

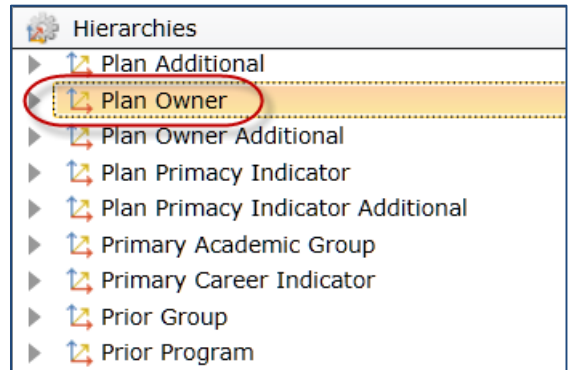
How to Slice a Report

Slicers allow you to filter the data in a report without the need to determine the value you want to filter by. For example, Plan Owner refers to the school responsible for a student’s plan. Instead of figuring out the name and spelling for the plan owner, you can add a Slicer for Plan Owner and then make your selection from the Slicer. These instructions will guide you in adding a slicer to a report.

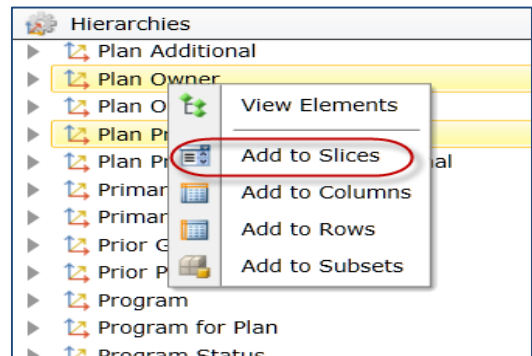
1. Run a report, such as the FTF 2014 – Students Needing Math AND Eng Remediation

Student Name	Email	Status	Remediation
John Thompson (20140101)	All Emails	All	Not Qualified (2 remedia)
Jane Thompson (20140101)	All Emails	All	Not Qualified (2 remedia)
John Thompson (20140101)	All Emails	All	Not Qualified (2 remedia)
Jane Thompson (20140101)	All Emails	All	Not Qualified (2 remedia)
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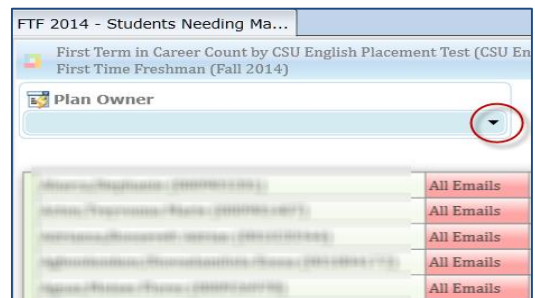
2. In the Hierarchies,
 - a. Scroll down to the desired field name, such as Plan Owner
 - b. Right-click on the field name



3. From the pop-up menu, select to Add to Slices



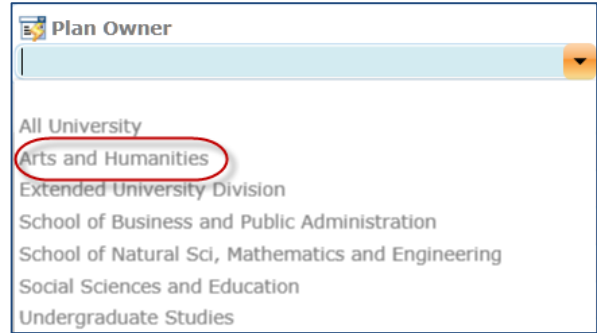
4. Your new slicer is added at the top of your report. To see a list of choice, click the down arrow.



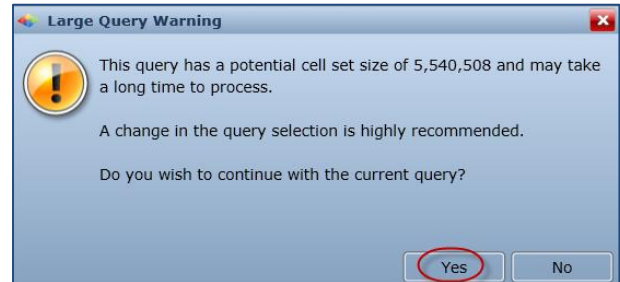


- 5. From the list you can make your selection, such as *Arts and Humanities*

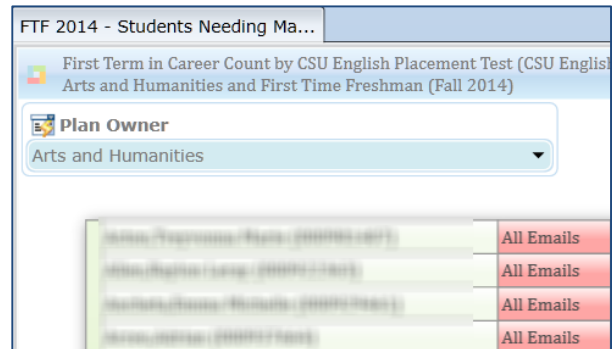
The Plan Owner is determined by the student's declared academic plan (major). If the student is undeclared, their Plan Owner will be Undergraduate Studies.



- 6. If you get the Large Query Warning, just click Yes.



- 7. Your report opens showing only the information related to your Slicer selection. In this case, the report shows all the students meeting the report criteria and for the selected Plan Owner, Arts and Humanities.



- 8. To remove a Slicer,
 - a. Open the Selections
 - b. Locate the desired slice, such as Plan Owner
 - c. Right-click the slice
 - d. Click Remove from the pop-up menu

