UNIVERSITY OF MICHIGAN
Information and Technology Services

WebI: Use Input Controls to Analyze Data

Purpose

This procedure describes how to define and use input controls to filter and analyze data in WebI Reports. Input controls can be text boxes, radio buttons, sliders, and more. Input controls help you analyze different scenarios or focus on specific details by quickly changing the value of variables. Input controls are report-specific.

This procedure covers creating an input control:

- On a dimension (blue icon)
- On a measure (orange icon)

Important Information

⚠ Input controls can be created in View mode or Edit mode. Which one you use depends on your access. The steps are virtually the same. This procedure describes how to create input controls in Edit mode. To do so in View mode, click Input Controls at the bottom of the Left Panel. If the Left Panel is not visible, select it from the View menu.
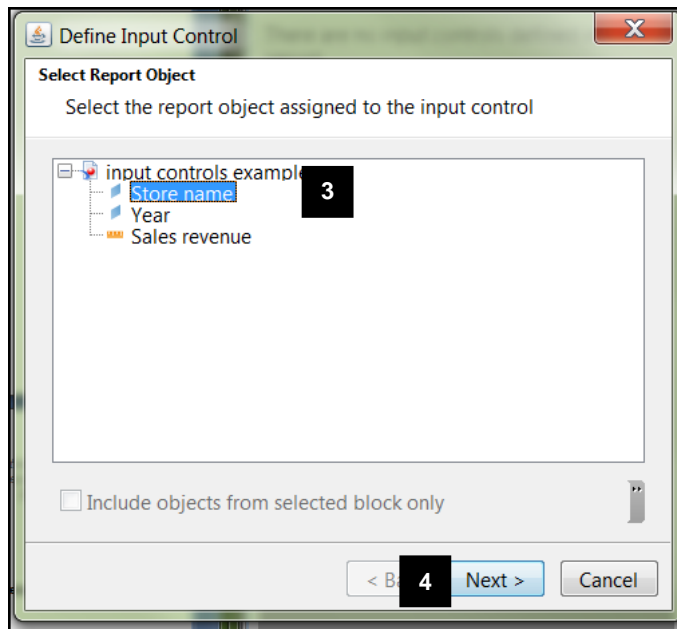
Creating Input Controls in Edit Mode

Start by opening the report in Edit mode by right-clicking the title and selecting **Modify**.
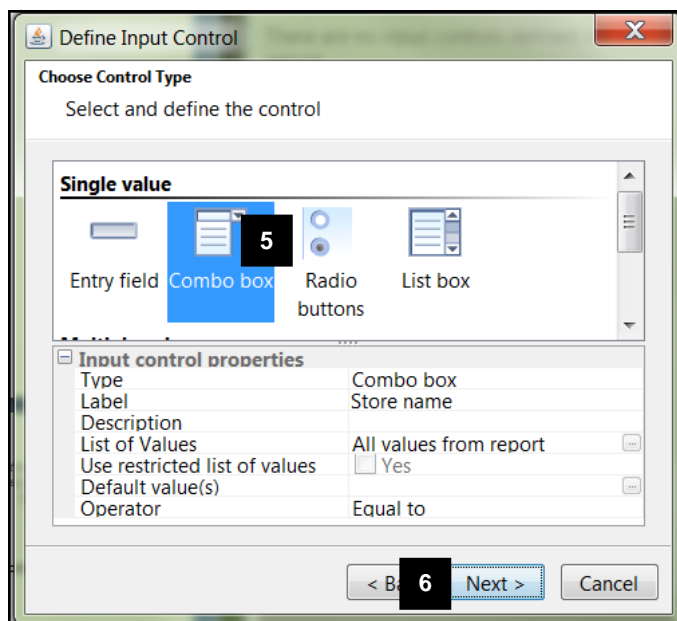
Edit Report
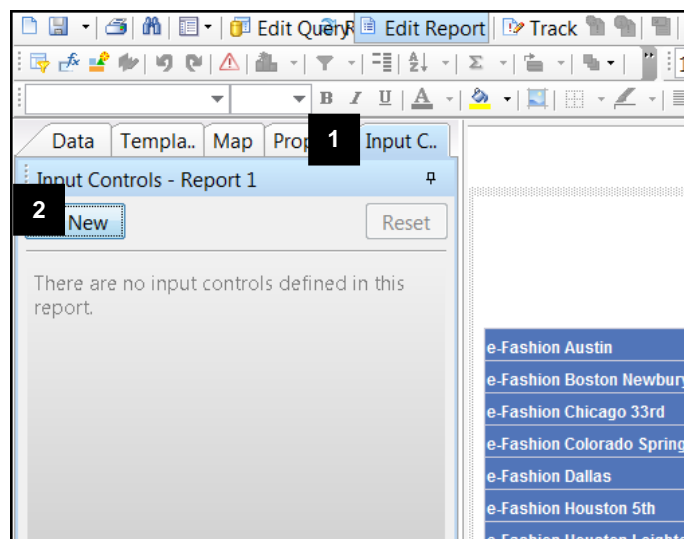
1. Click the Input Controls tab
2. Click **New**.

Define Input Control Dialog Box

3. Select the appropriate report object.

4. Click **Next**.

Define Input Control Dialog Box (continued)

5. Select the Control Type

Note: Different options display, depending on whether you selected a dimension or measure (calculation) in step 3.

6. Click **Next**.

### Define Input Control Dialog Box (continued)
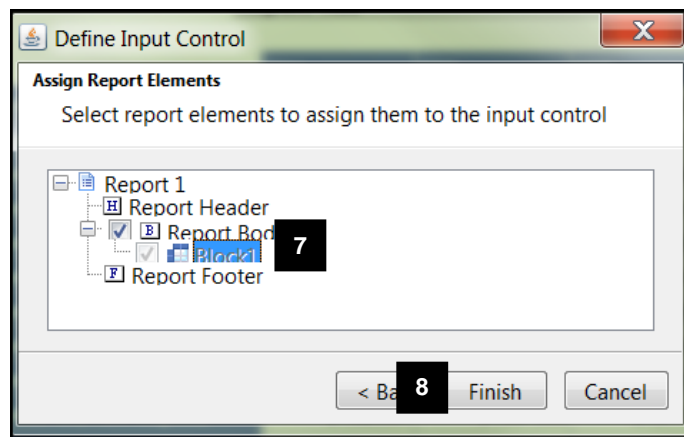
7. Select the report elements to which you want to apply the input control.

Notes:

- In this case, there is only one report block, so we accept the default.

- If you have a chart and a table in the same report tab, you can apply an input control to one but not the other.

8. Click **Finish**.

Note: The input control is now available in the left panel.

Input Control Tab
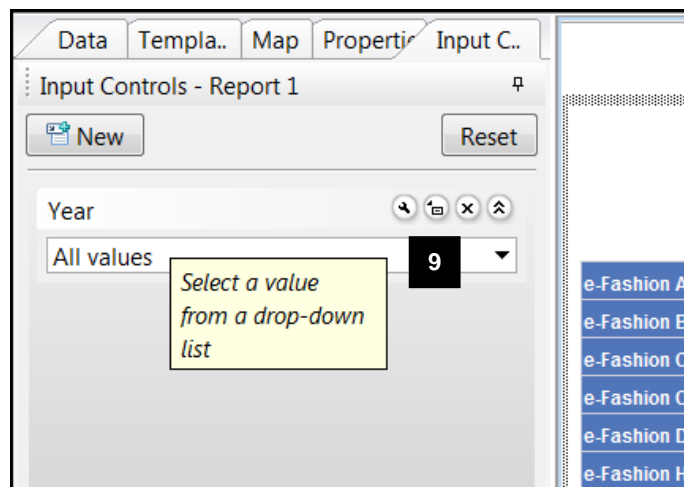
9. Select a value from the input control drop-down list.
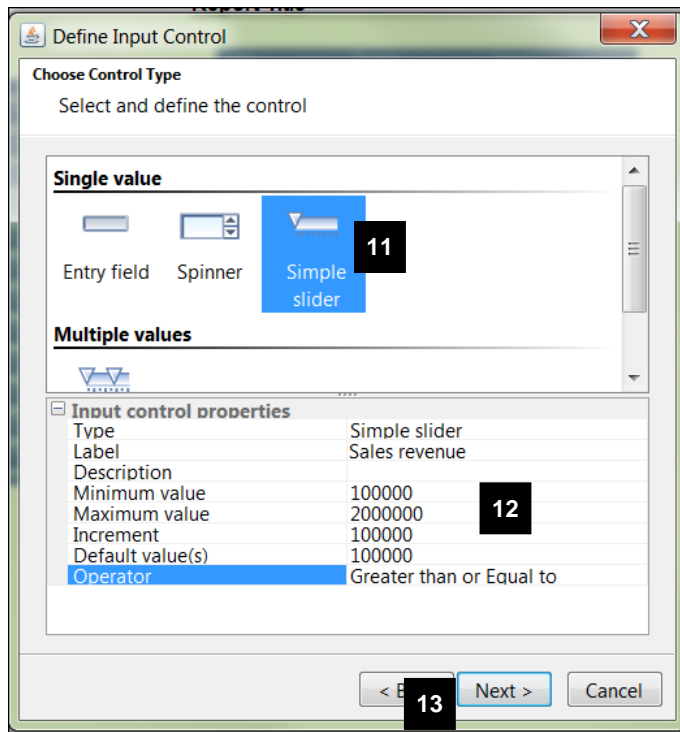
Notes:

- You can only select one value at a time for Combo Box.

- If you hover your mouse over the input control (in this case, **Year**), the following options display: **Edit**, **Show Dependencies**, **Remove**, **Expand/Collapse**.

- Click **Reset** to return to **All values** for an input control.

Input Control Tab (continued)
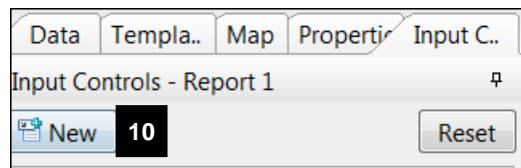
Create Input Control on a Measure

10. Click **New** to add a new input control.

Note: Different control types are available when you select a measure (calculation) rather than a dimension. In this example, we select a simple slider.
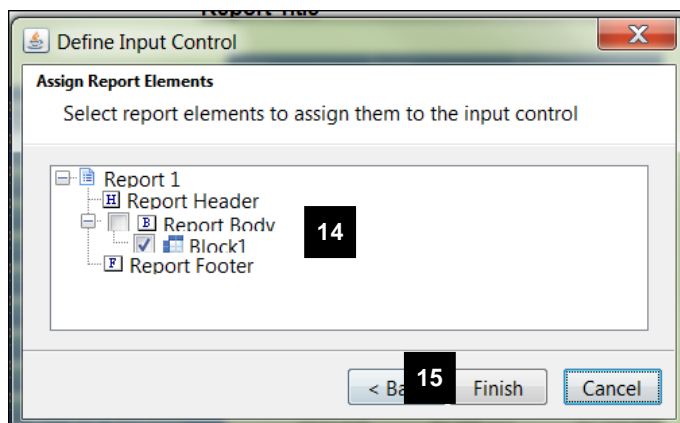
Define Input Control Dialog Box

11. Select the control type.

12. Select input control properties.

Notes:

- In this example, we changed the operator to **Greater than or Equal to** instead of **Equal to** (default). Otherwise, the table will disappear if the exact data point is not found.

13. Click **Next.**

Define Input Controls (continued)

14. Select the report elements to be controlled or accept the default.

15. Click **Finish**.

Edit Report

16. Manipulate the input controls as needed.

Note: As the slider moves, the table displays values that are greater than or equal to the current value selected.