Swapping the View of the Report Using Characteristics

1. Click on the desired characteristic and drag that characteristic **on top of** the desired column heading to display the column heading in an aqua-colored box (in this example, the Fund characteristic is dragged over top of the Commitment Item column heading).

   **Note:** The column heading is displayed in an aqua-colored box as you move the characteristic over that column before the drop is completed.

2. **Release the mouse click to drop** the characteristic into this column heading (in this example, the Commitment Item column is now “swapped with” / replaced by the Fund column to create a view for the Org. Unit by Funds vs. Commitment Item).