



Employer eServices Customer Reporting Drilling

Drilling provides two highly versatile and distinct functions. First, it lets you view the data elements of a variable hierarchy in greater (or less) detail. Second, it lets you add an entirely new variable to your report. Adding a new variable can dramatically change the way the information is presented in your report – giving your report a completely new focus. The original report (the report you drilled from) is still in your list of **Recent Reports**.

Task	Step	Action
Simple Drill		<p>Note: The simple drill allows you view existing report attributes at a more detailed level.</p>
	1	<p>From the Report Results screen:</p> <p>Click the Drill icon  from the toolbar to open the drill window.</p>
	2	<p>In the Drill To: drop-down menu, select the attribute to view in more detail.</p> <p>Note: If the drop-down menu is empty, the attribute is either not part of a hierarchy OR all report already contains all the hierarchy's levels.</p>
	3	<p>Click OK</p> <p><i>Your new report contains your drilled variable and its data elements.</i></p>
Advanced Drill		<p>Note: The advanced drill allows you view existing report attributes at a more detailed level by adding more attributes.</p>
	1	<p>From the Report Results screen:</p> <p>Click the Drill icon  from the toolbar to open the drill window.</p>
	2	<p>Click the More Options link next to any attribute</p> <p><i>The advanced drilling options now appear in the Drill panel.</i></p>
	3	<p>In the Drill To: drop-down menu, select the attribute to view in more detail.</p> <p><i>The Drill To field refreshes to display the variables within the hierarchy (if there is not a hierarchy, the variable you selected from the drop-down menu will be repeated in this box).</i></p>
	4	<p>In the Drill To: drop-down menu, select another attribute to view in more detail.</p>
	5	<p>Click OK.</p> <p><i>Your new report is created and the results are grouped by the attributes you selected.</i></p>