Add and Remove Breaks and Sections

ACE Reports Video

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INTRODUCTION

Use breaks and sections to divide reports into smaller or more comprehensive parts for easier reading and more effective data analysis. Breaks are divisions within a data table. Select a data object to use as the break; then data rows within the table are grouped based on their value for the selected data object. Sections divide a report into smaller sub-tables separated by section headers. To create a section, select a data object to group results. The selected data object becomes the section header. Breaks and sections may be added individually or together.

NOTE: If the section header is removed, the selected data object that became the section header is also removed from the report.

ADD BREAKS AND SECTIONS TO A REPORT

1. Open a report.
2. Select Design mode.
3. In the column of a report table:
   a. Right-click a data cell to display the context menu.
   b. In the context menu, select the Break menu.
   c. In the Break menu, select Add Break.

4. In one of the report’s columns:
   a. Right-click a data cell to display the context menu.
   b. In the context menu, select Set as section.

The report displays the column’s unique values as section headers.
5. In the toolbar, select the Save button.
**REMOVE BREAKS AND SECTIONS FROM A REPORT**

1. In the column with the break:
   a. Right-click a data cell to display the context menu.
   b. In the context menu, select the **Break** menu.
   c. In the **Break** menu, select **Remove Break**.

![Image of context menu]

The report table reverts to the default formatting.

2. In the white space immediately above the section’s table, right-click and select **Delete** from the menu that displays.

![Image of Delete command]

3. In the **Confirm Delete** dialog box, select the **Yes** button.

![Image of Confirm Delete dialog box]