

## WorldAnalytics: Analysis Features Part 1

Use this guide to learn how to add/remove a filter use the page by option, apply a filter with multiple selections, sort by one or more columns, and export your report.

To begin, choose and run your desired report.

### Page by Filter:

PAGE-BY: Account Group: Sample Account Group Account: 9113551:Sample - Usa:Imported International Indicator: International Booking Agent Type: Agent

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 In List Apply Cancel

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 ---

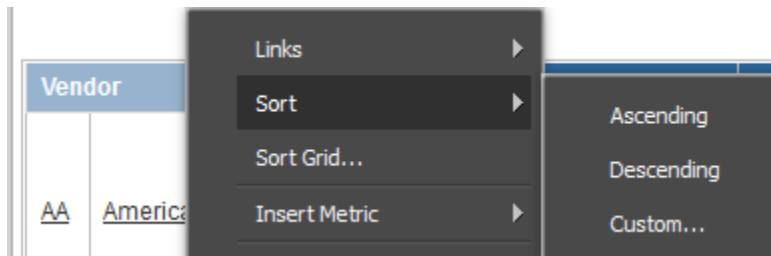
*Note: Filtering this way will only let you filter by one data point in each drop-down. To filter by multiple data points in each filter group, follow the steps below.*

### Apply Filter with Multiple selections:

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.

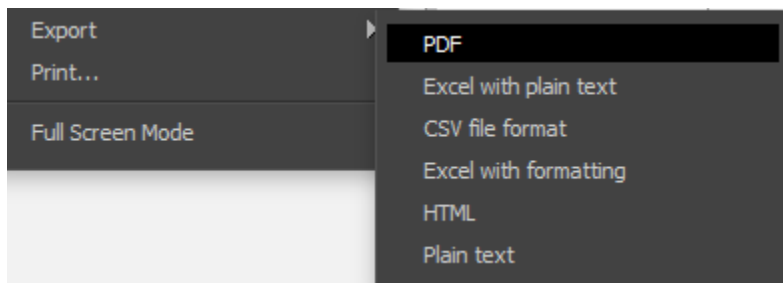
4. Pull over which options you want to filter on.
5. Click Apply.

### Sorting:



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.

### Exporting:



1. Find Report Home drop-down menu.
2. Click on the drop-down arrow.
3. Choose Export and pick from the export menu how you want to export your report.