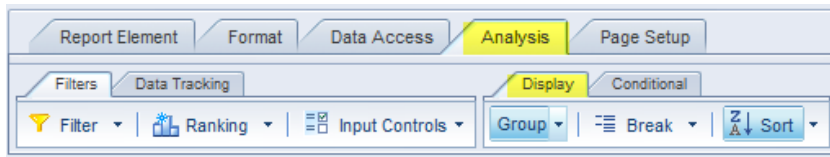


Grouping Values in Web Intelligence 4.1

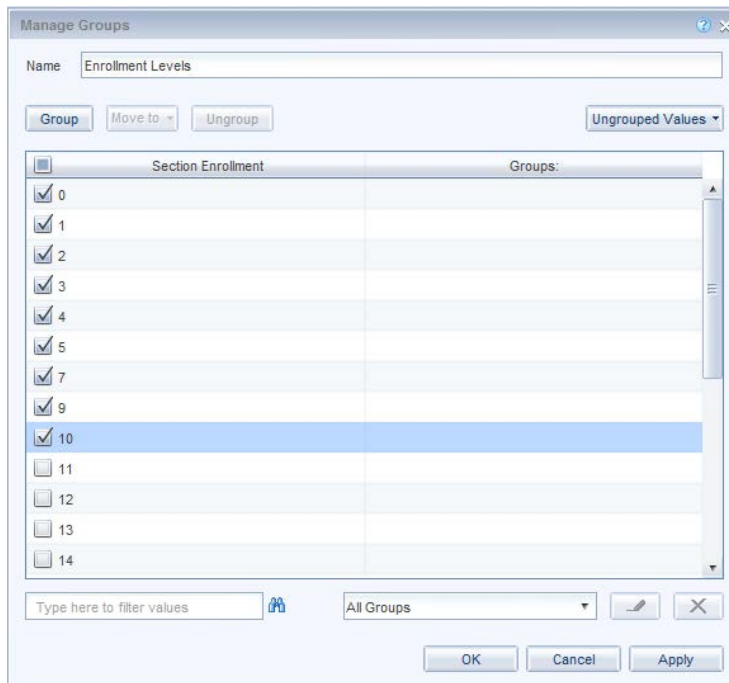
Web Intelligence 4.1 allows you to create Grouping variables to group your data, for example, you can create groups based on the number of students enrolled in a course, or categorize transactions.


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

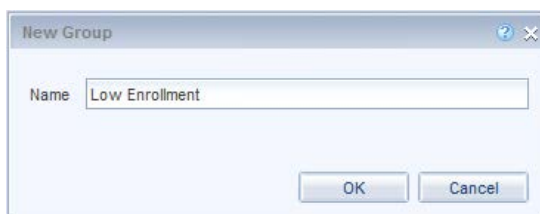


(or right-click in the column to group, and select **Group > Manage Groups**)

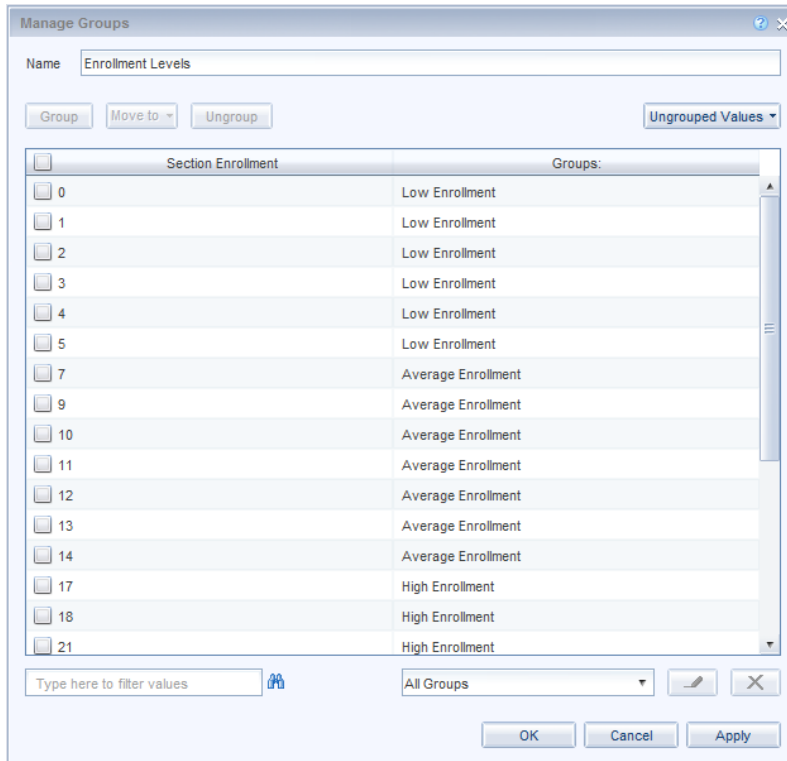
2. Enter a name for the grouping variable (For example: “Enrollment Levels”)
3. Select values to include in the first grouping



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

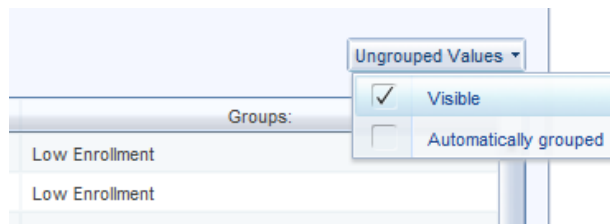


6. Repeat steps 3-5 until all groups have been created



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.

Course Subj	Section Num	Instructor La	Section Build	Section Room	Enrollment Levels
COMM	AA	Aidman			Low Enrollment
COMM	ALP	Press			Low Enrollment
COMM	ANV	Valdivia			Low Enrollment
COMM	BAW	Williams			Low Enrollment
COMM	CC	Christians			Low Enrollment
COMM	CRM	McCarthy			Low Enrollment

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

