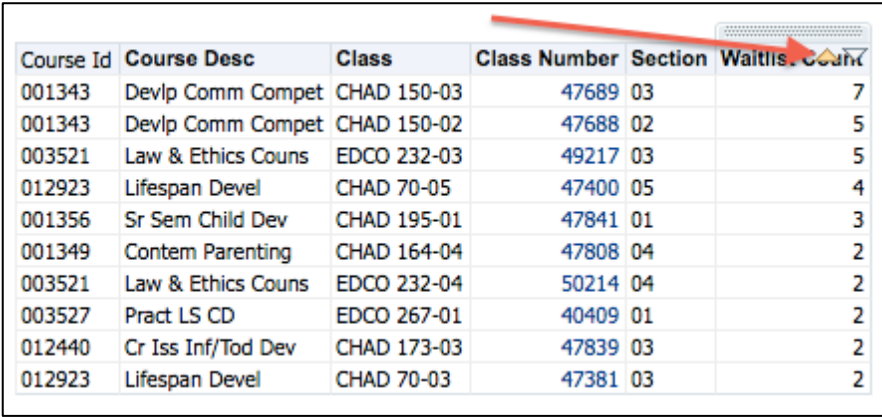


Users comfortable with more advanced features can customize the tables of results by sorting columns, moving/removing columns, creating prompts/pivots, and creating sections.

The options shown in this guide only affect your own view of the dashboard and do not affect other users. See the Quick Reference Guide: Saving and Applying Filters for how to save your changes for later use.

Contents

- Sorting Columns 1
 - Sort a Column 1
 - Remove a Sort..... 2
- Modifying Columns..... 2
 - Move a Column 2
 - Exclude a Column 4
- Creating a Prompt/Pivot 5
- Creating a Section..... 6
 - Creating a Section 6
 - Removing a Section 7

Processing steps	Screen shots																																																																		
<p>Sorting Columns</p> <p>Once you have applied a filter/customization, you can hover over a column to view your sort options.</p> <p>Sort a Column</p> <p><i>Option 1</i></p> <p>Step 1: Hover your mouse over the column header you want to sort.</p> <p>Click on the up arrow icon (▲) to sort the column in ascending order.</p>	 <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 10px;"> <thead> <tr> <th>Course Id</th> <th>Course Desc</th> <th>Class</th> <th>Class Number</th> <th>Section</th> <th>Waitlis. Coun</th> </tr> </thead> <tbody> <tr><td>001343</td><td>Devlp Comm Compet</td><td>CHAD 150-03</td><td>47689</td><td>03</td><td>7</td></tr> <tr><td>001343</td><td>Devlp Comm Compet</td><td>CHAD 150-02</td><td>47688</td><td>02</td><td>5</td></tr> <tr><td>003521</td><td>Law & Ethics Couns</td><td>EDCO 232-03</td><td>49217</td><td>03</td><td>5</td></tr> <tr><td>012923</td><td>Lifespan Devel</td><td>CHAD 70-05</td><td>47400</td><td>05</td><td>4</td></tr> <tr><td>001356</td><td>Sr Sem Child Dev</td><td>CHAD 195-01</td><td>47841</td><td>01</td><td>3</td></tr> <tr><td>001349</td><td>Contem Parenting</td><td>CHAD 164-04</td><td>47808</td><td>04</td><td>2</td></tr> <tr><td>003521</td><td>Law & Ethics Couns</td><td>EDCO 232-04</td><td>50214</td><td>04</td><td>2</td></tr> <tr><td>003527</td><td>Pract LS CD</td><td>EDCO 267-01</td><td>40409</td><td>01</td><td>2</td></tr> <tr><td>012440</td><td>Cr Iss Inf/Tod Dev</td><td>CHAD 173-03</td><td>47839</td><td>03</td><td>2</td></tr> <tr><td>012923</td><td>Lifespan Devel</td><td>CHAD 70-03</td><td>47381</td><td>03</td><td>2</td></tr> </tbody> </table>	Course Id	Course Desc	Class	Class Number	Section	Waitlis. Coun	001343	Devlp Comm Compet	CHAD 150-03	47689	03	7	001343	Devlp Comm Compet	CHAD 150-02	47688	02	5	003521	Law & Ethics Couns	EDCO 232-03	49217	03	5	012923	Lifespan Devel	CHAD 70-05	47400	05	4	001356	Sr Sem Child Dev	CHAD 195-01	47841	01	3	001349	Contem Parenting	CHAD 164-04	47808	04	2	003521	Law & Ethics Couns	EDCO 232-04	50214	04	2	003527	Pract LS CD	EDCO 267-01	40409	01	2	012440	Cr Iss Inf/Tod Dev	CHAD 173-03	47839	03	2	012923	Lifespan Devel	CHAD 70-03	47381	03	2
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Data Warehouse: Working With Results

Click on the down arrow icon (▼) to sort the column in descending order.

Processing steps

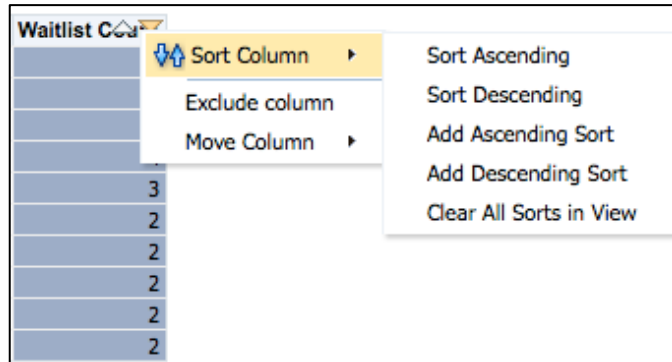
Option 2

Step 1:

Right-click on the column header to sort the column.

Select **Sort Column** and then select your sort option.

Screen shots



Remove a Sort

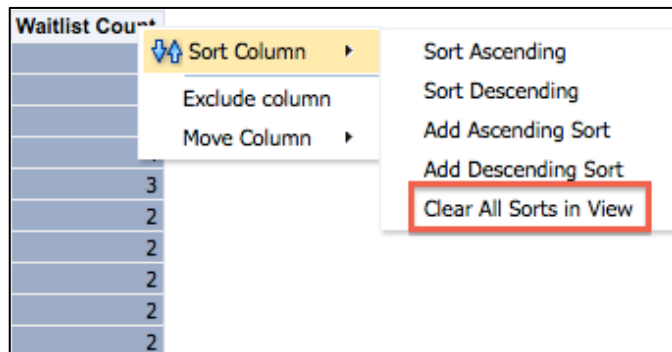
Step 1:

Right-click on a column header that is sorted.

Select **Sort Column > Clear All Sorts in View**.



This will remove ALL of the sorts in all columns, not just the sort of this column.



Modifying Columns

You can move columns, insert columns, and remove columns from the table of results.

Move a Column

This section covers moving a column within the table.

Option 1

Step 1:

Hover your mouse over a column

Course Id	Course Desc	Class	Class Number	Section	Waitlist Count
001343	Devlp Comm Compet	CHAD 150-03	47689	03	7
001343	Devlp Comm Compet	CHAD 150-02	47688	02	5
003521	Law & Ethics Couns	EDCO 232-03	49217	03	5
012923	Lifespan Devel	CHAD 70-05	47400	05	4
001356	Sr Sem Child Dev	CHAD 195-01	47841	01	3
001349	Contem Parenting	CHAD 164-04	47808	04	2
003521	Law & Ethics Couns	EDCO 232-04	50214	04	2
003527	Pract LS CD	EDCO 267-01	40409	01	2
012440	Cr Iss Inf/Tod Dev	CHAD 173-03	47839	03	2
012923	Lifespan Devel	CHAD 70-03	47381	03	2

Data Warehouse: Working With Results

until you see the mouse icon change to the drag and drop mouse icon



Processing steps	Screen shots																														
<p>Step 2: Drag the column to the location in the table you want it.</p>	<table border="1"> <thead> <tr> <th>Course Id</th> <th>Course Desc</th> <th>Class</th> <th>Class Number</th> <th>Section</th> <th>Waitlist Count</th> </tr> </thead> <tbody> <tr> <td>001343</td> <td>Devlp Comm Compet</td> <td>CHAD 150-03</td> <td>47689</td> <td>03</td> <td>7</td> </tr> <tr> <td>001343</td> <td>Devlp Comm Compet</td> <td>CHAD 150-02</td> <td>47688</td> <td>02</td> <td>5</td> </tr> <tr> <td>003521</td> <td>Law & Ethics Couns</td> <td>EDCO 232-03</td> <td>49217</td> <td>03</td> <td>5</td> </tr> <tr> <td>012923</td> <td>Lifespan Devel</td> <td>CHAD 70-05</td> <td>47400</td> <td>05</td> <td>4</td> </tr> </tbody> </table>	Course Id	Course Desc	Class	Class Number	Section	Waitlist Count	001343	Devlp Comm Compet	CHAD 150-03	47689	03	7	001343	Devlp Comm Compet	CHAD 150-02	47688	02	5	003521	Law & Ethics Couns	EDCO 232-03	49217	03	5	012923	Lifespan Devel	CHAD 70-05	47400	05	4
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<p>Step 3: The column now appears where you dropped it.</p>	<table border="1"> <thead> <tr> <th>Course Desc</th> <th>Course Id</th> <th>Class</th> <th>Class Number</th> <th>Section</th> <th>Waitlist Count</th> </tr> </thead> <tbody> <tr> <td>Devlp Comm Compet</td> <td>001343</td> <td>CHAD 150-03</td> <td>47689</td> <td>03</td> <td>7</td> </tr> <tr> <td>Devlp Comm Compet</td> <td>001343</td> <td>CHAD 150-02</td> <td>47688</td> <td>02</td> <td>5</td> </tr> <tr> <td>Law & Ethics Couns</td> <td>003521</td> <td>EDCO 232-03</td> <td>49217</td> <td>03</td> <td>5</td> </tr> <tr> <td>Lifespan Devel</td> <td>012923</td> <td>CHAD 70-05</td> <td>47400</td> <td>05</td> <td>4</td> </tr> </tbody> </table>	Course Desc	Course Id	Class	Class Number	Section	Waitlist Count	Devlp Comm Compet	001343	CHAD 150-03	47689	03	7	Devlp Comm Compet	001343	CHAD 150-02	47688	02	5	Law & Ethics Couns	003521	EDCO 232-03	49217	03	5	Lifespan Devel	012923	CHAD 70-05	47400	05	4
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<p><i>Option 2</i></p> <p>Step 1: Right-click on the column you want to move and select Move Column.</p>																															
<p>Step 2: Depending on where the column is in the table, you can choose to move it Left or Right.</p>																															

Data Warehouse: Working With Results

Step 3:

The column now appears where you moved it.

You can repeat these steps until the column is where you want it to be in the table.

Course Id	Class	Course Desc	Class Number	Section	Waitlist Count
001343	CHAD 150-03	Devlp Comm Compet	47689	03	7
001343	CHAD 150-02	Devlp Comm Compet	47688	02	5
003521	EDCO 232-03	Law & Ethics Couns	49217	03	5
012923	CHAD 70-05	Lifespan Devel	47400	05	4

Processing steps

Exclude a Column

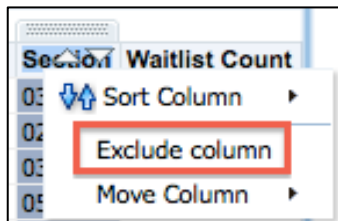
You can exclude a column from the table if you do not want to view it in your results.

Removing a Column

Step 1:

To exclude a column, right-click on the column and select Exclude column.

Screen shots



Step 2:

The column is now removed from your report.



In the report on the right, the section numbers contained in the Section column are not removed when the Section column is removed.

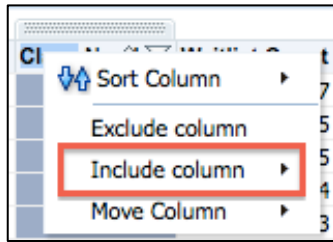
Course Id	Course Desc	Class	Class Number	Waitlist Count
001343	Devlp Comm Compet	CHAD 150-03	47689	7
001343	Devlp Comm Compet	CHAD 150-02	47688	5
003521	Law & Ethics Couns	EDCO 232-03	49217	5
012923	Lifespan Devel	CHAD 70-05	47400	4

Data Warehouse: Working With Results

Inserting a Removed Column

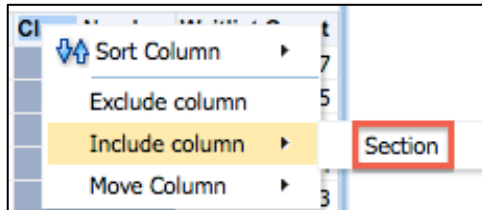
Step 1:

Right-click on the column to the left of where you want to insert the removed column and select **Include column**.



Step 2:

A list of all the excluded columns will appear. Select the one you want to insert.



Step 3:

The column now appears where you inserted it.

Course Id	Course Desc	Class	Class Number	Section	Waitlist Count
001343	Devlp Comm Compet	CHAD 150-03	47689	03	7
001343	Devlp Comm Compet	CHAD 150-02	47688	02	5
003521	Law & Ethics Couns	EDCO 232-03	49217	03	5
012923	Lifespan Devel	CHAD 70-05	47400	05	4

Processing steps

Screen shots

Creating a Prompt/Pivot

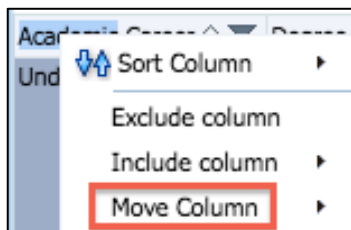
Prompts/Pivots allow you to move a column's dataset to a drop-down menu outside of the table of results. This then allows you to make a selection from the drop-down menu and update that table's results without having to re-run the filter/customizations.

Create a Prompt

Step 1:

Right-click on a column that you want to create into a pivot.

Select **Move Column**.



Data Warehouse: Working With Results

Step 2:
Select To Prompts.

A screenshot of a context menu for 'Academic Career'. The menu items are: Sort Column, Exclude column, Include column, Move Column, BM Total, BS, BS Total, Undergraduate Total, To Prompts, To Sections, and To Columns. The 'Move Column' option is highlighted in yellow, and the 'To Prompts' option is highlighted with a red box.

Step 3:
The column now appears as a pivot above the table of results.

A screenshot showing a table with 'Academic Career' set to 'Undergraduate'. Below it is a pivot table titled 'Degrees Awarded'.

Degree	Description	Fall 2015	Sprg 2016	Sumr 2015	Total
BA	Bachelor of Arts	722	1,227	147	2,096
BA Total		722	1,227	147	2,096

Step 4:
You can make a selection from the drop-down menu to update the results in the table.



You can repeat this process to create multiple prompts.

A screenshot showing a table with 'Academic Career' set to 'Undergraduate'. Below it is a pivot table titled 'Degrees Awarded'.

Degree	Description	Fall 2015	Sprg 2016	Sumr 2015	Total
BA	Bachelor of Arts	722	1,227	147	2,096
BA Total		722	1,227	147	2,096

Processing steps

Screen shots

Remove a Prompt

Step 1:
To move the prompt back to the table, right-click on the prompt and select **Move Columns**.

A screenshot of a context menu for 'Academic Career'. The menu items are: Sort Column, Exclude column, Include column, Move Column, BA Total, BA Total. The 'Move Column' option is highlighted with a red box.

Step 2:
Select To Columns.

A screenshot of a context menu for 'Academic Career'. The menu items are: Sort Column, Exclude column, Include column, Move Column, BA Total, BA Total, To Sections, To Columns, To Rows. The 'Move Column' option is highlighted in yellow, and the 'To Columns' option is highlighted with a red box.

Data Warehouse: Working With Results

Step 3:

The field is now returned to the table of results.



The column may not be returned to the same location in the table as it was before; you may need to move the column back to its original location.

Degree Description	Undergraduate Degrees Awarded			Total	Undergraduate Total	Postbaccalaureate Degrees Awarded			Total	Postbaccalaureate Total
	Fall 2015	Sprg 2016	Sumr 2015			Fall 2015	Sprg 2016	Total		
BA Bachelor of Arts	722	1,227	147	2,096	2,096	1	0	1	1	
BA Total	722	1,227	147	2,096	2,096	1	0	1	1	

Creating a Section

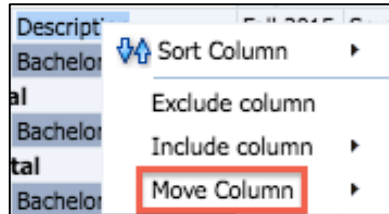
Selections allow you to separate a report into sections based on a particular column/field. Unlike pivots, you can't select which sections to view; the report will automatically create all sections at once on a single web page for you.

Create a Section

Step 1:

Right-click on a column that you want to create into a section.

Select **Move Column**.



Processing steps

Step 2:

Select **To Sections**.

Screen shots

Descript	Fall 2015	Sprg 2016	Sumr 2015	Total
Bachelor of Arts	722	1,227	147	2,096
Bachelor of Science	145	8	0	153
Total	7	1,366	1,366	2,144

Descript	Fall 2015	Sprg 2016	Sumr 2015	Total
Bachelor of Arts	722	1,227	147	2,096
Bachelor of Science	145	8	0	153
Total	7	1,366	1,366	2,144

Data Warehouse: Working With Results

Step 3:

A report is created with sections for each of the values in the column you selected. This may take several minutes if you select a column with many values.

Bachelor of Arts				
Undergraduate				
Degrees Awarded				
Degree	Fall 2015	Sprg 2016	Sumr 2015	Total
BA	722	1,227	147	2,096
BA Total	722	1,227	147	2,096
Grand Total	722	1,227	147	2,096

Bachelor of Fine Arts				
Undergraduate				
Degrees Awarded				
Degree	Fall 2015	Sprg 2016	Sumr 2015	Total
BFA	49	145	8	202
BFA Total	49	145	8	202
Grand Total	49	145	8	202

Removing a Section

Step 1:

To remove a section, right-click on the degree type and select the field name.



This is the name of the column that was turned into a section.

Bachelor of Arts		
Degrees Awarded		
Degree	Fall 2015	Sprg 2016
BA	722	1,227

Processing steps

Step 2:

Select **Move Column**.

Screen shots

Bachelor of Arts				
Degrees Awarded				
Degree	Fall 2015	Sprg 2016	Sumr 2015	Total
BA	722	1,227	147	2,096
BA Total	722	1,227	147	2,096

Data Warehouse: Working With Results

Step 3:
Select To Columns.

Bachelor of Arts				Undergraduate Total	
Degree Desc	Degrees Awarded		Sort Column		
Degree	Fall 2015	Sprg 2016	Exclude column	Include column	
BA	722	1,227	Move Column	To Prompts	2,096
BA Total	722	1,227		To Columns	
Grand Total	722	1,227	147	2,096	

Bachelor of Fine Arts

Step 4:
The field is now returned to the table of results.



The column may not be returned to the same location in the table as it was before; you may need to move the column back to its original location.

Bachelor of Arts				Undergraduate Total		Postbaccalaureate Total	
Degree	Fall 2015	Sprg 2016	Sumr 2015	Total	Degrees Awarded Fall 2015	Total	Total
BA	722	1,227	147	2,096	1	1	1
BA	722	1,227	147	2,096	1	1	1