

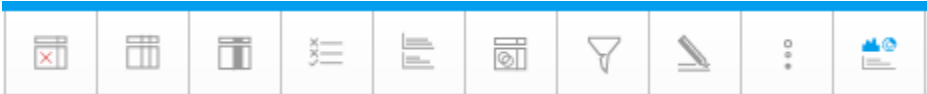
Formatting

Overview

[top](#)

Once the data and output styles have been defined through the report wizard you can define the formatting options on the output page to create presentation quality reports.

Menu Items



The main format menu provides you with access to all the data related formatting options. The formatting options are only visible if the report is in DRAFT mode – once ACTIVE the active menu will be displayed with additional report management features.

| Icon | Menu Item | Description |
|------|----------------------------|---|
| | Hide Table | This allows you to hide the tabular display in the report, showing only chart(s). Note: the report must contain a report for this option to be available. |
| | Show Table | This allows you to display a hidden table in the report output, showing chart(s) and table. Note: the report must contain a report for this option to be available. |
| | Report Formatting | This menu allows you to apply formatting changes that affect the report as a whole. See Report Formatting for more information. |
| | Column Formatting | This menu allows you to apply formatting changes that affect a single field, rather than the whole report. See Column Formatting for more information. |
| | Conditional Formatting | This menu allows you to apply alerts to a field based on defined conditions. See Conditional Formatting for more information. |
| | Section Formatting | This menu allows you to apply formatting changes that affect to the way sections are displayed. See Section Formatting for more information. |
| | Related Reports Formatting | This menu allows you to apply formatting changes that affect the way Co-Display Reports are displayed. See Related Reports Formatting for more information. |
| | Filter Formatting | This menu allows you to apply formatting changes that affect the way filters are displayed. See Filter Formatting for more information. |
| | Annotation | This menu allows you to view and create annotations. See Report Annotation for more information. |
| | KPI | This menu allows you to change the output to a KPI report display for use on a KPI Dashboard Tab. See KPI Reports for more information. |
| | Summary | This menu allows you to create a summary of the report's key metrics and category breakdowns. See Report Summary for more information. |

[top](#)