# Using DrillDown in the PS/nVision HomePage

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| 1.   | The **PS/nVision Home Page** is displayed. You need to open the Comparative Income report and perform drill down on it. You can use either the **nVision** menu or the **Open Report** button to do that.  
  
  Click the **Open Report** button. |
| 2.   | Use the **Open PeopleSoft nVision Report Request** dialog box to specify details of the report to be opened.  
  
  Enter the desired information into the **Business Unit** field. Enter a valid value e.g. US005. |
| 3.   | Next, obtain the list of reports existing for the business unit US005.  
  
  Click the **Get List** button. |
| 4.   | Click the **Comparative Income Statement** list item.  
  
  COMPINC -- Comparative income Statement |
| 5.   | Click the **OK** button. |
| 6.   | The **PeopleSoft nVision Report Request** dialog box displays the report request parameters. Use this dialog box to run the report.  
  
  Click the **Run** button. |
| 7.   | Once a report has been run as Web, Window, or File output, you can open it and run drill down on specific amount fields. You want to drill down the revenues cell for the year 2001.  
  
  Click the **C8** cell.  
  
  4252060 |
| 8.   | After selecting a cell, pick the DrillDown layout that you want to use.  
  
  Click the **Drill** menu. |
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| 9.   | A number of generic reports are provided with the application and can be tailored or cloned as needed. For this example, use the existing **Account by Period** layout.  
  
  Click the **Account by Period** menu. |
| 10.  | The results appear in a DrillDown report.  
  
  Note that once you have reviewed the result of a DrillDown report, the **Jump Back** command from the **nVision** menu (**CTRL+SHIFT+J**) returns you to the cell from which you drilled down. This occurs even if you closed the parent report. |
| 11.  | In summary, DrillDown enables you to select a cell in your report and expand it according to new criteria contained in a special DrillDown layout. **End of Procedure.** |