Using Analyze for Trending

Trending on Analyze

To build a trend, create a new widget on your dashboard.

1) On the "**New Widget**" screen, click on the "**Select Data**" button and pick the data points you wish to trend. For this guide, we will trend incidents.

2) Type the field name in the top field to search for the formula or metric available for the field(s) you are looking for.

3) Pick the one listed.

4) Click on "More" to check the available pre-defined formula options

5) Add more data points by clicking on the "**Add More Data**" button
   a) & b) Follow steps 2 & 3 to select the new data type;

6) You can now see the selected data types on the top and click on the chart type that suits your requirement from the options on the left side. A line chart is suggested.

7) After selecting the chart type, click on the "**CREATE**" button.

8) Edit the chart by clicking on the "**Advanced Configuration**" link in the bottom left corner.

9) So far, the chart only shows total values. Trending is a depiction of values over time, so we must add in another variable – time.
   a) Click on the "+" button next to the "X-Axis" in the upper right. Select "Date. The default is 'Years'.
   b) You can adjust to other options – quarters, months, weeks, days – by clicking on the edit icon.

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