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.

Step Two

From the Criteria tab, select a new data element 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.

![Edit Formula](image1.png)

**Step Four**

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

![Add Bin](image2.png)
**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).

![New Filter](image1)

**Step Six**

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

![Edit Bin Name](image2)

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.

![Bin Tab](image3)
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 offers for specific 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**.

![Edit 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!