Adding New Views to an Analysis

This guide will cover:

• How to add a new view to a single analysis

Step One
Hover over the Open icon in the Global Header and locate the analysis you wish to add a new view to and navigate to the Results tab. Or use the Catalog to locate the analysis and click the Edit button.

OR
Step Two

From the **Results Tab** of the Analysis Editor and click on the **New View** icon.

![Image of Catalyst software interface showing the Results tab and New View icon]

Step Three

Locate and select a desired view.

![Image of Catalyst software interface showing the Compound Layout and visualization options]

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Step Four

Click the Edit View icon to launch the edit mode of the view object and make any necessary changes in the layout pane. In many cases this is necessary especially for graph views.

Step Five

Depending upon the view, a measure may be required. If so, an error message will display in the Layout section of the View Editor.

To add a measure, locate the "Fact" folder within the subject area section. In all subject areas, this will be located at the very bottom of the folder listing.

Click and drag a measure or count into the Measures section of the Layout pane.
Step Six

Move any additional columns to achieve the desired results. In this example, the graph will display a cumulative GPA average for the two selected Academic Plans.

Note: Any items that are moved to the Excluded section of the Layout pane will only exclude that data from the view being edited and not the entire analysis.

Additional options exist within the view properties.

Step Seven

Click the Done button to close the graph view editor.
Step Eight

All newly added views appear at the bottom of the Compound Layout; however, views can be rearranged as necessary.

To move a view, hover over the view's header until the "Crosshairs" icon 🎯 appear. Click and drag the view to the desired location within the compound layout using the blue line as a guide for where you want the view to display.
Step Nine

Once you have added, edited, and configured your view, don’t forget to Save your analysis.

Navigate back to the Catalog and use the Open button to run the report.

You have now completed the steps for adding a new view to analysis.