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

Sorting Columns

Once you have applied a filter/customization, you can hover over a column to view your sort options.

Sort a Column

Option 1

Step 1: Hover your mouse over the column header you want to sort.

Click on the up arrow icon (↑) to sort the column in ascending order.

Data Warehouse: Working With Results
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
Data Warehouse: Working With Results

until you see the mouse icon change to the drag and drop mouse icon ( ).

<table>
<thead>
<tr>
<th>Processing steps</th>
<th>Screen shots</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Step 2:</strong> Drag the column to the location in the table you want it.</td>
<td><img src="image1.png" alt="Screen shot of course table with column drag and drop" /></td>
</tr>
<tr>
<td><strong>Step 3:</strong> The column now appears where you dropped it.</td>
<td><img src="image2.png" alt="Screen shot of course table with moved column" /></td>
</tr>
<tr>
<td><strong>Option 2</strong></td>
<td><img src="image3.png" alt="Options to move or exclude column" /></td>
</tr>
<tr>
<td><strong>Step 1:</strong> Right-click on the column you want to move and select <strong>Move Column</strong>.</td>
<td><img src="image4.png" alt="Context menu with move column option" /></td>
</tr>
<tr>
<td><strong>Step 2:</strong> Depending on where the column is in the table, you can choose to move it Left or Right.</td>
<td><img src="image5.png" alt="Context menu with move column and left or right options" /></td>
</tr>
</tbody>
</table>
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.

<table>
<thead>
<tr>
<th>Course Id</th>
<th>Class</th>
<th>Course Desc</th>
<th>Class Number</th>
<th>Section</th>
<th>Waitlist Count</th>
</tr>
</thead>
<tbody>
<tr>
<td>001343</td>
<td>CHAD 150-03</td>
<td>Devlp Comm Compet</td>
<td>47689</td>
<td>03</td>
<td>7</td>
</tr>
<tr>
<td>001343</td>
<td>CHAD 150-02</td>
<td>Devlp Comm Compet</td>
<td>47688</td>
<td>02</td>
<td>5</td>
</tr>
<tr>
<td>003521</td>
<td>EDCO 232-03</td>
<td>Law &amp; Ethics Couns</td>
<td>49217</td>
<td>03</td>
<td>5</td>
</tr>
<tr>
<td>012923</td>
<td>CHAD 70-05</td>
<td>Lifespan Devel</td>
<td>47400</td>
<td>05</td>
<td>4</td>
</tr>
</tbody>
</table>

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.

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.
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.

---

Processing steps

**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**.
**Step 2:**
Select To Prompts.

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

**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.

---

**Processing steps**

**Remove a Prompt**

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

**Step 2:**
Select To Columns.
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.*

---

### 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
**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.

<table>
<thead>
<tr>
<th>Data Type</th>
<th>Undergraduate Degrees Awarded</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Degree</td>
<td>Fall 2015</td>
<td>Sprg 2016</td>
</tr>
<tr>
<td>BA</td>
<td>722</td>
<td>1,227</td>
</tr>
<tr>
<td>BA Total</td>
<td>722</td>
<td>1,227</td>
</tr>
<tr>
<td>Grand Total</td>
<td>722</td>
<td>1,227</td>
</tr>
</tbody>
</table>

**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.

---

**Processing steps** | **Screen shots**

**Step 2:**
Select Move Column.
**Step 3:**
Select **To Columns**.

![Diagram showing the process of selecting a column to move to the columns section.]

**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.*

![Table showing data before and after changes.]

<table>
<thead>
<tr>
<th>Degree</th>
<th>Undergraduate Total</th>
<th>Postbaccalaureate Total</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Total</td>
<td>Degrees Avered Fall 2015</td>
</tr>
<tr>
<td>Degree</td>
<td>Fall 2015</td>
<td>Sprng 2015</td>
</tr>
<tr>
<td>BA</td>
<td>722</td>
<td>1,227</td>
</tr>
</tbody>
</table>