Creating Bins

This guide will cover:

- How to create bins as a method of grouping sets of data together into related categories.

**Step One**

Hover over the **Open** icon in the Global Header and locate the analysis you wish to create a bin (group) for then navigate to the Criteria tab. Or use the Catalog to locate the analysis and click the **Edit** button.

![Image of Catalyst interface](Image)

[OR]

![Image of Catalyst interface](Image)

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Step Two

From the Criteria tab, select a new column by double-clicking or dragging the column to the selected columns area.

Bins can be created using an already selected column; however, this will affect the data that is currently being populated for that element.

Step Three

In the Selected Columns area, locate the column that you added in step 2 and click on the Properties icon.

Select Edit Formula from the drop-down.
Step Four

Click on the Bins tab. At the bottom of the dialog window, click the Add Bin button.

Step Five

Select an Operator and enter a Value then click OK. In this example, the bin is created to group a set of data based on the Academic Organization Code (or College number).
Step Six

Enter a bin name. This can be alpha or numeric. Once a name has been entered click OK.

If the name that has been entered as numeric you must select the Treat result as a numeric value or expression checkbox in the Bin tab of the Edit Column Formula dialog box.
Step Seven

Add as many bins for this column as necessary using the previous steps. You MUST select the Create a bin for all other values checkbox to create a grouping that will account for the additional values within the selected column (data element). When using this option, enter a bin name (or numeric value) as well.

The screenshot below is an example of a bin that is used to create a value of targeted admission offers for specified colleges. The Academic Organization Code is equivalent to the College Number (15 = A&S; 18 = CECH; 20 = CEAS). The bin names that were entered for each Academic Organization Code are being treated as numeric values indicating that the total target offers for: A&S is 5000 application offers, CECH is 1500 application offers, and CEAS is 1000 application offers. All other values (total of all other colleges) will have a total target offer of 10000 applications.
Step Eight

Navigate to the Column Formula tab. Notice that a CASE statement has been entered into the column formula section based on the bins that were created. This CASE statement can be edited as necessary.

Select the Custom Headings checkbox and update the Column Heading to reflect what data that column will now be producing. The folder heading could also be changed to help with easily identifying on the Criteria tab which column contains a custom bin or formula. Click OK.

![Column Formula Image]

Step Nine

Navigate to the Results tab to review the results of your analysis within the compound layout.

Don't forget to Save your analysis!

Step Ten

Use the Preview icon to see how your results will display or navigate back to the Catalog and use the Open button to run the report.

You have now completed the steps for creating a bin.