



Access & Personalize a Dataview

To access a Dataview

1. Click **Main Menu > Dataviews & Reports > Dataview Library**.
2. On the Dataview Library page, click the name of the Dataview that you want to review.
3. In the Dataview, click **Select Timeframe** to select the dates that you want to view.
4. Click **Select Hyperfind** to select the employees or location in your organization that you want to analyze, for example, All Home.
5. **Add Chart** (bottom of screen) allows you to create a chart with the dataview that you have set up and save to your Home Screen from your **Tile Library**.

Dataview appearance

The appearance of your Dataview depends on your screen resolution:

Grid view is used typically for desktop screen resolutions above 768 pixels.

List view is used typically for mobile screen resolutions.

Employee	Person Num...	Tardiness Ex...	Extra Time E...	Lost Time Ex...	Exception H...	Total Excepti...	Revi...
<input type="checkbox"/> De Thomas, Elai...		Sort Ascending			40:00	5	0
<input type="checkbox"/> Confer, Caelainn		Sort Descending					
<input type="checkbox"/> Barnes, Tanasya...		Hide Column					
<input type="checkbox"/> Dallas Orr, Adele		Max			40:00	5	0
<input type="checkbox"/> Dallas Orr, Adele		Min					
<input type="checkbox"/> Dallas Orr, Adele		Sum					
<input type="checkbox"/> Cardozo, Juana C		Avg		5:58	45:35	9	0

Total [97] Select

	Employee... De Thomas, Elaine M Person N... 000017519 Tardiness... Extra Tim... Lost Time...
	Employee... Cardozo, Juana C Person N... 400018023 Tardiness... 5:58 Extra Tim... Lost Time... 5:58
	Employee... Barnes, Tanasya W Person N... 890000316 Tardiness... Extra Tim... Lost Time...
	Employee... Styck, Ryan J Person N... 890000559 Tardiness... 2:00 Extra Tim... 2:00 Lost Time...

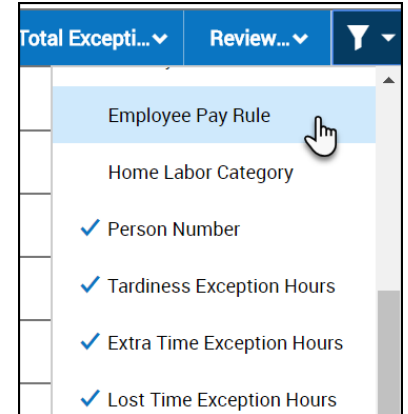
Charts

Show/Hide Columns on Table View

You can show or hide the columns in the Dataview by using the following methods:

From the Filter menu

1. Click **Filter** to the right of the columns to display the list of columns that are available to show or hide within the Dataview.
2. Select each column you want to show or select each checked column you want to hide.



Note: The Show/Hide column is not available in the List view.

Using Refine Menu

To use the **Refine** menu slider:

You can use the Refine menu slider on both the List view and Table View. To open, select **Refine** icon from the Action bar. The Refine slider opens on the right to reveal a set of tools to Sort, Filter, Group, or Calculate data.

Note: You can also access most of these tools by selecting the drop-down arrow in each column and selecting the function from the context menu.

Sort Columns

Use Sort to control the order of the data that is displayed in the Dataview.

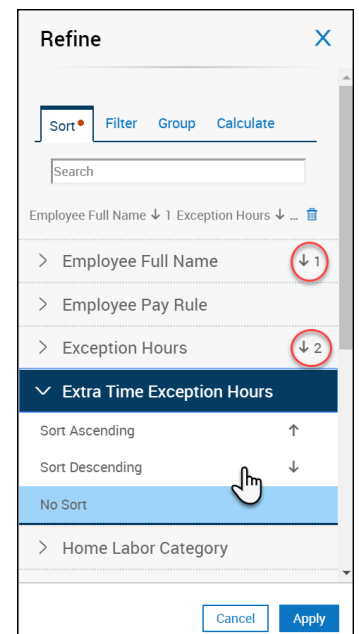
From the **Refine** menu slider

1. Click Sort and the column you want to sort.
2. Click Sort Ascending, Sort Descending, or No Sort.
3. Click **Apply**.
 1. The Sort Ascending arrow or Sort Descending arrow appears next to the column name to indicate that the column is sorted in ascending or descending order.
 2. If you wish to sort using multiple columns, a number will appear next to the sorted columns to indicate the sort order (example: 1, 2, 3...).

Remove columns from the sort

To remove a column from the sort:

1. From the **Refine menu slider > Sort tab**, select No sort.



Filter

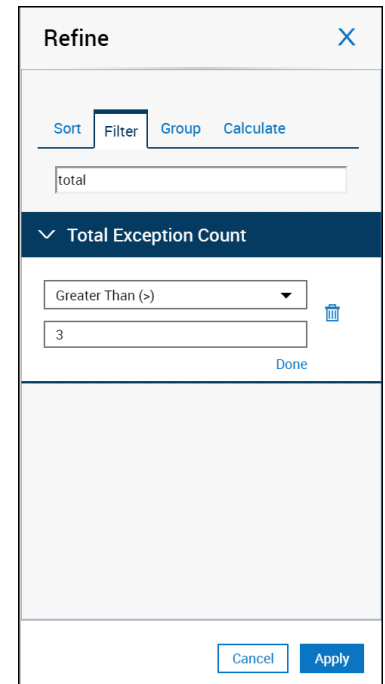
Select a filter to narrow the results in the Dataview to the specific items that you are interested in viewing, such as the number of part-time employees, or the top ten employees with exceptions.

From the **Refine** menu slider:

1. Click **Refine > Filter**
2. Select the column that you want to filter. You can select multiple filters at the same time.
3. Type the value for the filter.
4. Click **Done**.
5. Click **Apply**.

To remove filters

1. Click **Filter** on the far-right side of the column headers.
2. Click **Clear all filters**.

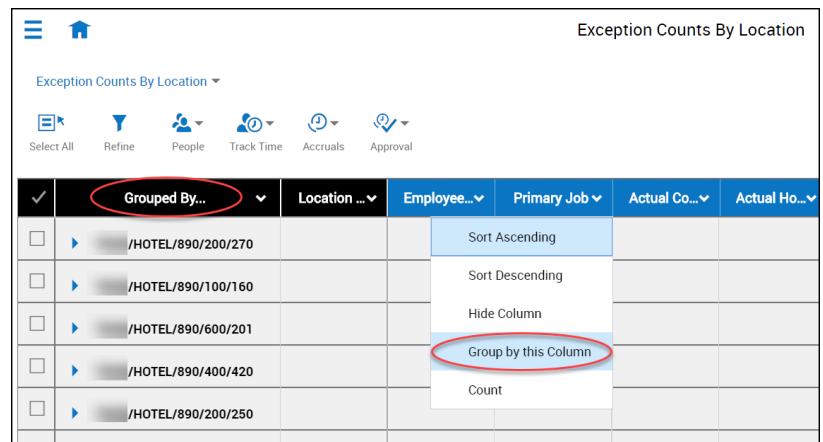


Group

Use Group to group the records that share a specific attribute, such as the same Primary Labor Account.

From the **Refine** menu slider:

1. Click **Group** and the column you want to use for grouping.
2. Click **Apply**.
3. The selected column is hidden, and the unique values contained within the column form groups. If preferred, you can show the column again by selecting **Filter** on the far-right side of the column headers and checking the column header name.



✓	Grouped By...	Location ...	Employee...	Primary Job	Actual Co...	Actual Ho...
<input type="checkbox"/>	▶ /HOTEL/890/200/270			Sort Ascending		
<input type="checkbox"/>	▶ /HOTEL/890/100/160			Sort Descending		
<input type="checkbox"/>	▶ /HOTEL/890/600/201			Hide Column		
<input type="checkbox"/>	▶ /HOTEL/890/400/420			Group by this Column		
<input type="checkbox"/>	▶ /HOTEL/890/200/250			Count		

If you select an additional column to group by, it becomes secondary to the first grouping, and so on, following the order in which they are chosen.

All groups containing duplicate values are contained within their own section header.

To cancel grouping

1. From the **Refine** slider, select Group and the column for which you want cancel grouping.
2. Select **No Group**

Note: You cannot group by numeric columns.

Summarizations/Calculations

You can apply summarizations to each of the columns in the table. The available summarizations are Count, Sum, Average, Minimum, Maximum, and None.

Method 1: From the column header

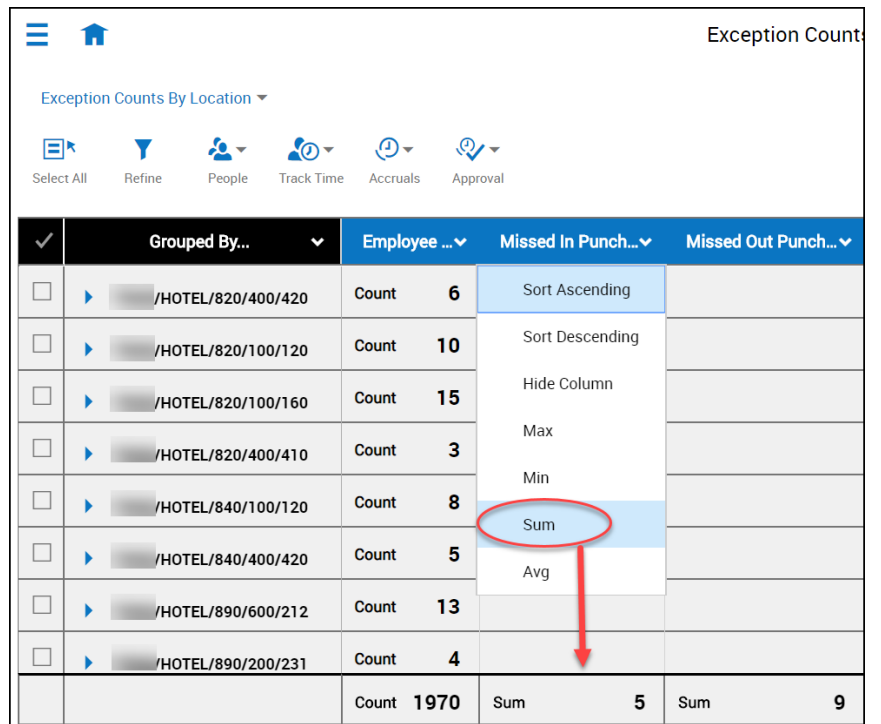
1. Click the drop-down arrow in the column header where you want to apply a calculation.
2. Click the calculation that you want to use.

Note:

- For all numeric columns, the following summarizations are available: None, Sum, Average, Minimum, and Maximum
- For all string columns, the following summarizations are available: None, Count (number of rows)
- For all date columns, the following summarizations are available: None, Count (number of rows)
- For all Boolean columns, the following summarizations are available: None, Count

Summarization and grouping

If you group data, and one of the columns has a summarization applied, a sub-total row appears for each group that summarizes the data in that group. For example, if a collection of employees appears in the Total # of Worked Hours column, and SUM has been applied, if you group by an employee attribute such as Labor Category, for every unique Labor Category each employee falls into, a sub-total line appears.



Exception Counts By Location

Select All Refine People Track Time Accruals Approval

✓	Grouped By...	Employee ...	Missed In Punch...	Missed Out Punch...
<input type="checkbox"/>	▶ /HOTEL/820/400/420	Count 6	Sort Ascending	
<input type="checkbox"/>	▶ /HOTEL/820/100/120	Count 10	Sort Descending	
<input type="checkbox"/>	▶ /HOTEL/820/100/160	Count 15	Hide Column	
<input type="checkbox"/>	▶ /HOTEL/820/400/410	Count 3	Max	
<input type="checkbox"/>	▶ /HOTEL/840/100/120	Count 8	Min	
<input type="checkbox"/>	▶ /HOTEL/840/400/420	Count 5	Sum	
<input type="checkbox"/>	▶ /HOTEL/890/600/212	Count 13	Avg	
<input type="checkbox"/>	▶ /HOTEL/890/200/231	Count 4		
		Count 1970	Sum 5	Sum 9