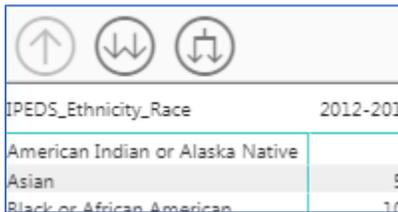# How to Use the Factbook

These reports are interactive. Almost every element of a report can be used as a filter. To 'unfilter' an item, just click on it again.

Use menus on the top or left to select or filter data.

Hover over chart elements to see more details

When you mouse over tables or reports, you will see symbols at the top. Hover over them to get more details. Click on the symbol to use each feature.

	Drill up
	Go to the next level in the hierarchy
	Expand all down one level in the hierarchy
	Focus mode – expands the selected frame to fill the screen
	Enter full screen (on the bottom right corner of the screen)
● ● ●	Ellipses – shows more options