## 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.

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4. Click the Show value labels dropdown and select Yes.

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Show value labels Shows or hides the value	ue labels.	

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.

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8. Note that the bar chart below has changed from percentages to values.



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**Enterprise Analytics** 



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