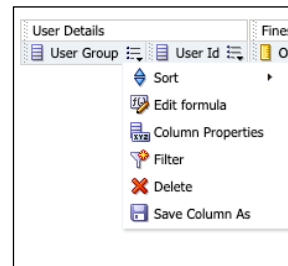


# Alma Analytics: Where to find common formatting functions

## Criteria Tab

Column drop-down -> Column properties

- Style
  - Font
  - Cell alignment & padding
  - Borders
  - CSS options
- Column format
  - Customize headings
  - Repeat cell values
- Data format
  - Types of numbers (currency, dates, etc)
  - Number symbol
- Conditional format



## Results Tab

Compound Layout

- Drag & drop (no icon)
  - Re-arrange columns (and rows for pivot tables)
  - Drag up to create table prompts and sections
  - Views may be dragged and dropped to re-order
- Format container (all views)
  - Cell alignment & padding
  - Borders
- View properties (data display views only)
  - Options depend on view type (table, graph, gauge, etc.)
  - Table Properties
    - Enable alternate styling
    - Repeat cell values
    - Rows per page
    - Fixed headers with scrolling content
- Edit view (all views)
  - Opens Layout pane below Compound Layout
    - Table prompts
    - Sections
    - Add sums
    - Exclude data points



Views Pane (Lower right hand corner)

- New view - allows you to add different data views, or replace deleted view
  - Data tables
  - Pivot tables
  - Data visualizations (graphs, gauges, etc.)
- Add view – sends an existing view to the Compound Layout pane
  - Deleting a view from compound layout does not delete the view
  - Views can be deleted in the Views pain

