

## 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

<ul> <li>Emp Percent Time</li> </ul>				
<ul> <li>Emp Position Long Name</li> </ul>				
<ul> <li>Emp Salary Grade</li> </ul>				
<ul> <li>Emp Termination E</li> </ul>	Back	•		
<ul> <li>Emp Union Status</li> </ul>	Filter	•		
<ul> <li>Emp Unit</li> </ul>	Change Drilldown	•	Drilldown by	Horizontal
<ul> <li>Emp Unit Abbr</li> </ul>	Distribute and Export	•	Swap Emp Salary Grade with >	Vertical
<ul> <li>Emp Work Schedu</li> <li>Emp Years in Serv</li> <li>Fac Academic Rar</li> </ul>	Save View		Remove Drilldown	
	Properties	,	Swap Axes	
<ul> <li>Fac Accrual Indica</li> </ul>	Calculations and Trans	slations 🔸		
<ul> <li>Fac Affiliate</li> </ul>	Documents	•		
<ul> <li>Fac Appointment L</li> <li>Fac Appointment T</li> </ul>	Sort Emp Salary Grad	e 🔸		
Eac Contract End Date				

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.