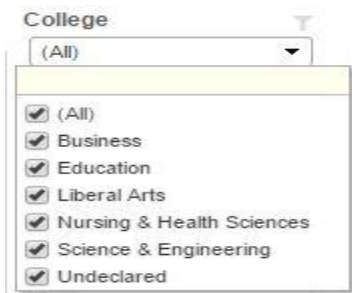


## **Applying Filters**

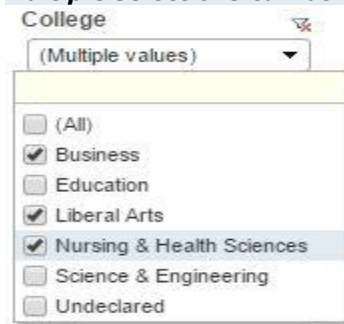
1. **By default all of the options are selected in all filters.**



2. **Click on any of the filters to drill down the data.**

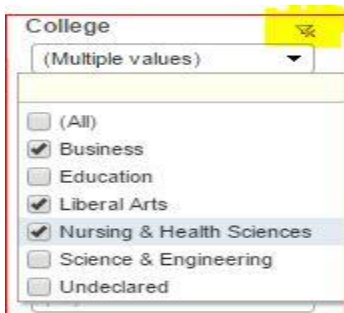


3. **Multiple selections can be made to a filter.**




**Removing filters:** Click on the highlighted portion as shown below to deselect the filter.


**Note:** Filters are nested. That means if you select Computer science as Major, the filters above the Major will be automatically set to corresponding college and department. Clear all the filters before you make a new selection.



## **Undo, Redo and Reset**

Scroll down for these options appearing on the bottom left side of your screen

**Undo:** To move backward through the history click Undo  on the toolbar.

**Redo:** Similarly, move forward through the history by clicking Redo  on the toolbar.

**Reset:** You can remove all the changes in the sheet by clicking reset on the toolbar.

## **Download Options**

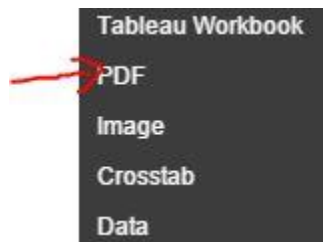
You can find this option on the bottom right side of your screen.

### **For PDF:**

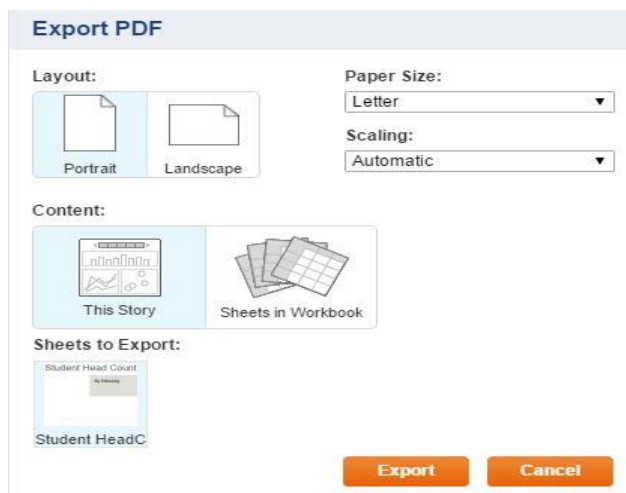
1. **Click Download**



2. **Click on PDF**



3. **Click on Export button. You can also change layout and paper size.**



**4. Click Download.**



***For Image:*** Click on image and then on Download button.



***Sharing:***

You can also share the link.



***For Excel (CSV format):*** Click on Cross Tab and then on Download button.

***NOTE:*** "Cross Tab" will let you to save the file as EXCEL (CSV FORMAT).



For some browsers, it will automatically download as EXCEL (CSV FORMAT). If not please save it as EXCEL (CSV FORMAT).

***NOTE:*** You can always go back to the PIR website by closing the chart.

If you have any queries, please send an e-mail to [Sahiti.Valluru@tamucc.edu](mailto:Sahiti.Valluru@tamucc.edu).