

# Using Focus/Hide on a Pivot

Sometimes you want to focus on specific data in a pivot – to see and analyze a specific part of the data that was brought back when you processed the report. You can accomplish this quickly and easily with “Focus” and “Hide” inside the pivot itself.

An example of Focus/Hide is built into most of the GFS Pivots:

Because most users will not want Cancelled aid included in either the detail or the grand totals, the standard reports include a Focus on Aid Status = “Active Aid Items.”

## Focusing Data in a Pivot

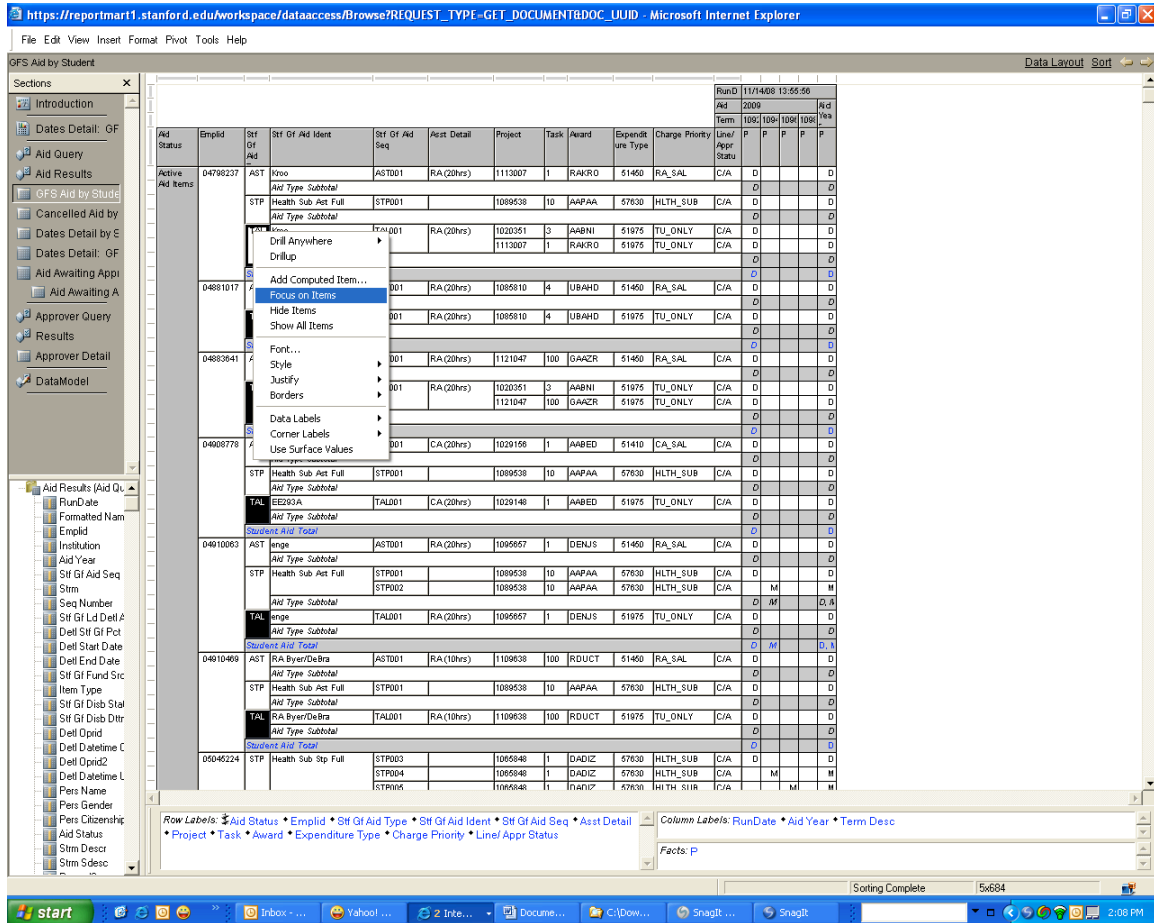
First, make sure the pivot is not in print preview mode. (Go up to the File Menu and unselect Print Preview if it is checked.) The Outliner should be visible below the report. (If not, toggle it on by clicking on “Data Layout” in the top right corner next to the word “Sort.”) The Outliner is divided into sections: Row Labels, Column Labels, and Facts. In the picture below, the outliner is yellow.

You can Focus or Hide based on the values of any data in Row Labels or Column Labels.

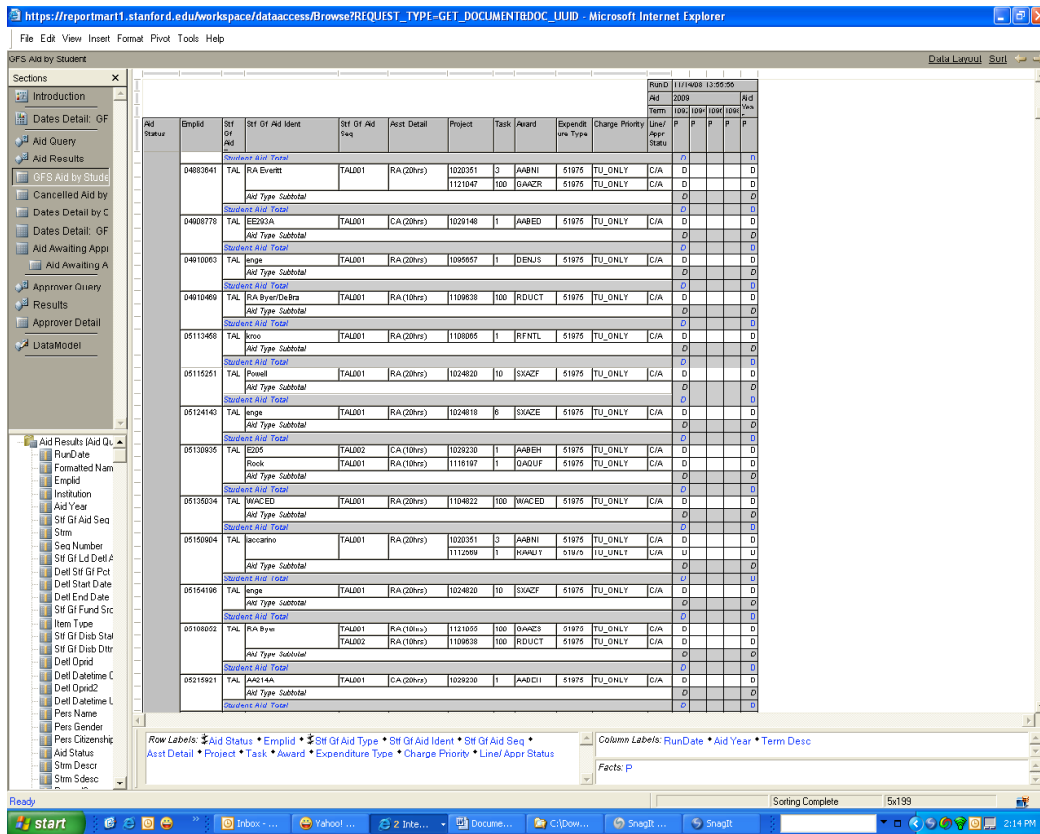
The screenshot shows a pivot table with columns for Aid Status, Emplid, Sff Gf Aid, Sff Gf Aid Ident, Sff Gf Aid Seq, Asst Detail, Project, Task, Award, Expenditure Type, Charge Priority, Line/ Appr Status, and Aid Year. The data is grouped by Aid Status and includes subtotals for Student Aid. The outliner at the bottom is highlighted in yellow and contains the following labels:

- Row Labels: Aid Status \* Emplid \* Sff Gf Aid Type \* Sff Gf Aid Ident \* Sff Gf Aid Seq \* Asst Detail \* Project \* Task \* Award \* Expenditure Type \* Charge Priority \* Line/ Appr Status
- Column Labels: RunDate \* Aid Year \* Term Desc
- Facts: P

In this case, we'd like to see only the Aid Type of TAL. So we'd highlight the value "TAL" in the Aid Type column by clicking on one of the TAL lines in the main window, and then right click. That brings up a menu with the choice "Focus on Items."



Click on that, and all the non-TAL items disappear – the AST, STP, and TUT lines all disappear, from the detail and from the totals, as is shown in the next photo.



How do you know, looking at your pivot, whether the pivot is showing you all the data, or whether there is a Focus/Hide in place?

Look down at the Outliner again and you'll see that the "Stf Gf Aid Type" label, which contains the TAL data, now has a little drill symbol in front of it. This means you have drilled down to focus (or hide) only part of the data. It doesn't tell you which values were selected for the focus/hide, only that a Focus or a Hide has been applied.

05168052	TAL	RA Byer	TALD01	RA.(10hrs)	1121055	100	GAAZS	51975
			TALD02	RA.(10hrs)	1109638	100	RDUCT	51975
	Aid Type Subtotal							
<b>Student Aid Total</b>								
05215921	TAL	AA214A	TALD01	CA.(20hrs)	1029230	1	AABEH	51975
	Aid Type Subtotal							
	<b>Student Aid Total</b>							

Row Labels: Aid Status \* Emplid \* **Stf Gf Aid Type** \* Stf Gf Aid Ident \* Stf Gf Aid Seq \* Asst Detail \* Project \* Task \* Award \* Expenditure Type \* Charge Priority \* Line/ Appr Status



You can focus on multiple values inside a row or column (using the “control click” to highlight more than one value at once) – for instance, to see just tuition payments you could highlight aid type values TAL and TUT before right-clicking to Focus on them.

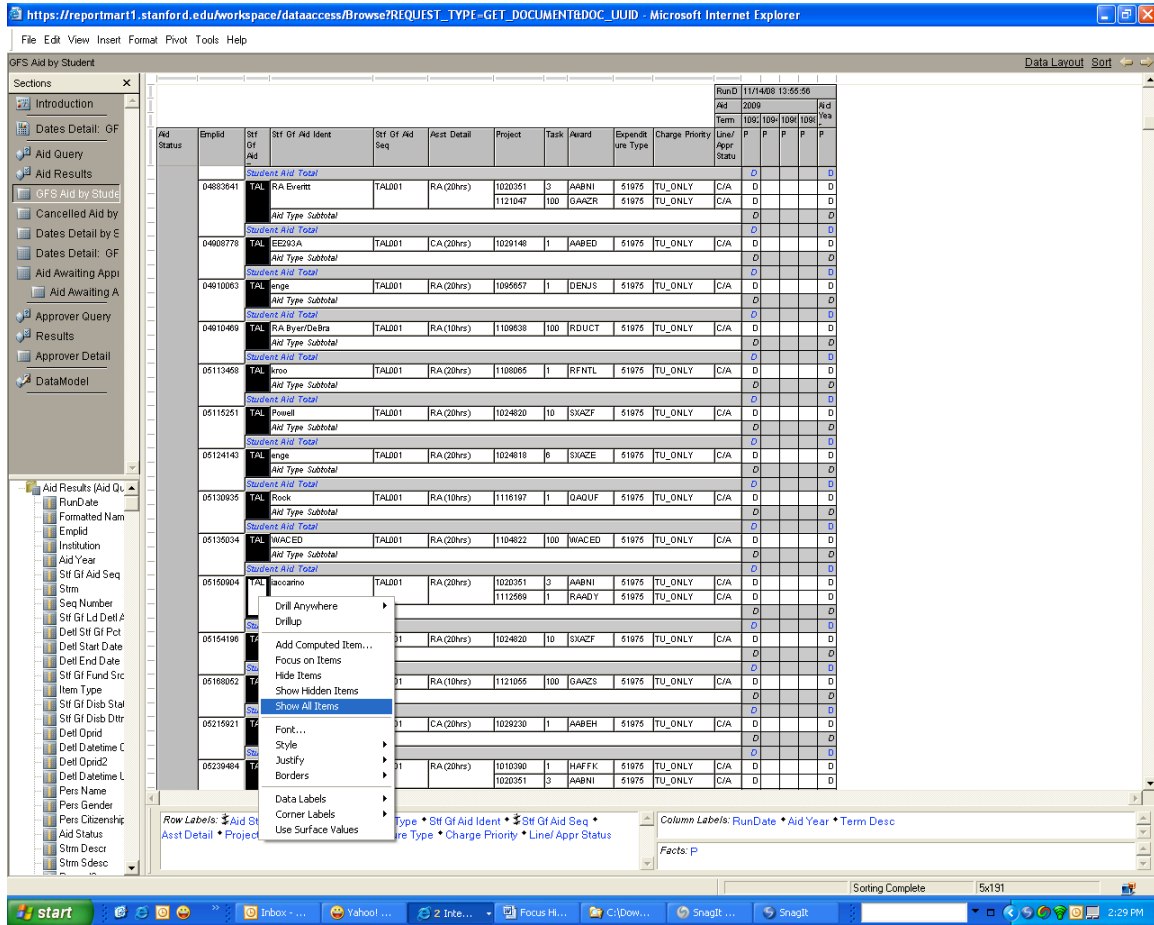
Moreover, you can use Focus/Hide many times inside a pivot, on different row or column labels. Each column that you have drilled up or down on will show the drill symbol in front of it. For example, here we have focused on “TAL” and “TAL001”, so both the STF GF AID TYPE columns and the STF GF AID SEQ columns have drill symbols in front of them.

Aid Status	Emplid	Stf Gf Aid Type	Stf Gf Aid Ident	Stf Gf Aid Seq	Asst Detail	Project	Task	Award	Expenditure Type	Charge Priority	Line/ Appr Status	RunDate	Aid Year	Termination Date
05135034	TAL	WACED	TAL001	RA(20hrs)	1104822	100	WACED	51975	TU_ONLY	C/A	D			D
Aid Type Subtotal												D		D
Student Aid Total												D		D
05150904	TAL	Iaccarino	TAL001	RA(20hrs)	1020351	3	AABNI	51975	TU_ONLY	C/A	D			D
					1112569	1	RAADY	51975	TU_ONLY	C/A	D			D
Aid Type Subtotal												D		D
Student Aid Total												D		D
05154196	TAL	Ienge	TAL001	RA(20hrs)	1024820	10	SXAZF	51975	TU_ONLY	C/A	D			D
Aid Type Subtotal												D		D
Student Aid Total												D		D
05168052	TAL	RA Byer	TAL001	RA(10hrs)	1121055	100	GAAZS	51975	TU_ONLY	C/A	D			D
Aid Type Subtotal												D		D
Student Aid Total												D		D
05215921	TAL	AA214A	TAL001	CA(20hrs)	1029230	1	AABEH	51975	TU_ONLY	C/A	D			D
Aid Type Subtotal												D		D
Student Aid Total												D		D
05239484	TAL	Niemeyer	TAL001	RA(20hrs)	1010390	1	HAFFK	51975	TU_ONLY	C/A	D			D
					1020351	3	AABNI	51975	TU_ONLY	C/A	D			D

Each Focus/Hide is independent. If you remove the focus on Stf Gf Aid Seq (right-click on TAL001 and choose “SHOW HIDDEN ITEMS”), the pivot will still have a focus on Stf GF Aid Type, so it will show only TAL. (It will also retain the built-in focus on Aid Status, so it will only show Active Aid Items.)

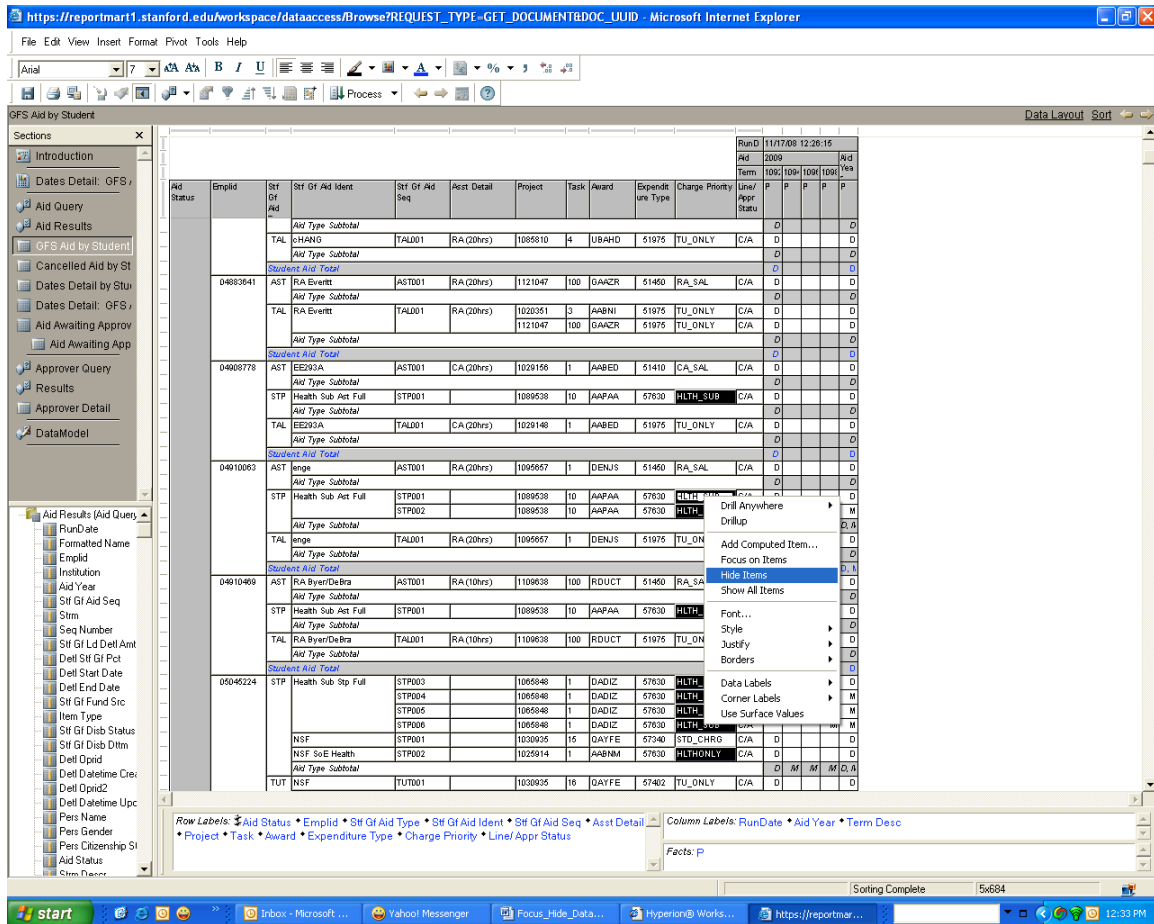
The other way to remove a Focus is to delete the entire row/column where you placed the Focus. If you deleted the entire “Stf GF Aid Type,” not showing that data in your pivot, the focus on TAL would be deleted as well.

If you'd like to undo all of the drill-downs, you can right click on any one of them and choose "SHOW ALL ITEMS". This will restore ALL the data to the pivot. (This means the pivot loses the built-in focus on Aid Status = Active Aid Items, so the Cancelled Aid will appear as well –at the very bottom of the pivot, if Aid Status is the first data column.)

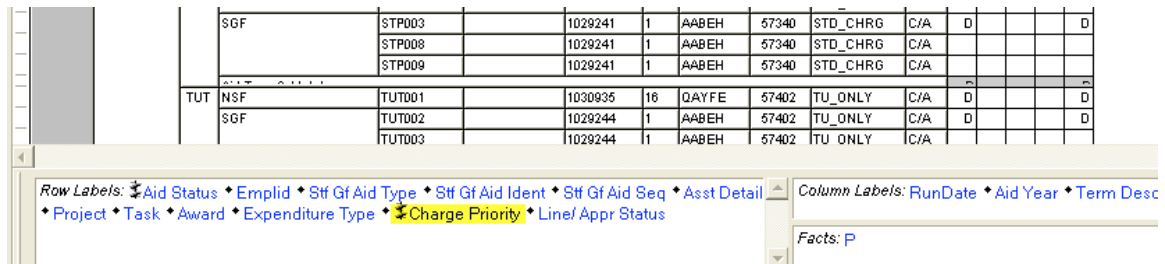


## Hiding Data in a Pivot

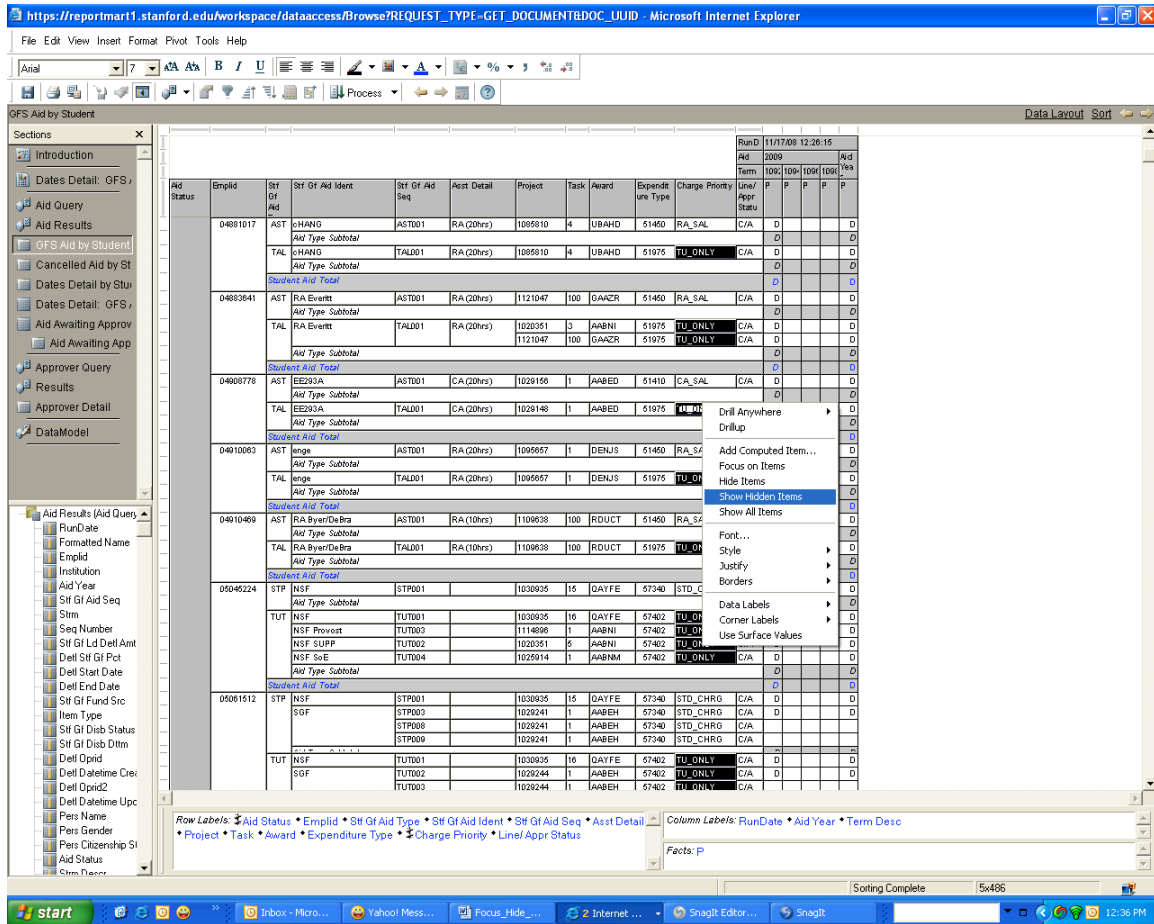
Instead of focusing on data in a pivot, sometimes it's more helpful to be able to hide data that you don't want to see. For example, in the pivot below, we're choosing to hide information about health insurance charges because we're not interested in seeing that data. So we click on both "HLTH\_SUB" and while holding down the control key, click on "HLTHONLY" in the Charge Priority column, then right click and choose "Hide Items."



Now our pivot no longer shows any health subsidy data. Once again, our Outliner shows a drill symbol in the column in which we've hidden data.



To “unhide” the data, we can either right click on the column in the main pivot, or right click on the Row Label CHARGE PRIORITY and select SHOW HIDDEN ITEMS.



Just like focusing on data, you can hide items in multiple columns and either undo the drill downs one item at a time or choose “SHOW ALL ITEMS” to undo them all at once.

You can also combine HIDING and FOCUSING in the same pivot.