

This guide will provide step by step instruction on how to produce trends within an existing report. This option is available to existing metrics. This includes, inspections, observations, safes, unsafe and % safe, to name a few.

This feature also allows you to compare the trends on one screen across multiple metrics and observers/projects/locations/etc...

Adding An In-Line Trend

First navigate to an existing report, observer summary report for example.

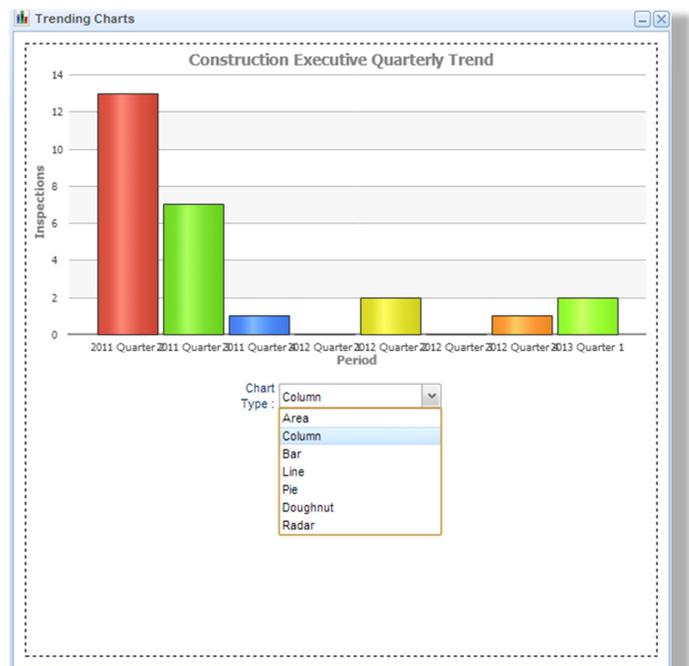
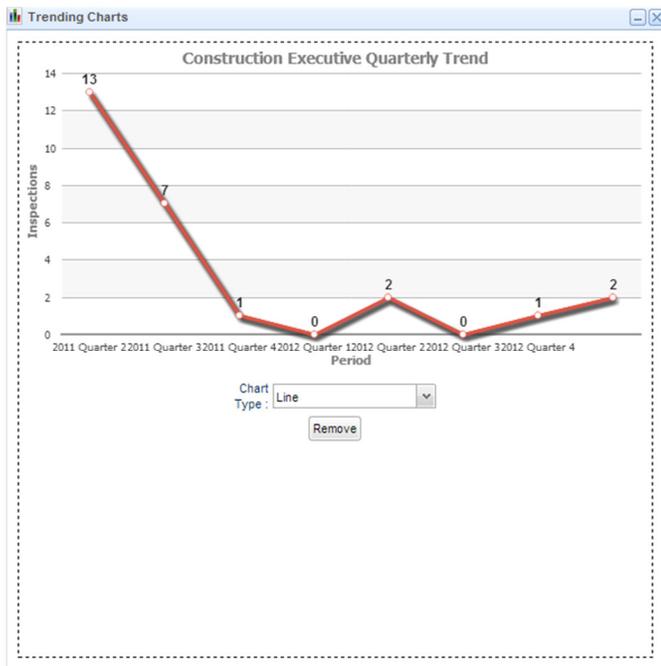
1. Left click on a single metric (numerical value such as inspections or observations)
2. Choose the time frame in which you want to display this trend

| Auditor | Contact Region | Company | Is Designate | Inspections | Observations | Last Ins... | Percent Safe |
|-------------------------|----------------|--------------------|-------------------------------------|-------------|--------------|-------------|--------------|
| Construction Executive | | Giant Construction | <input type="checkbox"/> | 231 | 1053 | 04/06/2013 | 0.78 |
| Giant Construction A... | | Giant Construction | <input checked="" type="checkbox"/> | 196 | 657 | 05/18/2013 | 0.60 |
| Bob Hoskins | South | Giant Construction | <input checked="" type="checkbox"/> | 1 | | | |
| Bill Murray | South | Giant Construction | <input checked="" type="checkbox"/> | 178 | 18526 | 09/22/2011 | |
| Bette Midler | South | Giant Construction | <input checked="" type="checkbox"/> | 162 | 15111 | 02/15/2011 | |
| Adrien Brody | South | Giant Construction | <input checked="" type="checkbox"/> | 146 | 14687 | 02/25/2013 | |
| Anjelica Huston | North | Giant Construction | <input checked="" type="checkbox"/> | 120 | 7484 | 03/15/2012 | |

Context menu for the 'Inspections' cell in the table:

- Show trend (Giant Construction Admin)
 - Daily (30 days)
 - Weekly (12 weeks)
 - Monthly (12 months)
 - Quarterly (8 quarters)
 - Yearly (3 years)**
 - Advanced...
- Display Trend Charts...

3. Pop up window will appear



*Note – You can remove or change the chart type displayed by clicking either “remove” or selecting from the “chart type” drop down beneath the chart

Comparing multiples

1. Left click on single metrics; choosing the same time period.
2. Click “X” on the pop – up window
3. Follow Steps 1 and 2 until the desired trends appear.

