GENERAL

qlikview end user guide

Published: September 3, 2026 | Index ID: #-

Introduction

In today's data driven world, businesses need tools that turn raw numbers into actionable insights. QlikView is one such powerful platform that empowers users to explore data, build interactive dashboards, and share findings with colleagues. For many, however, the initial steps can feel daunting. That's why a comprehensive **qlikview end user guide**is essential. This guide is designed to walk you through every stage of your QlikView journey—from installation to advanced interactions—ensuring you can harness the full potential of the platform without getting lost in its many features.

Whether you're a new analyst, a seasoned business intelligence professional, or someone who simply wants to understand how QlikView works, this article will provide clear, step by step instructions, practical tips, and best practices. By the end, you'll be confident navigating the QlikView interface, manipulating data, and creating compelling visual stories that drive decision making.

What is QlikView?

QlikView is a business intelligence (BI) and data visualization tool that enables users to analyze data from multiple sources in a single, unified view. Unlike traditional reporting tools that rely on pre defined reports, QlikView's associative model allows for dynamic exploration, letting you drill down, slice, and dice data on the fly.

Key features of QlikView include:

- Associative Engine: Automatically links related data across tables, making it easier to uncover hidden relationships.
- Drag and drop interface: Build dashboards without writing code.
- Responsive design: Visualizations adapt to various devices.
- Secure data access: Fine grained control over who can see what.

Because of its flexibility and speed, QlikView is widely used in finance, sales, operations, and many other domains where real time insights are critical.

Why an End User Guide Matters

Even the most powerful software can be overwhelming without proper guidance. A well structured**qlikview end user guide** offers several benefits:

1. Reduces Learning Curve: Users can quickly understand core concepts and features.
2. Promotes Consistency: Standardized practices lead to uniform dashboards and reports.
3. Improves Efficiency: Users learn shortcuts and best practices that save time.
4. Enhances Adoption: When users feel confident, they are more likely to embrace the tool.

With this guide, you'll avoid common pitfalls, learn how to troubleshoot issues, and discover advanced techniques to elevate your data storytelling.

Getting Started with QlikView

The first step is to set up QlikView on your machine. Below is a quick checklist to ensure a smooth installation and login process.

1. Download the Installer: Obtain the latest QlikView version from the official website or your organization's portal.
2. Run the Setup: Follow the on screen prompts. Accept the license agreement, choose an installation folder, and decide whether you want a 32 bit or 64 bit version.
3. Launch QlikView: After installation, open the application. The first launch may take a few minutes as the engine loads.
4. Login: If your organization uses Single Sign On (SSO), enter your credentials. Otherwise, use the local username and password provided.
5. Open a Sample File: QlikView typically includes a sample data set (e.g., "Northwind") that you can use to explore the interface.

Once you're logged in, you'll see the main QlikView window, which is the foundation for all subsequent actions.

Navigating the QlikView Interface

Menus and Toolbars

The top menu bar offers a range of options such as **File**, **Edit**, **View**, **Tools**, and **Help**. Each menu contains sub menus for actions like opening, saving, printing, and exporting documents.

The toolbar below the menu provides quick access to frequently used commands: *Open*, *Save*, *Print*, *Undo*, *Redo*, and *Full Screen*. Hovering over an icon will display a tooltip, helping you identify its function at a glance.

The QlikView Window

The main workspace is divided into three primary areas:

- Data Panel (left): Displays loaded tables and fields.
- Document Area (center): Where you design sheets, place objects, and arrange visualizations.
- Object Palette (right): Lists available objects such as charts, tables, and text boxes.

Each area can be resized by dragging its borders, allowing you to tailor the workspace to your preferences.

The Data Panel

When you load data into QlikView, it appears in the Data Panel. You can double click a table to view its rows or right click to access options like *Show Data*, *Delete*, or *Properties*. Fields are displayed in a hierarchical structure, making it easy to navigate complex data models.

Understanding QlikView Objects

Charts

Charts are the visual backbone of QlikView dashboards. QlikView supports a variety of chart types, including bar, line, pie, scatter, and bubble charts. To create a chart:

1. Drag a chart type from the Object Palette to the Document Area.
2. In the Properties dialog, define the Data Items (dimensions and measures).
3. Adjust formatting options such as colors, labels, and titles.
4. Click OK to render the chart.

Tables

Tables are ideal for displaying raw data or detailed summaries. They support sorting, filtering, and formatting. When configuring a table, you can choose which fields appear as columns, set column widths, and apply conditional formatting to highlight key metrics.

Text & Image Objects

Adding explanatory text or branding images enhances the clarity of your dashboards. Text objects support rich formatting (bold, italics, hyperlinks), while image objects allow you to embed logos or graphics.

Buttons & Links

Interactive elements like buttons and links can trigger actions such as opening a new sheet, running a script, or navigating to a URL. To create a button, drag the *Button* object onto the sheet and specify its *Action* in the Properties dialog.

Working with Data in QlikView

Loading Data

Data loading in QlikView is handled by the *Data Load Editor*. Here's a simple example of a script that loads data from a CSV file:

```
LOAD
   CustomerID,
   OrderDate,
   SalesAmount
FROM
   [lib://Data/Orders.csv]
   (txt, codepage is 1252, delimiter is ',', embedded labels, msq);
```

After writing the script, click **Reload** to import the data. The engine processes the script, creates associations, and updates the Data Panel.

Data Model Overview

QlikView's associative engine automatically builds a data model by linking fields with identical names across tables. You can view the model by selecting **Tools > Data Model Viewer**. This visual representation helps you confirm that tables are correctly linked and identify potential data quality issues.

Data Associations

Associations allow you to drill into related data. For instance, selecting a customer in one chart will automatically filter related orders in another chart. Understanding how associations work is key to creating cohesive dashboards.

Interacting with Reports

Drill through and Drill down

Drill through enables users to click on a data point and open a detailed report on a new sheet. Drill down, on the other hand, collapses or expands hierarchical levels within a single chart. Both techniques provide deeper insights without cluttering the main view.

Using Filters and Selections

Filters are global controls that affect all objects on a sheet. You can add a filter by dragging the *Filter Pane* from the

Object Palette

Tags: #qlikview #user #guide