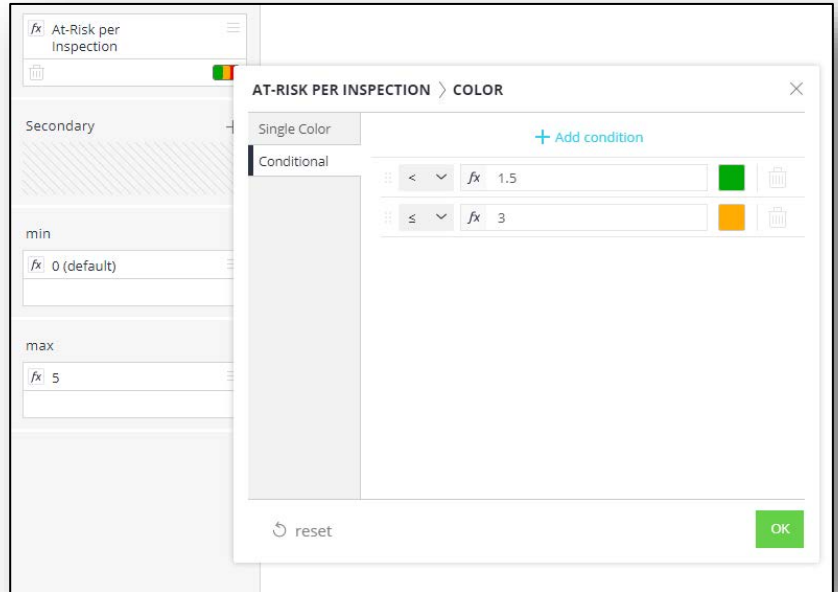


## Conditional Color Formatting

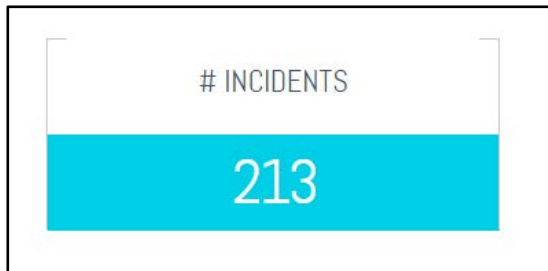
Conditional formatting begins similarly to general color formatting except instead of choosing from a single palette, select the “**Conditional**” option.

First, choose the range for each condition using the symbols (less than, greater than, etc.) and entering in a numeric value. Secondly, select the color next to the condition to suit your needs. In this example, we would like for the data to show red if there are more than 100 incidents, and green if there are less than 100. Additional conditions may also be added from the top or existing ones deleted individually via the trash can on the right side of the row.

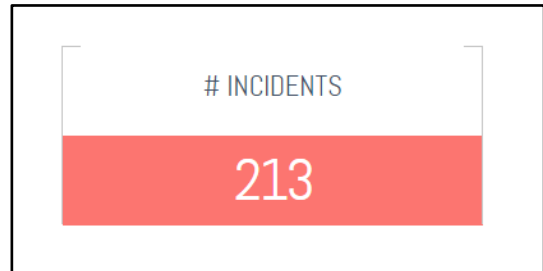


Click OK to apply the changes to your Widget.

**Before Formatting**



**After Formatting**

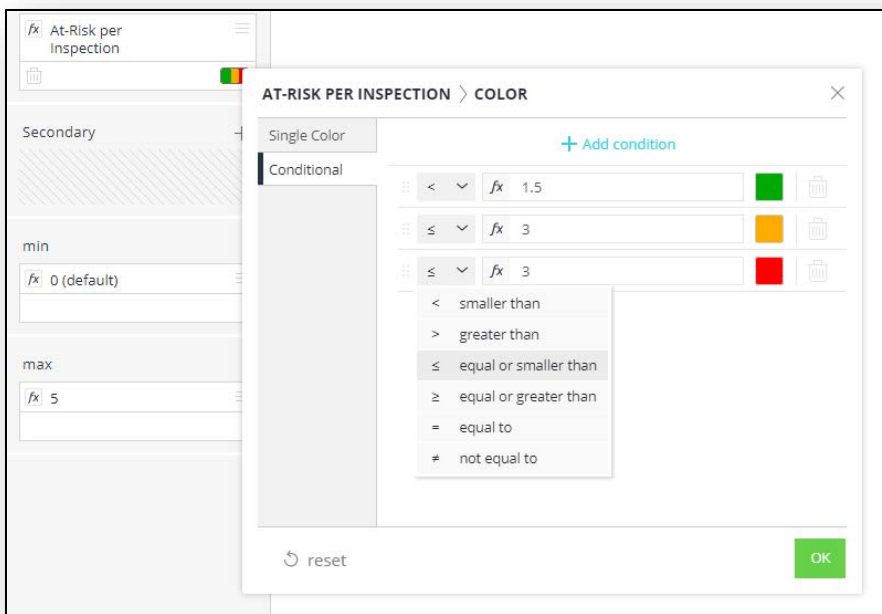


## Conditional Formatting - Sample II

To add a third level to the conditional format, click on the color block in the filter box. This will open the Color Screen.

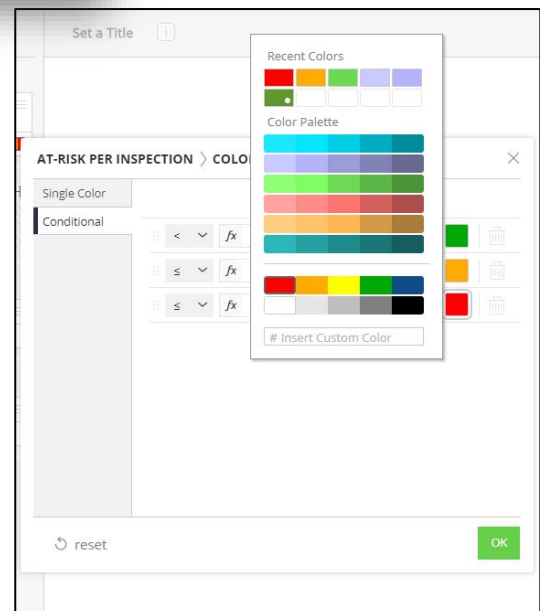
Click on the tab labeled Conditional. This will allow you to see the current conditions and colors.

To add another condition, click on +Add Condition. It will add a duplicate of the last condition on the listing. You may click on the grey area to select specific range/condition.



To update the color of the third condition, click on the color block for that condition. A color chart will appear. You may select the color for the third condition.

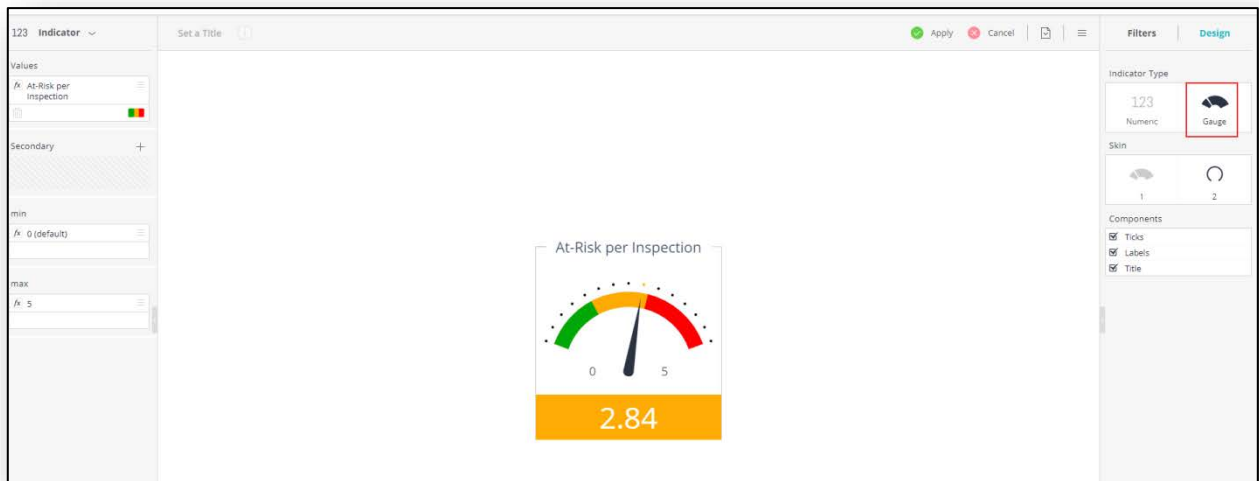
Update the numeric value of the condition and click OK.



## Conditional Gauge

Once you have completed the steps above to format your conditional levels and colors you can change your view to a gauge by selecting the Indicator Type and Skin.

These design feature options are located on the Design tab of the widget as highlighted on the screenshot.



## Updating Min & Max of the Widget

Depending on the type of conditional widget you may need to set the correct Min and Max for the conditions to map accordingly.

The defaulted Min is 0 and the defaulted Max is 100. This can be updated by clicking on the edit (pencil) of the Min or Max filter as shown in the screen shot. You may type in the new Min or Max according to your data set

