TRACKING CHANGES IN DATA

Reference Data - When you track data, you establish a benchmark data set (Reference Data) to compare the next data set to.

Current Data - When you activate the track changes option and refresh the report, the new set of data (Current Data), is displayed on the report along with the Reference Data so a visual comparison can be made.

Types of Changes to Track The following types of data changes can be tracked within a report: Added data, Removed data, Modified data, Increased data, and Decreased data.

ACTIVATING THE TRACK CHANGES FEATURE

1. In the top right corner of the report, select the Track icon to activate the data tracking option.

2. The Activate Data Tracking dialog box opens to allow you to set the data tracking options.

- Auto-update the reference date with each data refresh - The current data becomes the reference data after each data refresh. The report shows the difference between the most recent data and the data before the last refresh.
- Use the current data as reference data - The current data becomes the fixed reference data and remains the reference data after further data refreshes. The report always shows the differences between the most recent data and this fixed reference data.

Note that if you want to see changes in data for the same prompt values, you will need to wait at least overnight to see the changes since Enterprise Reporting data is refreshed nightly. Data differences may be seen immediately if you change one or more of the prompt values.

CONFIGURING THE DATA TRACKING OPTIONS

You can change the way the tracked data appears by changing the tracking options. Access the Data Tracking Options window by selecting the Data Tracking Options icon in the top right corner of the report.