



# *HELP*

## Enhanced Interface

"How to use our Tool"



Questions/Comments to:  
[FedScope@opm.gov](mailto:FedScope@opm.gov)

## Contents

<b>Exploring Reports in the Enhanced Interface .....</b>	<b>4</b>
Dimension Viewer .....	4
Dimension Line .....	5
Display .....	5
Level Selector Toolbar .....	5
Toolbar .....	6
<b>Choose Categories.....</b>	<b>7</b>
Steps .....	7
Tips .....	7
<b>Choose Measures .....</b>	<b>8</b>
Steps to Change the Measure Used.....	8
Tip.....	8
Steps to View All Measures .....	9
Tip.....	9
<b>Find Specific Dimensions or Measures.....</b>	<b>10</b>
Steps .....	10
Tip.....	10
<b>Drill Down and Drill Up.....</b>	<b>12</b>
Steps to Drill Down .....	12
Tips .....	12
Steps to Drill Down Multiple Levels .....	12
Tips .....	12
Steps to Drill Up .....	13
Tips .....	13
<b>Filter Data .....</b>	<b>15</b>
Steps .....	15
Tips .....	15
<b>Nest Categories.....</b>	<b>16</b>
Steps to Nest Categories.....	16
Tips .....	16
Steps to Remove Nested Categories.....	16
Note.....	16
Tip.....	16
<b>Replace Nested Categories.....</b>	<b>18</b>
Steps .....	18
Tips .....	18
<b>Hide Totals or Subtotals .....</b>	<b>19</b>
Steps to Hide Totals .....	19
Steps to Hide Subtotals.....	20
<b>Perform Calculations.....</b>	<b>21</b>
Steps .....	21
Tip.....	22

## Contents

<b>Hide Data While Exploring Your Report</b> .....	<b>23</b>
Steps .....	23
<b>Choose a Display (Crosstabs/Charts)</b> .....	<b>24</b>
Steps .....	24
Tip.....	24
<b>View a Chart and Table Together</b> .....	<b>25</b>
Steps .....	25
Tip.....	25
<b>Show Report Values as Percentages</b> .....	<b>26</b>
Steps .....	26
Tip.....	26
<b>Sort Values</b> .....	<b>27</b>
Steps .....	27
Tip.....	27
<b>Swap Rows and Columns</b> .....	<b>28</b>
Steps to Swap Rows and Columns .....	28
Steps to Swap Nested Levels .....	28
<b>Limit the Size of Crosstabs</b> .....	<b>29</b>
Steps .....	29
Tip.....	30
Note.....	30
<b>Suppress Values</b> .....	<b>31</b>
Steps to Apply Zero Suppression .....	31
Steps to Apply 80/20 Suppression .....	31
<b>Hide Categories</b> .....	<b>33</b>
Steps to Hide a Single Category .....	33
Steps to Hide or Show Multiple Categories .....	33
<b>Export Data in CSV File Format</b> .....	<b>34</b>
Note: .....	34
Steps .....	34
<b>Export Data in PDF Format</b> .....	<b>36</b>
Steps .....	36
Tips .....	36
Tip.....	36
<b>Prepare a Bookmark</b> .....	<b>38</b>
Steps .....	38
Tip.....	38
<b>Print Reports</b> .....	<b>40</b>
Steps to Print FedScope Reports.....	40
Note.....	40

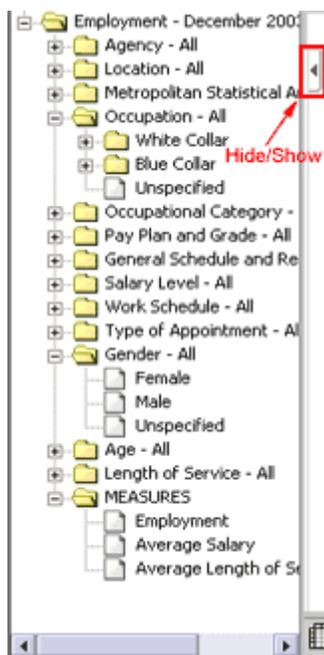
## Exploring Reports in the Enhanced Interface

When you explore reports in the Enhanced interface, there are a number of ways you can view information and perform actions on the data. For example, you can drag and drop and right-click throughout the Enhanced interface.

There are 5 major areas that make up the Enhanced interface:

1. [Dimension Viewer](#)
2. [Dimension Line](#)
3. [Display](#)
4. [Level Selector Toolbar](#)
5. [Toolbar](#)

### Dimension Viewer



The dimension viewer shows a full tree view of the dimensions and measures in a cube. This view helps you understand the data structure and find the items you require. In the dimension viewer, you see an organized view of all dimensions, levels, and categories in a selected cube in a Windows folder-like presentation. You can drag items from the dimension viewer to add categories to rows and columns, perform filtering, and reorganize the dimension line on either a crosstab or a chart. You can also right-click the categories to perform actions on the data.

In the dimension viewer, the following actions can be accomplished using drag and drop or right-clicking:

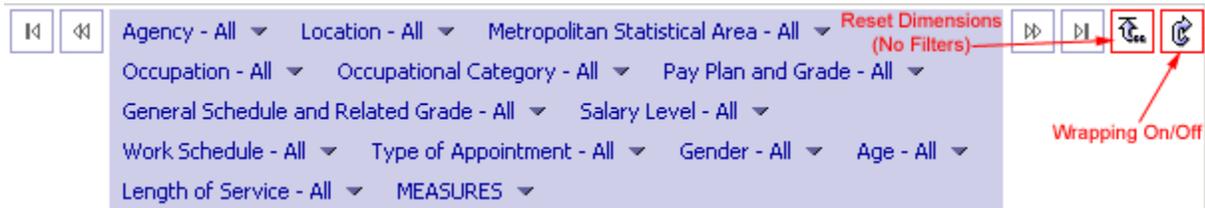
- [change a row or column](#)
- [change a measure](#)
- [create a nested crosstab or chart](#)
- [filter](#)

If you prefer to use the full browser window for the display, you can close the dimension viewer by clicking the Hide/Show Dimension Viewer button.



## Dimension Line

You can use the dimension line to add categories to rows and columns, and filter the data in the cube. You can drag items from the dimension line to the crosstab or chart, or you can right-click the categories to view information about the data.



## Display

In the FedScope display, you can right-click to perform actions that are associated with individual data elements. When you right-click the row and column headings, or data cells, the available actions appear in a flyout menu.

Employment as values	United States	Foreign Countries	Unspecified	Location - All
<b>Cabinet Level Agencies</b>	1,599,911	47,309	572	<b>1,661,309</b>
<b>Large Independent Agencies (1000 or more employees)</b>	160,121	844	3	<b>161,677</b>
<b>Medium Independent Agencies (100-999 employees)</b>	10,473	7	210	<b>10,691</b>
<b>Small Independent Agencies (less than 100 employees)</b>	1,592	0	42	<b>1,636</b>
<b>Agency - All</b>	<b>1,772,109</b>	<b>14,221</b>	<b>48,405</b>	<b>578</b>

## Level Selector Toolbar

You can left-click the row and column level selector areas to open the level selector toolbar. The level selector toolbar contains the following toolbar buttons:

Button	Description
Expand button 	Expands the category to show the next level of data.
Delete button 	Deletes the level of data shown.
Swap Left button 	The selected row category becomes the parent of the nested level.

Swap Right button 	The selected row category becomes the nested level.
Swap Up button 	The selected column category becomes the parent of the nested level.
Swap Down button 	The selected column category becomes the nested level.
Down a Level button 	The data changes to show the next-lower level of data in the category.
Up a Level button 	The data changes to show the next-higher level of data in the category.
Explain button 	Shows an explanation of the information you are exploring.

Employment as values	<u>United States</u>	<u>U.S. Territories</u>	<u>Foreign Countries</u>	<u>Unspecified</u>	Location - All
<u>Cabinet Level Agencies</u>	1,599,916	13,512	47,309	572	<b>1,661,309</b>
<u>Large Independent Agencies (1000 or more employees)</u>	160,128	702	844	3	<b>161,677</b>
<u>Medium Independent Agencies (100-999 employees)</u>	10,473	7	210	1	<b>10,691</b>
<u>Small Independent Agencies (less than 100 employees)</u>	1,592	0	42	2	<b>1,636</b>
<b>Agency - All</b>	<b>1,772,109</b>	<b>14,221</b>	<b>48,405</b>	<b>578</b>	<b>1,835,313</b>

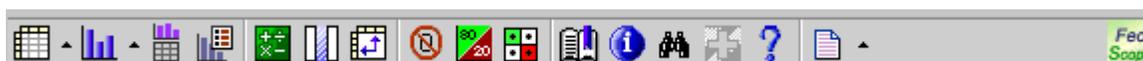
*Column Level Selector Area* (points to United States header)

*Row Level Selector Area* (points to Cabinet Level Agencies row)

## Toolbar

Many of the controls in the Enhanced interface are available from menus or dialog boxes that you open from the toolbar.

For example, to use the best horizontal scaling for a chart in the Enhanced interface, you would click the Display Options  button on the toolbar, and in the Display Options dialog box, select the Fit Charts check box.



## Choose Categories

When you open a new report, the categories from the first two dimensions on the dimension line appear as the rows and columns. To explore the categories from other dimensions, choose categories to replace the current categories or add nested categories to the report.

Categories appear as hyperlinks in the report. When you click a category, its child categories replace the categories in the report. When you click a summary category, the parent categories replace the child categories in the report.

## Steps

1. In the dimension viewer, expand the dimensions to locate the category you want to show in the display.
2. Click the category (e.g. Gender - All), and then drag it to the row heading area or the column heading area.

The screenshot shows the Cognos PowerPlay Web Explorer interface. The main window displays a report titled "Employment - December 2003". The interface includes a dimension viewer on the left, a table of employment data, and various navigation controls. A red box highlights the "Gender - All" category in the dimension viewer, and another red box highlights the "Cabinet Level Agencies" category in the table's row heading area. A red arrow points from the "Gender - All" category to the "Cabinet Level Agencies" category.

Employment as values	United States	U.S. Territories	Foreign Countries	Unspecified	Location - All
<a href="#">Cabinet Level Agencies</a>	1,599,916	13,512	47,309	572	1,661,309
<a href="#">Large Independent Agencies (1000 or more employees)</a>	160,128	702	844	3	161,677
<a href="#">Medium Independent Agencies (100- employees)</a>	10,473	7	210	1	10,691
<a href="#">Small Independent Agencies (less than 100 employees)</a>	1,592	0	42	2	1,636
<a href="#">Agency - All</a>	1,772,109	14,221	48,405	578	1,835,313

## Tips

- You can also right-click the category in the dimension viewer, and then click either Replace Rows or Replace Columns.
- To choose categories from the dimension line, click the dimension in the dimension line, and then click the category you want to show in the display.

## Choose Measures

The following three measures (statistics) are available in all FedScope cubes:

1. Employment counts (default measure)
2. Average Salary
3. Average Length of Service

## Steps to Change the Measure Used

1. In the dimension viewer, expand the Measures folder to locate the measure you want to show in the display.
2. Click the measure, and then drag it to the Measure heading area in the display.

The screenshot shows the Cognos PowerPlay Web Explorer interface. The left sidebar displays a tree view of dimensions, with 'MEASURES' expanded to show 'Employment', 'Average Salary', and 'Average Length of Service'. A red arrow points from 'Employment' to the 'Employment as values' header in the table. The table displays data for 'Agency - All' across four categories: United States, U.S. Territories, Foreign Countries, and Unspecified, with a total for 'Location - All'.

	United States	U.S. Territories	Foreign Countries	Unspecified	Location - All
<b>Employment as values</b>					
<b>Cabinet Level Agencies</b>	1,599,916	13,512	47,309	572	<b>1,661,309</b>
<b>Large Independent Agencies (1000 or more employees)</b>	160,128	702	844	3	<b>161,677</b>
<b>Medium Independent Agencies (100-999 employees)</b>	10,473	7	210	1	<b>10,691</b>
<b>Small Independent Agencies (less than 100 employees)</b>	1,592	0	42	2	<b>1,636</b>
<b>Agency - All</b>	<b>1,772,109</b>	<b>14,221</b>	<b>48,405</b>	<b>578</b>	<b>1,835,313</b>

### Tip

To use the dimension line to change the measure used, choose one of the following options:

1. Click Measures in the dimension line, and then click the measure you want to show in the display.
2. Click Measures in the dimension line, and then drag the measure to the Measure heading area in the display.

## Steps to View All Measures

1. In the dimension viewer, right-click the Measures folder, and then click either Replace Rows or Replace Columns.

### *Tip*

- To use the dimension line to view all measures, click Measures in the dimension line, and then drag the Measures to the row heading area or the column heading area.

## Find Specific Dimensions or Measures

You can search the current report or cube to find specific dimensions or measures in your data. Finding specific items in highly complex and large dimensions can significantly speed up your analysis time.

When you search the current report, FedScope searches the data in the current display. When you search the cube, FedScope searches all the data in the cube.

You can search for text in a category or measure based on the following criteria:

- contains
- begins with
- ends with

The search results provide the category name and full path.

### Steps

1. With the FedScope report open, click the Find  button on the toolbar.  
The Find window opens in the lower half of your browser window.
2. In the Search String box, select the search criteria you want to use, and in the adjacent box, type the text to search for.
3. In the Find Text In box, choose whether to search a report or a cube.
4. In the Position box, choose whether to search Rows, Columns, or Rows and Columns.  
**Tip:** The Position box changes to a Dimension box when you select a Cube search. You can then limit the search to a particular dimension.
5. Click Find.  
The search results appear to the right of the Find box.
6. To view the data you were searching for in your FedScope report, select the category in the Results list and choose one of the following options:
  - If the category appears in the current report, click the Go To link to isolate the data in the report.
  - To filter the report on the returned category, click Filter.
  - To show the returned category in the report rows, click Replace Rows.
  - To show the returned category in the report columns, click Replace Columns.

### Tip

- To find a specific item in your data, you can also right-click a category in the dimension viewer, and then click Find.

Cognos PowerPlay Web Explorer **Employment - December 2003** U.S. Office of P

Employment Cubes Home Data Definitions Help Employment Statistics Join our Listserve

Agency - All Location - All Metropolitan Statistical Area - All

Hide/Show Dimension Viewer

Employment as values	United States	U.S. Territories	Foreign Countries	Unspecified	Location - All
<a href="#">Cabinet Level Agencies</a>	1,599,916	13,512	47,309	572	1,661,309
<a href="#">Large Independent Agencies (1000 or more employees)</a>	160,128	702	844	3	161,677

**Find** Search Results List

Search string: Contains

Find text in: Cube Dimension: All

Find Close

Find Icon

## Drill Down and Drill Up

You can drill down and drill up to explore different aspects of the federal workforce and move between levels of information. After you familiarize yourself with the dimensions hierarchies, you can drill down and drill up multiple levels at a time.

### Steps to Drill Down

1. To drill down a level within one category in the FedScope display, click the column heading link.

The next level categories replace the column headings in the display.

#### Tips

- To drill down using the dimension viewer, choose one of the following options:
  1. Right-click the next level category in the dimension viewer, and then click either Replace Rows or Replace Columns.
  2. In the dimension viewer, expand the dimension to locate the next level category in the dimension, click the next level category, and then drag it to the column heading area or the row heading area.
- To choose a category level from the dimension line, click the dimension, and then click the lower-level category you want to show in the display.
- To drill down a level across all categories in the FedScope display, right-click the column or row level selector area, and then click Down a Level.

**Note:** The column level selector area is located to the immediate right of the first column heading area. The row level selector area is located immediately above the first row heading area.

### Steps to Drill Down Multiple Levels

1. In the dimension viewer, expand the dimensions to locate the category level you want to show in the display.
2. Click the category level, and then drag it to the column heading area or the row heading area.

#### Tips

- You can also right-click the category level in the dimension viewer, and then click either Replace Rows or Replace Columns.
- To drill down multiple levels from the dimension line, click the dimension, and then pause the pointer on the next category level to expose the next level of categories. Continue to expose the lower-level categories, and then click the category level you want to show in the display.

- To drill down multiple levels in the FedScope display, click the column heading links until you reach the category level you want to show in the display.
- In crosstab displays, you can double-click a data value to drill down directly to the categories associated with the value.

## Steps to Drill Up

1. In the dimension viewer, locate the category level you want to show in the display.
2. Click the category level, and then drag it to the column heading area or the row heading area.

### Tips

- You can also right-click the category level in the dimension viewer, and then click either Replace Rows or Replace Columns.
- To drill up from the dimension line, click the dimension, and then click the category level you want to drill up to.
- To drill up a level in the FedScope display, right-click the column or row level selector area, and then click Up a Level.

**Note:** The column level selector area is located to the immediate right of the first column heading area. The row level selector area is located immediately above the first row heading area.

- To drill up to parent row and column categories, double-click the data value where the row and column intersect.

Cognos PowerPlay Web Explorer Employment - December 2003 U.S. Office of P

Employment Cubes Home Data Definitions Help Employment Statistics Join our Library

Agency - All Location - All Metropolitan Statistical Area - All

Hide/Show Dimension Viewer

Click to Drill Down (Display 50 U.S. States)

Employment as values	United States	U.S. Territories	Foreign Countries	Unspecified	Location - All
<b>Cabinet Level Agencies</b>	1,599,916	13,512	47,309	572	1,661,309
<b>Large Independent Agencies (1000 or more employees)</b>	160,128	702	844	3	161,677
<b>Medium Independent Agencies (100-999 employees)</b>	10,473	7	210	1	10,691
<b>Small Independent Agencies (less than 100 employees)</b>	1,592	0	42	2	1,636
<b>Agency - All</b>	<b>1,772,109</b>	<b>14,221</b>	<b>48,405</b>	<b>578</b>	<b>1,835,313</b>

Column Level Selector Area

Row Level Selector Area

Dimension Line Wrapping On/Off

MEASURES: Employment, Average Salary, Average Length of Service

## Filter Data

A filter changes the focus of a report by limiting information to a level of a dimension and emphasizing only the information you choose.

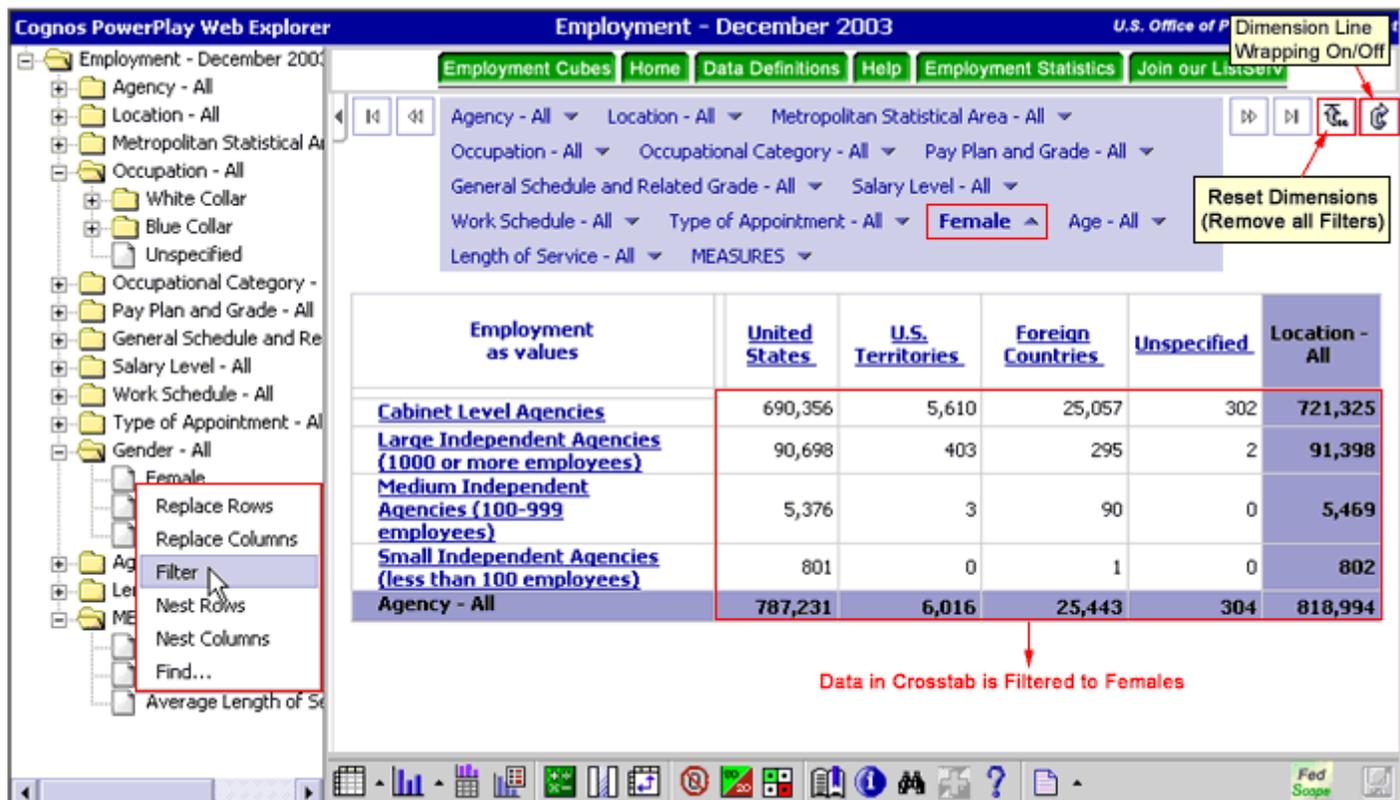
### Steps

1. In the dimension viewer, locate the category you want to filter on.
2. Right-click the category, and then click Filter.

The filtered category appears bolded in the dimension line and, in the display, the values change to reflect the filtered category.

### Tips

- To add a filter from the dimension line, click the dimension, and then click the category you want to filter on.
- To remove a filter, click the filtered category in the dimension line, and then click the dimension level.
- To remove all filters from all dimensions, click the Reset Dimensions  button on the dimension line.



**Dimension Line**  
Wrapping On/Off

Agency - All Location - All Metropolitan Statistical Area - All  
 Occupation - All Occupational Category - All Pay Plan and Grade - All  
 General Schedule and Related Grade - All Salary Level - All  
 Work Schedule - All Type of Appointment - All **Female** Age - All  
 Length of Service - All MEASURES

**Reset Dimensions (Remove all Filters)**

Employment as values	United States	U.S. Territories	Foreign Countries	Unspecified	Location - All
<b>Cabinet Level Agencies</b>	690,356	5,610	25,057	302	<b>721,325</b>
<b>Large Independent Agencies (1000 or more employees)</b>	90,698	403	295	2	<b>91,398</b>
<b>Medium Independent Agencies (100-999 employees)</b>	5,376	3	90	0	<b>5,469</b>
<b>Small Independent Agencies (less than 100 employees)</b>	801	0	1	0	<b>802</b>
<b>Agency - All</b>	<b>787,231</b>	<b>6,016</b>	<b>25,443</b>	<b>304</b>	<b>818,994</b>

Data in Crosstab is Filtered to Females

## Nest Categories

When you open a report, the categories from the first two dimensions of the dimension line appear in the rows and columns. To view more detail in the report, you can add nested categories from the current dimension, different dimensions, and measures. A nested report includes summary information for nested categories.

### Steps to Nest Categories

1. In the dimension viewer, locate the category you want to nest in the display.
2. Right-click the category, and then click either Nest Rows or Nest Columns.

The nested category appears in the display as sublevels within the row or column category.

#### Tips

- You can also click the category you want to nest in the dimension viewer, and then drag it to the row nest level area or the column nest level area.

As you drag the category over the nest level area, the area becomes highlighted.

**Note:** The row nest level area is located in the far right of the row heading area. The column nest level area is located at the bottom of the column heading area.

- To nest a category from the dimension line, click the dimension, locate the category you want to nest, and then drag it to the row nest level area or the column nest level area.

### Steps to Remove Nested Categories

1. In the FedScope display, right-click the level selector area for the nested category, and then click Delete.

#### Note

For nested categories, the level selector area is located to the immediate left of nested column categories and immediately above nested row categories.

#### Tip

- To use the level selector toolbar to remove a nested category, click the level selector area for the nested category. On the level selector toolbar, click the Delete  button.

Cognos PowerPlay Web Explorer **Employment - December 2003** U.S. Office of P

Employment Cubes Home Data Definitions Help Employment Statistics Join our Listserve

Agency - All Location - All Metropolitan Statistical Area - All

Hide/Show Dimension Viewer

Dimension Line Wrapping On/Off

Employment as values

United States U.S. Territories Foreign Countries Unspecified Location - All

Level Selector Area - Nested Level

	Female	690,356	5,610	25,057	302	721,325
<b>Cabinet Level Agencies</b>	Male	909,450	7,902	22,249	270	939,871
	Unspecified	110	0	3	0	113
	<b>Gender - All</b>	<b>1,599,916</b>	<b>13,512</b>	<b>47,309</b>	<b>572</b>	<b>1,661,309</b>
<b>Large Independent Agencies (1000 or more employees)</b>	Female	90,698	403	295	2	91,398
	Male	69,430	299	549	1	70,279
	Unspecified	0	0	0	0	0
	<b>Gender - All</b>	<b>160,128</b>	<b>702</b>	<b>844</b>	<b>3</b>	<b>161,677</b>
<b>Medium Independent Agencies (100-999 employees)</b>	Female	5,376	3	90	0	5,469
	Male	5,097	4	120	0	5,221
	Unspecified	0	0	0	1	1
	<b>Gender - All</b>	<b>10,473</b>	<b>7</b>	<b>210</b>	<b>1</b>	<b>10,691</b>
<b>Small Independent Agencies (less</b>	Female	801	0	1	0	802
	Male	791	0	41	2	834

Replace Rows  
Replace Columns  
Filter  
Nest Rows  
Nest Columns  
Find...  
Average Salary  
Average Length of Service

Fed Scope

## Replace Nested Categories

You can replace a nested level with the parent category or all the child categories.

### Steps

1. In the dimension viewer, locate the category you want to show as the new nested level.
2. Right-click the category, and then click Nest Rows or Nest Columns.

This category is now the nested level in the display.

### Tips

- You can also click the new category you want to nest in the dimension viewer, and then drag it to the row nest level area or the column nest level area of the parent category. As you drag the category over the nest level area, the area becomes highlighted.

**Note:** The row nest level area is located in the far right of the row heading area. The column nest level area is located at the bottom of the column heading area.

- To nest a new category from the dimension line, click the dimension, locate the category you want to nest, and then drag it to the row nest level area or the column nest level area.

## Hide Totals or Subtotals

Each report using a crosstab display shows a row and column with the total value of each category. If you do not want this summary row or column in the report, you can hide the summaries.

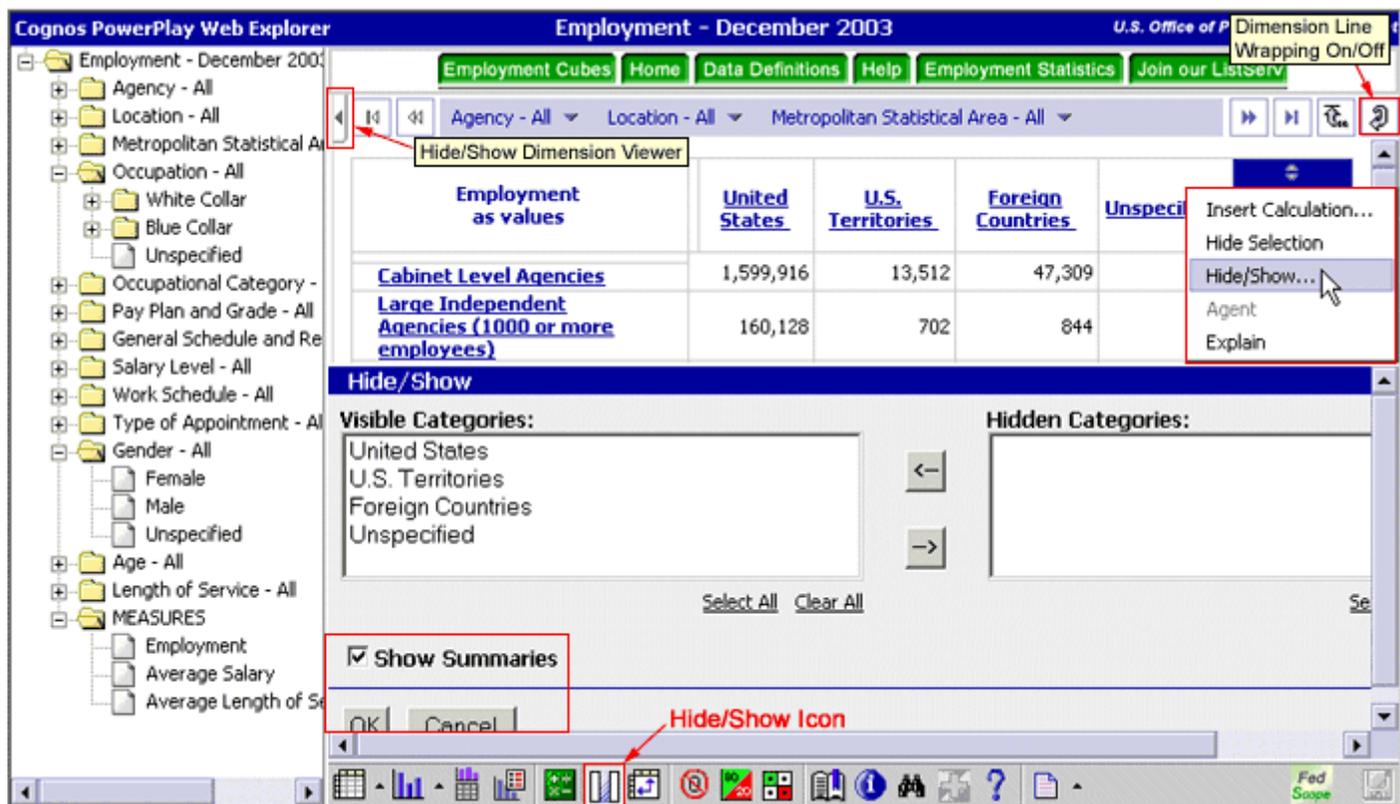
When you add nested categories to a report using a crosstab display, FedScope adds a subtotal summary row or column for each level of child categories so that you can see how each level of categories rolls up to the next level. If you do not want the subtotal summary row or column visible in your report, you can hide the summaries.

Hiding totals or subtotals affects only reports using a crosstab or indented crosstab display.

### Steps to Hide Totals

1. In the FedScope display, right-click a total summary row or a total summary column, and then click Hide/Show.
2. In the Hide/Show dialog box, clear the Show Summaries check box and click OK.

The total summary row or column is no longer visible in the display.



## Steps to Hide Subtotals

1. In the FedScope display, right-click one subtotal summary row or one subtotal summary column, and then click Hide/Show.
2. In the Hide/Show dialog box, clear the Show Summaries check box and click OK.

The subtotal summary rows or columns are no longer visible in the display.

## Perform Calculations

You can combine rows or columns to obtain a new item based on a custom calculation. For example, your report shows quarters for the year. You can add new items showing the cumulative percentage each quarter contributes. After a new calculated category is added, you can add other calculations using an existing one.

You can perform the following calculations in FedScope:

- add
- subtract
- multiply
- divide
- percent
- percent of base
- cumulative percent
- rollup
- exponentiate
- accumulate
- forecast

## Steps

1. In the FedScope display, right-click the row heading or column heading for which you want to perform a calculation, and then click Insert Calculation.
2. In the Operation box, select the calculation you want to perform.
3. In the Calculation Name box, type a name for the calculation.  
This name will appear as the row or column heading for the new calculation.
4. In the Includes Categories box, select the categories you want to include in the calculation.
5. If you want to use a constant in the calculation, select the check box beside Number and enter the constant in the box.
6. Click OK.

The new calculated category appears in italicized text in the display.

Cognos PowerPlay Web Explorer **Employment - December 2003** U.S. Office of P

Employment Cubes Home Data Definitions Help Employment Statistics Join our Listserve

Agency - All Location - All Metropolitan Statistical Area - All

Hide/Show Dimension Viewer

Employment as values	United States	Foreign Countries	Unspecified	Location - All
<b>Cabinet Level Agencies</b>	1,599,91	47,309	572	1,661,309
<b>Large Independent Agencies (1000 or more employees)</b>	160,12	844	3	161,677

**Calculations**

Operation: Add

Calculation name:

Includes categories:  
 United States  
 U.S. Territories  
 Foreign Countries  
 Unspecified

Select All Clear All

Number:

OK Cancel **Calculation Icon**

**Tip**

- You can also use the Calculation  button on the FedScope toolbar to insert a calculation.

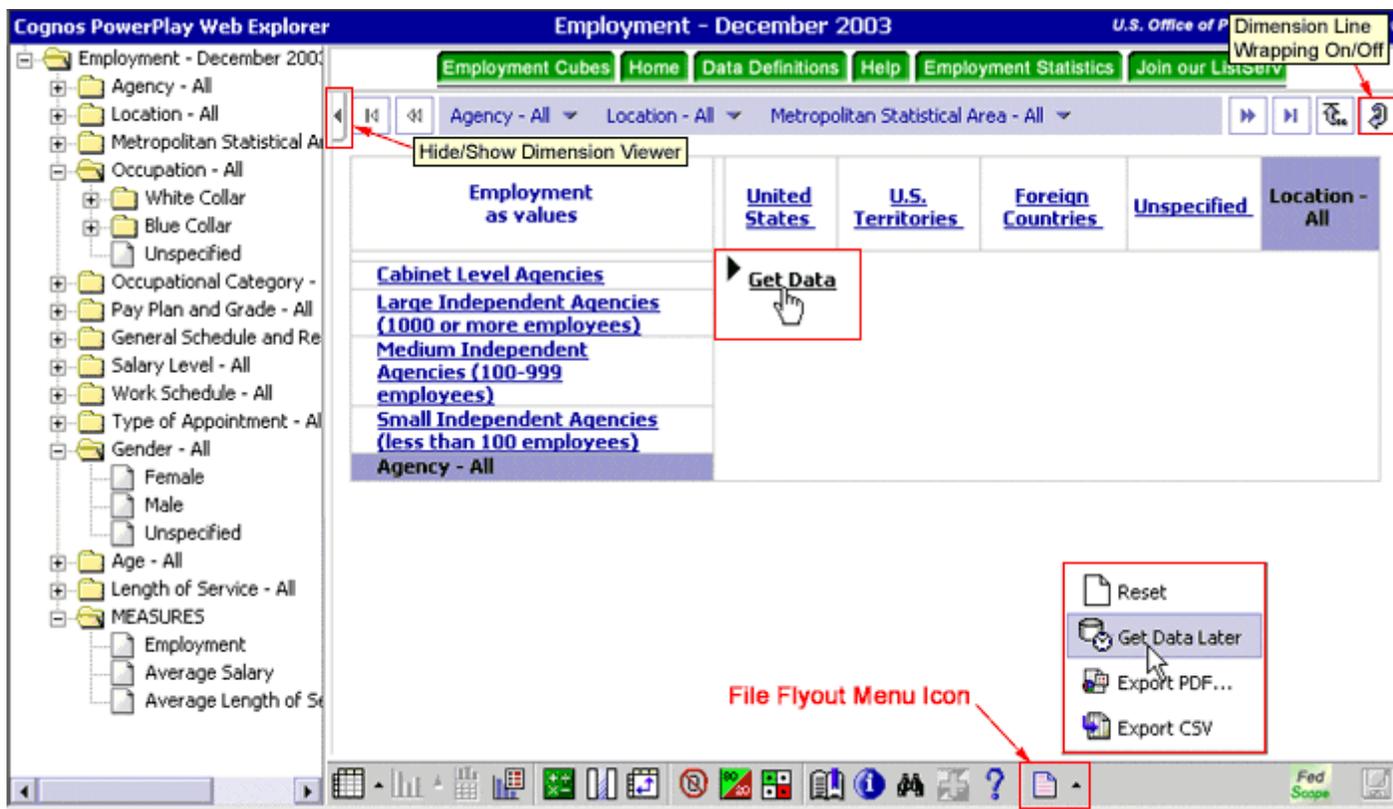
## Hide Data While Exploring Your Report

Use the Get Data Later option to allow you to create your report without showing the data. This can save you time if you are exploring a large cube with many levels. When you have found the information you are interested in, you can quickly show the data in the display.

Some of the options on the FedScope toolbar are unavailable while Get Data Later is enabled. Get Data Later is available only for a Crosstab display.

### Steps

1. On the FedScope toolbar, click the File flyout menu,  and then click Get Data Later.
2. Explore the report until you are satisfied with its current state.
3. In the display, click Get Data.



## Choose a Display (Crosstabs/Charts)

The first two icons on the toolbar allow you to change your display. The standard crosstab display is the default display type in FedScope, and it shows data in tabular format. The first two dimensions of a data cube represent the rows and columns respectively.

### Steps

- Crosstabs

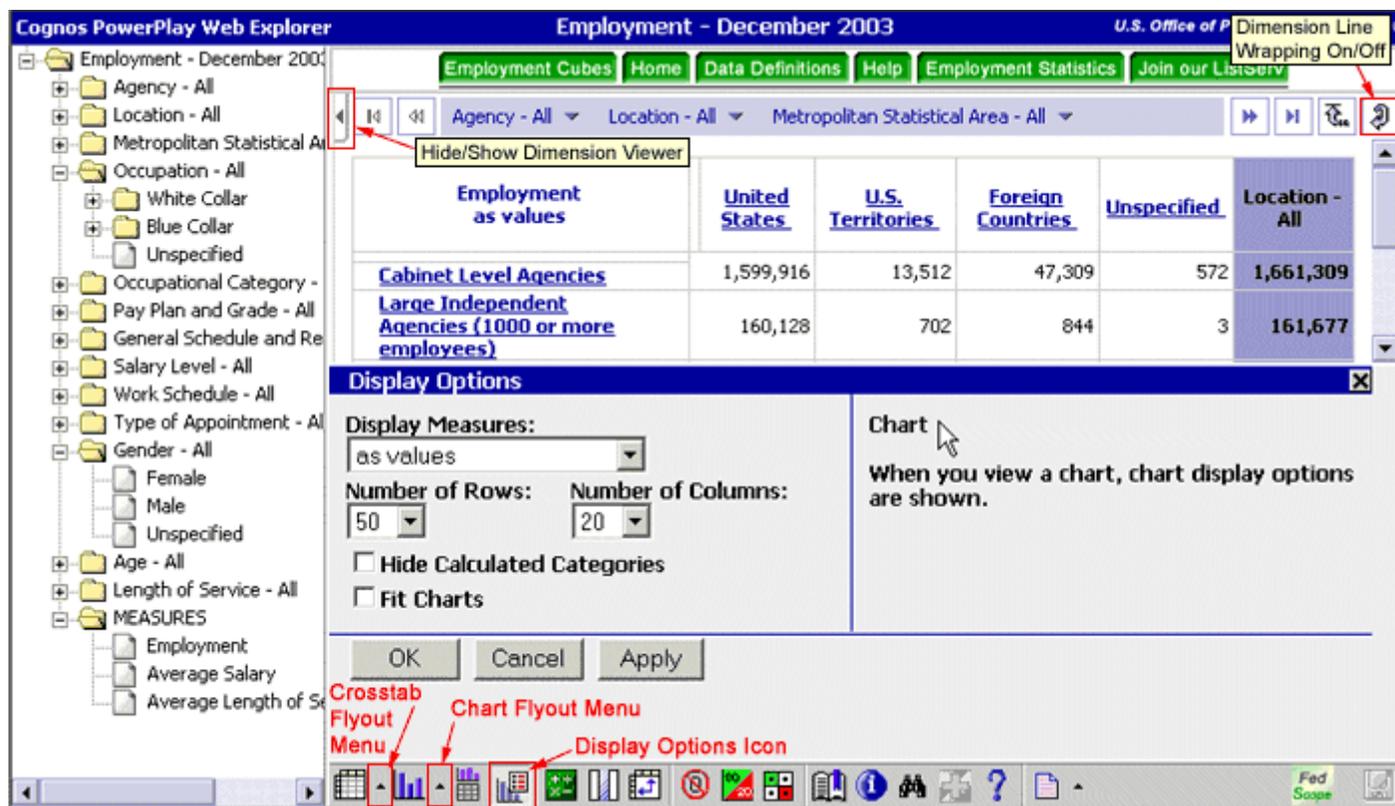
1. Click the Crosstab flyout menu  on the FedScope toolbar, and then click Crosstab or Indented Crosstab.

- Charts

2. Click the Chart flyout menu  on the FedScope toolbar, and select a Chart type (e.g. simple bar, pie, clustered bar, stacked bar, multiline, 3D bar).

### Tip

- To modify a display type, on the FedScope toolbar, click the Display Options  icon.



**Employment - December 2003**

Employment as values	United States	U.S. Territories	Foreign Countries	Unspecified	Location - All
<u>Cabinet Level Agencies</u>	1,599,916	13,512	47,309	572	<b>1,661,309</b>
<u>Large Independent Agencies (1000 or more employees)</u>	160,128	702	844	3	<b>161,677</b>

**Display Options**

Display Measures: as values

Number of Rows: 50      Number of Columns: 20

Hide Calculated Categories

Fit Charts

Chart  
When you view a chart, chart display options are shown.

OK    Cancel    Apply

**Toolbar Labels:**  
 - Crosstab Flyout Menu (grid icon)  
 - Chart Flyout Menu (bar chart icon)  
 - Display Options Icon (chart with settings icon)

## View a Chart and Table Together

You can improve your presentation and analytical capabilities by viewing a crosstab and a chart together in one browser window. In the split view, both displays use the same data and remain synchronized if you drill or filter in one view.

You can save split views with PDF exports and bookmarks created in FedScope.

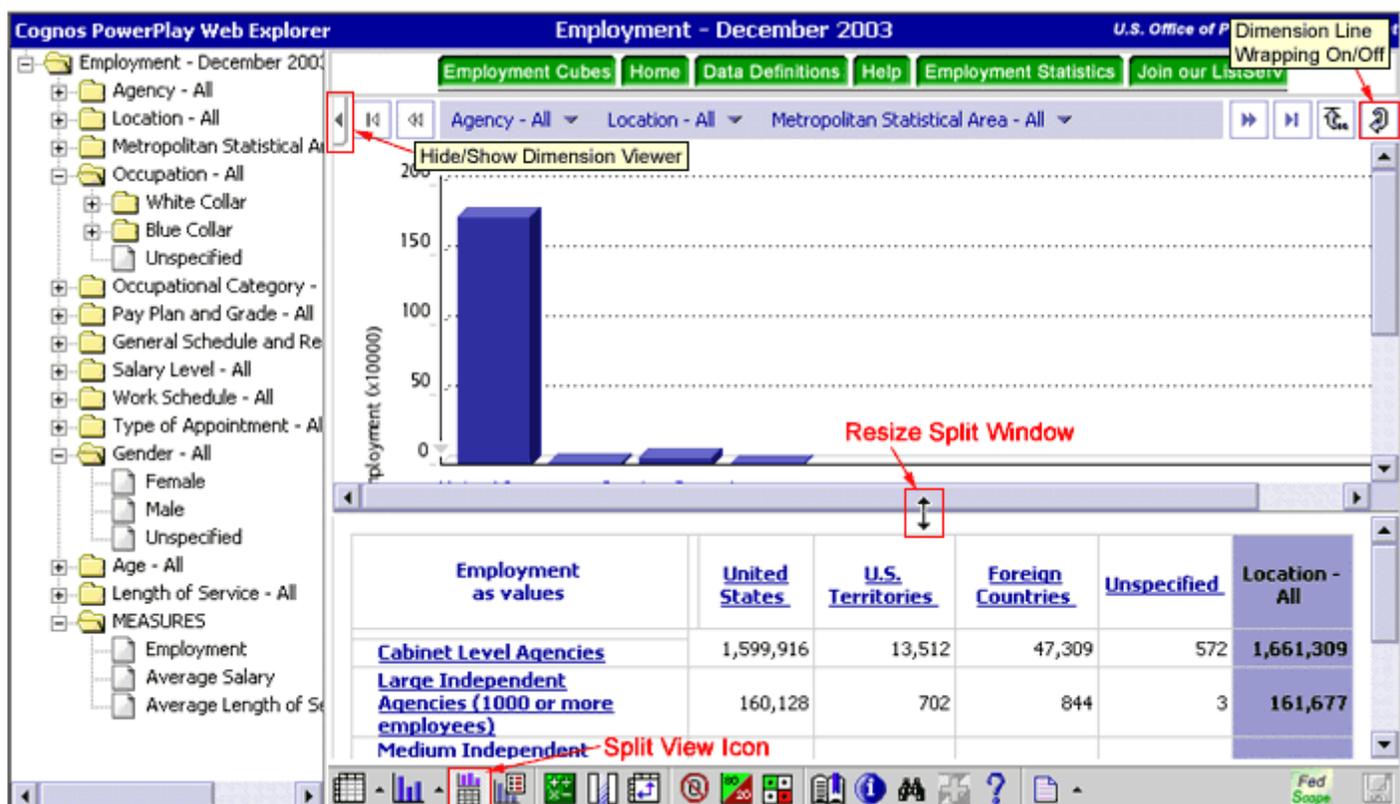
### Steps

1. With the report open, click the Split View  icon on the FedScope toolbar.

By default, a bar chart and a crosstab appear. You can use the crosstab and chart flyout menus on the toolbar to change the crosstab or the chart display.

### Tip

- To return to a single view of the data, click the Split View button again.



The screenshot shows the FedScope interface with a split view. The top part displays a bar chart of employment data, and the bottom part displays a crosstab table. Red annotations highlight the Split View icon on the toolbar, the chart flyout menu, and the window resize handle.

Employment as values	United States	U.S. Territories	Foreign Countries	Unspecified	Location - All
Cabinet Level Agencies	1,599,916	13,512	47,309	572	1,661,309
Large Independent Agencies (1000 or more employees)	160,128	702	844	3	161,677
Medium Independent					

## Show Report Values as Percentages

You can show report values as a percentage of the row or column subtotals or of the report total. Examining a dimension as a percentage can provide new insights into federal workforce data.

### Steps

1. In the FedScope display, right-click the Measure heading, and then click a percentage data format.

### Tip

- You can also click the Display Options  icon on the FedScope toolbar and then, in the Display Measures box, select a percentage data format.

**Employment - December 2003**

Measure Heading	as values	as % of row total	as % of row subtotals	as % of column total	as % of column subtotals	as % of grand total
<b>Employment as values</b>						
<b>Cabinet Level Agencies</b>				13,512	47,309	572
<b>Large Independent Agencies (1000 or more employees)</b>				702	844	3
						1,661,309
						161,677

**Display Options**

Display Measures: **as values**

Number of Rows: 50 Number of Columns: 20

Hide Calculated Categories  
 Fit Charts

OK Cancel Apply

**Display Options Icon**

## Sort Values

In crosstab displays, you can sort the row and column values in ascending or descending order. The data remains sorted until you drill down or drill up.

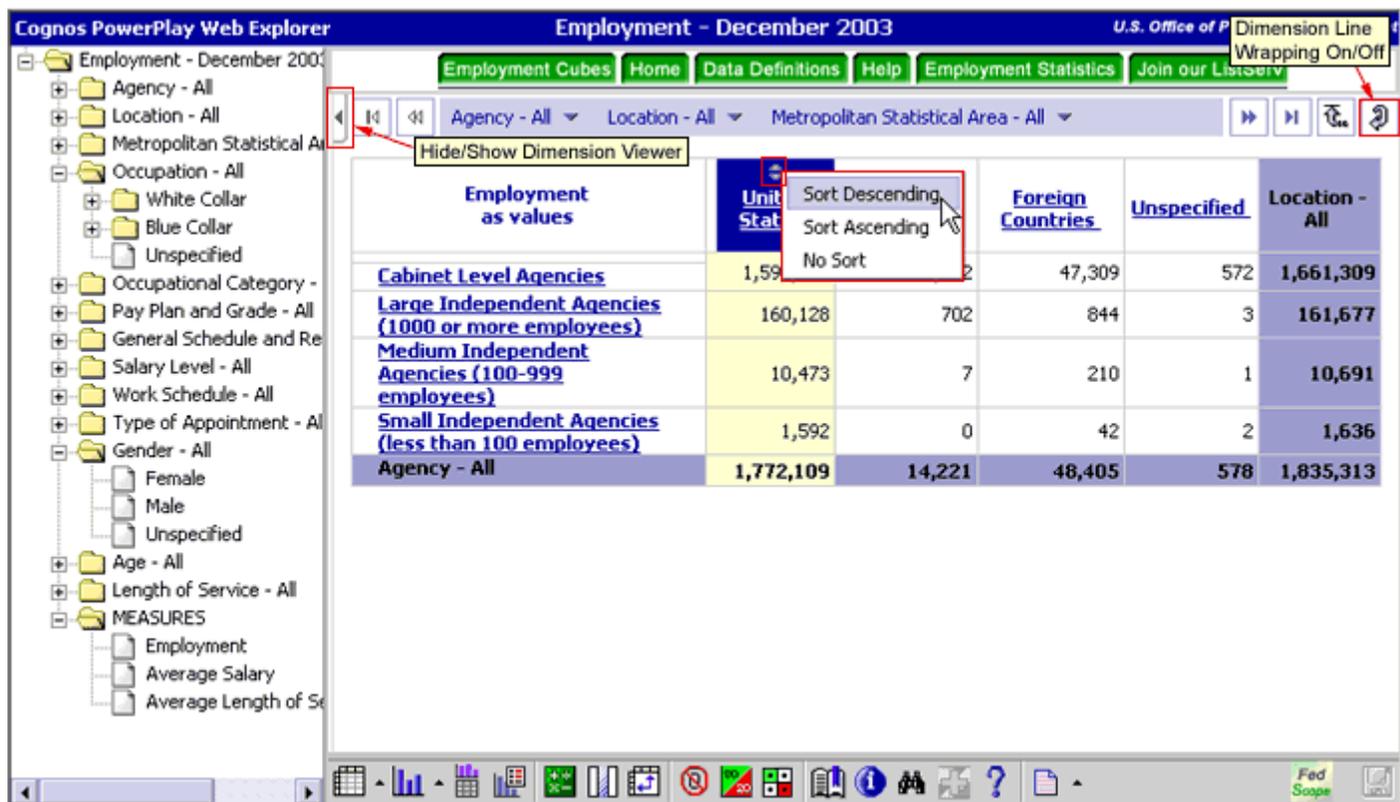
### Steps

- In the FedScope display, select the row or column in which you want to sort the values.  
 The row or column becomes highlighted, and the Sort  icon appears in the row or column heading.
- Click the Sort icon, and then choose the order in which you want to sort:
  - Click Sort Descending to sort the values in descending order.
  - Click Sort Ascending to sort the values in ascending order.

The values and the Sort icon change to show the type of sort action that you applied to the row or column.

### Tip

- To remove the value sorting, click the Sort icon, and then click No Sort.



The screenshot shows the Cognos PowerPlay Web Explorer interface. The main display is a crosstab table titled "Employment - December 2003". The table has columns for "Unit Stat", "Foreign Countries", "Unspecified", and "Location - All". The rows represent different agency types: "Cabinet Level Agencies", "Large Independent Agencies (1000 or more employees)", "Medium Independent Agencies (100-999 employees)", and "Small Independent Agencies (less than 100 employees)", followed by a total row "Agency - All".

A context menu is open over the "Unit Stat" column header, showing three options: "Sort Descending", "Sort Ascending", and "No Sort". A red box highlights the "Sort Descending" option. Another red box highlights the "Sort" icon in the column header. A third red box highlights the "Dimension Line Wrapping On/Off" button in the top right corner of the interface.

Employment as values	Unit Stat	Foreign Countries	Unspecified	Location - All
<b>Cabinet Level Agencies</b>	1,592	47,309	572	<b>1,661,309</b>
<b>Large Independent Agencies (1000 or more employees)</b>	160,128	702	844	<b>161,677</b>
<b>Medium Independent Agencies (100-999 employees)</b>	10,473	7	210	<b>10,691</b>
<b>Small Independent Agencies (less than 100 employees)</b>	1,592	0	42	<b>1,636</b>
<b>Agency - All</b>	<b>1,772,109</b>	<b>14,221</b>	<b>48,405</b>	<b>578</b>

## Swap Rows and Columns

You can exchange the positions of categories in rows and columns. For example, a report contains few rows but many columns that exceed the width of the printed page. You swap the rows and columns to fit the report on one page.

You can also exchange the positions of categories within a nested crosstab.

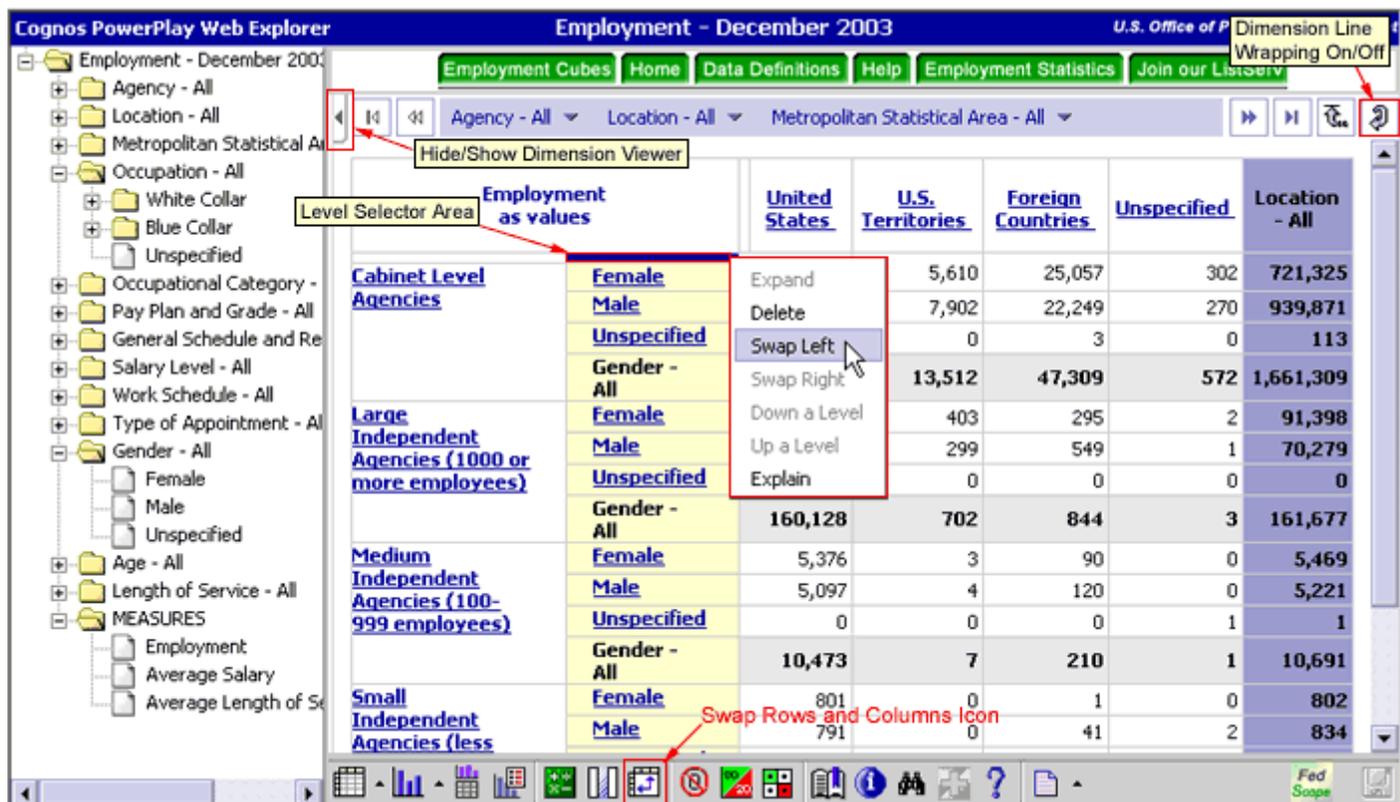
## Steps to Swap Rows and Columns

1. On the FedScope toolbar, click the Swap Rows and Columns  button.

## Steps to Swap Nested Levels

1. In the FedScope display, right-click the level selector area for the nested category, and choose how you want to swap the nested levels:
  - o If the nested category is in a column, click either Swap Up or Swap Down.
  - o If the nested category is in a row, click either Swap Right or Swap Left.

The positions of the parent category and the nested category are exchanged.



The screenshot shows the Cognos PowerPlay Web Explorer interface. The main area displays a crosstab report titled "Employment - December 2003". The report has columns for "United States", "U.S. Territories", "Foreign Countries", "Unspecified", and "Location - All". The rows are categorized by "Gender - All" and "Independent Agencies" (Large, Medium, Small). A context menu is open over the "Level Selector Area" for the "Gender - All" row, showing options: "Expand", "Delete", "Swap Left", "Swap Right", "Down a Level", "Up a Level", and "Explain". A red box highlights the "Level Selector Area" and the context menu. A red arrow points to the "Swap Rows and Columns" icon in the bottom toolbar.

Employment as values	United States	U.S. Territories	Foreign Countries	Unspecified	Location - All
Cabinet Level Agencies	5,610	25,057	302	721,325	
Female	7,902	22,249	270	939,871	
Male	0	3	0	113	
Unspecified	13,512	47,309	572	1,661,309	
Gender - All	403	295	2	91,398	
Large Independent Agencies (1000 or more employees)	299	549	1	70,279	
Female	0	0	0	0	
Male	160,128	702	844	3	161,677
Unspecified	5,376	3	90	0	5,469
Gender - All	5,097	4	120	0	5,221
Medium Independent Agencies (100-999 employees)	0	0	0	1	1
Female	10,473	7	210	1	10,691
Male	801	0	1	0	802
Unspecified	791	0	41	2	834
Gender - All					
Small Independent Agencies (less					

## Limit the Size of Crosstabs

To improve the performance and readability of large reports, you can limit the data that appears in crosstab displays. For example, you set a row limit of 20 and a column limit of 10. Values that you set in FedScope for the rows and columns override the default row and column limits which are 50 and 20 respectively.

When you limit the size of a crosstab, FedScope provides the following navigation buttons in the display:

Button	Description
	Moves to the next page of columns.
	Moves to the previous page of columns.
	Moves to the first page of columns.
	Moves to the last page of columns.
	Moves to the next page of rows.
	Moves to the previous page of rows.
	Moves to the first page of rows.
	Moves to the last page of rows.

When you limit the number of rows or columns in a report with nested categories, you must choose the number of categories you want to show at the lowest level. Subtotal categories are always included on each page (unless Hide Subtotals is enabled), even if the limit must be exceeded to do so.

## Steps

1. On the FedScope toolbar, click the Display Options  icon.
2. In the Number of Rows box, select the number of rows you want to show.
3. In the Number of Columns box, select the number of columns you want to show.
4. Click Apply, and then click OK.

The crosstab shows the limited number of rows and columns.

**Tip**

- To fit your display on one page, in the Display Options dialog box, select the Fit Charts check box.

**Note**

- The Number of Rows and Number of Columns settings apply only to crosstab displays.

The screenshot shows the Cognos PowerPlay Web Explorer interface. The main window displays a crosstab report titled "Employment - December 2003". The report has columns for "United States", "U.S. Territories", "Foreign Countries", "Unspecified", and "Location - All". The rows are categorized by agency type: "Cabinet Level Agencies" and "Large Independent Agencies (1000 or more employees)".

The "Display Options" dialog box is open, showing the following settings:

- Display Measures: as values
- Number of Rows: 50
- Number of Columns: 20
- Hide Calculated Categories:
- Fit Charts:

The "Display Options Icon" in the bottom toolbar is highlighted with a red box and labeled "Display Options Icon".

Employment as values	United States	U.S. Territories	Foreign Countries	Unspecified	Location - All
<a href="#">Cabinet Level Agencies</a>	1,599,916	13,512	47,309	572	1,661,309
<a href="#">Large Independent Agencies (1000 or more employees)</a>	160,128	702	844	3	161,677

## Suppress Values

You can ignore categories whose values fall into a low range. You can also ignore categories that either don't apply to the report or that return zero values. In these situations, you can use one or both of the following suppression features:

1. Zero suppression removes rows or columns containing all zeros.
2. 80/20 suppression removes rows or columns whose absolute values do not contribute to the top 80% of results. It then summarizes the removed rows or columns into a single row or column called "Other."

When you apply 80/20 suppression, the data for the cells is sorted in descending order and a total is made of the absolute values. Then the sorted values are added until the cumulative total is eighty percent of the total. If the last value added to the cumulative total appears in more than one cell, all those cells are considered part of the eighty percent. The Zero Suppression and 80/20 Suppression buttons remain enabled until you click them again.

### Steps to Apply Zero Suppression

1. On the FedScope toolbar, click the Zero Suppression  icon.

All rows and columns that contain only zeros are removed, and FedScope shows "Zero suppression" at the bottom of the report page.

### Steps to Apply 80/20 Suppression

1. On the FedScope toolbar, click the 80/20 Suppression  icon.

FedScope shows the total of values suppressed in an additional row or column called "Other" and shows "80/20 suppression" at the bottom of the report page. If a category labeled "Other" is not shown, all the categories in the report dimension contribute to eighty percent of the total.

Cognos PowerPlay Web Explorer Employment - December 2003 U.S. Office of P

Dimension Line Wrapping On/Off

Employment Cubes Home Data Definitions Help Employment Statistics Join our Listserv

Agency - All Location - All Metropolitan Statistical Area - All

Hide/Show Dimension Viewer

Employment as values	United States	U.S. Territories	Foreign Countries	Unspecified	Location - All
<a href="#">Cabinet Level Agencies</a>	1,599,916	13,512	47,309	572	1,661,309
<a href="#">Large Independent Agencies (1000 or more employees)</a>	160,128	702	844	3	161,677
<a href="#">Medium Independent Agencies (100-999 employees)</a>	10,473	7	210	1	10,691
<a href="#">Small Independent Agencies (less than 100 employees)</a>	1,592	0	42	2	1,636
<b>Agency - All</b>	<b>1,772,109</b>	<b>14,221</b>	<b>48,405</b>	<b>578</b>	<b>1,835,313</b>

Zero suppression.

Zero Suppression Icon 80/20 Suppression Icon

Fed Scope

## Hide Categories

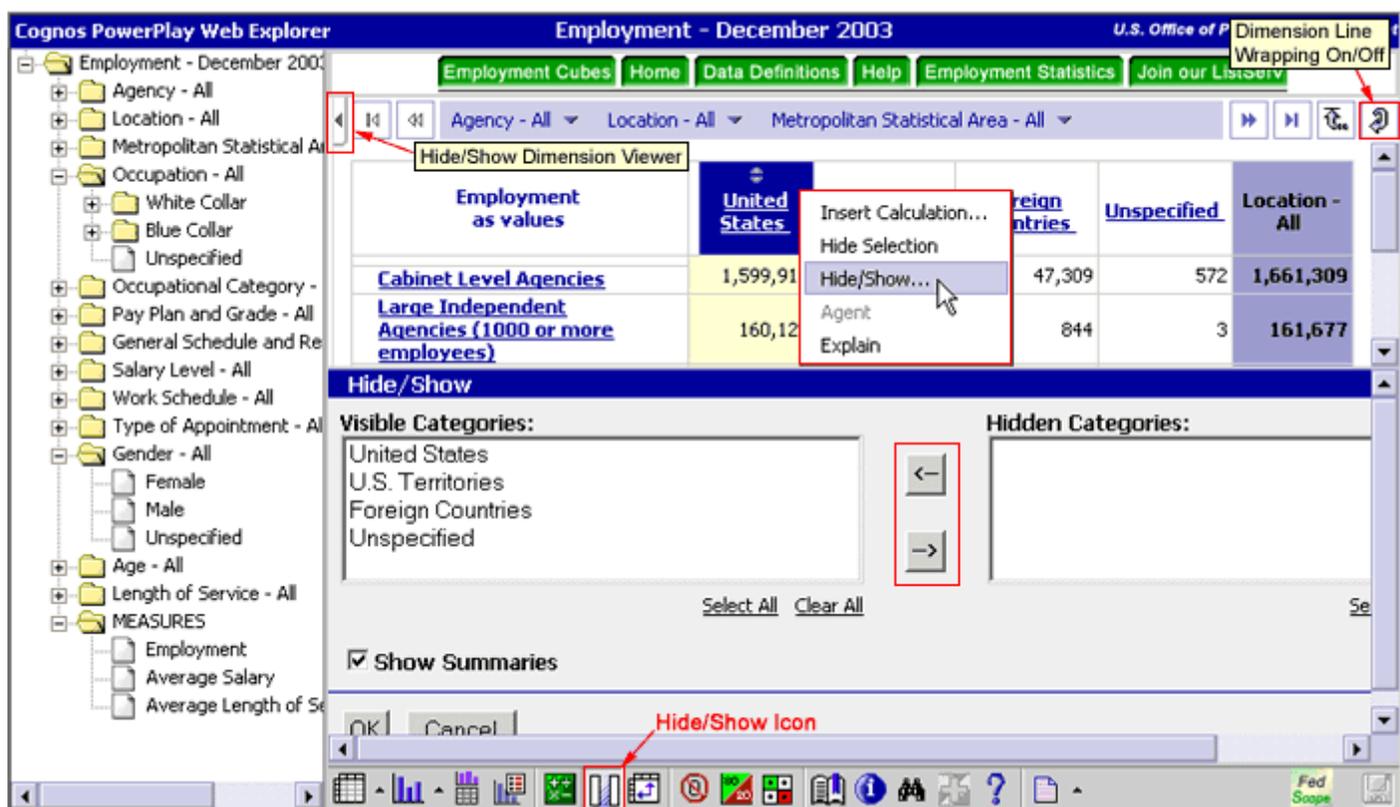
You can selectively show or hide any category in a report. When you hide categories, the summaries in the report are not affected.

### Steps to Hide a Single Category

1. In the FedScope display, right-click the category you want to hide, and then click Hide Selection.

### Steps to Hide or Show Multiple Categories

1. In the FedScope display, right-click a category heading, and then click Hide/Show.
2. In the Visible Categories and Hidden Categories lists, select the categories you want to hide or show and use the arrow   buttons to move them to the preferred list.



The screenshot shows the Cognos PowerPlay Web Explorer interface for 'Employment - December 2003'. A context menu is open over the 'Cabinet Level Agencies' row, with 'Hide/Show...' selected. Below the table, the 'Hide/Show' dialog box is displayed, showing 'Visible Categories' and 'Hidden Categories' lists. The 'Visible Categories' list includes 'United States', 'U.S. Territories', 'Foreign Countries', and 'Unspecified'. The 'Hidden Categories' list is currently empty. Navigation arrows are visible between the lists. A 'Hide/Show Icon' is also highlighted in the bottom toolbar.

Employment as values	United States	Foreign Countries	Unspecified	Location - All
<b>Cabinet Level Agencies</b>	1,599,91	47,309	572	<b>1,661,309</b>
<b>Large Independent Agencies (1000 or more employees)</b>	160,12	844	3	<b>161,677</b>

## Export Data in CSV File Format

You can export the data in a FedScope report for use in other applications. You can export data in comma separated value (.csv) file format or in PDF format.

You can view this data in any application that supports comma separated value files, such as Microsoft Excel. If you do not have Microsoft Excel installed, you can save the .csv file to your computer, and then open the file in another application.

If you have Microsoft Excel installed (Excel 97, Excel 2000, or Excel XP) you can save the comma-separated value file (.csv) to your computer or open the data directly in Excel. To open the data directly, your Web browser must be configured to recognize the CSV format.

To configure Internet Explorer Web browsers for Export CSV, you must set the MIME type for the Microsoft Excel Comma Separated Values File format to **text/x-csv** for your operating system. To do this, Open Windows Explorer, click View, Options, and click the File Types tab. Select Microsoft Excel Comma Separated Values File, and click Edit. In the Content Type (MIME) box, type **text/x-csv**

### *Note:*

The dimension line appears in your .csv file.

## Steps

1. Explore and format your report until you are satisfied with its current state.
2. On the FedScope toolbar, click the File flyout menu,  and then click Export CSV. You are prompted to open the file or save it to your computer.

Cognos PowerPlay Web Explorer Employment - December 2003 U.S. Office of P Dimension Line Wrapping On/Off

Employment Cubes Home Data Definitions Help Employment Statistics Join our Library

**File Download**

Some files can harm your computer. If the file information below looks suspicious, or you do not fully trust the source, do not open or save this file.

File name: ppweb.csv  
 File type: Microsoft Excel Comma Separated Values File  
 From: www.fedscope.opm.gov

Would you like to open the file or save it to your computer?

Always ask before opening this type of file

Foreign Countries	Unspecified	Location - All
47,309	572	1,661,309
844	3	161,677
210	1	10,691
42	2	1,636
<b>48,405</b>	<b>578</b>	<b>1,835,313</b>

File Flyout Menu Icon

- Reset
- Get Data Later
- Export PDF...
- Export CSV

## Export Data in PDF Format

You can export and print FedScope reports in PDF format. PDF export settings ensure that PDF output from FedScope closely matches your interactive reports. You can choose the paper size and orientation of your PDF report output, as well as whether to show borders to aid report readability.

### Steps

1. On the FedScope toolbar, click the File flyout menu,  and then click Export PDF.
2. In the Orientation field, click either Portrait or Landscape.
3. In the Paper Size box, select the size you want.
4. If you want to show the borders for crosstab and chart frames, select the Display Frame Borders check box.
5. Click Apply.

### Tips

- The settings are changed throughout the current browser session even if you don't export a PDF file. If you don't click Apply, the settings are applied to only the current PDF export.

To revert to the default PDF settings, click Reset.

6. Choose one of the following options:
  - To save the PDF export settings and return to the FedScope report, click Close.
  - To export the PDF file with the settings you chose, click Export.

### Tip

- To return to your report in FedScope, click the Back button in your Web browser.

Cognos PowerPlay Web Explorer Employment - December 2003 U.S. Office of P

Employment Cubes Home Data Definitions Help Employment Statistics Join our Library

Agency - All Location - All Metropolitan Statistical Area - All

Hide/Show Dimension Viewer

Employment as values	United States	U.S. Territories	Foreign Countries	Unspecified	Location - All
<a href="#">Cabinet Level Agencies</a>	1,599,916	13,512	47,309	572	1,661,309
<a href="#">Large Independent Agencies (1000 or more employees)</a>	160,128	702	844	3	161,677

Export PDF

Orientation:  
 Portrait  
 Landscape

Paper Size:  
 Letter

Display Frame Borders

Export Reset Apply Close

File Flyout Menu Icon

- Reset
- Get Data Later
- Export PDF...
- Export CSV

Dimension Line Wrapping On/Off

## Prepare a Bookmark

Bookmarks are a convenient way to return to specific reports. The Prepare Bookmark button captures the complete URL for the report shown in the Location or Address box of your Web browser. This URL includes information about the categories in the report, data formats, and filtering that is not usually included in the URL. After you capture the URL, you can bookmark the report and add its URL to your list of bookmarks or favorites in your Web browser.

If the complete URL for the report is long, you may be prompted for a number of options because long URLs cannot always be maintained in some Web browsers. The options include:

- Attempt to Open Bookmark, which attempts to show the report with as much of the URL as possible. Some of the details of your report may be lost.
- Save This Page With a Link to the Report, which means that you must click File, Save in your Web browser to save the Bookmark Options page as an HTML file on your computer. When you open the saved file in your Web browser, you can create a bookmark. The file will contain a link to the report.

## Steps

1. Explore and format your report until you are satisfied with its current state.

2. Click the Prepare Bookmark icon. 

The complete URL for the report appears in either the Location or the Address box of your Web browser.

3. Use the features of your Web browser to add the bookmark to the list of Web browser bookmarks or favorites.

## Tip

- If you prepare a bookmark before you export a report to PDF, you can return to the original view in FedScope from the .pdf file.

Cognos PowerPlay Web Explorer **Employment - December 2003** U.S. Office of P

Employment Cubes Home Data Definitions Help Employment Statistics Join our Listserv

Agency - All Location - All Metropolitan Statistical Area - All

Hide/Show Dimension Viewer

Employment as values	United States	U.S. Territories	Foreign Countries	Unspecified	Location - All
<a href="#">Cabinet Level Agencies</a>	1,599,916	13,512	47,309	572	1,661,309
<a href="#">Large Independent Agencies (1000 or more employees)</a>	160,128	702	844	3	161,677
<a href="#">Medium Independent Agencies (100-999 employees)</a>	10,473	7	210	1	10,691
<a href="#">Small Independent Agencies (less than 100 employees)</a>	1,592	0	42	2	1,636
<b>Agency - All</b>	<b>1,772,109</b>	<b>14,221</b>	<b>48,405</b>	<b>578</b>	<b>1,835,313</b>

Dimension Line Wrapping On/Off

Prepare a Bookmark Icon

Prepare Bookmark

## Print Reports

In FedScope, you can print a report by exporting to PDF and then using the Print button on the Adobe Acrobat toolbar.

You print reports using the Adobe Acrobat PDF format to render, paginate, and size the output, producing high-quality reports suitable for distribution.

### Steps to Print FedScope Reports

For information about exporting FedScope reports to PDF format, see [Export Data in PDF Format](#).

On the Adobe Acrobat Reader toolbar, click the Print icon.

#### Note

Do not use the Print command in your Web browser toolbar to Print FedScope reports.

