Report Layout Overview

You have launched a Non-Sponsored Summary report for the first time in Analysis and now you need to orient yourself to the various parts of the workspace. This job aid will provide an overview of the main features of the Business Intelligence (BI) Launchpad screen, including how to exit a workspace.

Tabs

Open workspaces each have their own tab. Users can have multiple tabs (reports) open at once. The lighter tab (on the left below) is the active workspace. For best performance, close tabs when not actively using them.

Workspace panels

A workspace has three sections. These sections consist of the Data panel, the Layout panel, and the Results panel. Each section can be closed to provide more space on the screen. Panels can be reopened at any time.
The Data panel

The left section is the Data panel.

The Data panel contains key figure characteristics that can be added to the report. Drag and drop these attributes into the Layout panel.

Data panel – Opening, closing, and Prompts button

The Data panel can be closed by clicking the double arrow icon 🔥.

It can be opened by clicking the Data button 🔄.
Click the **Prompts** button to reopen the Prompt (variable) screen.

**Layout panel**

The middle section is the Layout panel. This panel indicates which data is showing on the report and in what way. It will dictate what information will display in columns, rows, and the background.

Drag and drop between each Layout area to reorder your data. You can also drag and drop between the Data panel and the Layout panel.
Layout panel – Closing, opening, and resizing

Close the Layout panel by clicking the X in the upper-right corner.

Open the Layout panel by clicking the Layout button on the toolbar.

The panel can be resized by clicking and dragging the right side.
The right section is the Results panel. This panel displays the report data. Use the scroll bars on the bottom and right side to view data.

Results panel – Sizing columns

Resize columns by clicking the dividing line to the right of the column header and dragging the column divider.

Resize the pane between characteristics and key figures by clicking and dragging the pane divider within the data portion of the query. Drag to the left to show more numbers. Drag to the right to show more members.
Exit a workspace without saving

To exit a workspace without saving, click the X on the Workspace tab.