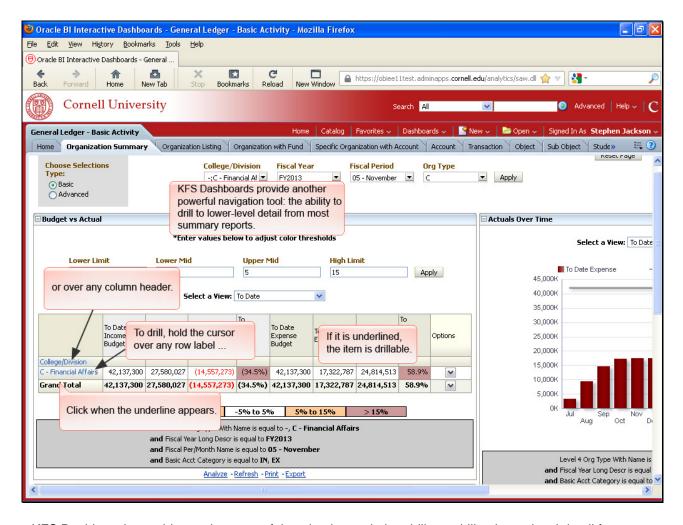
Chapter 7: Drilling to Detail from Summary Views



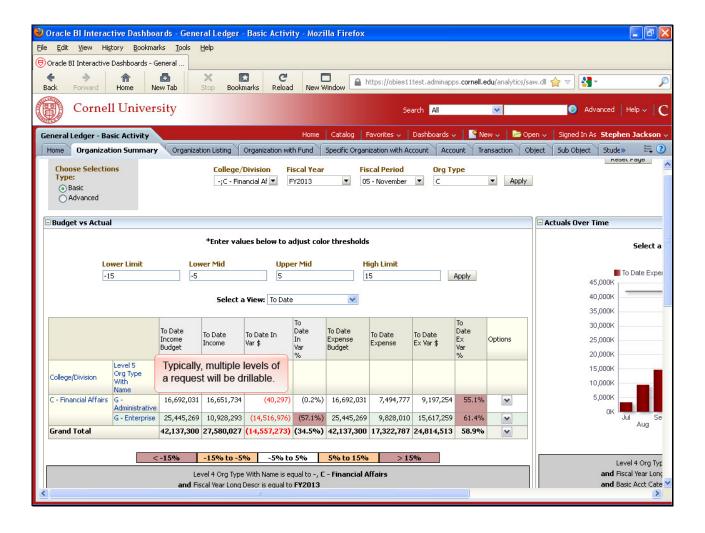
KFS Dashboards provide another powerful navigation tool: the ability to drill to lower-level detail from most summary reports.

To drill, hold the cursor over any row label,

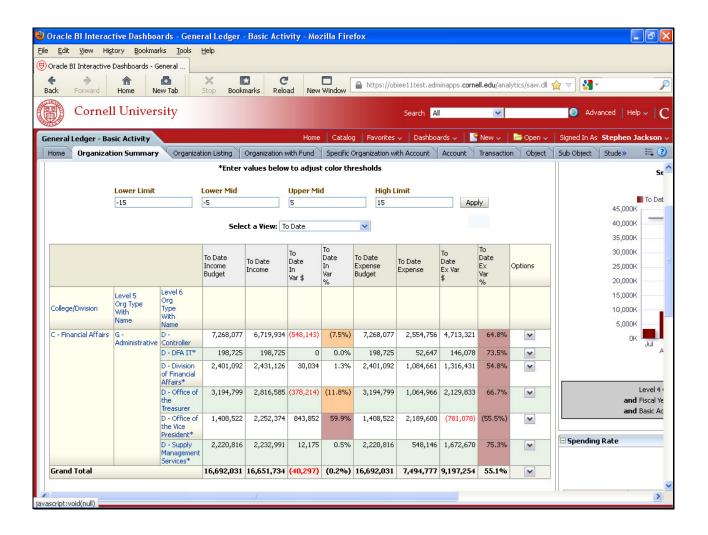
or over any column header.

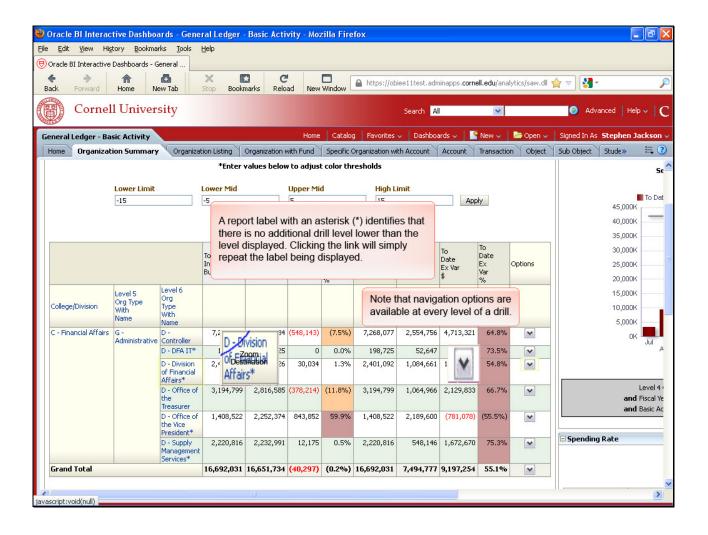
If it is underlined, the item is drillable.

Click when the underline appears.



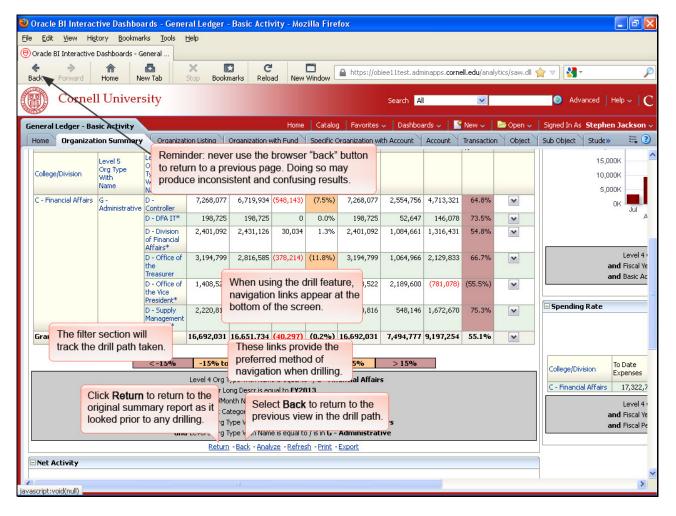
Typically, multiple levels of a request will be drillable.





A report label with an asterisk (*) identifies that there is no additional drill level lower than the level displayed. Clicking the link will simply repeat the label being displayed.

Note that navigation options are available at every level of a drill.



When using the drill feature, navigation links appear at the bottom of the screen.

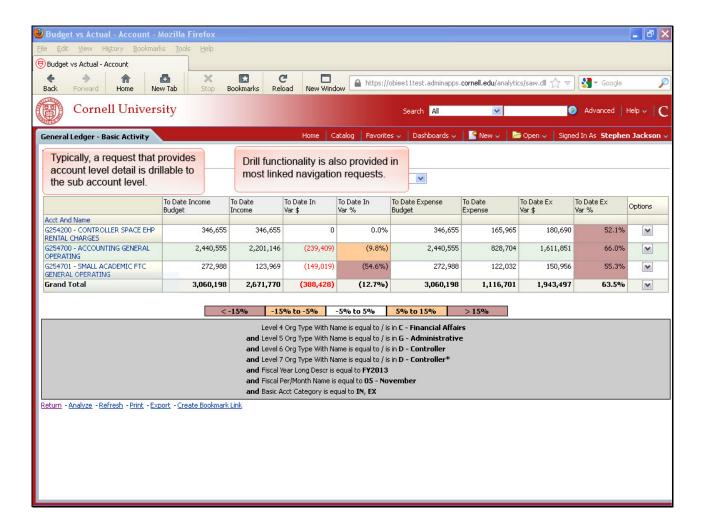
These links provide the preferred method of navigation when drilling.

The filter section will track the drill path taken.

Reminder: never use the browser "back" button to return to a previous page. Doing so may produce inconsistent and confusing results.

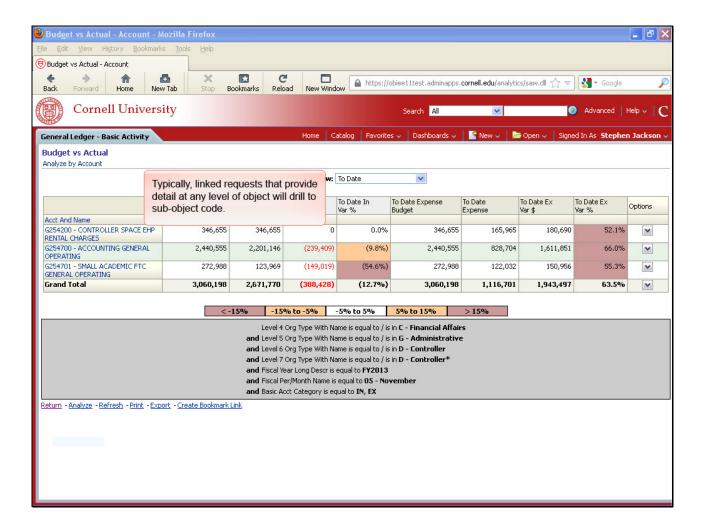
Select **Back** to return to the previous view in the drill path.

Click Return to return to the original summary report as it looked prior to any drilling.



Drill functionality is also provided in most linked navigation requests.

Typically, a request that provides account level detail is drillable to the sub account level.



Typically, linked requests that provide detail at any level of object will drill to sub-object code.

