Undo and Redo

Note: These steps cover using the **Undo** and **Redo** buttons under the Analysis add-in toolbar tab, **NOT** the Undo and Redo functions found in Excel.

1. To undo **one action** or go back one navigation step, click on the **Undo** button located on the toolbar under the Analysis tab.
   - In this example, the Commitment Item / G/L Account was added as a column and using the button would undo or take out the Commitment Item column.

2. To undo **more than one action** or go back more than one navigational step, click on the **Drop-down** to the right of the **Undo** button and select from the options of previous actions or navigational steps.
   - In this example, the Commitment Item / G/L Account was added as a column and the Hierarchy was changed, so the button allows options to undo one of many previous actions.
3. To undo the last action step or reverse the last undo action, click on the Redo button
   - In this example, redo would add back the Commitment Item / G/L Account column that was undone earlier.

4. To undo by selecting previous action(s) that were undone, click on the Drop-down to the right of the Redo button and select from the options
   - In this example, the addition of the Commitment Item / G/L Account was undone and a change to the Hierarchy was undone, so the button allows options to undo or reverse one of many actions that were previously undone.