Working with Results Tables

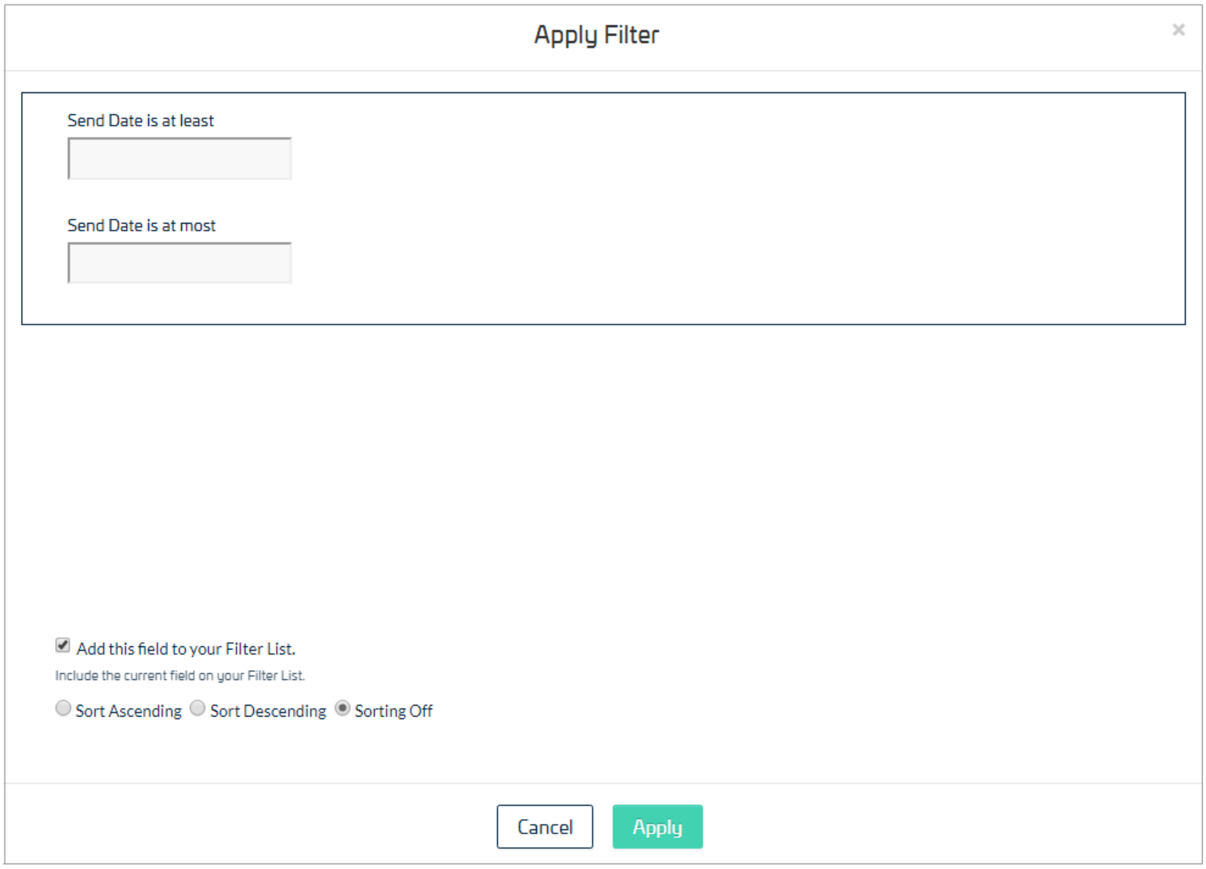
https://campus.barracuda.com/doc/77399534/

This article applies to tables in most **Results** pages.

When you navigate to a page under the **Results** menu, select the **Detail** tab. This tab has most of the information you want to see at a glance.

Sorting and Filtering in the Table

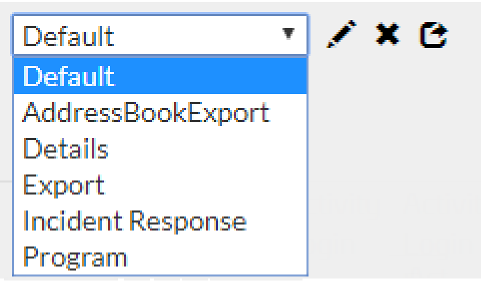
Click on any column to sort by that column or to find certain values in that column.



Click **Apply** to save your changes.

Configuring Columns

Use the Column Layout (or Column Sets) tools to customize the columns that appear on the **Detail** tab.



Click the menu to select from preconfigured sets of columns. The menu choices in the figure above show the **Default** column configuration, along with others including **Export** and **Incident Response**, each with columns appropriate for the type of results.

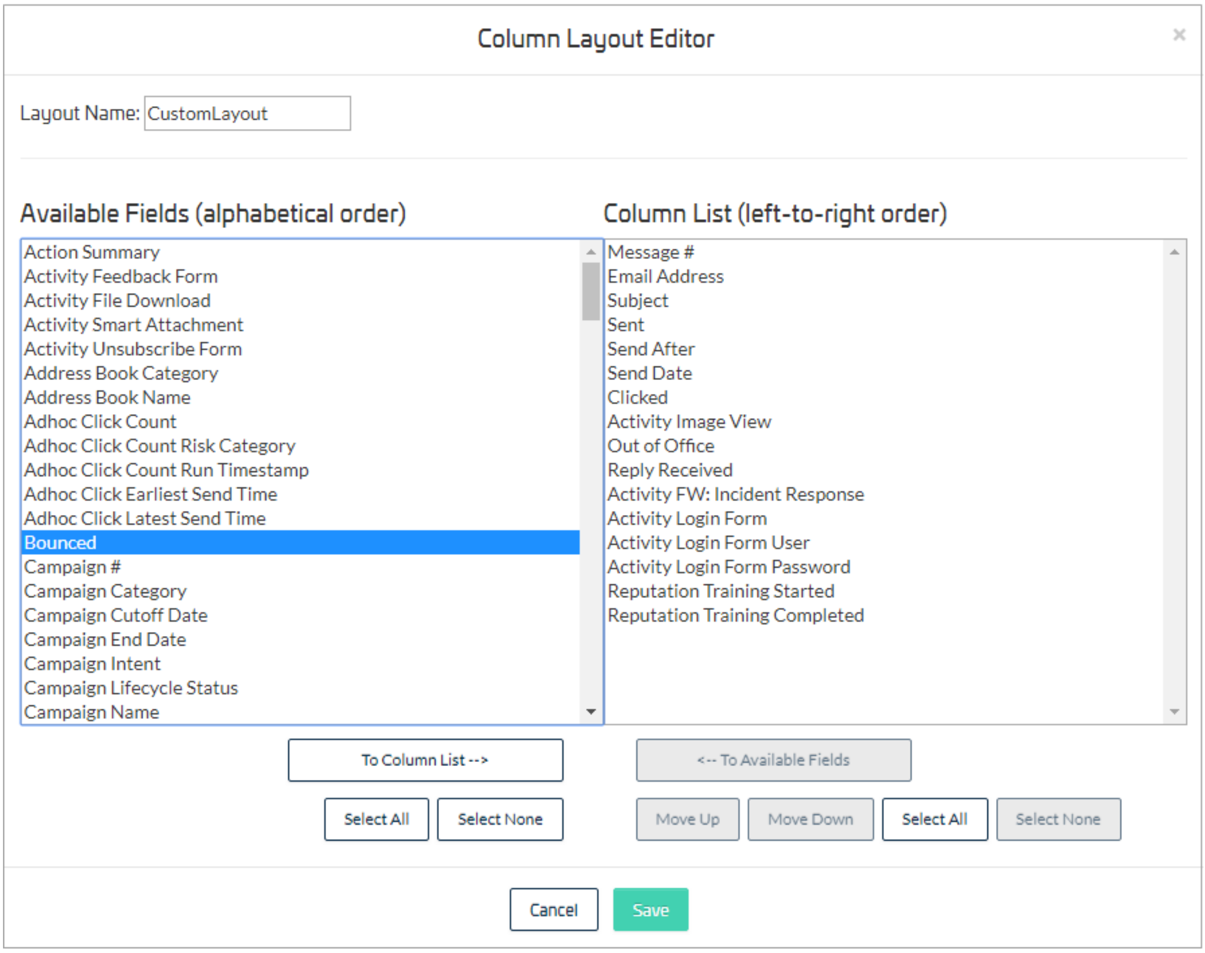
To customize a Column Layout:

1. Open the Column Layout you want to customize.

   Click the **Copy** button to create a copy of the Column Layout you want to customize.

   > **Note**
   > You can change the columns within a Column Layout without making a copy. Be aware that you are changing the original configuration and must manually revert back to the original settings if needed. These changes can be viewed by all other users. To help with organization, consider labeling your Column Layouts with your initials.

2. Click the **Edit** icon .
3. If you copied a Column Layout, give it a unique name.
4. To add columns to the table display, select one or more **Available Fields** and move them to the **Column List** .



5. To remove columns from the table display, select one or more items in the **Column List** and move them to the **Available Fields** list.
6. Move fields up or down in the **Column List** to control the order of appearance in the table.
7. Click **Save** to save your changes.

Using the Filter

In the left panel, use the Filter to determine which data to include in the table.

1. In the Filter in the left panel, click **Edit Filter List** to display all metrics reported on in that section.
2. Select one or more entries in the list. You might choose to browse this list to see what kinds of data are available for reports.
3. Click **Save**.
4. The field(s) you select appear in the Filter in the left panel. Type your selection criteria in those fields, then click **Apply** to see the results.

If you have made changes to the filter fields and want to restore the filters to their original settings:

1. In the Filter in the left panel, click **Edit Filter List** to display all metrics reported on in that section.
2. Click **Factory Reset**.

Interacting with Charts

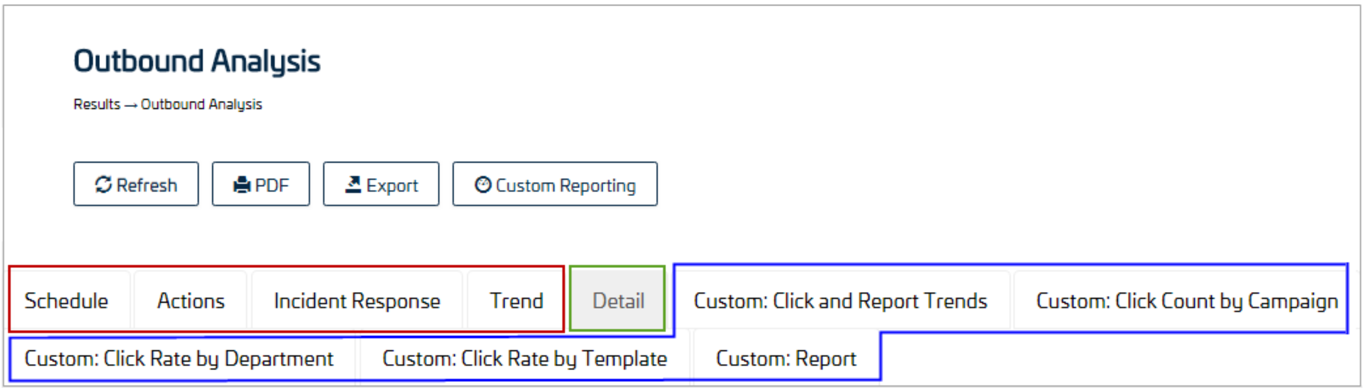
All charts and graphs are clickable. You can click on any bar or pie piece within a chart to drill down into the data. This is also a shortcut to filtering.

Scrolling to the Top

When you scroll down through the results table, the **Scroll to Top** button appears. Click the button to return to the top of the page.

Using Tabs

Tabs that appear to the left of the **Detail** tab are pre-made reports that are included with Security Awareness Training. Tabs that appear to the right of the **Detail** tab are custom reports that you create. The figure below shows tabs on the **Outbound Analysis** page. The tabs in red, to the left of **Details** tab, are pre-made reports. The tabs in blue, to the right of the **Detail** tab, are custom reports.



Exporting Data

Anything in the Results tables can be exported as CSV or PDF files.

Results graphs and charts can be exported as PNG, JPG, PDF, SVG, or XLS files.

For details, refer to How to Export Data .

Creating Custom Reports

For details, refer to How to Create Custom Reports. Custom reports can be exported as CSV files.

Figures