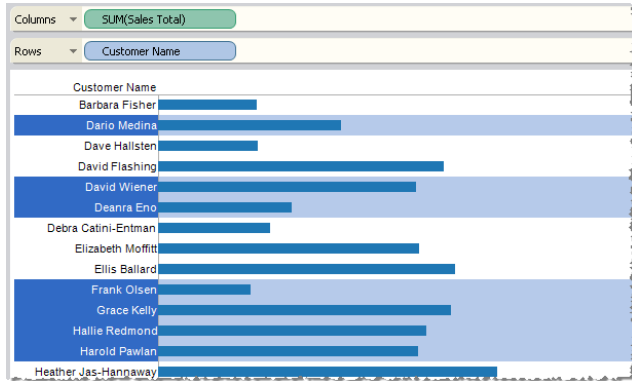


Groups

Sometimes you will want to group several dimension members into categories that don't already exist in your data. For example, when looking at a list of customers, you may want to group them by outside information such as the type of customer they are: regular, employee, etc.

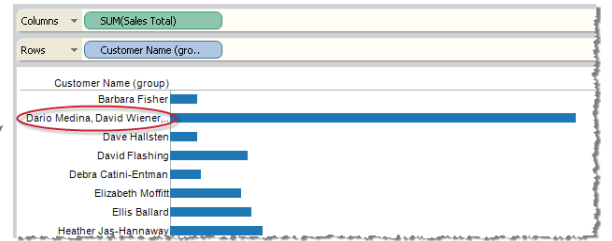
1 Select the Members to Group.

Select one or more members that you want to group.

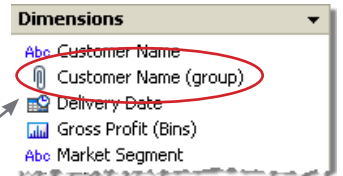


2 Click Group on the Toolbar.

Click the Group Members  command on the toolbar.

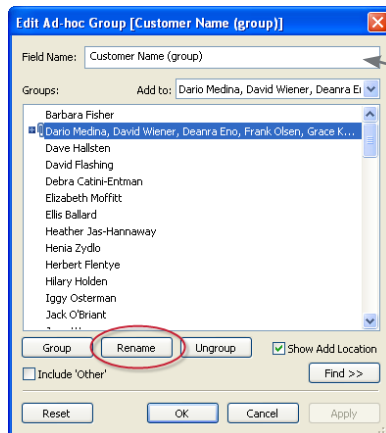


The members are grouped into a single member in the view and the new group field is shown in the Data window.



3 Edit the Name of the Group.

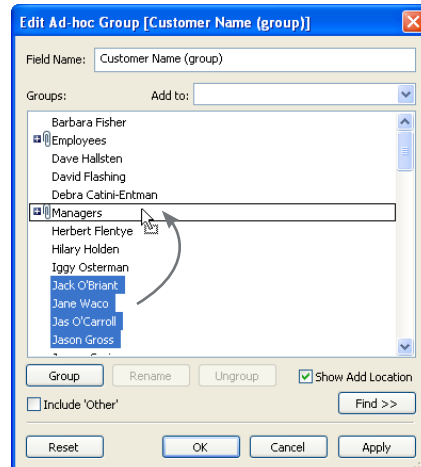
Right-click the grouped field in the Data window and select **Edit**. Then select the group in the subsequent dialog box and click the **Rename** button.



You can also rename the name of the field itself using the text box at the top of the dialog box.

4 Add and Remove Members.

In the Edit Group dialog box, add and remove members by dragging and dropping the selected members in the list to and from the group.



Finding Members



If you are working with a dimension that has a lot of members, use the find command to search and select members that match a specific criteria. Show the find options by clicking the **Find** button at the bottom of the **Edit Group** dialog box. You can easily add selected members to a group by right-clicking the selection and selecting **Add To...**