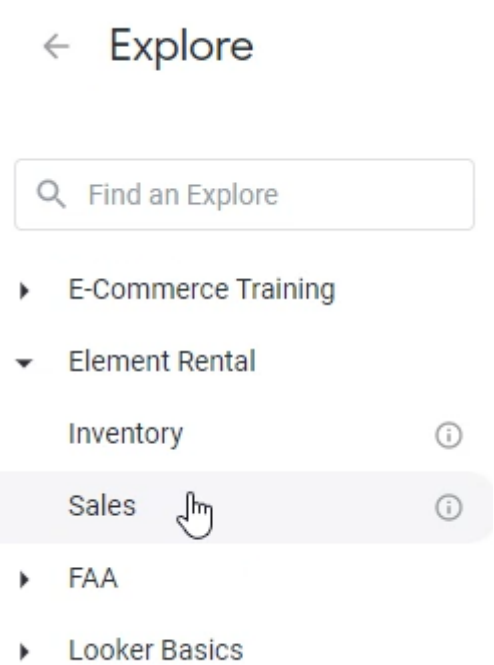


# Lab 11: Organize and Edit Look

Let's create a another look and then discuss where you can actually find these looks and what they look like.

We're going to go back to `Explore` , select `Sales` again and we're going to create a different look this.



We're going to create a performance report, so we're going to look at the average sales for each sales person. And we'll look at for that salesperson, we'll look at their average sales and their total sales.

`Average Sales` , `Total Sales` , `Salesperson First Name` , `Salesperson Function` , `Salesperson Last Name` , `Salesperson Level` and `Salesperson Office Name` .

## Sales ⓘ



### All Fields

### In Use

Office ID

Sales

Salesperson ID

State

▶ Transaction Date

Transaction ID

#### MEASURES

Average Hours

Average Sales

Count

Hourly Price

Total Hours

Total Sales

### ▼ Salesperson

5

#### DIMENSIONS

Office ID

Salesperson Age

Salesperson First Name

Salesperson Function

Salesperson ID

Salesperson Last Name

Salesperson Level

Salesperson Office Name

34 fields

[Go to LookML](#)

Let's click `Run`.

100 rows · 2.2s · just now Run

Filters

Visualization

Data Results SQL

Row Limit 500 Totals Subtotals

	Salesperson First Name	Salesperson Last Name	Salesperson Office Name	Salesperson Level	Salesperson Function	Average Sales	Total Sales
1	Alyssa	Antonutti	San Francisco	Junior	Lead	\$155,744	\$311,487
2	Grady	Cruce	Houston	Junior	Lead	\$132,122	\$396,367
3	Kin	Cankett	Dallas	Junior	Indirect	\$125,998	\$377,993
4	Germana	Renehan	New York City	Junior	Direct	\$121,885	\$609,424
5	Philly	Gounin	San Francisco	Junior	Direct	\$119,816	\$479,263
6	Matteo	Puttrell	Orlando	Junior	Executor	\$118,800	\$356,400
7	Giovanna	Kleit	Orlando	Junior	Closer	\$117,980	\$117,980
8	Hy	Brayshay	Seattle	Junior	Direct	\$116,870	\$467,480
9	Marj	Gunstone	Austin	Junior	Executor	\$116,355	\$349,064
10	Eyde	Oates	Orlando	Junior	Closer	\$116,200	\$348,601
11	Candis	Avery	Austin	Junior	Closer	\$113,762	\$227,524
12	Verine	Dines	New York City	Junior	Direct	\$112,768	\$338,305
13	Ddene	Serrallier	New York City	Junior	Indirect	\$110,225	\$220,449
14	Gaspar	Ogilvy	Detroit	Senior	Lead	\$110,182	\$110,182
15	Roddy	Gellion	Detroit	Junior	Executor	\$105,649	\$528,246
16	Yvette	Reames	New York City	Junior	Direct	\$104,748	\$523,740
17	Silvester	Bastock	Austin	Junior	Closer	\$104,371	\$313,113
18	Cicily	Hurt	Orlando	Junior	Lead	\$103,845	\$311,536
19	Basia	Bust	Houston	Junior	Direct	\$102,040	\$306,120
20	Robbie	Jarman	Los Angeles	Junior	Direct	\$101,744	\$508,718
21	Trueman	Greenan	Orlando	Junior	Closer	\$101,356	\$506,781
22	Grace	Ethrington	New York City	Junior	Indirect	\$100,071	\$600,427
23	Jeth	Wain	Detroit	Junior	Executor	\$99,950	\$299,850
24	Rochella	Panswick	San Francisco	Junior	Indirect	\$99,282	\$198,564
25	Melesa	Voisey	Seattle	Junior	Indirect	\$99,207	\$297,622
26	Sayer	Labsen	Seattle	Junior	Closer	\$98,995	\$98,995
27	Auctor	Sellersum	Dallas	Junior	Direct	\$97,043	\$38,172
28	Dorothy	Fludgate	Dallas	Junior	Lead	\$96,859	\$193,717
29	Joey	Hawking	Miami	Junior	Indirect	\$95,593	\$286,778

And we just want to make this a simple table over here.

Visualization

Table

	Salesperson	Salesperson Last Name	Salesperson Office Name	Salesperson Level	Salesperson Function	Average Sales	Total Sales
1	Alyssa	Antonutti	San Francisco	Junior	Lead	\$155,744	\$311,487
2	Grady	Cruce	Houston	Junior	Lead	\$132,122	\$396,367
3	Kin	Cankett	Dallas	Junior	Indirect	\$125,998	\$377,993
4	Germana	Renehan	New York City	Junior	Direct	\$121,885	\$609,424
5	Philly	Gounin	San Francisco	Junior	Direct	\$119,816	\$479,263
6	Matteo	Puttrell	Orlando	Junior	Executor	\$118,800	\$356,400
7	Giovanna	Kleit	Orlando	Junior	Closer	\$117,980	\$117,980
8	Hy	Brayshay	Seattle	Junior	Direct	\$116,870	\$467,480
9	Marj	Gunstone	Austin	Junior	Executor	\$116,355	\$349,064
10	Eyde	Oates	Orlando	Junior	Closer	\$116,200	\$348,601
11	Candis	Avery	Austin	Junior	Closer	\$113,762	\$227,524
12	Verine	Dines	New York City	Junior	Direct	\$112,768	\$338,305
13	Ddene	Serrallier	New York City	Junior	Indirect	\$110,225	\$220,449
14	Gaspar	Ogilvy	Detroit	Senior	Lead	\$110,182	\$110,182

Let edit this table a little bit. Go to **Series** and select **Average Sales** and we're going to turn off **cell visualization**.

Visualization

Table

	Salesperson First Name	Salesperson Last Name	Salesperson Office Name	Salesperson Level	Salesperson Function	Average Sales	Total Sales
1	Alyssa	Antonutti	San Francisco	Junior	Lead	\$155,744	\$311,487
2	Grady	Cruce	Houston	Junior	Lead	\$132,122	\$396,367
3	Kin	Cankett	Dallas	Junior	Indirect	\$125,998	\$377,993
4	Germana	Renehan	New York City	Junior	Direct	\$121,885	\$609,424
5	Philly	Gounin	San Francisco	Junior	Direct	\$119,816	\$479,263
6	Matteo	Puttrell	Orlando	Junior	Executor	\$118,800	\$356,400
7	Giovanna	Kleit	Orlando	Junior	Closer	\$117,980	\$117,980
8	Hy	Brayshay	Seattle	Junior	Direct	\$116,870	\$467,480
9	Marj	Gunstone	Austin	Junior	Executor	\$116,355	\$349,064
10	Eyde	Oates	Orlando	Junior	Closer	\$116,200	\$348,601
11	Candis	Avery	Austin	Junior	Closer	\$113,762	\$227,524
12	Verine	Dines	New York City	Junior	Direct	\$112,768	\$338,305
13	Ddene	Serrallier	New York City	Junior	Indirect	\$110,225	\$220,449
14	Gaspar	Ogilvy	Detroit	Senior	Lead	\$110,182	\$110,182

Edit

Plot Series Formatting

Sales Average Sales

Label Sales Average Sales

Width 1-1000

Format Default Formatting

Cell Visualization

Sales Total Sales

What we want is some conditional formatting that tells if someone's really lowering the bar here. Let's see if the average sales is lower than **70000**. And these people should be flagged.

We're going to do is add a rule like:

**Apply to:** Select Fields > Sales Average Sales

**Format:** If value is less than

**Value:** 70000

**Background color:** Red

The screenshot shows the 'Edit' dialog box with the 'Formatting' tab selected. The 'Series' is 'Sales Average Sales'. The 'Format' rule is 'If value is less than 70000'. The 'Styles' section shows 'Background color' set to red, 'Font color' set to white, and 'Font style' set to bold. An 'Add a Rule' button is at the bottom right.

We're now going to Save as a Look again.

We're going to click Save as they look and we're going to call this sales person report.

**Title:** Salesperson Report

**Description:** This report shows the performance of salespeople - underperforming sales people are shown in red.

Click Save .

Save Look

Development Mode Enabled

Title

Salesperson Report

Description optional

This report shows the performance of salespeople - underperforming sales people are shown in red.

Folder

Users > Developer Student

Shared

Filter by title...

Developer Student

Monthly Sales Report

Users

Save & View Look

Save

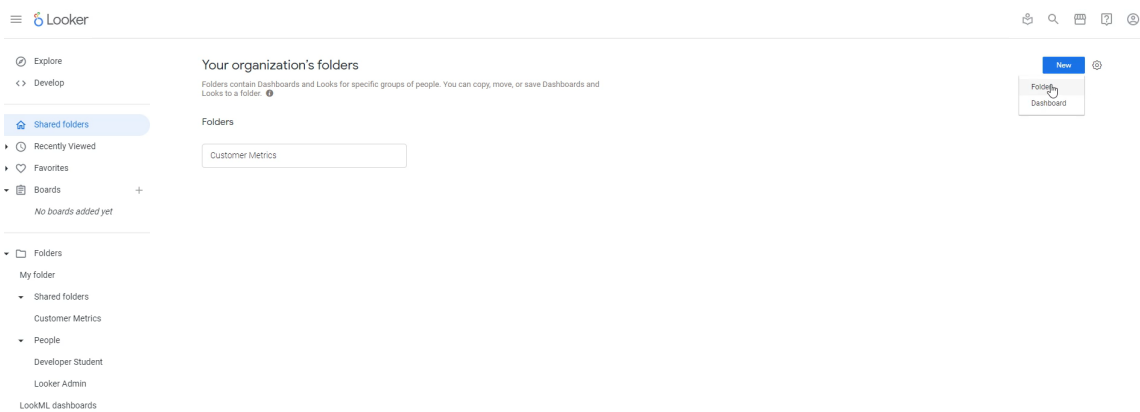
Let's go to folders and let's go over here to my folder. And this is where, again, we've saved our looks. So if you do that, you can see all of your looks over here.

Again, we have to, but these sales report and salesperson were. So that's how you can find your looks. They're basically shared or stored in this folder. Now we can also, for example, move this look if we want to a shared folder which is accessible by multiple people.

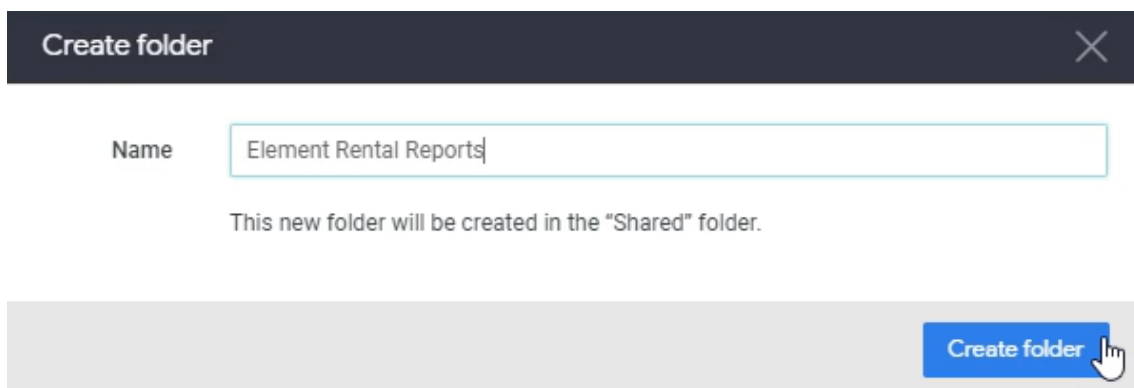
## Organize Look

In this section, we will look into moving and copying looks. Currently, we have two looks in the folder. Now you can have shared folders over here, which we have already created one or it's already created for us, really called customer metrics. And each person has their own personal folder as well that you can look into if you have access.

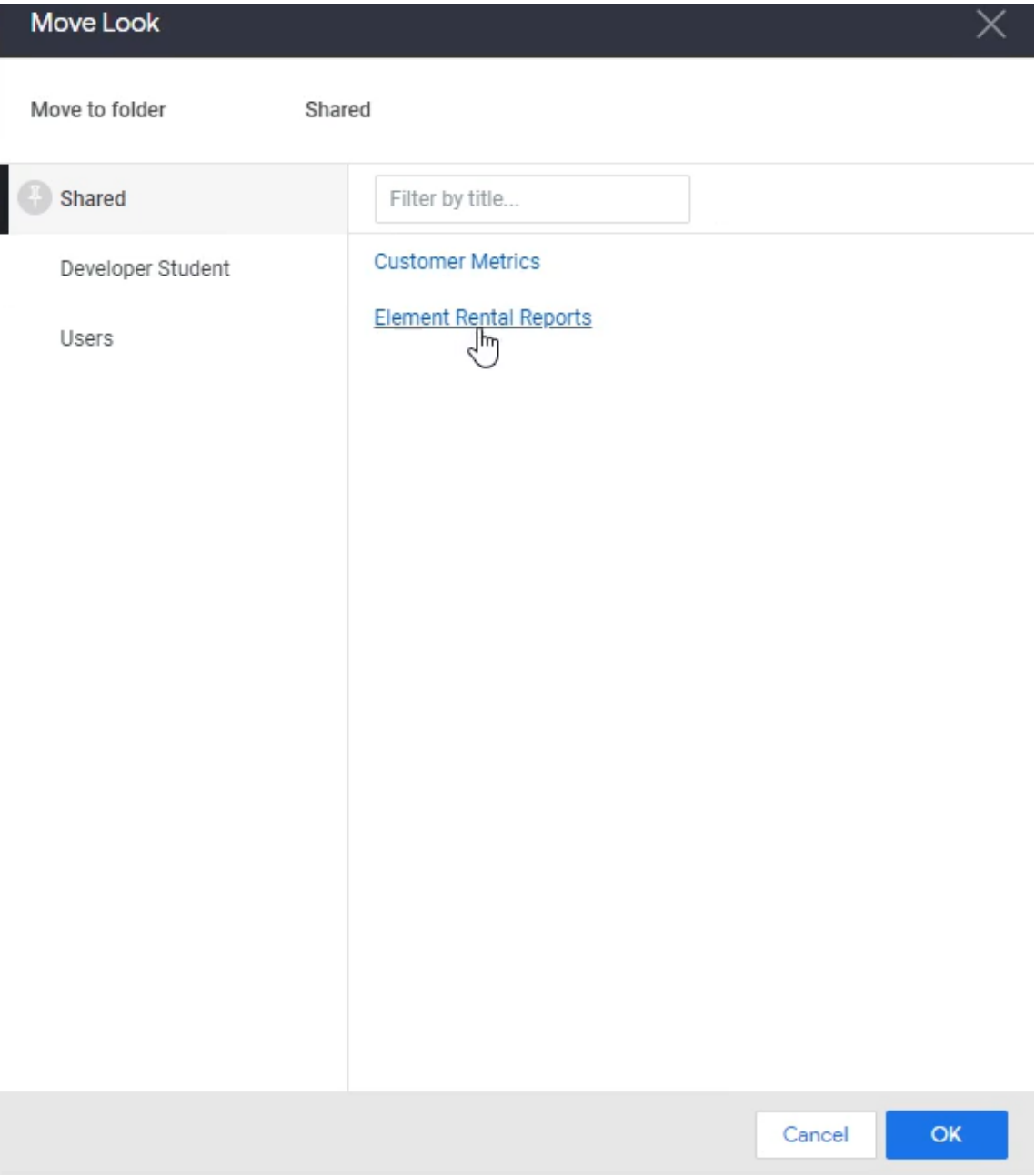
Let's say if we want to create first a new shared folder, let's go over to shared folders and click new and we'll click Folder.



And in this folder, we want to store all of our elements rental reports, reason why you were put looks or in a folder is if you want other people to have access to it.



Let's go back to my folder, which has those two looks. And we're going to simply move this to `Element Rental Reports`.



Let's move other report as well:

## People > Developer Student's folder

This is your personal folder where you can save Dashboards and Looks.

New

Look successfully moved.

### Looks

Sort by Name

Name

Last Updated

Model

Favorite



#### Monthly Sales Report

This report shows us the distribution of monthly sales by salesperson function - this report shows all all months.

1 View, Created by Developer Student

8 minutes ago

Explore From Here

Looker Basics

Favorite

More options menu

Rename...

Edit Settings...

Send...

Add Schedule...

Pin to a board...

Explore From Here

Move...

Copy

Move to Trash...

We also copy it if you want to keep a local copy, but we just want to move it. If you go to our shared folders `element rental reports`, we can see these two looks.

Let's see if we want to look at the `monthly sales report`. We just click it and it's there.

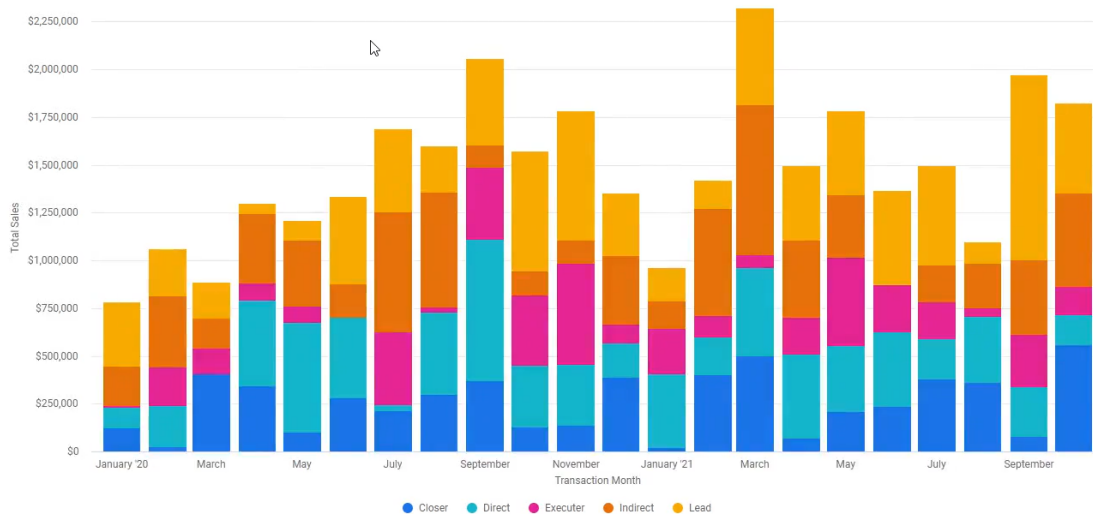
Element Rental Reports

### Monthly Sales Report

22 rows

Reset Look | Explore from Here

Visualization



What's nice about putting all your reports into one shared folder as well is it's easier to switch between different reports. So we can click below icon:



Explore

Develop

Shared folders

View folder "Element Rental Re..."

Looks

Monthly Sales Report

Salesperson Report

Switch between our monthly sales report to the salesperson report if we need to. That's how you move looks between one folder to another. And that's how you quickly change between looks that you see as well.

## Edit Look

Let's start working on editing looks, editing looks is actually fairly easy. There's a **Edit** button that allows you to edit any look that you've created.

Element Rental Reports ▾  
Salesperson Report ▾

100 rows · 2.2s · just now
Run
Edit

Reset Look | Explore from Here

Visualization

	Salesperson First Name	Salesperson Last Name	Salesperson Office Name	Salesperson Level	Salesperson Function	Average Sales	Total Sales
1	Devlin	Riccioppo	Houston	Junior	Lead	\$75,027	\$675,245
2	Blakely	Dalhili	Dallas	Junior	Indirect	\$82,484	\$667,949
3	Doe	Vasler	Austin	Junior	Direct	\$79,105	\$632,838
4	Germana	Renehan	New York City	Junior	Direct	\$121,885	\$609,424
5	Grace	Eltringham	New York City	Junior	Indirect	\$100,071	\$600,427
6	Tudor	Spenceley	Austin	Senior	Indirect	\$72,194	\$577,555
7	Ambros	Scholz	Orlando	Junior	Lead	\$95,400	\$572,398
8	Fanechia	Fearnall	Los Angeles	Junior	Executer	\$79,407	\$555,852
9	Roddy	Gellion	Detroit	Junior	Executer	\$105,649	\$528,246
10	Theodosia	Jopling	Austin	Junior	Indirect	\$56,019	\$528,149
11	Clem	Radenhurst	Orlando	Junior	Lead	\$75,340	\$526,680
12	Vivette	Reames	New York City	Junior	Direct	\$104,748	\$523,740
13	Robbie	Jarman	Los Angeles	Junior	Direct	\$101,744	\$508,718
14	Trueman	Greenan	Orlando	Junior	Closer	\$101,356	\$500,781
15	Grethel	Creigan	Houston	Junior	Lead	\$83,216	\$499,295
16	Ardella	Edelheit	Orlando	Junior	Indirect	\$80,258	\$481,548
17	Philly	Gounin	San Francisco	Junior	Direct	\$119,816	\$479,263
18	Tamarra	Bedham	Los Angeles	Junior	Direct	\$78,671	\$472,025
19	Erlin	Salmoni	New York City	Junior	Direct	\$93,851	\$469,257
20	Hy	Brayshay	Seattle	Junior	Direct	\$116,870	\$467,480
21	Chevalier	Goude	Detroit	Junior	Indirect	\$93,080	\$465,399
22	Catherin	Hulse	Los Angeles	Junior	Lead	\$92,854	\$464,268
23	Cleopatra	Beese	San Francisco	Junior	Direct	\$76,355	\$458,128
24	Ajmer	Mereweather	Houston	Junior	Executer	\$74,658	\$447,950
25	Remington	Dubois	New York City	Junior	Lead	\$70,099	\$420,592
26	Burt	Armor	New York City	Junior	Indirect	\$69,145	\$414,870
27	Dali	Cosham	Houston	Junior	Direct	\$66,996	\$401,975
28	Nike	Menhenitt	New York City	Junior	Closer	\$80,199	\$400,997
29	Flossy	Coobear	Dallas	Junior	Closer	\$66,776	\$400,654

Data

Details

Description

This report shows the performance of salespeople - underperforming sales people are shown in red.

Scheduled

No

Create Schedule

On Dashboards

No

Add To Dashboards

Created by Developer Student on 2021-11-17

Updated by Developer Student on 2021-11-17

If you click **Edit**, let's say if we want to also add in their age, well, once we click, it shows us a very similar thing to what we see when we explore.

**Edit Look**

**Salesperson Report**

100 rows 2.2s just now Run

Sales		Filters		Visualization					
All Fields	In Use								
Custom Fields	+ Add								
Customer									
Office									
Product									
Sales	2								
Salesperson	5								

Salesperson First Name	Salesperson Last Name	Salesperson Office Name	Salesperson Level	Salesperson Function	Average Sales	Total Sales
1 Devin	Riccopo	Houston	Junior	Lead	\$75,027	\$675,245
2 Blakeley	Oakhill	Dallas	Junior	Indirect	\$83,494	\$667,949
3 Doe	Vasler	Austin	Junior	Direct	\$73,105	\$632,838
4 Germania	Ranahan	New York City	Junior	Direct	\$121,889	\$609,424
5 Grace	Eldingham	New York City	Junior	Indirect	\$180,071	\$600,427
6 Tudor	Spencerly	Austin	Senior	Indirect	\$72,194	\$577,555
7 Ambros	Falmsch	Orlando	Junior	Junior	\$95,400	\$572,298
8 Panetka	Fearnall	Los Angeles	Junior	Executive	\$79,407	\$555,892
9 Ruddy	Gellion	Detroit	Junior	Executive	\$155,449	\$528,246
10 Theodorisa	Jopling	Austin	Junior	Indirect	\$68,918	\$528,149
11 Clem	Radenhurst	Orlando	Junior	Lead	\$75,240	\$526,680
12 Yvette	Reames	New York City	Junior	Direct	\$104,748	\$523,740
13 Rozzie	Jarman	Los Angeles	Junior	Direct	\$101,744	\$508,718
14 Truman	Greenan	Crofton	Junior	Closer	\$101,356	\$506,781
15 Griefhel	Creigan	Houston	Junior	Lead	\$83,216	\$499,295
16 Ardella	Edelheit	Orlando	Junior	Indirect	\$80,258	\$481,548
17 Philly	Gounin	San Francisco	Junior	Direct	\$118,816	\$479,263
18 Tamara	Bedham	Los Angeles	Junior	Direct	\$78,871	\$472,208
19 Erin	Salmoni	New York City	Junior	Direct	\$93,851	\$469,257
20 Hy	Brayshaw	Seattle	Junior	Direct	\$116,870	\$467,480
21 Chevalier	Goude	Detroit	Junior	Indirect	\$93,080	\$465,399
22 Catharin	Hulse	Los Angeles	Junior	Lead	\$92,854	\$464,298
23 Cleopatra	Besse	San Francisco	Junior	Direct	\$76,255	\$448,138
24 Aymer	Mereweather	Houston	Junior	Executive	\$74,658	\$447,950
25 Remington	Dubois	New York City	Junior	Lead	\$70,099	\$420,592
26 Burt	Armor	New York City	Junior	Indirect	\$69,141	\$414,870
27 Dal	Cushman	Houston	Junior	Direct	\$64,966	\$401,975
28 Nike	Manheritt	New York City	Junior	Closer	\$80,199	\$400,997
29 Flossy	Coobear	Dallas	Junior	Closer	\$66,776	\$400,654
30 Grady	Cruce	Houston	Junior	Lead	\$132,122	\$396,367

Date

▼ Salesperson

DIMENSIONS

Office ID

Salesperson Age

Salesperson First Name

Salesperson Function

Salesperson ID

Salesperson Last Name

Salesperson Level

Salesperson Office Name

Filters								
<b>Visualization</b>								
Salesperson First Name	Salesperson Last Name	Salesperson Office Name	Salesperson Level	Salesperson Function	Salesperson Age	Average Sales	Total Sales	
1 Devin	Riccioppo	Houston	Junior	Lead	35	\$75,027	\$675,245	
2 Blakeley	Oakhill	Dallas	Junior	Indirect	39	\$83,494	\$667,949	
3 Doe	Vasler	Austin	Junior	Direct	26	\$79,105	\$632,838	
4 Germana	Renehan	New York City	Junior	Direct	36	\$121,885	\$609,424	
5 Grace	Eltringham	New York City	Junior	Indirect	21	\$100,071	\$600,427	
6 Tudor	Spenceley	Austin	Senior	Indirect	33	\$72,194	\$577,555	
7 Ambros	Scholz	Orlando	Junior	Lead	29	\$95,400	\$572,398	
8 Fanechka	Fearnall	Los Angeles	Junior	Executer	27	\$79,407	\$555,852	
9 Roddy	Gellion	Detroit	Junior	Executer	34	\$105,649	\$528,246	
10 Theodosia	Jopling	Austin	Junior	Indirect	20	\$66,019	\$528,149	
11 Clem	Radenhurst	Orlando	Junior	Lead	38	\$75,240	\$526,680	
12 Yvette	Reames	New York City	Junior	Direct	37	\$104,748	\$523,740	
13 Robbie	Jarman	Los Angeles	Junior	Direct	33	\$101,744	\$508,718	
14 Trueman	Greenan	Orlando	Junior	Closer	33	\$101,356	\$506,781	

Data								
Results						Row Limit 500		
SQL						Totals	Subtotals	
Salesperson First Name	Salesperson Last Name	Salesperson Office Name	Salesperson Level	Salesperson Function	Salesperson Age	Sales Average Sales	Sales Total Sales ↓	
1 Devin	Riccioppo	Houston	Junior	Lead	35	\$75,027	\$675,245	
2 Blakeley	Oakhill	Dallas	Junior	Indirect	39	\$83,494	\$667,949	
3 Doe	Vasler	Austin	Junior	Direct	26	\$79,105	\$632,838	
4 Germana	Renehan	New York City	Junior	Direct	36	\$121,885	\$609,424	
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6 Tudor	Spenceley	Austin	Senior	Indirect	33	\$72,194	\$577,555	
7 Ambros	Scholz	Orlando	Junior	Lead	29	\$95,400	\$572,398	
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9 Roddy	Gellion	Detroit	Junior	Executer	34	\$105,649	\$528,246	
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12 Yvette	Reames	New York City	Junior	Direct	37	\$104,748	\$523,740	
13 Robbie	Jarman	Los Angeles	Junior	Direct	33	\$101,744	\$508,718	

Let's click **Save** to save your changes.