### Tool Bar

|  |  |
| --- | --- |
|  | Crosstab, Indented Crosstab |
|  | Charts:* Chart Types
* Chart Options > Labels > Edit Title
 |
|  | Display Options: * Edit Title
* Split View
* Reset Cube
 |
|  | Swap rows and columns |
|  | Hide/Show dimensions |
|  | Calculation |
|  | Rank |
|  | Zero Suppression |
|  | 80/20 Suppression |
|  | Custom Exception Highlighting |
|  | Custom Subsets |
|  | Drill Through to a predefined detail report  |
|  | Export to CSV, Excel, or PDF (use this to print) |
|  | Help, Find, Explain |
|  | Save As |

### Dimension Viewer

|  |  |
| --- | --- |
|  | When using Internet Explorer, drag and drop dimensions to the crosstab or, right-click on a dimension and select from the menu options. |
|  | If using Firefox , these controls replace drag and drop. |

### Crosstab Controls

|  |  |
| --- | --- |
|  | Click on the **arrows** on row/column header for sorting options. |
|  | Right-click on row/column header **background** for more options |
|  | Measures – Right-click on **crosstab corner** to change measure display |
|  | Dimension navigation - Right click on **skinny bar** at top of rows (left of columns) to navigate up/down dimension levels. Skinny bar turns from white to blue when selected. |
|  | More dimension options - Click on **skinny bar** at top of rows (left of columns) for additional options including navigation and delete. |
|  | Drill down/up - Click on row/column header **value** to drill-down to a report for just that value. Click on the value again to drill back up. |