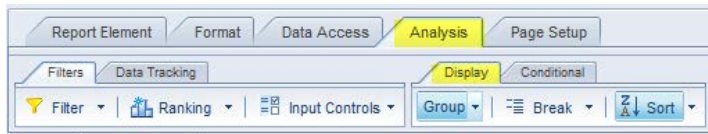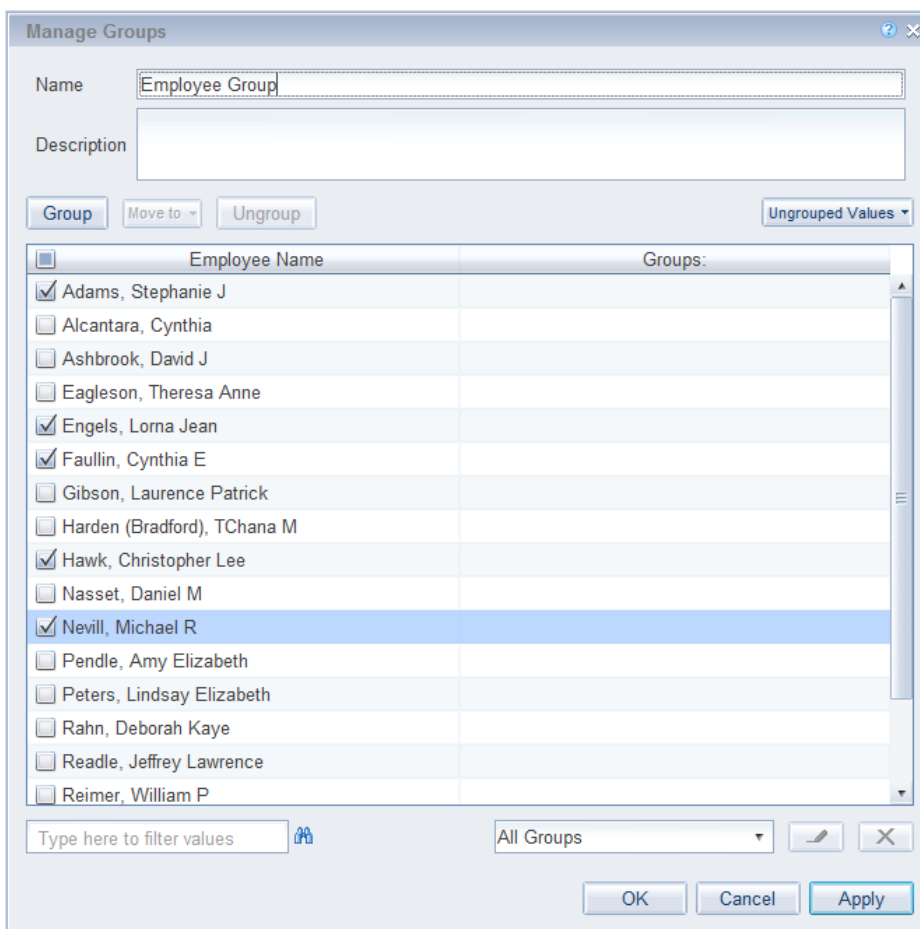## Grouping Values in Web Intelligence

Web Intelligence allows you to create groupings of values for an object or a variable. This allows you to aggregate values for these groupings. For example, you can create groups based on the number of students enrolled in a course, or categorize transactions.

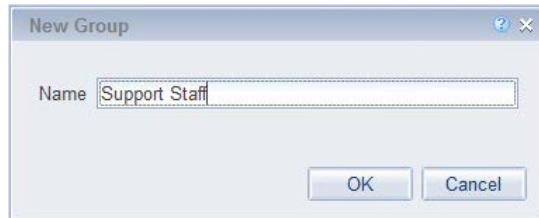1. From the Toolbars, select **Analysis** > **Display** > **Group**.

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

2. Enter a name for the grouping variable (For example: "Employee Group").
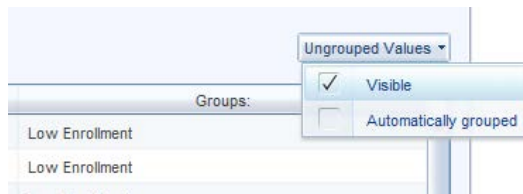
3. Select values to include in the first grouping.
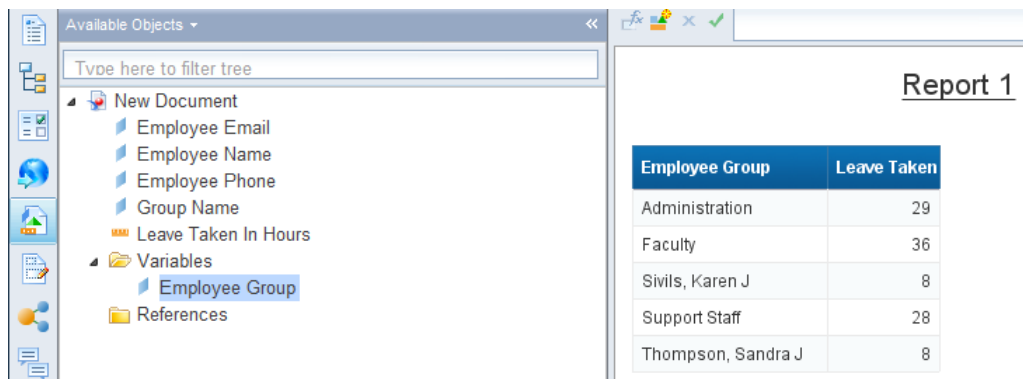

4. Click the **Group** button.

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.

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