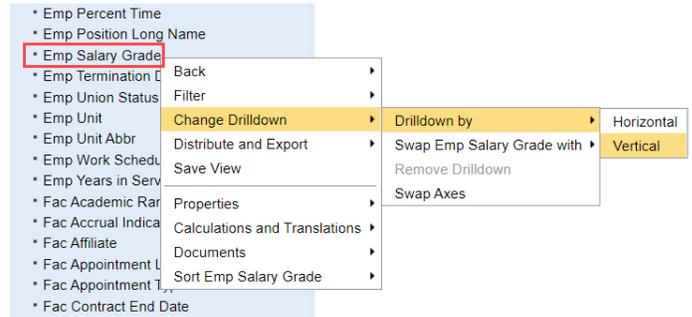


Instructions

Typically, adding a Characteristic to a report from the Free Characteristics list is easy to accomplish by clicking and dragging that data element. There are times, though, when the Free Characteristics list is long and the item you want to add is well down in the list. The drag-and-drop method will still work, but the process can sometimes prove cumbersome. It turns out there is an alternative method you can use.

Here's what you need to do:

1. Right-click on the Characteristic you wish to add
2. Slide your cursor to *Change Drilldown*
3. Move right over *Drilldown by*
4. Click to select *Vertical*



This will result in the Characteristic being added in the right-most column of the report. From there, the Characteristic can be repositioned as necessary.