

5 Customizing Your Reports

In IDIS some reports can be customized to your preference. In this section you will learn the types of reports that you can find in the IDIS reporting system, which reports you can customize, and the different features available for customization.

5.1 Types of Reports

There are two types of reports in IDIS: Document Reports and Grid Reports. You can tell the difference between them by looking at the icons located at the left side of the report's name.



Document Reports

Document Reports are preformatted reports. You **cannot** make any customizations to them. This type of report is ready to be saved or printed for your review.



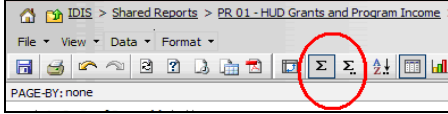
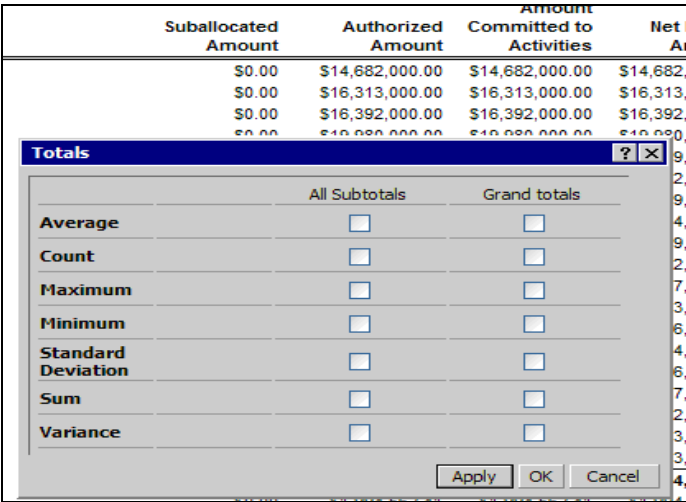
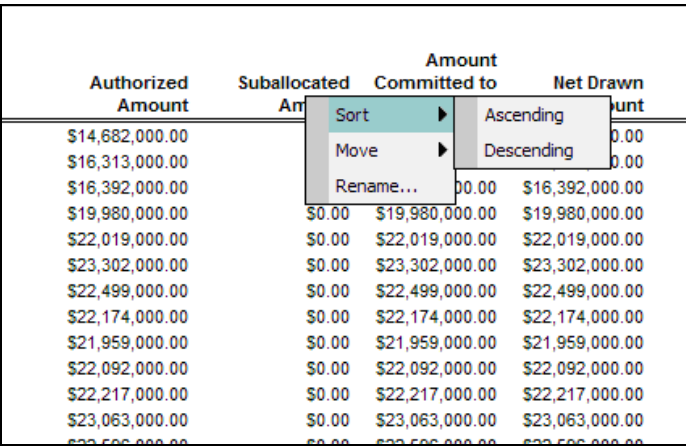
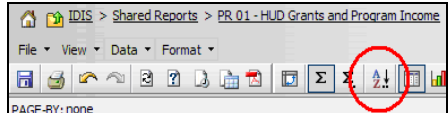
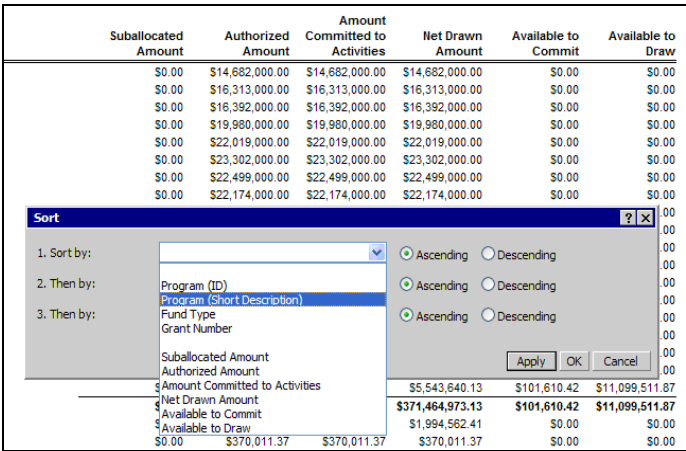
Grid Reports

Grid Reports are reports that you can customized in different ways. Section 5.2 will explain to you the features that you can use to customize your Grid Reports.

5.2 Grid Reports Customization

You can customize the content and appearance of your Grid Reports. This section describes some of the key features that you can use to customize your Grid Reports. Table 3 describes the most useful features customizing your grid reports.

Feature	Example																																																																																																																														
<p>Modify Column Order</p> <p>Once a report is displayed in the window, you can easily drag and move columns.</p> <p>Using the mouse, left-click on a particular column, and then drag it to the left or right.</p>	<p>In the following example, the user is moving the Authorized Amount column to the right of Suballocated Amount.</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: center;">Authorized Amount</th> <th style="text-align: center;">Suballocated Amount</th> <th style="text-align: center;">Amount Committed to Activities</th> <th style="text-align: center;">Net Drawn Amount</th> <th style="text-align: center;">Available to Commit</th> <th style="text-align: center;">Available to Draw</th> </tr> </thead> <tbody> <tr><td>\$14,682,000.00</td><td>\$0.00</td><td>\$14,682,000.00</td><td>\$14,682,000.00</td><td>\$0.00</td><td>\$0.00</td></tr> <tr><td>\$16,313,000.00</td><td>\$0.00</td><td>\$16,313,000.00</td><td>\$16,313,000.00</td><td>\$0.00</td><td>\$0.00</td></tr> <tr><td>\$16,392,000.00</td><td>\$0.00</td><td>\$16,392,000.00</td><td>\$16,392,000.00</td><td>\$0.00</td><td>\$0.00</td></tr> <tr><td>\$19,980,000.00</td><td>\$0.00</td><td>\$19,980,000.00</td><td>\$19,980,000.00</td><td>\$0.00</td><td>\$0.00</td></tr> <tr><td>\$22,019,000.00</td><td>\$0.00</td><td>\$22,019,000.00</td><td>\$22,019,000.00</td><td>\$0.00</td><td>\$0.00</td></tr> <tr><td>\$23,302,000.00</td><td>\$0.00</td><td>\$23,302,000.00</td><td>\$23,302,000.00</td><td>\$0.00</td><td>\$0.00</td></tr> <tr><td>\$22,499,000.00</td><td>\$0.00</td><td>\$22,499,000.00</td><td>\$22,499,000.00</td><td>\$0.00</td><td>\$0.00</td></tr> <tr><td>\$22,174,000.00</td><td>\$0.00</td><td>\$22,174,000.00</td><td>\$22,174,000.00</td><td>\$0.00</td><td>\$0.00</td></tr> <tr><td>\$21,959,000.00</td><td>\$0.00</td><td>\$21,959,000.00</td><td>\$21,959,000.00</td><td>\$0.00</td><td>\$0.00</td></tr> <tr><td>\$22,092,000.00</td><td>\$0.00</td><td>\$22,092,000.00</td><td>\$22,092,000.00</td><td>\$0.00</td><td>\$0.00</td></tr> <tr><td>\$22,217,000.00</td><td>\$0.00</td><td>\$22,217,000.00</td><td>\$22,217,000.00</td><td>\$0.00</td><td>\$0.00</td></tr> <tr><td>\$23,063,000.00</td><td>\$0.00</td><td>\$23,063,000.00</td><td>\$23,063,000.00</td><td>\$0.00</td><td>\$0.00</td></tr> <tr><td>\$22,596,000.00</td><td>\$0.00</td><td>\$22,596,000.00</td><td>\$22,596,000.00</td><td>\$0.00</td><td>\$0.00</td></tr> <tr><td>\$20,954,000.00</td><td>\$0.00</td><td>\$20,954,000.00</td><td>\$20,954,000.00</td><td>\$0.00</td><td>\$0.00</td></tr> <tr><td>\$20,716,000.00</td><td>\$0.00</td><td>\$20,716,000.00</td><td>\$20,716,000.00</td><td>\$0.00</td><td>\$0.00</td></tr> <tr><td>\$19,617,242.00</td><td>\$0.00</td><td>\$19,617,242.00</td><td>\$19,617,242.00</td><td>\$0.00</td><td>\$0.00</td></tr> <tr><td>\$17,662,301.00</td><td>\$0.00</td><td>\$17,662,301.00</td><td>\$17,662,301.00</td><td>\$0.00</td><td>\$0.00</td></tr> <tr><td>\$17,683,790.00</td><td>\$0.00</td><td>\$17,683,790.00</td><td>\$17,683,790.00</td><td>\$0.00</td><td>\$0.00</td></tr> <tr><td>\$16,643,152.00</td><td>\$0.00</td><td>\$16,541,541.58</td><td>\$5,543,640.13</td><td>\$101,610.42</td><td>\$11,099,511.87</td></tr> <tr style="font-weight: bold;"> <td>\$382,564,485.00</td> <td>\$0.00</td> <td>\$382,462,874.58</td> <td>\$371,464,973.13</td> <td>\$101,610.42</td> <td>\$11,099,511.87</td> </tr> </tbody> </table>	Authorized Amount	Suballocated Amount	Amount Committed to Activities	Net Drawn Amount	Available to Commit	Available to Draw	\$14,682,000.00	\$0.00	\$14,682,000.00	\$14,682,000.00	\$0.00	\$0.00	\$16,313,000.00	\$0.00	\$16,313,000.00	\$16,313,000.00	\$0.00	\$0.00	\$16,392,000.00	\$0.00	\$16,392,000.00	\$16,392,000.00	\$0.00	\$0.00	\$19,980,000.00	\$0.00	\$19,980,000.00	\$19,980,000.00	\$0.00	\$0.00	\$22,019,000.00	\$0.00	\$22,019,000.00	\$22,019,000.00	\$0.00	\$0.00	\$23,302,000.00	\$0.00	\$23,302,000.00	\$23,302,000.00	\$0.00	\$0.00	\$22,499,000.00	\$0.00	\$22,499,000.00	\$22,499,000.00	\$0.00	\$0.00	\$22,174,000.00	\$0.00	\$22,174,000.00	\$22,174,000.00	\$0.00	\$0.00	\$21,959,000.00	\$0.00	\$21,959,000.00	\$21,959,000.00	\$0.00	\$0.00	\$22,092,000.00	\$0.00	\$22,092,000.00	\$22,092,000.00	\$0.00	\$0.00	\$22,217,000.00	\$0.00	\$22,217,000.00	\$22,217,000.00	\$0.00	\$0.00	\$23,063,000.00	\$0.00	\$23,063,000.00	\$23,063,000.00	\$0.00	\$0.00	\$22,596,000.00	\$0.00	\$22,596,000.00	\$22,596,000.00	\$0.00	\$0.00	\$20,954,000.00	\$0.00	\$20,954,000.00	\$20,954,000.00	\$0.00	\$0.00	\$20,716,000.00	\$0.00	\$20,716,000.00	\$20,716,000.00	\$0.00	\$0.00	\$19,617,242.00	\$0.00	\$19,617,242.00	\$19,617,242.00	\$0.00	\$0.00	\$17,662,301.00	\$0.00	\$17,662,301.00	\$17,662,301.00	\$0.00	\$0.00	\$17,683,790.00	\$0.00	\$17,683,790.00	\$17,683,790.00	\$0.00	\$0.00	\$16,643,152.00	\$0.00	\$16,541,541.58	\$5,543,640.13	\$101,610.42	\$11,099,511.87	\$382,564,485.00	\$0.00	\$382,462,874.58	\$371,464,973.13	\$101,610.42	\$11,099,511.87
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Feature	Example
<p>Totals and Subtotals</p> <p>You can add and modify totals and subtotals.</p> <p>Click the Sigma icon to display the Totals/Subtotals menu:</p> 	
<p>Sort Data in a Column</p> <p>To sort a column, simply right-click and select Sort, and then select Ascending or Descending.</p>	
<p>Advanced Sorting</p> <p>You can sort each column as well as to enable advanced sorting on up to three different criteria.</p> <p>Click the Sort icon to enable advanced sorting.</p> 	

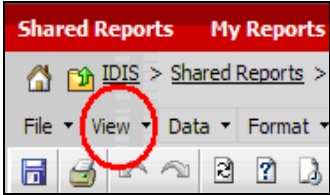
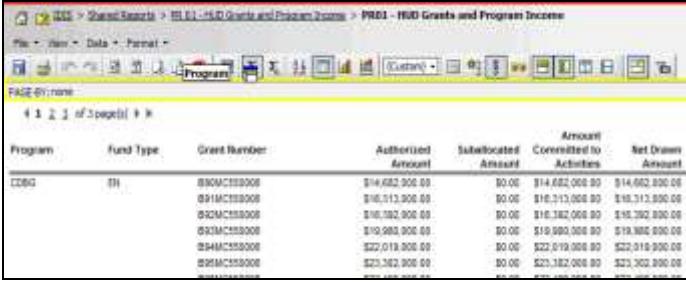
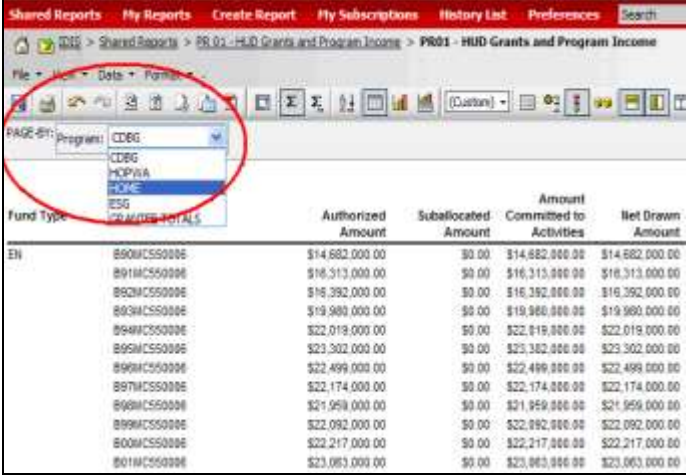
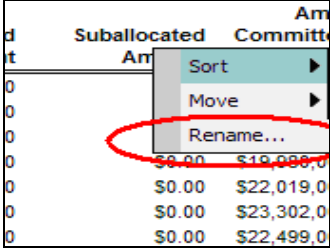
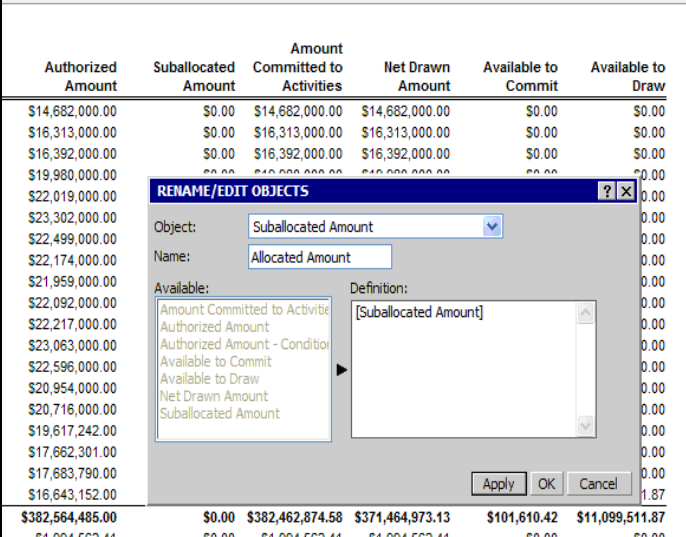
Feature	Example
<p>Grouping Data Using Parameters</p> <p>The Page By functionality allows you to dynamically slice and dice the data and group it by various parameters.</p> <p>To enable Page by, select the View menu, and then Page By Selection.</p>  <p>The Page By section will be displayed as shown in the example.</p>	<p>In the following example, the Program attribute is being moved to the Page-by field:</p>  <p>Now the report can be dynamically filtered by Program.</p> 
<p>Rename Report Objects</p> <p>You can rename report objects such as column headers to better fit your needs.</p> <p>Rename the display name of report objects by right-clicking on a column and then selecting the Rename option.</p> 	<p>In the following example, the user is renaming the column header from Suballocated Amount to Allocated Amount.</p> 

Table 3. Features to Customize Your Grid Reports