

# Groups

Grouping allows the user to create detailed data rows. One can, for example, group the company's clients by City of interest so as they can be easily managed. Select the field on the **Data Source Selection Panel**, right click on it and select the **Add as Group** option. The user can use multiple fields to make more specific nested groups. Only fields can be applied to a table as a group, measures cannot be used. The Data is grouped in the tables according to the order that has been defined. This can be changed by dragging them into the position that would like them to be.

## **Creating a group**

- Go to the **Data Source Selection Panel**, right click on the field to be selected as a group and then click on the **Add as**

Or

- Go to the **Data Source Selection Panel** and drag the field to be selected as a group and drop it on the **Group Layout Band**.

## **Removing a group**

- In the **Group Layout Band** click on the **x** icon next to field's name in the Group Box to remove it.

## **Moving the grouping order up or down in a table**

- In the **Group Layout Band**, drag the name of the desired group to be moved in the position that the user wants it to be.