


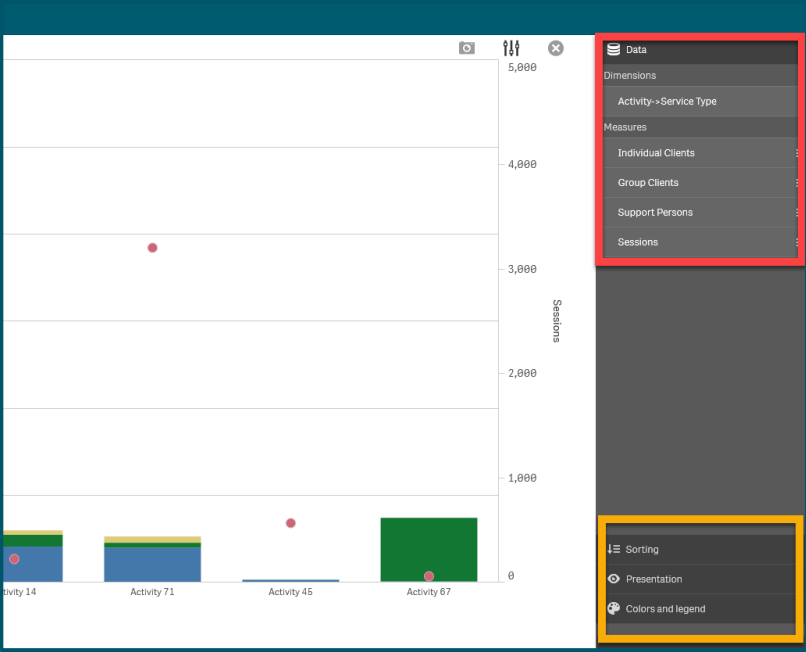
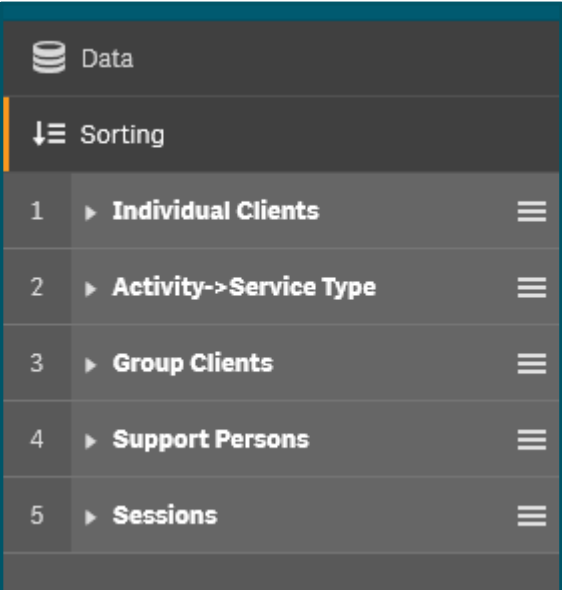


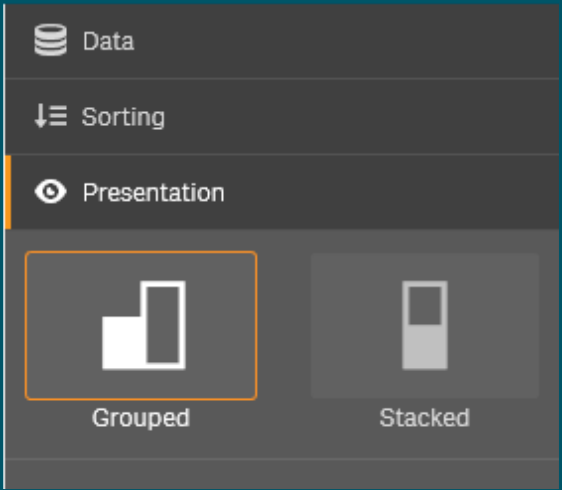
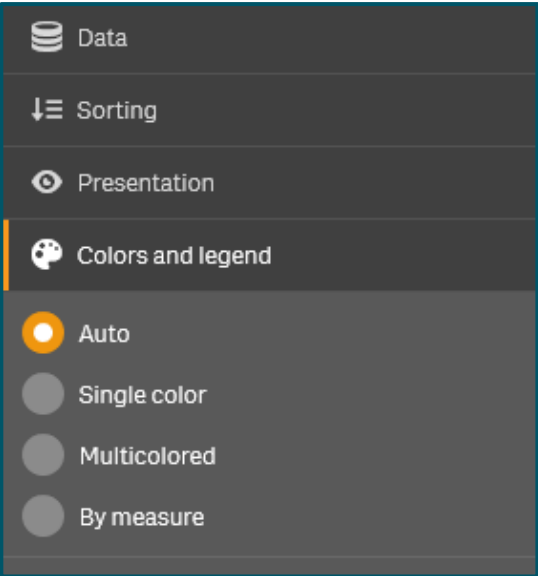
Exploration Menu

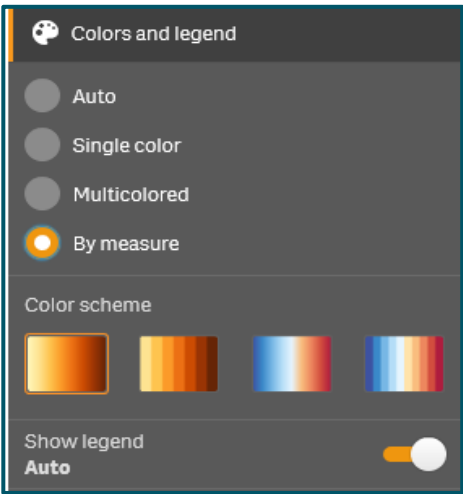
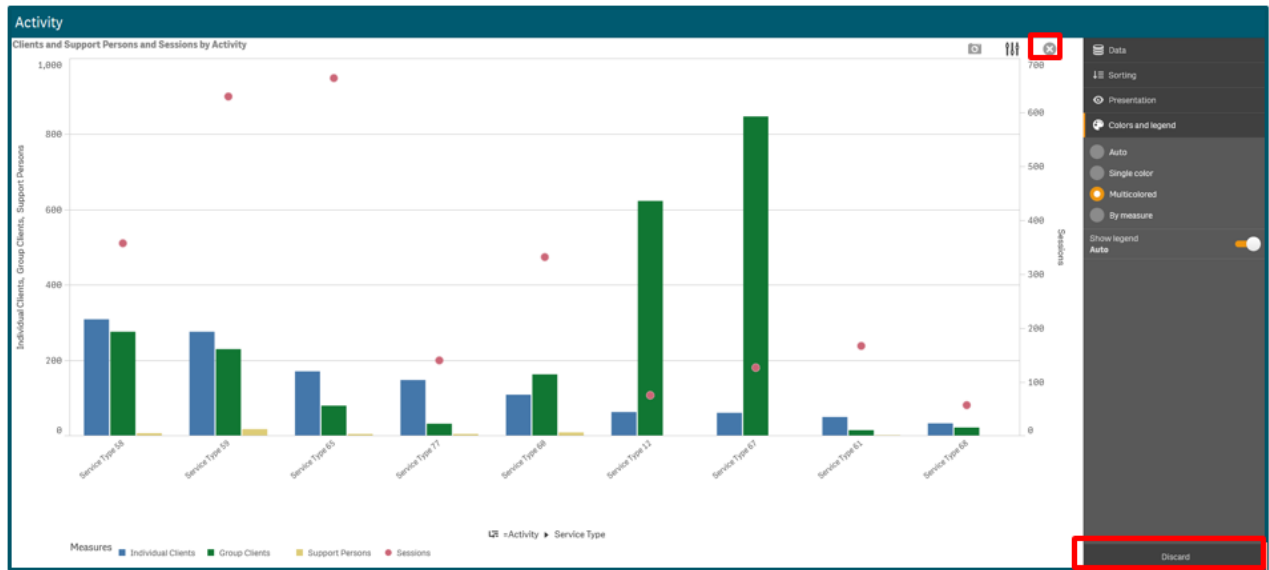
Introduction

In all of the reports, there are a number of functions which can change how the reports look. This can be useful when building a story or to help make analysing data easier. These changes can be applied to any visualisation in Qlik including graphs, charts and tables.

Step	Action
1	<p>Opening Exploration options</p> <p>Right click on the visualisation that you want to change. A number of options will appear.</p> <p>The appearance of a visualisation can be edited to improve design and enhance understanding. Open the Exploration screen from the visualisation you want to change.</p> 

Step	Action
2	<p>The visualisation will expand and a menu will appear on the right side of the screen. At the top, the data fields that relate to this visualisation will be listed (outlined in red).</p> <p>At the bottom of the menu are the actions you can perform (outlined in gold).</p>  <p>These options provide a number of ways to adjust the appearance of the visualisations.</p>
3	<p>Sorting: Allows you to sort the data in different ways. Select the field/s that you want to move and drag up or down. This will change the visualisation to the new order.</p> 

Step	Action
4	<p>Presentation: Different visualisations have different options that can be adjusted to enhance the display of data.</p> <p>For example, you can set bars in a bar chart to display as grouped or stacked, as well as vertically or horizontally.</p>  <p>The screenshot shows the 'Presentation' menu in Qlik Sense. It has three sub-menus: 'Data', 'Sorting', and 'Presentation'. The 'Presentation' sub-menu is open, showing two options: 'Grouped' (represented by a bar chart icon) and 'Stacked' (represented by a stacked bar chart icon). The 'Grouped' option is highlighted with an orange border.</p>
5	<p>Colours and legend: Colouring is one of the best ways to highlight values in your visualisations. Qlik Sense provides a range of different colouring options.</p>  <p>The screenshot shows the 'Colors and legend' menu in Qlik Sense. It has four sub-menus: 'Data', 'Sorting', 'Presentation', and 'Colors and legend'. The 'Colors and legend' sub-menu is open, showing four options: 'Auto' (represented by a yellow circle), 'Single color' (represented by a grey circle), 'Multicolored' (represented by a grey circle), and 'By measure' (represented by a grey circle). The 'Auto' option is highlighted with a yellow circle.</p>

Step	Action
6	<p>For example, if you select the “By measure” option, a variety of colour options are available.</p>  <p>In the example below, we have changed the presentation style to “Grouped” and the Colours and Legend to “Multi-coloured”.</p>
7	<p>To return to the main report sheet, select the small X in the top right corner of the visualisation. To return to the original layout, select the Discard button in the bottom right corner.</p> 
8	<p>Note: Any changes made will only apply to the current session. Once you leave the report, the default settings will be applied next time you return to the report.</p>

Supported browsers

In order to access the Data Exchange reports your computer needs to meet certain requirements. Select this link to view the list of [supported browsers](#).

More information on reporting requirements are available in the [Data Exchange Protocols](#).

Task Cards on reports functionality are available in the [Training tab](#) of the Data Exchange website.

For technical support, email dssdataexchange.helpdesk@dss.gov.au or call 1800 020 283 (option 3).

The Helpdesk is available between 8.30am - 5.30pm (AEST/AEDT) Monday to Friday.