Where to Find it in Web Intelligence 4.1

Features and functions in the Web Intelligence 4.1 Report Manager window are organized in tabs by category. This document will show where to find some commonly used reporting features.

**Report Manager Window**

- **Table:** Report Templates (insert Table, Crosstab, Form)
- **Cell:** Insert Blank Cell or Predefined Cell
- **Section:** Insert Section
- **Chart:** Insert Chart, Format Chart
- **Position:** Set order & alignment of data blocks
- **Linking:** Add hyperlinks
- **Table Layout:** Insert breaks, blank rows, manage header/footer
• **Behaviors:** Hide columns, manage page breaks and headers

**Format Tab**

- **Font:** Set font style, size, alignment, color
- **Border:** Insert and format borders for tables, cells, and reports
- **Cell:** Merge cells, Clear cell content
- **Number:** Format number (Currency, Percent, Date/time, Custom)
- **Alignment:** Align cells, Wrap Text
- **Size:** Enter column widths and row heights
- **Tools:** Format painter, Display format options, clear formatting

**Data Access Tab**

- **New Data Providers:** Add query, Edit Query, Purge Data, Refresh Data
- **Tools:** Change data source, Export Data to CSV
- **Data Objects:** Create variable, Merge Dimensions

**Analysis Tab**

- **Filters:** Report Filters, Ranking, Input Controls
- **Data Tracking:** Track data changes since last refresh
- **Display:** Grouping, Breaks, Sorting
- **Conditional:** Create/manage conditional formatting rules
- **Interact:** Drilling, Simple Filter Bar, Outline (Fold/unfold)
- **Functions:** Insert calculations
Right-click Menu Shortcuts

Right-click Column
- Cut Ctrl+X
- Copy Ctrl+C
- Paste Ctrl+V
- Paste Special... Ctrl+Alt+V
- Insert
- Delete Delete
- Clear Contents
- Set as Section
- Turn Into
- Edit Formula... Ctrl+Enter
- Linking
- Start Drill
- Group
- Filter
- Ranking
- Sort
- Break
- Hide
- Text
- Format Cell...

Right-click Report
- Cut Ctrl+X
- Copy Ctrl+C
- Paste Ctrl+V
- Paste Special... Ctrl+Alt+V
- Insert
- Refresh All Ctrl+R
- Show Structure Ctrl+3
- Show Results Ctrl+2
- Start Drill
- Filter
- Format Report...

Right-click Report Tab
- Add Report Ctrl+Shift+R
- Duplicate Report
- Delete Report
- Rename Report
- Move Report
- Report 1 Format Report...