

PANORAMA CHEAT SHEET



The Toolbar

	Exposes the Tools menu that governs screen options such as briefing book, private briefing book, Slicers, legend, and report properties. The pushpin icon  enables you to position a window.
	Displays a menu of view layout options
	Displays the Chart Options menu
	Toggles between the Panorama Smart Reporting report view and normal Panorama view
	Undoes the last action
	Displays the Save options menu
	Opens the view properties dialog box
	Prints the current view
	Displays the next set of rows (up to 30 rows each time) in the crosstab.

To slice a crosstab

- Click the slicer with which you want to slice. The Slicer dialog box opens and displays the dimension members.
- Define a slice in the Slicer dialog box in one of the following ways:
 - To select a single member, click on the member and click **OK**.
 - To select sequential members, click on the first member you wish to select. Press and hold the Shift key. Click on the farthest member you wish to select. The two members you selected and those in between are selected. Click **OK**. The crosstab and chart automatically display the updated information.
 - To select non-sequential members, click on a member. Press and hold the Ctrl key. Click on one or more additional members. Click **OK**. The crosstab and chart automatically display the updated information.
 - To slice by a lower level member, click on the plus sign next to a member in the Slicer dialog box. The tree expands to display lower-level members. Continue to expand or select one or more members, as described in the previous steps.

To exchange dimensions

Do one of the following:

- Choose a dimension from the Slicers pane and drag it to the row or column header in the crosstab.
 - When the cursor is in the correct position (the  icon appears at the pointer) release the mouse button.
 - From the popup menu that appears, select one of the following options:
 - **Replace <Member>** – The member in the crosstab will move out into the Slicers pane. The crosstab data is sliced by the selected member.
 - **Replace <Dimension>** – The Product dimension moves out into the Slicers pane. The crosstab data is sliced by the selected dimension.
- In the Slicers pane, right-click on the dimension and from the popup menu and select **Move Into Crosstab**. The **Move To** dialog box opens. Select the dimension axis you want to replace.
- Choose a dimension from a crosstab column or row header. Drag the dimension onto the dimension you want to replace in the Slicers pane. From the popup menu that appears, select one of the following options:
 - **Replace slicer with <Dimension>** – The crosstab is sliced by the dimension
 - **Replace slicer with <Member>** – The crosstab is sliced by the member

To nest a dimension in a crosstab

- Drag a dimension from the Slicers pane to the horizontal axis (column header) or to the vertical axis (row header).
- When the cursor is in the correct position, release the mouse button.
- From the popup menu that appears, select one of the following options:
 - **Replace-<Product>** - Replace the selected crosstab
 - **Replace Product** - Replace the entire crosstab with the selected dimension
 - **Nest Before (dimension)** - Drop a dimension before the current dimension
 - **Nest After (dimension)** - Drop a dimension after the current dimension

To drill down a member

Do one of the following:

- In the crosstab, click the plus sign by the member's name
- Double-click on the crosstab member's name
- Right-click on a crosstab member, and select **Expand Member to Level** and the level to expand.

The crosstab display expands to show information for the next hierarchical level for that member. You can continue drilling down until the plus sign does not show anymore.

To drill up a member

Do one of the following:

- Click the minus sign by a member's name
- Right-click on a crosstab member. Then, select **Collapse <Member>**.

Show Values/Show Percents – Show Percents and Values

Right-click in a crosstab header, select **Crosstab Properties > All Properties**. The **Crosstab Properties** dialog box appears. To display only values, check the **Show Values** property. To display only percentages, check the **Show Percents by Axis X (by rows)** or **Show Percents by Axis Y (by columns)** property. To show both percents and values, first select one of the Show Percents properties and then the Show Percents and Values property.

To sort crosstab data

Right-click on the header of the dimension member that you want to sort. From the popup menu, select **Sort By <Member>**. By default, the crosstab member is sorted in descending order.

To reverse sorting, click the arrow in the sorted member's header.

To remove sorting

In the crosstab header, right-click on the header of the dimension member from which you want to remove a sort. From the popup menu, select **Remove Sort**. The sort is removed from the crosstab and chart.

To hide a single member

In the crosstab, right-click on the member you want to hide. From the popup menu, select **Hide** and then **Hide <Member>**. The selected member is hidden in both the crosstab and chart.

To show hidden crosstab data

In the crosstab, right-click on a header in the dimension that has hidden members. From the popup menu select **Hide**. From the **Hide** submenu, select one of the following:

- **Show All Hidden Members** reveals all hidden members in the selected dimension.
- Click **Show Hidden Members** to display the **Select Members to Show** dialog box. This dialog box identifies all the hidden members from which you can choose the member(s) that you want to unhide. Select the members and click **OK**.

To create a filter by direct selection

- Select dimension members by holding the Ctrl key and clicking on the column or row headers.
- Right-click on any of the selected members and choose **Select Members** from the popup menu and **Highlighted Members** from the submenu. The crosstab will display only the selected member.