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## Overview

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| Type | Icon | When to Use |  |
| :--- | :--- | :--- | :--- |
| Line |  | You want to view trends over time by plotting data at points connected by lines. Use a line chart to plot many metrics. |  |
| 3D Line |  |  |  |

## Chart Data Options

| Option | Description |
| :--- | :--- |
| Horizontal <br> Axis | This is the category label for the X axis |
| Vertical Axis | Typically a numeric value such as \$. An item that you want to measure on your Chart |
| Colour | This option is only available if you have a cross tab data set available and is used to determine the colour applied for cross tab series <br> data. |

## Line Chart Tutorial

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## Summary

In order to set up a Line Chart you will need:

1. Create a report with chart display
a. Select a field to use as the Horizontal Axis
b. Select a field to use as the Vertical Axis
c. Select a field to use as the Colour (if you have decided to create a cross tab report)
2. Create your chart, selecting Line as the type
3. Provide the Horizontal Axis, Vertical Axis, and Colour options
4. Customise the Chart as required
5. Proceed to the Output step
6. Save your report

## Tutorial

1. Click the Create link in the main navigation bar of the system, and select the Report option.

2. You will now be on the Report Initialisation page. Ensure the Drag and Drop Builder has been selected to use for report creation.
3. Click on the Ski Team view in order to use the fields defined within it for creating the report

4. Add Year and Invoiced Amount to Columns.

| Columns | Year | (2) Sum Invoiced Amount |
| :---: | :---: | :---: |
| Rows |  |  |
| Year - | Sum Invoiced Amount - |  |
| 2009 | \$17,633,473 |  |
| 2010 | \$8,611,470 |  |
| 2011 | \$11,012,244 |  |
| 2012 | \$81,690,100 |  |
| 2013 | \$158,353,519 |  |
| 2014 | \$152,912,577 |  |
| 2015 | \$28,207,858 |  |
| 2016 | \$12,522,605 |  |

5. Proceed to the Charts step of the builder.
Report Data Chartsfor Output
6. Select the Line chart from the Line section of the charts panel on the right of the screen.
Line
stry
7. Set the following components:

- Horizontal Axis: Year
- Vertical Axis: Sum Invoiced Amount


8. Save your report


## Z Chart Tutorial

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## Summary

In order to set up a Z Chart you will need:

1. Create a report with chart display
a. Select a date field to use as the Horizontal Axis
b. Select a field to use as the Vertical Axis
2. Create your chart, selecting Z Chart as the type
3. Provide the Horizontal Axis and Vertical Axis options
4. Customise the Chart as required
5. Proceed to the Output step
6. Save your report

## Tutorial

1. Click the Create link in the main navigation bar of the system, and select the Report option.

2. You will now be on the Report Initialisation page. Ensure the Drag and Drop Builder has been selected to use for report creation.
3. Click on the Ski Team view in order to use the fields defined within it for creating the report.

4. Add Month and Profit Margin to Columns.

| Columns Month <br> Rows  <br> Month Sum Profit Margin <br> April $\$ 9,512$ <br> May $\$ 22,012$ <br> June $\$ 6,994$ <br> July $\$ 11,395$ <br> August $\$ 20,659$ <br> September $\$ 19,005$ <br> October $\$ 16,854$ <br> November $\$ 55,723$ <br> December $\$ 68,007$ <br> January $\$ 258,633$ <br> February $\$ 144,676$ <br> Proceed to the Charts step of the builder.  |
| :--- | ---: |

5. Proceed to the Charts step of the builder.
Report Data Chartsoftry Output
6. Select the $\mathbf{Z}$ Chart from the Line section of the charts panel on the right of the screen.
Line

7. Set the following components:

- Horizontal Axis: Month
- Vertical Axis: Sum Profit Margin

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