## 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.

Department
Department Id 💵
AFLAX
Rem Edit Formula

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

	Edit Column Forr	nula	<u>Help</u>
3	Column Formula	Bins	
	Table Heading	Department	
	Column Heading	Department Id	
		Custom Headings	
		Department."Department Id"	
b	Column Formula		
ī			
1			
1			
		+ - x / % ( )    Function Filter Column ► Variable	e 🕨
	Aggregation Rule	Default	
		OK Can	cel

4. Click String, then Left, then Ok.

Insert Func	tion	<u>Help</u>
Functions	String ASCII ASCII Char Char Char_Length Concat Insert Left brigth LoLeft Lover Octet_Length 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.

dit Column Forr	nula	Edit Column Formula	
Column Formula	Bins	Column Formula	Bins
Table Heading	Department	Table Heading	Denartment
Column Heading	Department Id	o i i i i	
	Custom Headings	Column Heading	
	LEFT(Department."Department Id", integer)		Custom Headings
	45		LEFT(Department."Department Id", 3)

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

## Columns

Click on column names in the selection pane to add them to th ielow its name. 🕄

Fact Workforce	Department
Headcount ↓↑	LEFT(Department.Department Id, 3) ↓↑
\land f_x Y 🗙	$\swarrow f_{\mathbf{k}} \nabla \mathbf{X}$
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Display Results Remove All