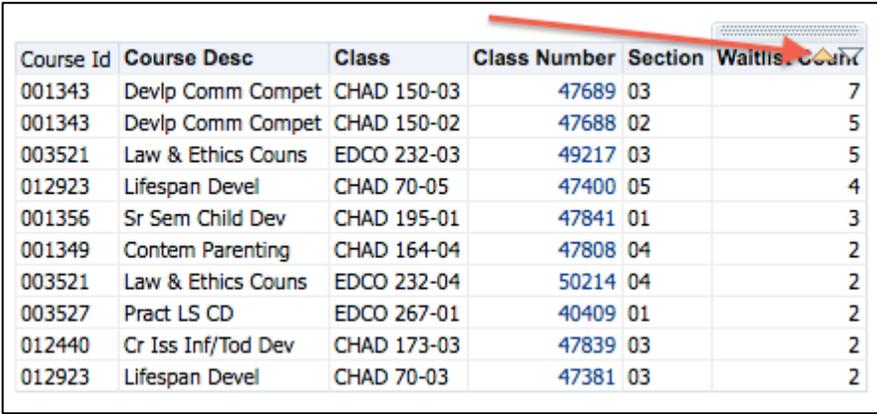


Users comfortable with more advanced features can customize the tables of results by sorting columns, moving/removing columns, creating prompts/pivots, and creating sections.

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
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Processing steps	Screen shots																																																																		
<p><b>Sorting Columns</b></p> <p>Once you have applied a filter/customization, you can hover over a column to view your sort options.</p> <p><b>Sort a Column</b></p> <p><i>Option 1</i></p> <p><b>Step 1:</b> 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 &amp; 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 &amp; 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

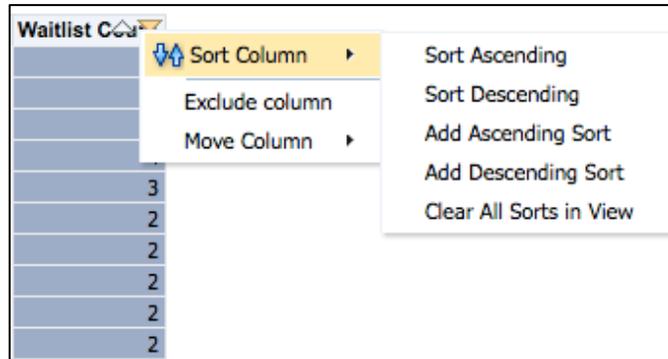
*Option 2*

#### **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

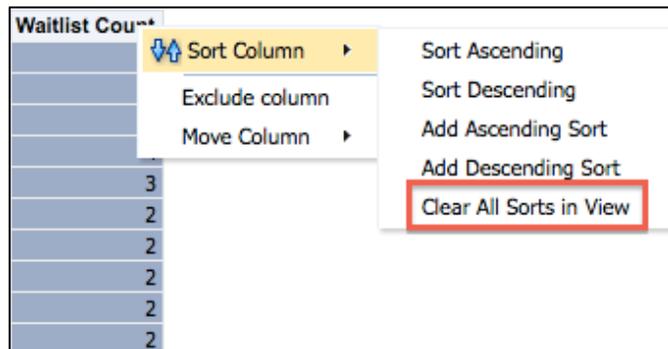
#### **Step 1:**

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><b>Step 2:</b> 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 &amp; 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><b>Step 3:</b> 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 &amp; 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><b>Step 1:</b> Right-click on the column you want to move and select <b>Move Column</b>.</p>																															
<p><b>Step 2:</b> 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

## Screen shots

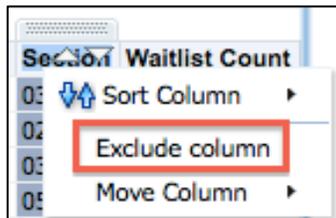
### Exclude a Column

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.*

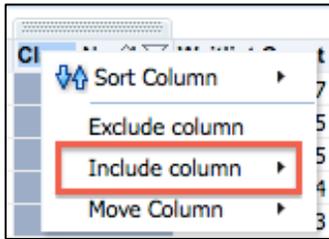
Course Id	Course Desc	Class	Class Number	Waitlist Count
001343	Devlp Comm Compet	CHAD 150-03	47689	7
001343	Devlp Comm Compet	CHAD 150-02	47688	5
003521	Law & Ethics Couns	EDCO 232-03	49217	5
012923	Lifespan Devel	CHAD 70-05	47400	4

## Data Warehouse: Working With Results

### Inserting a Removed Column

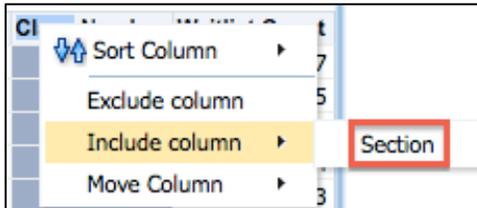
#### Step 1:

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

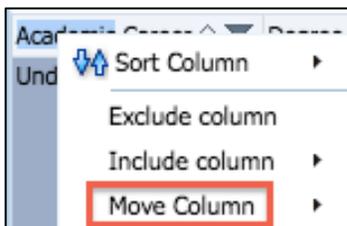
Prompts/Pivots allow you to move a column's dataset to a drop-down menu outside of the table of results. This then allows you to make a selection from the drop-down menu and update that table's results without having to re-run the filter/customizations.

#### 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.

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

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

**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.

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

### 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**.

**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.*

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	
<b>BA Total</b>	<b>722</b>	<b>1,227</b>	<b>147</b>	<b>2,096</b>	<b>2,096</b>	<b>1</b>	<b>0</b>	<b>1</b>	<b>1</b>	

## Creating a Section

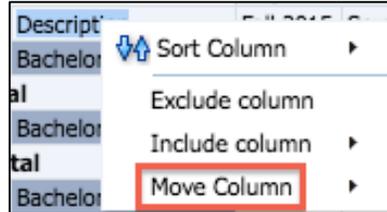
Selections allow you to separate a report into sections based on a particular column/field. Unlike pivots, you can't select which sections to view; the report will automatically create all sections at once on a single web page for you.

*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

2016	Sumr 2015
1,227	147
<b>1,227</b>	<b>147</b>
145	8
<b>145</b>	<b>8</b>
<b>7</b>	
1,366	
<b>1,366</b>	
<b>2,144</b>	

## 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
<b>BA Total</b>	<b>722</b>	<b>1,227</b>	<b>147</b>	<b>2,096</b>
<b>Grand Total</b>	<b>722</b>	<b>1,227</b>	<b>147</b>	<b>2,096</b>

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

### 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
BA	722	1,2
<b>BA Total</b>	<b>722</b>	<b>1,2</b>

## 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			
BA	722	1,227			2,096
<b>BA Total</b>	<b>722</b>	<b>1,227</b>			
<b>Grand Total</b>	<b>722</b>	<b>1,227</b>	<b>147</b>	<b>2,096</b>	

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	Degrees Awarded			Total	Total	Degrees Awarded	Total
	Fall 2015	Sprg 2016	Sumr 2015			Fall 2015	
BA	722	1,227	147	2,096	2,096	1	1
<b>BA</b>	<b>722</b>	<b>1,227</b>	<b>147</b>	<b>2,096</b>	<b>2,096</b>	<b>1</b>	<b>1</b>