Data Miner Techniques
Grouping Data with Prompts

Prompts enable you to organize the appearance of the data according to your own criteria.

- **Section Prompt** – All records are visible but separated on the screen.
- **Table Prompt** – A drop-down arrow allows one category of record to be selected and viewed.

**Example**

You have run the **EBO Trial Balance PTD** dashboard for a Fund associated with numerous Departmental Activities (DA). Now you would like to group the records by DA.

**Section Prompt using the “grab bar”**

1. Hover your mouse over the **DA** column until you see a grab bar and a four-pronged arrow.
2. Click the grab bar and, without releasing the mouse, move the column upwards.
3. A thin blue line appears called **Sections**. Release the mouse to create a **Section Prompt**.

![Departmental Activity](image)

The screen refreshes to show the data grouped by DAs.

**Table Prompt using a Menu**

1. Right-click in the **DA** column header and hover the mouse over **Move Column**.
2. From the expanded menu, choose **To Prompts**.

Records are visible for just one DA at a time. Click the drop-down arrow to display the records for another DA.

**Note:** Both methods – the “grab bar” and the menu - work for both Section and Table Prompts.