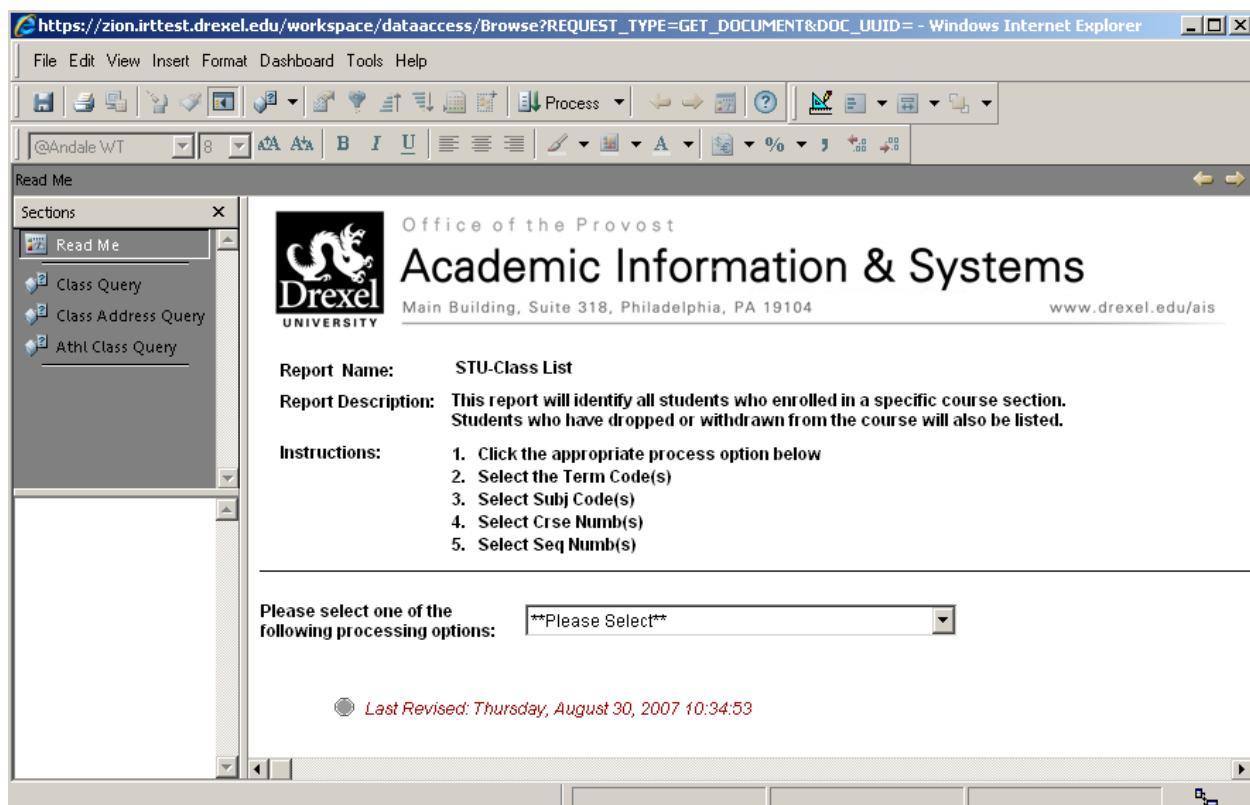


# A Guide to using Hyperion Reports



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## Running a report

Double click on the report name to launch the report document in a new window:

Name	Description
SL-New Student Orientation ...	BQY: New Student Orientation Reports. (Production Database)
STU-Active Majors	Active and Inactive Majors and Active Minors. (Reporting Database)
STU-Advisors List	Listing of Advisors and the students assigned to them. This information is taken from ..
STU-BSMS Students	BSMS students enrolled for a specific registration term. (Reporting Database)
STU-Class List w-Grades	A class list with grades for students in a course. (Production Database)
<b>STU-Class List.bqy</b>	Students who enrolled in a specific course section for a term. Students who have drop..
STU-Course Detail Enrollment	Registered students enrolled in the courses of a particular college by term. It provide..
STU-Currently Enrolled-DUSIMS	List of students who are registered for courses for a quarter/semester. (Test Database)
STU-Drop_Add Report	Listing of students that have either added or dropped the selected course(s) on or aft..
STU-Eligible To Register	Listing of all students who are eligible to register for the selected term and their regist..

Follow the Read Me page instructions to run the report:

Report Name: **STU-Class List**

Report Description: This report will identify all students who enrolled in a specific course section. Students who have dropped or withdrawn from the course will also be listed.

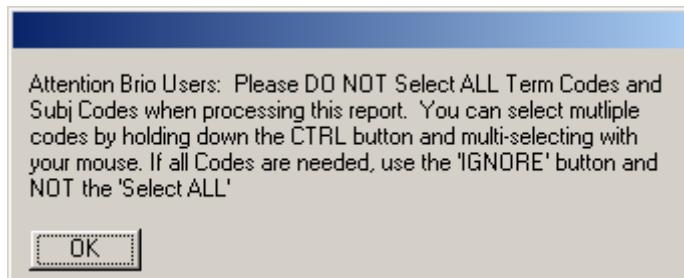
Instructions:

1. Click the appropriate process option below
2. Select the Term Code(s)
3. Select Subj Code(s)
4. Select Crse Numb(s)
5. Select Seq Numb(s)

Please select one of the following processing options:

Last Revised: Thursday, August 30, 2007 10:34:53

### Warning about selecting values in Limit/Filter Dialog boxes



This **warning** reminds to :

- **only** select terms needed for report
- **avoid clicking the 'Select All' button** (which can make the report generate a very long query command that could bring the Reporting server down).

### Completing a Limit/Filter Dialog box

**Limit: Trmt Code**

Select Trmt Code [Term Type]

Q = Quarter  
S = Semester

Name: Trmt Code

Include Nulls

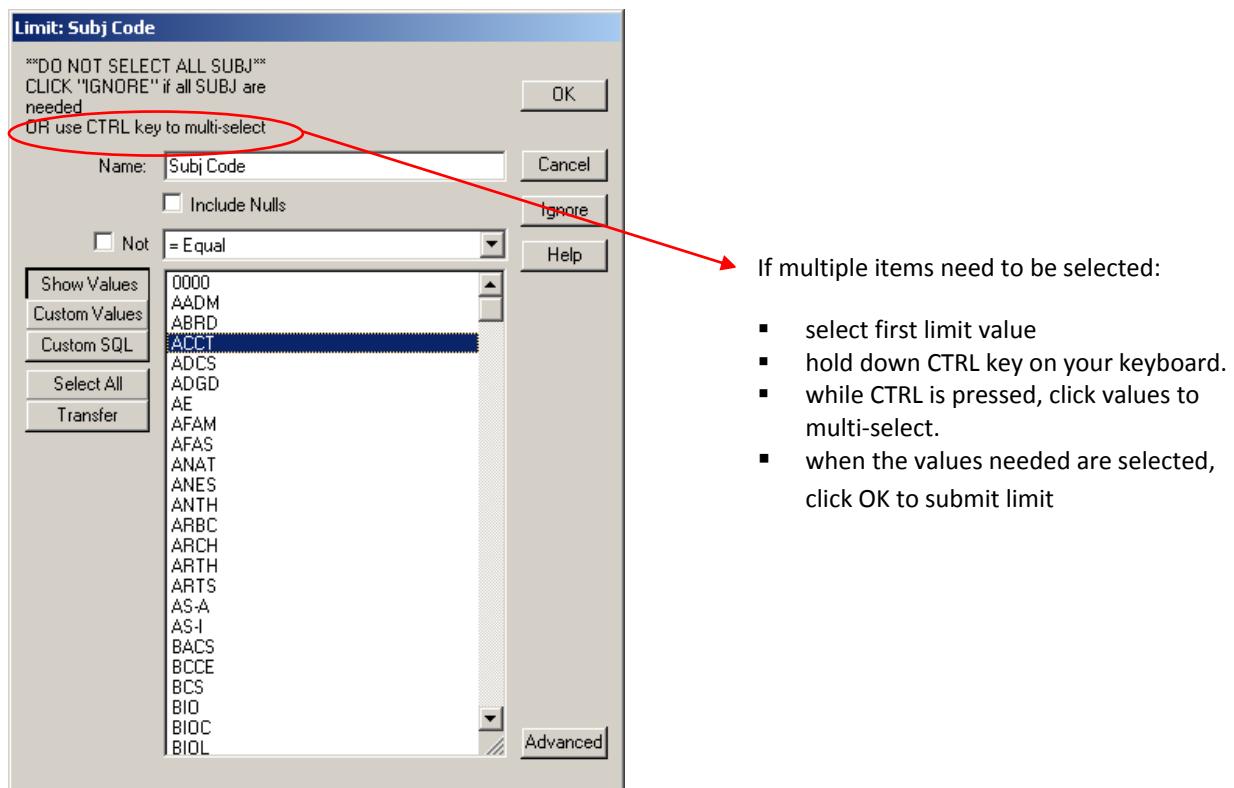
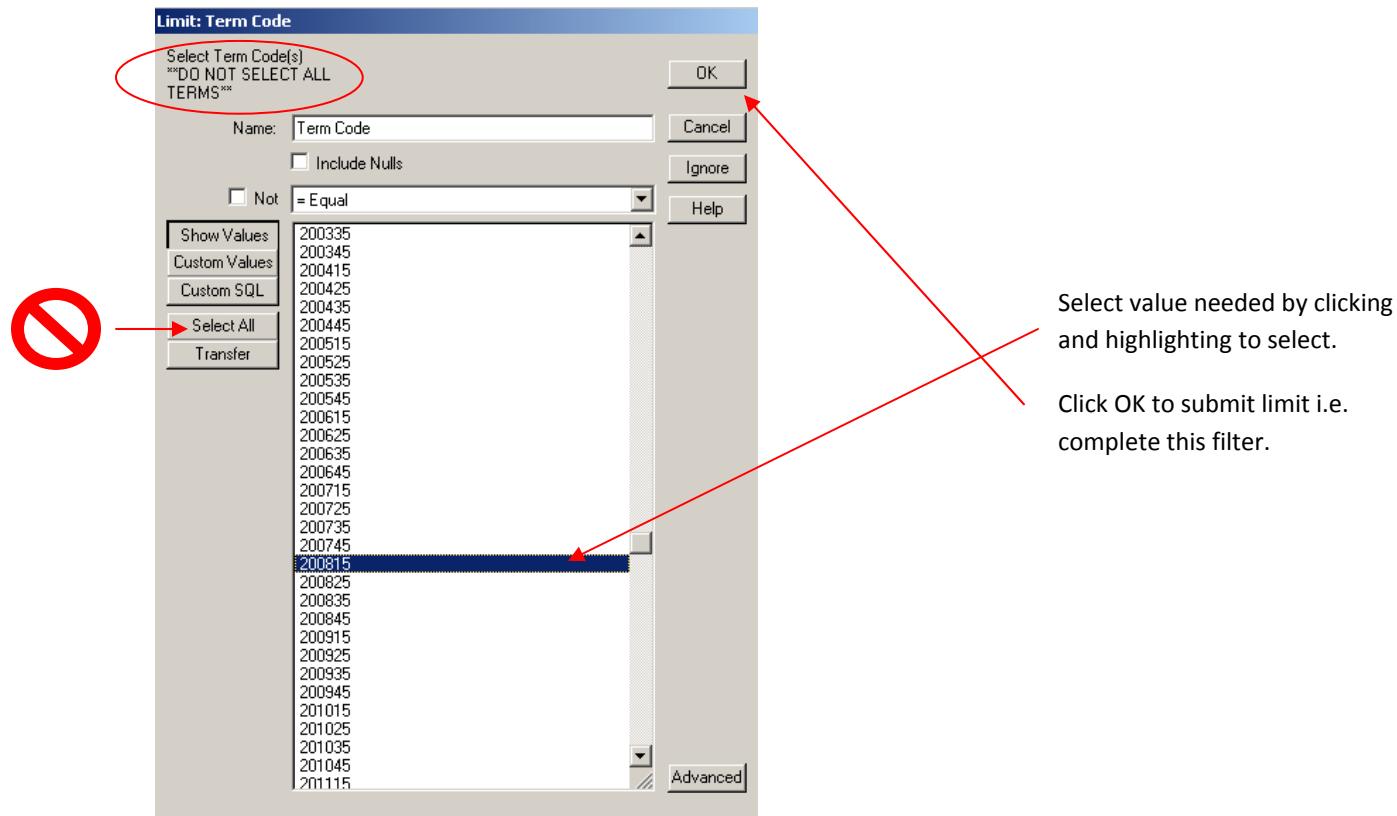
Not

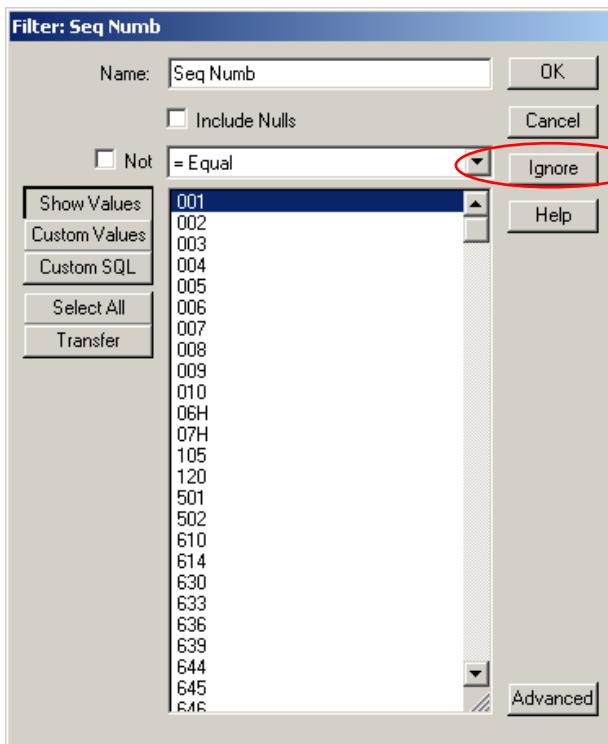
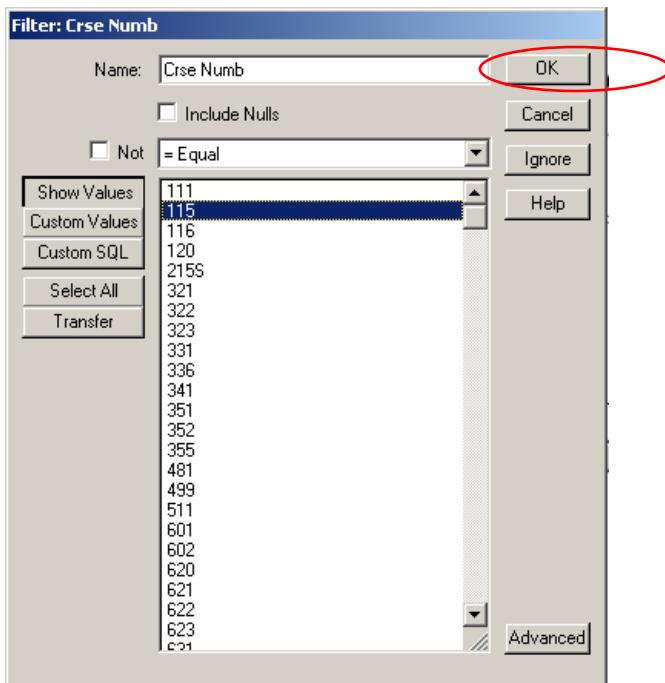
= Equal

Show Values  
Custom Values  
Custom SQL  
Select All  
Remove

Advanced

1. Review column limit or filter being applied to, to reduce data retrieved.
2. Refer to note regarding column being limited.
3. Select value needed by clicking and highlighting to select.  
Click OK to submit limit i.e. complete this filter.





Use the **Ignore** button to choose to not set this limit **after sufficient limits have already been set** to reduce the result set.

E.g. Ignore to only select **ALL** course sections after already setting limits for term, subject and course number to get all section of a course

## Navigating inside a report

Click on section names in the **Section pane** to move between report sections

The screenshot shows a Windows Internet Explorer window displaying a Hyperion report. The title bar reads "https://zion.irttest.drexel.edu/workspace/dataaccess/Browse?REQUEST\_TYPE=GET\_DOCUMENT&DOC\_UUID=- Windows Internet Explorer". The menu bar includes File, Edit, View, Insert, Format, Table, Tools, and Help. The toolbar contains various icons for report navigation and processing.

The main area is divided into two panes:

- Sections pane (Left):** A tree view of report sections. A red circle highlights the "Class List (Unique)" section, which is expanded to show sub-sections like "Read Me", "Class List", "Class List WD", etc. A red arrow points from the text above to this section.
- Content pane (Right):** A grid table titled "Filter HC". The columns are Pidm, CrsCnt, HC, Status, Cnt, Course, Subj Code, and Crse Nu. The rows list student records with various course details. A red circle highlights the "HC" column header. A red arrow points from the text below to the bottom of the grid.

At the bottom of the Content pane, there is a detailed footer table listing numerous course and term codes along with their descriptions and start/end times.

The report's **Content Pane** now shows the selected section, a Resultset.

A **Resultset** is comprised of rows of data retrieved from the database in response to the query submitted while running the report

## Using the Data Layout Pane to rearrange columns in a Resultset

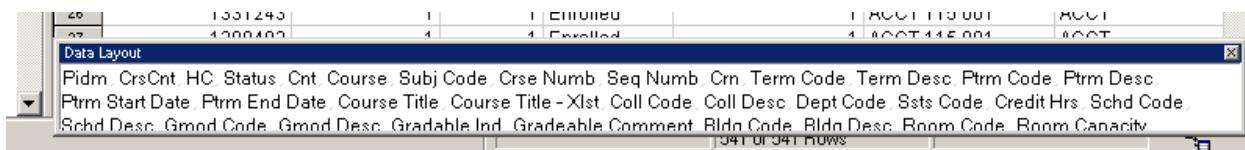
To display the Data Layout pane, click the Data Layout toggle button:

The screenshot shows the Hyperion report interface with the 'Data Layout' button circled in red at the top right of the toolbar. Below the toolbar is a 'Filter' bar with the text 'HC'. To the left is a 'Sections' tree view containing items like 'Read Me', 'Class List', 'Class List WD', 'Class Query', 'Class Results', 'Class Table', and 'Class List (Unique)'. The main area displays a table with columns: Pidm, CrsCnt, HC, Status, Cnt, Course, and Subj Code. A secondary table below shows rows 26 through 29 with columns: Crse Numb, Seq Numb, Crn, Term Code, and Term Desc. The bottom status bar indicates '541 of 541 Rows'.

The Data Layout pane is displayed:

The screenshot shows the same Hyperion report interface as above, but the 'Data Layout' button is now highlighted with a red arrow pointing to it. The 'Data Layout' pane is open at the bottom, displaying a long list of column names: Pidm, CrsCnt, HC, Status, Cnt, Course, Subj Code, Crse Numb, Seq Numb, Crn, Term Code, Term Desc, Ptrm Code, Ptrm Desc, Ptrm Start Date, Ptrm End Date, Course Title, Course Title - Xlst, Coll Code, Coll Desc, Dept Code, Ssts Code, Credit Hrs, Schd Code, Schd Desc, Gmod Code, Gmod Desc, Gradeable Ind, Gradeable Comment, Bldg Code, Bldg Desc, Room Code, and Room Capacity. The bottom status bar indicates '541 of 541 Rows'.

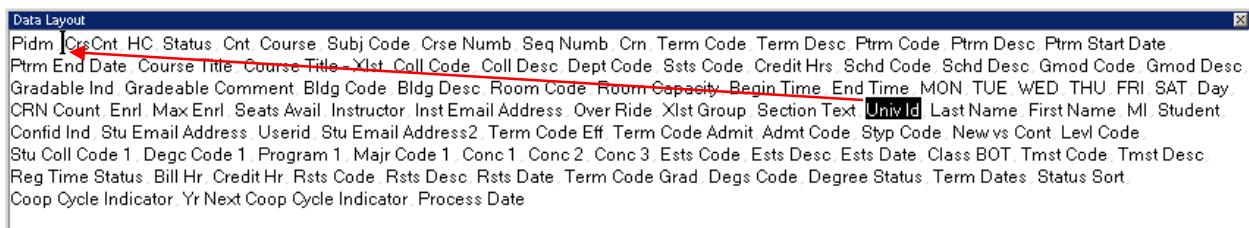
To open the Data Layout in a separate window, double click in area between the line and the list of columns.



To expand open the window, bring the mouse over the lower edge of window till it becomes a double headed arrow, then drag open.

### Rearranging columns using the Data Layout:

1. Click column name to select:
2. Drag and drop into top row to move to first set of columns of section:



3. When selected column name is dropped to beginning of columns list, column in content pane is moved to the beginning next to Pidm, as updated in the Data Layout section.

The screenshot shows the 'Data Layout' window with the 'Univ Id' column now highlighted with a red oval. A red arrow points from the previous screenshot to this one, indicating the movement of the column. The content pane below shows the table structure with 'Univ Id' as the first column. The table data includes rows for Pidm, CrsCnt, HC, Status, Cnt, and Course.

	Pidm	Univ Id	CrsCnt	HC	Status	Cnt	Course
1	1064495	10909488	1	1	Enrolled	1	ACCT 115
2	1205062	11050487	1	1	Enrolled	1	ACCT 115
3	1323950	11185967	1	1	Enrolled	2	ACCT 115
	1064495	10909488	4	4	Enrolled	4	ACCT 115

**Data Layout**

Pidm, Univ Id, CrsCnt, HC, Status, Cnt, Course, Subj Code, Crse Numb, Seq Numb, Crn, Term Code, Term Desc, Ptrm Code, Ptrm Desc, Ptrm Start Date, Ptrm End Date, Course Title, Course Title - Xlist, Coll Code, Coll Desc, Dept Code, Ssts Code, Credit Hrs, Schd Code, Schd Desc, Gmod Code, Gmod Desc, Grdable Ind, Gradeable Comment, Bldg Code, Bldg Desc, Room Code, Room Capacity, Begin Time, End Time, MON, TUE, WED, THU, FRI, SAT, Day, CRN Count, Enrl, Max Enrl, Seats Avail, Instructor, Inst Email Address, Over Ride, Xlist Group, Section Text, Last Name, First Name, MI, Student, Confid Ind, Stu Email Address, Userid, Stu Email Address2, Term Code Eff, Term Code Admit, Admt Code, Styp Code, New vs Cont, Levl Code, Degr Code 1, Program 1, Majr Code 1, Conc 1, Conc 2, Conc 3, Ests Code, Ests Desc, Ests Date, Class BOT, Trnst Code, Trnst Desc, Bill Hr, Credit Hr, Rsts Code, Rsts Desc, Rsts Date, Term Code Grad, Degr Code, Degree Status, Term Dates, Status Sort, Coop Cyc, Yr Next Coop Cycle Indicator, Process Date

## Applying Filters to reduce a resultset to a required population

Displaying the Filters line:

Click on the Filters toggle button:

The screenshot shows a table titled "Class List (Unique)" with columns: Pidm, Univ Id, CrsCnt, HC, Status, Cnt, and Course. There are two rows of data. A sidebar on the left lists "Read Me", "Class List", "Class List WD", "Class Query", and "Class Results". The top right of the screen has buttons for "Filters(1)", "Sort(3)", and "Data". A red arrow points from the "Filters(1)" button to the "Filter" field where "HC" is typed.

	Pidm	Univ Id	CrsCnt	HC	Status	Cnt	Course
1	1064495	10909488		1	Enrolled	1	ACCT 115 001
2	1205062	11050487		1	Enrolled	1	ACCT 115 001

The Filters line is displayed with any applied filters e.g. HC as below:

The screenshot is identical to the previous one, showing the same table and sidebar. However, the "Filter" field in the toolbar now contains "HC", indicating that the results are being filtered by this criterion. A red arrow points from the "Filter" field in the toolbar to the "Filter" field below it.

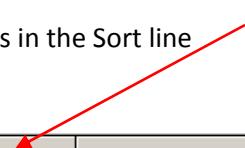
	Pidm	Univ Id	CrsCnt	HC	Status	Cnt	Course
1	1064495	10909488		1	Enrolled	1	ACCT 115 001
2	1205062	11050487		1	Enrolled	1	ACCT 115 001

**To apply a filter:**

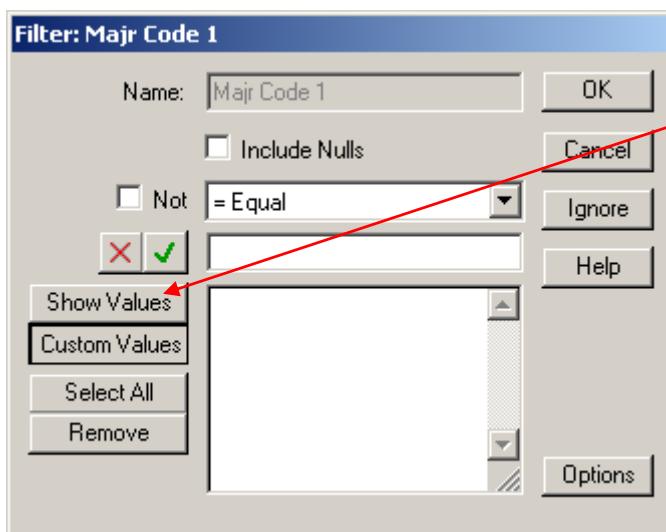
Click the column that report needs to be filtered to or limited to.

E.g. To filter report to show only BUSN major students, double-click Majr Code 1 column's **grey** portion containing the data and NOT the Blue Heading cell that contains the name of the column.

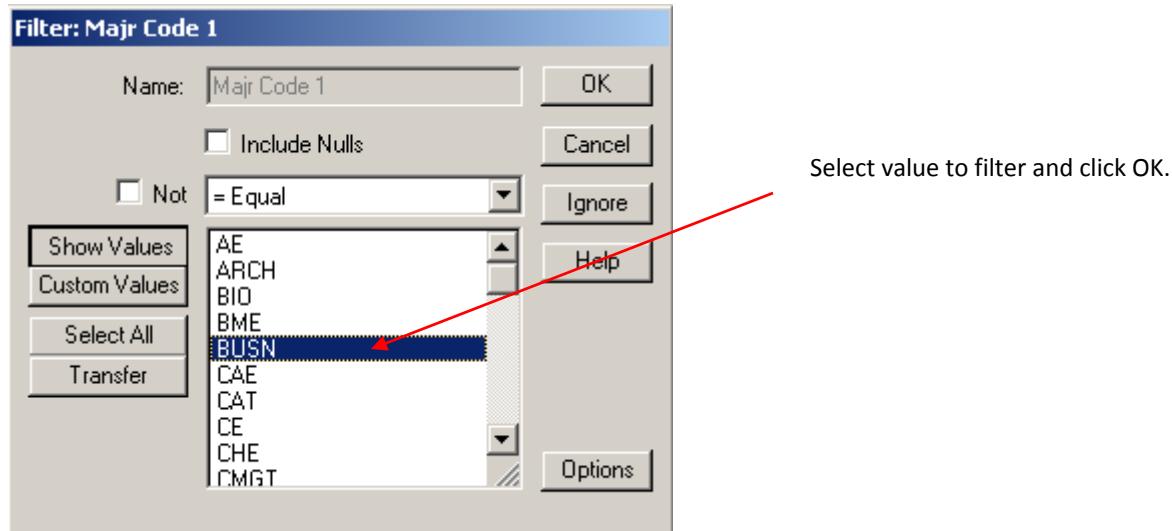
**IMPORTANT:** Do not double-click the name of the column, as it will modify the items in the Sort line which may affect the computed items.



	Levl Code	Stu Coll Code 1	Degc Code 1	Program 1	Majr Code 1	Conc 1
1	UG	B	BSBA	BSBA-COBA	BUSN	5COP
2	UG	B	BSBA	BSBA-COBA	BUSN	5COP
3	UG	B	BSBA	BSBA-COBA	BUSN	5COP
4	UG	B	BSBA	BSBA-COBA	BUSN	NCOP
5	UG	B	BSBA	BSBA-COBA	BUSN	5COP
6	UG	B	BSBA	BSBA-COBA	BUSN	5COP
7	UG	B	BSBA	BSBA-COBA	BUSN	5COP
8	UG	B	BSBA	BSBA-COBA	BUSN	5COP
9	UG	B	BSBA	BSBA-COBA	BUSN	5COP
10	UG	B	BSBA	BSBA-COBA	BUSN	4COP
11	UG	U	BS	BS-COEPS	SMT	5COP
12	UG	B	BSBA	BSBA-COBA	BUSN	5COP
13	UG	B	BSBA	BSBA-COBA	BUSN	5COP
14	UG	B	BSBA	BSBA-COBA	BUSN	5COP
15	UG	B	BSCAE	BSCAE-COBA	CAE	5COP



Click 'Show Values' to bring up the list of all values in the column



The report is now filtered to show only students who have BUSN as their major code 1:

https://yosemite.irt.drexel.edu/workspace/dataaccess/Browse?REQUEST\_TYPE=GET\_DOCUMENT&DOC\_UID= - Windows Internet Explorer

File Edit View Insert Format Table Tools Help

Process

Arial

Class List (Unique)

	Levl Code	Stu Coll Code 1	Degc Code 1	Program 1	Majr Code 1	Conc 1	Conc
1	UG	B	BSBA	BSBA-COBA	BUSN	5COP	GBUS
2	UG	B	BSBA	BSBA-COBA	BUSN	5COP	GBUS
3	UG	B	BSBA	BSBA-COBA	BUSN	5COP	INTB
4	UG	B	BSBA	BSBA-COBA	BUSN	NCOP	GBUS
5	UG	B	BSBA	BSBA-COBA	BUSN	5COP	MKTG
6	UG	B	BSBA	BSBA-COBA	BUSN	5COP	GBUS
7	UG	B	BSBA	BSBA-COBA	BUSN	5COP	MKTG
8	UG	B	BSBA	BSBA-COBA	BUSN	5COP	GBUS
9	UG	B	BSBA	BSBA-COBA	BUSN	5COP	INTB
10	UG	B	BSBA	BSBA-COBA	BUSN	4COP	FIN
11	UG	B	BSBA	BSBA-COBA	BUSN	5COP	INTB
12	UG	B	BSBA	BSBA-COBA	BUSN	5COP	ENTR
13	UG	B	BSBA	BSBA-COBA	BUSN	5COP	INTB
14	UG	B	BSBA	BSBA-COBA	BUSN	5COP	GBUS
15	UG	B	BSBA	BSBA-COBA	BUSN	5COP	MKTG
16	UG	B	BSBA	BSBA-COBA	BUSN	4COP	GBUS
17	UG	B	BSBA	BSBA-COBA	BUSN	5COP	GBUS
18	UG	B	BSBA	BSBA-COBA	BUSN	5COP	INTB
19	UG	B	BSBA	BSBA-COBA	BUSN	5COP	ACCT
20	UG	B	BSBA	BSBA-COBA	BUSN	5COP	FIN
21	UG	B	BSBA	BSBA-COBA	BUSN	5COP	GBUS
22	UG	B	BSBA	BSBA-COBA	BUSN	5COP	MKTG
23	UG	B	BSBA	BSBA-COBA	BUSN	5COP	LOST
24	UG	B	BSBA	BSBA-COBA	BUSN	5COP	MKTG
25	UG	B	BSBA	BSBA-COBA	BUSN	4COP	ACCT
26	UG	B	BSBA	BSBA-COBA	BUSN	5COP	ECON
27	UG	B	BSBA	BSBA-COBA	BUSN	5COP	MKTG
28	UG	A	BSBA	BSBA-COBA	BUSN	4COP	ENTR

Pidm UnivId CrsCnt HC Status Cnt Course Subj Code Crse Numb Seq Numb Crn Term Code Term Desc Ptrm Code Ptrm Desc Ptrm Start Date Ptrm End Date Course Title Course Title - Xlst Coll Code Coll Desc Dept Code Ssts Code Credit Hrs Schd Code Schd Desc Gmod Code Gmod Desc Gradable Ind Gradeable Comment Bldg Code Bldg Desc Room Code Room Capacity Begin Time End Time MON TUE WED THU

328 of 541 Rows

### To filter report to show rows with NULL or Blank Values only

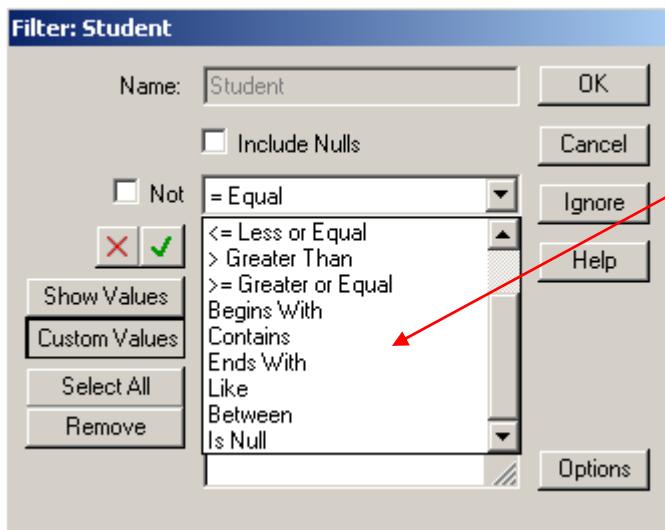
E.g. To select students who do not have a concentration 2, i.e. Conc 2 is blank:

Check off 'Include Nulls' to allow rows with Null or blank values to be displayed

Pull open the operator list and select Is Null

	Program 1	Majr Code 1	Conc 1	Conc 2
1	BSBA-COBA	BUSN	5COP	
2	BSBA-COBA	BUSN	5COP	
3	BSBA-COBA	BUSN	5COP	
4	BSBA-COBA	BUSN	NCOP	
5	BSBA-COBA	BUSN	4COP	
6	BSBA-COBA	BUSN	5COP	
7	BSBA-COBA	BUSN	NCOP	
8	BSBA-COBA	BUSN	4COP	
9	BSBA-COBA	BUSN	4COP	
10	BSBA-COBA	BUSN	5COP	
11	BSBA-COBA	BUSN	4COP	
12	BSBA-COBA	BUSN	5COP	
13	BSBA-COBA	BUSN	5COP	
14	BSBA-COBA	BUSN	5COP	
15	BSBA-COBA	BUSN	4COP	
16	BSBA-COBA	BUSN	5COP	
17	BSBA-COBA	BUSN	5COP	
18	BSBA-COBA	BUSN	4COP	
19	BSBA-COBA	BUSN	5COP	
20	BSBA-COBA	BUSN	4COP	
21	BSBA-COBA	BUSN	5COP	
22	BSBA-COBA	BUSN	5COP	
23	BSBA-COBA	BUSN	5COP	
24	BSBA-COBA	BUSN	5COP	
25	BSBA-COBA	BUSN	5COP	
26	BSBA-COBA	BUSN	5COP	

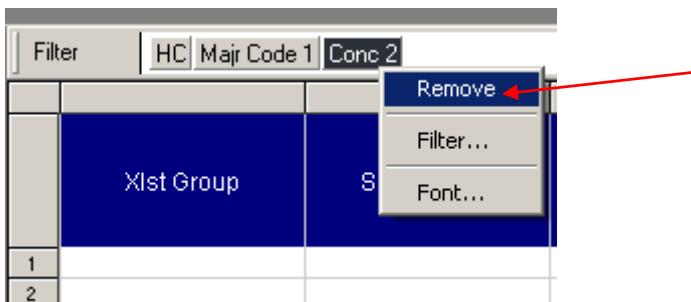
## Other Uses of the Filter Dialog



The Filter dialog can be used to find rows where column values:

- Begins with ...
- Ends with...
- Are between ... and ...
- etc

## To Remove an item from the Filter line



Right click and select Remove

## Adding Totals

1. Select column to add total to by clicking in the white part of the column

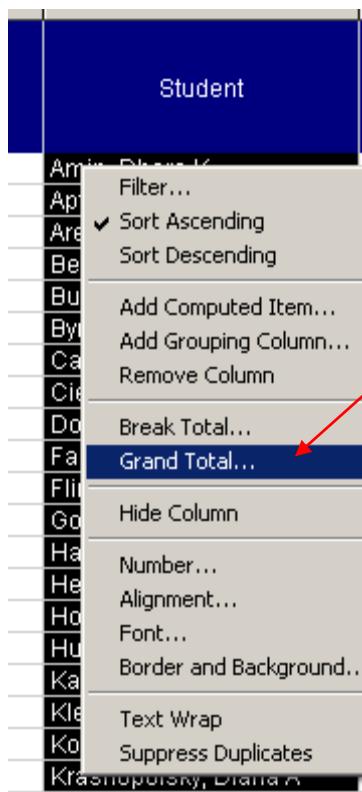
2. Click the Grand Total button

	Reg Time Status	Bill Hr	Credit Hr	Rsts Code	Rsts Desc	Rsts Date	Term Code
1	FT	4	4	WR	** Web** Registered	03/07/07 09:56 AM	201035
2	FT	4	4	WR	** Web** Registered	03/07/07 09:09 AM	201035
3	FT	4	4	WR	** Web** Registered	03/07/07 09:17 AM	201035
4	FT	4	4	WR	** Web** Registered	03/07/07 08:40 AM	200935
5	FT	4	4	RE	Registered for Cours	04/03/07 02:33 PM	
6	FT	4	4	WR	** Web** Registered	03/07/07 08:39 AM	201035
7	FT	4	4	WR	** Web** Registered	03/07/07 09:11 AM	201035
8	FT	4	4	WR	** Web** Registered	03/07/07 09:17 AM	201035
9	FT	4	4	WR	** Web** Registered	02/21/07 10:29 AM	201035
10	FT	4	4	WR	** Web** Registered	03/07/07 09:13 AM	200935
11	FT	4	4	WR	** Web** Registered	03/07/07 09:06 AM	201035
12	FT	4	4	WR	** Web** Registered	03/09/07 10:59 AM	
13	FT	4	4	WR	** Web** Registered	03/07/07 07:04 AM	
14	FT	4	4	WR	** Web** Registered	03/07/07 07:04 AM	201035
15	FT	4	4	WR	** Web** Registered	03/07/07 08:43 AM	201035
16	FT	4	4	WR	** Web** Registered	02/21/07 08:19 AM	
17	FT	4	4	WR	** Web** Registered	03/07/07 09:07 AM	
18	FT	4	4	WR	** Web** Registered	02/21/07 08:09 AM	201035
19	FT	4	4	WR	** Web** Registered	03/07/07 08:41 AM	201035
20	FT	4	4	WR	** Web** Registered	03/07/07 08:59 AM	201035
21	FT	4	4	WR	** Web** Registered	03/07/07 09:27 AM	201035
22	PT	4	4	WR	** Web** Registered	03/07/07 09:09 AM	201035
23	FT	4	4	WR	** Web** Registered	03/07/07 09:10 AM	201035
24	FT	4	4	WR	** Web** Registered	03/07/07 08:46 AM	201035
25	FT	4	4	WR	** Web** Registered	03/07/07 09:06 AM	200935
26	FT	4	4	WR	** Web** Registered	02/22/07 09:59 AM	

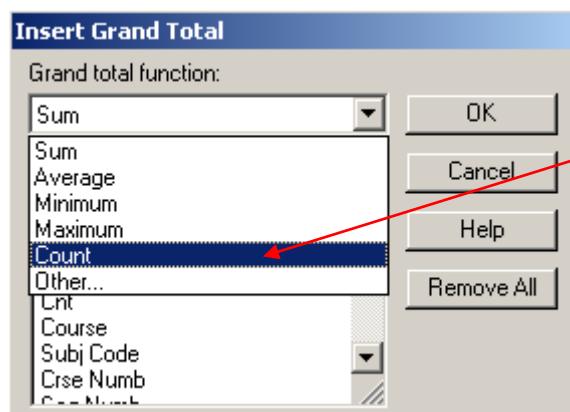
The total is added at the bottom of the column as below:

	Reg Time Status	Bill Hr	Credit Hr
321	FT	0	0
322	FT	0	0
323	FT	0	0
324	FT	0	0
325	PT	4	4
326	PT	4	4
327	PT	4	4
328	PT	4	4
329		1,228	

## Counting



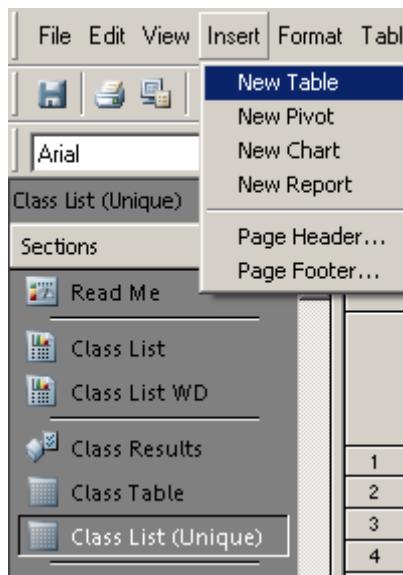
1. Select the column to count by e.g. Student
2. Right click and select Grand Total



Pull open the function list, select Count and click OK.

Note that an Average/Min/Max of a column can be found this way too.

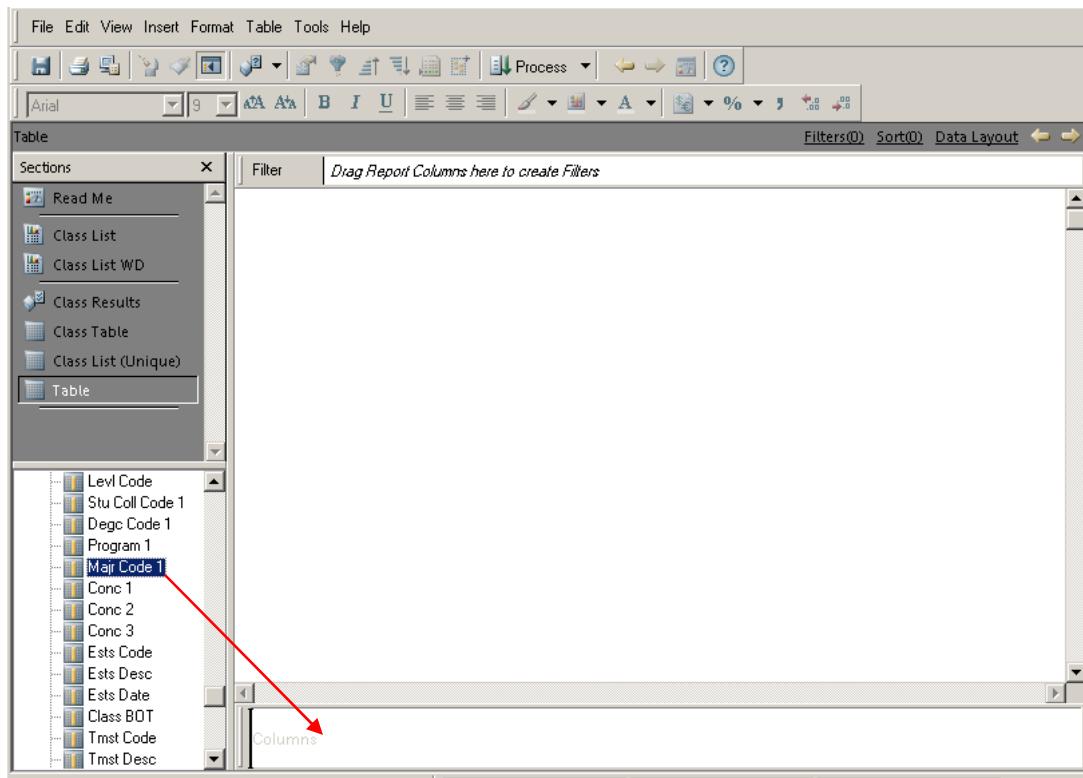
## Inserting a new Table



A screenshot of the Hyperion report editor interface. The title bar shows the URL 'https://yosemite.irt.drexel.edu/workspace/dataaccess/Browse?REQUEST\_TYPE=GET\_DOCUMENT&amp;DOC\_UUID=' and 'Windows Internet Explorer'. The menu bar includes File, Edit, View, Insert, Format, Table, Tools, Help. The toolbar has various icons for file operations like Open, Save, Print, and Process. The main workspace is titled 'Table'. On the left, there's a 'Sections' pane with a tree view: 'Read Me', 'Class List', 'Class List WD', 'Class Results' (expanded), 'Class Table', 'Class List (Unique)', and 'Table' (highlighted with a red arrow). Below the sections is a 'Filter' pane with the placeholder 'Drag Report Columns here to create Filters'. At the bottom, there's a 'Columns' pane. The status bar at the bottom right shows 'Filters(0) Sort(0) Data Layout'.

A new blank Child table is added below the Parent table previously selected in the Section pane. It has the properties, limits/filters and data of the Parent section.

To add columns to a new section, drag the column names from the Catalog Pane on the left and drop into the Data Layout pane



The screenshot shows the same Hyperion report editor interface after a column has been added. The Catalog pane remains the same. In the Data Layout pane, a new table has been created. The first column of this table is labeled 'Majr Code 1' and contains the value 'BUSN' repeated multiple times. A red arrow points from the 'Majr Code 1' node in the Catalog pane to the 'Majr Code 1' column in the Data Layout pane. To the right of the table, the text 'The column is added to the new table' is displayed.

BUSN
SMT
BUSN
BUSN
CAE
BUSN
BUSN
BLISN
Majr Code 1

## Sorting

**TIP:** It is better to sort in a new table so that existing computed items are not affected if dependent on the report data being sorted a certain way.

E.g. The class list report suppresses duplicates by use of the computed item called HC (Head Count) that compares 2 rows of data at a time to see if the prior row's value for Student is the same as the current one. If the report was not sorted by Student, this column may function incorrectly.

### Displaying the Sort line

Click Sort toggle button:

							Filters(1)	Sort(3)	Data Layout
	Pidm	CrsCnt	HC	Status	Cnt	Cours			
1	1064495	1	1	Enrolled			1 ACCT 115 01		
2	1005000	1	1	Enrolled			1 ACCT 115 01		

The Sort line is displayed with applied sorts in effect:

							Filters(1)	Sort(3)	Data Layout
	Sort	Course ▲	Status Sort ▲	Student ▲					
	Pidm	CrsCnt	HC	Status	Cnt	Cours			
1	1064495	1	1	Enrolled			1 ACCT 115 01		
2	1005000	1	1	Enrolled			1 ACCT 115 01		

**Adding items to the Sort line**

Sort		Course ▲	Status Sort ▲	Student ▲	
	Degc Code 1	Program 1	Majr Code 1		
1	BSBA	BSBA-COBA	BUSN	50	
2	BSBA	BSBA-COBA	BUSN	50	
3	BSBA	BSBA-COBA	BUSN	50	
4	BSBA	BSBA-COBA	BUSN	NI	
5	BSBA	BSBA-COBA	BUSN	50	
6	BSBA	BSBA-COBA	BUSN	50	

Click and drag the grey cell above the name of the column and drop it into the Sort line.

The Sort Line now has the column name to sort by and viewing the results shows the report is now sorted by the new column .

## Pivots

A pivot has 3 main sections and its Pivot Data Layout too has 3 corresponding sections

The screenshot shows the Hyperion Pivot interface with the following components:

- Row Labels:** Indicated by red arrows pointing to the first column of the main table.
- Column Labels:** Indicated by red arrows pointing to the second column of the main table.
- Facts:** Indicated by red arrows pointing to the third column of the main table.
- Data Layout:** A window titled "Data Layout" at the bottom right shows the mapping:
  - Row Labels: Trmt Code + Lev Code + Lev Desc
  - Column Labels: Term Code
  - Facts: Term HC
- Pivot Table:** The main area displays student registration data grouped by term code, level code, and level description. It includes totals for each group and overall totals.

	Trmt Code	Lev Code	Lev Desc	Term HC
Q	UG	Undergraduate Quarter		13
	GR	Graduate Quarter		4
	Total			17
S	US	Undergraduate Semester		49
	GS	Graduate Semester		953
	ME	Medicine		1,058
	PH	Public Health		72
	Total			2,132
			2,132	
			17	

### Row Labels

Items can be pulled into the row labels just like in the Data Layout in the Tables section. This causes values to be listed in columns next to each other but with related values aligned.

E.g. in the above example, the level codes related to the quarter calendar are aligned/grouped with the Q Term Type code where as the semester ones are listed with the semester Trmt Code.

### Facts Section

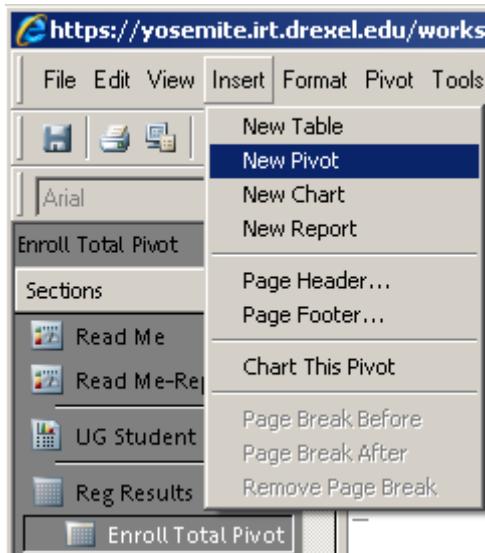
This section is where calculations and data functions are applied. A column dropped into this section of the Pivot Data Layout will be added by default as the section's default function is sum. In the above example, the Term HC (Term Headcount), which is a value of 1 for each student, is put into the Facts section to generate the total number of students registered for a level.

### Column Labels

Allows items in the fact items to be grouped by items in the Column Labels. In the example above, adding the term code to the Column Labels would cause the totals to be split into 2 columns showing the headcount totals for those registered for 200731 semester term separately from the 200735 quarter term.

## Creating a Pivot

E.g. Find total number of students registered by College



Click and drag Coll Code 1 Catalog Pane into the Row Labels to list all the colleges:



To get total students registered for each college, add the Term HC into the Facts section. Since the section's default data function is Sum, it adds all the ones to provide a sum.

The screenshot shows the Pivot software interface. On the left, there is a tree view under 'Sections' containing various report items like 'Read Me', 'UG Student Credit AI', and several 'Enroll' items. In the main pane, a list of colleges (A, AS, B, E, MB, MS, NH, PH, R) is displayed. A 'Data Layout' dialog box is open at the bottom right. It has two sections: 'Row Labels: Coll Code 1' and 'Facts'. The 'Facts' section contains a list of items: 'Chrt Desc', 'Chrt Term Code Ef', 'Term HC', 'Unique HC', and 'Acyr Code'. A red arrow points from the 'Term HC' item in this list to the 'Facts' section of the dialog box.

The screenshot shows the Pivot software interface after adding 'Term HC' to the Facts section. The main pane now displays a table with college names as rows and their corresponding student counts as columns. The data is as follows:

College	Term HC
A	3
AS	2
B	7
E	3
MB	331
MS	1,362
NH	368
PH	72
R	1

The 'Data Layout' dialog box is still visible at the bottom right, showing 'Term HC' in the 'Facts' section.

To split the totals by Term Code student is registered for, add the Term Code into the Column Label section of the Pivot Data Layout:

The screenshot shows the Hyperion Pivot application interface. On the left, there is a tree view labeled "Sections" containing various report items like "Read Me", "UG Student Credit A+", "Reg Results", and several "Enroll Total Pivot" and "Enroll Coll Pivot" items. A red arrow points from the "Term Code" node under "Reg Results" to the "Data Layout" dialog box. Another red arrow points from the "Term HC" node under "Reg Results" to the "Data Layout" dialog box. The "Data Layout" dialog box has three sections: "Row Labels: Coll Code 1", "Column Labels: Term Code", and "Fact: Term HC". The "Term HC" node is highlighted in the "Sections" tree.

	200731	200735
	Term HC	Term HC
A		3
AS		2
B		7
E		3
MB	331	
MS	1,362	
NH	367	1
PH	72	
R		1

## To Convert a Pivot into a Chart

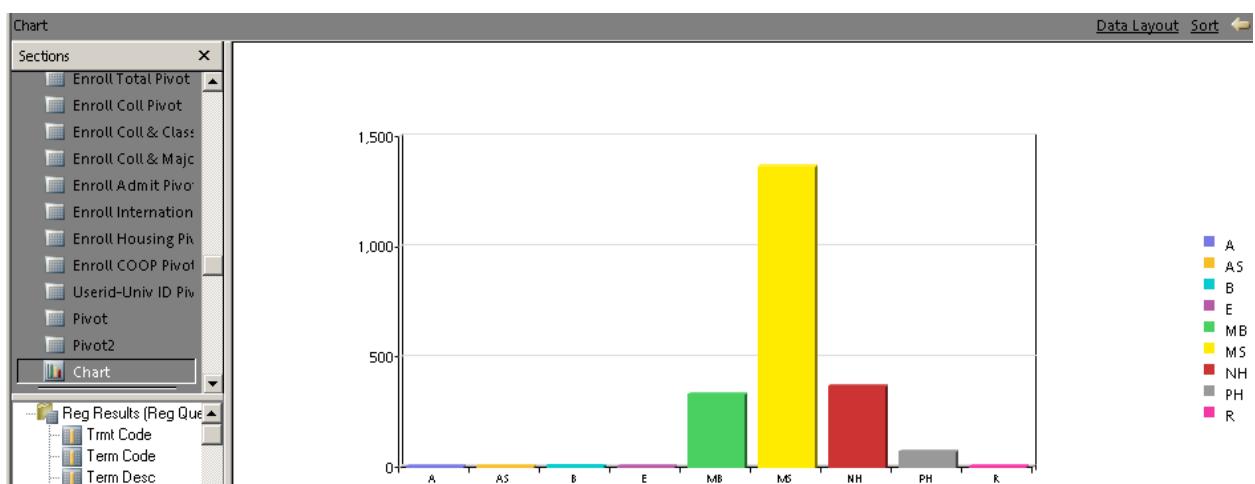
Screenshot of the Hyperion Data Access interface showing the conversion of a pivot table into a chart.

The interface includes a menu bar (File, Edit, View, Insert, Format, Pivot, Tools, Help) and a toolbar with various icons. A sidebar on the left lists sections such as Enroll Total, Enroll Coll, Enroll Coll & Class, etc., under a main section named "Pivot2".

A "Data Layout" dialog box is open, showing the configuration for creating a chart. It has fields for "Row Labels" (set to "Coll Code 1"), "Column Labels" (empty), and "Fact" (set to "Term HC").

The main workspace displays a table titled "Term HC" with the following data:

	Term HC
3	
2	
7	
3	
331	MB
1,362	MS
368	NH
72	PH
1	R



## How to Focus on a group to analyze in depth

E.g. To find out how many coop students in College B are full-time undergraduate ECON majors:

The screenshot shows a report titled "Enroll Coll Pivot" with a sidebar containing various navigation options. The main area displays a grid of data for different colleges. A context menu is open over the "FT" value in the "Reg Time Status" column for the "Bennett S. LeBow Coll. of Bus." row. The menu includes options like "Drill Anywhere", "Drillup", "Focus on Items" (which is highlighted), "Add Computed Item...", "Hide Items", "Font...", "Style", "Justify", "Borders", "Data Labels", "Corner Labels", and "Use Surface Values".

College	College Description	Level	Reg Time Status	Term HC	Percent	Term HC	Percent
A	Antoinette Westphal COMAD	UG	FT Level			3	18%
			College Total			3	18%
AS	College of Arts and Sciences	UG	FT PT Level			1	6%
			College Total			2	12%
B	Bennett S. LeBow Coll. of Bus.	UG	FT PT Level			2	12%
			GR	FT Level		1	6%
			College Total			3	18%
E	College of Engineering	UG	FT PT Level Total			4	24%
			College Total			4	24%
MB	Biomedical Graduate Studies	GS	FT PT	203	10%	7	41%
				128	6%		

Click on value FT under Reg Time Status to highlight all occurrences of FT. Right-click and select Focus on Item to hide all non-FT values

Enroll Coll Pivot

				200731		200735	
Coll Code	Coll Desc	Levl Code	Reg Time	Term HC	Percent	Term HC	Percent
A	Antoinette Westphal COMAD	UG	FT	3	23%		
				Level Total		3	23%
				College Total		3	23%
AS	College of Arts and Sciences	UG	FT	1	8%		
				Level Total		1	8%
				College Total		1	8%
B	Bennett S. LeBow Coll. of Bus.	UG	FT	2	15%		
				Level Total		2	15%
			GR	FT		4	31%
				Level Total		4	31%
				College Total		6	46%
E	College of Engineering	UG	FT	1	8%		
				Level Total		1	8%
				College Total		1	8%
MB	Biomedical Graduate Studies	GS	FT	203	11%		
				Level Total		203	11%
				College Total		203	11%
MS	College of Medicine	GS	FT	270	15%		
				Level Total		270	15%
			ME	FT		1,058	59%
				Level Total		1,058	59%
				College Total		1,328	74%
NH	Nursing & Health Professions	UG	FT			1	8%

Row Labels: Coll Code 1 \* Coll Desc \* Levl Code      Column Labels: Term Code

Reg Results (Reg Que)

- Trmt Code
- Term Code
- Term Desc
- Univ Id
- Student
- Last Name
- First Name
- MI
- Coll Code 1
- Coll Desc
- Levl Code
- Levl Desc
- Degc Code 1
- Degc Desc

Focus on College B next by right clicking value B in the Coll Code 1 column, and selecting Focus on Item. This will hide all other colleges.

Coll Code	Coll Desc	Levl Code
A	Antoinette Westphal COMAD	UG
AS	College of Arts and Sciences	UG
B	Bennett S. LeBow Coll. of Bus.	UG
E	College of Engineering	UG
MB	Biomedical Graduate Studies	GS
MS	College of Medicine	GS
NH	Nursing & Health Professions	UG

Right-clicked cell: B

Context menu:

- Drill Anywhere
- Add Computed Item...
- Focus on Items**
- Hide Items
- Show All Items
- Font...
- Style
- Justify
- Borders
- Data Labels
- Corner Labels
- Use Surface Values

The drill icons in the Pivot Data Layout indicate there is hidden data in these columns.

Coll Code	Coll Desc	Levl Code	Reg Time	Term HC	Percent	Term HC	Percent
B	Bennett S. LeBow Coll. of Bus.	UG	FT	2	33%		
				Level Total		2	33%
		GR	FT			4	67%
				Level Total		4	67%
				College Total		6	100%
	<b>Total</b>					6	100%

Similarly focus on UG to show only the undergraduate students:

Coll Code	Coll Desc	Levl Code	Reg Time	Term HC	Percent	Term HC	Percent
B	Bennett S. LeBow Coll. of Bus.	UG	FT	2	100%		
				Level Total		2	100%
				College Total		2	100%
	<b>Total</b>					2	100%

Next to drill into the report to view majors for these full-time students, right-click value FT in the Reg Time status column, and put the mouse over 'Drill Anywhere' **without** clicking, to open the Catalog Pane:

The screenshot shows a report for term 200731. A context menu is open over the 'Reg Time Status' field for the Bennett S. LeBow Coll. of Bus. row. The menu items are: Drill Anywhere, Drillup, Add Computed Item..., Focus on Items, Hide Items, Show Hidden Items, and Show All Items. A red arrow points from the 'Reg Time Status' field in the main grid to the 'Drill Anywhere' option in the menu.

Coll Code	Coll Desc	Levl Code	Reg Time	Term HC	Percent	Ter
B	Bennett S. LeBow Coll. of Bus.	UG	FT			
<b>College Total</b>						
<b>Total</b>						

**Data Layout**

Row Labels: Coll Code 1 + Coll Desc + Levl Code  
+ Reg Time Status

A detailed data layout table showing various student attributes. An arrow points from the 'Majr Code 1' column header in the first row to the corresponding column in the second row.

Trmt Code	Majr Desc 1 2	Class BOT	Vtyp Descc	Confid Ind	TTT Atts Term Eff	Process Date
Term Desc	Minr Code 1 2	Class EOT	International Status	Email Address	IST TR Atts Code	Tzrdcls Clas Code
Univ Id	Coll Code 2	Full Part Ind	Natn Code Legal	Housing	IST TR Atts Desc	Cipc Major Code
Student	Degc Code 2	Credit Hr	Nation Desc	Userid	IST TR Atts Term Eff	Next Term
Last Name	Majr Code 2	Reg FTE	Rate Code	Actc Code	Chrt Code	
First Name	Minor Code 2	Bill Hr	Rate Desc	Actc Desc	Chrt Desc	
MI	Minor Code2 2	Bill Time Status	Cum Hours Attempted	DeL Atts Code	Chrt Term Code Eff	
Levl Desc	Conc Code 2	Bill FTE	Cum Hours Passed	DeL Atts Desc	Unique HC	
Degc Code 1	Conc Code 2 2	Sex	Cum Quality Points	DeL Atts Term Code Eff	Acyr Code	
Degc Desc	Conc Code 2 3	Birth Date	Cum Gpa Hours	Atts Code	Pidm	
Program 1	Term Code Admit	Age	Cum Gpa	Atts Desc	Degree Status	
<b>Majr Code 1</b>	Admt Code	Deceased Ind	Cum Hours Earned	Atts Term Code Eff	Credit Hour Range	
Majr Desc	Admt Desc	Relg Code	Trans Hours Earned	Non Matric Atts Code	SA Ints Code	
Conc Code 1	Styp Code	Relg Desc	Overall Hours Earned	Non Matric Atts Desc	SA Ints Desc	
TPAR	Styp Desc	Ethn Code	Term Quality Points	Non Matric Atts Term Eff	S6 Ints Code	
NxtYr TPAR	New vs Cont	Ethn Desc	Term Gpa Hours	SLM Atts Code	S6 Ints Desc	
Conc Code 1 2	Ests Code	Mrtl Code	Term Gpa	SLM Atts Desc	S7 Ints Code	
Conc Code 1 3	Ests Desc	Mrtl Desc	Cipc Code	SLM Atts Term Eff	S7 Ints Desc	
Minr Code 1	Ests Date	Citz Code	NSLC Time Date	TTT Atts Code	S9 Ints Code	
Majr Code 1 2	Ests User	Vtyp Code	Tmst Code	TTT Atts Desc	S9 Ints Desc	

Click Majr Code 1 to add it to the pivot:

						200731		200735	
Coll Code	Coll Desc	Levl Code	Reg Time	Majr Code 1	Term HC	Percent	Term HC	Percent	
B	Bennett S. LeBow Coll. of Bus.	UG	FT	BUSN			2	100%	
				Level Total			2	100%	
				College Total			2	100%	
<b>Total</b>							2	100%	

**Data Layout**

Row Labels: Coll Code 1 + Coll Desc + Levl Code  
+ Reg Time Status + Majr Code 1

Column Labels: Term Code

Fact: Term HC + Percent

To view individual students in this population, select the majors, right click, Drill Anywhere and select Univ Id

						200731		200735	
Coll Code	Coll Desc	Levl Code	Reg Time	Majr Code 1	Univ Id	Term HC	Percent	Term HC	Percent
B	Bennett S. LeBow Coll. of Bus.	UG	FT	BUSN	10447431		1	50%	
					11646203		1	50%	
				Level Total			2	100%	
				College Total			2	100%	
<b>Total</b>							2	100%	

**Data Layout**

Row Labels: Coll Code 1 + Coll Desc + Levl Code  
+ Reg Time Status + Majr Code 1 + Univ Id

Column Labels: Term Code

Fact: Term HC + Percent

To go back up one level of detail (i.e. the opposite of 'Drill Anywhere'), right-click on Univ Id in the Pivot Data Layout and select 'Drill Up' :

Coll Code	Coll Desc	Levl Code	Reg Time	Majr Code 1	Univ Id
B	Bennett S. LeBow Coll. of Bus.	UG	FT	BUSN	10447431
					11646203
				Level Total	
				College Total	
<b>Total</b>					

**Data Layout**

Row Labels: Coll Code 1 + Coll Desc + Levl Code  
+ Reg Time Status + Majr Code 1 + Univ Id

Column Labels: Term Code

Fact: Term HC + Percent

Remove  
 Drill Up

The report reverts to the former level of details:

								200731		200735	
Coll Code	Coll Desc	Levl Code	Reg Time	Majr Code 1	Term HC	Percent	Term HC	Percent	Term HC	Percent	
B	Bennett S. LeBow Coll. of Bus.	UG	FT	BUSN			2	100%			
				Level Total			2	100%			
				College Total			2	100%			
	<b>Total</b>						<b>2</b>	<b>100%</b>			

**Data Layout**

Row Labels: Coll Code 1 + Coll Desc + Levl Code + Reg Time Status + Majr Code 1

Column Labels: Term Code

Facts: Term HC + Percent

## Getting assistance with reports

Consult the Hyperion FAQ section on the AIS website at <http://www.drexel.edu/provost/ais/faq/>.

If you still have questions, create a ticket in the appropriate queue as described at <http://www.drexel.edu/provost/ais/faq/#tickets>.