

Managing pivot table options

On this page you will learn how to:


- [Set the default sorting](#)
- [Set the cell value delimiter](#)
- [Set the decimal separator](#)
- [Set the thousands separator](#)
- [Set the number of decimal places](#)
- [Set the date format](#)
- [Set the worklog settings](#)
- [Enable the cumulative count](#)
- [Show data values](#)
- [Hide totals](#)
- [Show/Hide the source table](#)
- [Hide control panel](#)
- [Set the literal value delimiter](#)

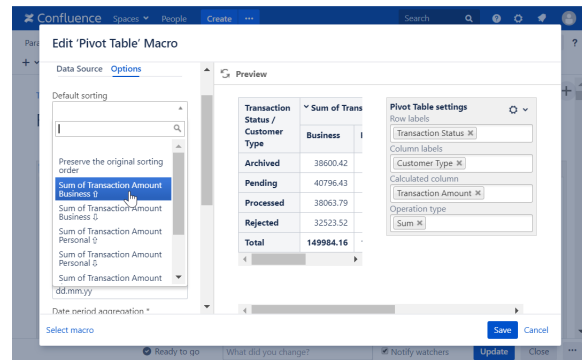
Read more:

- [Configuring the pivot table](#)
- [Aggregation by date period and number range](#)

Set the default sorting


1. Switch the page to the edit mode.
2. Select the macro and click **Edit**.
3. Switch to the **Options** tab.
4. Locate the **Default Sorting** box.
5. Click it and select the column with the appropriate sorting order.
6. Save the macro and the page.

 Default sorting is available only in the pivot tables with one column selected as row labels.



Set the cell value delimiter

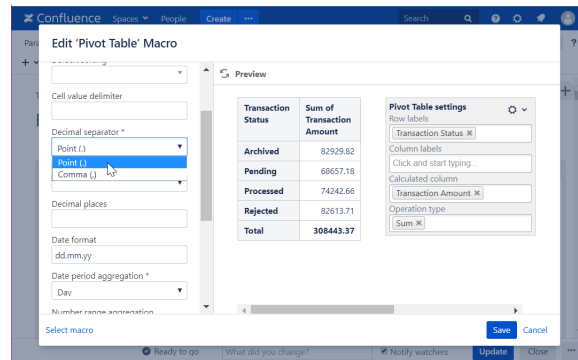
1. Switch the page to the edit mode.
2. Select the macro and click **Edit**.
3. Switch to the **Options** tab.
4. Locate the **Cell value delimiter** box.
5. Enter the character (multiple characters) used to separate values in cells.
6. Save the macro and the page.

 If the cell value delimiter is not a regular character, but a space, use the Unicode character `u0020`.

Set the decimal separator

1. Switch the page to the edit mode.
2. Select the macro and click **Edit**.
3. Switch to the **Options** tab.
4. Locate the **Decimal separator** box.
5. Select the correct decimal separator from the list, as follows:
 - Point
 - Comma
6. Save the macro and the page.

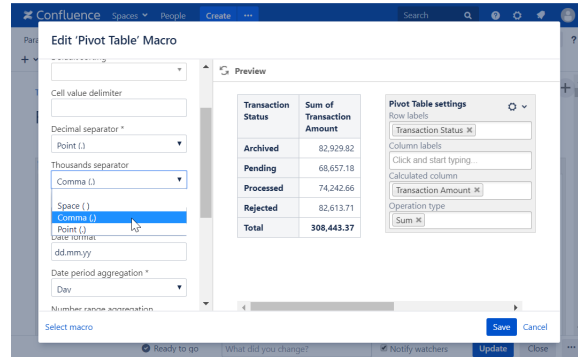
i The incorrectly specified decimal separator may cause the incorrect calculation of numerical values.



Set the thousands separator

1. Switch the page to the edit mode.
2. Select the macro and click **Edit**.
3. Switch to the **Options** tab.
4. Locate the **Thousands separator** box.
5. Select the correct decimal separator from the list, as follows:
 - Space
 - Point
 - Comma
6. Save the macro and the page.

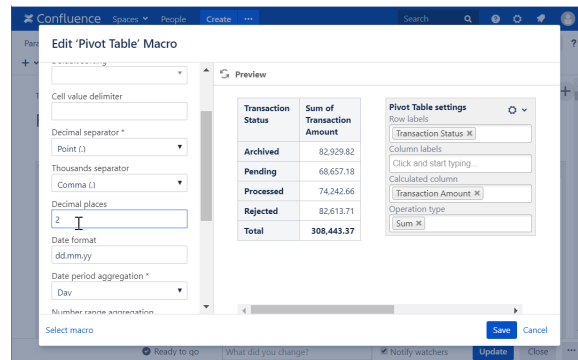
i Selection of the thousands separator is optional as it only improves Options of numerical values without affecting the original values in the source table.



Set the number of decimal places

1. Switch the page to the edit mode.
2. Select the macro and click **Edit**.
3. Switch to the **Options** tab.
4. Locate the **Decimal places** box.
5. Enter the number of decimal places to display.
6. Save the macro and the page.

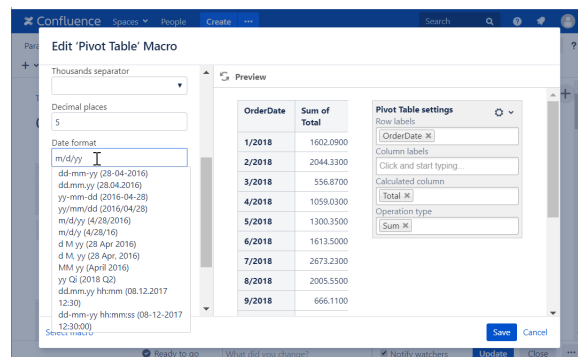
i You may need to limit the decimal places when using the Average operation type.



Set the date format

1. Switch the page to the edit mode.
2. Select the macro and click **Edit**.
3. Switch to the **Options** tab.
4. Locate the **Date format** box.
5. Select the correct date format from the list or manually specify the needed format.
6. Save the macro and the page.

i For the details on specifying date formats, read [this article](#).



Set the worklog settings

The Pivot Table macro supports summarization of worklogs and time intervals.

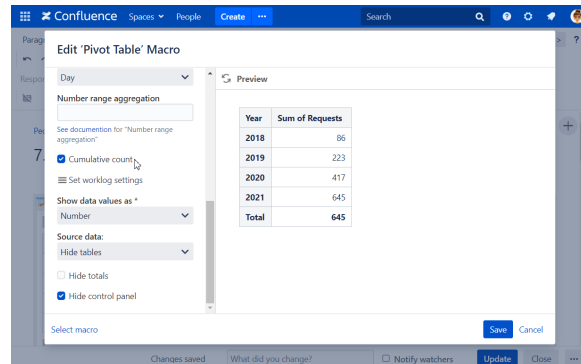
i Please ensure that the worklog parameters set in the macro are identical to parameters configured in Atlassian JIRA.

1. Switch the page to edit mode.
2. Select the macro and click **Edit**.
3. Switch to the **Options** tab.
4. Click the **Set worklog settings** button.
5. In the opened form, define the worklog parameters, as follows:
 - a. **Days in week** - enter the number of business days in a week.
 - b. **Hours in day** - enter the number of working hours in one business day.
 - c. **Time format** - select the used time format in worklog values.
 - d. **Week shortening** - enter the shortening for the week time unit if you use any language different from English.
 - e. **Day shortening** - enter the shortening for the day time unit if you use any language different from English.
 - f. **Hour shortening** - enter the shortening for the hour time unit if you use any language different from English.
 - g. **Minute shortening** - enter the shortening for the minute time unit if you use any language different from English.
6. Click **Save**.
7. Save the macro and the page.

i Worklog time units in different languages are denoted with different shortenings. Please adjust them according to your JIRA localization settings.

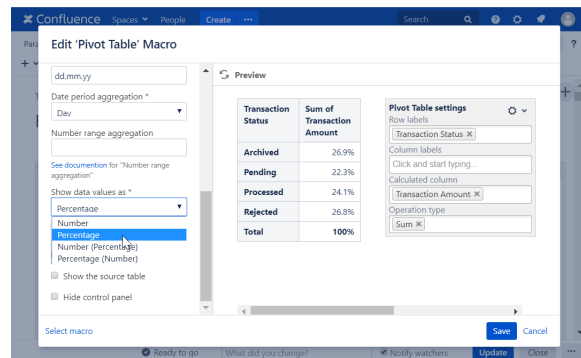
Enable the cumulative count

1. Switch the page to edit mode.
2. Select the macro and click **Edit**.
3. Switch to the **Options** tab.
4. Locate and enable the **Cumulative count** option.
5. Save the macro and the page.



Show data values

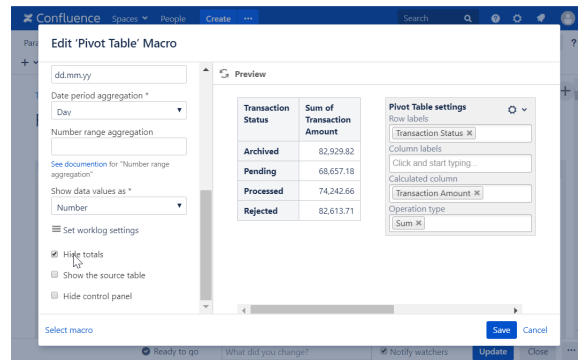
1. Switch the page to the edit mode.
2. Select the macro and click **Edit**.
3. Switch to the **Options** tab.
4. Locate the **Show data values** option and select the appropriate option, as follows:
 - Number
 - Percentage
 - Number (Percentage)
 - Percentage (Number)
5. Save the macro and the page.



Hide totals

1. Switch the page to the edit mode.
2. Select the macro and click **Edit**.

3. Switch to the **Options** tab.
4. Locate and enable the **Hide totals** option.
5. Save the macro and the page.



Show/Hide the source table

1. Switch the page to the edit mode.
2. Select the macro and click **Edit**.
3. Switch to the **Options** tab.
4. Locate the **Source data** option and select the appropriate option, as follows:
 - Show all content
 - Hide tables
 - Hide all content
5. Save the macro and the page.

i To show/hide the source table in the page view mode:

1. Hover over the control panel on the right of the table.
2. Click the cogwheel icon, select the **Show source content, Hide source content (Hide tables, Hide all content)** option.
3. To save the modifications in the macro body, click the cogwheel icon and select **Save changes**.

Hide control panel

1. Switch the page to the edit mode.
2. Select the macro and click **Edit**.
3. Switch to the **Options** tab.
4. Locate and enable the **Hide control panel** option.
5. Save the macro and the page.



To hide the control panel in the page view mode:

1. Hover over the control panel on the right of the table.
2. Click the cogwheel icon, select the **Hide control panel** option.

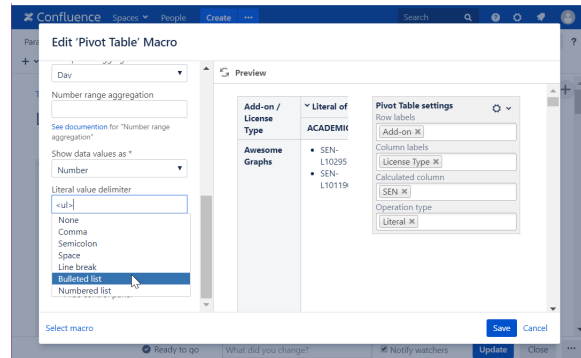
To show the control panel hover over the pivot table and click the cogwheel icon on the right of the table.

Set the literal value delimiter

When selecting the Literal operation type the Literal value delimiter option becomes available:

1. Switch the page to the edit mode.
2. Select the macro and click **Edit**.
3. Switch to the **Options** tab.
4. Locate the **Literal value delimiter** option and select the appropriate option, as follows:
 - None (default)
 - Comma
 - Semicolon
 - Space
 - Line break
 - Bullet list
 - Numbered list
 - Any custom character

5. Save the macro and the page.



Watch the videos to learn more about working with pivot tables: