How To Use Drag and Drop in Reports

November 8, 2013

What does Drag and Drop do?

- Allows users to grab a field and drag it into or out of a report
- Gives users the ability to grab and move fields within a report
- Enables users to drag results rows/columns out of a report
- Allows users to swap fields by dragging one field over another

How will Drag and Drop help me?

- Drag and Drop helps users to quickly customize a report
- Drag and Drop makes it easier to add fields to a specific part of the report

Is there an alternative to Drag and Drop?

- Yes. Right click on a field to get the Context Menu. Select Change Drilldown --> select Drilldown by either Horizontal (Columns) or Vertical (Rows)
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**Add/move field:** place cursor on field, left click and hold (to grab the desired field), drag from Free Characteristics into Analysis Area; line indicates field placement

**Remove field:** place cursor on field heading, left click and hold (to grab the desired field), drag out of report until you see X; X means remove

**Swap fields:** place cursor on field, left click and hold (to grab the desired field), drag over field to be replaced (blue highlight on field to be replaced)

**Remove Result Row/Column:** place cursor on results row, left click and hold (to grab the desired field), drag field until you see X; X means remove