

HOW TO HIDE A COLUMN IN A DATA LIST

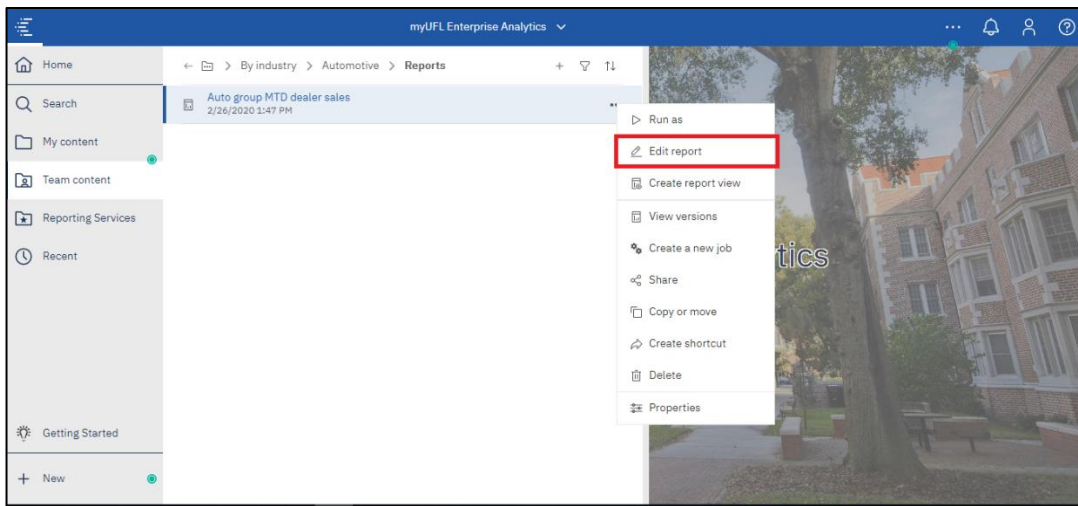
The following guide will walk you through the process of hiding a column in a data list in Enterprise Analytics.

NAVIGATION

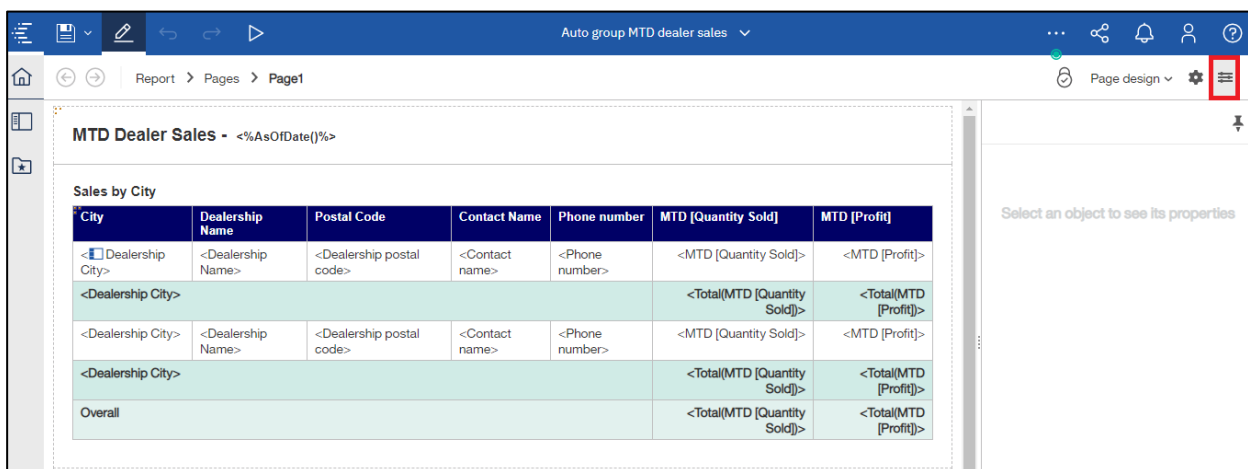
Login into myUFL and navigate to:

Nav Bar > Main Menu > Enterprise Analytics > Access Enterprise Analytics

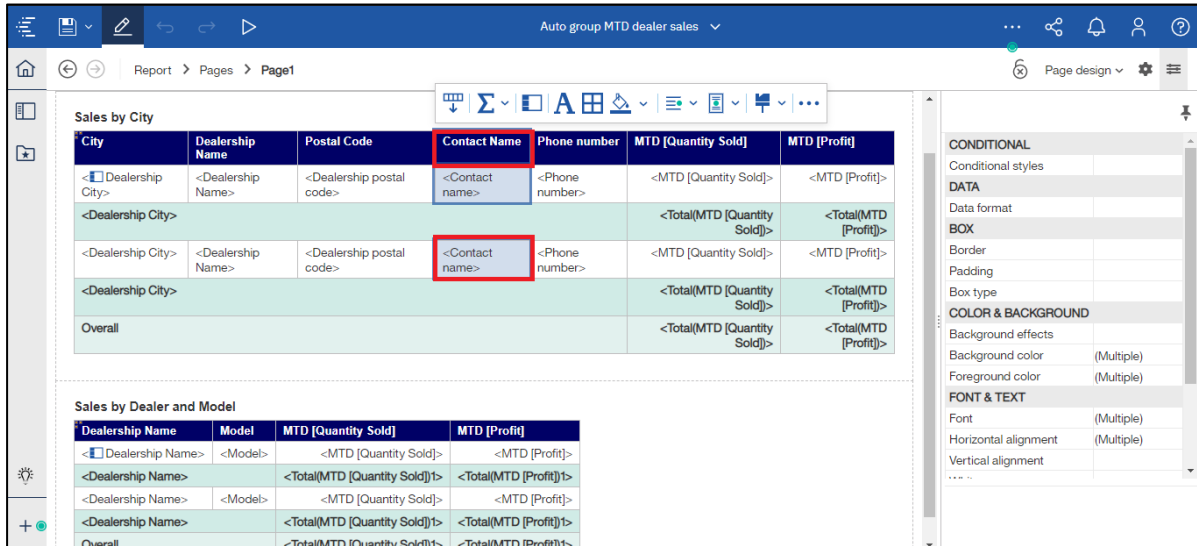
1. After clicking on the More button for the Report you want to edit, click **Edit report**.



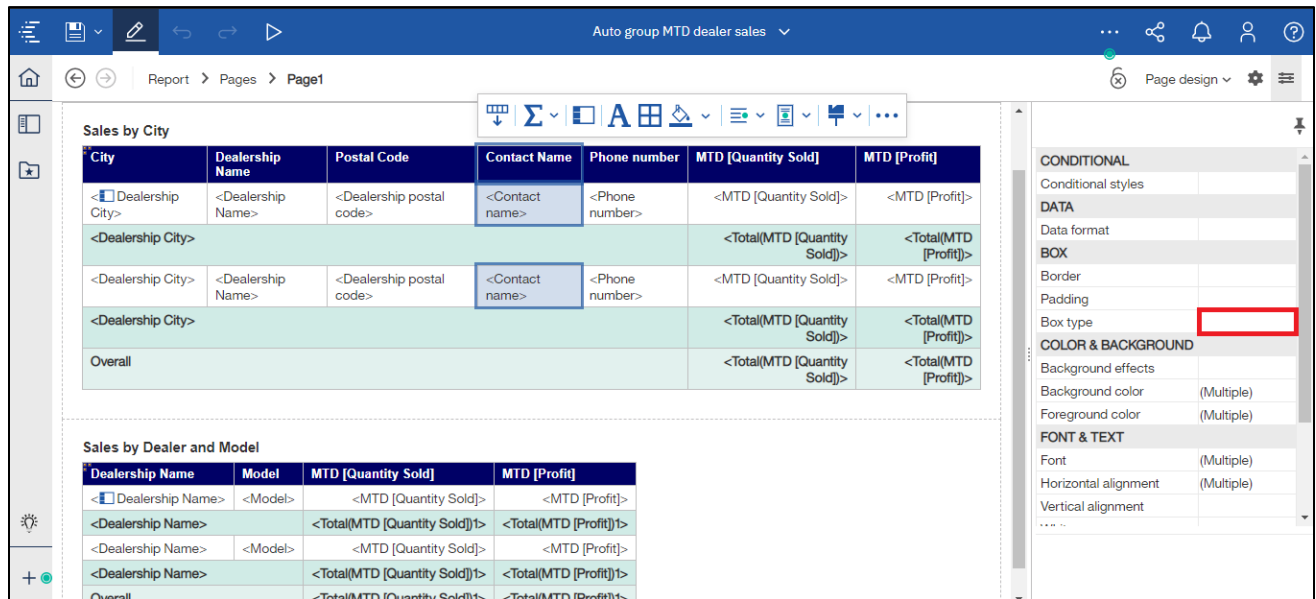
2. Click the **Properties** button.



- Click on a column in the data set, then press the Ctrl key and click on the lowest item in that column of the **body of the data list**. This will select all of the items in the column.



- Click on the **Box Type** field.



5. Select the **Box type** dropdown arrow.

The screenshot shows the Power BI Desktop interface. The main area displays two tables: 'Sales by City' and 'Sales by Dealer and Model'. The 'Sales by City' table has columns for City, Dealership Name, Postal Code, Contact Name, Phone number, MTD [Quantity Sold], and MTD [Profit]. The 'Sales by Dealer and Model' table has columns for Dealership Name, Model, MTD [Quantity Sold], and MTD [Profit]. On the right side, the 'Page design' task pane is open, showing various formatting options. The 'BOX' section is expanded, and the 'Box type' dropdown menu is highlighted with a red box, indicating the next step in the task.

6. Select **None**.

This image is a close-up of the 'Box type' dropdown menu from the task pane. The menu is open, showing the following options: (Default), None, and (Multiple). The 'None' option is highlighted with a red box, indicating that it should be selected.

7. Click **Save**.



8. The column has been hidden.

MTD Dealer Sales - <%AsOfDate()%>

Sales by City

City	Dealership Name	Postal Code	Phone number	MTD [Quantity Sold]	MTD [Profit]
<Dealership City>	<Dealership Name>	<Dealership postal code>	<Phone number>	<MTD [Quantity Sold]>	<MTD [Profit]>
<Dealership City>				<Total(MTD [Quantity Sold])>	<Total(MTD [Profit])>
<Dealership City>	<Dealership Name>	<Dealership postal code>	<Phone number>	<MTD [Quantity Sold]>	<MTD [Profit]>
<Dealership City>				<Total(MTD [Quantity Sold])>	<Total(MTD [Profit])>
Overall				<Total(MTD [Quantity Sold])>	<Total(MTD [Profit])>

Sales by Dealer and Model

Dealership Name	Model	MTD [Quantity Sold]	MTD [Profit]
<Dealership Name>	<Model>	<MTD [Quantity Sold]>	<MTD [Profit]>
<Dealership Name>		<Total(MTD [Quantity Sold])1>	<Total(MTD [Profit])1>

ADDITIONAL HELP

Technical issues, contact the UF Computing Help Desk
352-392-HELP

Policies and Directives, contact the University of Florida Reporting Services
reporting-services@ufl.edu