Employer eServices Customer Reporting
Report Manipulation

When you manipulate results, you change the way data is presented in your report grid without having to reproduce the report against the data warehouse.

Your report maintains all the manipulation you perform if you export it, print it or save it to My Reports.

Task	Step	Action
Move	1	To move a column to the left, click to shift the left or to shift the column to the right.
	OR	
	1	To move an attribute up in the column header, click to shift up or to shift the attribute down the **columns** of your report. To move all the attributes up in the column header, click to shift up below the word **Metrics** in the column header or to shift the attribute down below the word **Metrics** in the column header.
Undo a Move	1	Use the appropriate arrow to move the variable back into its original position.
Pivot	1	Click the arrow for the attribute you want to shift from the columns into the rows of your report.
	OR	
	1	Click the arrow for the attribute you want to shift from the rows into the columns of your report.
Undo a Pivot	1	Use the or arrow to pivot the attribute back into its original position.
Sort		or indicates the column is not sorted. Click the arrow to sort it.
	1	Click the arrow to sort the column in descending (Z-to-A or 10-to-1) order.
	OR	
	1	Click the arrow to sort the column in ascending (A-to-Z or 1-to-10) order.

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