



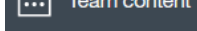

How to Create Your First Active Report (Part 2)



With these instructions, you will learn how to:

1. Specify default values for prompts (filters)
2. Sort
3. Use layout tables

[Open associated video...](#)

Steps:

1. Open the sample report named *5. My first active report*. Click *Team content*  then *Samples*, and then ** Get started*. Click the *More* icon beside *5. My first active report*  and select *Edit report*.
2. Give the drop-down filter a default value so that it isn't empty when you first run the report.

Open the *Navigate* panel , click the *Active Report variables* tab , open *vEducationLevel*, and click *Set default values....*

3. In the resulting dialog, click *High School*, click the right-facing arrow to add it to the selected values list, and click *OK*.

Default Variable Values

Active Report Variable: vEducationLevel

Control: Data drop-down list1

Variable Values Source: Select values

Data Item: Education Level

Keywords: Search

Values:


- 10th grade
- 11th grade
- 12th grade
- 9th grade
- Associate Degree
- Bachelor
- Doctoral Degree
- High School**
- Master
- Prof. Degree
- Some College

Selected values:

- High School

Select all Deselect all

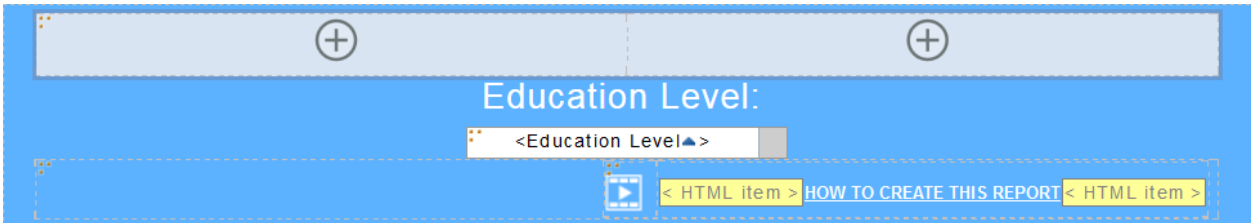
OK Cancel


- To sort the values in the drop-down alphabetically, select the data drop-down list, open the properties , and click the ellipsis button next to *Sorting*.
- In the *Sorting* dialog, double-click *Education Level* to add it to the *Sort List*, and click *OK*.
- You can use layout tables to build a more effective report header. Open the *Toolbox* panel

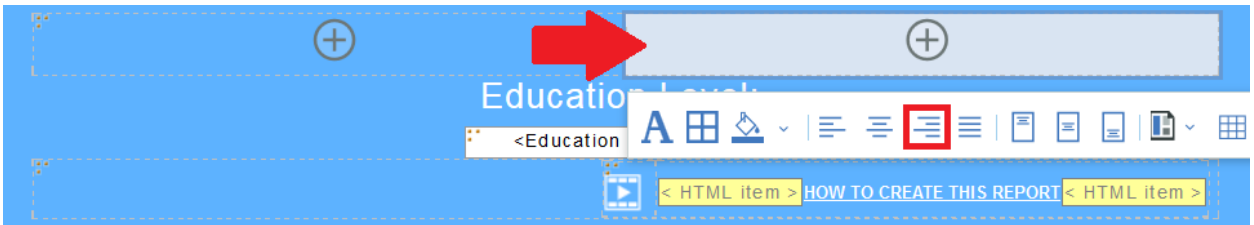


and drag a *Table* from the *Pinned* section to the left of the *Education Level* text item.

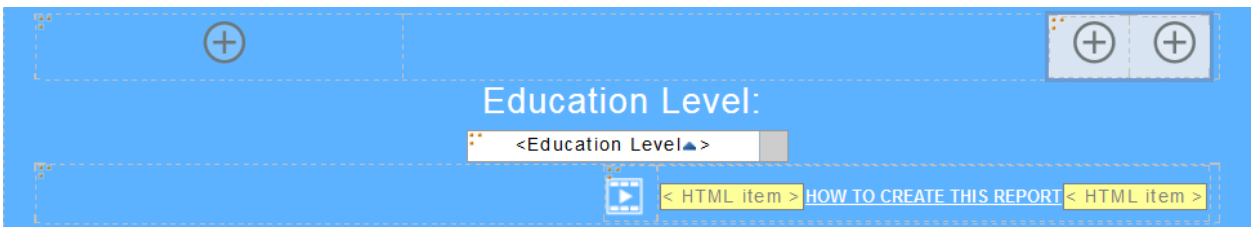
Leave the defaults in the *Insert table* dialog and click *OK*. The page header should look like this:



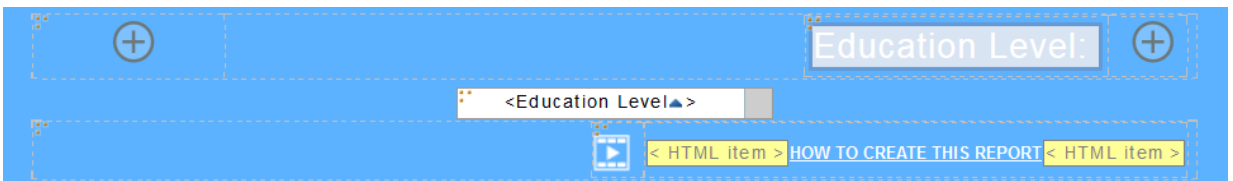
- Select the right table cell and click the *Right*  icon in the context toolbar:



- From the toolbox, drag a *Table* into the right table cell. Uncheck *Maximize width* in the *Insert table* dialog and click *OK*. The page header should look like this:



- Drag the *Education Level* text item into the left table cell of the new table:



10. Drag the data drop-down list into the right table cell of the new table:



11. Copy the *Education Level* text item by clicking to select it, then pressing CTRL + C on your keyboard. Select the first table cell and paste the text item into it with CTRL + V. Double-click it to edit the text and rename it to “AMERICAN TIME USE”:




12. Copy the *AMERICAN TIME USE* text item and paste it beside itself. Double-click the second copy and edit the text to “ - HOURS/WEEK”:



13. Select the - *HOURS/WEEK* text item, click *Font*  in the context toolbar, select *12pt* in the *Size* dropdown, and click *OK*.

14. Select the *Education Level:* text item, click *Font*  in the context toolbar, select *10pt* in the *Size* dropdown, and click *OK*.

15. To test the modified report, click *Run options*  and select *Run Active Report*. The active report will open in a new browser tab.

Congratulations! You have enhanced your first active report! You can go back to the original browser tab and save the report  into *My content* and open it again later.