UF | **Training & Organizational Development**
Human Resources
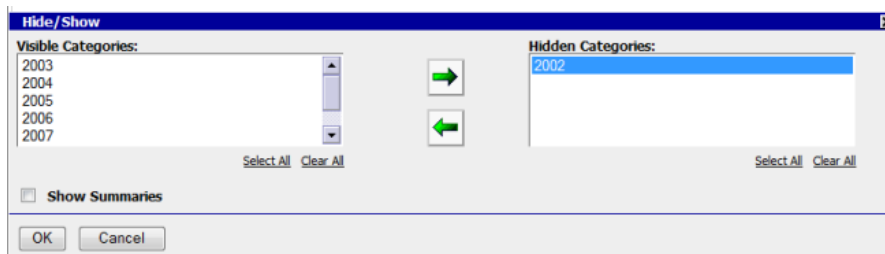UNIVERSITY *of* FLORIDA

Enterprise Reporting: PowerPlay Toolbar

Hide/Show

You can selectively show or hide any category in a report. Hiding a column or row does not change the Totals.

- To Hide: Simply click the column or row you want to hide, and then click the Hide/Show button. Select the categories from the Visible Categories column and move them into the Hidden Categories column using the green arrow. Click OK when done.
- To Show: Click any row or column and click the Hide/Show button. Select from the Hidden Categories and put them into the Visible Categories using the green arrow. Click OK when done.

Hide Totals or Subtotals

Each report using a crosstab display shows a row and column with the total value of each category. If you do not want this summary row or column in the report, you can hide the summaries.

When you add nested categories to a report using a crosstab display, PowerPlay Web adds a subtotal summary row or column for each level of child categories so that you can see how each level of categories rolls up to the next level. If you do not want the subtotal summary row or column visible in your report, you can hide the summaries.
Hiding totals or subtotals affects only reports using a crosstab or indented crosstab display.

Steps to Hide Totals
1. In the PowerPlay Web display, right-click a total summary row or a total summary column, and then click Hide/Show.
2. In the Hide/Show dialog box, clear the Show Summaries check box and click OK.

The total summary row or column is no longer visible in the display.
View Steps in the Dynamic interface

Steps to Hide Subtotals
1. In the PowerPlay Web display, right-click one subtotal summary row or one subtotal summary column, and then click Hide/Show.
2. In the Hide/Show dialog box, clear the Show Summaries check box and click OK.

The subtotal summary rows or columns are no longer visible in the display.