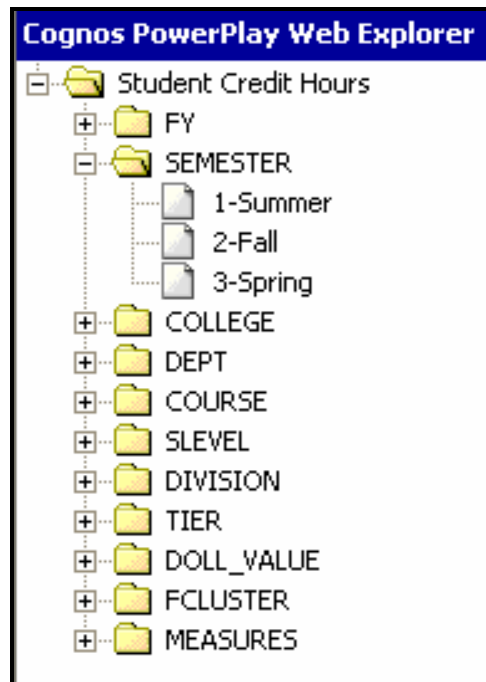


Working with Categories

There are several ways to add or change categories in your report. Below are some reminders on terminology and hints that will help you complete the processes.

- **Dimensions** are organized categories in a **cube**.
- **Categories** are broken down into levels called **parent categories** and **child categories**.
- **Parent categories** are one level above a category and a **child category** is one level below a category.
For example, Semester is the **parent category** of Summer, Fall, and Spring. Summer, Fall, and Spring are **child categories** of Semester.



- Once a **category** is added to a report it becomes a hyperlink. If you click the hyperlinked category, the category in the display will change to a child level category.



If you use Netscape as your internet browser, you must use the dimension viewer toolbar.

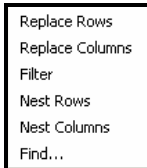
Working with Categories

Using Drag and Drop

1. On the **dimension viewer**, locate the **category** you want to view.
2. Click the **category**, and drag it to the **level selector** in the display.

Using the Right-Click

1. In the **dimension viewer**, right-click the **category**.
2. Click either **Replace Rows** or **Replace Columns**.



Using the Dimension Line



1. On the **dimension line**, click the **dimension**.
2. Click the **category** you want to show in the display.

Using the Dimension Viewer Toolbar

1. In the **dimension viewer**, click the **category**.
2. On the **dimension viewer toolbar**, choose the button that places the category you selected to the crosstab.

	Insert Before the Rows	Add the category as the nested top level in the rows.
	Replace Rows	To replace the category in the rows.
	Insert After the Rows	Adds the category as the nested sublevel in the rows.
	Insert Before the Columns	Add the category as the nested top level in the columns.
	Replace Columns	To replace the category in the columns.
	Insert After the Columns	Adds the category as the nested sublevel in the columns.



If the dimension viewer toolbar does not appear under the dimension viewer, right-click the area under the dimension viewer, and click Show Toolbar.