

ESR Business Intelligence

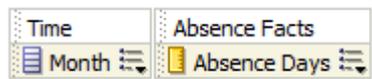
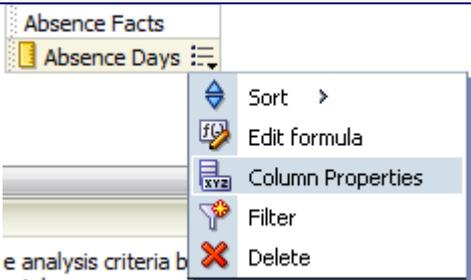
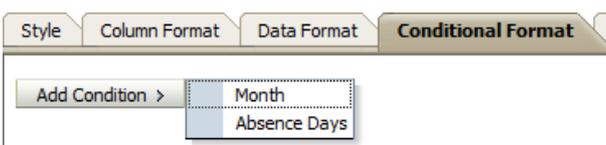
Conditional Formatting

Introduction

In tables, pivot tables and graphs conditional formatting helps direct attention to a data element if it meets a certain condition. The format of items such as cells and text in tables or bars and pies in graphs can be changed to highlights data to the user.

Adding Conditional Formatting to a Column

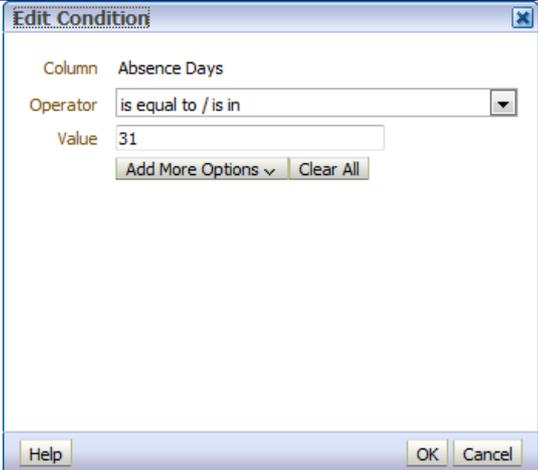
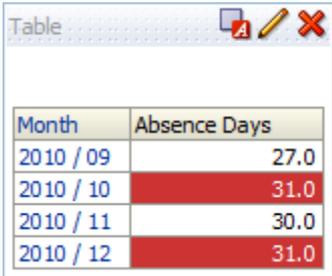
Conditional formatting can be applied directly to a column in order to alter the format of that column based on set criteria. To apply conditional formatting to a column:

Step	Screen	Description
1		Select the required columns in the Criteria tab
2		Select Column Properties from the column options
3		Select the Conditional Format tab from the Column Properties window and click 'Add Condition'. Select the column that the condition is to be based on.



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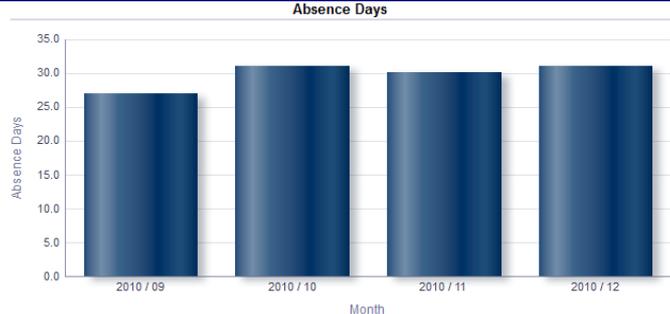
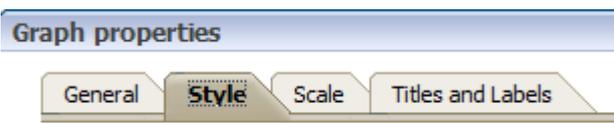


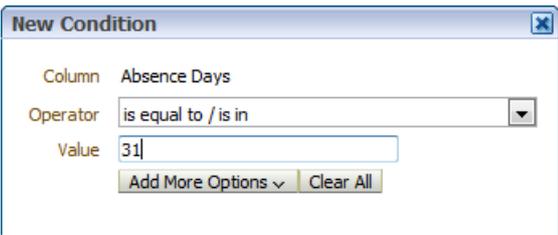
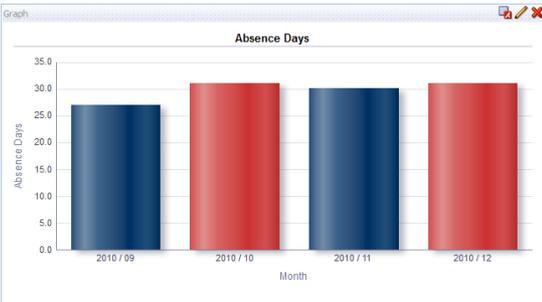
4		<p>Enter the parameters of the new condition. In the example we have selected where the column Absence Days equals a value of 31</p>
5		<p>Enter the formatting options as required and click OK. Go to the results tab and the formatting will appear where the criteria is met. In the example we have changed the cell colour to red and the font colour to white where the value equals 31.</p>

Note: The format of the data can also be changed along with the style using the Data Format tab   when in the Edit Format window.

Adding Conditional Formatting to a Graph

Conditional Formatting can be added to a graph to alter the style of the graph based on set criteria. To add conditional formatting to a graph:

Step	Screen	Description
1		<p>Under the Results tab, add a graph view to the compound layout and click on the  icon to open the Edit View.</p>
2		<p>Click on the  icon on the upper toolbar to open the graph properties window and select the Style tab</p>
3		<p>The style of the graph can be altered under this</p>

		<p>tab. Click on the  icon to open the style and conditional formatting window</p>
4		<p>Select the Conditional Formatting tab, select the column the format is to be applied against and click 'Add Conditional Format' to select the column the condition is to be based on.</p>
5		<p>Setup the parameters of the condition in the New Condition window. In the example we have selected where Absence Days equals 31.</p>
6	<p>1 Absence Days is equal to / is in 31   </p>	<p>Change the bar colour using the  selector and click Ok until you return to the edit view. Click  and return to the compound layout.</p>
7		<p>The graph will now reflect the conditional formatting setup against it. In the example the two bars showing the value 31 have been changed to red.</p>

