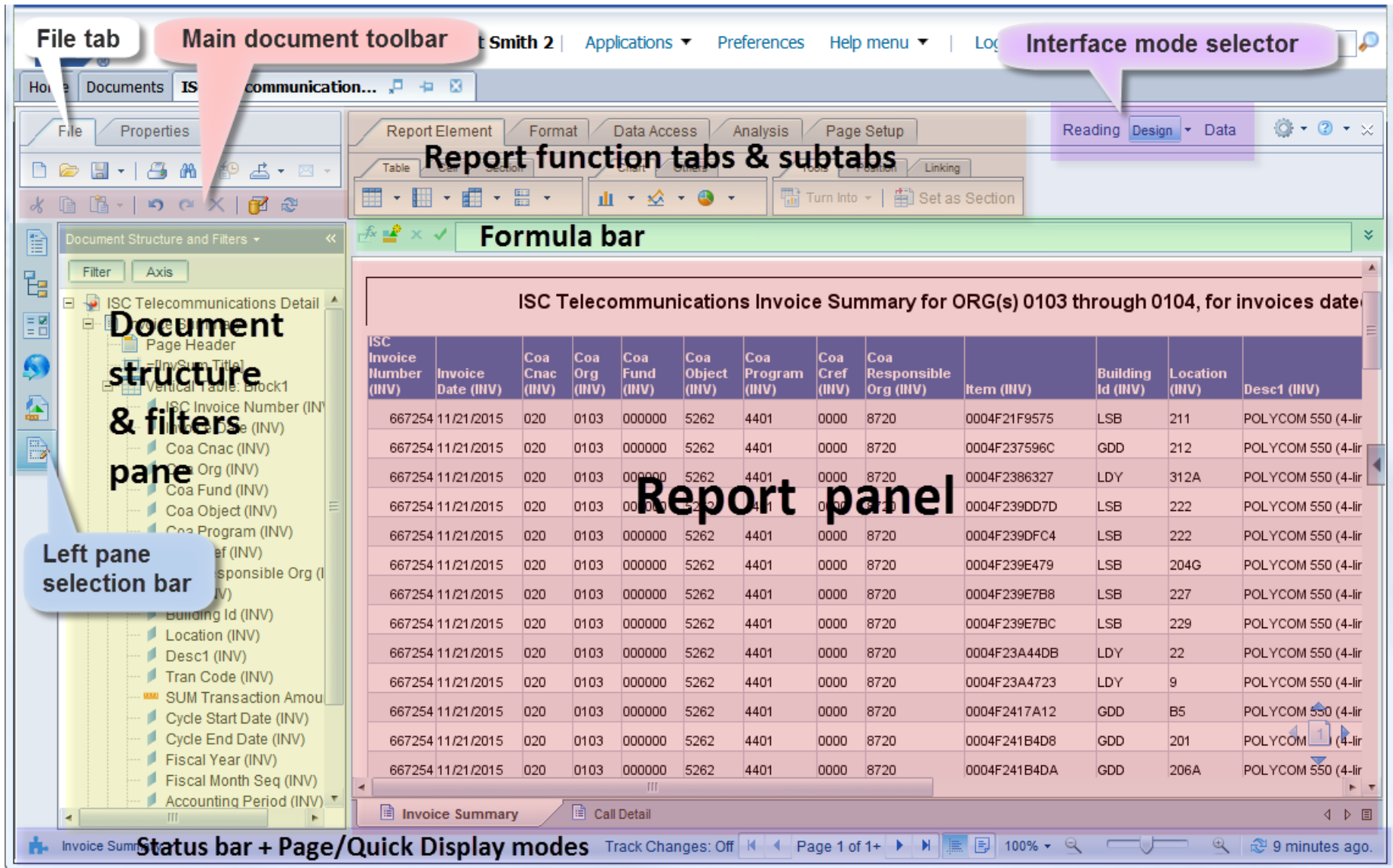


How to Navigate the DESIGN Mode for Creating and Modifying Reports



File tab

Main document toolbar

Interface mode selector

Report function tabs & subtabs

Formula bar

Document structure & filters pane

Left pane selection bar

Report panel

Status bar + Page/Quick Display modes

Smith 2 | Applications | Preferences | Help menu | Log

Reading **Design** Data

ISC Telecommunications Invoice Summary for ORG(s) 0103 through 0104, for invoices date

ISC Invoice Number (INV)	Invoice Date (INV)	Coa Cnac (INV)	Coa Org (INV)	Coa Fund (INV)	Coa Object (INV)	Coa Program (INV)	Coa Cref (INV)	Coa Responsible Org (INV)	Item (INV)	Building Id (INV)	Location (INV)	Desc1 (INV)
667254	11/21/2015	020	0103	000000	5262	4401	0000	8720	0004F21F9575	LSB	211	POLYCOM 550 (4-lir
667254	11/21/2015	020	0103	000000	5262	4401	0000	8720	0004F237596C	GDD	212	POLYCOM 550 (4-lir
667254	11/21/2015	020	0103	000000	5262	4401	0000	8720	0004F2386327	LDY	312A	POLYCOM 550 (4-lir
667254	11/21/2015	020	0103	000000	5262	4401	0000	8720	0004F239DD7D	LSB	222	POLYCOM 550 (4-lir
667254	11/21/2015	020	0103	000000	5262	4401	0000	8720	0004F239DFC4	LSB	222	POLYCOM 550 (4-lir
667254	11/21/2015	020	0103	000000	5262	4401	0000	8720	0004F239E479	LSB	204G	POLYCOM 550 (4-lir
667254	11/21/2015	020	0103	000000	5262	4401	0000	8720	0004F239E7B8	LSB	227	POLYCOM 550 (4-lir
667254	11/21/2015	020	0103	000000	5262	4401	0000	8720	0004F239E7BC	LSB	229	POLYCOM 550 (4-lir
667254	11/21/2015	020	0103	000000	5262	4401	0000	8720	0004F23A44DB	LDY	22	POLYCOM 550 (4-lir
667254	11/21/2015	020	0103	000000	5262	4401	0000	8720	0004F23A4723	LDY	9	POLYCOM 550 (4-lir
667254	11/21/2015	020	0103	000000	5262	4401	0000	8720	0004F2417A12	GDD	B5	POLYCOM 550 (4-lir
667254	11/21/2015	020	0103	000000	5262	4401	0000	8720	0004F241B4D8	GDD	201	POLYCOM 550 (4-lir
667254	11/21/2015	020	0103	000000	5262	4401	0000	8720	0004F241B4DA	GDD	206A	POLYCOM 550 (4-lir

Invoice Summary | Call Detail | Track Changes: Off | Page 1 of 1+ | 100% | 9 minutes ago.

How to Navigate the DESIGN Mode for Creating and Modifying Reports

SCREEN COMPONENTS	DETAILS
Interface mode selection	The Reading , Design , and Data buttons allow you to select the interface most convenient for your purposes, whether this is merely running a pre-defined report (Reading mode) or Creating/Modifying a report (Design mode) or managing data providers (Data mode).
File tab	This tab provides access to features for creating, opening, saving, printing, searching, exporting data, and sending the document to another user within the BI system.
Main document toolbar	This toolbar provides access to standard functions like cut, copy, paste, undo, redo, delete, edit, and refresh.
Report function tabs and subtabs	These tabs provide access to a wide variety of subtabs for formatting, analyzing, etc. the report data. Which functions are activated depends on the element of the report selected.
Formula bar	This contains functions for creating and editing formulas and variables. Formulas can be used to create custom calculations for use in a report and the variables allow you to save and name formulas for easy re-use. The Formula bar displays the language for the currently selected cell.
Document structure & filters pane	This pane shows the structure of the document in a tree view and indicates the filters applied to various report elements. (Sometimes it can be difficult to select the precise element that you want to modify in the report itself and it is easier to right-click on the name of the element in the Document Structure and Filters panel.)
Report panel	This panel displays the report. There is a separate tab at the bottom of the panel for each report contained in the active document.
Status bar	This allows you to enable data tracking, navigate the report, modify screen magnification, and refresh report data. You can also switch from Page mode (like a print preview) to Quick Display mode, which is the default display mode and used when you want to focus on analyzing results, add calculations or formulas, or add breaks or sorts to tables to organize results.
Left sidebar selection bar	The left sidebar panes can be used to display information related to your Web Intelligence documents: Document Summary , Report Map , Input Controls , Available Objects , and Document structure and filters . To switch between these different views, you can use the toolbar on the left, or the drop-down menu on the top of the pane. (HTML and APPLET have slightly different selections.)