Grouping Values in Web Intelligence 4.1

Web Intelligence 4.1 allows you to create Grouping variables to group your data, for example, you can create groups based on the number of students enrolled in a course, or categorize transactions.

1. From the Toolbars, select Analysis > Display > Group

![Analysis Toolbar](image1)

(or right-click in the column to group, and select Group > Manage Groups)

2. Enter a name for the grouping variable (For example: “Enrollment Levels”)

3. Select values to include in the first grouping

![Manage Groups Window](image2)

4. Click the **Group** button

5. Enter a name for the new group and click **OK**

![New Group Window](image3)
6. Repeat steps 3-5 until all groups have been created

7. To manage ungroup values, click the **Ungrouped Values** button. There are two options for ungrouped values:
   
   a. Check **Visible** to see the actual value
   
   b. Check **Automatically Group** to assign a group name for all ungrouped values

8. Click **Ok** to exit Manage Groups window.

9. The Grouping will be displayed in the **Variable** folder in the **Available Objects** list.
To manage an existing group:

1. Right-click in the grouped variable column.
2. Select Group > Manage Group

To manage a particular value:

1. Right-click on the value
2. Select Group
3. Select from options:
   a. Move to Group
   b. Ungroup
   c. Rename Group