

What does **Drag and Drop** do?

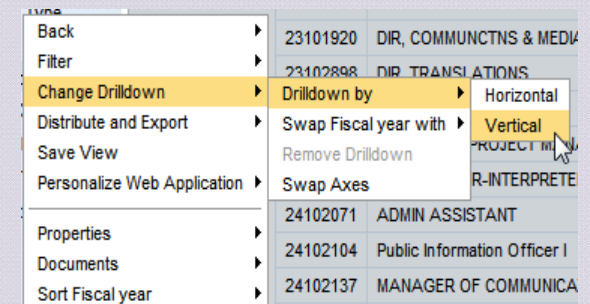
- Allows users to grab a field and drag it into or out of a report
- Gives users the ability to grab and move fields within a report
- Enables users to drag results rows/columns out of a report
- Allows users to swap fields by dragging one field over another

How will **Drag and Drop** help me?

- **Drag and Drop** helps users to quickly customize a report
- **Drag and Drop** makes it easier to add fields to a specific part of the report

Is there an alternative to **Drag and Drop**?

- Yes. Right click on a field to get the Context Menu. Select **Change Drilldown** --> select **Drilldown by** **either Horizontal** (Columns) or **Vertical** (Rows)



How To Use Drag and Drop in Reports

November 8, 2013

Add/move field: place cursor on field, left click and hold (to grab the desired field), drag from Free Characteristics into Analysis Area; line indicates field placement

CommitItem	Program
430001 General Supplies	10641 Beyond the
	11476 Civic Cente
	12014 Mandate C
	13027 General Fu
	13938 SDEP-Done
	13986 Sch.Determ
	17120 Cafe Supp
	7A960 GSU-Dev &
	7S046 CE-NCLB T
	7S536 CE-Eco Imp

Remove field: place cursor on field heading, left click and hold (to grab the desired field), drag out of report until you see X; X means remove

CommitItem	Grant	Program
430001 General Supplies	1100000 PRT A BASIC	7S046 CE-NCLB T1 Schools
	110002 EIA -ENG LEARN & LEP	7S536 CE-Eco Impact Aid/Dis Bil Dir
	200764 GSU-DEV&VALD	7A960 GSU-Dev & Valid of a Behavioral

Drag and Drop

Swap fields: place cursor on field, left click and hold (to grab the desired field), drag over field to be replaced (blue highlight on field to be replaced)

CommitItem	Program	Fund
430001 General Supplies	10641 Beyond the Bell-Credit Recovery-Summer S	010-0000 GF-Unres
	11476 Civic Center Permit Program	010-0000 GF-Unres

Remove Result

Row/Column: place cursor on results row, left click and hold (to grab the desired field), drag field until you see X; X means remove

FundsCenter	CommitItem
1043984	110077
	310117
	330137
	340117
	350117
	360117
	370117
	430009
	Result
1043991	430009