

FedScope

FAQs



"How to use our Tool"



1. [Dimension Line](#)
2. [Data Display](#)
3. [Toolbar](#)



Questions/Comments to:
FedScope@opm.gov

FedScope FAQs

Table of Contents

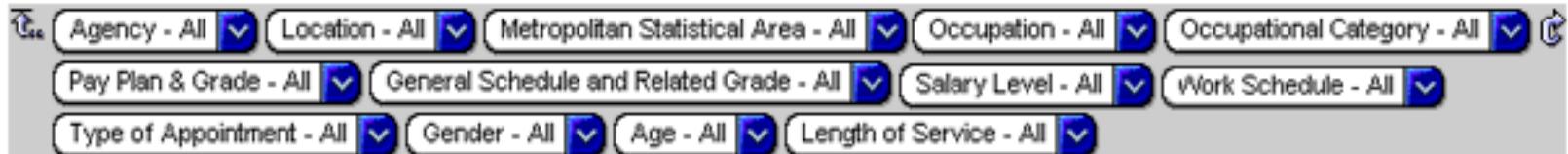
DATA CUBE	3
DIMENSION LINE	4
Q1: HOW DO I FILTER THE DATA IN MY REPORT?	4
Q2: WHAT DOES THE DIRECTION OF THE BLUE CAPSULE ARROWS INDICATE?.....	5
Q3: HOW DO I REPLACE/CHANGE ROWS AND/OR COLUMNS IN MY TABLE?.....	6
Q4: HOW DO I NEST ROWS AND/OR COLUMNS IN MY TABLE?	7
DATA DISPLAY	8
Q5: HOW DO I CHOOSE CATEGORIES (CHANGE ROWS AND/OR COLUMNS) IN MY REPORT?	8
Q6: HOW DO I CHOOSE MEASURES (DATA CELLS) IN MY REPORT?	9
Q7: HOW DO I SHOW REPORT VALUES (E.G. MEASURE = EMPLOYMENT) AS PERCENTAGES?	10
Q8: HOW DO I SORT VALUES IN MY REPORT?	11
Q9: HOW DO I DRILL DOWN AND DRILL UP ON CATEGORIES (ROWS AND/OR COLUMNS) IN MY REPORT?	12
Q10: HOW DO I NEST CATEGORIES (ROWS AND/OR COLUMNS) IN MY REPORT?	13
TOOLBAR	14
Q11: HOW DO I CHOOSE A DIFFERENT DISPLAY (CROSSTABS, CHARTS)?	14
Q12: HOW DO I LIMIT THE SIZE (NUMBER) OF ROWS AND/OR COLUMNS DISPLAYED IN MY REPORT?	14
Q13: HOW DO I SWAP ROWS AND COLUMNS IN MY REPORT?	15
Q14: HOW DO I SUPPRESS VALUES (80/20 AND ZERO SUPPRESSION) IN MY REPORT?	15
Q15: HOW DO I PREPARE A BOOKMARK IN MY BROWSER FOR MY REPORT?	16
Q16: HOW DO I EXPORT DATA FOR USE IN OTHER APPLICATIONS (E.G. EXCEL SPREADSHEET)?	16
Q17: HOW DO I PRINT MY REPORTS TO PDF FORMAT (ADOBE ACROBAT)?	17
Q18: HOW DO I RETURN TO FEDSCOPE HOME PAGE?	17

FedScope FAQs

Data Cube¹

A FedScope data cube is composed of 3 areas:

1. Dimension
Line
FAQs 1-4



2. Data
Display
FAQs 5-10

Employment as values	▼ United States	▼ U.S. Territories	▼ Foreign Countries	▼ Unspecified	▼ Location - All
Cabinet Level Agencies	1,529,577	12,045	45,386	1,144	1,588,152
Large Independent Agencies (1000 or more employees)	168,757	1,522	827	22	171,128
Medium Independent Agencies (100-999 employees)	11,566	8	207	0	11,781
Small Independent Agencies (less than 100 employees)	1,425	0	42	5	1,472
Agency - All +	1,711,325	13,575	46,462	1,171	1,772,533

3. Toolbar
FAQs 11-18



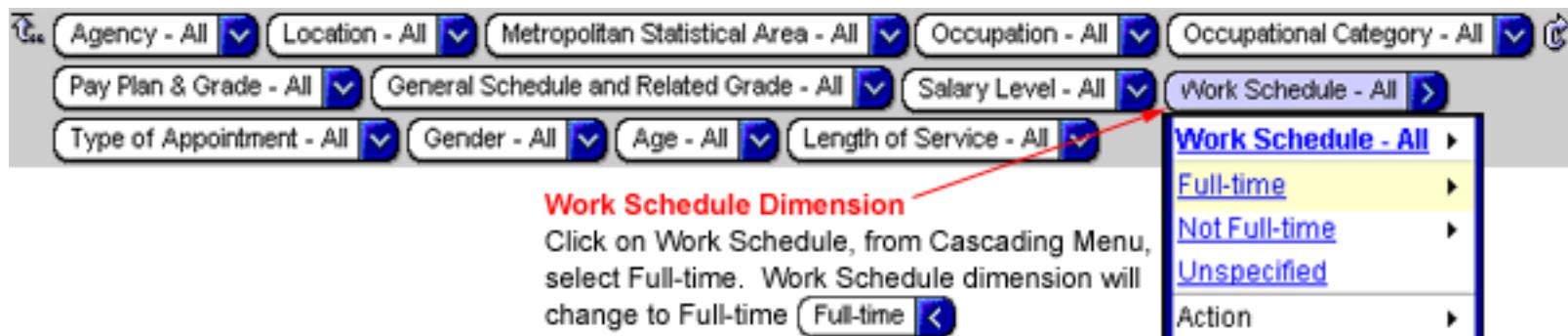
¹ Questions/Comments to: FedScope@opm.gov

FedScope FAQs

Dimension Line¹

Q1: How do I filter the data in my report?

A1: From the dimension line, click a dimension (e.g. Work Schedule), and select a child category (e.g. Full-time) from the cascading menu box. The dimension line shows the new category level (e.g. Full-time) that the report (crosstab) is filtered on. A filter changes the focus of a report by limiting information to a level of a dimension and emphasizing only the information you choose.



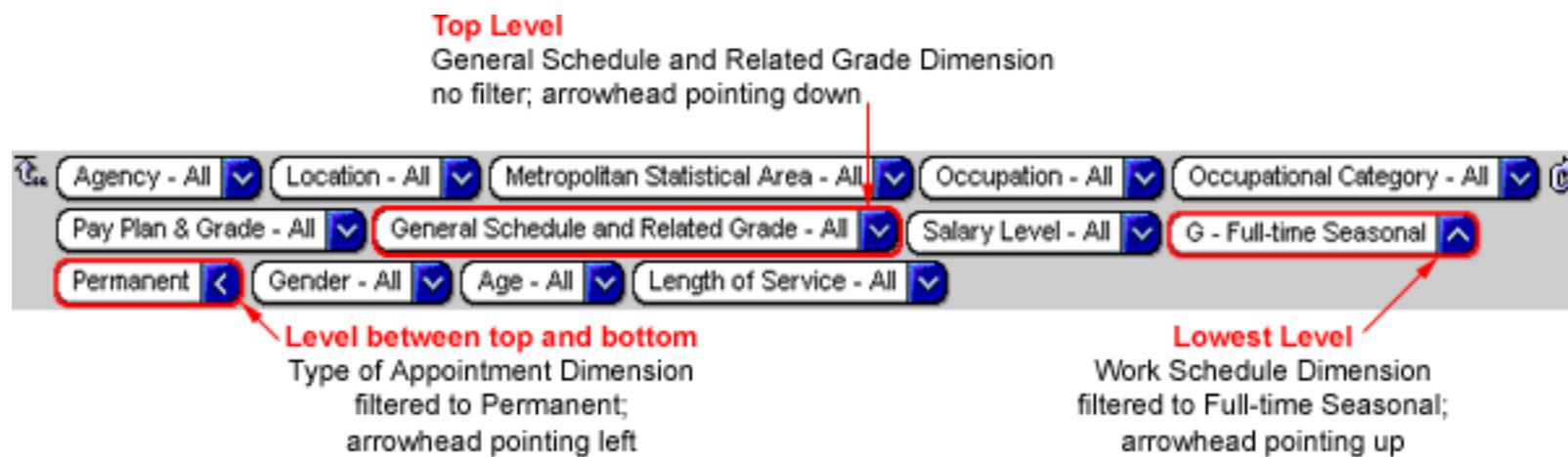
¹ Questions/Comments to: FedScope@opm.gov

FedScope FAQs

Dimension Line¹

Q2: What does the direction of the blue capsule arrows indicate?

A2: The **FedScope** dimensions are displayed in a capsule that contains an arrowhead. You are at the **top** level of a dimension when the arrowhead is pointing down. You are at some level between the top and bottom of a dimension, when the arrowhead is pointing to the **left**. You are at the lowest level of a dimension when the arrowhead is pointing **up**.



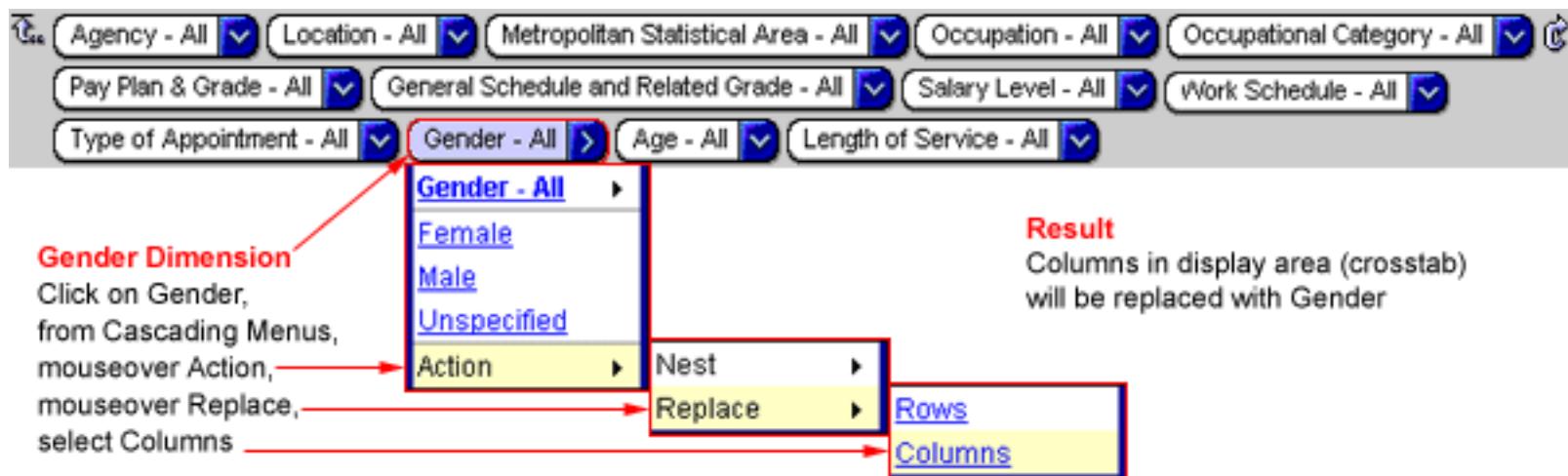
¹ Questions/Comments to: FedScope@opm.gov

FedScope FAQs

Dimension Line¹

Q3: How do I replace/change rows and/or columns in my table?

A3: From the dimension line, click the dimension you want to replace the rows or columns in your table (crosstab) with (e.g. Gender dimension). From the cascading menu boxes, mouseover **Action**, mouseover **Replace**, and then select either **Rows** or **Columns**.



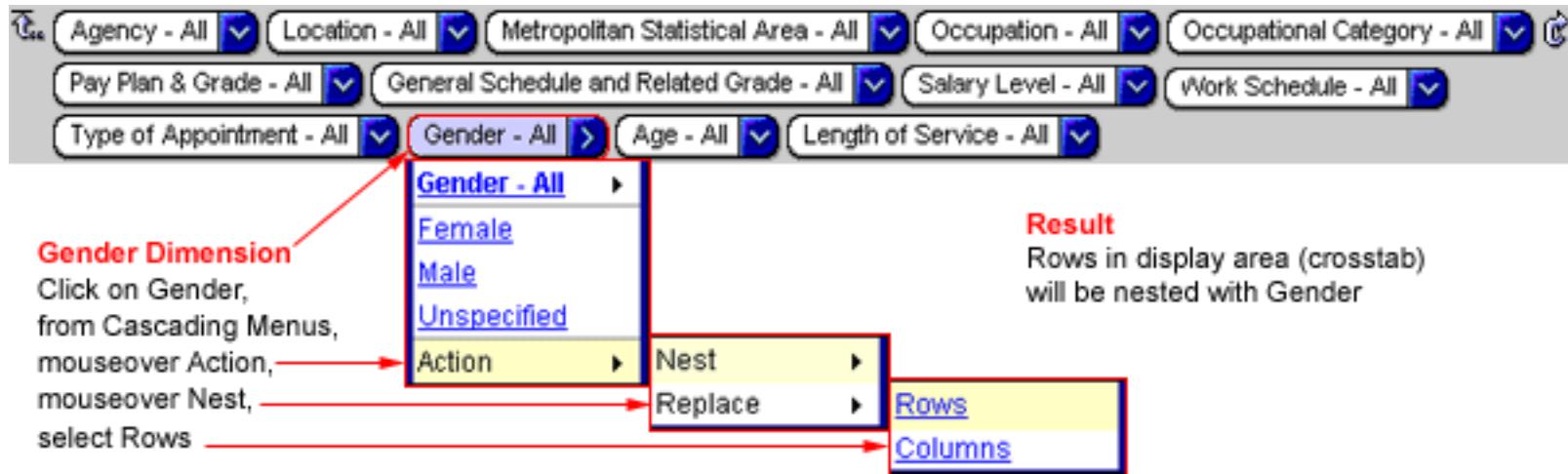
¹ Questions/Comments to: FedScope@opm.gov

FedScope FAQs

Dimension Line¹

Q4: How do I nest rows and/or columns in my table?

A4: From the dimension line, click the dimension you want to nest within your rows or columns (e.g. Gender dimension). From the cascading menu boxes, mouseover **Action**, mouseover **Nest**, and then select either **Rows** or **Columns**.



¹ Questions/Comments to: FedScope@opm.gov

FedScope FAQs

Data Display¹

Q5: How do I Choose categories (change rows and/or columns) in my report?

A5: Click on the Change Rows and/or Change Columns Capsules, then select a new dimension from the cascading menu boxes to replace your rows and/or columns in your table (crosstab display).

The screenshot shows the FedScope Data Display interface with three main sections:

- Left Panel (Change Rows Capsule):** A cascading menu with "Employment" selected as values. Other options include Cabinet Level, Large Independent, Medium Independent, Small Independent, and Agency - All.
- Middle Panel (Row Select Menu):** A table titled "Row Select Menu" with the instruction "Select a dimension to replace rows". It lists dimensions: Location - All, Down a Level, Agency - All, Metropolitan Statistical Area - All, Occupation - All, Occupational Category - All, Pay Plan and Grade - All, General Schedule and Related Grade - All, Salary Level - All, Work Schedule - All, Type of Appointment - All, Gender - All, Age - All, Length of Service - All, MEASURES, and Action.
- Right Panel (Change Columns Capsule):** A cascading menu with "Location - All" selected. Other options include Down a Level, Agency - All, Metropolitan Statistical Area - All, Occupation - All, Occupational Category - All, Pay Plan and Grade - All, General Schedule and Related Grade - All, Salary Level - All, Work Schedule - All, Type of Appointment - All, Gender - All, Age - All, Length of Service - All, MEASURES, and Action. The value "1,772,533" is highlighted in yellow.

Annotations with red arrows and text labels point to specific elements:

- An arrow points from the "Agency - All" button in the left panel to the "Change Rows Capsule" label below it.
- An arrow points from the "Agency - All" button in the middle panel to the "Row Select Menu" label above it.
- An arrow points from the "Location - All" button in the right panel to the "Change Columns Capsule" label above it.
- A red arrow points from the "Salary Level - All" dimension in the middle panel to the "Column Select Menu" label below it.

	United States	U.S. Territories
1,529,577		
168,757		
11,566		
1,425		
1,711,325		

¹ Questions/Comments to: FedScope@opm.gov

FedScope FAQs

Data Display¹

Q6: How do I choose measures (data cells) in my report?

A6: Click on the Change Measure Capsule (Employment), then select a new measure (e.g. average salary) from the cascading menu box.

Change Measures Capsule

Measure Select Menu
Measure capsule will change to Average Salary

The screenshot shows a data display interface with a sidebar on the left containing a 'Change Measures Capsule' dropdown set to 'Employment'. A red box highlights the 'MEASURES' option in the dropdown. Below it, a cascading menu is open, showing 'Employment' (selected), 'Average Salary' (highlighted in yellow), and other options like 'Average Length of Service' and 'Action'. An arrow points from the text 'Change Measures Capsule' to the 'Employment' button in the sidebar. Another arrow points from the text 'Measure Select Menu' to the 'Average Salary' item in the cascading menu. The main area displays a crosstab with columns for 'United States', 'U.S. Territories', 'Foreign Countries', and 'Unspecified'. Rows represent different agency sizes: 'Agencies (1000 or more employees)', 'Agencies (100-999 employees)', 'Agencies (100 or less employees)', and 'All Agencies'. The data cells show average salaries: \$51,593, \$40,097, \$44,134, NA, and \$51,292 respectively. A red box highlights the 'All Agencies' row. A red arrow points from the text 'Measure in data cells changes from Employment counts to Average Salary in crosstab' to the '\$51,292' cell in the 'All Agencies' row.

	United States	U.S. Territories	Foreign Countries	Unspecified	Location - All
Agencies (1000 or more employees)	\$51,593	\$40,097	\$44,134	NA	\$51,292
Agencies (100-999 employees)	\$59,858	\$37,173	\$84,628	NA	\$59,774
Agencies (100 or less employees)	\$66,958	\$65,630	\$71,685	NA	\$67,040
All Agencies	\$76,685	NA	\$50,311	NA	\$75,929
	\$52,532	\$39,783	\$44,978	NA	\$52,236

Measure in data cells changes from Employment counts to Average Salary in crosstab

¹ Questions/Comments to: FedScope@opm.gov

FedScope FAQs

Data Display¹

Q7: How do I show report values (e.g. measure = Employment) as percentages?

A7: Click on the Measure Format Capsule (as values), then select a percentage data format (e.g. as % of column total) from the cascading menu box.

Change Measure Format Capsule

Measure Format Select Menu
Measure Format capsule will change to as % of column total

	▼ United States	▼ U.S. Territories	▼ Foreign Countries	▼ Unspecified	▼ Location - All ▾ +
Employment	89.38%	88.73%	97.68%	97.69%	89.60%
as values	9.86%	11.21%	1.78%	1.88%	9.65%
as % of row total	0.68%	0.06%	0.45%	0.00%	0.66%
as % of row subtotals	0.08%	0.00%	0.09%	0.43%	0.08%
as % of column total					
as % of column subtotals					
as % of grand total					

Measure in data cells changes from Employment counts to a percentage data format in crosstab

¹ Questions/Comments to: FedScope@opm.gov

FedScope FAQs

Data Display¹

Q8: How do I sort values in my report?

A8: Mouse over a sort button above the column you want, then select sort order from the cascading menu box.

The screenshot shows a data grid with various filters and sort options at the top. A context menu is open over the 'Employment' column header, listing 'Sort Descending', 'Sort Ascending', and 'No Sort' options. Red arrows point from the text labels to the corresponding elements: 'Sort Select Menu' points to the menu itself, 'Column Sort Buttons' points to the sort icons above the columns, and a red box highlights the 'Sort Descending' option in the menu. The data grid below shows employment counts for different agency sizes. A red box highlights the total employment count '1,711,325' in the bottom-left cell of the grid. A red arrow points from this highlighted cell down to a explanatory text at the bottom.

Employment as values	S. Territories	Foreign Countries	Unspecified	Location - All
Cabinet Level Agencies	12,045	45,386	1,144	1,588,152
Large Independent Agencies (1000 or more employees)	1,522	827	22	171,128
Medium Independent Agencies (100-999 employees)	11,566	8	207	0
Small Independent Agencies (less than 100 employees)	1,425	0	42	5
Agency - All	1,711,325	13,575	46,462	1,171

Measure in column (Employment counts) will be listed in descending order; crosstab display will change based on column sort selection.

¹ Questions/Comments to: FedScope@opm.gov

FedScope FAQs

Data Display¹

Q9: How do I drill down and drill up on categories (rows and/or columns) in my report?

A9: Click any row and/or column category in the display (crosstab). This action drills down on the row/column category, showing the level below. To drill up, click on change row and/or column capsule and select "Up a Level" from the cascading menu box.

Row Category		Column Category				Change Columns Capsule	
Click on to change rows to 17 Cabinet Level Agencies		Click on to change columns to 50 U.S. States					
Employment	as values	▼ United States	▼ U.S. Territories	▼ Foreign Countries	▼ Unspecified	▼ Location - All	+/-
Cabinet Level Agencies		1,529,577	12,045	45,386	1,144	1,588,152	
Large Independent Agencies (1000 or more employees)		168,757	1,522	827	22	171,128	
Medium Independent Agencies (100-999 employees)		11,566	8	207	0	11,781	
Small Independent Agencies (less than 100 employees)		1,425	0	42	5	1,472	
Agency - All	+/-	1,711,325	13,575	46,462	1,171	1,772,533	

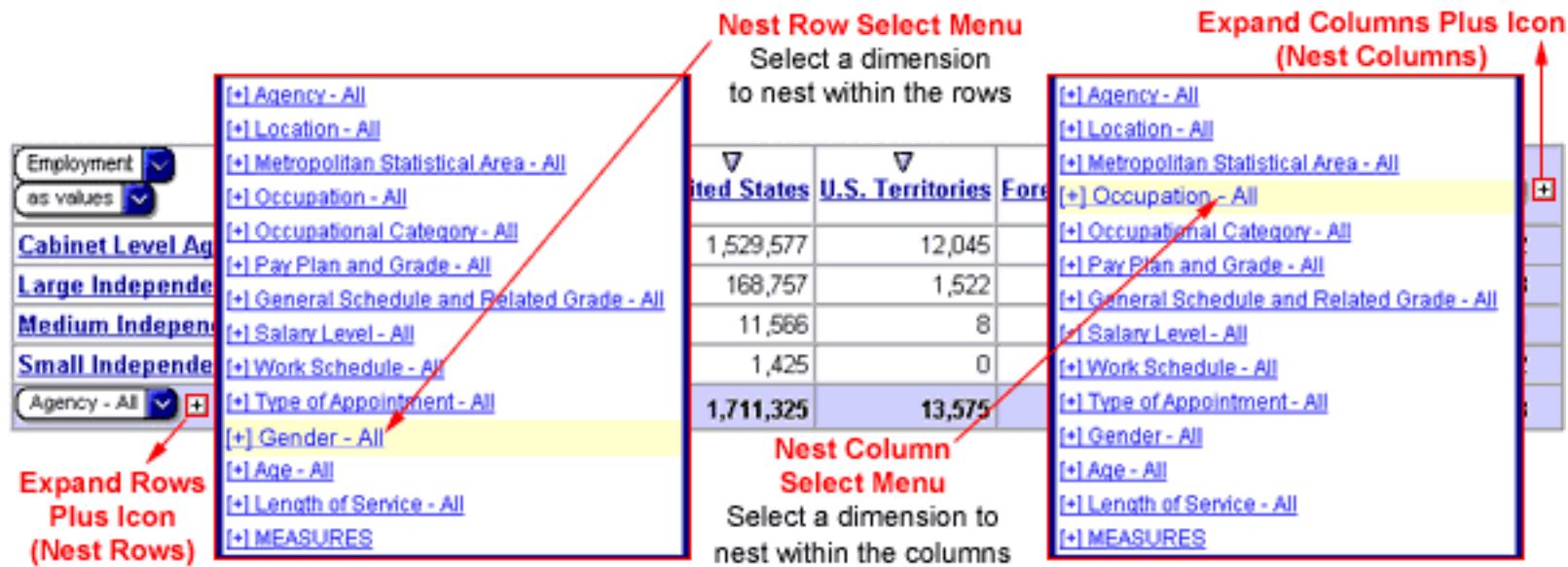
¹ Questions/Comments to: FedScope@opm.gov

FedScope FAQs

Data Display¹

Q10: How do I nest categories (rows and/or columns) in my report?

A10: To nest child categories, click on the expand plus icon next to the change rows or change columns capsules. To add a nested category from a different dimension, mouse over the expand plus icon, then select a dimension to nest from the cascading menu box.



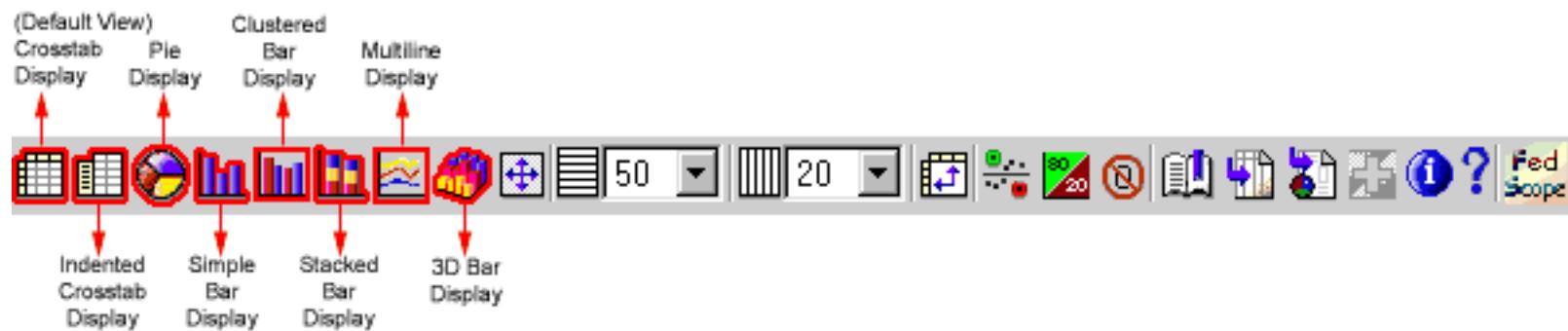
¹ Questions/Comments to: FedScope@opm.gov

FedScope FAQs

Toolbar¹

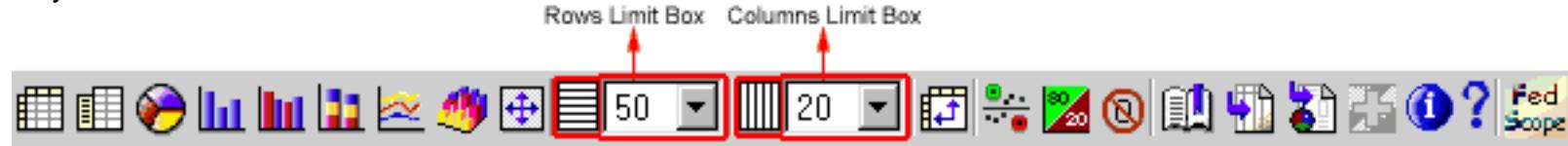
Q11: How do I choose a different display (crosstabs, charts)?

A11: The first 8 icons on the toolbar allow you to change your data display. The standard crosstab display is the default display type in FedScope, and it shows data in tabular format. The first two dimensions of a data cube represent the rows and columns respectively.



Q12: How do I limit the size (number) of rows and/or columns displayed in my report?

A12: The 10th and 11th icons on the toolbar are used to improve the performance and readability of large reports by limiting the data that appears in crosstab displays. For example, you can set a row limit of 20 and a column limit of 10. Values that you set in the Row and Column boxes on the toolbar override the FedScope default row and column limits which are 50 and 20 respectively.



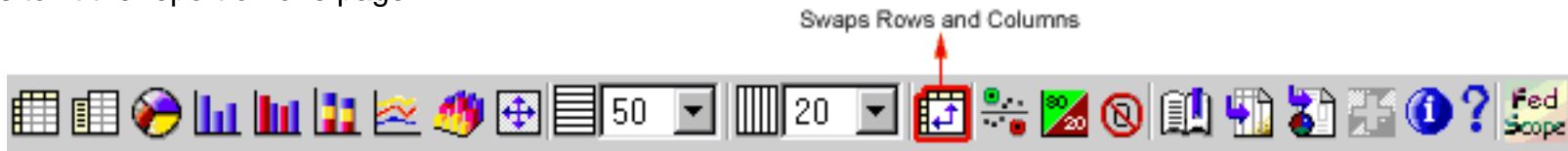
¹ Questions/Comments to: FedScope@opm.gov

FedScope FAQs

Toolbar¹

Q13: How do I swap rows and columns in my report?

A13: The 12th icon on the toolbar is used to exchange the positions of categories in rows and columns. For example, a FedScope report contains few rows but many columns that exceed the width of the printed page. You can swap the rows and columns to fit the report on one page.



Q14: How do I suppress values (80/20 and Zero suppression) in my report?

A14: The 14th and 15th icons on the toolbar are used to ignore categories in the display (crosstab) that fall into a low range.

1. 80/20 Suppression
 - removes rows or columns whose absolute values do not contribute to the top 80% of results. It then summarizes the removed rows or columns into a single row or column called "Other".
2. Zero Suppression
 - removes rows or columns containing all zeros that can occur when drilling down from governmentwide data to very detailed data.

Note: The Zero and 80/20 suppression button icons remain enabled until you click them again to disable them.



¹ Questions/Comments to: FedScope@opm.gov

FedScope FAQs

Toolbar¹

Q15: How do I prepare a bookmark in my browser for my report?

A15: The prepare bookmark icon (16th on the toolbar) captures the complete URL for a FedScope report shown in the Location or Address box of your Web browser. This URL includes information about the categories in the report, data formats, and filtering that is not usually included in the URL. After you capture the URL, you can add it to your list of favorites in your Web browser.



Q16: How do I export data for use in other applications (e.g. Excel Spreadsheet)?

A16: The 17th icon on the toolbar is used to export data in a FedScope crosstab for use in other applications. Exported data is saved in a comma separated value (.csv) file format. You can view this data in any application that supports comma separated value files, such as Microsoft Excel.



¹ Questions/Comments to: FedScope@opm.gov

FedScope FAQs

Toolbar¹

Q17: How do I print my reports to PDF format (Adobe Acrobat)?

A17: Print FedScope reports using Adobe Acrobat PDF format (18th icon on the toolbar) to render, paginate, and size your output, producing high-quality reports suitable for distribution.



Q18: How do I return to FedScope home page?

A18: We have added a custom icon (22nd on the toolbar) which provides a link back to our home page. If you are accessing a data cube via a bookmark that you added to your "Favorite Lists" in your web browser, use this icon to return to home page.



¹ Questions/Comments to: FedScope@opm.gov