

## 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.

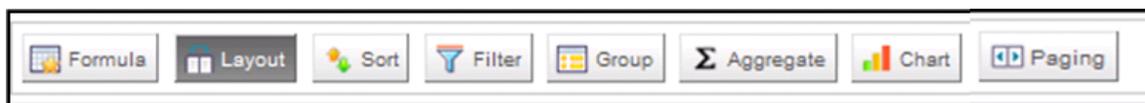
**NOTE:** Not all reports offer these options. For those that do, some options may not appear because the option is not appropriate for the type of displayed data.

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 a specific button is selected for any grid option, an explanation appears to help you understand its purpose, as shown:

The image shows a vertical list of grid options on the left, each with a corresponding description on the right. The 'Formula' option is highlighted, and a tooltip labeled 'Formula Help' is visible over the text 'Add a new column from a formula.' in the description. An arrow points from the 'Detailed formula samples' text to the tooltip.

|  |   |
|--|---|
|  Formula          |  Add a new column from a formula. <b>Formula Help</b>  |
|  | <b>Detailed formula samples</b>   |
|  Layout           |  Show and hide columns.  |
|  Sort             |  Order rows by cell values.  |
|  Filter           |  Filter out rows by cell values.   |
|  Group            |  Organize rows with grouping and sub-grouping.   |
|  <b>Aggregate</b> |  <b>Calculate totals, averages and such for the top and grouped levels.</b>  |
|  Chart          |  Add charts and gauges.<br>Add: <input type="button" value="Pie"/> <input type="button" value="Bar"/> <input type="button" value="Line"/> <input type="button" value="Curved Line"/> <input type="button" value="Scatter Plot"/> <input type="button" value="Heatmap"/> <input type="button" value="Gauge"/> |
|  Paging         |  Set the number of rows displayed per page.  |