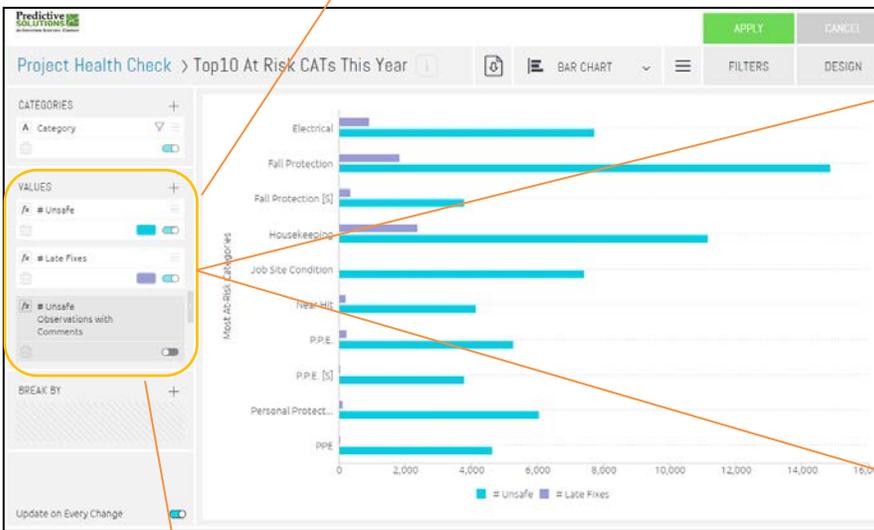
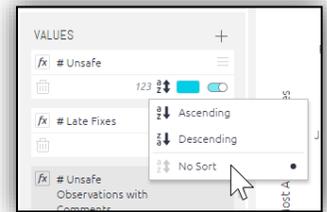


Editing a Widget

Analyze allows a user to edit how chart widgets (such as LINE CHARTS, AREA CHARTS, COLUMN CHARTS and BAR CHARTS) are viewed on a Dashboard. You must be in Design Mode and you must click on the “Pencil” icon to go into Edit Widget mode.

In the **VALUES** area of the Widget Designer, on the left side, move your mouse cursor over the field that you want to change & Select from the following options:

1. **CHANGE APPEARANCE:** Alter the view of Numbers, currency, percentages, etc.
2. **SORT:** Sort Ascending | Descending on a selected value
3. **COLOR:** Change colors, Set Range or Conditional formatting
4. **ENABLE | Disable:** Turn value on/off in the Widget | Dashboard Display



2.

3.

4.

