## How to get the 3 digit Department ID into your request:

1. Click the Department Id to add to your request.

2. Click the fx button to edit the formula.

3. The Edit Column Formula dialogue box opens. C lick the Function button.

4. Click String, then Left, then Ok.

| Insert Function |  |  | Help <br> A |
| :---: | :---: | :---: | :---: |
| Functions | $\boxminus$ String <br> - ASCII <br> - Bit_Length <br> - Char <br> - Char_Length <br> - Concat <br> - Insert <br> - Left <br> - frygth <br> - Loteft <br> - Lower <br> - Octet_Length <br> - Position |  |  |
| Selected Syntax |  |  |  |
|  |  |  |  |  |
| Description |  |  |  |
|  |  | OK | Cancel |

5. Highlight the word "integer" and replace it with the number 3 (you only want 3 digits - if you wanted 5 digits, you would type in 5 ). Click ok.

6. This is what the column will look like now:

## Solumns

lick on column names in the selection pane to add them to th ielow its name. ?

| Fact Workforce | Department |
| :---: | :---: |
| Headcount $\downarrow \uparrow$ | LEFT(Department.Department Id, 3) $\downarrow \uparrow$ |
| 相 $\bar{X}$ | $\square$ |

