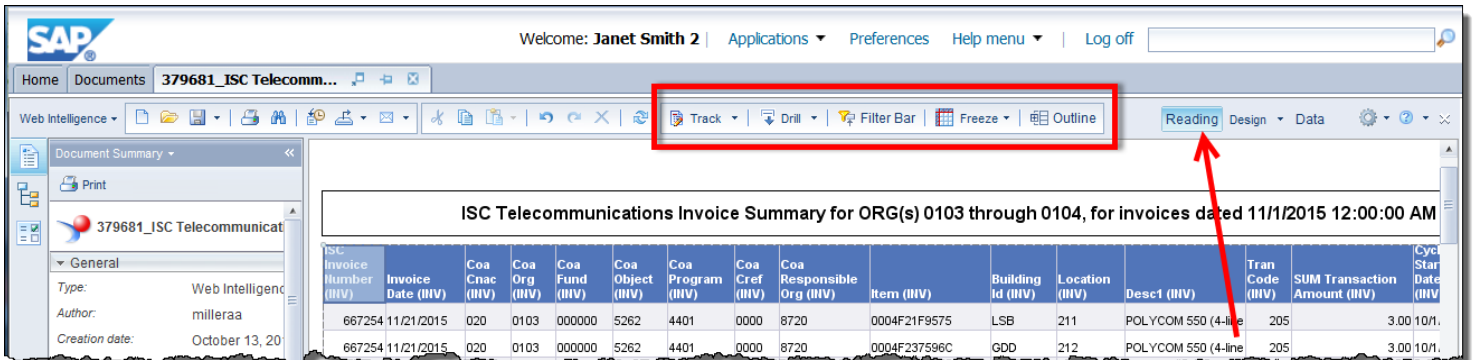
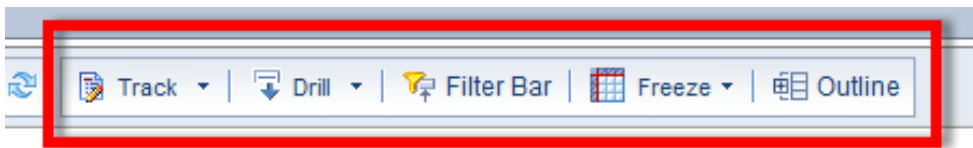


How to Navigate the READING Mode for Simple Exploring and Analyzing of Reports

The **Reading** mode simplifies the report interface and provides only those functions associated with exploring and analyzing reports. The special functions associated with the **Reading** mode include data tracking, drilling, the filter bar, freeze, and the outline mode. All other sections of the interface are similar to the **Design** mode. (See '[How to Navigate the DESIGN Mode for Creating and Modifying Reports](#)' for details.)



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 and analyzing the data (Reading mode) or Creating/Modifying a report (Design mode) or managing data providers (Data mode).
	
Tracking	Helps you assess changes in the data over time, helping to identify trends.
Drilling	Allows you to interact with the data to change the granularity of the data displayed.
Filter bar	Allows you to select and display values for filters applied.
Freeze	Allows you to freeze header columns or rows when navigating reports. You can only freeze and unfreeze in Reading mode when in Quick Display mode (toggle from Status bar at the bottom of the screen). This 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. You cannot freeze in Design or Data modes.
Outline	Allows you to fold and unfold sections of the report for easier viewing.