

Organizing data with sections and breaks

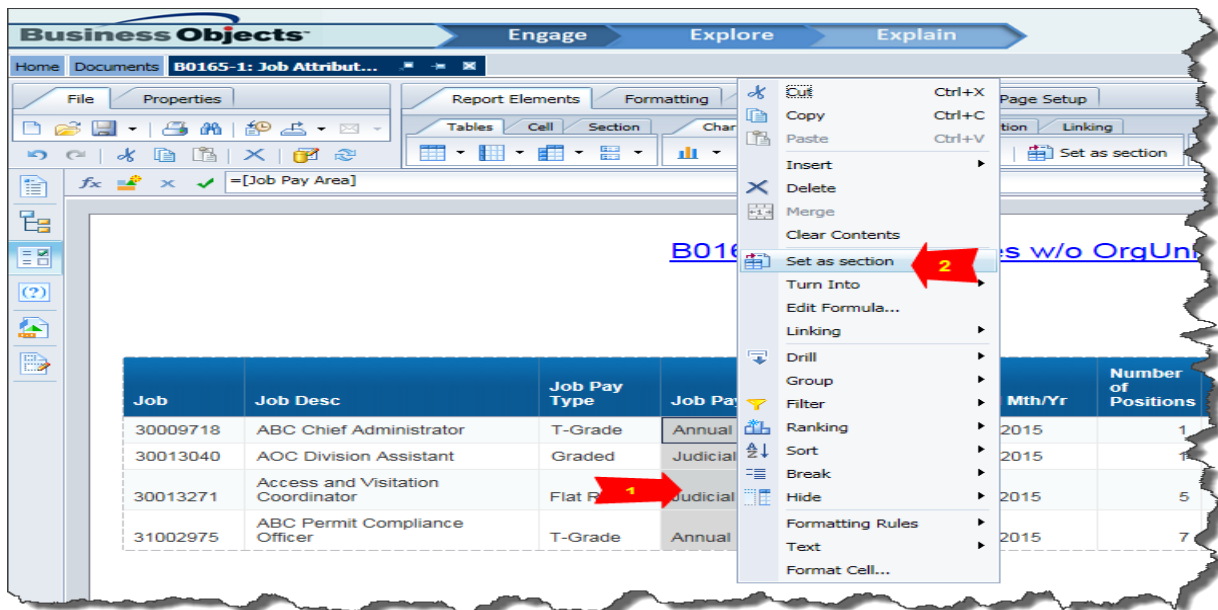
Sections allow you to split report information into smaller, more comprehensible parts. Sections can be created from a column in Web Intelligence report or from a dimension.

Section

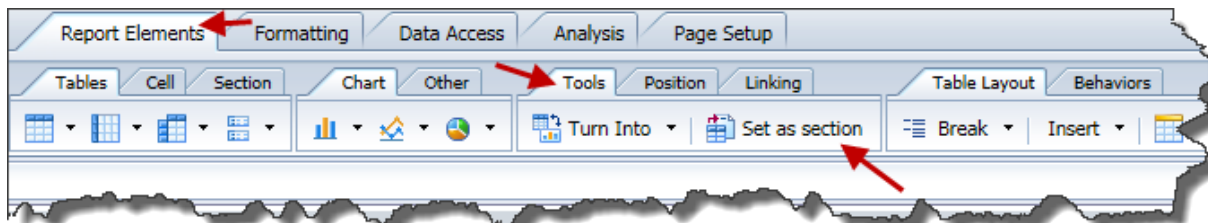
Create Section from a column

You can create a section based on a table column in a Web Intelligence report in Design mode.

1. Open a Web Intelligence document in Design mode.
2. Right-click the column you want to define as a section and click Set as Section



Or select a column and choose Set as Section from the tool bar.



[B0165-1: Job Attributes w](#)

Annual Salaries ←

Job	Job Desc	Job Pay Type	Job Pay Group	Cal Mth/Yr	Number of Positions	Job Pay
30009718	ABC Chief Administrator	T-Grade	TG80	02/2015	1	
31002975	ABC Permit Compliance Officer	T-Grade	TG65	02/2015	7	

Judicial ←

Job	Job Desc	Job Pay Type	Job Pay Group	Cal Mth/Yr	Number of Positions	Job Pay
30013040	AOC Division Assistant	Graded	JB15	02/2015	1	
30013271	Access and Visitation Coordinator	Flat Rate	30013271	02/2015	5	

Create Section from a Dimension

You can create a section based on a dimension in a Web Intelligence report in Design mode.

1. In a Web Intelligence document in Design mode, select the Report Elements tab.
2. In the Section sub-tab, click Insert Section.
3. Click in the report at the position where you want to insert the section.
4. Select the dimension in the dialog box that appears and click OK to insert the section.

Click on the Insert Section

Business Objects Engage Explore Explain

Home Documents **B0165-1: Job Attribut...**

File Properties **Report Elements** Formatting Data Access Analysis Page Setup

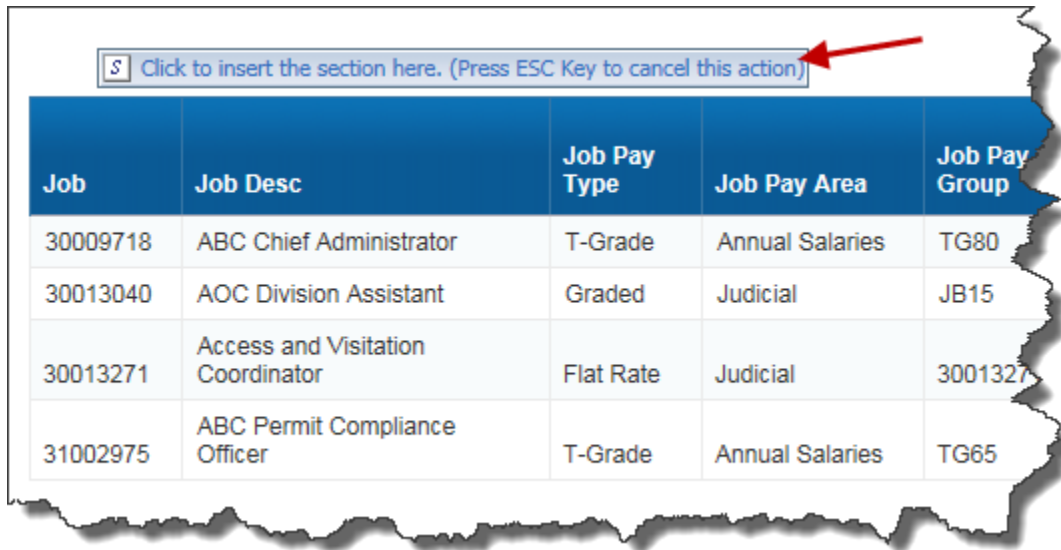
Tables Cell **Section** Other Tools Position Linking

Insert Section ←

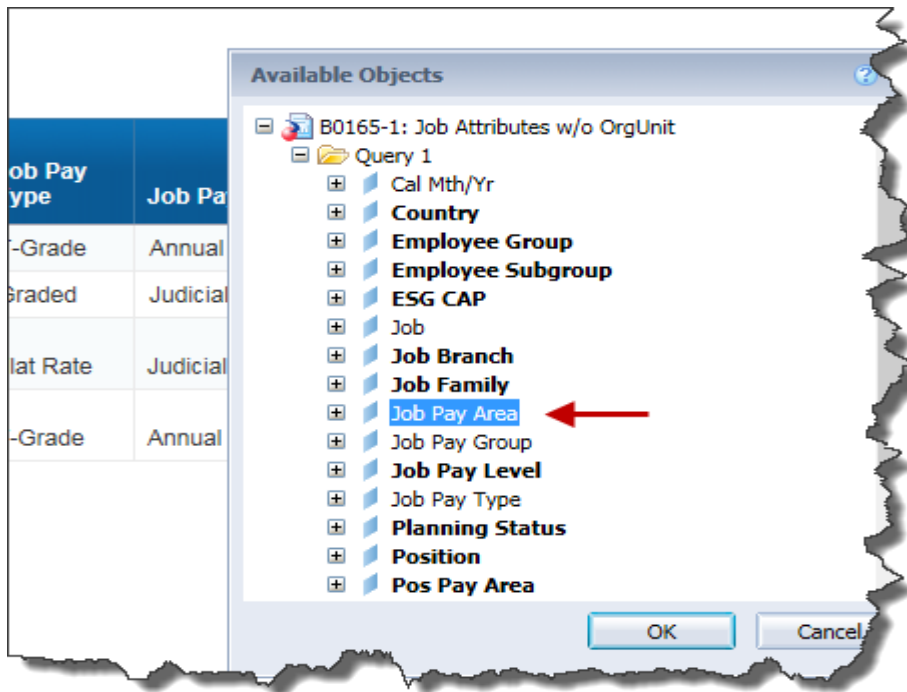
[B0165-1: Job Attributes w/o OrgU](#)

Job	Job Desc	Job Pay Type	Job Pay Area	Job Pay Group	Cal Mth/Yr	Number of Positic
30009718	ABC Chief Administrator	T-Grade	Annual Salaries	TG80	02/2015	

Drop the insert section icon in the report.



Choose a dimension characteristic from Available Objects



Section created

B0165-1: Job Attributes w/o C

Annual Salaries ←

Job	Job Desc	Job Pay Type	Job Pay Area	Job Pay Group	Cal Mth/Yr
30009718	ABC Chief Administrator	T-Grade	Annual Salaries	TG80	02/2015
31002975	ABC Permit Compliance Officer	T-Grade	Annual Salaries	TG65	02/2015

Judicial ←

Job	Job Desc	Job Pay Type	Job Pay Area	Job Pay Group	Cal Mth/Yr
30013040	AOC Division Assistant	Graded	Judicial	JB15	02/2015
30013271	Access and Visitation Coordinator	Flat Rate	Judicial	30013271	02/2015

Report filters in Section

You can apply report filters to sections using values in the section header or that appear within the section.

Select a section and choose Filter from the context menu. Then choose Add Filter to add.

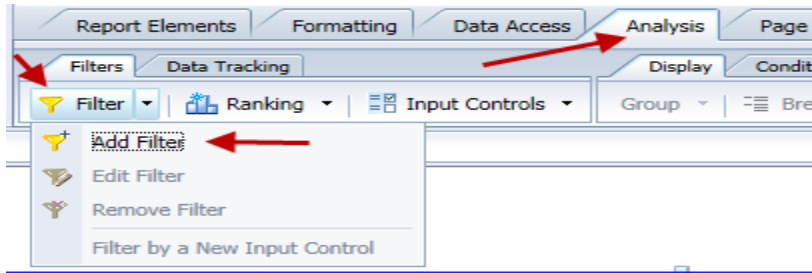
Annual Salaries

Job	Job Desc	Cal Mth/Yr	Number of Positions
30000314	Accounting Clerk II	02/2015	10
30000315	Accounting Clerk III	02/2015	12
30000318	Accounting Clerk IV	02/2015	95
30000325	Accounting Clerk Supervisor	02/2015	1
30009718	ABC Chief Administrator		
31002975	ABC Permit Compliance Officer		

Career Banding

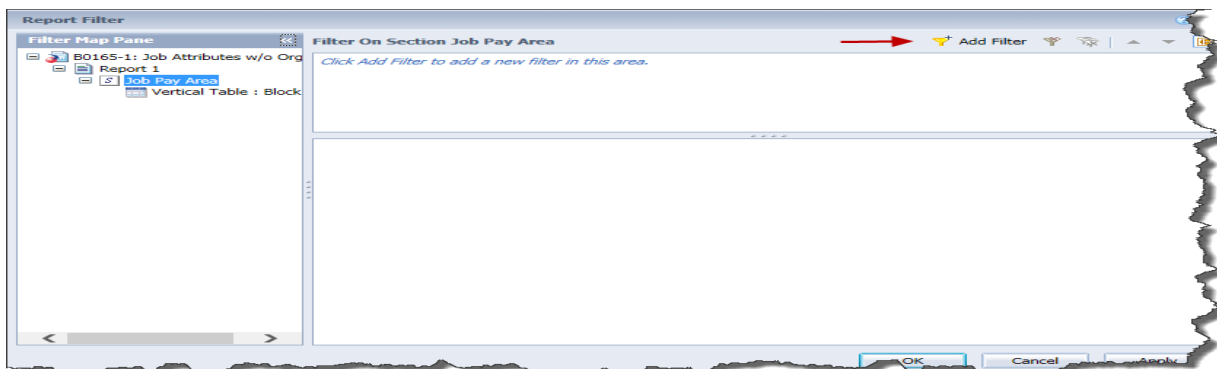
Job	Job Desc	Job Pay Type	Job Pay Group	Cal Mth/Yr	Number of Positions
31000025	Accountant	Banded	31000025	02/2015	319
31000026	Accounting Manager	Banded	31000026	02/2015	42
31000027	Accounting Director	Banded	31000027	02/2015	20

You can also add the filter from the Analysis tab -> Filter sub-tab.

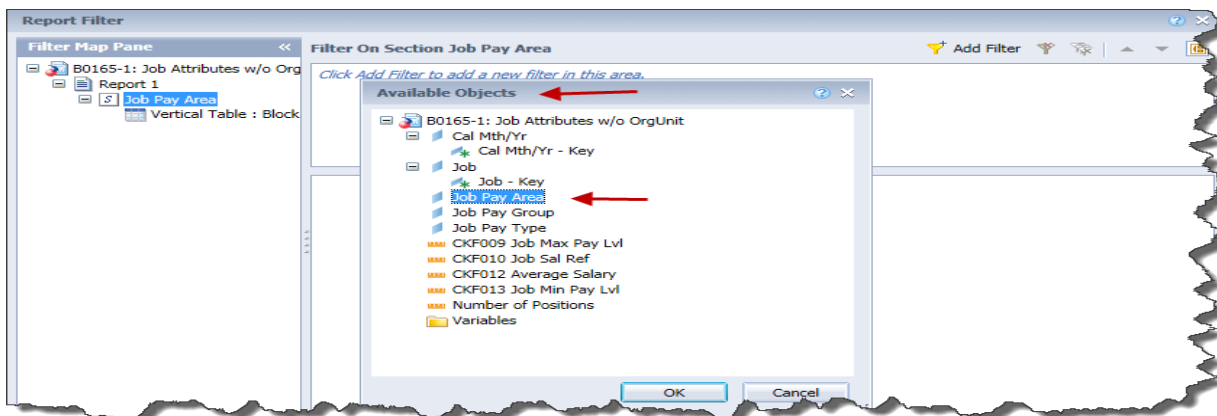


	Job Pay Type	Job Pay Group	Cal Mth/Yr	Number of Positions	J P
<	Graded	GR54	02/2015	10	

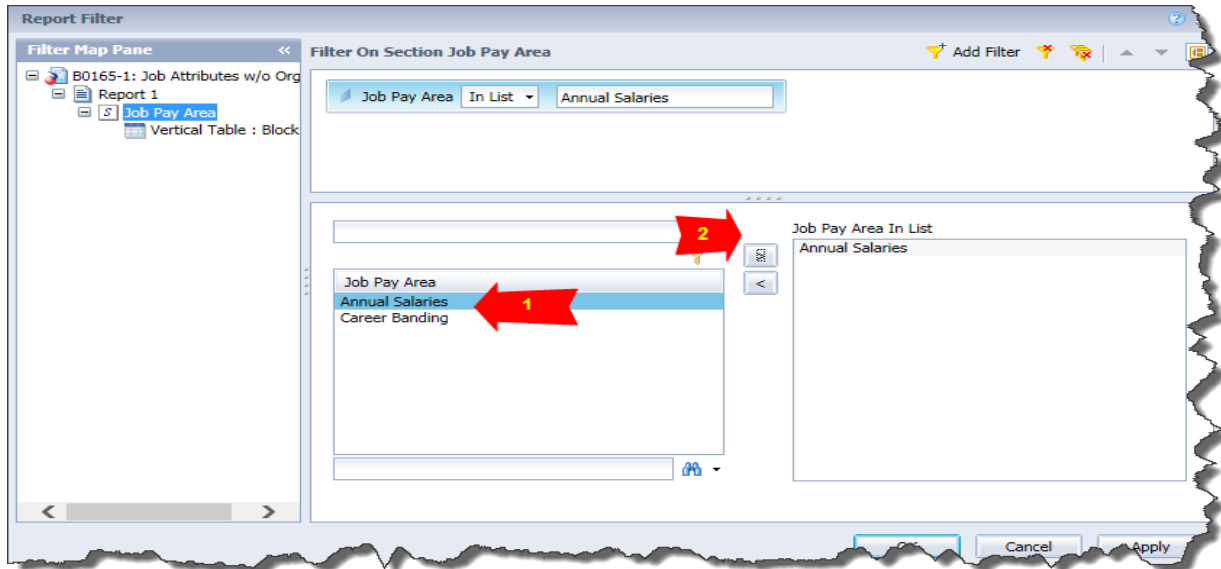
Click on Add Filter in the Report Filter Window.



Choose a dimension characteristic or measure from Available Objects.



Choose a list value from the box on left and move to right.



Click on Apply and Ok will set the filter. You can edit the filter or remove it using context menu or Filter tab menu item.

Break

A break is a division within a block in which data is grouped according to a selected dimension, detail, or measure into self-contained sections.

Break sections are represented as smaller tables within the same block of data.

You use breaks to display all the data for each unique value of an object in separate parts.

Breaks offer the following advantages:

- You can more efficiently organize how your data is represented.
- You can display subtotals.
- You can display sub-aggregations.

When you apply a break to a hierarchy, the break occurs on all hierarchy members at all levels.

When you apply a break in a report, a default sort order is applied.

When you insert a break on an object, the values for the object are automatically sorted in ascending order

Break vs Section

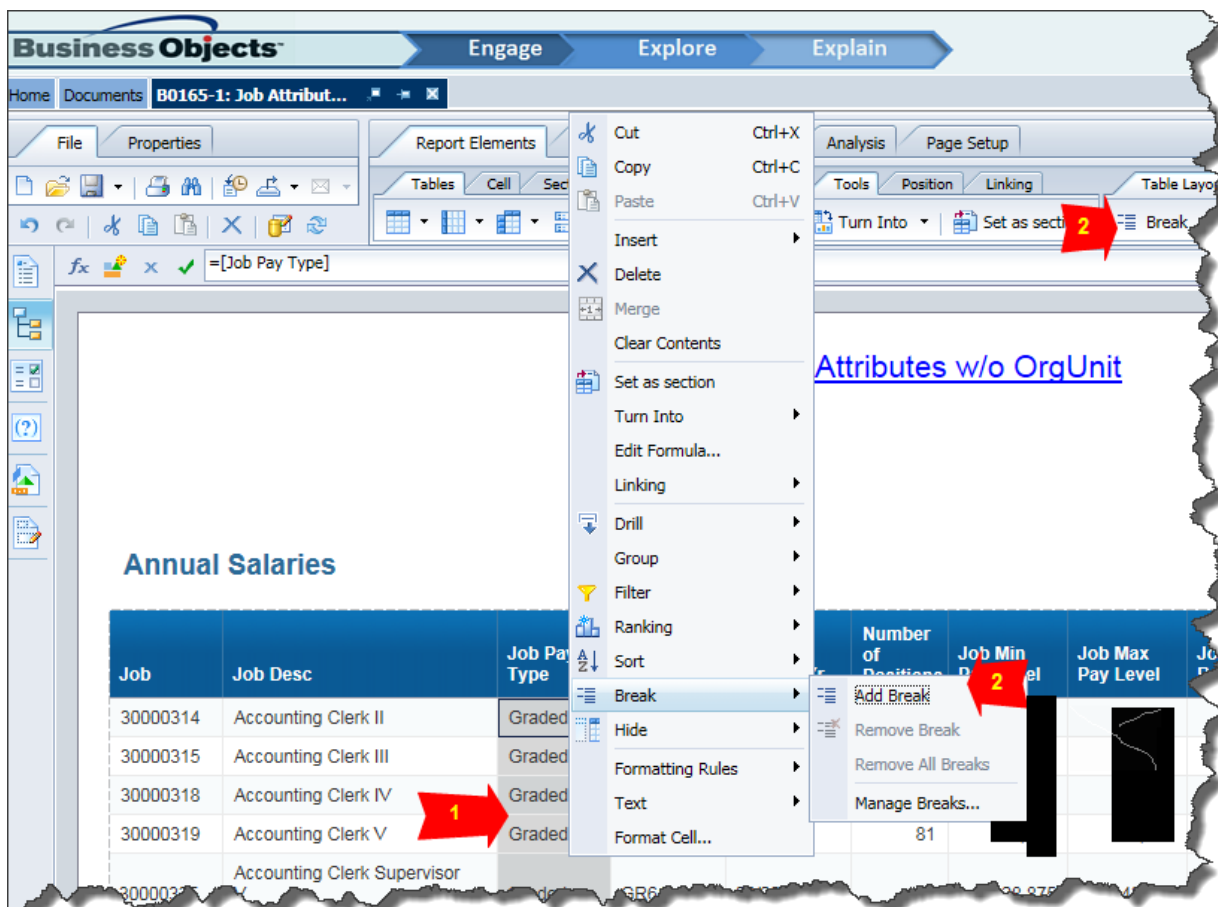
Breaks and sections separate data differently in Web Intelligence.

A section distributes the data into multiple free-standing cells called section headers. Each section header contains one value for a dimension, with a block of data that corresponds to the dimension value.

A break divides the data up within one block. One column contains the values for a dimension, detail, or measure, which are repeated for each other row of values in the block.

Insert a break

Select the column in the report and choose Break either from the context menu or from Table Layout sub-tab in Report Elements tab.



Annual Salaries

Job	Job Desc	Job Pay Type	Job Pay Group	Cal Mth/Yr	Number of Positions	Pa
30000314	Accounting Clerk II	Graded	GR54	02/2015	10	
30000315	Accounting Clerk III		GR57	02/2015	12	
30000318	Accounting Clerk IV		GR59	02/2015	95	
30000319	Accounting Clerk V		GR61	02/2015	81	
30000325	Accounting Clerk Supervisor V		GR61	02/2015	1	
		Graded				

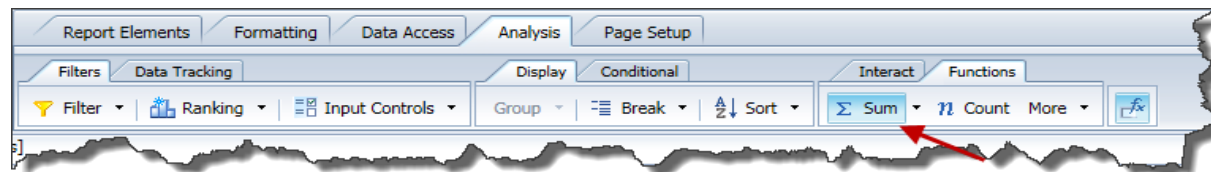
Job	Job Desc	Job Pay Type	Job Pay Group	Cal Mth/Yr	Number of Positions	J	Pa
30009718	ABC Chief Administrator	T-Grade	TG80	02/2015	1		
31002975	ABC Permit Compliance Officer		TG65	02/2015	7		
		T-Grade					

Flat Rate

You can edit the breaks or remove it using context menu or Break tab menu item.

Total and Subtotal

Summation of a column in break inserted table will result in sub-total and total of the columns automatically.



Annual Salaries

Job	Job Desc	Job Pay Type	Job Pay Group	Cal Mth/Yr	Number of Positions
30000314	Accounting Clerk II	Graded	GR54	02/2015	10
30000315	Accounting Clerk II		GR57	02/2015	12
30000318	Accounting Clerk IV		GR59	02/2015	95
30000325	Accounting Clerk Supervisor V		GR61	02/2015	1
		Graded		Total:	118

Job	Job Desc	Job Pay Type	Job Pay Group	Cal Mth/Yr	Number of Positions
30009718	ABC Chief Administrator	T-Grade	TG80	02/2015	1
31002975	ABC Permit Compliance Officer		TG65	02/2015	7
		T-Grade		Total:	8
				Total:	126