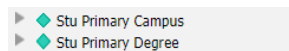


Working with Attribute Forms

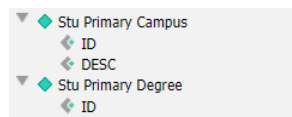
ATTRIBUTES

Attributes represent business concepts such as student, course, and employee. They provide the context on which to report and analyze business facts such as average GPA, total registered credit hours, and average years of service. While knowing the total registered credit hours is interesting, seeing this information broken down by college and term, for example, is much more useful.

In the Report Objects panel, attributes are indicated with an aqua-colored diamond before the attribute name.



On the left side of each attribute is a triangle icon. Clicking this icon expands the attribute and displays its components, or forms.



ATTRIBUTE FORMS

Attribute forms enable the grouping of multiple “pieces” of related information within a single attribute. Each attribute form is simply another column of data included with the attribute on your report.

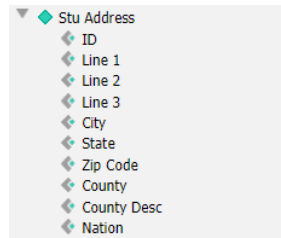
Stu Primary Campus Attribute with Two Attribute Forms

Stu Primary Campus	
----	No Value
FR	Front Royal
GMU	Mason
KOR	GMU Korea
MLT	Malta
MOL	Mason Online

Attributes must have at least one form, typically named ID. Many attributes have two forms, typically named ID and DESC. An attribute may have more than two forms. In fact, there is no limit to the number of forms an attribute may have. There is also no restriction on what the forms can be named. For example, the Stu Address attribute has ten forms.

↳ *ID is short for Identifier. DESC is short for Description.*

Stu Address Attribute with 10 Attribute Forms



DISPLAY ATTRIBUTE FORM NAMES

By default, only the attribute name displays on a report. For example, the Stu Primary Campus attribute has two attribute forms named ID and DESC. However, when this attribute is placed on a report, we do not see those attribute form names.

Attribute Form Names Do Not Display

Stu Primary Campus	
----	No Value
FR	Front Royal
GMU	Mason
KOR	GMU Korea
MLT	Malta
MOL	Mason Online

↳ When the attribute form names do not display, the attribute name displays in a merged cell across all attribute forms. This can make the data difficult to work with when exported to Excel.

You can choose to show the attribute form names on your report.

Attribute Form Names Display

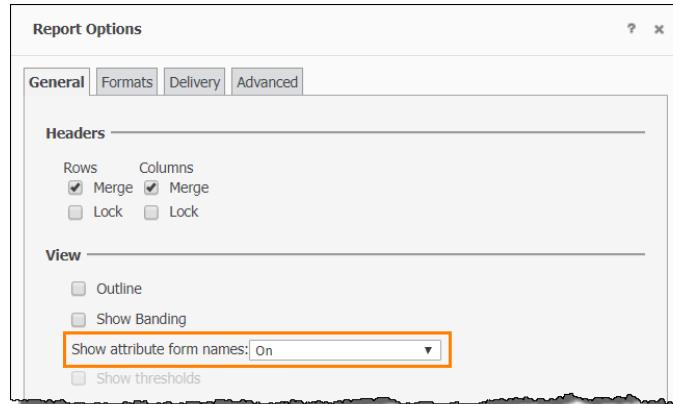
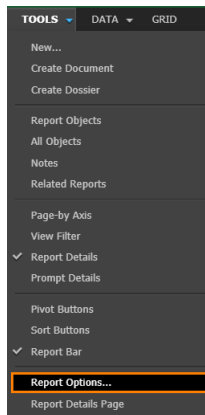
Stu Primary Campus ID	Stu Primary Campus DESC
----	No Value
FR	Front Royal
GMU	Mason
KOR	GMU Korea
MLT	Malta
MOL	Mason Online

↳ Each attribute form now has a non-merged header, making the data easier to work with in Excel.

Show Attribute Form Names

1. In the report results, on the Tools menu, select **Report Options**.
2. In the Report Options window, on the General tab, in the View section, click the Show attribute form names drop-down and select **On**.
3. Click **OK** to apply the change and close the Report Options window.

↳ This setting applies to every attribute on the report.



DISPLAY ATTRIBUTE FORMS

When placed on a report, each attribute displays a default set of attribute forms. Frequently, there are additional attribute forms that do not initially display. When you expand an attribute on the Report Objects panel, you see all available forms. The forms already displaying on your report are listed in gray, while the forms still available to include on your report are listed in black. For example, when the Stu Address attribute is placed on a report, every attribute form except ID displays by default.



You can modify this default behavior and decide exactly which attribute forms to display on your report.

Show a Hidden Attribute Form

1. In the report results, right-click an attribute header.
2. From the menu, point to Attribute Forms, and select an unchecked form.

Hide a Shown Attribute Form

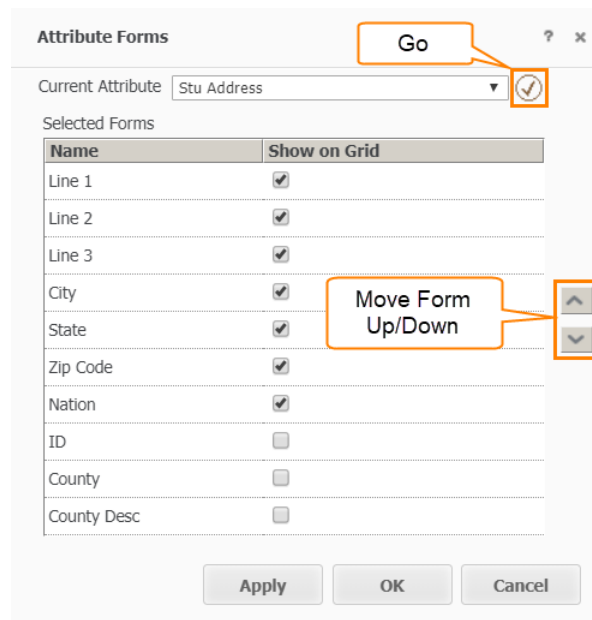
1. In the report results, right-click an attribute header.
2. From the menu, point to Attribute Forms, and select a checked form.

Attribute Forms Editor

The above approach works well when you are making a small number of changes. However, if you want to make more changes to the default attribute form display, there is a better approach. You can change the attribute form display for one or for many attributes at the same time by using the Attribute Forms editor.

Change the Display of Multiple Attribute Forms

1. On the Data menu, select **Edit Attribute Forms**.
2. On the Attribute Forms editor, click the Current Attribute drop-down and select an attribute.
3. Click **Go** to display the forms for the selected attribute.
4. For each form listed, select or clear the corresponding checkbox in the Show on Grid column.
5. Use the **Move Form Up** and **Move Form Down** buttons to change the order of the forms.
6. To modify another attribute, click **Apply** and return to Step 2.
7. When finished, click **OK**.



Attribute Forms

Current Attribute: Stu Address

Selected Forms

Name	Show on Grid
Line 1	<input checked="" type="checkbox"/>
Line 2	<input checked="" type="checkbox"/>
Line 3	<input checked="" type="checkbox"/>
City	<input checked="" type="checkbox"/>
State	<input checked="" type="checkbox"/>
Zip Code	<input checked="" type="checkbox"/>
Nation	<input checked="" type="checkbox"/>
ID	<input type="checkbox"/>
County	<input type="checkbox"/>
County Desc	<input type="checkbox"/>

Buttons: Apply, OK, Cancel

↳ This editor may look slightly different if your report is not based on a cube.