

Changing data views using Analysis Grid Options

Using these options allows you to customize your data display. Below is an explanation of the various choices and their functionality.

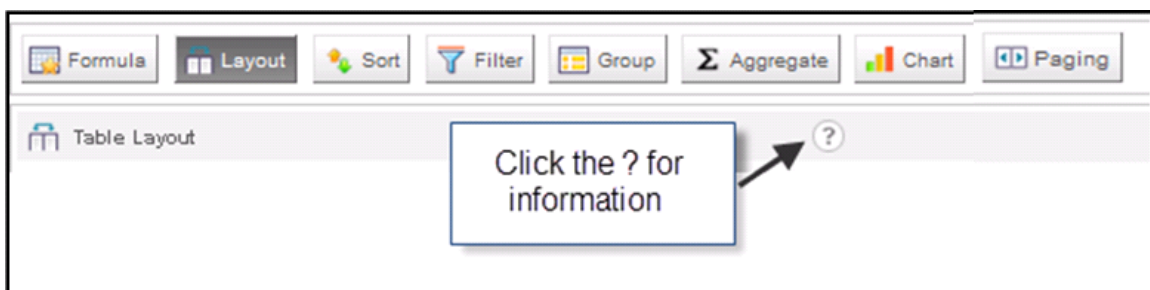
NOTE: Not all reports offer these options. For those that do, some options may not appear because the option is not appropriate for the type of displayed data.

When you select an option, you will need to complete the required field(s) and click the OK button. To close the opened analysis grid fields from view, click the grid option again.

Once you've customized the report, you can save your options by clicking the 'Save as Favorite' button and entering your own customized name for the report. (To see your newly saved report on the 'My Favorites' panel, click the Refresh button on the panel.) The next time you access the Report and Resource Center, run this customized report from the 'My Favorites' panel.


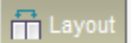
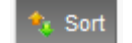

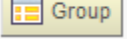
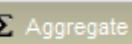

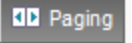
NOTE: To remove the customization and return to the original report format, click the REFRESH button on the report output screen.

Below is a series of available grid options. Remember, the report you're viewing may not show all below buttons.



See the next page for help explanations.

When the ⓘ button is selected on any grid option, an explanation appears to help you understand its purpose, as shown:

 Formula	<p>A Formula Column is a new column you can create based on the results of a formula.</p> <p>More Formula Function Help</p>
 Layout	<p>Show and hide columns. Use drag and drop in the table's column headers to rearrange columns.</p>
 Sort	<p>A Sort Order Columns sets the initial sort order of the rows.</p>
 Filter	<p>Filtering removes rows that you don't want to show.</p>
 Group	<p>Organize the list by grouping and sub-grouping on data values.</p>
 Σ Aggregate	<p>Aggregates are totals, averages, standard deviations, maximums, and minimums that appear at the top of the report. Aggregates values also appear at each Grouping level.</p>
 Chart	<p>Add a Pie Bar Line Curved Line Scatter Plot</p>
 Paging	<p>Set the number of rows displayed per page, or remove the paging controls and show all rows.</p>