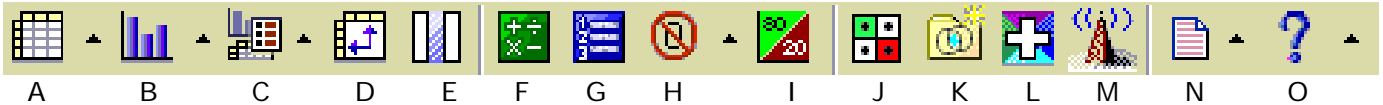


## Enterprise Reporting: PowerPlay Toolbar



### A. Crosstabs -

- a. **Default Crosstabs** – Default display type, shows data in tabular format. The first two dimensions of the cube represent the rows and columns respectively
- b. **Indented Crosstabs** – Levels of nested categories are indented and the relationships between the categories are more easily identified. Presents a more compact format than a crosstab

### B. Charts – Choose a graphic to display the information

### C. Options

- a. **Options** – Update how things are displayed (as values, % of row total, % of grand total)
- b. **Edit Title** – You can create or edit a title for the current report. Meaningful titles can help you to categorize the reports that you use
- c. **Split View** – A combination display of both a crosstab and a chart (pie, line, bar, and so on) that remain synchronized during filtering, drill down, and slice and dice operations
- d. **Get Data Later** - Use this option to create your report without showing the data. This can save you time if you are exploring a large cube with many levels. Note: Some of the options on the PowerPlay Web Explorer toolbar are unavailable while Get Data Later is enabled
- e. **Reset** – Use this option to remove all filters from all dimensions

### D. Swap – Switch the X and Y axis

### E. Hide/Show – Select columns or rows you want to hide

### F. Calculations – Calculate from other measures, mathematical operators, and numeric constants in an arithmetic equation

### G. Rank - Ranking adds ordinals to a report so you can compare your categories to one another

### H. Zero Suppression – Zero suppression removes rows or columns containing all zeros

- a. To apply zero suppression to rows and columns, click **Zero Suppression**
- b. To apply zero suppression to rows only, click **Rows Only**
- c. To apply zero suppression to columns only, click **Columns Only**

### I. 80/20 Suppression – Removes rows or columns whose absolute values do not contribute to the top 80% of results. It then summarizes the removed rows or columns into a single row or column called "Other"

### J. Custom Exception Highlighting – Exceptional values that are defined as rules and applied to categories in a report. (A value is considered exceptional if it falls within the defined value range)

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- K. **Custom Subsets** – Create a group of categories contained in a dimension that appear in a separate, customized category defined by user-specified criteria
  - L. **Drill Through** – Use this to view information linked to a value in a report
  - M. **Agent Mode** – A process that monitors data and uses email to deliver alerts and notifications when the data changes. UF is not currently using the Agent Mode.
  - N. **File**
    - a. **Export PDF** – Export and print PowerPlay Web Explorer reports in PDF format. PDF export settings ensure that PDF output from PowerPlay Web Explorer closely matches your interactive reports. You can choose the paper size and orientation of your PDF report output
    - b. **Export CVS** – Export data as delimited text. Delimited text format is one of the most popular export formats, because the resulting file can be used as an import source by many applications
    - c. **Export XLS** – Export PowerPlay Web Explorer reports as formatted Microsoft Excel (.xls) spreadsheets. You can export a maximum of 65,536 rows, including any headings
    - d. **Prepare Bookmark** – Creates a URL and allows you to create a bookmark with your browser. However, the preferred method is to save the view in your my Folders
  - O. **Help**
    - a. **Help** – Find information about how to use the tool. This help will not include information about data
    - b. **Find** – Search for something specific
    - c. **Explain** – Provides information about the CUBE