

Adding, Moving, or Removing Columns in WebI Reports

When a report is open, you can modify the number columns that are visible. To add a column make sure that you are in design mode and right click anywhere in the data set you want to add a new column.



From the pop-up window select either insert column to either the left or the right of the selected column.

There are several different approaches to remove columns in WebI. With the report open in design mode, right click on a column that you want removed and select delete from the drop down.



Alternatively, you can remove a report element by clicking on the X in the tool bar.



Another way that a column can be removed is to left click and hold anywhere in the element, and drag the column over to the far left away from the report.

The same principle applies to moving columns around. Just left click and hold anywhere in the element and move it to the new location within the report.