

Getting Started with Minitab Connect[®]

Contents

1 Overview	3
Minitab Connect Tools	3
The story	4
2 Prepare Your Data for Analysis	5
Create a custom view of your data	5
Send an export of a view by email	7
3 Get Your Data Into Minitab Connect	9
Add a new table	9
Add a new form	12
Create a connection and schedule the data imports	13
Modify a data flow	14
4 Push and Pull Your Data to External Applications	17
Export a Minitab worksheet	17
FTP and SFTP Connectors	17
Create a connection to Minitab Model Ops	18
5 Display Your Data in Custom Graphs	20
Create a new graph	20
Modify the spline chart	21
Using graph options	25
Use a view to create a graph with a subset of data	26
6 Import and Share Your Data with Dashboards	28
Create a Dashboard	28
Add a slicer to your dashboard	28
Share the dashboard	29
Index	30

1. Overview

The *Getting Started with Minitab Connect®* guide introduces you to some of the most common features and tasks in Minitab Connect. Use this guide to learn how to complete the following tasks:

- Create a custom view of your data
- Create and send an export of your data
- Add a new table
- Add a new form
- Connect with an external data source
- Schedule data imports
- Modify a data flow
- Export data to other applications
- Visualize data
- Create a dashboard to share your analyses

Minitab Connect Tools

Minitab Connect is a powerful collection of tools that lets you import data into its platform, clean the data, and prepare the data for analysis. Also, you can create visualizations of the data and easily share files with other applications. Each tool in Minitab Connect performs a specific job, but all the tools seamlessly work together to allow for quick and flexible access to your data and analyses.

Minitab Connect includes three core tools to manage, store, and clean your data.

Base Tool



The **Base Tool** stores the data that flows in and out of the platform into a centralized data warehouse. Use the **Base Tool** for immediate access to all your integrated data resources and manage your data resources without risking data quality, integrity, or security.

Flow Tool



Use the **Flow Tool** to flow your data through the platform. Data flow in and out automatically or manually through the connections that you set up. With the **Flow Tool** you can eliminate manual data clean-up tasks and automate the movement of data between different sources and platforms. Minitab Connect includes hundreds of pre-built connectors and integrations, or you can create your own.

Prep Tool



Use the **Prep Tool** to easily view and query your data. Also, use the **Prep Tool** for data cleanup and data aggregations based on the processes that you specify. You can set up the prepping routine once, and all your data are processed accordingly.

Minitab Connect also includes tools for visualizing and summarizing your data:

Visualize Tool



Use the **Visualize Tool** to chart your data and share dashboards with colleagues across your organization.

Audit Tool



The **Audit Tool** displays a summary of your table. Use the **Audit Tool** to easily see the size, fields, flows, views, and processes as well as general information about your data table.

The story

A company that sells online book downloads collects a large amount of data to understand the target audience and to increase online book sales.

Throughout the *Getting Started with Minitab Connect®* guide, you analyze data from this fictitious company as you learn to use Minitab Connect. While Minitab Connect is a powerful platform that can handle large and complicated data sets, our examples are generally simple to illustrate the features available in the platform.

Note: The primary data set for this example is located in the Minitab Data Set Library. The steps to open this data set are in the section [Import data from an existing data file into a Minitab Connect table](#) on page 5.

You can follow the chapters in sequence, or you can skip to the chapter of interest. Areas of focus include opening data sets, creating new tables and forms, creating connections, visualizing data, and reporting results.

Tip: You might find it helpful to create your own folders when saving the tables and graphs from the examples in this guide. Or, you can use unique names so that the other users on your platform do not overwrite your work.

2. Prepare Your Data for Analysis

Often, the first step in data analysis is to prepare your data. In many cases, you have too much data or incorrectly formatted data. It is important to clean and subset the data to focus on the variables of interest. Use the **Prep Tool** to do the following:

- Create a custom data view to easily explore your data
- Design and run a custom data prep
- Export a data report

Create a custom view of your data

You can create a custom view of your data so that you can focus on the fields of interest. Each data table can have multiple views that you can save and name. These views can be used throughout the platform for ease of data reporting and analysis. Views do not change the actual data, but only change the presentation of the data. At any time, you can select **Reset Config**  to see all the data in the table.

In this example, the marketing analyst collects daily sales data. To focus on the daily breakdown of downloads by category, the marketing analyst creates a new view of the data that includes only the variables of interest.

Import data from an existing data file into a Minitab Connect table

First, the marketing analyst imports data from a Microsoft Excel (.xlsx) file into a new Minitab Connect table. After the file is imported, the data in Minitab Connect is independent of the original data file. Therefore, changes made to one source will not affect the other. Follow these instructions to create a standard table from an existing data file.

1. From the **Home** screen , select the **Minitab Connect** button  to open the **Navigation** pane. Under **Tables**, select **Add New Table**.
Or, from the **Home** screen, select the **Add** button under **Tables**.

2. On the **Dataset** tab, enter the following:
 - a. Under **Name**, enter *Online Downloads* to identify the new table.
 - b. Under **Folder**, select the plus button to create a new folder.

Folder*

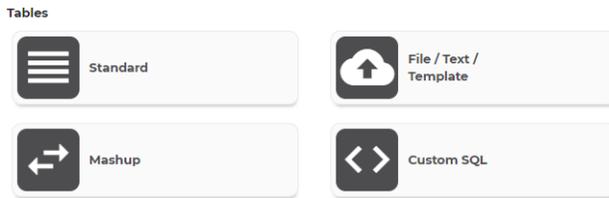
 

Tip: You might find it helpful to create your own folders when saving the tables and graphs from the examples in this guide. Or you can use unique names so that the other users on your platform do not overwrite your work.

- c. Under **Name**, enter *Download Data* to name the folder that stores the new table.
- d. Under **Parent**, keep */(root)* to create the new folder at the root level of Minitab Connect. Alternatively, you can browse to another location to create the new folder.
- e. Select **Save** .
- f. Under **Status**, select **Development**.

You can also enter optional fields, which are helpful to describe your data set.

- From the **Tables** gallery, select **File/Text/Template**.



- Under **Import Type**, select **File** and browse to your file.
For this example, use the data set in the Minitab Data Set Library, [Online Downloads Data](#).
- Select **Save** .

When you save the table, the **Prep Tool**  opens. Select **Reset Config**  to view the data.

Note: Select the **Notifications and Issues**  button to display problems with your data. For instance, you can see whether the data have imported properly.

FIELD(S)	FILTER(S)	SORT(S)	SAVE(S)	<input type="checkbox"/>	Customer ID	Region	Birth Year	Age	Marital Status	Education	
<input type="text" value="Add a Field"/>				<input type="checkbox"/>	6177		2	2000	20	Partner	GED
Add All Field(s)			Remove All Field(s)	<input type="checkbox"/>	7832		3	1965	55	Married	College
<input checked="" type="checkbox"/> Customer ID			<input checked="" type="checkbox"/>	<input type="checkbox"/>	8724		3	1984	36	Married	College
<input checked="" type="checkbox"/> Region			<input checked="" type="checkbox"/>	<input type="checkbox"/>	158		3	1976	44	Married	PhD
<input checked="" type="checkbox"/> Birth Year			<input checked="" type="checkbox"/>	<input type="checkbox"/>	9481		2	1970	50	Married	College
<input checked="" type="checkbox"/> Age			<input checked="" type="checkbox"/>	<input type="checkbox"/>	10643		3	2002	18	Single	High School
<input checked="" type="checkbox"/> Marital Status			<input checked="" type="checkbox"/>	<input type="checkbox"/>	2549		4	1983	37	Single	College
<input checked="" type="checkbox"/> Education			<input checked="" type="checkbox"/>	<input type="checkbox"/>	1773		2	1970	50	Partner	College
<input checked="" type="checkbox"/> Income			<input checked="" type="checkbox"/>	<input type="checkbox"/>	2375		1	1980	40	Widow	College
<input checked="" type="checkbox"/> Membership Date			<input checked="" type="checkbox"/>	<input type="checkbox"/>	3179		4	1905	115	Single	High School
<input checked="" type="checkbox"/> Purchase Date			<input checked="" type="checkbox"/>	<input type="checkbox"/>	7521		2	1985	35	Single	College
<input checked="" type="checkbox"/> Genre			<input checked="" type="checkbox"/>	<input type="checkbox"/>	944		2	1970	50	Single	PhD
				<input type="checkbox"/>	11056		6	1994	26	Partner	Master
				<input type="checkbox"/>	4338		1	1987	33	Married	High School

Create a summary view of your data

Next, the analyst specifies the fields of interest. Because the analyst wants a summary of the total downloads by genre and purchase date, the analyst creates a view with these fields and one of the system fields created by Minitab Connect.

Note: Every data table includes four system fields, which are created by Minitab Connect and help identify the data. You cannot remove system fields from the table; however, they do not appear unless you add them to a view.

Follow these instructions to create a summary view of the data.

- On the **Fields** tab, select **Remove All Fields** to start with an empty field list.
Depending on the number of columns, it may be easier to add or remove fields.
- Under *Add a Field*, select the fields to add to the view.
For this example, add *Purchase Date* and *Genre*.
For this example, we also need to add *System: ID*, which is a unique ID for each record.
- Under *System: ID*, select the **View**  button.

- Select **Add Prep** and select **Count**.
For this example, the analyst wants a summary of each genre for each day.
- Select **Save** .
- Under **View**, select **New View**. Under **Name**, enter *Daily Genre Summary* to identify the new view.
- Select **Save**.

You now have a saved view called *Daily Genre Summary* that you can use throughout the Minitab Connect platform to view the summary data.

FIELD(S)	FILTER(S)	SORT(S)	SAVE(S)
Search Saves... 			
Show Default Save		Refresh Save(s)	
 Daily Genre Summary   			

<input type="checkbox"/>	Purchase Date	Genre	System: ID
<input type="checkbox"/>	2020-08-31	Poetry	2
<input type="checkbox"/>	2020-08-31	Nonfiction	9
<input type="checkbox"/>	2020-08-31	Biography	5
<input type="checkbox"/>	2020-08-31	Drama	6
<input type="checkbox"/>	2020-08-31	Fantasy	3
<input type="checkbox"/>	2020-08-31	Fiction	6
<input type="checkbox"/>	2020-08-31	Science Fiction	4
<input type="checkbox"/>	2020-08-31	Mystery	5
<input type="checkbox"/>	2020-09-01	Nonfiction	8
<input type="checkbox"/>	2020-09-01	Science Fiction	6
<input type="checkbox"/>	2020-09-01	Poetry	9
<input type="checkbox"/>	2020-09-01	Mystery	10
<input type="checkbox"/>	2020-09-01	Fiction	12
<input type="checkbox"/>	2020-09-01	Biography	10
<input type="checkbox"/>	2020-09-01	Fantasy	11

When you add aggregate data preparations such as **Count**, **Sum**, **Min**, or **Max**, the results are sorted by the other fields that do not have an aggregate **Prep**. For this example, the data are sorted by Purchase Date and Genre.

Tip: You might find it helpful to rename the system field with a more meaningful name. From the **Fields** tab, highlight the name you want to change and enter a new name.

FIELD(S)	FILTER(S)	SORT(S)	SAVE(S)
Add a Field 			
Add All Field(s)		Remove All Field(s)	
<input checked="" type="checkbox"/>	Purchase Date	  	
<input checked="" type="checkbox"/>	Genre	  	
<input checked="" type="checkbox"/>	Total Downloads	  	

<input type="checkbox"/>	Purchase Date	Genre	System: ID
<input type="checkbox"/>	2020-08-31	Poetry	2
<input type="checkbox"/>	2020-08-31	Nonfiction	9
<input type="checkbox"/>	2020-08-31	Biography	5
<input type="checkbox"/>	2020-08-31	Drama	6
<input type="checkbox"/>	2020-08-31	Fantasy	3
<input type="checkbox"/>	2020-08-31	Fiction	6

In this example, *Total Downloads* is more descriptive.

You can create other views at any time. Open the **Audit Tool**  to see a list of all the views for the active table.

Send an export of a view by email

After a view is created, you can export the data from this view to share with others. In this example, a marketing analyst sends an email of the daily summary to the marketing team. Follow these instructions to create an export of the data view.

- From the **Prep Tool** , select the **Export** button .

2. In the **Export Data** dialog box, enter the following:
 - a. Under **Export**, select **New Export**.
 - b. Under **Name**, enter *Daily Genre Export*.
 - c. Under **View**, select *Daily Genre Summary* to select the view to export.
 - d. Under **Delivery**, select **Email - Attachment**.

You can also send an email as an inline attachment.

Note: When you send information from Connect by email, it is recommended that you select an email encryption option from the **PGP / GPG Encryption** drop down.

3. Open the **Delivery** tab and enter the following:
 - a. Under **Email To**, enter the email addresses, separated by commas, to the recipients of the export.
Select the envelope icon  to populate the field with your email address.
 - b. Under **Email Subject**, enter the subject header for the email.

For this example, keep the other default settings. You can also enter optional fields, which are helpful to describe your export.

4. Select **Save**.
5. Select **Run**.

You now have a saved export called *Daily Genre Export* that you can use throughout the Minitab Connect platform to export the summary data. You can create other exports at any time.

Open the **Audit Tool**  to see a list of all the exports for the active table.

 General Information 
 Record Audit : 2 
 Fields : 32 
 Prepped Views : 1 
 Exports : 1 

Currently, this table has 32 fields, one prepped view, and one export. Expand each section to see more details.

3. Get Your Data Into Minitab Connect

All data used by Minitab Connect are stored within tables. You can add data to a Minitab Connect table several different ways.

- Create a standard table and manually enter your data
- Create a connection to import your data one time only or at a frequency that you specify
- Use custom SQL to pull data from an existing data set
- Import from a file
- Combine two or more existing data sets

Add a new table

In this example, a customer services representative enters customer complaint data into a standard table. The representative either speaks on the phone or chats online with the customer about their concerns.

Create a standard table to include specified fields

First, the customer representative creates a standard table with the required fields. For this simple example, the customer representative collects the date, the customer ID, the customer region, and the type of issue. Follow these instructions to create a standard table for manual data entry.

1. From the **Home** screen , select the **Minitab Connect** button  to open the **Navigation** pane. Under **Tables**, select **Add New Table**.
Or, from the **Home** screen, select the **Add** button under **Tables**.

2. On the **Dataset** tab, enter the following:
 - a. Under **Name**, enter *Download Issues* to identify the new table.
 - b. Under **Folder**, select the plus button to create a new folder.

Folder*

- c. Under **Name**, enter *Customer Team* to name the folder that stores the new table.
- d. Under **Parent**, keep */(root)* to create the new folder at the root level.
Alternatively, you can browse to another location to create the new folder.
- e. Select **Save** .
- f. Under **Status**, select **Development**.

You can also enter optional fields, which are helpful to describe your data set.

3. Under **Tables**, select **Standard**.

- On the **Setup** tab, add a new field for each variable in your table.

Click to add a field opens a data entry field.

- Under **Field Name**, enter *Date*.
- Under **Type**, select **Date**.
- Select the down arrow \downarrow to expand this field. Under **Format**, select **Date**.

You can also enter optional fields, which are helpful to describe your data set.

- Repeat Step #4 for *Customer ID*, *Customer Region*, and *Issue*.
The *Customer ID* and *Customer Region* fields are numeric, and the *Issue* field is text.

Note: For **Text** and **Number** fields, the default length values are usually adequate, but you can increase or decrease as you like.

- Select **Save** .

When you save the table, the **Prep Tool**  opens and you can now add data to the table.

No record(s)

This table has the four fields that you added. Select *Add a Field* at the top of this list to add any of the system fields to this view.

Note: Use the **Base Tool**  to add more data fields to this table.

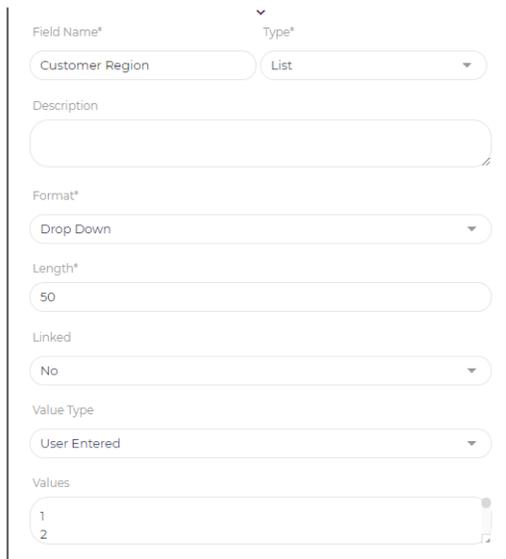
Create a list field for a variable

In the next section, [Add a new form](#) on page 12, the customer service team creates a form to collect data. Because the team wants to use standard values for the customer region and the issue type, the analyst specifies a list for these fields to create dropdown lists in the data collection form.

Follow these instructions to create dropdown lists for customer region and issue.

- Open the **Base Tool** .

2. On the **Setup** tab, expand the *Customer Region* field.
 - a. Change the **Type** from **Number** to **List**.
 - b. Under **Format**, select **Drop Down**.
 - c. Under **Value Type**, select **User Entered**.
 - d. Under **Values**, enter 1, 2, 3, 4, 5, 6, 7. Use the enter key between entries so each issue is on a separate line.



The screenshot shows the configuration interface for a field named 'Customer Region'. The 'Type' is set to 'List'. The 'Format' is set to 'Drop Down'. The 'Value Type' is set to 'User Entered'. The 'Values' field contains the numbers 1 and 2, with a scroll bar indicating more values can be added.

3. Repeat Step #2 for *Issue*.
 - a. Change the **Type** from **Text** to **List**.
 - b. Under **Format** select **Drop Down**.
 - c. Under **Value Type** select **User Entered**.
 - d. Under **Values** enter *Browser, Incorrect Billing, Incorrect Link, Return, Other*. Use the enter key between entries so each issue is on a separate line.
4. Select **Save** .

Add data into the new table

Next, the analyst enters data into the table.

1. Open the **Prep Tool** .
2. Select **Add**  and populate the desired fields.
3. Select **Submit** to add the record to the table.
4. If you want to import several records at the same time, use the **Import**  button.
 - Under **Type**, select **Text** to copy and paste multiple records at the same time.
 - Under **Type**, select **File** to import a file with all the records.

Add a new form

In the previous section, the customer representative created a standard table with the required fields. However, because the entire customer service team needs to standardize the data collection, the team decides to create a form that all team members can access.

You can use the **Form Tool** to design customized forms that have user-specific instructions to minimize data entry errors. The data entries are then stored in the corresponding data table.

For this example, create a form to collect the date, the customer ID, the customer region, and the type of issue. Follow these instructions to create a new form for manual data entry.

1. Go to the **Navigation** pane. Under **Forms**, select **Add New Form**.
2. On the **Info** tab, enter the following:
 - a. Under **Name**, enter *Download Issues Form*.
 - b. Under **Table**, select *Download Issues*.
Minitab Connect populates this field when you generate a form from a table.
 - c. Under **Type**, select **Single**.
 - d. Under **Type**, select **External**.

For this example, keep the other default settings. You can also enter optional fields, which are helpful to describe your form.

3. Select **Add Element**.
For this example, add elements for date, customer ID, customer region, and the type of issue.
4. Under **Type**, select *Date*. Under **Options**, select **Required**.
5. Select **Add** to save the *Date* element.
6. Select **Add Element**. Under **Type**, select *Customer ID*. Under **Options**, select **Required**.
7. Select **Add** to save the *Customer ID* element.
8. Select **Add Element**. Under **Type**, select *Customer Region* and enter the following:
 - a. Under **Help Text**, enter *Enter an integer between 1 and 7 to represent the customer region*.
This instruction will display on the form.
 - b. Under **Options**, select **Required**.
9. Select **Add** to save the *Customer Region* element.
10. Select **Add Element**. Under **Type**, select *Issue* and enter the following:
 - a. Under **Help Text**, enter *Enter the complaint reason: Browser, Incorrect Billing, Incorrect Link, Return, or Other*.
This instruction will display on the form.
 - b. Under **Options**, select **Required**.
11. Select **Add** to save the *Issue* element.
12. Select **Save**  to save the form.

Tip: Another way to create a new form is from the **Flow Tool** . Under the **Inputs** tab, select the plus button  next to **Forms** to add a new form. You can follow the same steps as above.

When you save the form, you can toggle between the **Form** and the **Form (Base)** .

Date*  Today

Customer ID*
Customer ID

Customer Region*
Customer Region
Enter an integer between 1 and 7 to represent the customer region.

Issue*
Issue
Enter the complaint reason: Browser, Incorrect Link, Incorrect Billing, Return, or Other.

Use the **Form Tool**  to enter data.

INFO	KEY(S)
Name* Download Issues Form	
Table* Download Issues	
Theme None	
Type* Single	

Element List
Search Elements...

Use the **Form (Base)**  update your form.

Create a connection and schedule the data imports

In this example, a marketing analyst creates a connection to a database that contains key data. After this connection is set up, the analyst can use the same connection to pull additional data. Follow these instructions to create a connection for data import.

Create a connection

Minitab Connect offers hundreds of connectors that can bring data into the platform. This example shows how to connect to a database. Your specific steps will depend on the connector that you select.

1. From the **Home** screen , select the **Minitab Connect** button  to open the **Navigation** pane. Under **Tables**, select **Add New Table**.
Or, from the **Home** screen, select the **Add** button under **Tables**.
2. On the **Dataset** tab, under **Datasets**, search for **MySQL** or the connection that you want to create.
3. On the **Setup** tab, enter the following:
 - a. Under **Name**, enter the name that identifies the table.
 - b. Under **Folder**, select the folder that stores the table or create a new folder.
 - c. Under **Status**, select whether the table is in development or production.

You can also enter optional fields, which are helpful to describe your data set.

4. Under **Connection**, select **New Connection** and enter the **Name** that identifies the connection.
5. Under **Setup**, enter the **Hostname** and **Port**.
6. Select **Next**.
7. Under **Setup**, enter the **Username** and **Password**.
Contact your IT department if you do not know the database username and password.
8. Select **Next**.
9. Under **Setup**, select your **Database**.
10. Select **Save**.

Now the analyst can pull the data using this connection. From the **Navigation** pane, under **System > Connections**, you can see all the data connections that are currently set up.

Schedule data imports

Next, the analyst specifies how often to retrieve the database data. If you import data from a different type of connector, then your steps will be different.

1. Under **Connection**, select where to import the data from.
2. Under **Update Frequency**, select the how often you want to import the data pull.
3. On the **Setup** tab, select **Type of Pull**, then select **Next**.
 - **Single Table** to pull data from one table
 - **Multiple** to pull data from multiple tables
 - **All** to pull data from all data sourcesFor this example, the analyst selects **Single Table**. If you select **Multiple** or **All**, you need to specify the other data sources to use.
4. Under **Setup**, you can specify whether you want to use your own SQL. Under **Skip to SQL**, select one of the following:
 - **No** to use the default setup steps. A step-by-step process walks you through the options.
 - **Yes** if you are familiar with SQL and want to enter your own code.
5. Under **Table**, select the table that contains the data, then select **Next**.
6. Under **Setup**, select the data fields, then select **Next**.
7. Under **Setup**, add a filter if you like, then select **Next**.
For example, you can enter a filter for *Date* if you want to specify a date range.
8. Select **Save**  to run the data pull.

When you save the table, the **Prep Tool**  opens. You can display your notifications to see if the data have imported properly. Select **Reset Config**  to see the data.

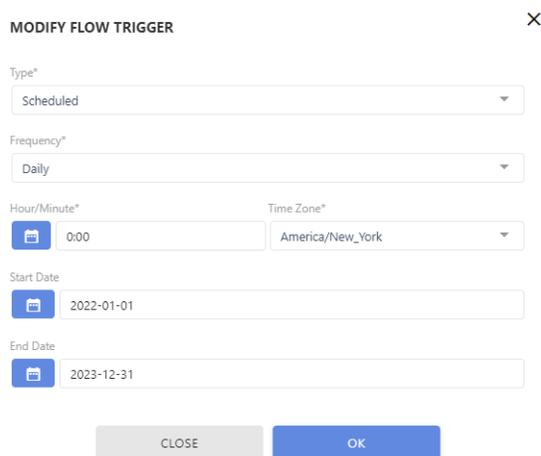
Modify a data flow

In this example, a marketing analyst generates weekly data but wants to reschedule and flow the data daily. Follow these instructions to modify the data flow schedule.

Modify the data schedule

This example shows a scheduled change from weekly to daily data. Your specific steps depend on the type of flow trigger that you select.

1. Open the **Flow Tool** .
2. Select the existing scheduled flow to open the **Modify Flow Trigger** dialog box.
3. Under **Type**, select one of the following options:
 - **Manual** runs the process when requested.
 - **Scheduled** runs the process as specified by a schedule.
 - **Data Event** runs the process when new data are inserted or updated, or when old data are deleted.
 - **Form Submission** runs the process when a form is submitted.
 - **Flow Completion** allows you to chain multiple data flows together. For example, you can use **Flow Completion** to run Flow 2 after Flow 1 runs, or you can use flows from different data sets.
4. For this example, the analyst selects **Scheduled**.
5. Under **Frequency**, select **Daily** and specify the time and the start and end dates.
6. Select **Save**.



MODIFY FLOW TRIGGER X

Type*
Scheduled

Frequency*
Daily

Hour/Minute* 0:00 Time Zone* America/New_York

Start Date
2022-01-01

End Date
2023-12-31

CLOSE OK

You can enter the details as needed for your scheduled flow.

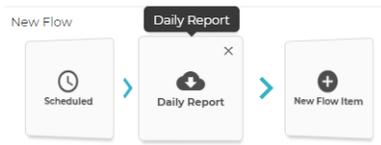
Add a new flow to an existing flow

In addition to the daily data pull, the marketing analyst also wants to add the daily summary export to the flow. Your specific steps depend on the type of flow trigger that you select.

This example shows how to add a new flow item with an existing flow.

1. Open the **Flow Tool** .
2. Under the existing scheduled flow, select the **New Flow Item** button.
3. Under **Name**, enter *Daily Report* to name the new flow item.
4. Under **Type**, select **Export**.
5. Under **Export**, select *Daily Genre Export*.
6. Select **OK** to save the new flow item.

When you save the flow, the new flow item is added. You now have a saved flow that pulls data, creates an export, and emails the summary data daily.



4. Push and Pull Your Data to External Applications

With Minitab Connect you can push or pull your prepped data into various applications. You can push data with a simple export. You can pull data by setting up a connection from the external application to import data into Minitab Connect.

Export a Minitab[®] worksheet

Minitab Connect provides ways for you to export your prepped data to other applications, such as Minitab[®] Statistical Software.

- To create a Minitab[®] worksheet (MWX) for in-depth analysis, select the **Export to Minitab** button  from the **Prep Tool**.
- To export to other formats, select the **Export** button .

FTP and SFTP Connectors

Use a File Transfer Protocol (FTP) or a Secure File Transfer Protocol (SFTP) to communicate and transfer files between a server and Minitab Connect. You need the username and password for the server to access the files and import them into Connect. For a SFTP connector, you can alternatively use a Secure Shell (SSH) key instead of a username and password.

Both SFTP and FTP connectors interact with Connect the same way; however, the SFTP connection provides more security than the FTP connection.

Set up a new connection

Complete the following steps to set up a connection in Minitab Connect.

1. Select the **Minitab Connect** button  to open the **Navigation** pane.
2. Select **System > Connections** and select **Add New Connection**.
3. Enter a **Name** that identifies the table and a **Description** for the table.
4. In Type, enter *FTP* or *SFTP* and select the appropriate connector from the results.
5. On the **Setup** tab, enter the following:
 - Under **Beacon**, specify which beacon you want the connection to go through if you have multiple beacons. Usually, the default works best.
 - Under **FTP Host** or **SFTP Host**, enter the host of the server.
 - For a **SFTP Port**, you usually use port 22.
 - If you use a FTP connection, you must enter the **Username** and **Password** for the sever. Contact your IT department if you do not know the database username and password.
6. Select **Next**.
7. For an SFTP connection, use **Authentication Method** to select whether to authenticate the server using a password or an SSH key. If you use an SSH key, Connect creates a unique public key that you must add to the authorized keys on your SFTP server.

- Under **FTP Path** or **SFTP Path**, enter the path to the connection. The path name must end with a back slash (/). If you want to connect to a sub-folder, then enter the path to an existing sub-folder. Leave a single back slash to connect to the root folder.
- Select **Next**.

After you complete the setup, Connect communicates with the server to ensure that the credentials and directories are valid. If the connection is successful, Connect displays a list of files and folders that are found on the server.

Export a file to a connection

Complete the following steps to export data from a Minitab Connect table.

- Open the **Outputs** tab of the **Flow Tool** .
- Select the plus sign  beside **Export** to add a new export.
- From **Export**, select **New Export** to set up an export to a server. If you select **One Time Download**, Connect downloads the file to your computer and does not create an export.
- Enter a **Name** for the export.
- Under **View**, select a saved view of the table. If you select **None**, Connect exports all the data from the table.
- Under **Delivery**, select **Connection**.
- Under **Connection**, select the FTP or SFTP connection that you previously set up.
- Under **FTP Path** or **SFTP Path** in the **Delivery** column, enter the path to store the file. The path name must end with a back slash (/). If you want to export to a sub-folder, then enter the path to an existing sub-folder. Leave a single back slash to export to the root folder.

You can specify the file type and file name along with other options. After you save the export, Connect adds it to the list of exports in the **Outputs** tab. Select **Run**  to run the export.

Create a connection to Minitab Model Ops

Minitab Model Ops  provides the ability to use a variety of sophisticated models to make predictions. You can set up a connection so that anytime you add records to a table, Connect sends the new data to Minitab Model Ops. Then Minitab Model Ops generates predictions for the new data and sends the predictions back to Connect. Finally, Connect stores the new predictions in the original table. For more information on Minitab Model Ops, go to [Minitab Model Ops](#).

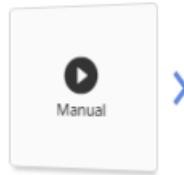
Note: You cannot create a connection using mashup tables, SQL tables, or tables that you prep with an aggregate function.

- On the **Flow Tool**, create a new flow and add a **New Flow Item**.
- From the **Type** drop down, select **Model Scoring (Minitab Model Ops)**. Select a view from the **View** drop down or select **None**.
- Under **API Key**, enter the API key for the Minitab Model Ops model. When you create an API key in Minitab Model Ops, there are two available scopes; **Manage Models** and **Score Models**. The key that you enter in Connect must have both scopes.
- From the **Model** drop down, select the model that you want from Minitab Model Ops.

- Under **Model Variables** and **Model Responses**, pair the parameters from Minitab Model Ops with fields in Connect. Pair a field for the MTB correlation ID, each predictor, and the predicted response. If you have a categorical response, also pair a field for the predicted probability for each class in the response variable. If you do not pair a parameter with a field, Connect does not store the data for that parameter in the table when you send new data to Minitab Model Ops.

Note: If you do not have a field for each Minitab Model Ops parameters, you can use the **Base Tool** to add new fields to your table.

- Under **Prediction Timestamp**, pair the timestamp from Minitab Model Ops® to a field in the Connect table.
- To run the connection each time you enter a new record into the Connect table, select the Manual box. From the **Type** drop down, select **Data Event**. Under **Event Type**, select **On Inserted Records**.



- Name the flow and save.

When you add a new record to the table, Connect sends the data to Minitab Model Ops. Minitab Model Ops generates predictions and sends them back to Connect. Connect stores the new values in the table.

5. Display Your Data in Custom Graphs

The Minitab Connect **Visualize Tool** provides a variety of dynamic chart types, such as line charts, bar charts, word clouds, and many others, so that you can easily explore data and share visualizations securely.

Create a new graph

In this example, the marketing analyst wants to investigate the effectiveness of email and social media campaigns. The team collects data for when a customer accepts an email or social media offer after the first, second, or third offer attempt.

Minitab Connect provides many types of graphs to show relationships between variables. Choose the graph that is best for your situation.

Create a spline chart

For this example, the analyst wants to create a chart of the number of offer acceptances from the first email offer by date. The analyst chooses a spline chart. A spline chart is a type of line chart that draws a curved line between points in a data series. With the spline chart, the analyst can determine patterns in the data.

1. Open the *Online Downloads* table that you created previously in [Import data from an existing data file into a Minitab Connect table](#) on page 5.

2. Open the **Visualize Tool** .

3. In the first dropdown box, select **Current Config**.

If you want to use a specific view for the data source, choose that view instead.

Note: The current configuration selection represents the active view of data in the **Prep Tool** . Select **Reset Config**  in the **Prep Tool** to see all the data in the table.

4. Under **Type**, select **Spline**.

5. Under **Metric**, specify the fields to display on the y-axis of the chart.
For this example, select *Accept First Email Offer*.

6. Under **Dimension**, specify the fields to display on the x-axis.
For this example, select *Purchase Date*.

7. Select **Run**  to generate your chart.

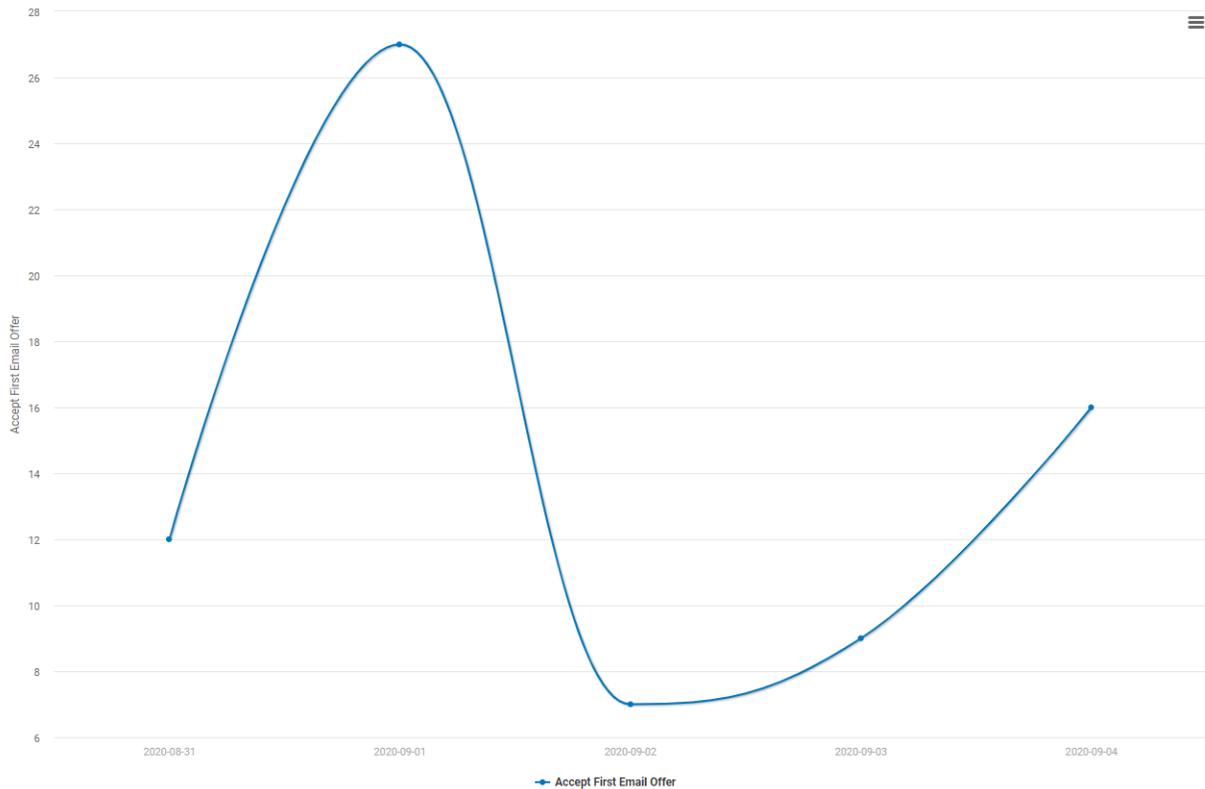
8. Select **Save**  to save this visual.

9. Under **Visual**, select **New Visual** and enter a **Name**.
For this example, enter *Email Offer #1 by Date*.

10. Select **Save**.

Example of email offer #1

Here is our first saved visuals with our data table.



This graph shows the number of acceptances of the first email offer, by date.

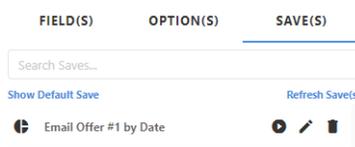
Modify the spline chart

In the previous section, the analyst created a graph that shows the number of acceptances of the first email offer. Minitab Connect has many options to add variables and customize graphs. The analyst decides to add more variables and customize scale options.

Add more variables to your chart

In this example, the analyst wants to add data from the second and third email offers and the social media offers.

1. Open the *Email Offer #1 by Date* graph that you created previously in [#unique_32](#).
 - a. From the **Visualize Tool** , open the **Saves** tab.
 - b. Click **Run**  to open the chart.

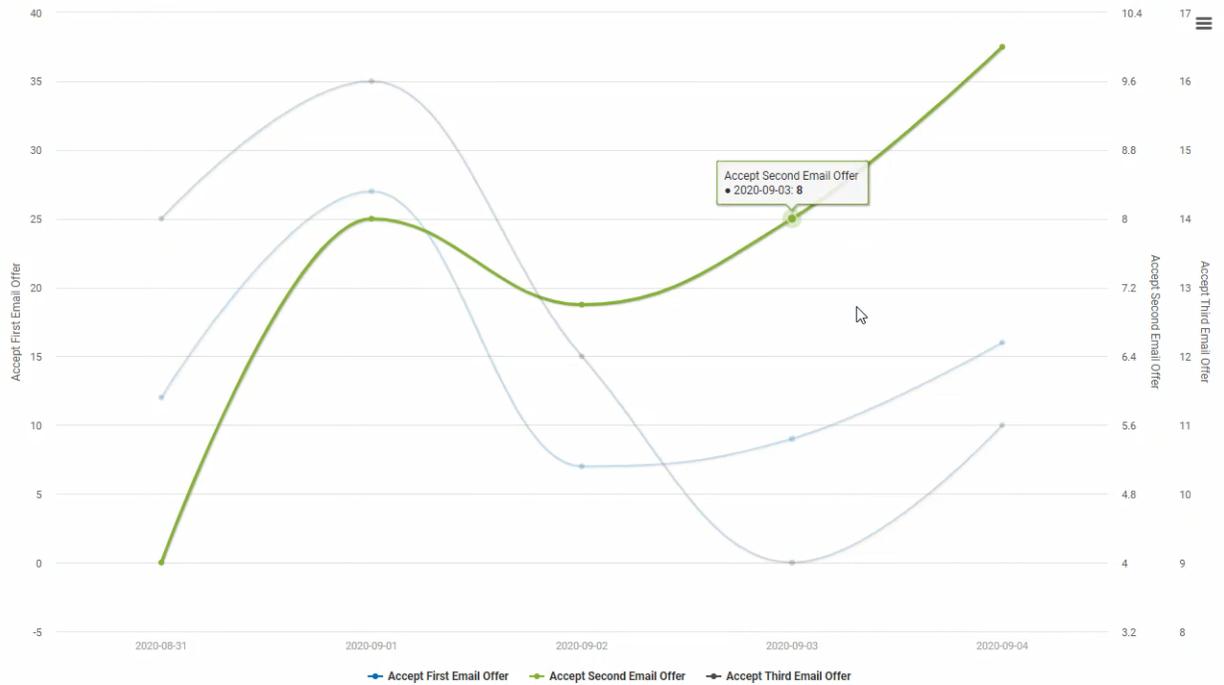


2. On the **Fields** tab, select **Add Metric**.
3. Under **Metric**, select **Accept Second Email Offer**.
4. Select **Add Metric**.
5. Under **Metric**, select **Accept Third Email Offer**.

6. Select **Run** to generate your chart.
7. Select **Save** to save this visual.
8. Under **Visual**, select **New Visual** and enter a **Name**.
For this example, enter *All Email Offers by Date*.
9. Select **Save**.

Example of all email offers

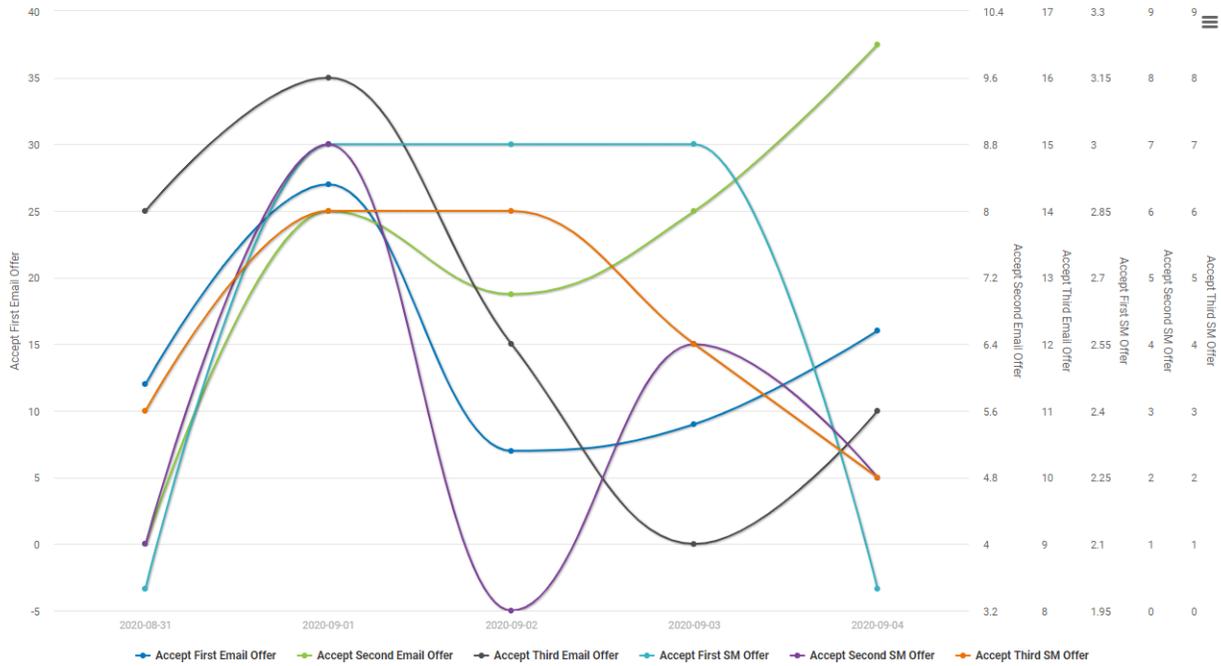
We now have two saved visuals with our data table.



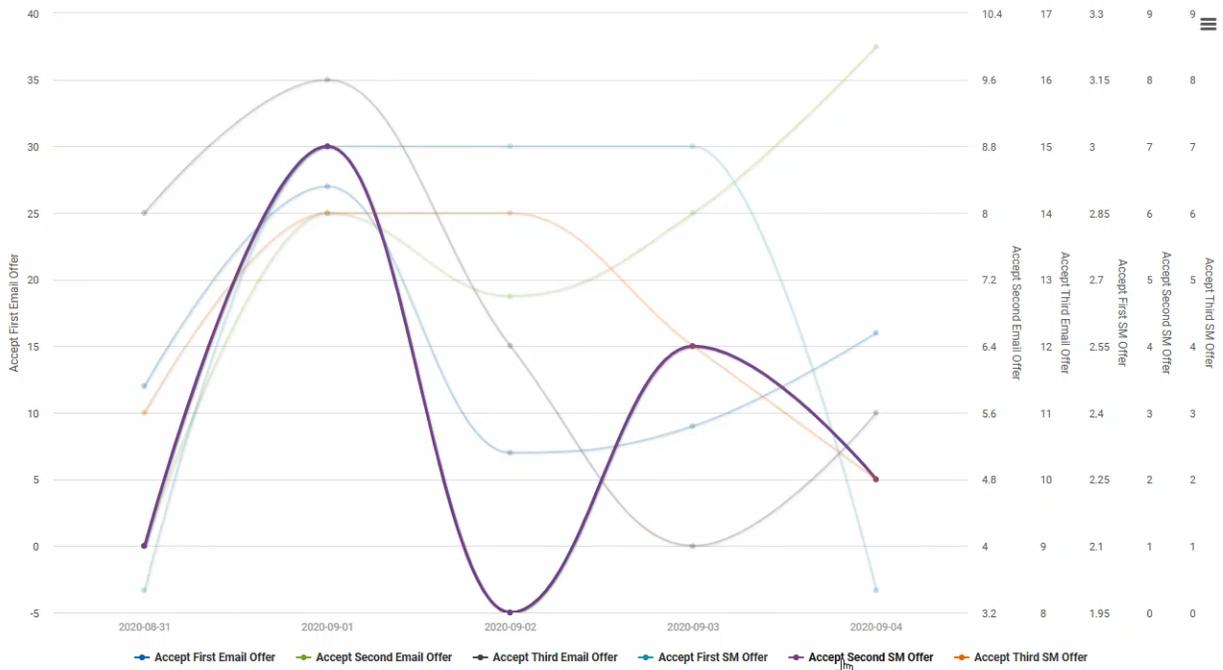
This graph shows the number of acceptances for all email offers, by date. When you hover over the lines, you can see the data labels that identify the individual data points. This data label shows that 8 offers were accepted from the second email attempt on September 3.

Example of all email and social media offers

Repeat the steps from above to add the data from the social media offers. Add Accept First SM Offer, Accept Second SM Offer, and Accept Third SM Offer.



This graph shows the number of acceptances for all email and social media offers, by date.



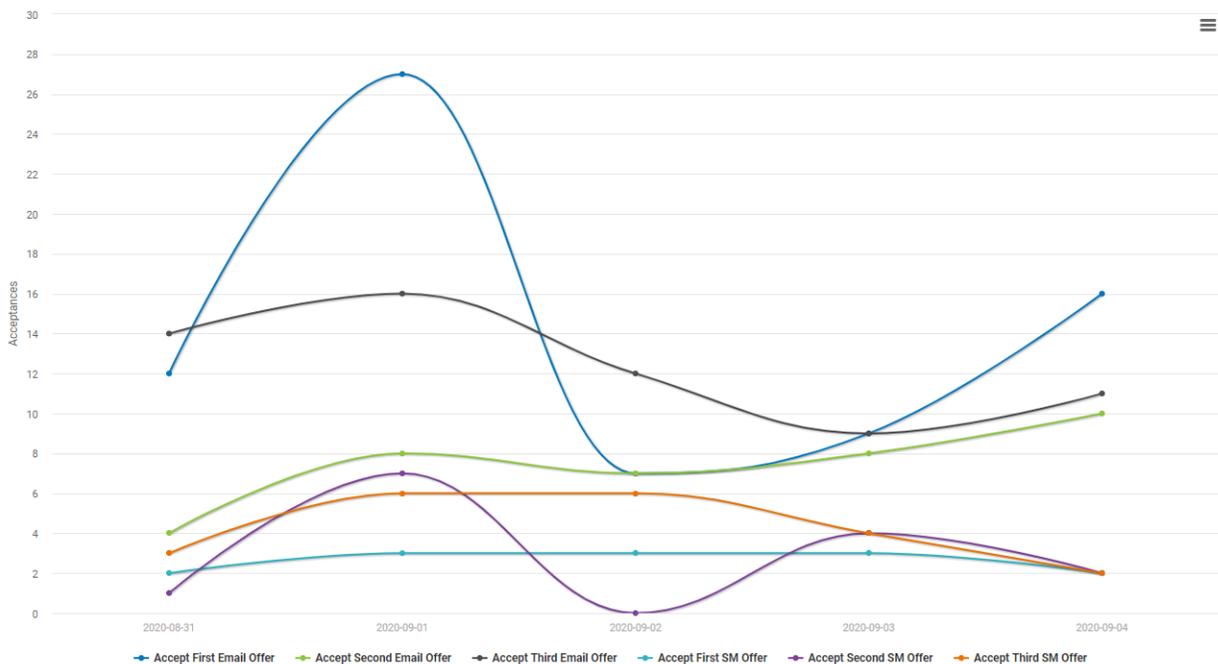
You can add or remove individual variables by selecting the variables in the legend. You can also hover over a particular variable in the legend to bring it into focus.

Use the same scale to compare variables

From the previous section, the analyst created a graph that shows the number of acceptances for all email and social media offers. Notice that each field has a unique scale. However, in most cases, it is easier to compare variables when the scales are the same. Follow these instructions to use the same scale.

1. From the [Visualize Tool](#), open the [Fields](#) tab.

2. Select the  button next to the Accept First Email Offer field to access more options for this field.
3. Under **Axis Label**, enter *Acceptances*.
4. Select the  button again to close the options for this field.
5. Select the  button next to the Accept Second Email Offer and under **Axis Label**, enter *Acceptances*.
6. Repeat these steps to update all the axis labels to *Acceptances*.
7. Select **Run**  to generate your chart.
8. Select **Save**  to save this visual.
9. Under **Visual**, select **New Visual** and enter a **Name**.
For this example, enter *All Offers on Same Scale*.
10. Select **Save**.

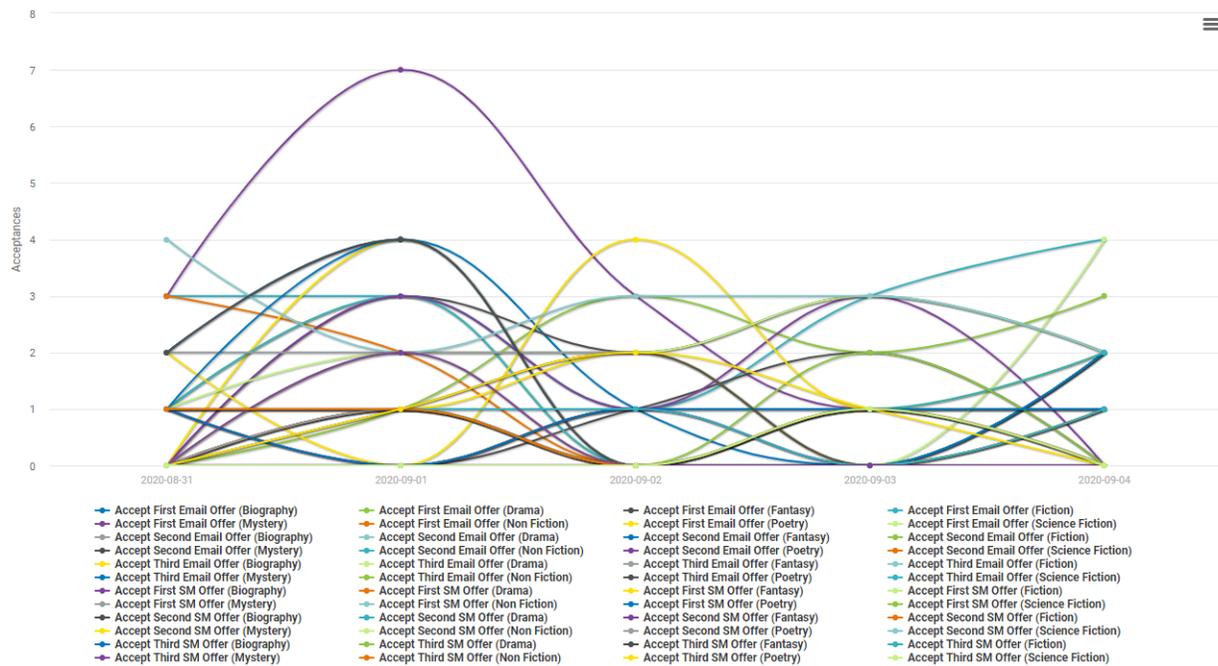


This graph shows the number of acceptances for all email and social media offers, by date, using the same scale for easy comparison.

Add a breakdown to your graph

In the previous section, the analyst created a graph that shows the number of acceptances for all email and social media offers with the same scale. Let's add a breakdown to see this data grouped by genre type.

1. From the **Visualize Tool** , open the **Fields** tab.
2. On the **Fields** tab, select **Add Breakdown**.
3. Under **Breakdown**, select **Genre**.
4. Select **Run**  to generate your chart.



This graph shows the number of acceptances for all email and social media offers, by date and by genre, using the same scale for easy comparison.

With Minitab Connect, you can create graphs that contain a great deal of information. Next, we will explore different graph options.

Using graph options

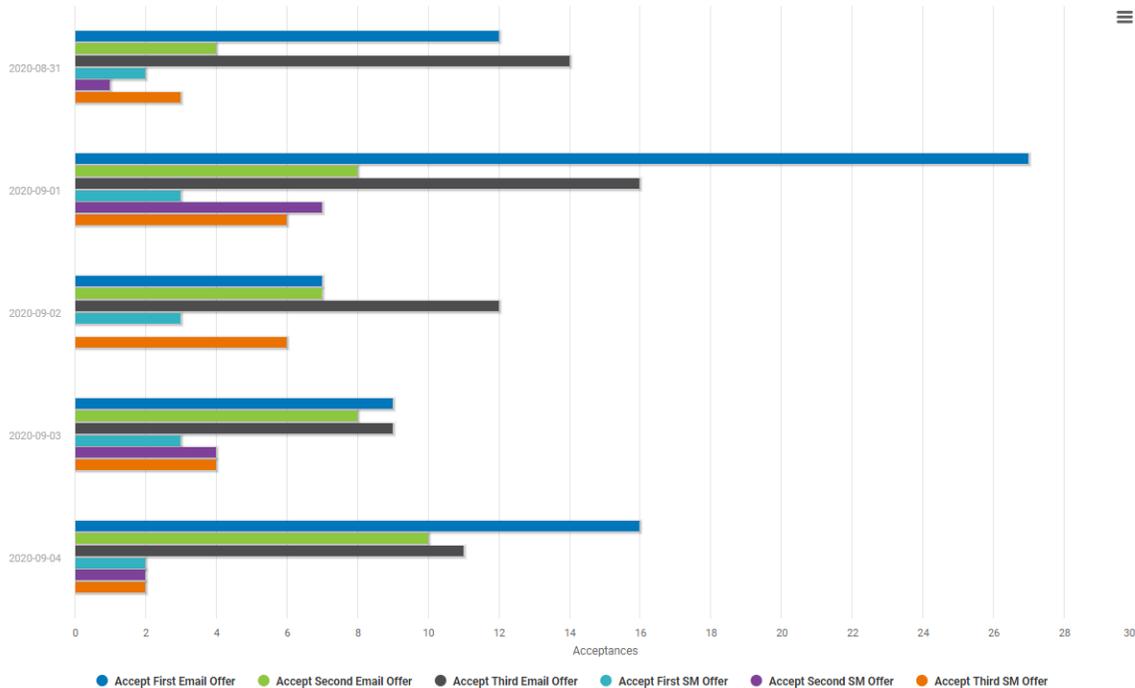
In the previous section, the analyst created various spline charts that show the number of acceptances for all email and social media offers for all genre types. While spline charts are useful, the analyst wants to explore other chart types.

Change the graph type

Follow these instructions to change the chart type to a bar chart.

1. From the **Visualize Tool** , open the **Saves** tab.
2. Open the *All Offers on Same Scale* graph that you created previously in the section, [Use the same scale to compare variables](#) on page 23.
3. Select **Run**  to generate the chart.
4. Open the **Fields** tab.
5. Under **Type**, select **Bar** to create a bar chart.
Investigate other chart types to see which one works best for your application.
6. Select **Run**  to generate your chart.
7. Select **Save**  to save this visual.
8. Under **Visual**, select **New Visual** and enter a **Name**.
For this example, enter *All Offers on Same Scale Bar Chart*.
9. Select **Save**.

Like the spline chart, this bar chart also shows the number of acceptances for all email and social media offers, by date.



The analyst uses this chart to easily compare the number of acceptances between email and social media offers.

Use the advanced options

Feel free to explore the graph options on the **Options** tab. Each graph type has several available options, such as legend placement, display of minimum and maximum scale values, and colors.

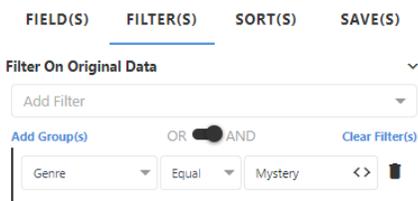
Use a view to create a graph with a subset of data

With Minitab Connect you can easily subset your data. The analyst wants to customize options for a subset of data.

Create a data view with a filter on the data

In the previous section, the analyst created a graph that shows the number of acceptances for all email and social media offers for all genre types. The manager of the mystery book division wants a custom graph to study the offer response rates to only the mystery selections. First, create a view using a filter for *Mystery*.

1. From the **Prep Tool** , open the **Filters** tab.
2. Select on the **Add Filter** field and select Genre.
 - a. In the next expression field, select *Equal*.
 - b. In the last field, enter *Mystery*.

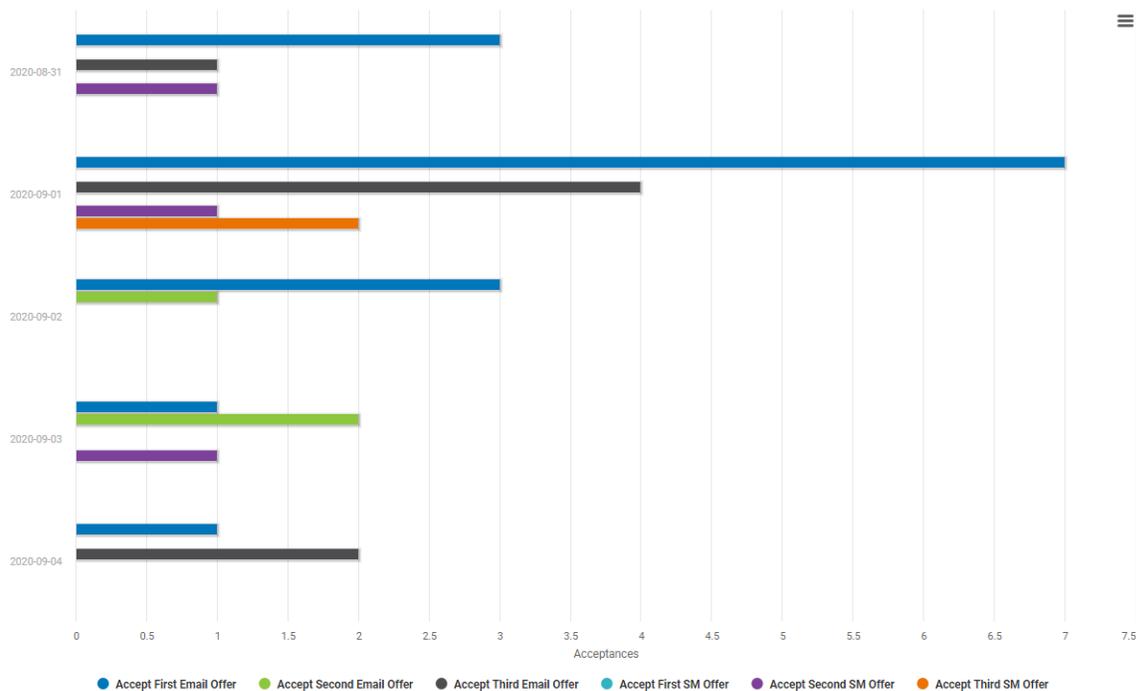


3. Select **Run** to filter the data.
4. Select **Save** to save this view.
5. Under **View**, select **New View** and enter a **Name**.
For this example, enter *Mystery Offers*.
6. Select **Save**.

Use the saved view to create a chart

From the previous section, [Change the graph type](#) on page 25, the analyst has a graph that shows the number of acceptances for all the email offers and all social media offers on the same scale. We can duplicate this graph, but this time, focusing only on the mystery book purchases.

1. Open the **Visualize Tool**.
2. On the **Fields** tab, change the first drop-down, from **Current Config** to **Mystery Offers**.
3. Select **Run** to generate your chart.
4. Select **Save** to save this visual.
5. Under **Visual**, select **New Visual** and enter a **Name**.
For this example, enter *Mystery Offers on Same Scale*.



This graph shows the number of acceptances of all email and social media offers for mystery book purchases, by date using the same scale for easy comparison.

6. Import and Share Your Data with Dashboards

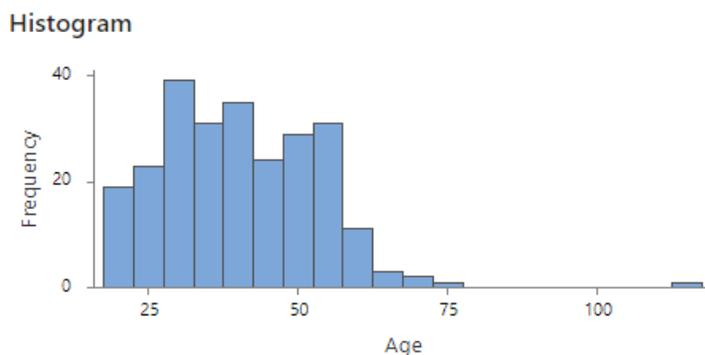
Dashboards provide powerful resources for proactive data monitoring. You can share your custom dashboards with anyone inside or outside of your organization. Dashboards allow you to create graphs and visualizations that you can easily resize and reposition.

Create a Dashboard

In this example, a marketing analyst wants to investigate the age of the customer. The analyst wants to add a histogram that shows the distribution of ages.

1. From the **Home** screen , select the **Minitab Connect** button  to open the **Navigation** pane. Under **Dashboards**, select **Add New Dashboard**.
Or, from the **Home** screen, select the **Add** button under **Dashboards**.
2. Select the **Data** icon  and select **Select**.
3. Select the **Folder** and **Table** that contain the saved data view. Then in **Select a data view**, select **Online Downloads**.
4. Select **Open View**.
5. Select the **Assets** icon  and double click **Histogram**.
6. Select **Open**.
7. In **Continuous variables** enter *Age*.
8. Select **Create**

The dashboard now displays the histogram.



The histogram shows an age well above 100 years. This outlier alerts the analyst, who decides to investigate the reason for the incorrect data point.

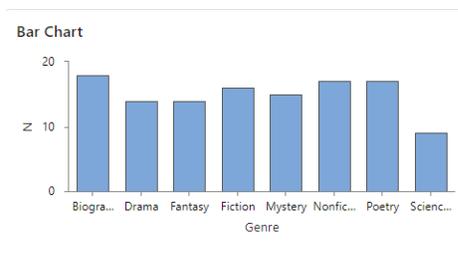
Add a slicer to your dashboard

Add a slicer to the dashboard to easily narrow a number range, date range, or set of categories instead of creating a new view with that filter in the table.

In this example, the marketing analyst knows that their supervisors are interested in customers between the ages of 40 and 60. The analyst creates a bar chart to show the number of books per genre that customers buy. Then, the analyst adds a slicer in the dashboard to show only customers between the ages of 40 and 60.

Note: Slicers allow you to change the dashboard while you view it. While you edit a dashboard, the data include the entire range of possible values.

1. Select the **Assets** icon  and double click **Bar Chart**.
2. Select **Open**.
3. In **Categorical variables** enter *Genre*.
4. Select **Create**
5. Select the **Assets** icon  and double click **Number Range Slicer**.
6. On the right navigation, under **Variable** select **Age**.
7. Above the dashboard, select **Preview**.
8. In the number range, enter 40 for the lower endpoint and 60 for the upper endpoint. These changes only exist temporarily during a session. When you select **Edit**, the data will reset to include the entire range of possible data values.



Each asset on the dashboard displays only rows of data where the age is between 40 years and 60 years. The analyst easily sees that this age range bought between 13 and 16 books of each genre except for Science Fiction, which had only 8 purchases.

Share the dashboard

You can easily create a unique URL to share your custom dashboard with anyone inside or outside of your organization. In this example, the analyst shares the dashboard with their supervisors.

1. Select **Save**.
2. Under **Dashboard Name**, enter *Online downloads dashboard*.
3. Select a folder and select **Save**.
4. Select the ellipses  and select **Share**. The dialog displays two links that display the view-only version of the dashboard. You can share an **Internal Link** with anyone that has a Connect subscription. You can share a **Public Link** with anyone, even if they don't have a Connect login, because Connect appends a restricted apikey to the URL.

Note: Only users with the **Admin** and **Developer** roles can share a **Public Link**.

5. Copy a link to your clipboard, and select **OK**. You can now share this link with anyone to give them access to view the dashboard.

Index

A

- add data filter 26
- add data to a table 11
- add new form 12
- add new graph 20
- add new table 9
- Audit tool 4, 7, 8

B

- bar chart 25
- Base tool 3, 10

C

- connectors 13
 - connect to database 13
 - scheduled frequency 14

D

- data flow 14
 - add new flow 15
 - modify schedule 15
- data view
 - custom 5

E

- export
 - data 7, 17
 - Minitab worksheet 17
 - other formats 17
 - via email 8

F

- filter 26
- Flow tool 3, 15
- Form (Base) tool 13
- Form tool 12
- forms
 - create list field 10
 - create new form 12

G

- graph options 25
 - advanced 26
- graphs
 - add graph breakdown 24
 - add more variables 21

- change graph type 25
- create spline chart 20
- saved view 27
- use same scale 23

I

- import data 5, 17
 - schedule frequency 14

L

- list
 - create list field 10

M

- Minitab Statistical Software 17

P

- Prep tool 3, 5, 10, 20, 26

R

- reset configuration 5, 6, 14, 20

S

- sample data set 4, 6
- schedule data import 14
- spline chart 20
- system fields 6

T

- tables
 - add data 11
 - create a standard table 5
 - create standard table 9
- tools 3

V

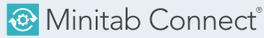
- view 5
 - create graph 27
 - summary 6
 - use filter 26
- Visualize tool 4, 20, 27

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Integrate and transform data for analysis, reporting and monitoring

Data Analysis & Predictive Modeling

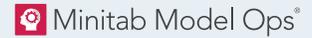


Powerful statistical software everyone can use



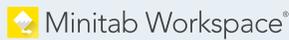
Machine Learning and Predictive analytics software

Model Deployment and Monitoring



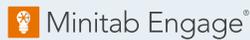
Model lifecycle management on a simple yet powerful platform

Visual Business Tools



Visual tools to ensure process and product excellence

Project Ideation & Execution



Start, track, manage, and execute innovation and improvement initiatives

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Master statistics and Minitab anywhere with online training

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