














Step-by-Step Guide

Query Studio Icons

What functions are completed using icons in Query Studio?

Query Studio offers several functions on reports which are available as menu icons along the top of the page.



-  New Report: Used to create a New Report.
-  Save: Used to save a report that can be run again.
-  Save As: Used to save an edited version of a previously saved report.
-  Cut: Used to cut a column or row from a report.
-  Paste: Used to paste a column, row, or data field into a report. *Note: When pasting a column, always select the column **before which** you want it to appear.*
-  Delete: Used to delete a column, row, or data field from a report.
-  Undo: Used to undo the previous action taken on a report.
-  Redo: Used to repeat the previous action taken on a report.
-  Run With All Data (and re-prompt): Used to run a report and have all data populated within the report.
-  Filter: Used to limit the data contained within the report, and also used as a prompt when running the report.
-  Sort: Used to organize data by ascending or descending alphabetical or numerical order.
-  Summarize: Used to summarize the selected data within a report. Summaries include totals, maximums, minimums, counts, and averages.
-  Calculate: Used to insert a calculation within a report. Calculations include arithmetic calculations, **percentage calculations**, and analytic calculations.

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Drill Up/Drill Down: Used when a report is in HTML format for data fields that are dimensionally structured. Drillable items will appear as hyperlinks (similar to the main five reports from the Reporting System).



Chart: Used to create a chart from the data within the report. Chart types include Pie Charts, Bar Charts, Column Charts, Line Charts, Column-Line Charts, **Area Charts, and Radar Charts**. Charts are also available in 3-D.



Group: Used to group identical values of data within a report together. For example, if a report contains YTD expenses by SpeedType and Account Code, grouping on the SpeedType would summarize each SpeedType, with each SpeedType's Account Codes broken out.



Pivot: Used to create a Crosstab report from sections created in the report.



Ungroup: Used to remove groupings and sections of the selected data.



Create Sections: Used to create sections within a report. The data selected to create a section will then change the data to be the Section Header. For example, creating a section based on SpeedTypes will show each SpeedType as an individual section header, with the report data for each SpeedType appearing in each specific section.



Swap Rows and Columns: Used to interchange rows and columns in a crosstab, a chart based on a crosstab, or both. For example, if you have a crosstab report that has few rows and many columns, you can swap the rows and columns to make the report easier to read.



Collapse Group: Used to collapse grouped data to show a lower level of detail.



Expand Group: Used to expand a previously collapsed report.