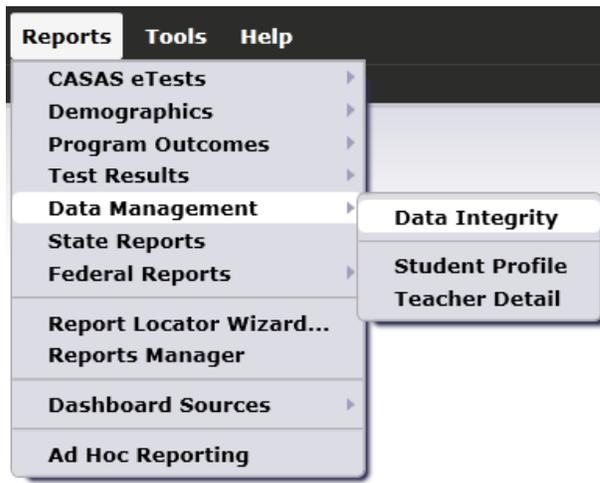# DIR Drill Down Options – Item #1

1. On the **Reports** menu, point to **Data Management**, and select **Data Integrity**.

2. On the setup window, click **Generate**.

3. Double-click the Item Count for DIR item 1, "Missing Birthdate."

4. This provides a list that identifies the students included in the Item Count (in this example, 1 student).

5. On the Navigator bar, click the Data Integrity Report selection at the top of the bar to return to the full report.
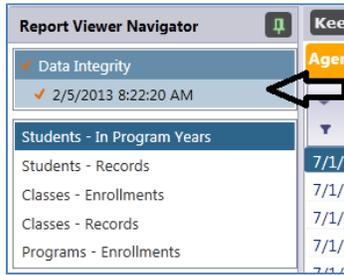

6. Return to Item 1 on the report. Right-click the listed Item Count.
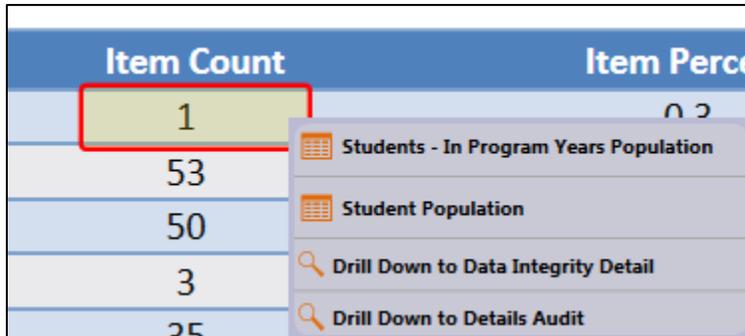
- Selecting **Students – In Program Years** drills down to the list identifying the students included in the listed Item Count. This is also what you access when left-clicking.
- Selecting **Student Population** drills down to the demographics lister. This option is available for all items that report learner demographics.
- **Data Integrity Detail** provides a class level listing of selected DIR items. Right-clicking displays this report only for the students included in the selected item count. If you prefer to view this report for all learners, then generate this report from the TE menu by going to **Reports – Data Management – Data Integrity Detail.**
- Drill Down **to Details Audit** generates a report displaying detailed data (one page per student) for each person included in the Item Count.

7. Right-click on Item 1 and then click **Student Population.**
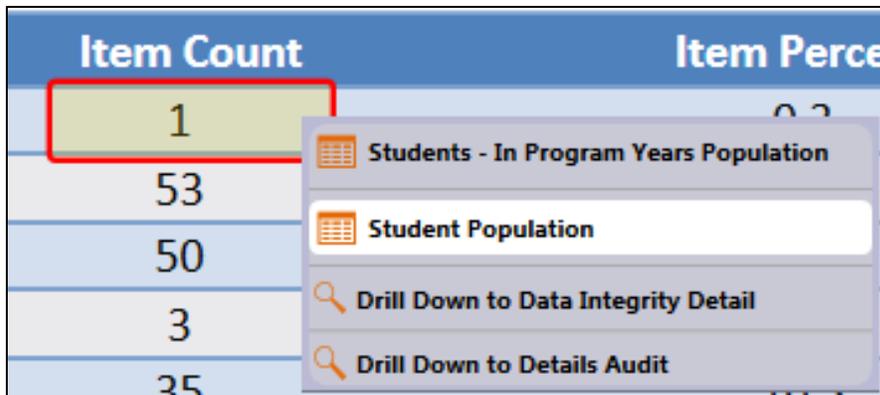
8. Double-click Autumn River's record to open her Student Demographics Record.

9. Click the **Edit** icon under Status to open those fields for editing. Enter a birthdate and click **Save.**

10. Re-Generate the Data Integrity Report. Note that the Item Count under 1 is now zero.

Item Description	Item Count
01 Missing Birthdate or outside 16-110	0
02 Less than 12 Hours of Instruction	53