

Introduction

Scrolling up/down or left/right within a report to view data may seem an obvious task but, depending on the amount of data a report contains, scrolling has the potential to be confusing to users unfamiliar with the SAC environment. This Help Guide provides a brief look at scrolling techniques and considers the impact on scrolling when columns or rows are frozen (locked in position).

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Scrolling within the SAC framework

The data you see when you run a report is constrained by the dimensions of the *Display frame* shown in the following image. If the amount of data returned is greater than the dimensions of the frame, it will be necessary to scroll to view all your data. This commonly involves at least scrolling up or down. If a report result is wide, i.e., it contains more columns than can be displayed within the Display frame, it will also be necessary to scroll horizontally to see everything. In the event that your report is too wide for the frame, two scroll bars like those shown as (1) and (2) below will be visible. If the report is narrow enough that all columns fit within the frame, only a single scroll bar will be visible.

The screenshot shows the SAP Analytics Cloud interface for a 'Transaction Detail' report. The report is displayed within a 'Display frame'. A vertical scroll bar (labeled '1') is visible on the right side of the data table, indicating that the data extends beyond the visible area. A second vertical scroll bar (labeled '2') is visible on the far right edge of the report area, indicating that the entire report content is not visible within the current view. A red dashed arrow points downwards from the bottom of the data table, with a text box stating 'Data may extend below or to the right of the Display frame'. A green dashed box labeled 'Display frame' highlights the area containing the data table. The report header includes 'BOSTON UNIVERSITY' and 'Transaction Detail'.

i **Tip:** a report that is too wide to fit within the vertical dimension of the Display frame will contain two vertical scroll bars. Otherwise, only a single bar will be visible.

What do the scroll bars control?

Scroll bar **1**: enables you to scroll up or down through report data displayed within the Display frame. Note that the size of this bar is proportional to the amount of data contained in the report. A small bar, as in this case, indicates that the report contains many rows. A larger bar suggests that less scrolling will be necessary to view all the data in the report.

Scroll bar **2**: if visible, this indicates that the entire Display frame is not visible in the area you see on your screen. This bar scrolls up or down with the Display frame. Think of the Display frame as a window that can be moved up or down and within which your data is visible.

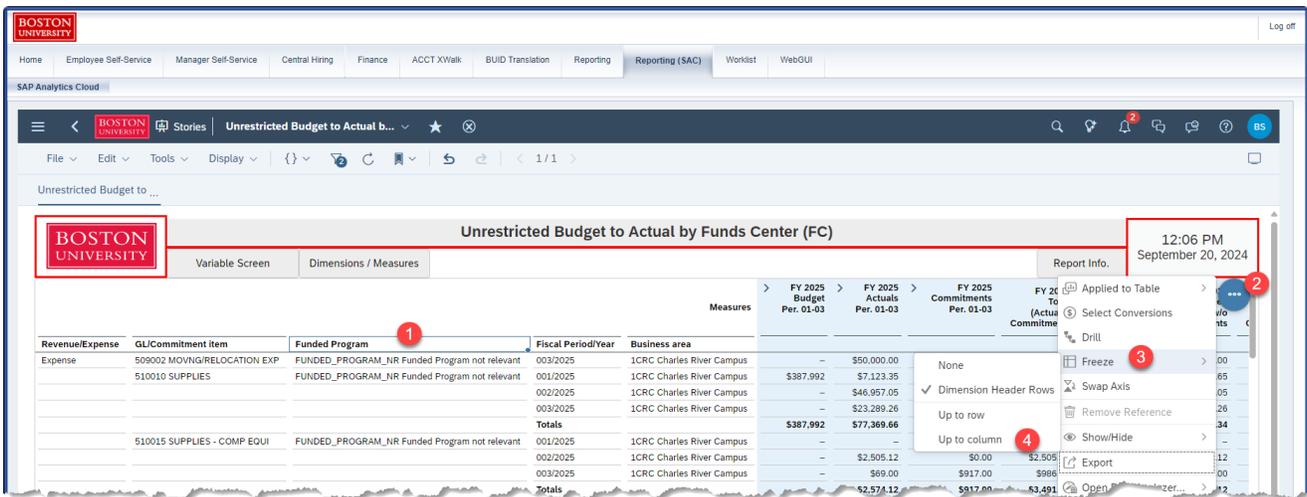
i **Tip:** arrow keys or scroll bars can be used to move through your data.

Freezing rows or columns

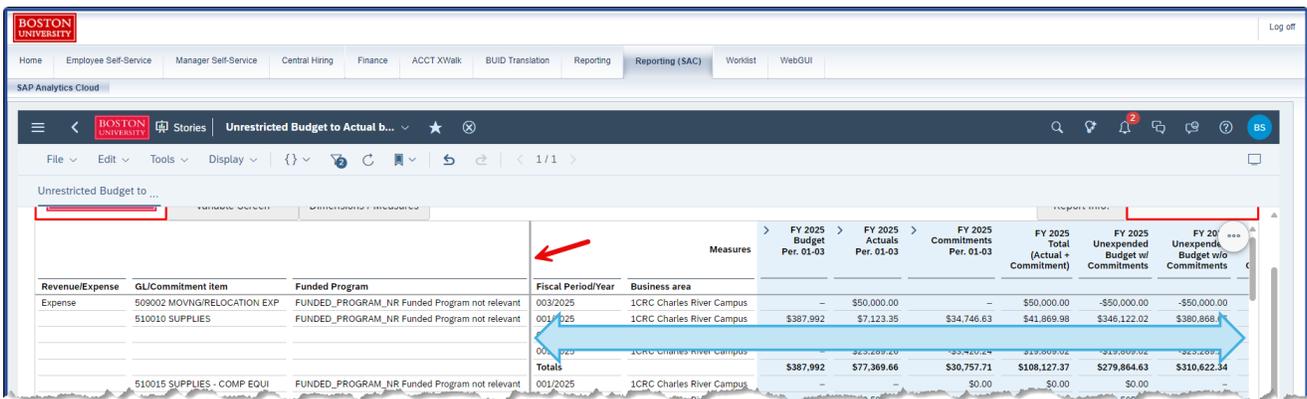
The ability to freeze rows or columns impact how data moves when scrolling. As implemented at Boston University, SAC reports initially contain frozen Dimension header rows. This setting locks the headers (column labels) so they remain visible as you scroll up or down through report data. It's possible to change or add to this setting to freeze rows or columns within a report (as you can in Excel, for example).

Example 1: freeze columns

1. Click on an item in a column (can be a Dimension header or a value in the column)
2. Click on the ellipsis that appears in the upper right.
3. Select *Freeze*
4. Select *Up to column*

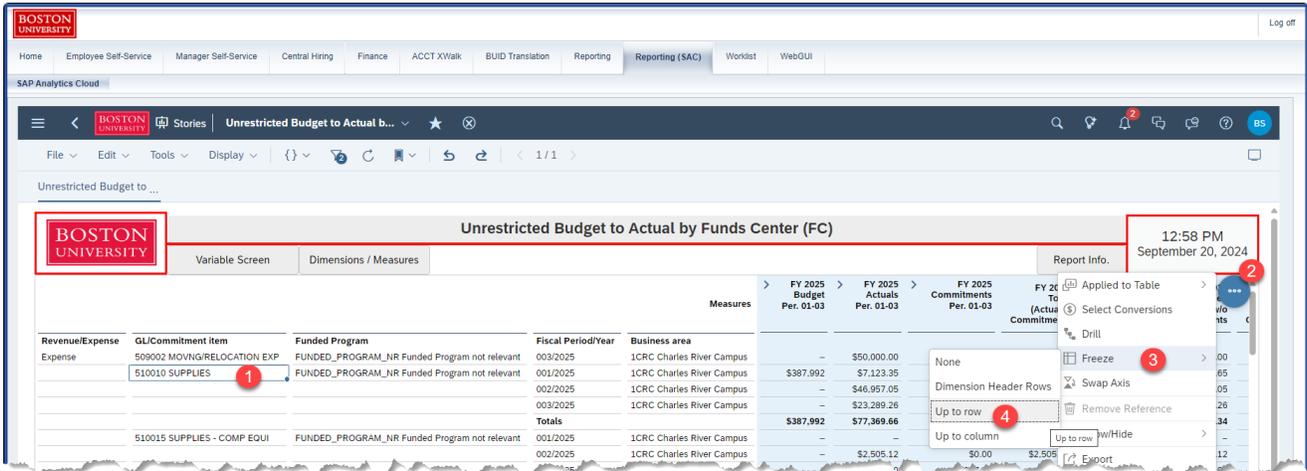


The result: when scrolling horizontally, only columns to the right of the highlighted indicator will move.



Example 2: freeze columns by selecting a row other than Dimension headers

1. Click on an item below the column header, i.e., a value within the column.
2. Click on ellipsis that appears in the upper right.
3. Select *Freeze*
4. Select *Up to row*



The result: all scrolling will occur relative to the highlighted horizontal line.

