

How To Use Display As Feature

October 21, 2013

Why would I want to use Display As: chart (graphic) format?

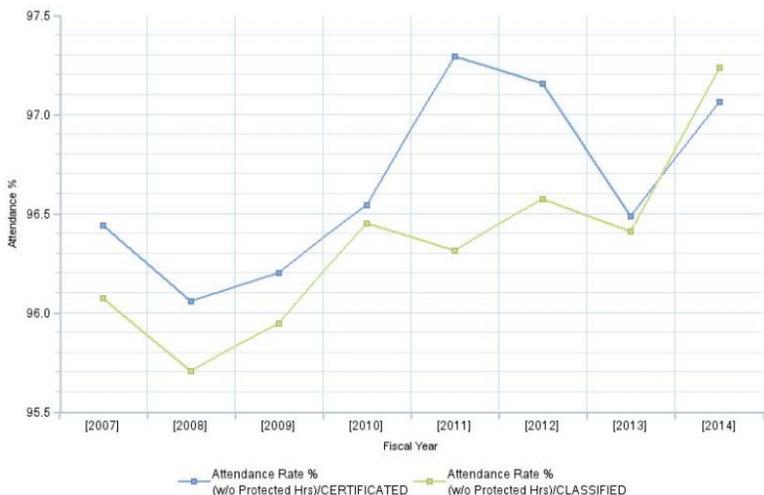
- To provide a visual representation of data.
- Charts/graphs condense large amounts of information into easy to understand visual formats.
- To illustrate a trend over time, frequency of an occurrence, categories or percentages.

What types of charts are available?

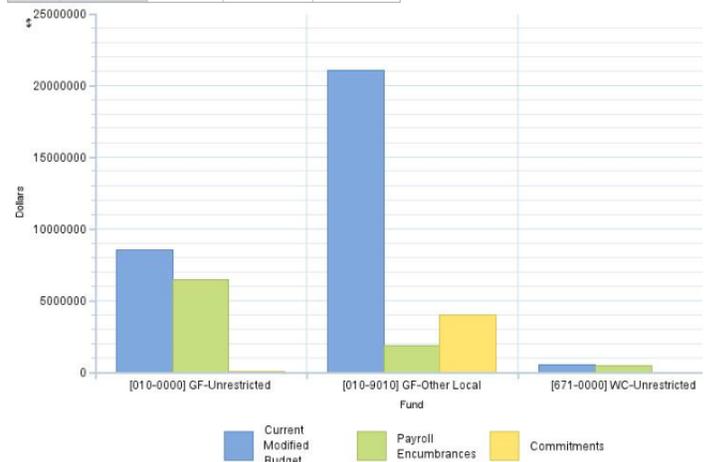
- Use the **Settings** link --> **Chart** tab to control **Chart Type** (lines, bars, pie, etc), **Legend Type**, and **Chart Texts**.
- Line graphs are useful for displaying the relationship between two types of information and illustrating trends over time.
- Bar graphs represent different categories of data and are best used when comparing values across categories. The length or height of the bar is equal to the quantity/ amount within that category of data.
- Pie charts are used to compare parts of the whole. The "pie" is divided into sections equal in size to the quantity/amount represented.

Are there guidelines for creating or formatting a chart?

- Reports that have quantities or amounts can be used to create a chart.
- Keep it simple, present only essential information.



Fund		Current Modified ^{1,2} Budget	Payroll Encumbrances ^{3,4}	Commitments ^{5,6}
		\$	\$	\$
010-0000	GF-Unrestricted	8,475,571.00	6,400,239.54	20,828.00
010-9010	GF-Other Local	21,052,638.00	1,808,114.83	3,980,240.95
671-0000	WC-Unrestricted	504,718.00	427,483.00	



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Click on **Display As** dropdown to change the display to **Chart** or **Table and Graphic**.

The screenshot shows the 'HR098 Absence Analysis - Schools' interface. At the top left is the Los Angeles Unified School District logo. Below it is a disclaimer. The main toolbar includes buttons for 'New Analysis', 'Open', 'Save As...', 'Display As', 'Info', 'Send', and 'Print Vers'. The 'Display As' dropdown menu is open, showing options for 'Table', 'Chart', and 'Table and Graphic'. Below the toolbar is a sidebar with expandable sections for 'Columns' (Key Figures, Employee Type) and 'Rows' (Fiscal year, Free characteristics: AA / WT Grp, Calendar Day, Calendar Year/Month, Cost Center, Employee Group). The main data table has columns for 'Fiscal year', 'Employee Type', 'CERTIFICATED%', and 'CLASSIFIED%'. The data rows show years from 2007 to 2014 with corresponding percentages.

Fiscal year	Employee Type	CERTIFICATED%	CLASSIFIED%
2007		96.44	96.08
2008		96.06	95.71
2009		96.20	95.95
2010		96.54	96.45
2011		97.29	96.32
2012		97.16	96.57
2013		96.49	96.41
2014		97.06	97.24

Click on drop down for **Chart Type** to change to Lines, Bar, Column, Pie, etc. **Legend Type** and **Chart Legend Position** dropdown controls type and location of the legend.

Click on **Settings** link → click on **Chart** tab to change **Chart Settings**

The screenshot shows the 'Chart Settings' dialog box. The 'Chart' tab is selected. The 'Chart Settings' section includes 'Chart Type' (set to 'Lines'), 'Legend Type' (set to 'Chart Legend Position'), and 'Chart Legend Position' (set to 'South'). The 'Chart Texts' section has a checked 'Manual Axis Description' checkbox and input fields for 'Category Axis (X): Fiscal Year', 'Value Axis (Y): Attendance %', and empty fields for secondary axes. There is also an unchecked 'Manual Axis Label' checkbox. The 'Data-Specific Settings' section includes checked boxes for 'Swap Display Axes' and 'Show Expanded Hierarchy Nodes', and an unchecked 'Display Results' checkbox. At the bottom are 'Apply' and 'Cancel' buttons.

IMPORTANT: Always click on **Apply** button after making changes to **Chart Settings**.

Chart Text, Manual Axis Description and **Manual Axis Label** are used to add custom text