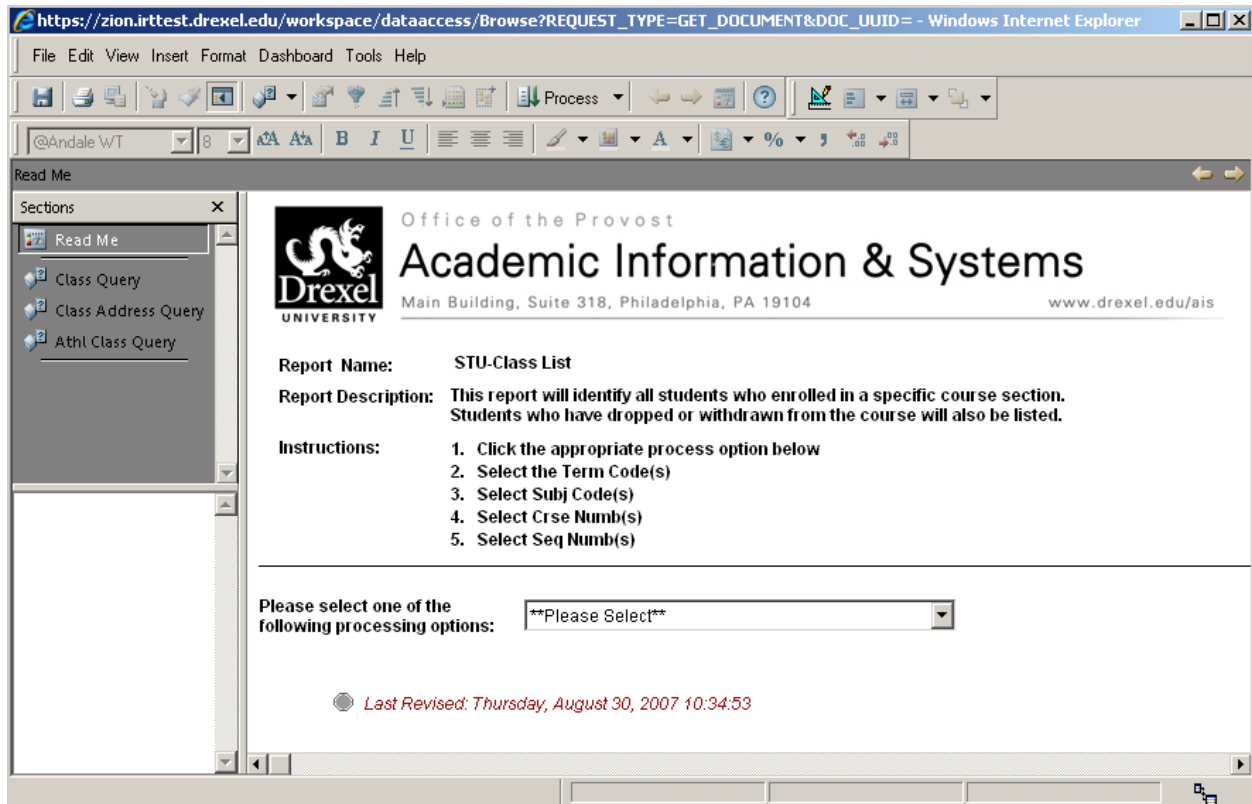


A Guide to using Hyperion Reports



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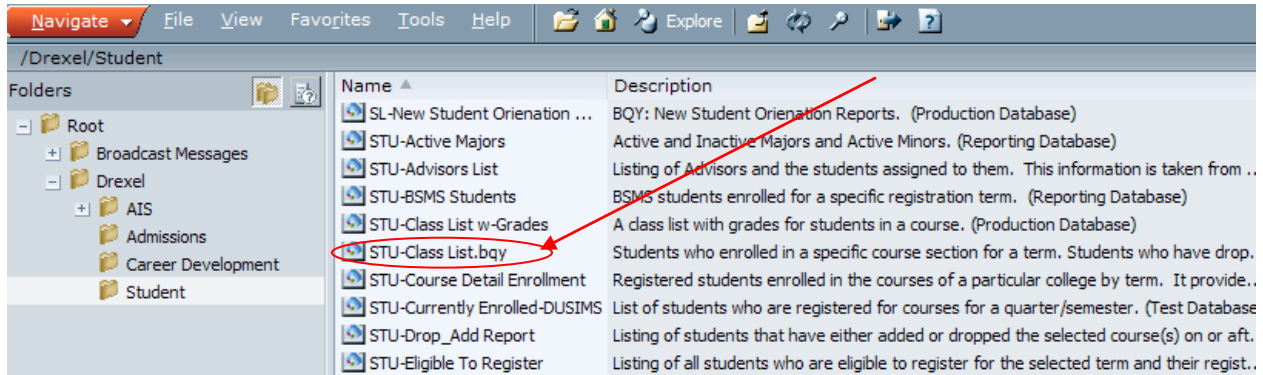
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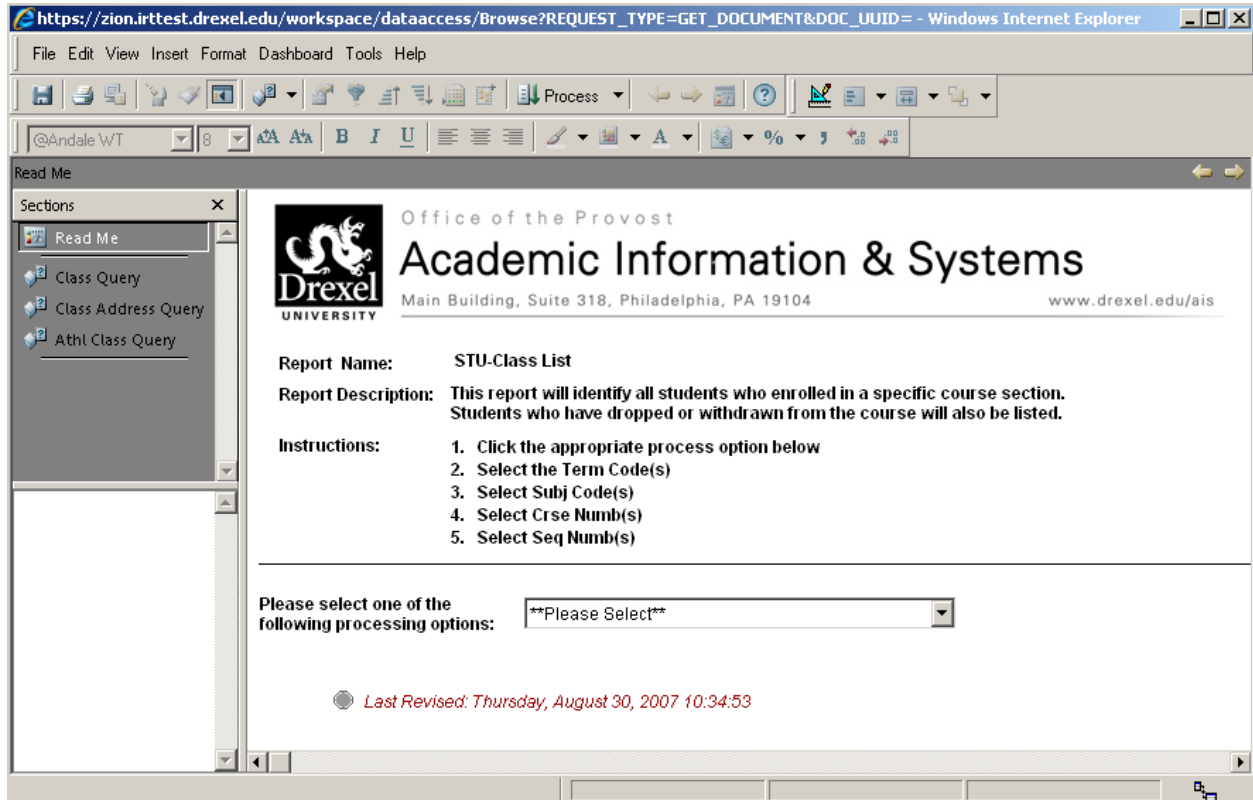
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Running a report

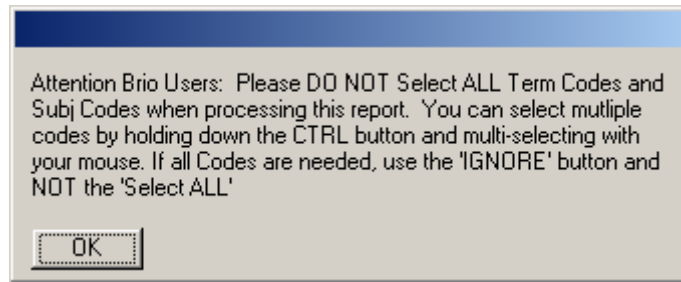
Double click on the report name to launch the report document in a new window:



Follow the Read Me page instructions to run the report:



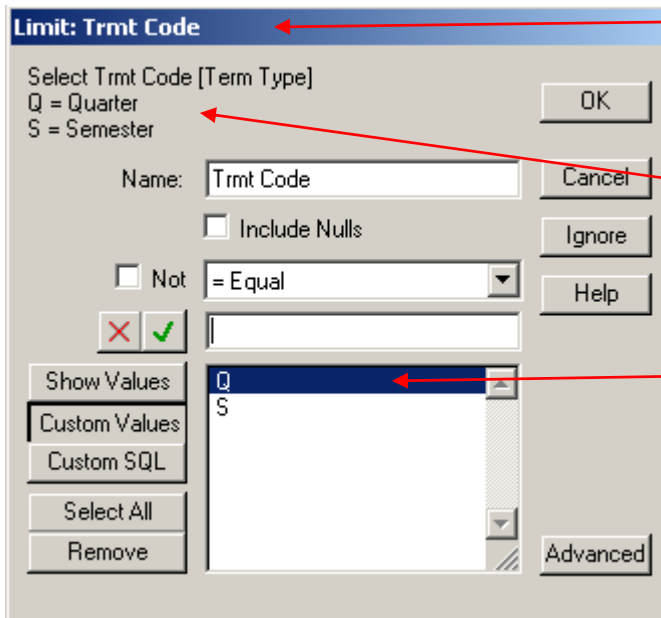
Warning about selecting values in Limit/Filter Dialogs boxes



This **warning** reminds to :

- **only** select terms needed for report
- **avoid clicking the 'Select All' button** (which can make the report generate a very long query command that could bring the Reporting server down).

Completing a Limit/Filter Dialog box



1. Review column limit or filter being applied to, to reduce data retrieved.

2. Refer to note regarding column being limited.

3. Select value needed by clicking and highlighting to select.

Click OK to submit limit i.e. complete this filter.

Limit: Term Code

Select Term Code(s)
 DO NOT SELECT ALL TERMS

Name: Term Code

Include Nulls

Not = Equal

Show Values
 Custom Values
 Custom SQL

Select All
 Transfer

200335
 200345
 200415
 200425
 200435
 200445
 200515
 200525
 200535
 200545
 200615
 200625
 200635
 200645
 200715
 200725
 200735
 200745
 200815
 200825
 200835
 200845
 200915
 200925
 200935
 200945
 201015
 201025
 201035
 201045
 201115

OK
 Cancel
 Ignore
 Help

Advanced



Select value needed by clicking and highlighting to select.

Click OK to submit limit i.e. complete this filter.

Limit: Subj Code

DO NOT SELECT ALL SUBJ
 CLICK "IGNORE" if all SUBJ are needed
 OR use CTRL key to multi-select

Name: Subj Code

Include Nulls

Not = Equal

Show Values
 Custom Values
 Custom SQL

Select All
 Transfer

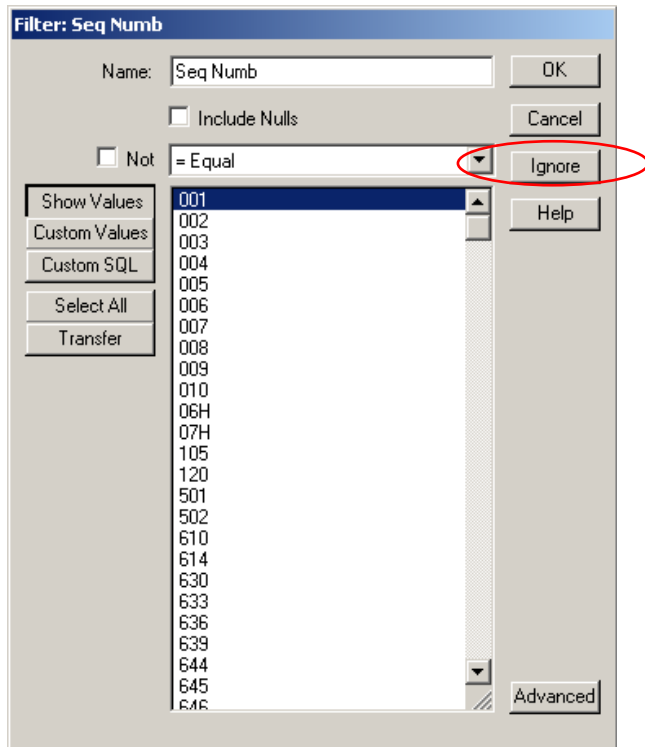
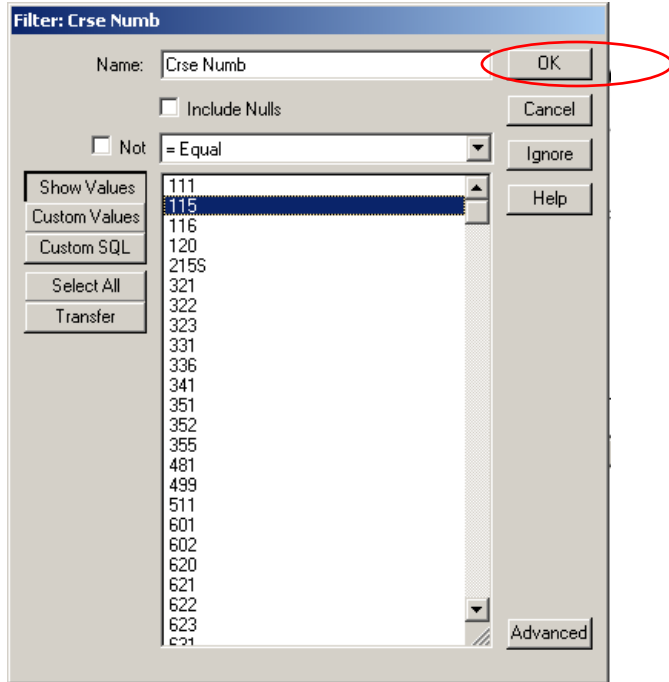
0000
 AADM
 ABRD
 ACCI
 ADCS
 ADGD
 AE
 AFAM
 AFAS
 ANAT
 ANES
 ANTH
 ARBC
 ARCH
 ARTH
 ARTS
 AS-A
 AS-I
 BACS
 BCCE
 BCS
 BIO
 BIOC
 BIOL

OK
 Cancel
 Ignore
 Help

Advanced

If multiple items need to be selected:

- select first limit value
- hold down CTRL key on your keyboard.
- while CTRL is pressed, click values to multi-select.
- when the values needed are selected, click OK to submit limit

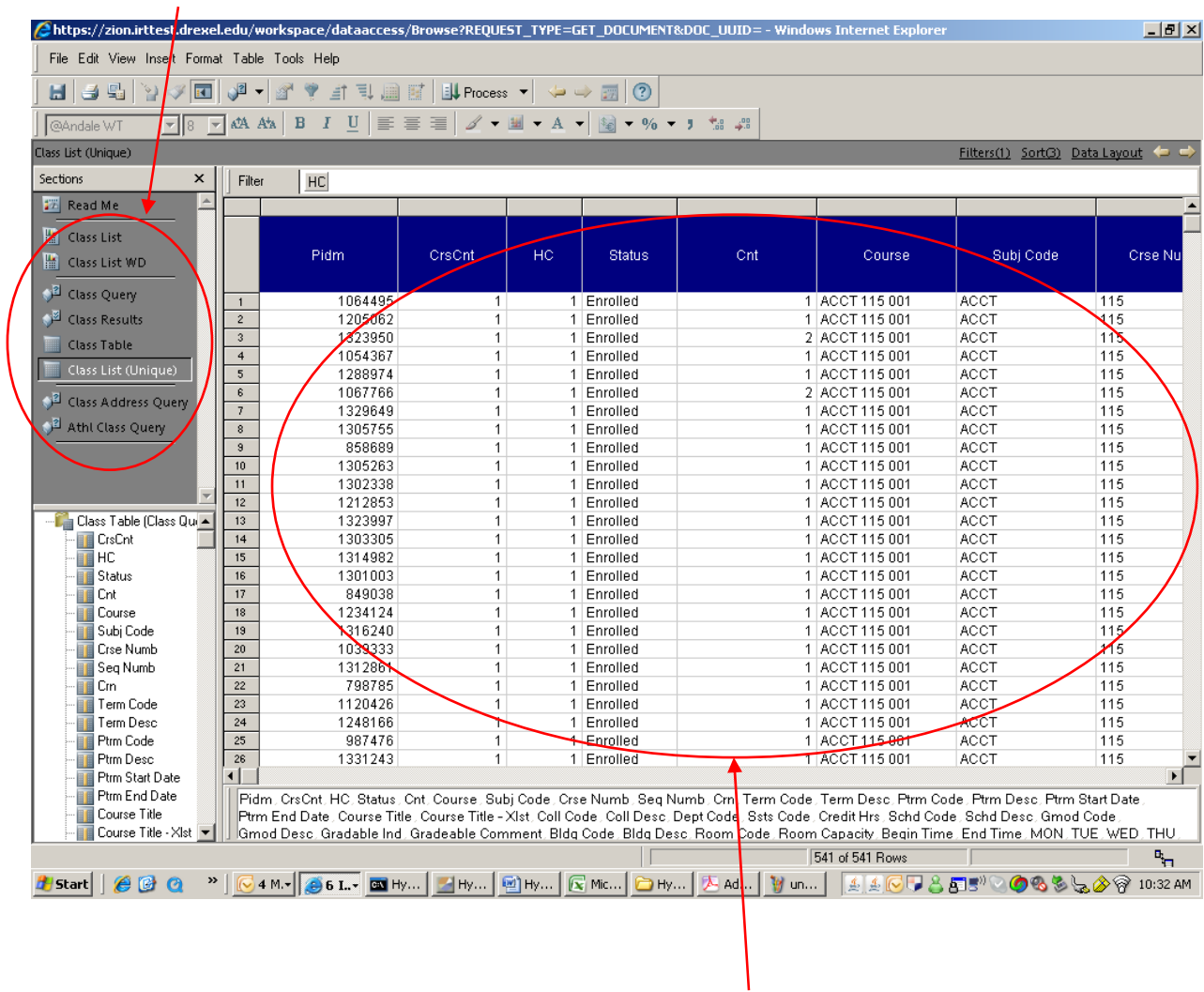


Use the Ignore button to choose to not set this limit **after sufficient limits have already been set** to reduce the result set.

E.g. Ignore to only select **ALL** course sections after already setting limits for term, subject and course number to get all section of a course

Navigating inside a report

Click on section names in the **Section pane** to move between report sections

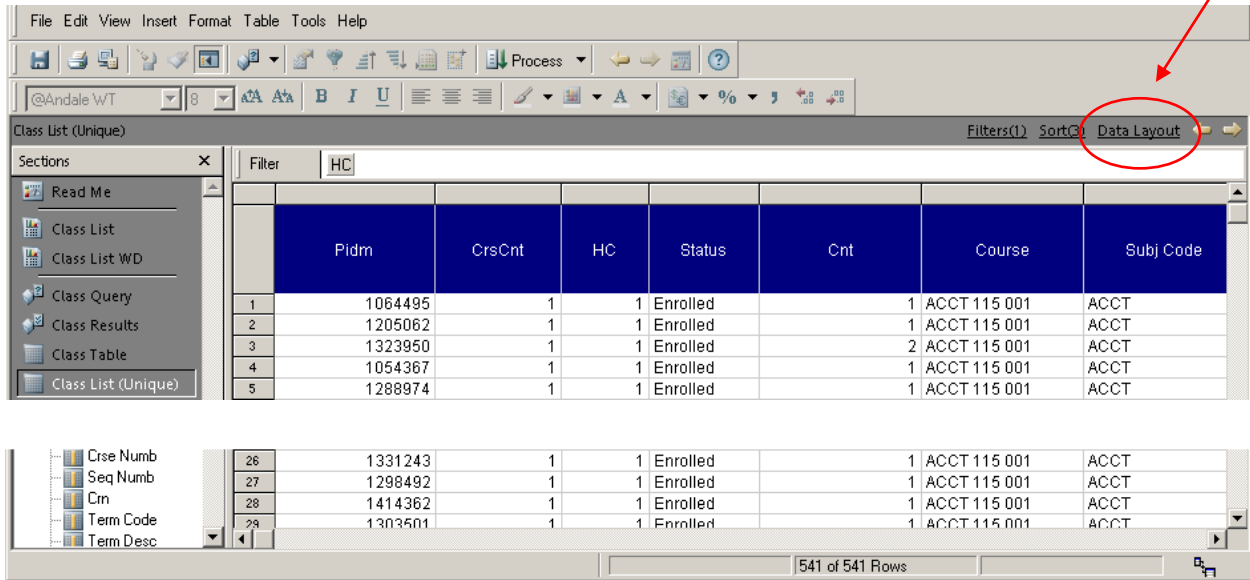


The report's **Content Pane** now shows the selected section, a Resultset.

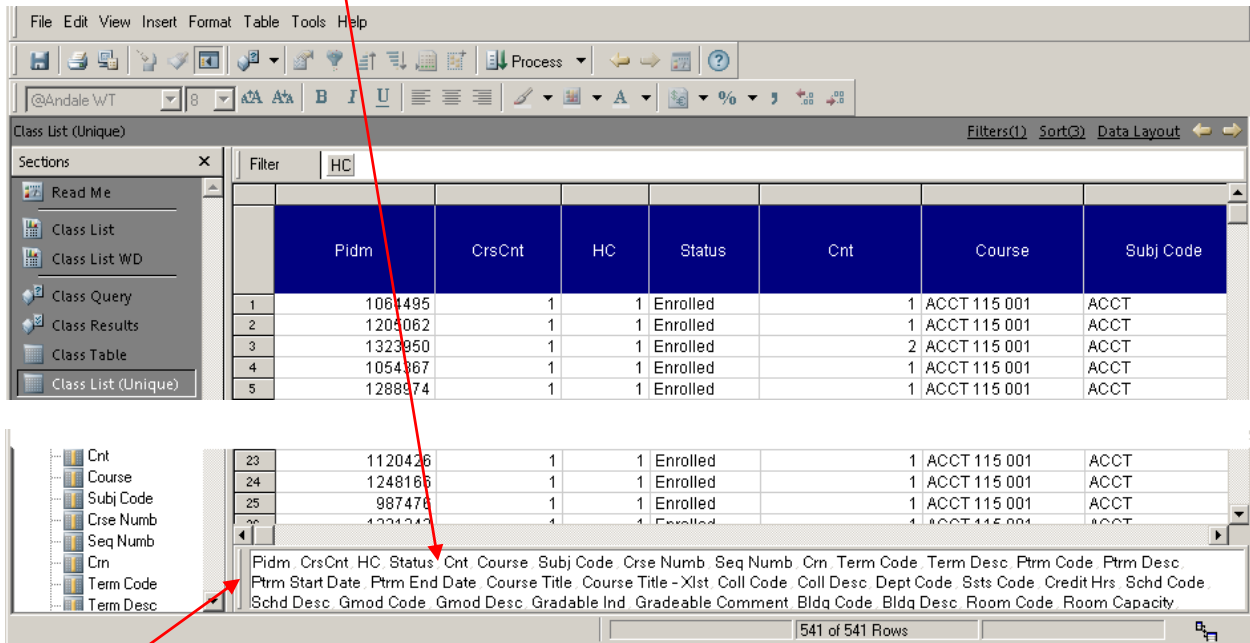
A **Resultset** is comprised of rows of data retrieved from the database in response to the query submitted while running the report

Using the Data Layout Pane to rearrange columns in a Resultset

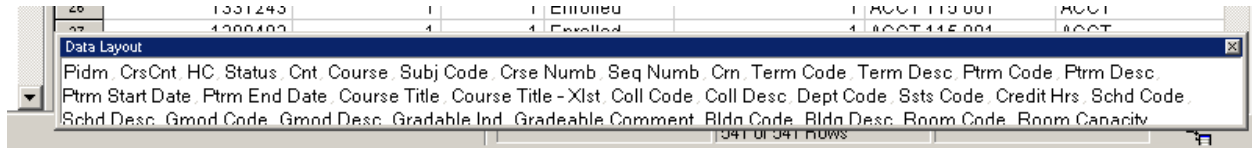
To display the Data Layout pane, click the Data Layout toggle button:



The Data Layout pane is displayed:



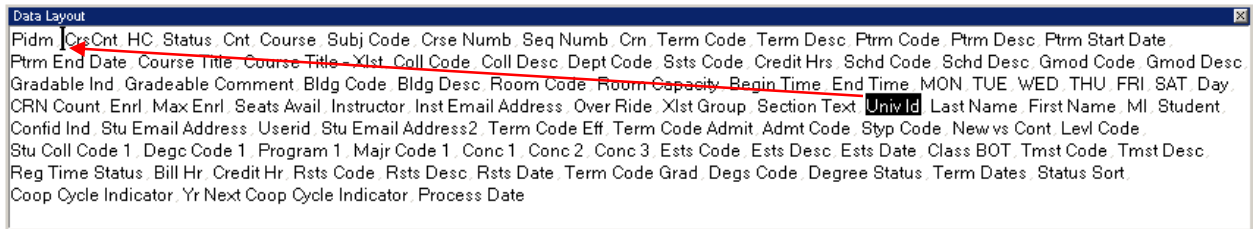
To open the Data Layout in a separate window, double click in area between the line and the list of columns.



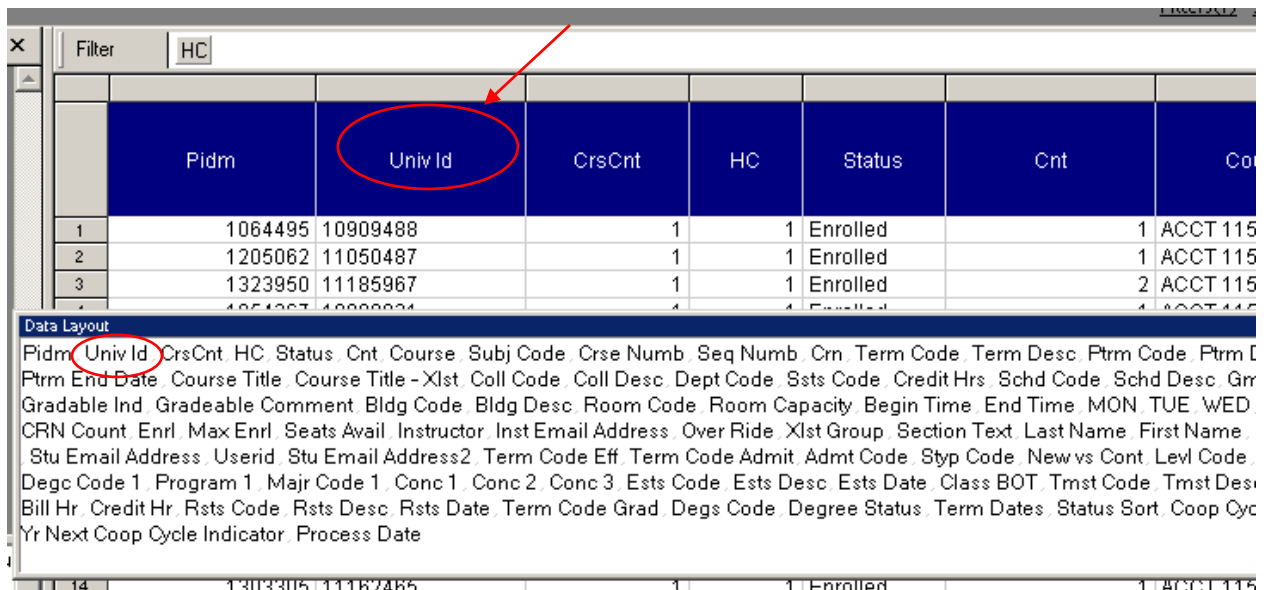
To expand open the window, bring the mouse over the lower edge of window till it becomes a double headed arrow, then drag open.

Rearranging columns using the Data Layout:

1. Click column name to select:
2. Drag and drop into top row to move to first set of columns of section:



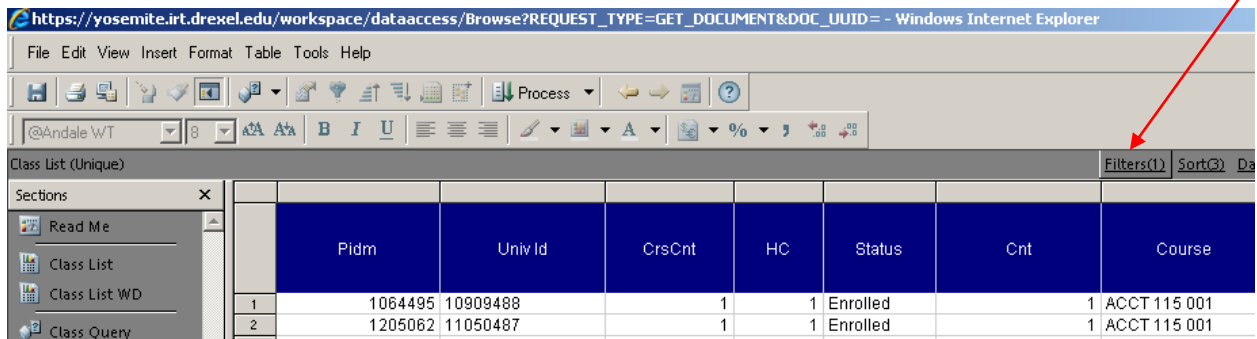
3. When selected column name is dropped to beginning of columns list, column in content pane is moved to the beginning next to Pidm, as updated in the Data Layout section.



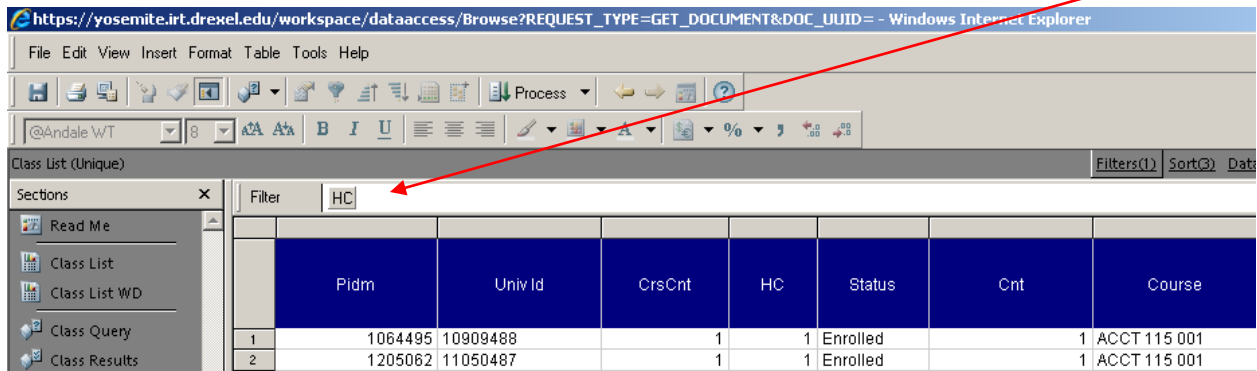
Applying Filters to reduce a resultset to a required population

Displaying the Filters line:

Click on the Filters toggle button:



The Filters line is displayed with any applied filters e.g. HC as below:

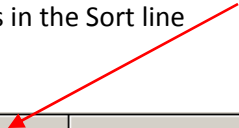


To apply a filter:

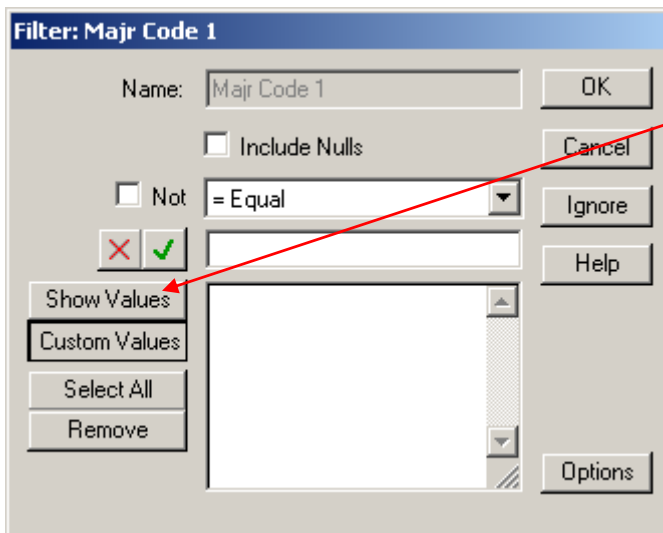
Click the column that report needs to be filtered to or limited to.

E.g. To filter report to show only BUSN major students, double-click Majr Code 1 column's **grey** portion containing the data and NOT the Blue Heading cell that contains the name of the column.

IMPORTANT: Do not double-click the name of the column, as it will modify the items in the Sort line which may affect the computed items.



	Levl Code	Stu Coll Code 1	Degc Code 1	Program 1	Majr Code 1	Conc 1
1	UG	B	BSBA	BSBA-COBA	BUSN	5COP
2	UG	B	BSBA	BSBA-COBA	BUSN	5COP
3	UG	B	BSBA	BSBA-COBA	BUSN	5COP
4	UG	B	BSBA	BSBA-COBA	BUSN	NCOP
5	UG	B	BSBA	BSBA-COBA	BUSN	5COP
6	UG	B	BSBA	BSBA-COBA	BUSN	5COP
7	UG	B	BSBA	BSBA-COBA	BUSN	5COP
8	UG	B	BSBA	BSBA-COBA	BUSN	5COP
9	UG	B	BSBA	BSBA-COBA	BUSN	5COP
10	UG	B	BSBA	BSBA-COBA	BUSN	4COP
11	UG	U	BS	BS-COEPS	SMT	5COP
12	UG	B	BSBA	BSBA-COBA	BUSN	5COP
13	UG	B	BSBA	BSBA-COBA	BUSN	5COP
14	UG	B	BSBA	BSBA-COBA	BUSN	5COP
15	UG	B	BSCAE	BSCAE-COBA	CAE	5COP



Filter: Majr Code 1

Name: Majr Code 1

Include Nulls

Not = Equal

Show Values

Custom Values

Select All

Remove

Options

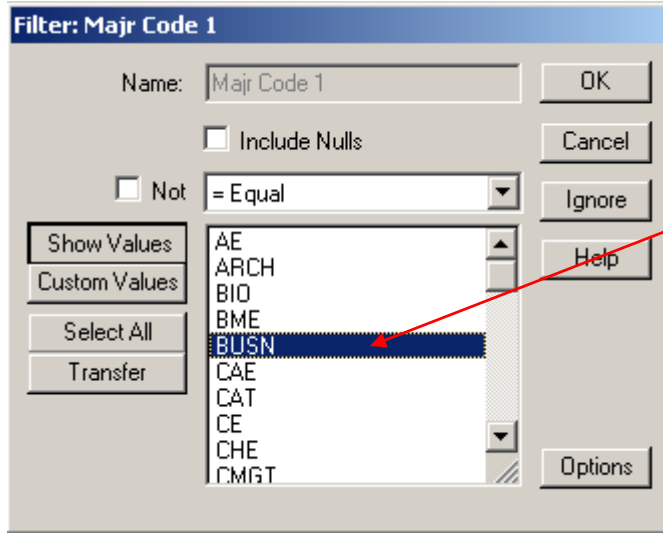
OK

Cancel

Ignore

Help

Click 'Show Values' to bring up the list of all values in the column



Select value to filter and click OK.

The report is now filtered to show only students who have BUSN as their major code 1:

	Levl Code	Stu Coll Code 1	Degc Code 1	Program 1	Majr Code 1	Conc 1	Conc
1	UG	B	BSBA	BSBA-COBA	BUSN	5COP	GBUS
2	UG	B	BSBA	BSBA-COBA	BUSN	5COP	GBUS
3	UG	B	BSBA	BSBA-COBA	BUSN	5COP	INTB
4	UG	B	BSBA	BSBA-COBA	BUSN	NCOP	GBUS
5	UG	B	BSBA	BSBA-COBA	BUSN	5COP	MKTG
6	UG	B	BSBA	BSBA-COBA	BUSN	5COP	GBUS
7	UG	B	BSBA	BSBA-COBA	BUSN	5COP	MKTG
8	UG	B	BSBA	BSBA-COBA	BUSN	5COP	GBUS
9	UG	B	BSBA	BSBA-COBA	BUSN	5COP	INTB
10	UG	B	BSBA	BSBA-COBA	BUSN	4COP	FIN
11	UG	B	BSBA	BSBA-COBA	BUSN	5COP	INTB
12	UG	B	BSBA	BSBA-COBA	BUSN	5COP	ENTR
13	UG	B	BSBA	BSBA-COBA	BUSN	5COP	INTB
14	UG	B	BSBA	BSBA-COBA	BUSN	5COP	GBUS
15	UG	B	BSBA	BSBA-COBA	BUSN	5COP	MKTG
16	UG	B	BSBA	BSBA-COBA	BUSN	4COP	GBUS
17	UG	B	BSBA	BSBA-COBA	BUSN	5COP	GBUS
18	UG	B	BSBA	BSBA-COBA	BUSN	5COP	INTB
19	UG	B	BSBA	BSBA-COBA	BUSN	5COP	ACCT
20	UG	B	BSBA	BSBA-COBA	BUSN	5COP	FIN
21	UG	B	BSBA	BSBA-COBA	BUSN	5COP	GBUS
22	UG	B	BSBA	BSBA-COBA	BUSN	5COP	MKTG
23	UG	B	BSBA	BSBA-COBA	BUSN	5COP	LGST
24	UG	B	BSBA	BSBA-COBA	BUSN	5COP	MKTG
25	UG	B	BSBA	BSBA-COBA	BUSN	4COP	ACCT
26	UG	B	BSBA	BSBA-COBA	BUSN	5COP	ECON
27	UG	B	BSBA	BSBA-COBA	BUSN	5COP	MKTG
28	UG	B	BSBA	BSBA-COBA	BUSN	4COP	ENTR

To filter report to show rows with NULL or Blank Values only

E.g. To select students who do not have a concentration 2, i.e. Conc 2 is blank:

Conc 1	Conc 2	Conc 3
5COP	GBUS	
5COP	GBUS	
5COP	INTP	

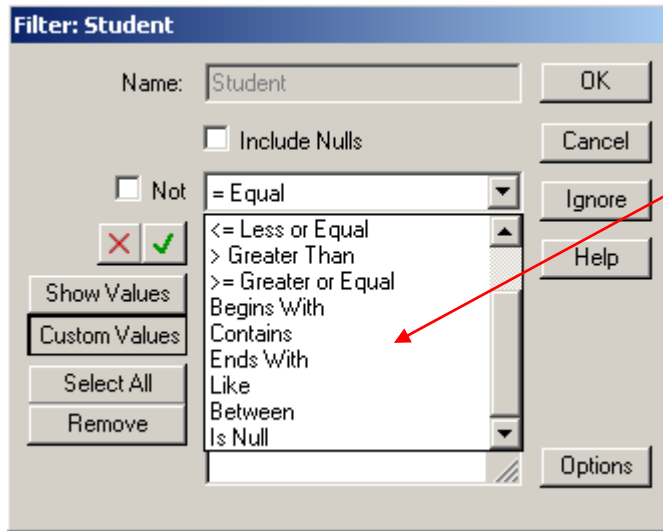
Name: Conc 2	OK	
<input checked="" type="checkbox"/> Include Nulls	Cancel	
<input type="checkbox"/> Not	= Equal	Ignore
Show Values	<= Less or Equal	Help
Custom Values	> Greater Than	
Select All	>= Greater or Equal	
Transfer	Begins With	
	Contains	
	Ends With	
	Like	
	Between	
	Is Null	Options
	MKTG	

Check off 'Include Nulls' to allow rows with Null or blank values to be displayed

Pull open the operator list and select Is Null

	Program 1	Majr Code 1	Conc 1	Conc 2
1	BSBA-COBA	BUSN	5COP	
2	BSBA-COBA	BUSN	5COP	
3	BSBA-COBA	BUSN	5COP	
4	BSBA-COBA	BUSN	NCOP	
5	BSBA-COBA	BUSN	4COP	
6	BSBA-COBA	BUSN	5COP	
7	BSBA-COBA	BUSN	NCOP	
8	BSBA-COBA	BUSN	4COP	
9	BSBA-COBA	BUSN	4COP	
10	BSBA-COBA	BUSN	5COP	
11	BSBA-COBA	BUSN	4COP	
12	BSBA-COBA	BUSN	5COP	
13	BSBA-COBA	BUSN	5COP	
14	BSBA-COBA	BUSN	5COP	
15	BSBA-COBA	BUSN	4COP	
16	BSBA-COBA	BUSN	5COP	
17	BSBA-COBA	BUSN	5COP	
18	BSBA-COBA	BUSN	4COP	
19	BSBA-COBA	BUSN	5COP	
20	BSBA-COBA	BUSN	4COP	
21	BSBA-COBA	BUSN	5COP	
22	BSBA-COBA	BUSN	5COP	
23	BSBA-COBA	BUSN	5COP	
24	BSBA-COBA	BUSN	5COP	
25	BSBA-COBA	BUSN	5COP	
26	BSBA-COBA	BUSN	5COP	

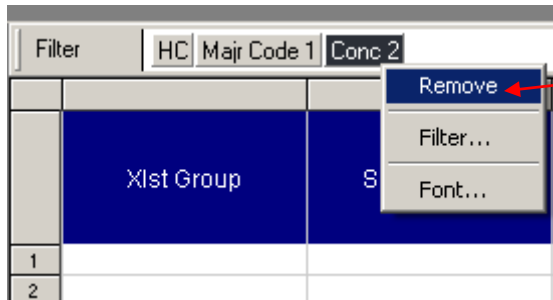
Other Uses of the Filter Dialog



The Filter dialog can be used to find rows where column values:

- Begins with ...
- Ends with...
- Are between ... and ...
- etc

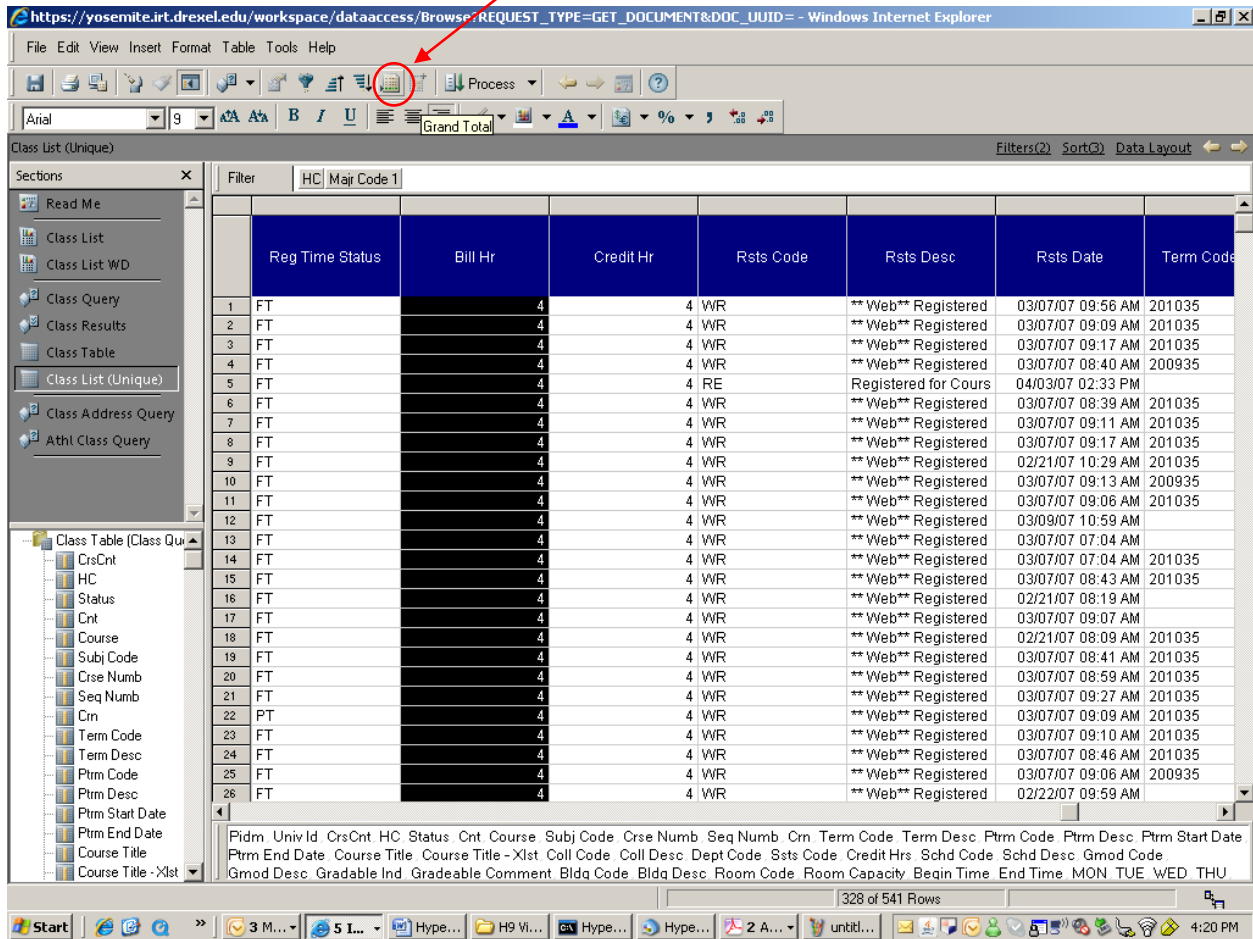
To Remove an item from the Filter line



Right click and select Remove

Adding Totals

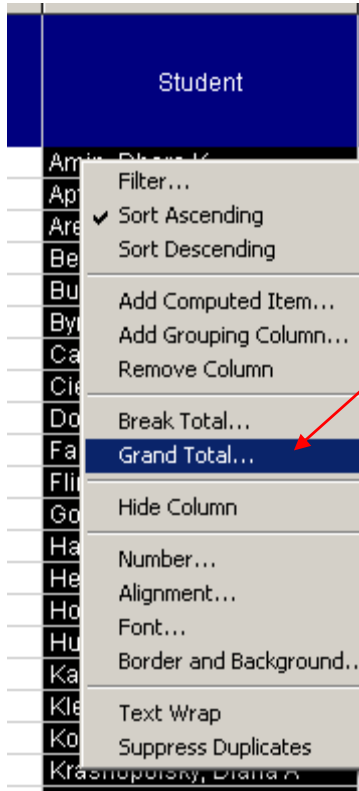
1. Select column to add total to by clicking in the white part of the column
2. Click the Grand Total button



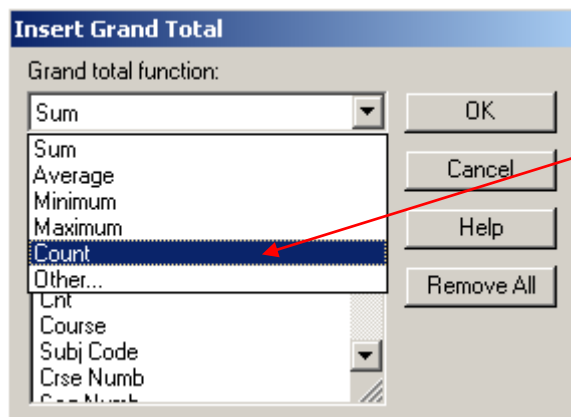
The total is added at the bottom of the column as below:

	Reg Time Status	Bill Hr	Credit Hr
321	FT		0
322	FT		0
323	FT		0
324	FT		0
325	PT		4
326	PT		4
327	PT		4
328	PT		4
329			1,228

Counting



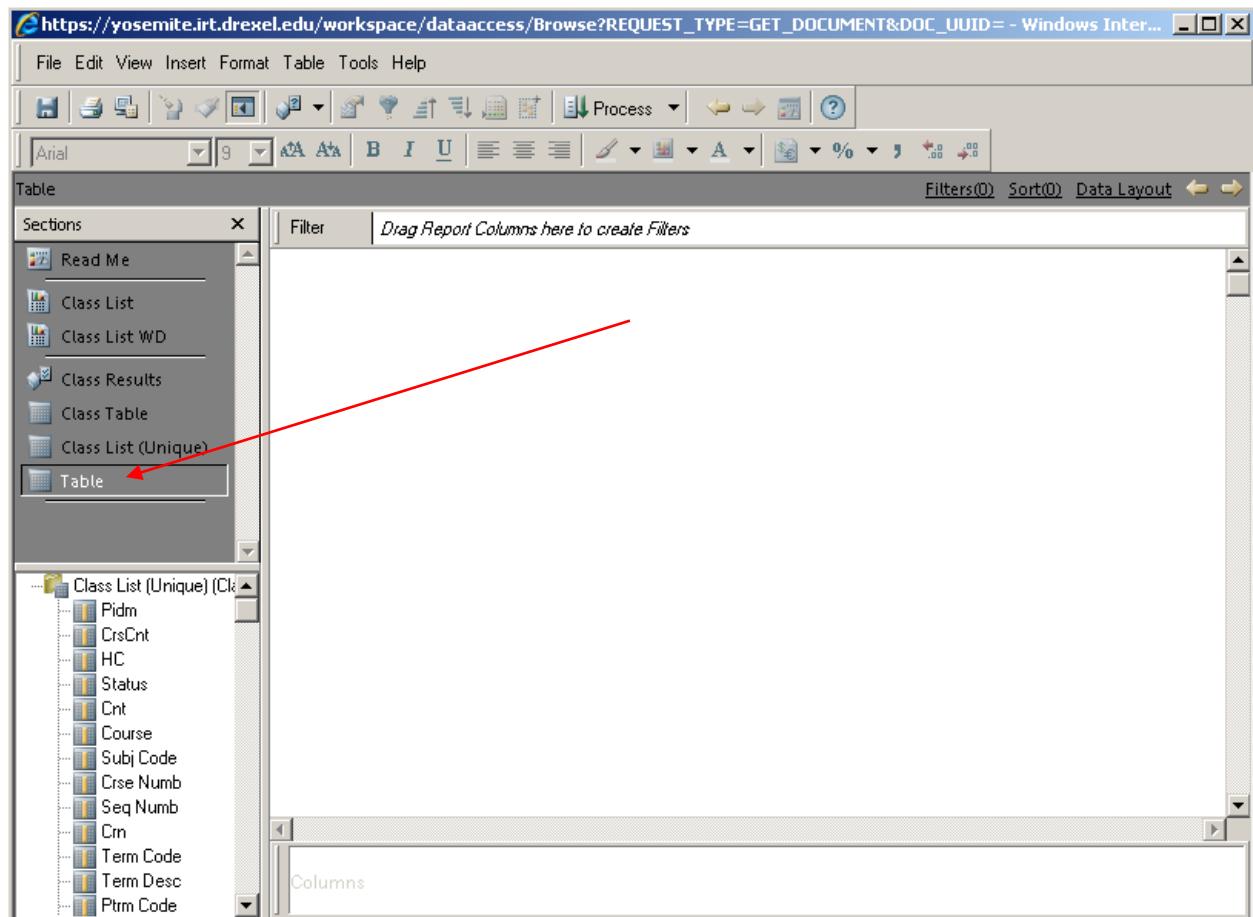
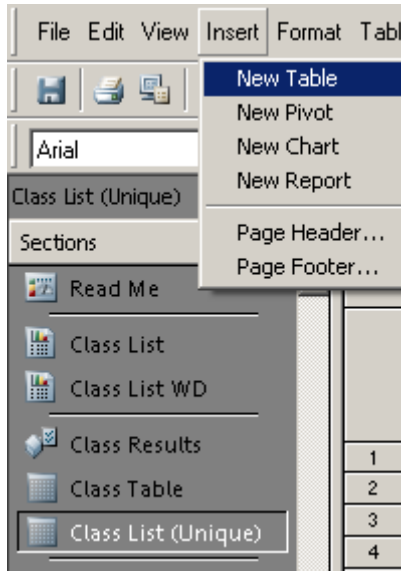
1. Select the column to count by e.g. Student
2. Right click and select Grand Total



Pull open the function list, select Count and click OK.

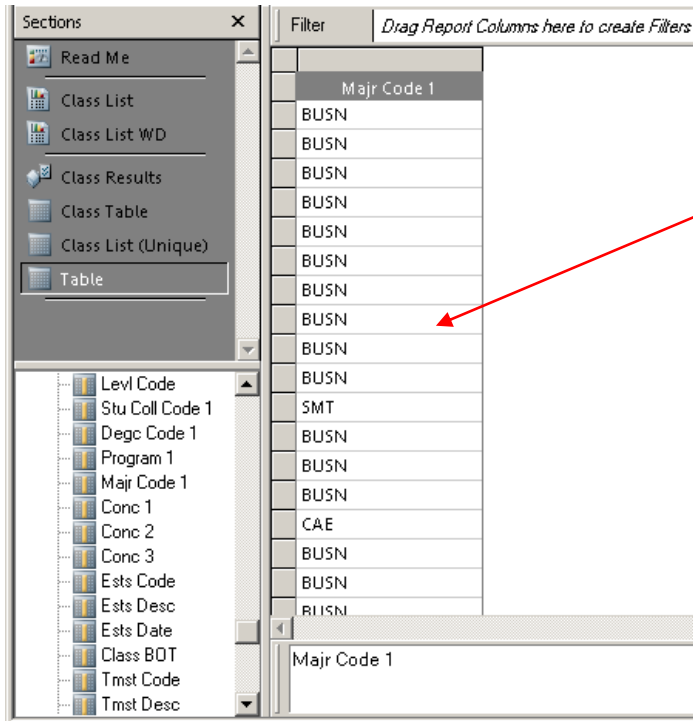
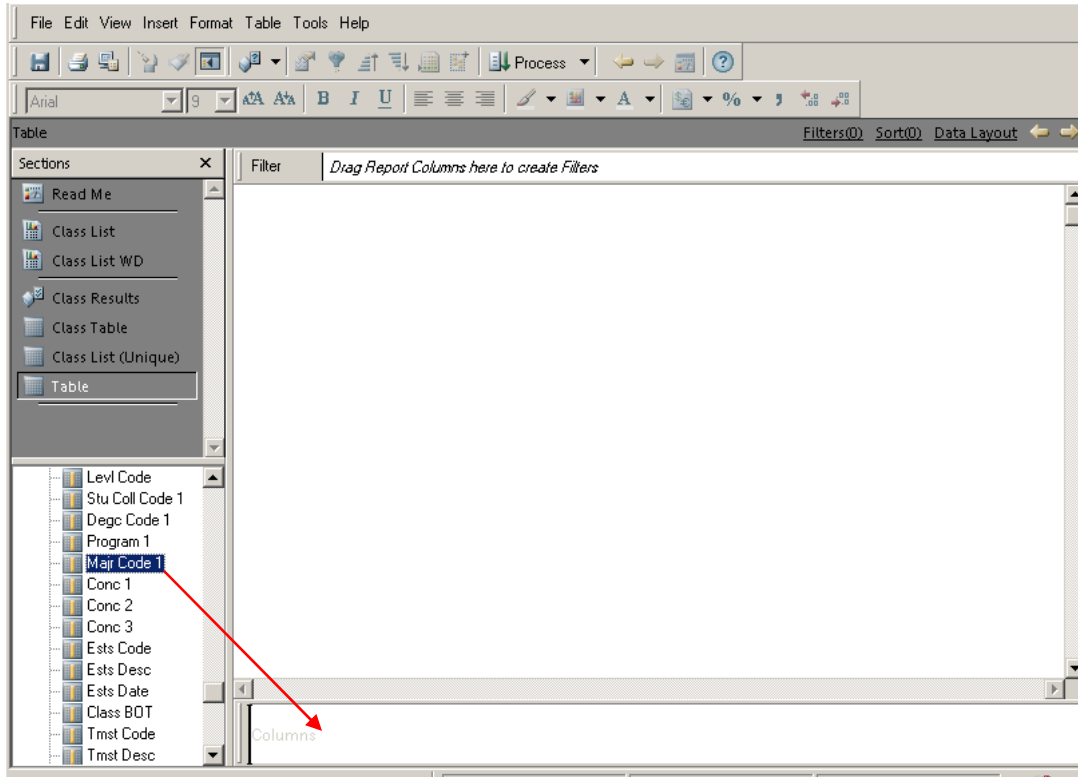
Note that an Average/Min/Max of a column can be found this way too.

Inserting a new Table



A new blank Child table is added below the Parent table previously selected in the Section pane. It has the properties, limits/filters and data of the Parent section.

To add columns to a new section, drag the column names from the Catalog Pane on the left and drop into the Data Layout pane



The column is added to the new table

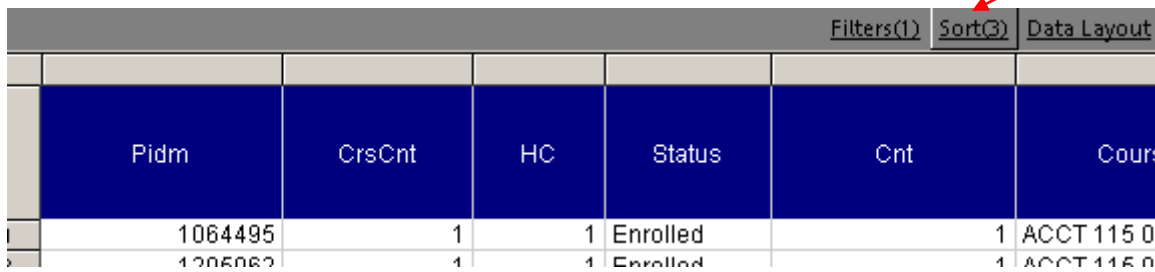
Sorting

TIP: It is better to sort in a new table so that existing computed items are not affected if dependent on the report data being sorted a certain way.

E.g. The class list report suppresses duplicates by use of the computed item called HC (Head Count) that compares 2 rows of data at a time to see if the prior row's value for Student is the same as the current one. If the report was not sorted by Student, this column may function incorrectly.

Displaying the Sort line

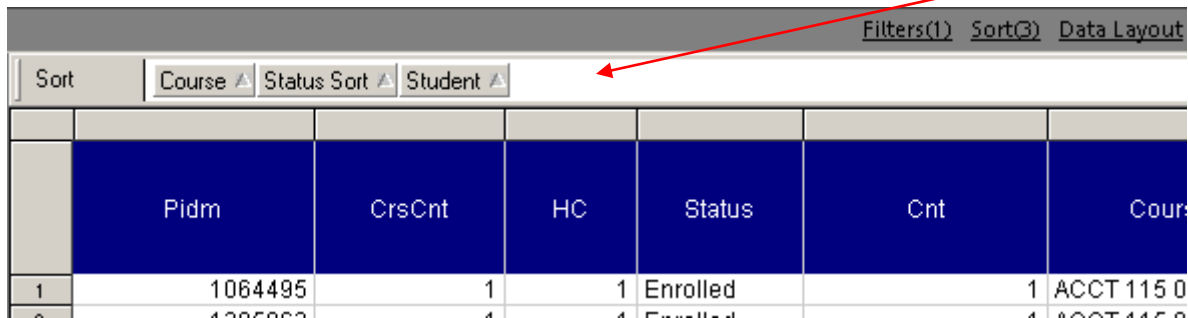
Click Sort toggle button:



The screenshot shows the top portion of a report interface. At the top right, there are three buttons: "Filters(1)", "Sort(3)", and "Data Layout". A red arrow points from the right side of the page towards the "Sort(3)" button. Below the buttons is a table with the following columns: "Pidm", "CrsCnt", "HC", "Status", "Cnt", and "Course". The first two rows of data are visible:

	Pidm	CrsCnt	HC	Status	Cnt	Course
1	1064495	1	1	Enrolled	1	ACCT 115 01
2	1206062	1	1	Enrolled	1	ACCT 115 01

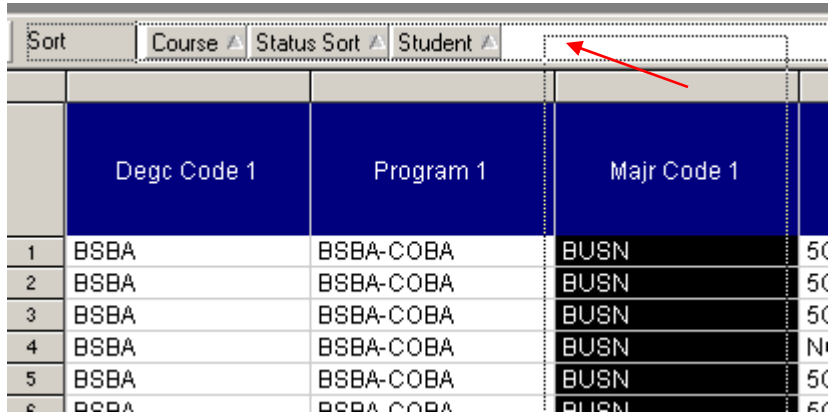
The Sort line is displayed with applied sorts in effect:



The screenshot shows the same report interface as above, but with a "Sort" line added below the buttons. The "Sort" line contains three dropdown menus: "Course ▲", "Status Sort ▲", and "Student ▲". A red arrow points from the right side of the page towards the "Sort" line. The table below is identical to the one in the previous screenshot:

	Pidm	CrsCnt	HC	Status	Cnt	Course
1	1064495	1	1	Enrolled	1	ACCT 115 01
2	1206062	1	1	Enrolled	1	ACCT 115 01

Adding items to the Sort line



Sort				
	Course ▲	Status Sort ▲	Student ▲	
	Degc Code 1	Program 1	Majr Code 1	
1	BSBA	BSBA-COBA	BUSN	50
2	BSBA	BSBA-COBA	BUSN	50
3	BSBA	BSBA-COBA	BUSN	50
4	BSBA	BSBA-COBA	BUSN	N
5	BSBA	BSBA-COBA	BUSN	50
6	BSBA	BSBA-COBA	BUSN	50

Click and drag the grey cell above the name of the column and drop it into the Sort line.

The Sort Line now has the column name to sort by and viewing the results shows the report is now sorted by the new column .

Pivots

A pivot has 3 main sections and its Pivot Data Layout too has 3 corresponding sections

The screenshot shows a Pivot report titled "Enroll Total Pivot" with the following data table:

Trmt Code	Levl Code	Levl Desc	Term HC	Term HC
Q	UG	Undergraduate Quarter	200731	200735
	GR	Graduate Quarter		4
	Total			17
S	US	Undergraduate Semester	49	
	GS	Graduate Semester	953	
	ME	Medicine	1,058	
	PH	Public Health	72	
Total			2,132	17

The "Data Layout" window at the bottom shows the configuration:

- Row Labels: Trmt Code, Level Code, Level Desc
- Column Labels: Term Code
- Facts: Term HC

Row Labels

Items can be pulled into the row labels just like in the Data Layout in the Tables section. This causes values to be listed in columns next to each other but with related values aligned.

E.g. in the above example, the level codes related to the quarter calendar are aligned/grouped with the Q Term Type code where as the semester ones are listed with the semester Trmt Code.

Facts Section

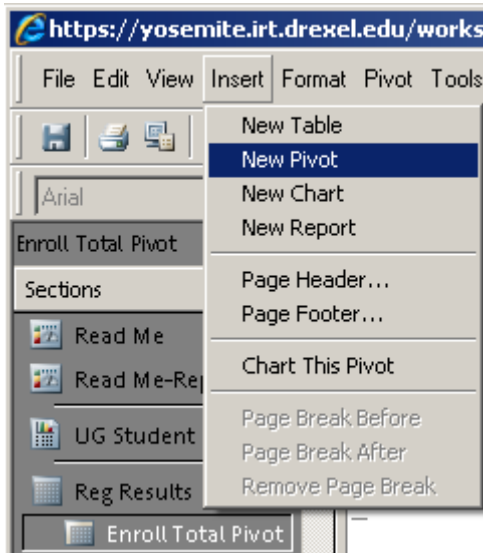
This section is where calculations and data functions are applied. A column dropped into this section of the Pivot Data Layout will be added by default as the section's default function is sum. In the above example, the Term HC (Term Headcount), which is a value of 1 for each student, is put into the Facts section to generate the total number of students registered for a level.

Column Labels

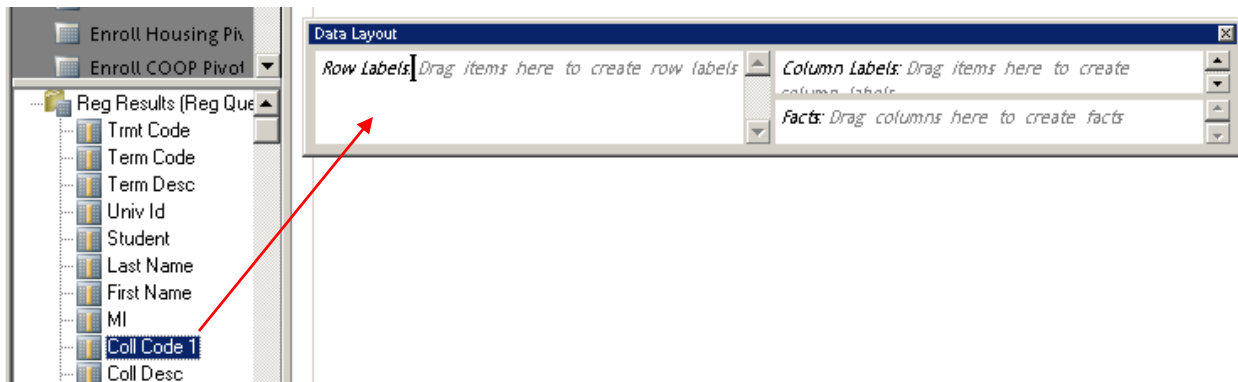
Allows items in the fact items to be grouped by items in the Column Labels. In the example above, adding the term code to the Column Labels would cause the totals to be split into 2 columns showing the headcount totals for those registered for 200731 semester term separately from the 200735 quarter term.

Creating a Pivot

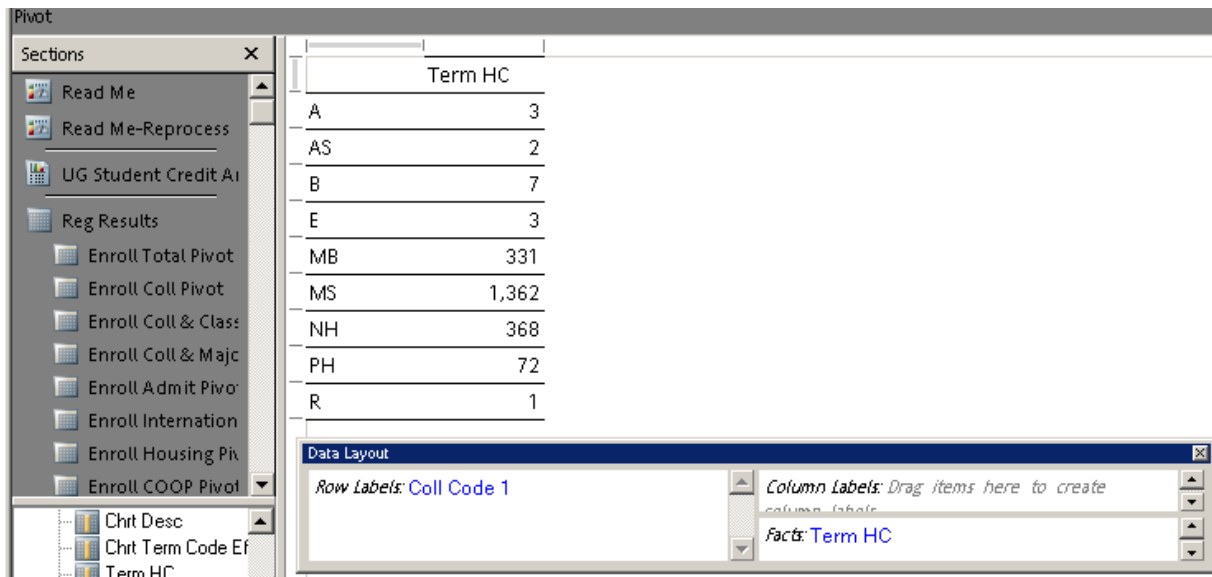
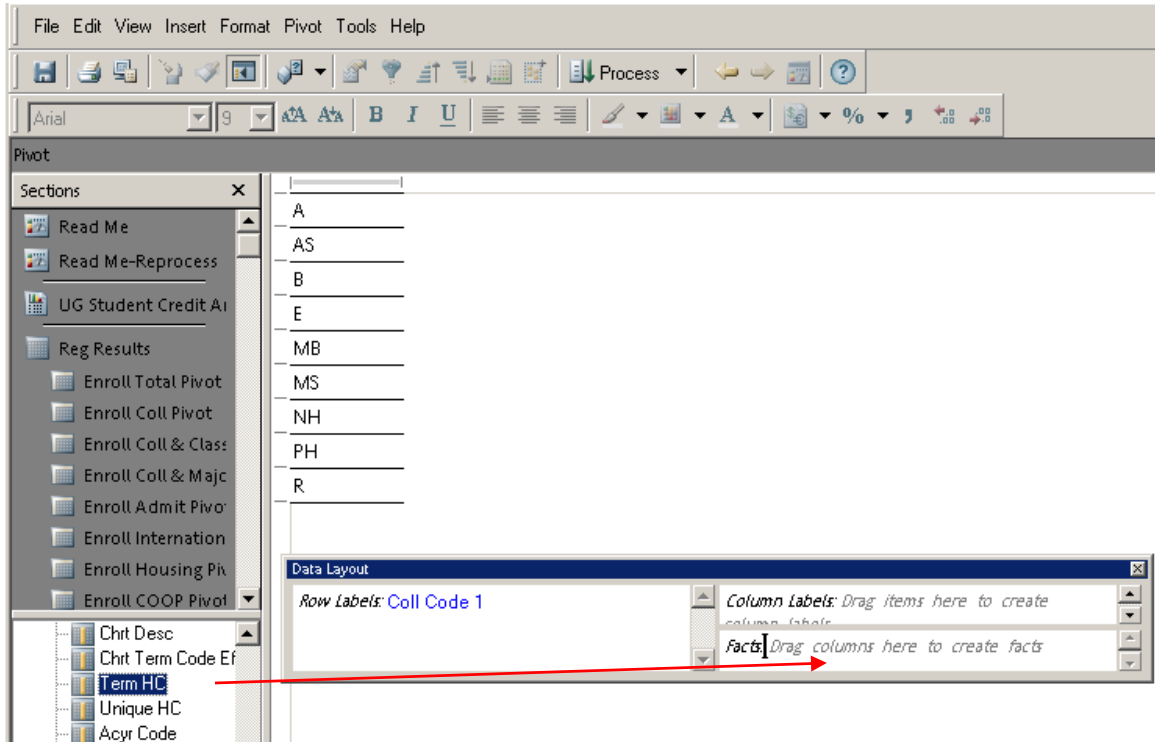
E.g. Find total number of students registered by College



Click and drag Coll Code 1 Catalog Pane into the Row Labels to list all the colleges:



To get total students registered for each college, add the Term HC into the Facts section. Since the section's default data function is Sum, it adds all the ones to provide a sum.



To split the totals by Term Code student is registered for, add the Term Code into the Column Label section of the Pivot Data Layout:

The screenshot shows a Pivot table interface with a data layout configuration window. The Pivot table displays data for various terms (A, AS, B, E, MB, MS, NH, PH, R) with values for 'Term HC' for two different years (200731 and 200735). The data layout window is configured with 'Coll Code 1' as the Row Label, 'Term Code' as the Column Label, and 'Term HC' as the Fact. A red arrow points from the 'Term Code' field in the field list to the 'Column Labels' field in the data layout window.

	200731	200735
Term HC		
A		3
AS		2
B		7
E		3
MB	331	
MS	1,362	
NH	367	1
PH	72	
R		1

Data Layout

Row Labels: Coll Code 1

Column Labels: Term Code

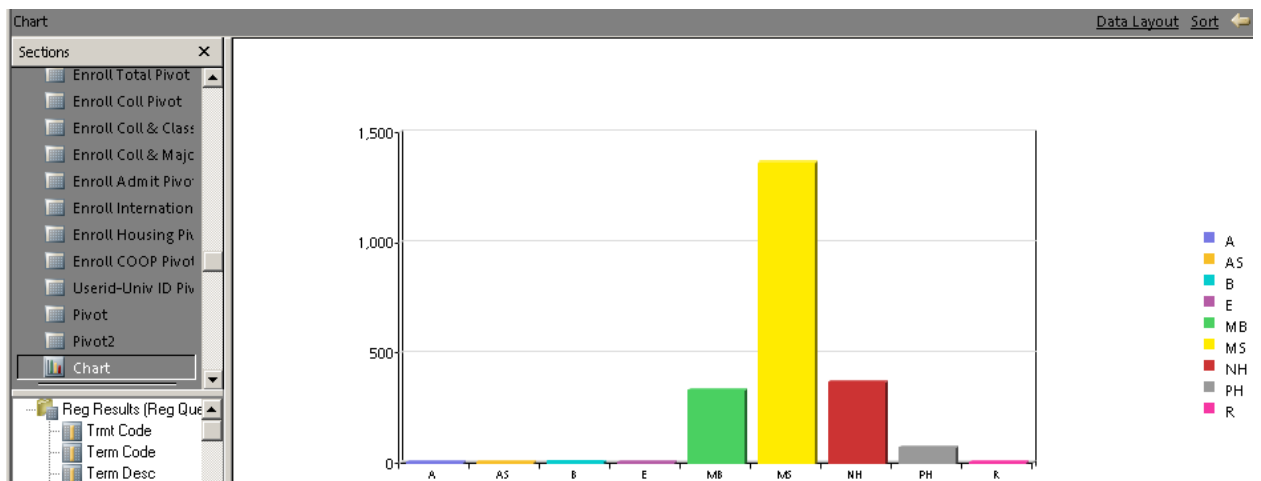
Facts: Term HC

To Convert a Pivot into a Chart

The screenshot shows a web browser window displaying a Hyperion report. The report is a pivot table with 'Term HC' as the column label and 'Coll Code 1' as the row label. The data is as follows:

Term HC	Coll Code 1
	3
	2
	7
	3
MB	331
MS	1,362
NH	368
PH	72
R	1

The 'Data Layout' dialog box is open, showing 'Row Labels: Coll Code 1' and 'Column Labels: Drag items here to create'. The 'Facts' section contains 'Term HC'.



How to Focus on a group to analyze in depth

E.g. To find out how many coop students in College B are full-time undergraduate ECON majors:

				200731		200735	
Coll Code	Coll Desc	Levl Code	Reg Time	Term HC	Percent	Term HC	Percent
A	Antoinette Westphal COMAD	UG	FT			3	18%
			Level			3	18%
		College Total				3	18%
AS	College of Arts and Sciences	UG	FT			1	6%
			PT			1	6%
			Level			2	12%
		College Total				2	12%
B	Bennett S. LeBow Coll. of Bus.	UG	FT			2	12%
			PT			1	6%
			Level			3	18%
			GR			4	24%
			Level			4	24%
		College Total				7	41%
E	College of Engineering	UG	FT			1	6%
			PT			2	12%
			Level Total			3	18%
		College Total				3	18%
MB	Biomedical Graduate Studies	GS	FT	203	10%		
			PT	128	6%		

Click on value FT under Reg Time Status to highlight all occurrences of FT. Right-click and select Focus on Item to hide all non-FT values

Enroll Coll Pivot

Sections

- Read Me
- Read Me-Reprocess
- UG Student Credit A
- Reg Results
- Enroll Total Pivot
- Enroll Coll Pivot**
- Enroll Coll & Class
- Enroll Coll & Majc
- Enroll Admit Pivo
- Enroll Internation
- Enroll Housing Ph
- Enroll COOP Pivot

Reg Results [Reg Que

- Trmt Code
- Term Code
- Term Desc
- Univ Id
- Student
- Last Name
- First Name
- MI
- Coll Code 1
- Coll Desc
- Levl Code
- Degc Code 1
- Deac Desc

				200731	200735		
Coll Code	Coll Desc	Levl Code	Reg Time	Term HC	Percent	Term HC	Percent
A	Antoinette Westphal COMAD	UG	FT			3	23%
			Level Total			3	23%
			College Total			3	23%
AS	College of Arts and Sciences	UG	FT			1	8%
			Level Total			1	8%
			College Total			1	8%
B	Bennett S. LeBow Coll. of Bus.	UG	FT			2	15%
			Level Total			2	15%
		GR	FT			4	31%
			Level Total			4	31%
			College Total			6	46%
E	College of Engineering	UG	FT			1	8%
			Level Total			1	8%
			College Total			1	8%
MB	Biomedical Graduate Studies	GS	FT	203	11%		
			Level Total	203	11%		
			College Total	203	11%		
MS	College of Medicine	GS	FT	270	15%		
			Level Total	270	15%		
		ME	FT	1,058	59%		
			Level Total	1,058	59%		
			College Total	1,328	74%		
NH	Nursing & Health Professions	UG	FT			1	8%

Row Labels: Coll Code 1 • Coll Desc • Levl Code
Reg Time Status

Column Labels: Term Code

Focus on College B next by right clicking value B in the Coll Code 1 column, and selecting Focus on Item. This will hide all other colleges.

Coll Code	Coll Desc	Levl Code
A	Antoinette Westphal COMAD	UG
		College Total
AS	College of Arts and Sciences	UG
		College Total
B	Bennett S. LeBow Coll. of Bus.	UG
		GR
		College Total
E	College of Engineering	UG
		College Total
MB	Biomedical Graduate Studies	GS
		College Total
MS	College of Medicine	GS
		College Total
NH	Nursing & Health Professions	ME

- Drill Anywhere
- Add Computed Item...
- Focus on Items**
- Hide Items
- Show All Items
- Font...
- Style
- Justify
- Borders
- Data Labels
- Corner Labels
- Use Surface Values

The drill icons in the Pivot Data Layout indicate there is hidden data in these columns.

The screenshot shows a pivot table for 'Enroll Coll Pivot'. The table has columns for 'Coll Code', 'Coll Desc', 'Level Code', 'Reg Time', 'Term HC', and 'Percent'. The data is grouped by 'Term HC' and 'Percent' for two terms: 200731 and 200735. The 'Level Code' and 'Reg Time' columns have drill icons (small squares with a plus sign) indicating hidden data. A 'Data Layout' window is open at the bottom, showing the following configuration:

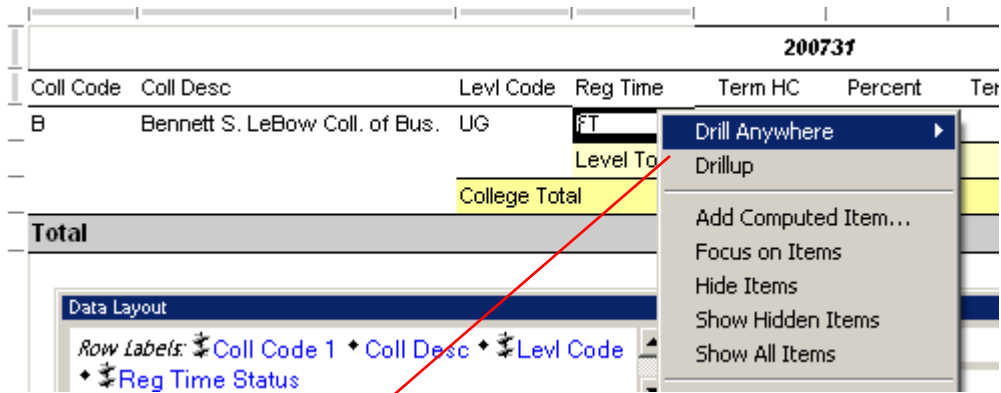
Row Labels	Column Labels	Facts
Coll Code 1 * Coll Desc * Level Code * Reg Time Status	Term Code	Term HC * Percent

Similarly focus on UG to show only the undergraduate students:

The screenshot shows the same pivot table as above, but with a filter applied to the 'Level Code' column, showing only 'UG'. The 'Data Layout' window is also open, showing the same configuration as the previous screenshot:

Row Labels	Column Labels	Facts
Coll Code 1 * Coll Desc * Level Code * Reg Time Status	Term Code	Term HC * Percent

Next to drill into the report to view majors for these full-time students, right-click value FT in the Reg Time status column, and put the mouse over 'Drill Anywhere' **without** clicking, to open the Catalog Pane:



Trmt Code	Majr Desc 1 2	Class BOT	Vtyp Desc	Confid Ind	TTT Atts Term Eff	Process Date
Term Desc	Minr Code 1 2	Class EOT	International Status	Email Address	IST TR Atts Code	Tzclas Clas Code
Univ Id	Coll Code 2	Full Part Ind	Natn Code Legal	Housing	IST TR Atts Desc	Cipc Major Code
Student	Degc Code 2	Credit Hr	Nation Desc	Userid	IST TR Atts Term Eff	Next Term
Last Name	Majr Code 2	Reg FTE	Rate Code	Actc Code	Chrt Code	
First Name	Minor Code 2	Bill Hr	Rate Desc	Actc Desc	Chrt Desc	
MI	Minor Code 2 2	Bill Time Status	Cum Hours Attempted	Del Atts Code	Chrt Term Code Eff	
Levl Desc	Conc Code 2	Bill FTE	Cum Hours Passed	Del Atts Desc	Unique HC	
Degc Code 1	Conc Code 2 2	Sex	Cum Quality Points	Del Atts Term Code Eff	Acyr Code	
Degc Desc	Conc Code 2 3	Birth Date	Cum Gpa Hours	Atts Code	Pidm	
Program 1	Term Code Admit	Age	Cum Gpa	Atts Desc	Degree Status	
Majr Code 1	Admt Code	Deceased Ind	Cum Hours Earned	Atts Term Code Eff	Credit Hour Range	
Majr Desc	Admt Desc	Relg Code	Trans Hours Earned	Non Matric Atts Code	SA Ints Code	
Conc Code 1	Styp Code	Relg Desc	Overall Hours Earned	Non Matric Atts Desc	SA Ints Desc	
TPAR	Styp Desc	Ethn Code	Term Quality Points	Non Matric Atts Term Eff	S6 Ints Code	
NxtYr TPAR	New vs Cont	Ethn Desc	Term Gpa Hours	SLM Atts Code	S6 Ints Desc	
Conc Code 1 2	Ests Code	Mrtl Code	Term Gpa	SLM Atts Desc	S7 Ints Code	
Conc Code 1 3	Ests Desc	Mrtl Desc	Cipc Code	SLM Atts Term Eff	S7 Ints Desc	
Minr Code 1	Ests Date	Citz Code	NSLC Time Date	TTT Atts Code	S9 Ints Code	
Majr Code 1 2	Ests User	Vtyp Code	Tmst Code	TTT Atts Desc	S9 Ints Desc	

Click Majr Code 1 to add it to the pivot:

						200731	200735	
Coll Code	Coll Desc	Levl Code	Reg Time	Majr Code 1	Term HC	Percent	Term HC	Percent
B	Bennett S. LeBow Coll. of Bus.	UG	FT	BUSN			2	100%
Level Total							2	100%
College Total							2	100%
Total							2	100%

Data Layout

Row Labels: Coll Code 1 ♦ Coll Desc ♦ Levl Code
 ♦ Reg Time Status ♦ Majr Code 1

Column Labels: Term Code

Facts: Term HC ♦ Percent

To view individual students in this population, select the majors, right click, Drill Anywhere and select Univ Id

						200731	200735		
Coll Code	Coll Desc	Levl Code	Reg Time	Majr Code 1	Univ Id	Term HC	Percent	Term HC	Percent
B	Bennett S. LeBow Coll. of Bus.	UG	FT	BUSN	10447431			1	50%
					11646203			1	50%
Level Total							2	100%	
College Total							2	100%	
Total							2	100%	

Data Layout

Row Labels: Coll Code 1 ♦ Coll Desc ♦ Levl Code
 ♦ Reg Time Status ♦ Majr Code 1 ♦ Univ Id

Column Labels: Term Code

Facts: Term HC ♦ Percent

To go back up one level of detail (i.e. the opposite of 'Drill Anywhere'), right-click on Univ Id in the Pivot Data Layout and select 'Drill Up' :

Coll Code	Coll Desc	Levl Code	Reg Time	Majr Code 1	Univ Id
B	Bennett S. LeBow Coll. of Bus.	UG	FT	BUSN	10447431
					11646203
Level Total					
College Total					
Total					

Data Layout

Row Labels: Coll Code 1 ♦ Coll Desc ♦ Levl Code
 ♦ Reg Time Status ♦ Majr Code 1 ♦ Univ Id

Column Labels: Term Code

Facts: Term HC ♦ Percent

Remove
 Drill Up

The report reverts to the former level of details:

						200731	200735	
Coll Code	Coll Desc	Levl Code	Reg Time	Majr Code 1	Term HC	Percent	Term HC	Percent
B	Bennett S. LeBow Coll. of Bus.	UG	FT	BUSN			2	100%
Level Total							2	100%
College Total							2	100%
Total							2	100%

Data Layout

Row Labels: Coll Code 1 ♦ Coll Desc ♦ Levl Code
 ♦ Reg Time Status ♦ Majr Code 1

Column Labels: Term Code

Facts: Term HC ♦ Percent

Getting assistance with reports

Consult the Hyperion FAQ section on the AIS website at <http://www.drexel.edu/provost/ais/faq/>.

If you still have questions, create a ticket in the appropriate queue as described at <http://www.drexel.edu/provost/ais/faq/#tickets>.