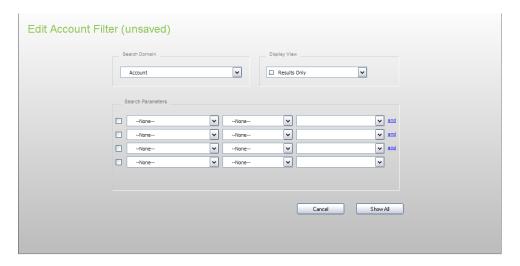


Editing Filters

To Edit a Filter, simply click on the Edit Filter button located at the top of the results box.



Once selected, the Edit Entity Filter (unsaved) dialog will appear. Here the user can edit the filter.



Saving Filters

Filters can be easily saved by simply clicking the "Save As" button located at the top of the results box.



Once selected, the Save As dialog box will appear, where users can provide the filter with a Name, select the type of document they want to save the results as from the Document Type drop down menu. Users can also choose which Parent Folder or create a new folder to store the document in.



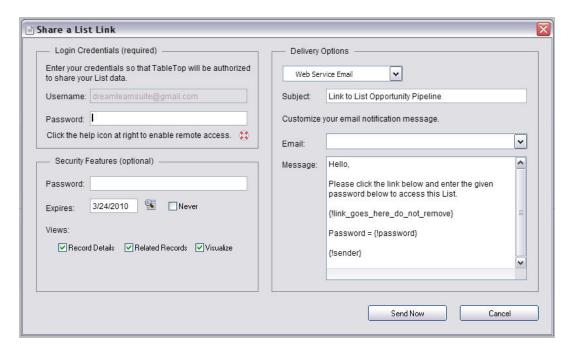


Sharing a Filter

Through the Active Links feature, Filters can easily be shared with anyone. To share a Filter simply right click on the Filter and select the Share Filter Link command.



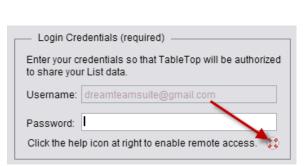
Once selected the Share a Filter Link dialog box will appear, where the user must complete the following components:

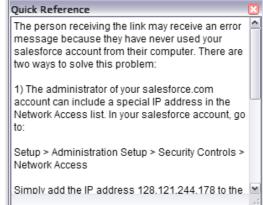




1. Enter their password in the box in the top left box.

(**Note:** If using TableTop on SFDC platform, user must either enter your Salesforce Security Token directly after password or you can add an IP address to your Network Access section under Security Controls to avoid the Security Token. Click on the life preserver icon for additional information.)





2. In the Security Features box, the user can add a password so that the end user must enter it to have access to the link. In addition, the user can add an expiration date to the link, as well as dictate what views they want the end user to have.



- 3. Next the user must select their Delivery Option. There are three options available including Web Service Email, Microsoft Outlook and Copy to Clipboard.
- 4. Next type the email address or multiple addresses in the assigned box.
- 5. Lastly, click the send button.



List

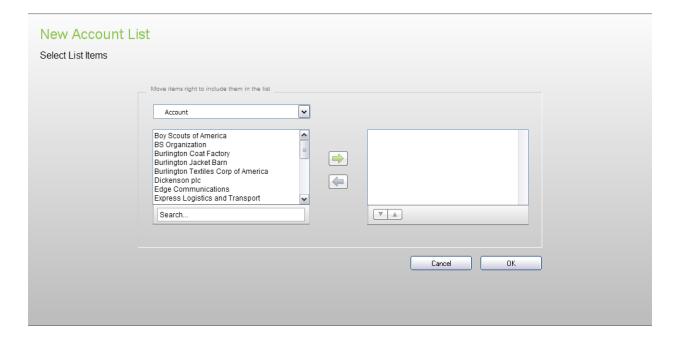
Lists behave like a filter but they are confined to a defined set of records. Lists can be created by adding records to the list to track or by starting with a filter and then saving as a defined list. Like filters, lists are "live" and always looking at the most recent state of the data. A Snapshot is a static list and takes a snapshot of the list data in time for archival and trend analysis.

Creating a List

To create a List, simply click on the "New" button on the Home Page.



Once selected, the New Entity List dialog box will appear, where the can select the entity they want to create a list of records of. Then the user can choose the desired records, click the green over to move them to the selected box and then click the OK button.





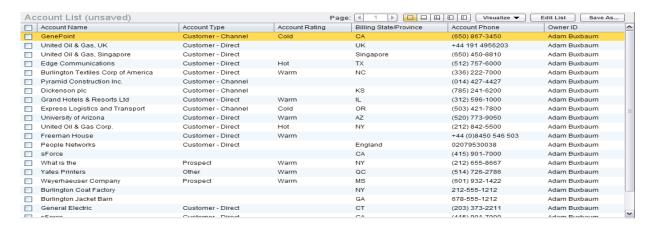
List Record View

After the list is created, a List of the records will appear. Here users can select from one of five views to interact with the results. These views are the same Display Views mentioned above with one additional view enabling users to make changes to existing records. The five views are accessible by clicking on the icons on the top of the dialog box. These views include:



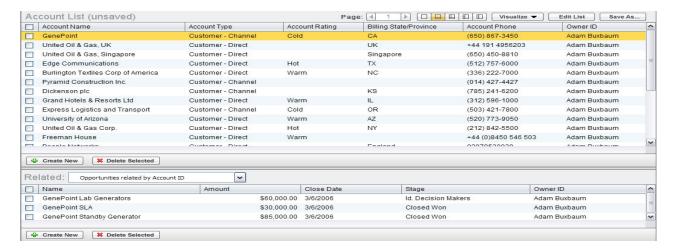
Results Only

The first Display View is the "Results Only" view. Selecting this option will display provide a list of all of the records of the selected entity.



☐ Results + Related

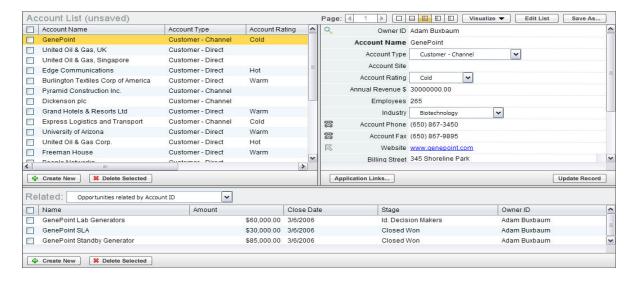
The second Display View is the "Results + Related" view. Selecting this option will display a list of records of the selected entity, plus displays records from a related entity that can be selected from a drop down menu at the bottom of the screen.





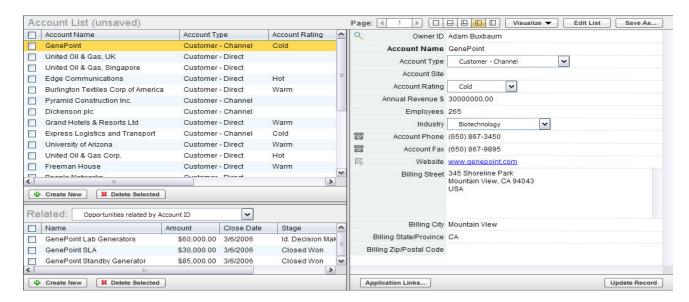
Results + Related + Details

The third Display View is the "Results + Related + Details" view. Selecting this option will display a list of the records of the selected entity, plus displays records from a related entity. In addition, a third dialog box is opened where the user can make edits to the primary list of selected records.



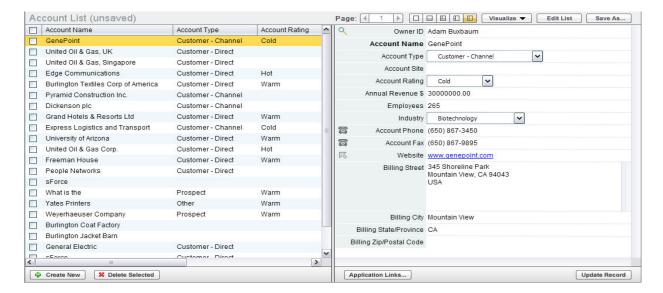
Results + Details

The fourth Display View is the "Results + Details" view. Selecting this option will display a list of the records of the selected entity, plus displays records from a related entity. In addition, a third dialog box is opened where the user can make edits to either the primary or secondary list of selected records.





The fifth view displays List results and record details enabling users to easily make edits to any record.





Editing a List

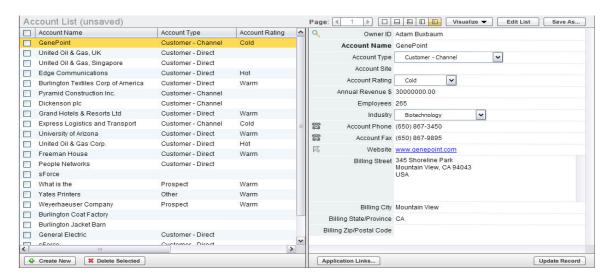
To edit a List of records, the user must simply select the record they want to edit and then select one of the following three Display views:

Results + Related + Details

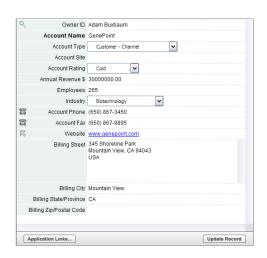
Results + Details

Results + Record Details

Once selected, the screen will display the records on the left and the details screen on the right.



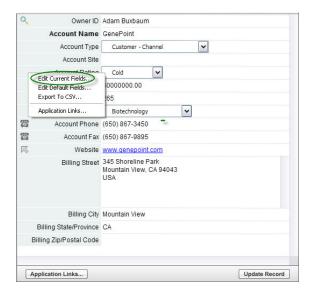
Here users can edit any of the existing directly in the details box. Once all edits have been completed, simply click on the Update Record button in the bottom right and the records will automatically be updated. **Note:** TableTop is a native application to the SFDC platform. Therefore, if you are using TableTop on the SFDC platform, all records displayed are SFDC records so once the user clicks the Update Record button, the records in SFDC will be automatically updated as well.



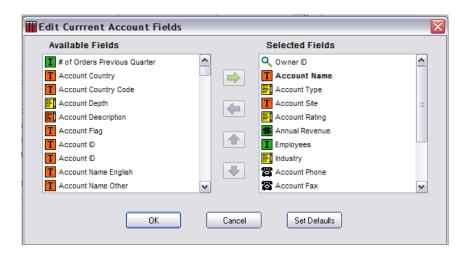
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In addition, users can edit existing fields by right clicking on field name and selecting Edit Current Fields.

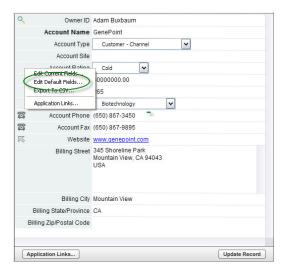


Once selected, the Edit Current Entity Fields dialog will appear, where the user can easily add fields by selecting the field from the Available Fields box and clicking the green arrow and moving it over to the Selected Fields box. Fields can easily be reordered by clicking on the blue up and down arrows. To remove fields simply select the field from the Selected Fields box and click the blue arrow and move it over to the Available Fields box.





Users can also edit the default entity fields by simply right clicking on the field name and selecting the Edit Default Fields command.

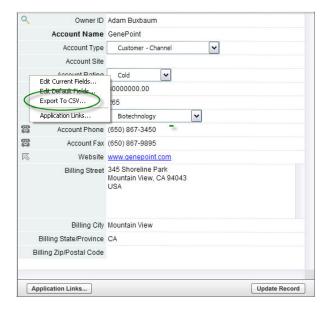


Once selected, the Edit Default Entity Fields dialog will appear where the user can easily add, subtract or reorder fields in the appropriate box.

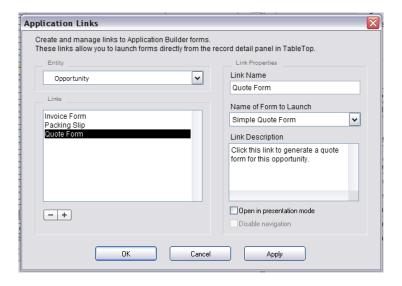




A List of records can easily be exported to a csv file by selecting the Export to CSV command from the right click Menu and saving the file to their desired location.

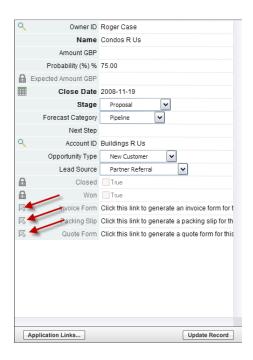


TableTop also provides users with the ability to create a link to an existing form created in FormFactory, and then launch the form from the record detail. To create a link to an existing form, the user must click on the Application Links button on the bottom of the details records box. The Application Links dialogue box will appear where users can select their desired entity from the drop down list in the top left. A list of currently linked live forms will appear in the Links box on the left side of the dialogue. This list automatically defaults to the business entity of the entity detail view. The user then selects their desired link and clicks the Apply button.





To launch a link, the user must simply click on the arrow next to the link at the bottom of the bottom of the details box. When the link is launched the selected record in the detail view will automatically populate the linked form.



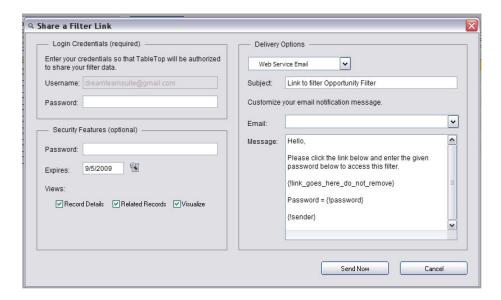


Sharing a List

Through the Active Links feature, Lists can easily be shared with anyone inside or outside your company. To share a List, simply right click on the folder and select the Share List Link command.



Once selected the Share a List Link dialog box will appear. Here the user must complete the following components:

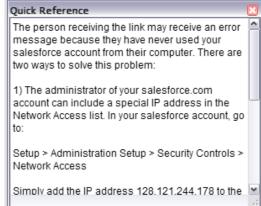




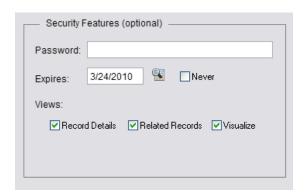
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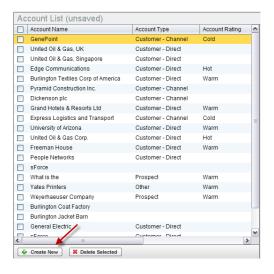


List Short Cuts

A number of short cuts have been added to assist users in managing their List of records including:

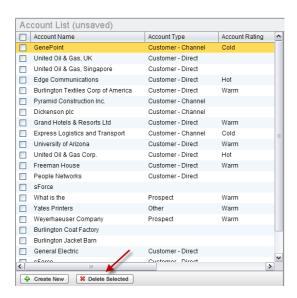


Users can create new records by clicking on the Create New button on the bottom of the dialog box.





Users can delete records by selecting the record they want to delete and then clicking on the Delete Selected button on the bottom of the dialog box.





In the top left corner of the screen there is two drop down menus with four shortcut options including:



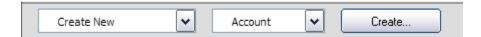
The first short cut enables users to display a list of all records for the desired entity. All the user must do is select Show All from the first drop down menu, and select the Entity from the second drop down menu and then finally click the Show All Now button and the list of records will be created.



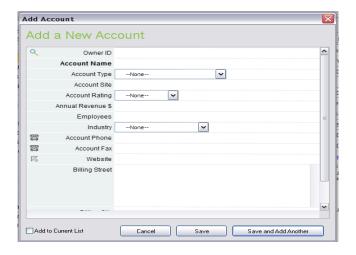
The second short cut enables users to create a simple search to search for a particular record. All the user must do is select Simple Search from the first drop down menu, and select the Entity and then type the name of the record they are searching for and click search now.



The third short cut enables users to initiate an Advanced Search for a particular record. All the user must do is select Advanced Search from the first drop down menu, and select the Entity and then type the name of the record they are searching for and click Search.



The fourth short cut enables users to create a new record. To create a new record, the User must select the Create new command from the first drop down menu, and select the Entity from the second drop down menu and then click the Create button. The Add Entity dialog will appear displaying the required fields. The user then has the option to save or save and create another record.



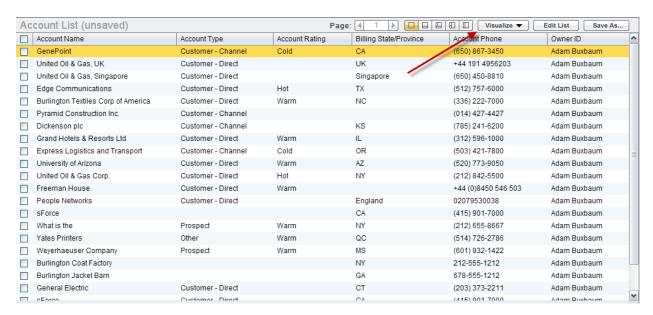


Reporting

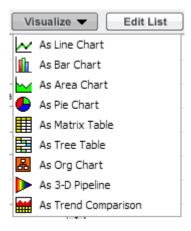
TableTop allows users to quickly visualize fully interactive views of data as drill down lists, charts, tables, org views, pipeline views, trend views, business form views, and a host of other rich views. Since it has full write-back capability, it goes well beyond reporting and dashboards and enables the rapid creation of departmental Cockpits on cloud databases.

Creating a Report or Dashboard

To create a report or a dashboard, the user must first create a list of records. Once the list of records has been created, then the user can click on the Visualize Menu on the right side of the screen and select the desired report or dashboard option.



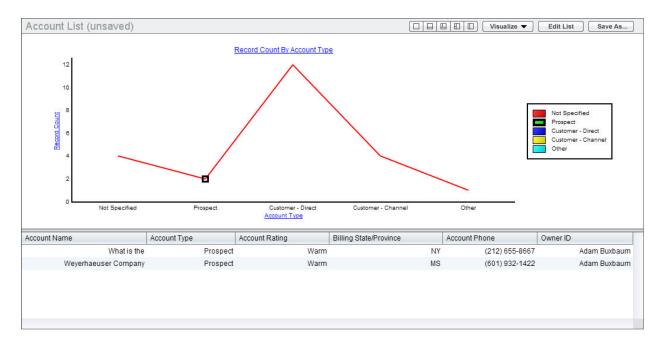
The Visualize Menu provides the following reporting and dashboard options:



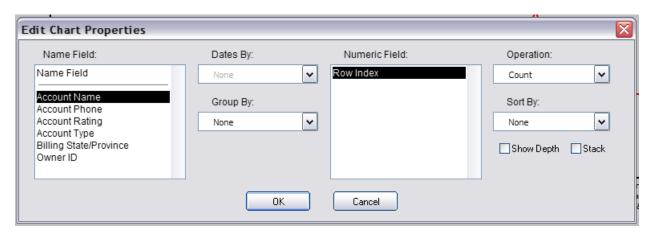


✓ As Line Chart

Line Chart – The first visualize option is a Line Chart. Users can easily create a Line Chart that displays data points displayed against X and Y axis and all of the points are connected with a single line. A Legend describing the categories is color coded and displayed in box on the right side of the screen. If the user clicks on one of the categories, a list of records tied with that category will appear in the dialog box at the bottom of the screen.



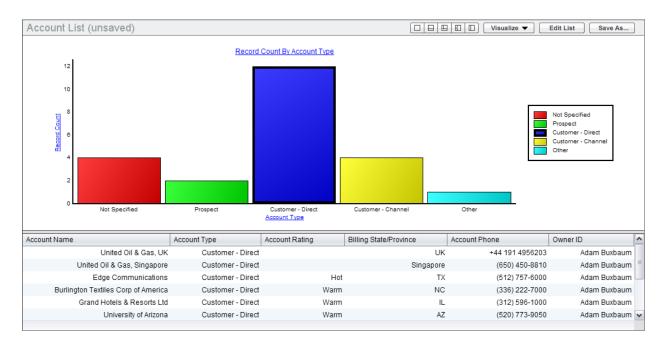
Users can easily edit the properties of the X and Y axis or both by simply clicking on the appropriate hyper link and selecting the desired criteria. The dialog below displays the options available for display.



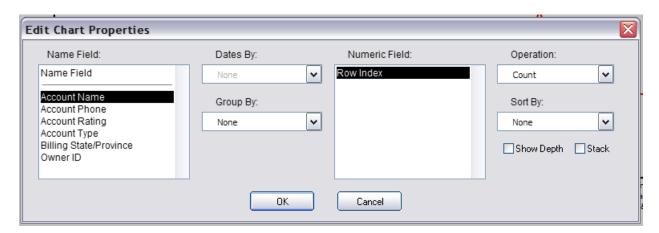




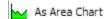
Bar Chart – The second visualize option is a Bar Chart. Users can easily create a Bar Chart that displays rectangular bars of lengths usually proportional to the values they represent. A Legend describing the categories is color coded and displayed in box on the right side of the screen. If the user clicks on one of the categories, a list of records tied with that category will appear in the dialog box at the bottom of the screen.



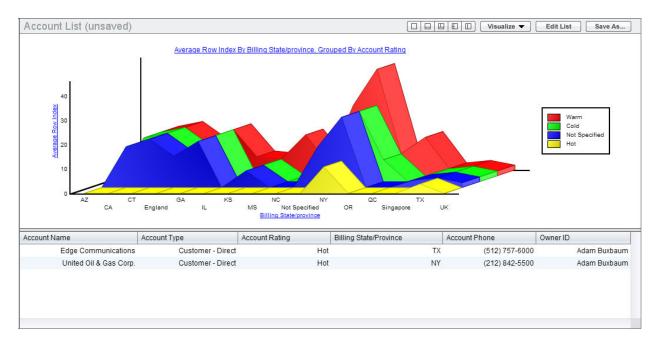
Similar to a Line Chart, users can easily edit the properties of the X and Y axis or both by simply clicking on the appropriate hyper link and selecting the desired criteria. The dialog below displays the options available for display.



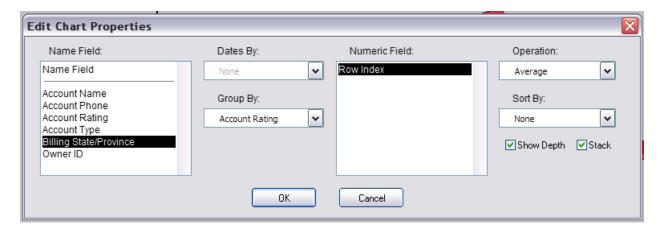




Area Chart – The third visualize option is an Area Chart. Users can easily create an Area Chart that displays graphically quantitative data. The area between axis and line are commonly emphasized with colors and textures. Commonly one compares with an area chart two or more quantities. A Legend describing the categories is color coded and displayed in box on the right side of the screen



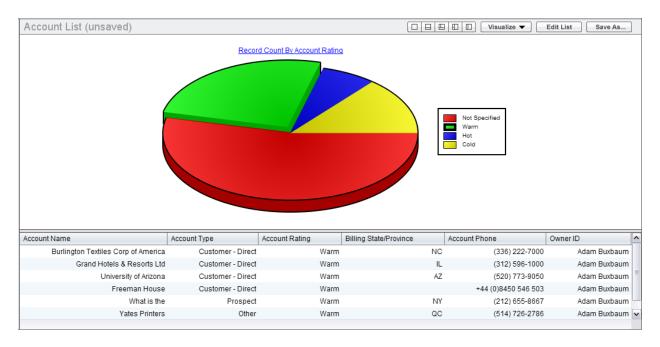
Similar to a Line Chart and the Bar Chart, users can easily edit the properties of the X and Y axis or both by simply clicking on the appropriate hyper link and selecting the desired criteria. The dialog below displays the options available for display.



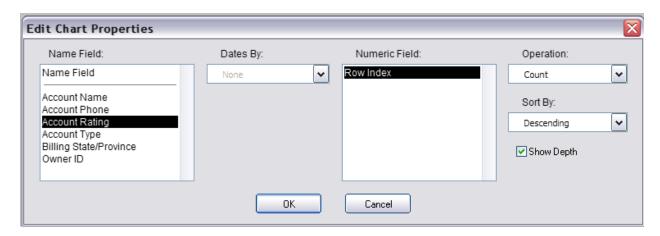




Pie Chart – The fourth visualize option is a Pie Chart. Users can easily create a Pie Chart that is a graphical display of data in which frequencies or percentages are represented as slices of a pie. A Pie Chart is often used to illustrate the relationship of parts to the whole. This makes a pie chart particularly useful for emphasizing one specific element of a whole. A Legend describing the categories is color coded and displayed in box on the right side of the screen. If the user clicks on one of the categories, a list of records tied with that category will appear in the dialog box at the bottom of the screen. **Note**: *The selected category is elevated in the pie chart*.



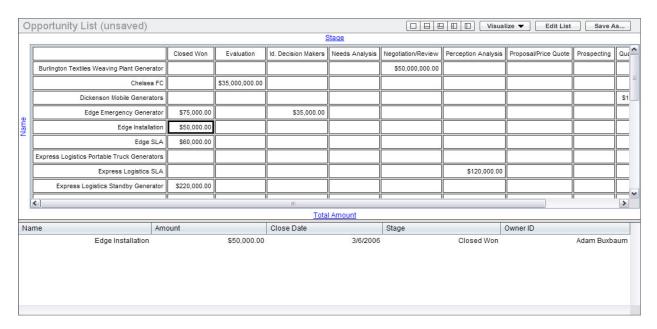
Users can easily edit the properties of the Pie Chart by simply clicking on the appropriate hyper link and selecting the desired criteria. The dialog below displays the options available for display.



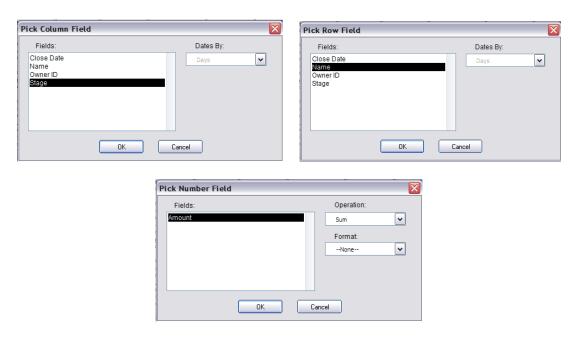




Matrix Table – The fifth visualize option is a Matrix Table. Users can easily create a Matrix Table that displays two-dimensional data and summary statistics. A list of records will appear in box on the bottom once a specific category has been selected.



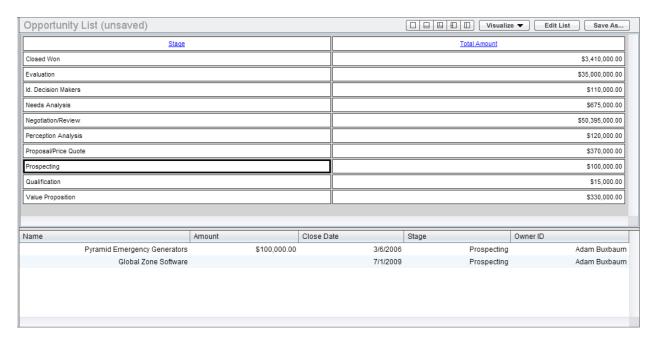
Users can easily edit the properties of the Matrix Table by simply clicking on the hyperlink at the top of the screen to select the Column Fields, the hyperlink on the left to select the Row fields and the hyperlink on the bottom to select the Number fields.







Tree Table – The sixth visualize option is a Tree Table. Users can easily create a Tree Table that displays three dimensional data and summary statistics. A list of records will appear in box on the bottom once a specific category has been selected.



Users can easily edit the properties of the Tree Table by simply clicking on the first hyperlink at the top of the screen to select the Name Field and then on the second hyperlink at the top of the screen to select the Number field.

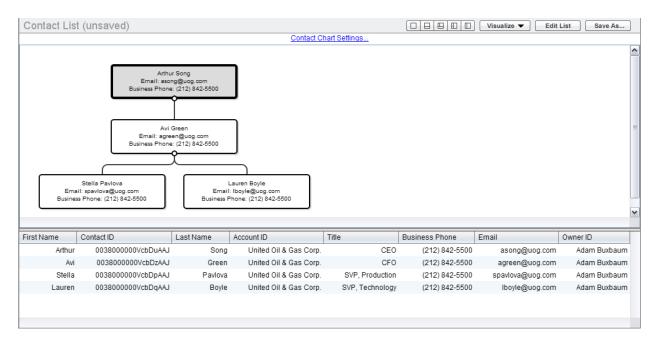








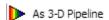
Org Chart – The seventh visualize option is an Org Chart. Users can easily create an Org Chart for both Accounts and Contacts. This feature provides a graphical "org" view of account, contact or user hierarchies within their workspace or Org.



Users can easily edit the properties of the Org Chart by simply clicking on the Account/Contact Chart Settings hyperlink at the top of the screen. Here users can select information they want to display from a number of fields.



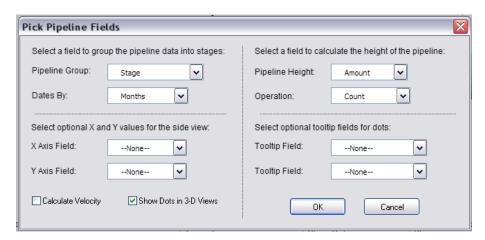




3-D Sales Pipeline – The eighth visualize option is a 3-D Pipeline. Users can easily create a 3-D Pipeline report to visualize opportunities as a sales funnel showing both pipeline shape and velocity in highly interactive three dimensional views. Rotate the pipeline in real-time and click on any of the opportunities in the view for drill down. A list of records will appear in box on the bottom once a specific category has been selected.



Users can easily edit the properties of the 3-D Sales Pipeline by simply clicking on the hyperlink at the bottom of the screen and selecting the appropriate options in the Pick Pipeline Fields dialog.







Trend Comparison – The ninth and final visualize option is the Trend Comparison. Users can easily create a Trend Comparison report to see changes between time-stamped snapshots and current activity. It's a great tool for visualizing change in forecasts, or any set of data where you want to know what has been added, deleted, or modified.



To enable the trend feature the user must:

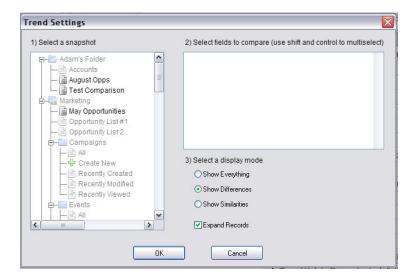
- 1. Create an Opportunity List.
- 2. Add a new opportunity and save to the existing list
- 3. Click on the Save As button in the top right corner
- 4. In the Save As dialog, select Snapshot from the Document Type drop down menu and click save.



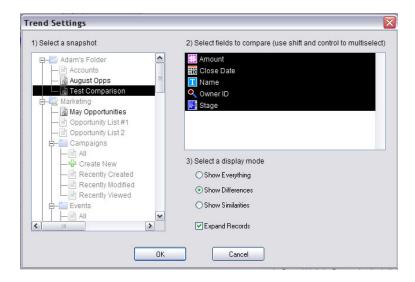


- 5. Display all Opportunities again
- 6. Click on the Visualize Menu and select Trend Comparison
- 7. The Trend Settings dialog box will appear. Here users can select the Snapshot they want to compare and then select to display one of the follow three options:
- A. Show Everything
- B. Show Differences
- C. Show Similarities

Users also have the ability to expand records. Click Ok when done.



8. Once the user selects the Snapshot they want to compare, a list of fields will appear in the dialog box in the top right. Here users can select a specific field they want to compare.



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Once the user clicks the OK button, the comparison will appear displaying all differences in red.





Web Page

TableTop allows users to easily create quick links to web pages that they visit frequently.

Creating a Web Page

Creating a link to a Web Page is easy. To create a link to a Web Page, simply click on the "New" button on the Home Page.



The New Web Page dialog will appear where the user can type the Web Page URL and then click OK.



The Web Page will automatically load once created.





To save the Web Page click on the Save As button. Users are then prompted to give the Web Page a name and select the Folder they want to store it in.



Once the web page is saved, to access the web page, the user can open the folder and click on the link to launch the web page.





Database

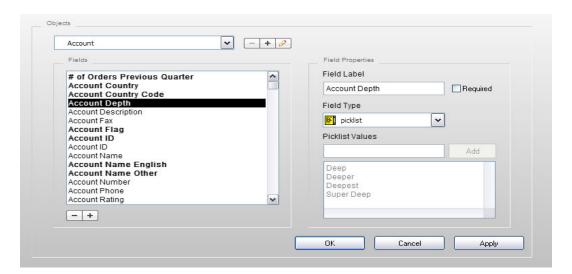
TableTop enables users to easily make manual edits to the database.

Editing Custom Fields

Editing custom fields is easy to do. To edit a custom field simply click on the Edit button from the Home Page



Once the user clicks on the Edit button, the Database dialog will appear. Here the user can select their desired Object and field that they want to edit. Only custom fields can be edited. Standard fields are not able to be edited.





Records

The sixth component is to import records in from an alternate source. Here users can easily import records into TableTop via a csv file from an alternate database.

Importing Records into TableTop

Importing records into TableTop from an alternative database is easy. The file must be in a csv format in order to be imported into TableTop. To import a csv file into TableTop simply click on the Import button on the Home Page.



Once selected, the Import Records dialog will appear. To import a csv file in to TableTop, the user must click on the Choose File button and then select the csv file. Then the user must map the fields to the corresponding fields within TableTop directly in the Field Mapping dialog box. Once finished, click the Import button and the file will be imported into TableTop.

