

WorldAnalytics: Analysis Features Part 2

Use this guide to learn how to apply totals and remove/move attributes.

To begin, choose and run your desired report.

Add/Remove/Move Data Points:

PAGE-BY: Account Group: Account: International Indicator: Booking Agent Type:

1. Locate the Page-By section at the top of your report. These are the default filters applied to your report.
2. Use the drop-down arrows under each filter to toggle between each selection.
3. To see all the options under a drop down remove the filter. To do this you can either drag and drop it off in the report object pane, or right-click and select **Remove from Grid**.
4. You can use data points in your report as a filter by clicking on the column header and dragging it to the **Page-By** header.

VIEW FILTER Add Condition x Clear All ☒ Auto-Apply changes

Vendor ☐ Qualify ☒ Select

Search for: ☒ Match case

Available:

- Amtrak
- American Airlines
- Alaska Airlines
- JetBlue Airways
- Cathay Pacific
- Delta Air Lines
- Spirit Airlines
- Philippine Airlines
- United Airlines
- Southwest Airlines

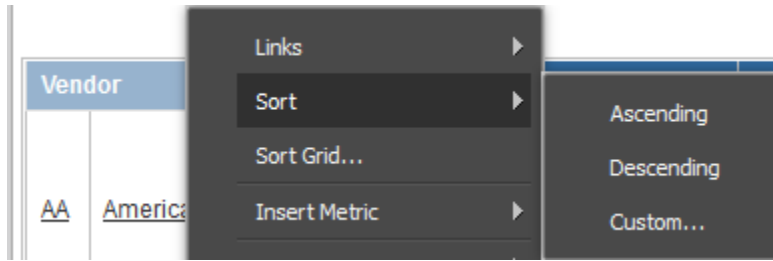
Selected:

--- none ---

Note: Filtering this way will only let you filter by one data point in each drop-down. To filter by multiple data points in each filter group, follow the steps below.

Apply Totals to a Report:

1. Ensure that the **View Filter** header is at the top of your report. If it is not, go to Tools on the toolbar and check off **View Filter**.
2. Select Add Condition.
3. Use the Filter On drop down to make your selection.
4. Pull over which options you want to filter on.
5. Click Apply.

Change the Position of Report Totals:

1. Right click on the column header of the column you want to sort.
2. Chose Sort from the drop-down.
3. You can pick from Ascending or Descending to sort appropriately.