Why would I want to use Display As: chart (graphic) format?

- To provide a visual representation of data.
- Charts/graphs condense large amounts of information into easy to understand visual formats.
- To illustrate a trend over time, frequency of an occurrence, categories or percentages.

What types of charts are available?

- Use the Settings link --> Chart tab to control Chart Type (lines, bars, pie, etc), Legend Type, and Chart Texts.
- Line graphs are useful for displaying the relationship between two types of information and illustrating trends over time.
- Bar graphs represent different categories of data and are best used when comparing values across categories. The length or height of the bar is equal to the quantity/amount within that category of data.
- Pie charts are used to compare parts of the whole. The "pie" is divided into sections equal in size to the quantity/amount represented.

Are there guidelines for creating or formatting a chart?

- Reports that have quantities or amounts can be used to create a chart.
- Keep it simple, present only essential information.
How To Use Display As Feature

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Click on Display As dropdown to change the display to Chart or Table and Graphic.

Click on drop down for Chart Type to change to Lines, Bar, Column, Pie, etc. Legend Type and Chart Legend Position dropdown controls type and location of the legend.

IMPORTANT: Always click on Apply button after making changes to Chart Settings.

Click on Settings link \(\rightarrow\) click on Chart tab to change Chart Settings.

Chart Text, Manual Axis Description and Manual Axis Label are used to add custom text.