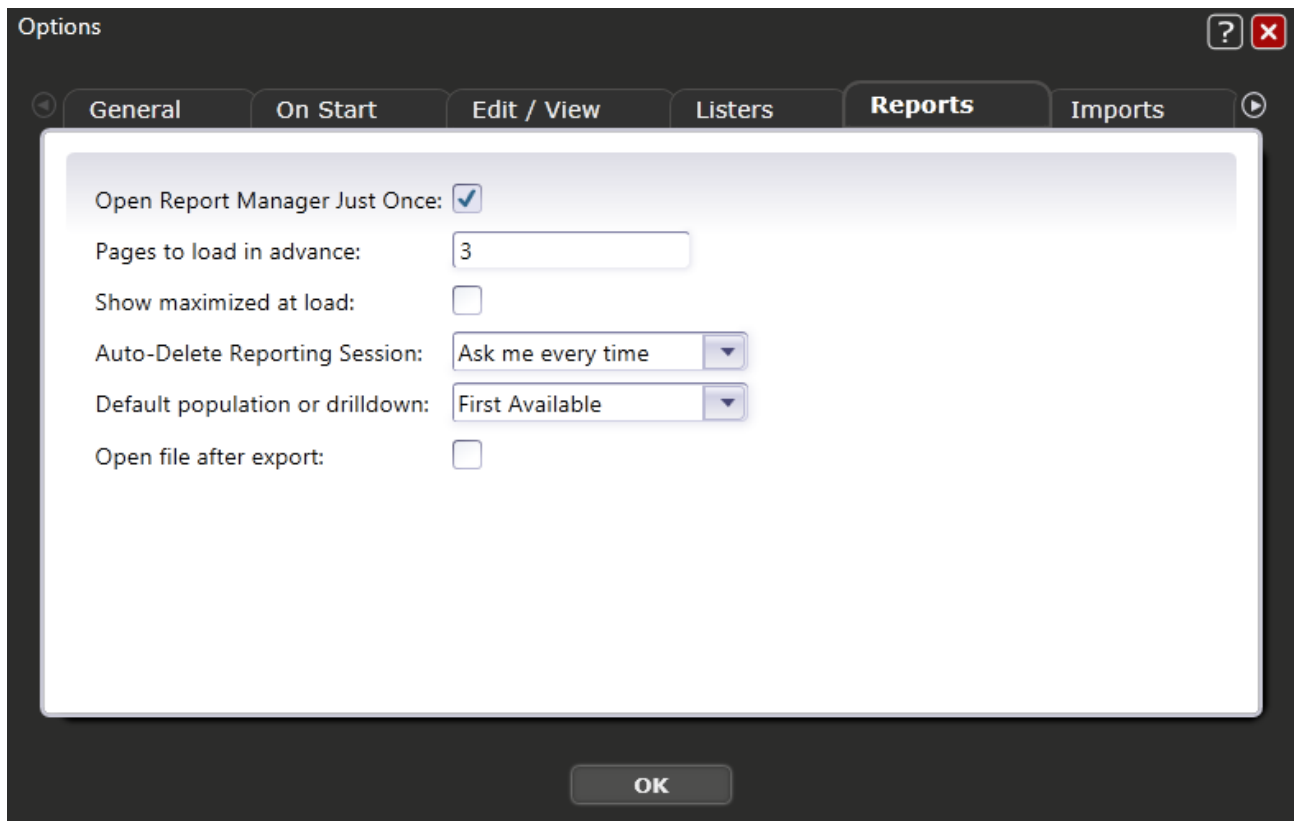


TE Options – Default Drilldown Feature

1. On the **TE** menu, select **Options**.



2. Click the **Reports** tab.



3. Here you can govern how TE manages the generation and display of reports.

- Click the drop box labeled “Default population or drilldown.”

Default population or drilldown: Most Relevant

Open file after export: First Available, Most Relevant

- This feature governs how TE selects which lister to generate when you drill down on report cells.
 - First Available** drills down to the lister that is most easily accessible from the data point on which you drilled down. Usually it selects the lister that TE used to generate the data in that cell.
 - Most Relevant** directs TE to make a “judgment call.” With this option selected, TE drills down to the lister that includes the specific fields that TE projects you will need in order to edit or review the data point shown on the report.

To illustrate this feature, we will use the Data Integrity as an example.

- On the **Reports** tab, leave the Default population as First Available. Click **OK**.
- On the **Reports** menu, point to **Data Management**, and select **Data Integrity Report**.
- On the report setup window, click **Generate**.
- Double-click the Item Count cell for item 6e, “Missing Labor Force Status.”

06	Total Reported Labor Force Status	331
06a	Total 'Employed'	93
06b	Total 'Unemployed'	96
06c	Total 'Not employed not seeking work'	42
06d	Total 'Retired'	3
06e	Total missing Labor Force Status	97

- TE drills down to the In Program Years lister – that is the lister that directly contributed the item count (97 in this example) displayed in item 6e.

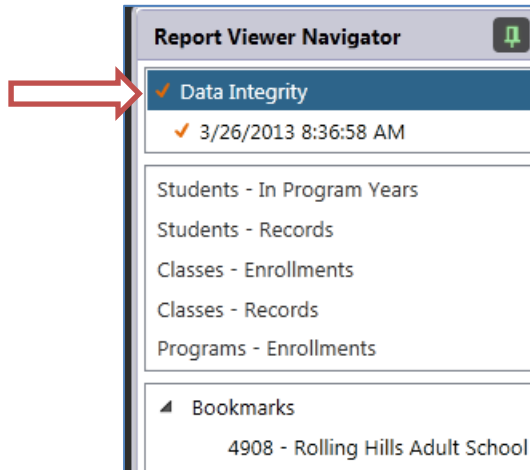
Report Viewer Navigator

Keep Session Delete Session New Filter Columns Sort

Agency = 4908 - Rolling Hills Adult School, Concurrent Enrolled = No, Item = 06e

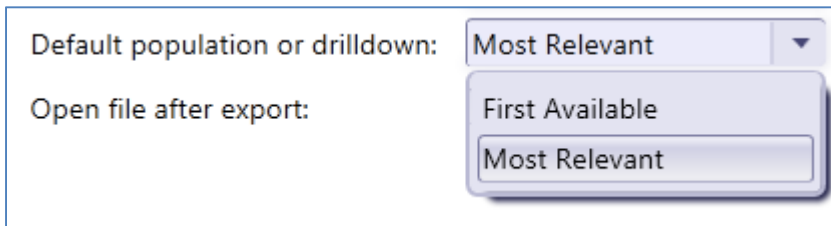
Program year	Site	Student ID	Name
7/1/2012 - 6/30/2013	1 - North Cam...	005208216	Rick Williams
7/1/2012 - 6/30/2013	2 - South Cam...	005208242	Richard Williams
7/1/2012 - 6/30/2013	1 - North Cam...	034903948	Carmen Rodriguez
7/1/2012 - 6/30/2013	1 - North Cam...	092340934	Humil Zritpab
7/1/2012 - 6/30/2013	1 - North Cam...	092409833	Jaime Gomez

- On the Navigator bar, click Data Integrity at the top of the bar to return to the regular display of the report.



- Return to the Reports tab on the Options window – go to TE – Options, and click Reports.

- For Default population or drilldown, select “Most Relevant.”



- Once again, double-click the Item Count cell for item 6e, “Missing Labor Force Status.”

- This time, TE drills down the Students – Records lister – that is, the lister that includes the field you need to correct from item 6e (in this example, Labor Force Status.)

