ADD VALUES TO A BAR CHART

The following guide will walk you through the process of adding data to a bar chart in Enterprise Analytics.

NAVIGATION

Login into myUFL and navigate to:

Nav Bar > Main Menu > Enterprise Analytics > Access Enterprise Analytics > Open a Dashboard

1. Click the Edit icon.

2. Click the Properties button.

3. Click on the Chart you would like to add values to.
4. Click the **Show value labels** dropdown and select **Yes**.

5. Click the **Value label format** dropdown and select **Percentage of category** option.
6. Notice that the bar chart is now represented in percentages.

7. Click the **Value label format** dropdown again and select the **Value** option.

8. Note that the bar chart below has changed from percentages to values.
9. Click the **Edit** icon.

10. Click the **Save** icon and the modifications that have been made to the dashboard will be saved.

**ADDITIONAL HELP**

Technical issues, contact the UF Computing Help Desk
352-392-HELP

Policies and Directives, contact the University of Florida Reporting Services
reporting-services@ufl.edu