You open the report and nothing appears below the tabs

This is because the report needs to be **refreshed**.

You can do so by **pulling down** the ‘three-dots’ menu at top right.

Then **click ‘Refresh report’**.

The report will then appear as it should.
You want to get to more objects in the report

There are two methods.

If there is a **table of contents** as the first tab, there are links to click to each portion of the report.

If there is no table of contents, **clicking each tab** along the top starting from the left will take you to each portion of the report.
You want to limit the graph/table in front of you to a population or semester.

Some objects will have filter boxes, with a pull down menu that allows you to drill in on one particular group or time period.

Some objects will have buttons that allow you to switch between groups.

Some objects will have a checklist that allows you to select from more than one group at a time and display information for the combination of those groups.

All of these options can be used, some simultaneously, to change the report object you’re looking at.
You want to print a report or part of one

First pull down the ‘three-dots’ menu and click the ‘Print’ option.

Then make choices on two tabs: Document Setup, and Select Objects.
You want an object to be bigger or take up the whole screen

Find the << icon at the upper right of the object you want to blow up. Hover over the << to expand the choices.

Click the icon on the left (the four diagonal arrows) to **blow up** the object you want to **full screen**.

For example, the list table at the bottom of this screen expands to all its rows at far right.
You want the number that goes with the graph: Hovering

When you **hover** over a graph object with the mouse, a description box will appear that has more information about what the object represents. In this example, hovering over the large area of ‘Bachelors’ degrees in a heatmap produces a box that gives both the count of Bachelors degrees and the unique number of Bachelors recipients.

Sometimes the count is describing the **exact portion** of the graph that your mouse is on. In this example the count applies to the peacock blue portion of the undergraduate bar.
You want the number that goes with the graph: “I prefer tables”

Find the slider box that switches the visualization you’re on between graphs and tables.

NC State’s visualizations were designed to deliver the same information in both graphical (“I prefer graphs”) and crosstabulated (“I prefer tables”) form so that people who prefer one delivery can have what they like.
You want to drill into data: Heatmaps

A heatmap is a graph that represents count as expressed by blocks of relative size.

They are often constructed with hierarchy variables, so that clicking the first level of a heatmap will produce a new heatmap of values underneath the one you clicked.

It’s really easy to tell which kind you have—just click a block. If the graph changes, it’s fed by a hierarchy.

You can use the ‘breadcrumbs’ to get back to the higher variable.
You want to drill into data: Bar or Pie charts

Many other types of graph objects can be fed with a hierarchy of variables.

When the object has been designed in this way, clicking into a bar or a slice of a pie chart will change the graph to show more detail for the group you clicked.

It will always produce the same type of graph object as the one you clicked from.

You can use the ‘breadcrumbs’ to get back to the higher variable.

<table>
<thead>
<tr>
<th>Degree/Certificate Count Over Time (Click for More Detail)</th>
</tr>
</thead>
<tbody>
<tr>
<td>All Count Hierarchy  &gt;  Undergraduate (All)  &gt;  Degree/Cert</td>
</tr>
</tbody>
</table>
You want to drill into data: Crosstabs

When row values on a crosstab have the **plus/down arrow** sign next to them, they have a **hierarchy** underneath them and can display more detailed values.

Clicking the **plus** next to a value will expand that section only but stay in the table as it currently appears.

Clicking the **down arrow** next to a value will replace the table as it currently appears with a new detailed table of the data underneath the value you clicked.