

ADD VALUES TO A BAR CHART

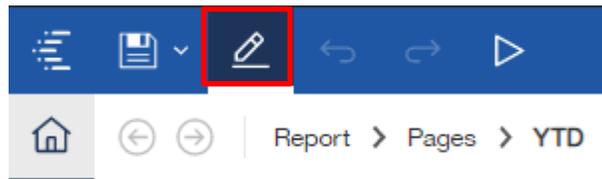
The following guide will walk you through the process of adding data to a bar chart in Enterprise Analytics.

NAVIGATION

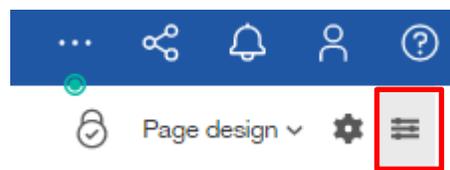
Login into myUFL and navigate to:

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

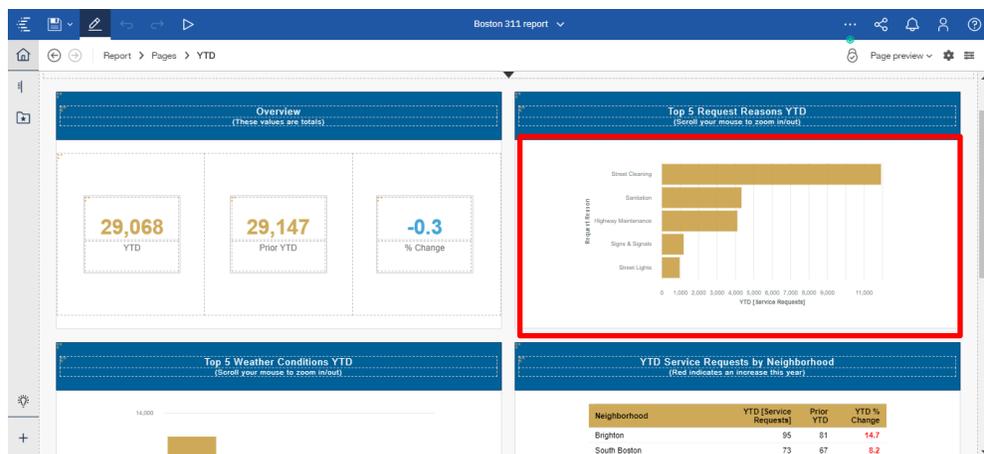
1. Click the **Edit** icon.



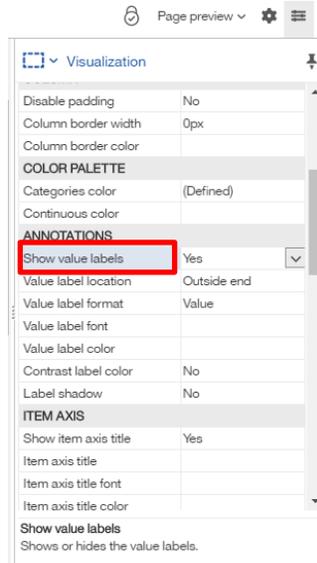
2. Click the **Properties** button.



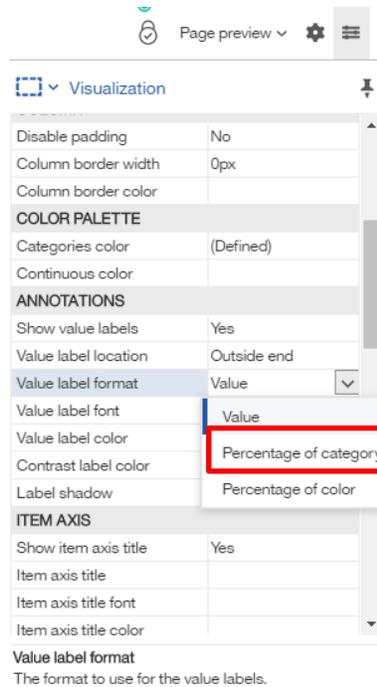
3. Click on the **Chart** you would like to add values to.



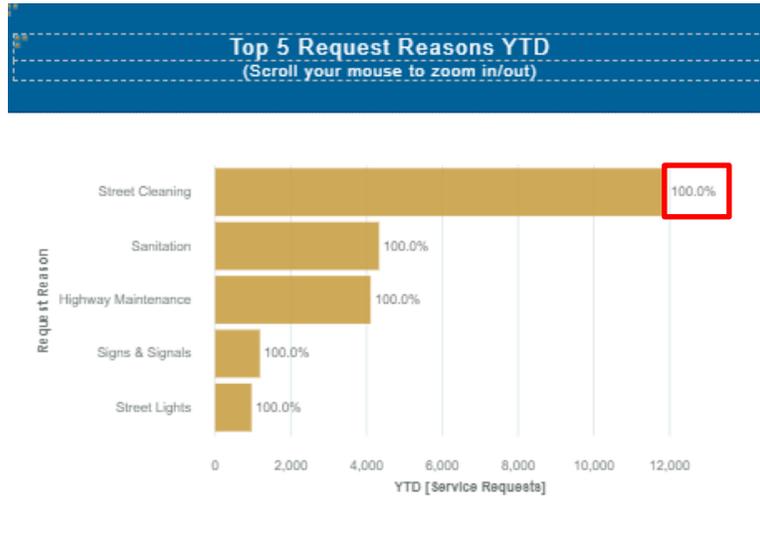
- Click the **Show value labels** dropdown and select **Yes**.



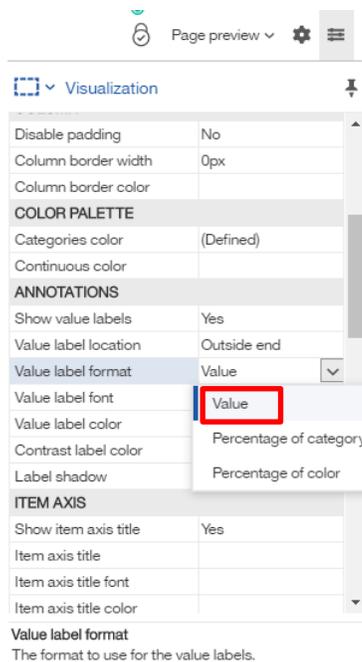
- Click the **Value label format** dropdown and select **Percentage of category** option.



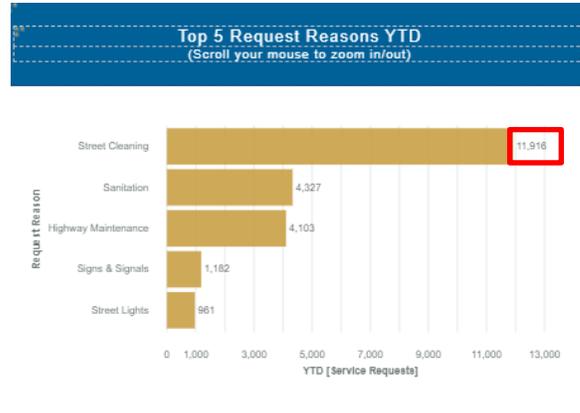
6. Notice that the bar chart is now represented in percentages.



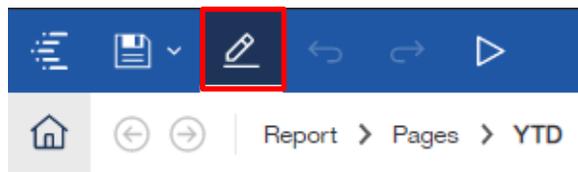
7. Click the **Value label format** dropdown again and select the **Value** option.



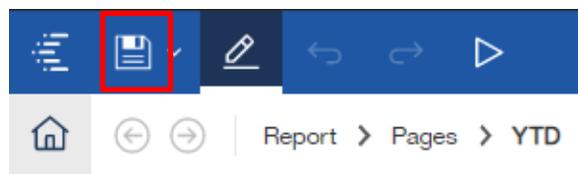
8. Note that the bar chart below has changed from percentages to values.



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