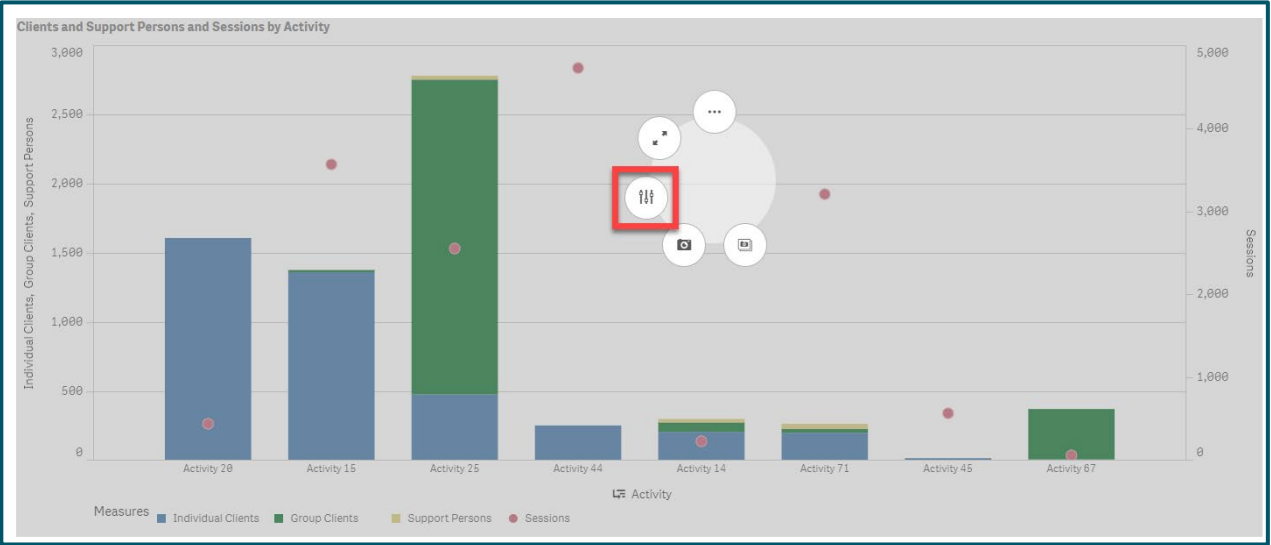


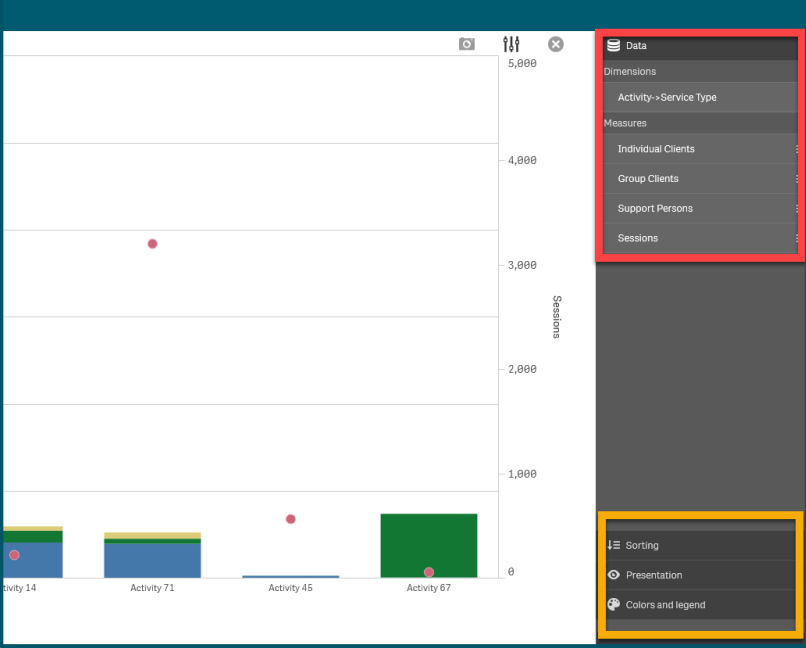


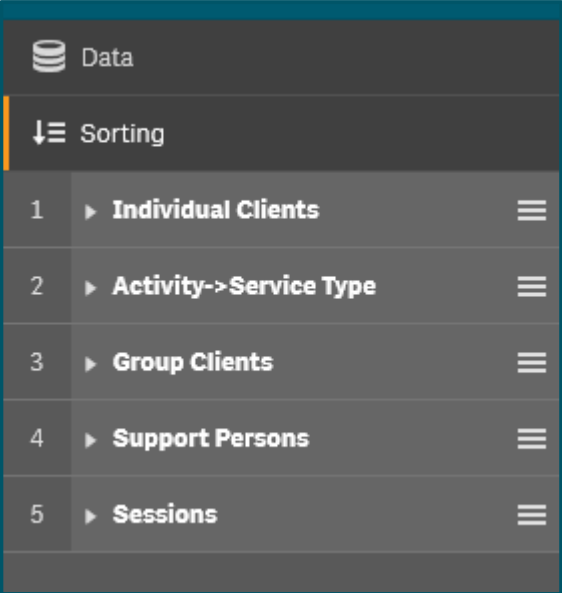
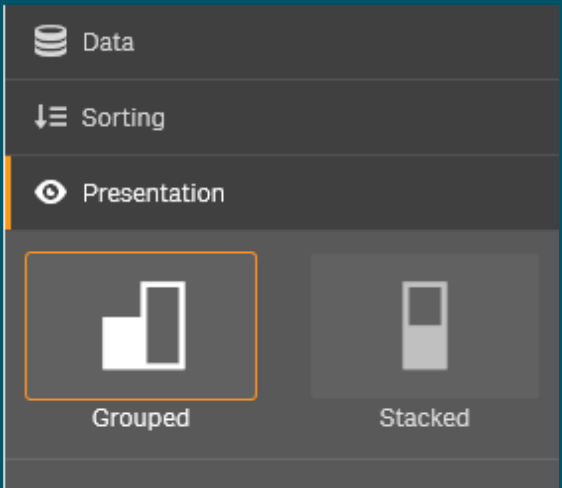
## Exploration Menu

### Introduction

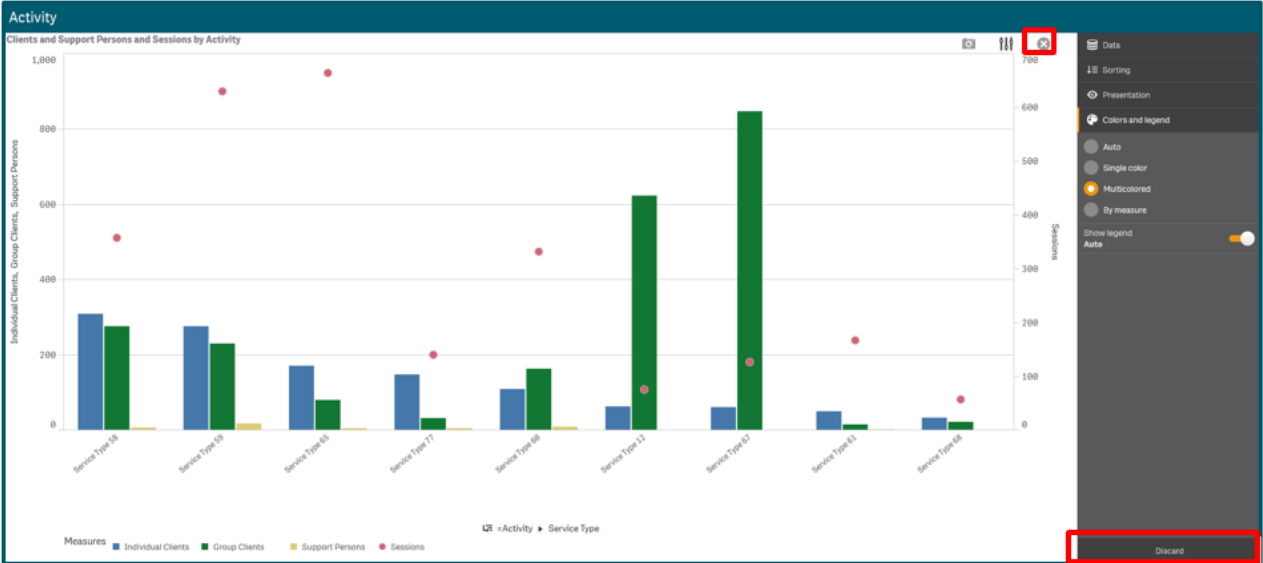
In all of the reports, there are a number of functions which can change how the reports look. This can be useful when building a story or to help make analysing data easier. These changes can be applied to any visualisation in Qlik including graphs, charts and tables.

Step	Action
1	<p><b>Opening Exploration options</b></p> <p>Right click on the visualisation that you want to change. A number of options will appear.</p> <p>The appearance of a visualisation can be edited to improve design and enhance understanding. Open the Exploration screen from the visualisation you want to change.</p> 

Step	Action
2	<p>The visualisation will expand and a menu will appear on the right side of the screen. At the top, the data fields that relate to this visualisation will be listed (outlined in red).</p> <p>At the bottom of the menu are the actions you can perform (outlined in gold).</p>  <p>These options provide a number of ways to adjust the appearance of the visualisations.</p>

Step	Action
3	<p><b>Sorting:</b> Allows you to sort the data in different ways. Select the field/s that you want to move and drag up or down. This will change the visualisation to the new order.</p> 
4	<p><b>Presentation:</b> Different visualisations have different options that can be adjusted to enhance the display of data. For example, you can set bars in a bar chart to display as grouped or stacked, as well as vertically or horizontally.</p> 

Step	Action
5	<p><b>Colours and legend:</b> Colouring is one of the best ways to highlight values in your visualisations. Qlik Sense provides a range of different colouring options.</p> 
6	<p>For example, if you select the “By measure” option, a variety of colour options are available.</p>  <p>In the example below, we have changed the presentation style to “Grouped” and the Colours and Legend to “Multi-coloured”.</p>

Step	Action
7	<p>To return to the main report sheet, select the small X in the top right corner of the visualisation. To return to the original layout, select the Discard button in the bottom right corner.</p> 
8	<p><b>Note: Any changes made will only apply to the current session. Once you leave the report, the default settings will be applied next time you return to the report.</b></p>

## Supported browsers

In order to access the Data Exchange reports your computer needs to meet certain requirements. Select this link to view the list of [supported browsers](#).

You can find more information on reporting requirements in the [Data Exchange Protocols](#). For further information on reports functionality, please visit the [Training](#) tab of the Data Exchange website.

For system support, contact the Data Exchange Helpdesk by email at [dssdataexchange.helpdesk@dss.gov.au](mailto:dssdataexchange.helpdesk@dss.gov.au) or on 1800 020 283.