

## Table Icons

Below are icons at the top right of all tables.



**Help** hover over to see tips on using the table



**Focus Mode** expands the into a larger, new window



**Expand Table** drill down to the next level



**Drill Up** aggregates up a level

## Graph Icons

Graphs have buttons at the top right corner, similar to Tables.



**Help** hover over to see tips on using the graph



**Focus Mode** expands the into a larger, new window



**Next Level** additional detail is available (same as #4 below)








**Expand Table** see next level and first level combined (same as #5 below)



**Drill Up** go back up a level

## Graph Tips

1. Hover over bars to view numbers and percents.
2. Select **Focus Mode** from top right icon to open the graph up in a larger  window
3. Right-click on visual or use the **Next Level** icon on top right of visual to drill down the data to the next level and  the up arrow to aggregate back up.
4. Select **Expand to Next Level** on top right of visual to show the first level and then  second level drilled down from first  
(recommended to expand in a larger  window )
5. Right-click on visual to **Show as a Table** and open graph in a larger window with the numbers below in table format
  - a. Use the **Transpose** icon to change the view from top/bottom to left/right. 
  - b. For percent/proportion graphs, the counts will show the numbers and the percents.

Use Include/Exclude to select only specific category(s) of a graph. Use *CTRL* to select multiple categories. Hit *Refresh* in the browser to go back to all categories.

2. **Exclude** when you want to *view* most of the categories
3. **Include** when you want to *exclude* most of the categories