

# List of Columns Pane

The List of Columns pane shows all columns in the view that are used in the selected report. The columns that actually appear in the report are indicated by a check mark in the Show column. The two large arrows to the right of the table are used to order the columns for the report. For the selected record in the table, clicking the upward pointing arrow moves the record upward in the table — which means that the column will appear further to the left in the displayed report. Conversely, clicking the downward pointing arrow moves the selected record downward in the table and further to the right in the displayed report.

## Description of the Columns in the List of Columns Pane

- **Aggr. Func. By:** For each column that has a check mark in the Make Group column in the lower Order By pane, a column will appear in this pane to allow you to select how the numeric data is to be aggregated. (You cannot aggregate non-numeric data.) When an aggregation type is selected, the report will "break" after the last row of the group and the aggregation value will be inserted beneath the column. This allows you to insert subtotals into the report.

Note: You do not need to select the Data Aggregation check box to aggregate data for a group.

- **Column Label:** This column shows the name of the column. It is what will appear in the report as the title of the column.
- **Column Width (px):** This column specifies the width of the column in pixels. If you do not specify a value, the default value will be used. (The default value is the width needed to display the column head on one line. If you make the value smaller than the default value, the column head will be truncated rather than wrapping to a second line.)
- **Data Aggr. Func.:** When the Data Aggregation check box is selected, the system summarizes data. Non-numeric data is automatically summarized into single instances for each non-numeric value (or combination). Numeric values are aggregated as specified by what is selected in this column. Some entries in the drop-down list found in this column are column names prefixed with the abbreviation WA. This abbreviation means "weighted average" and indicates that the values of the named column are used to create a weighted-average aggregation.

Note: By default, the Data Aggr. Func. column is set to **Total** for columns with numeric values when you select the Data Aggregation check box. However, if you would prefer to use the numeric value to "group by" rather than aggregate (such as for year), then Total may be changed to None.

- **Order By:** When the check box is selected, the column is used to sort the information in the report. The column will also be shown in the Order By pane.
- **Show:** When the check box is selected, the column is included in the report.
- **Total Aggr. Func.:** When set to a value other than None, this column inserts a summary value for all records at the end of the report beneath the column being summarized. (You do not need to select the Data Aggregation check box to aggregate the total for a column.) You choose how the data will be summarized by selecting an aggregation type from the drop-down list.

Note: You may only select a data aggregation type for columns containing numeric data.