

Introduction to FSREPORT

Prepared by



INTRODUCTION

The FSREPORT interactive window was created to allow graphical support of online report creation and viewing. It is currently available under the windowing platforms. It was designed from the character based REPORT window (Interactive PROC REPORT).

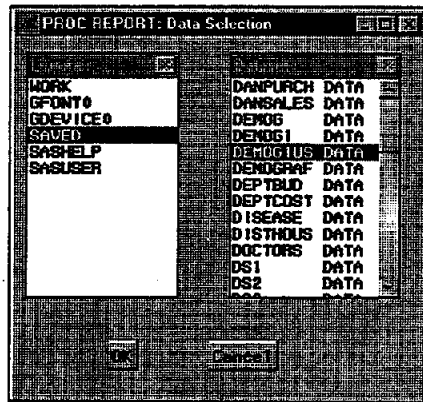
THE FSREPORT ENVIRONMENT

Starting an FSREPORT Session

An FSREPORT session can be started by typing FSREPORT on the command line.



Select the SAS data set you wish to run a report on.



Then hit . The following screen will be displayed.

AGE	SEX	HEIGHT	WEIGHT	STATUS	CHILDREN	CARS	CALVAL	CRA
18	M	65.5	72	S	0	0	8006	low
21	F	63	62	M	2	1	25410	high
22	F	54	52	S	1	1	14200	low
22	M	64	60	S	0	1	13932	low
25	M	66	75	D	1	1		low
26	M	67	82		2	0	11006	low
28	F	56	52	S	0	0	12050	low
30	F	56	63	P	1	1	16975	high
31	M	67	69	M	0	2	25300	high
35	M	61	65	M	2	1	30360	high
36	F	63	71	W	1	1	10520	low
38	M	68	74	M	2	1	25700	high
40	M	66	81	M	2	1	19483	high
42	M	71	75	M	1	2	25700	high
42	M	74	68	M	3	2	28975	high
43	F	62	73	M	2	0	13840	low
44	M	70	66	M	1	2	24500	high
46	M	68	72	P	3	1	37800	high
49	M	71	78	M	1	2	18750	high

Opening A SAS Data Set

When you are in the report session, it is possible to open up another SAS data set to create a report on. The report layout you create can be used with any other SAS data set with the same variable names used in the report.

Select File, Open, Data Set.

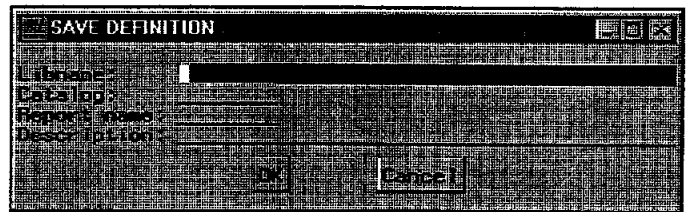
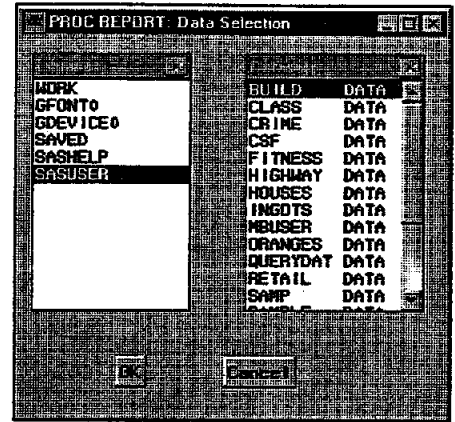
This window appears for you to make your selection.

For now, let's out of this and use the current data set we are already working with.

Saving The Report Definition

Alternatively, you can save the Report definition as a member of a catalog. Select File, Save, Report definition.

A window prompts you for the location.



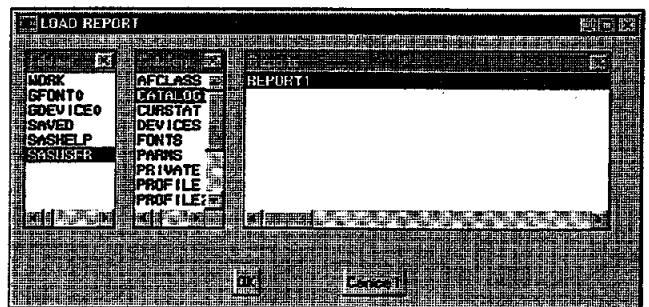
We choose the save the report definition to the Library SAVED, Catalog CATALOG1, and entry in the catalog called REPORT2. The entry type is REPORT by default. SAS takes care of this part.



Select to save the definition.

Opening A Report Definition

It is possible to use FSREPORT while pulling up an existing Report Definition created in an earlier session. Select File, Open, Report Definition to see a listing. Select the Library and Catalog the Report definition is stored in.



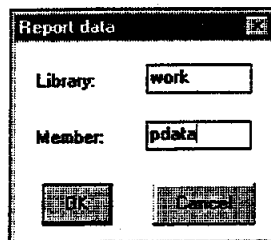
Saving The Report Data

After organizing the report, it is possible to save the restructured data to a SAS data set. Select File, Save, Report data.

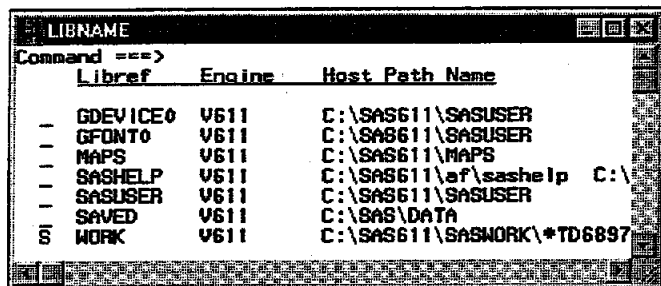
The Report data screen appears allowing you to specify the location.

In this example, we place it into WORK.PDATA.

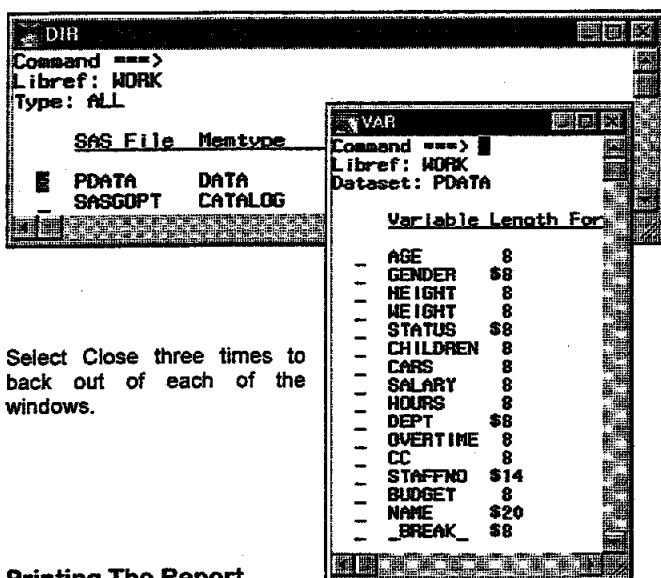
Select **OK** to save the report data to a SAS data set. To verify this worked, select **Globals**, **Access**, **Display** libraries.



The LIBNAME window appears. Select on the WORK library.



The DiRectory window appears showing the SAS data set. Select the SAS data set to see its internal structure.

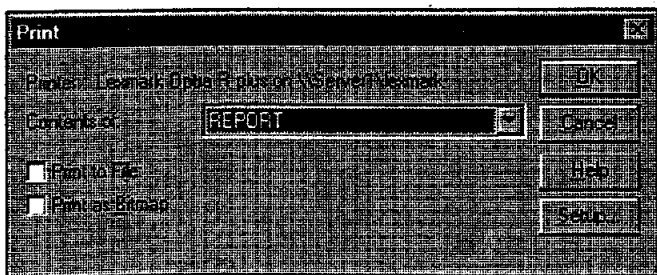


Select Close three times to back out of each of the windows.

Printing The Report

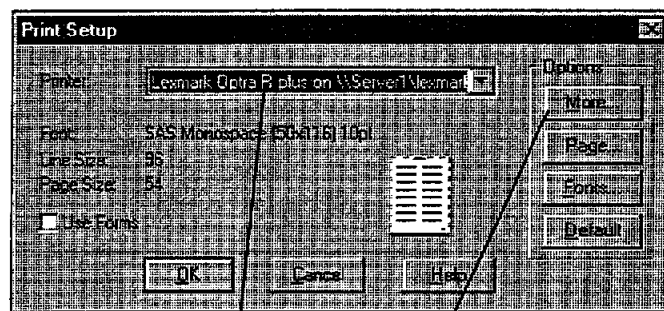
It is possible to print the report by selecting File, Print.

The following window appears allowing you to specify the setup or any options.

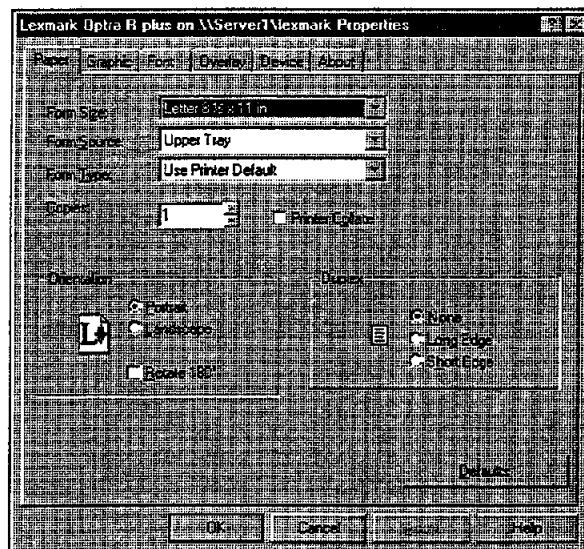


If we select **Setup**, this is the standard windows style setup for this platform.

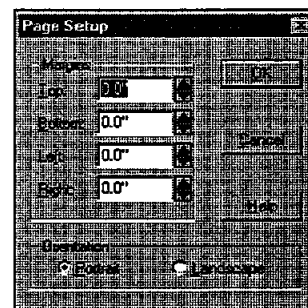
The Print Setup screen is displayed.



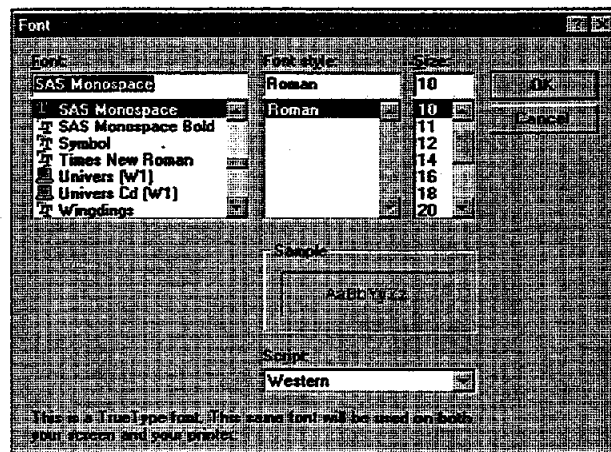
We can select the printer. If we select More, the Properties window for the printer is displayed.



If we back out of the Properties window and select Page, the Page Setup window is displayed allowing us to adjust our margins and change the orientation of the report.



If we back out and select Fonts, the Font window is displayed. This allows us to select the default font for the report when it is printed.



To back out of any of these windows, simply click on **Cancel**.

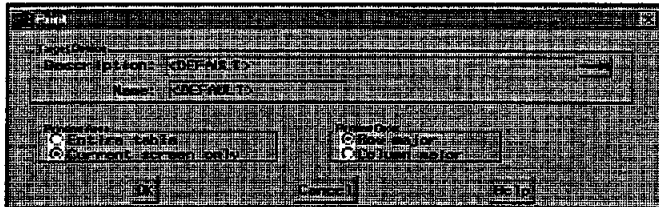
Alternative Report Printing

To print the report, simply select the selection you want to print or do not select anything for the entire report. Right click to pull up this menu. This menu gives you the ability to clear any current selections on the report.



Let's examine Print Setup...

This screen allows you to define how the report prints and where it will go.



Alternatively, to print, select Print from the Popup menu.

Ending An FSREPORT Session

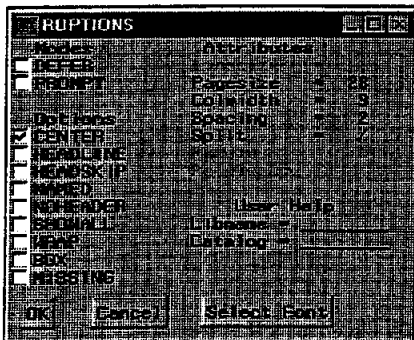
Once you are satisfied with the way the report looks, you can End out of the session and return to Display Manager by selecting File, End.

CREATING REPORTS

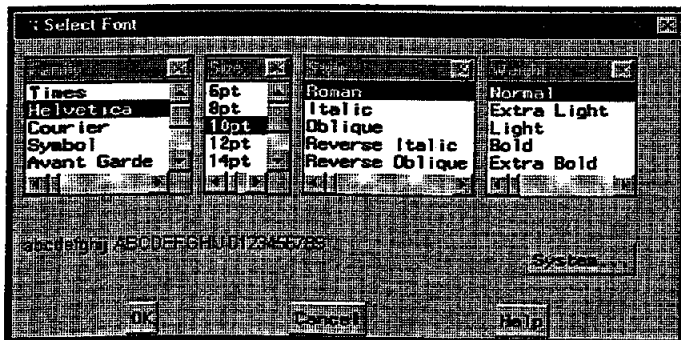
Setting Report Options

Let's examine how we can set options on a report. We will explore the Edit pull down selection.

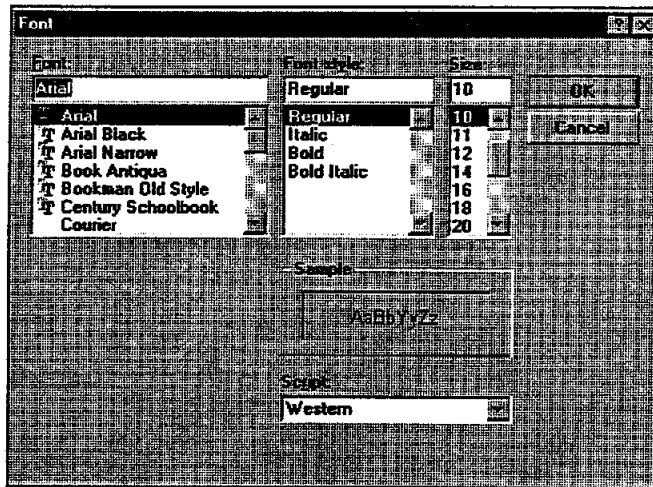
The options available with FSREPORT are listed in the following window. There are check boxes for each option. To turn an option on, simply check the item. It is not checked, the option is off. Other options that require values can be set.



The Font can be selected by clicking on **Select Font** to display the following window.



If these fonts are not appropriate, consider the **System** button to give you the full selection of Operating System fonts.



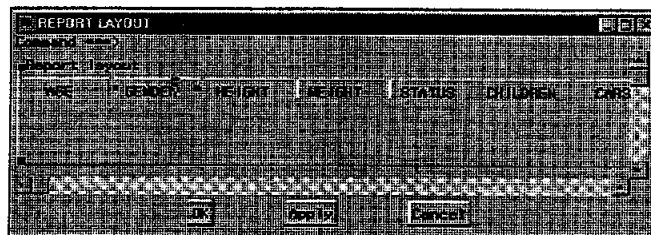
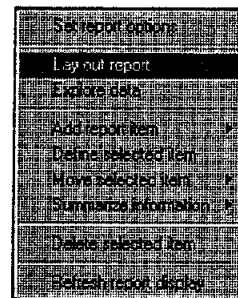
Select **OK** and **OK** after you have made your selections.

Rearranging Columns On The Report

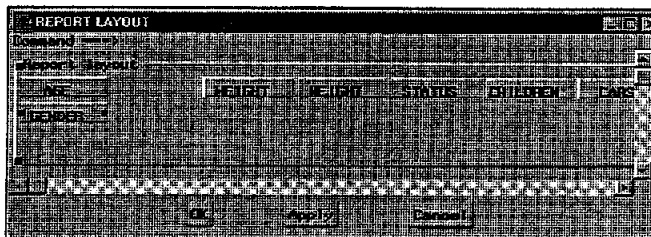
It is possible to rearrange columns on the report by selecting Edit, Lay out report.

This feature is one of the biggest differences between PROC REPORT and FSREPORT. You have the ability to adjust the column order as you desire while working in the report.

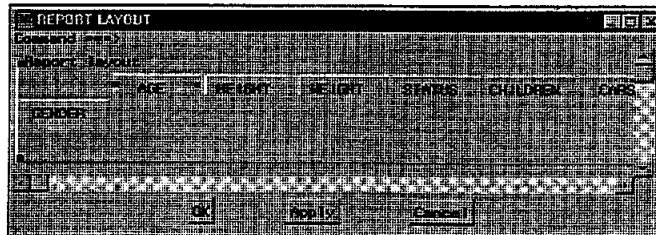
Place your cursor on a column you would like to move. We point to GENDER.



Hold the left mouse button down and pull the column label over.



Do the same for AGE. Move it to the right.



When you select **OK**, the report is reordered.

We will change this to the usage of Order instead of Display.

In the DEFINE statement, you specify a report item's usage with one of the following:

ACROSS	DISPLAY
ANALYSIS	GROUP
COMPUTED	ORDER

ACROSS Usage

When using a column as an ACROSS variable, a column is created for each formatted value. The columns are ordered by the ascending, formatted values. To change this, consider using the DESCENDING and ORDER= selections when defining the variable.

ANALYSIS Usage

An analysis variable is designed to create a statistic on a numeric variable for all observations that make up the contents of a data value or cell in the report.

COMPUTED Usage

Computed variables can be defined in the report. They are calculated when the report executes and are stored on the output data set if it is created.

DISPLAY Usage

Display variables are simply displayed as is in the report. This the default and they do not affect ordering or grouping.

GROUP Usage

Group classification attempts to group observations by unique values. This is typically used for summarization. The default is to order the resulting rows by the ascending formatted values. This classification looks for variables using a statistic. These values are collapsed with the statistic, according to the group.

ORDER Usage

This orders the resulting report by the variables defined as ORDER. The observations are ordered according to their ascending, formatted values by default. Repeated values in subsequent observations are not displayed.

For this example, we will select ORDER, then hit **Apply**.

The data is now ordered according to GENDER with subsequent values of F and M not displayed.

AGE	GENDER	HEIGHT	WEIGHT	STATUS	CHILDREN	CASE	SALARY	GR
57	F	53	62	M	2	2	33520	high
61		55	62			1	25410	
21		63	62		2	1	25410	
48		85	88		2	1	16840	
51		67	68		5	0	22780	
61		57	89		3	1	22832	
45		82.5	72		1	1	15410	
60		88.5	71		3	2	20592	
34		78	72		2	1	26512	
58		52	60		3	2	47620	
52		66	69		5		23780	
55		67	71		2	1	14840	low
43		62	73		2	0	13640	
28		87	74		1	1	8670	
24		82	85		0	1	12512	
95		87	81		2	1	13840	
58		61	81		0	2	13780	
36		53	68		1	0	9870	
38		68	55		2	1	14840	

Changing Data Fonts

Selecting Define from the menu again brings up the following window.

We have the ability to change data fonts at will. Select.

Select Data Font

The following screen appears.

When changing your selection of fonts, consider using a fixed space font. Proportional spaced fonts don't always line up in a column.

When you are finished, select **OK**.

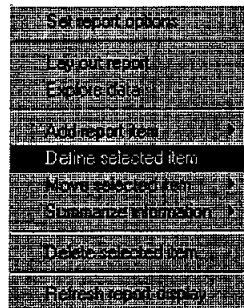
When viewing the report, the new fonts are displayed.

AGE	ORDER	HEIGHT	WEIGHT	STATUS	CHILDREN	CARS	SALARY	CRIM
67	F	53	62	M	2	2	33520	high
61		55	62		2	1	25410	
21		63	62		2	1	25410	
48		65	66		2	1	15840	
51		67	68		5	0	22760	
61		57	69		3	1	2252	
45		62.5	72		1	1	15410	
60		66.5	71		3	2	20592	
34		78	72		2	1	26512	
56		52	80		3	2	47520	
52		66	69		5		23760	
55		67	71		2	1	14960	low
43		62	73		2	0	13840	
26		67	74		1	1	6670	
24		52	65		0	1	12512	
65		67	61		2	1	13840	
55		61	61		0	2	13760	

AGE	ORDER	HEIGHT	WEIGHT	STATUS	CHILDREN	CARS	SALARY	CRIM
18	M	65.5	72	S	0	0	9006	low
		65	78		0	0	10880	
19	F	56	59	S	0	0	12675	low
	M	54	62	S	0	0	7672	low
20	M	69	73	S	0	1	14600	low
21	F	63	62	M	2	1	25410	high
	M	67	63	S	0	0	11200	low
22	F	54	52	S	1	1	14200	low
		52	62		0	1	14990	
	M	64	60	S	0	1	13592	low
23	F	64	66	P	1	1	10512	low
		78	80	S	0	1	12840	low
	M	69	66	S	0	1	16600	high
		68	75		1	1	14060	low
24	F	52	65	M	0	1	12512	low
	M	63	71	S	0	0	12600	low
25	F	52	66	P	2	1	14512	low

Defining Other Columns

We can define additional columns by using the Define selected items option. Here we highlight Age and select:



The following screen is displayed.

We change the usage of AGE to ORDER.

Select **OK** and the following screen is displayed.

Moving Selected Items

Items can be moved to different locations around the report. Select the column you wish to move.

AGE	ORDER	HEIGHT	WEIGHT	STATUS	CHILDREN	CARS	SALARY	CRIM
18	M	65.5	72	S	0	0	9006	low
		65	78		0	0	10880	
19	F	56	59	S	0	0	12675	low
	M	54	62	S	0	0	7672	low
20	M	69	73	S	0	1	14600	low
21	F	63	62	M	2	1	25410	high
	M	67	63	S	0	0	11200	low
22	F	54	52	S	1	1	14200	low
		52	62		0	1	14990	
	M	64	60	S	0	1	13592	low
23	F	64	66	P	1	1	10512	low
		78	80	S	0	1	12840	low
	M	69	66	S	0	1	16600	high
		68	75		1	1	14060	low
24	F	52	65	M	0	1	12512	low
	M	63	71	S	0	0	12600	low
25	F	52	66	P	2	1	14512	low

Then select **Move selected item** from the pull down menu. Now select the location. And click on the destination item. The result is shown.

ORDER	AGE	HEIGHT	WEIGHT	STATUS	CHILDREN	CARS	SALARY	CRIM
F	18	56	59	S	0	0	12675	low
	21	63	62	M	2	1	25410	high
	22	54	52	S	1	1	14200	low
		52	62		0	1	14990	
	23	64	66	P	1	1	10512	low
		78	80	S	0	1	12840	low
	24	52	65	M	0	1	12512	low
	25	52	66	P	2	1	14512	low
		58	54	S	0	1	13065	low
	26	67	74	M	1	1	6670	low
	28	56	52	S	0	0	12050	low
	30	68	63	P	1	1	16975	high
	34	78	72	M	2	1	26512	high
	35	59	57	M	2	2	10100	low
	36	53	68	M	1	0	9670	low
		63	71	W	1	1	10520	low
	38	69	56	M	2	1	14940	low

Summarizing The Report

We have a selection available for summarizing the report. Select **Summarize information** from the Edit pull down menu, then specify the destination of the summarization.

The follow screen appears to allow you to specify what will happen during summarization.

Options at bottom of report

☐ Double line summary
☐ Double overline summary
☐ Underline summary
☐ Double underline summary
☐ Skip line after break
☐ Page after break
☒ Summarize analysis columns
☐ Suppress break value

Colors
 Data: foreground - BLACK
 Data: background -

Select Font

Edit Program OK Cancel

We have the ability to underline, overline, skip a line, page break, summarize the columns with statistics and suppress the left hand summarization label.

We select the following.

Options at bottom of report

☐ Double line summary
☐ Double overline summary
☐ Underline summary
☒ Double underline summary
☐ Skip line after break
☐ Page after break
☒ Summarize analysis columns
☐ Suppress break value

Colors
 Data: foreground - BLACK
 Data: background -

Select Font

Edit Program OK Cancel

Click **OK** to see the summarization.

GENDER	AGE	HEIGHT	WEIGHT	STATUS	CHILDREN	CARS	SALARY	LOW
F	19	58	58	S	0	0	12675	low
	21	63	62	M	2	1	25410	high
	22	54	52	S	1	1	14200	low
		52	62		0	1	14980	
	23	64	66	P	1	1	10512	low
		78	80	S	0	1	12840	low
	24	62	65	M	0	1	12512	low
	25	52	68	P	2	1	14512	low
		58	54	S	0	1	13085	low
	26	67	74	M	1	1	8870	low
	28	56	52	S	0	0	12050	low
	30	56	63	P	1	1	16875	high
	34	78	72	M	2	1	28512	high
	35	59	57	M	2	2	10100	low
	36	63	66	M	1	0	9870	low
		63	71	W	1	1	10520	low
	38	69	56	M	2	1	14840	low

We have the ability to move to different pages in the report. Select **View** to see the options.

If we select **Display page**, The **Display page** prompt displays asking you what page you would like to go to.

We enter 999 to go to the last page of the report.

Display page

Enter page number: 999

OK Cancel

GENDER	AGE	HEIGHT	WEIGHT	STATUS	CHILDREN	CARS	SALARY	LOW
	55	64	62	P	2	1	19008	high
	56	73	69	M	2	2	45850	high
	60	65	68	W	3	1	23020	high
	63	65	70	M	3	1	22780	high
	64	72	70	M	3	2	41900	high
		6980.5	7200		163	117	2181358	

Resetting The Display

When you need to refresh the display from the current settings, select **Refresh report display** from the **Edit** pull down menu.

REPORT

GENDER	AGE	HEIGHT	WEIGHT	STATUS	CHILDREN	CARS	SALARY	LOW
F	19	58	58	S	0	0	12675	low
	21	63	62	M	2	1	25410	high
	22	54	52	S	1	1	14200	low
		52	62		0	1	14980	
	23	64	66	P	1	1	10512	low
		78	80	S	0	1	12840	low
	24	62	65	M	0	1	12512	low
	25	52	68	P	2	1	14512	low
		58	54	S	0	1	13085	low
	26	67	74	M	1	1	8870	low
	28	56	52	S	0	0	12050	low
	30	56	63	P	1	1	16875	high
	34	78	72	M	2	1	28512	high
	35	59	57	M	2	2	10100	low
	36	63	66	M	1	0	9870	low
		63	71	W	1	1	10520	low
	38	69	56	M	2	1	14840	low

Subtotaling The Report

Subtotals are available on the report. Specify **Summarize information** from the **Edit** pull down menu after highlighting the variable on which you want to break. This example highlights **Gender**. Select **After detail lines**. The following selection screen appears.

BREAK

Breaking AFTER GENDER

Options

☐ Double line summary
☐ Double overline summary
☐ Underline summary
☐ Double underline summary
☐ Skip line after break
☐ Page after break
☒ Summarize analysis columns
☐ Suppress break value

Colors
 Data: foreground - BLACK
 Data: background -

Select Font

Edit Program OK Cancel

We have the ability to select colors of the data. Type a question mark in this field.

The **COLORS** selection menu appears.

COLORS

Background
 Data
 Foreground
 Print
 Screen
 White
 Black
 Blue
 Green
 Red
 Yellow

For this example we will keep with the default color of **BLACK**.

BREAK

Breaking AFTER GENDER

Options

☐ Double line summary
☐ Double overline summary
☐ Underline summary
☐ Double underline summary
☐ Skip line after break
☐ Page after break
☒ Summarize analysis columns
☐ Suppress break value

Colors
 Data: foreground - BLACK
 Data: background -

Select Font

Edit Program OK Cancel

After making the selections, select **OK**.

To see some subtotals, we select **View** and **Display next page of report**.

GENDER	AGE	HEIGHT	WEIGHT	STATUS	CHILDREN	CARS	SALARY	GRADE
F	57	83	82	M	2	2	33520	high
	60	88.5	71	M	3	2	20582	high
	61	55	62	M	2	1	25410	high
	57	68			3	1	22592	
	65	87	81	M	2	1	13840	low
2070		2125			53	32	587177	
F	18	65.5	72	S	0	0	8008	low
	65	78			0	0	10980	
	19	54	62	S	0	0	7672	low
	20	68	73	S	0	1	14900	low
	21	67	63	S	0	0	11200	low
	22	64	60	S	0	1	13592	low
	23	69	66	S	0	1	18600	high
	68	75			1	1	14080	low
	24	83	71	S	0	0	12600	low
	25	65	76	D	2	1	53970	high
	56	69		P	1	0	13008	low

Notice the new summarized subtotals.

To change the summarization information, simply highlight the column Gender, then select Edit.

And you can edit the summarization previously selected.

Here we wish to change the font. Click on **Select Font** to obtain the following display.

Once a new font is selected, select **OK**.

Subtotal Computations

From the Break display, select **Edit Program** to specify computations on the subtotals. The following window appears.

Type in the computation or LINE statements. These statements allow simple display of text at the subtotal sections in this example.

When you have completed the selection, close the window, then click **OK**.

To see the results, select View and Display next page of report.

CHILDREN	CARS	SALARY	GRADE	HOUSES	BEST	OVERTIME	CC	STAFF
2	2	33520	high	35	A		80	0041
3	2	20582	high	35	D		40	0011
2	1	25410	high	35	A		90	0051
3	1	22592		35	B		80	0036
2	1	13840	low	35	C		60	0014
53	32	587177		1070		8781.81	62601.1	1320
This is the result of a line statement								
0	0	8008	low	35	A	8578.94	60	0041
0	0	10980		35	B		40	0065
0	0	7672	low	25	C	5858.3	20	0028
0	1	14900	low	35	D		60	0065
0	0	11200	low	35	F	5880.72	20	0086
0	1	13592	low	35	A	176.57	100	0011
0	1	18600	high	35	C		20	0016
1	1	14080	low	35	F		80	0056
0	0	12600	low	35	C		80	0064
2	1	53970	high	25	B		100	0011
1	0	13008	low	35	F		0	0042
1	1		low	35	A		40	0042

Deleting Selected Items

Items in the report can be deleted. Select the item you wish to delete.

NAME	SALARY	GRADE	HOUSES	BEST	OVERTIME	CC	STAFF
0	8008	low	35	A	8578.94	60	0041
1	25410	high	35	A		20	0052
1	14200	low	35	A		40	0008

Select Edit from the pull down menus and Delete selected item. The item is removed.

Subsetting The Report

The report has the ability to subset the data as needed. Given the following report,

NAME	BEST	OVERTIME	CC	STAFF
35 A		8578.94	60	0041
35 A			20	0052
35 A			40	0066

select Search to display the Where... selection. After selecting Where..., the following prompt appears.

Enter a where clause to subset the data.

Select **OK** when finished and the report is subsetting.

To use the code in the program editor, select Windows, PROGRAM EDITOR.

Issue an include command similar to the following.

```
Command ----> INC 'C:\SAS611\PREPORT.SAS'
0001
0002
0003
```

The program appears and is available for editing and submission.

```
PROGRAM EDITOR - Preport.sas
Command ---->
00001 PROC REPORT DATA=SAS611.DENIGIUS LS=256 PS=28 SPLIT="/" CENTER ;
00002 COLUMN AGE GENDER HEIGHT WEIGHT STATUS CHILDREN CARS SALARY HOURS DEPT
00003 OVERTIME CC STAFFNO BUDGET NAME;
00004
00005 DEFINE AGE / SUM FORMAT= BEST9. WIDTH=9 SPACING=2 RIGHT "AGE";
00006 DEFINE GENDER / DISPLAY FORMAT= $8. WIDTH=9 SPACING=2 LEFT "GENDER";
00007 DEFINE HEIGHT / SUM FORMAT= BEST9. WIDTH=9 SPACING=2 RIGHT "HEIGHT";
00008 DEFINE WEIGHT / SUM FORMAT= BEST9. WIDTH=9 SPACING=2 RIGHT "WEIGHT";
00009 DEFINE STATUS / DISPLAY FORMAT= $8. WIDTH=9 SPACING=2 LEFT "STATUS";
00010 DEFINE CHILDREN / SUM FORMAT= BEST9. WIDTH=9 SPACING=2 RIGHT "CHILD";
00011 DEFINE CARS / SUM FORMAT= BEST9. WIDTH=9 SPACING=2 RIGHT "CARS";
00012 DEFINE SALARY / SUM FORMAT= BEST9. WIDTH=9 SPACING=2 RIGHT "SALARY";
00013 DEFINE HOURS / SUM FORMAT= BEST9. WIDTH=9 SPACING=2 RIGHT "HOURS";
00014 DEFINE DEPT / DISPLAY FORMAT= $8. WIDTH=9 SPACING=2 LEFT "DEPT";
00015 DEFINE OVERTIME / SUM FORMAT= BEST9. WIDTH=9 SPACING=2 LEFT "OVERTIME";
00016 DEFINE CC / SUM FORMAT= BEST9. WIDTH=9 SPACING=2 RIGHT "CC";
00017 DEFINE STAFFNO / DISPLAY FORMAT= $14. WIDTH=14 SPACING=2 LEFT "STAFF";
00018 DEFINE BUDGET / SUM FORMAT= BEST9. WIDTH=9 SPACING=2 RIGHT "BUDGET";
00019 DEFINE NAME / DISPLAY FORMAT= $20. WIDTH=20 SPACING=2 LEFT "NAME";
00020
00021 RUN;
```

An alternative way of capturing the code to bring it into the Program Editor is by highlighting it in the Source Window.

Select the copy button , or equivalent, to copy it to the clip board. Return to the PROGRAM EDITOR by pulling down the Windows menu and selecting PROGRAM EDITOR.

Select the paste button  and the code is placed in the Program Editor.

```
PROGRAM EDITOR - Preport.sas
Command ---->
00001 PROC REPORT DATA=SAS611.DENIGIUS LS=256 PS=28 SPLIT="/" CENTER ;
00002 COLUMN AGE GENDER HEIGHT WEIGHT STATUS CHILDREN CARS SALARY HOURS DEPT
00003 OVERTIME CC STAFFNO BUDGET NAME;
00004
00005 DEFINE AGE / SUM FORMAT= BEST9. WIDTH=9 SPACING=2 RIGHT "AGE";
00006 DEFINE GENDER / DISPLAY FORMAT= $8. WIDTH=9 SPACING=2 LEFT "GENDER";
00007 DEFINE HEIGHT / SUM FORMAT= BEST9. WIDTH=9 SPACING=2 RIGHT "HEIGHT";
00008 DEFINE WEIGHT / SUM FORMAT= BEST9. WIDTH=9 SPACING=2 RIGHT "WEIGHT";
00009 DEFINE STATUS / DISPLAY FORMAT= $8. WIDTH=9 SPACING=2 LEFT "STATUS";
00010 DEFINE CHILDREN / SUM FORMAT= BEST9. WIDTH=9 SPACING=2 RIGHT "CHILD";
00011 DEFINE CARS / SUM FORMAT= BEST9. WIDTH=9 SPACING=2 RIGHT "CARS";
00012 DEFINE SALARY / SUM FORMAT= BEST9. WIDTH=9 SPACING=2 RIGHT "SALARY";
00013 DEFINE HOURS / SUM FORMAT= BEST9. WIDTH=9 SPACING=2 RIGHT "HOURS";
00014 DEFINE DEPT / DISPLAY FORMAT= $8. WIDTH=9 SPACING=2 LEFT "DEPT";
00015 DEFINE OVERTIME / SUM FORMAT= BEST9. WIDTH=9 SPACING=2 LEFT "OVERTIME";
00016 DEFINE CC / SUM FORMAT= BEST9. WIDTH=9 SPACING=2 RIGHT "CC";
00017 DEFINE STAFFNO / DISPLAY FORMAT= $14. WIDTH=14 SPACING=2 LEFT "STAFF";
00018 DEFINE BUDGET / SUM FORMAT= BEST9. WIDTH=9 SPACING=2 RIGHT "BUDGET";
00019 DEFINE NAME / DISPLAY FORMAT= $20. WIDTH=20 SPACING=2 LEFT "NAME";
00020
00021 RUN;
```

Changing The REPORT Profile

Another option from the Locals menu is Display REPORT profile.

This allows you to specify Prompting, Windows or Command line, and the location of the currently used profile. This allows us to use this report facility in a customized fashion. Select  when finished.

Exploring Data

It is possible to use the report to group data and then drill down through the grouped values. Let's assign a variable as a usage of Group. Select GENDER.

AGE	GENDER	SALARY	STATUS	CHILDREN	CARS
50	F	8000	D	2	1
11	F	9600	M	1	1
28	F	15000	M	3	1
34	F	18000	M	2	1
34	F	0	M	2	1
65	F	10000	M	2	1
32	F	0	M	2	2
23	F	0	M	3	2
56	F	30000	M	3	2
54	F	0	M	3	2
52	F	15000	M	5	2
60	F	13000	M	3	2
56	F	15000	M	0	2
12	F	0	S	0	0
18	F	0	S	0	0
5	F	0	S	0	0
22	F	13000	S	0	1

Select Edit, Define selected item.

The Definition window is displayed. Specify the usage of GROUP.

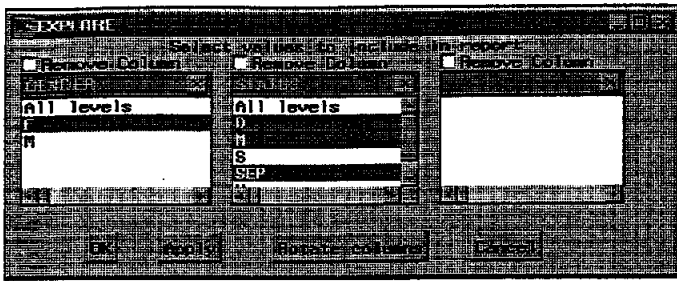
Hit OK to see the grouped report.

AGE	STATUS	SALARY	DEPT	CHILDREN	CARS
50	D	8000	F	2	1
58		20000	M	5	2
505	M	121800	F	28	19
258		126000	M	20	10
86	S	43000	F	0	2
83		17800	M	0	2
23	SEP	18000	F	1	1
55		12000	M	2	1
46	W	30000	F	3	1

Now select Edit, Explore data. The following prompting window appears to allow you to select the values you want.

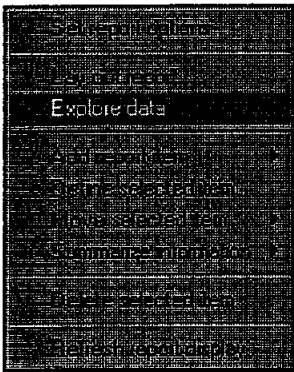
You can specify specific values of grouped columns or All levels.

We will select GENDER of F and STATUS of D, M, SEP.



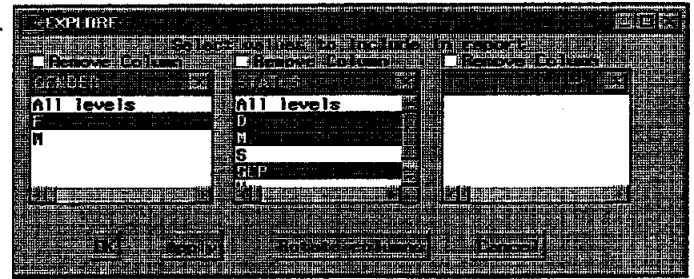
Select **OK** to see the following report.

AGE	STATUS	INCOME	GENDER	EDUCATION
50	F	8000	D	2
505	M	121600	M	29
23	SEP	18000	F	1



Going back to Explore data allows us to modify it again.

The window reappears.



Select **Remove column** to change the order of column appearance.



Hit **OK** to see the following reordered report.

AGE	STATUS	INCOME	GENDER	EDUCATION
50	D	8000	F	2
505	M	121600	F	29
23	SEP	18000	F	1