

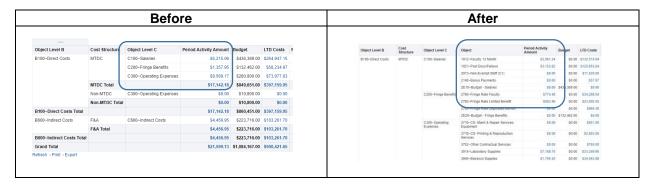
The Drill on Drilling in Quantum Analytics

Focus on Award Detail and Budget to Actuals reports

- You can "drill" on labels and on numeric values
- Drilling on labels adds a column to your report
- Drilling on numeric values opens a new browser tab
- ❖ After you drill on labels you can save the "structure" of that report so that every time you run it, the columns you want to view open with the report (you don't have to drill)
- ❖ You can "drill" on a column header label, such as "Object Level C" or a row label, such as "C300~Operating Expenses" by clicking them (if they are blue hyperlinks)
- If a column or row label is NOT a blue hyperlink, you can use a right click technique to drill

Examples:

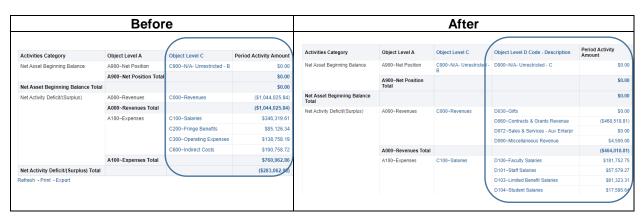
In Award Detail reports (Sponsored Management Dashboard), <u>right clicking</u> on the column label "Object Level C" allows you to "include" the column for "Object":



Since the column label Object Level C is <u>not</u> blue (indicating it is a hyperlink), you can still use the RIGHT Click technique to "include" other data elements (e.g., Funding Source, Project)



In Budget to Actuals Summary and Detail reports, however, column labels such as Object Level C are hyperlinks, so you click it (left mouse button) to drill one level down. OR you can also use the right click method (above) to "include" data elements (Dept, org, purpose, etc.).



Once you have drilled to view the columns you wish, saving your customization will keep the structure every time you run that report (Save and Apply Customizations options are accessed via the Gear icon).