Business Objects
Instructions For Editing Quartile Reports

1. Click the "Cancel" button on the "New Report Wizard" screen.

2. Click the "Open Folder" icon on the toolbar.

3. Select the report from the list of stored procedures and click the "open" button.

4. Highlight the column to be used for the quartile breakdown (for example, Sale Price) and **right click**.

5. On the drop down list, choose "Variables".

6. Click on the field created to group the data for the quartile report (For example, "spqrtle").

7. Click the "Remove" button.

8. A pop-up screen will ask, "Are you sure you want to delete it?" Click "Yes".

9. Click the "Close" button.

10. Scroll to the end of the report for the total parcel count (used to establish quartile counts).

11. Click the "View Data" icon on the toolbar (Hint: looks like Rubik's Cube).

12. Scroll to the appropriate column in the "Results" section of the screen and establish where the quartile breaks will come in your data set (**Hint**: The screen displays 13 values at a time so you can use this display feature to expedite the parcel counts). (**Note**: Write down the range of values and the parcel count in each quartile) Click the "Cancel" button.

13. Scroll to the top of the report and highlight the column to be used for the quartile breakdown and **right click**.

14. On the drop down list, choose "Variables".

15. On the Variables pop-up screen, choose the field to be used for the quartile breakdown and click the "Group" button.

16. Fill in the "Name of the Variable" box at the top of the screen (For example, "spqrtle").

17. On the left side of the screen in the "Values of …" box, highlight the value at the low end of the first quartile and then do a shift-click on the value at the high end of the first quartile.

18. When the correct range of values is highlighted, click the "Add" button.

19. Click in the highlighted "Group" name (Group 1) and add the range of values in the first quartile (in parenthesis) to the name.

20. Click the "New" button to create a second group.

21. Click in the highlighted "Group" name (Group 2) and add the range of values in the second group (in parenthesis) to the name.

22. On the left side of the screen in the "Values of …" box, click on the low value in the second quartile then shift-click on the high value in the second quartile.

23. When the correct range of values is highlighted, click the "Add" button.

24. Click the "New" button and repeat the process for each the third and fourth quartiles.

25. When the quartiles have been correctly chosen and labeled, click the "OK" button.

26. Click the "Close" button on the "Variables" screen.

27. On the Data list on the left side of the screen, click and drag the quartile field you created (for example, "spqrtle") to the top left corner of the report.

28. Click the "Save" icon on the toolbar.

29. Click the "Print" icon on the toolbar.