Insight Quick Reference | Develop and Customize Graphs

**Develop and customize graphs to:**
- Provide a visual representation of data and statistics
- Create a more dynamic view of data
- Illustrate the relationship between two or more unique data elements
- Tailor the graph to highlight key information

### 1 Create a Graph in a Report

1. Navigate to the Results tab of the ad hoc report editing page.
2. Click the New View icon from the Results tab navigation bar.
3. Select Graph from the drop-down menu, and select the desired graph type.
4. View the new graph component at the bottom of the report.

![Graph dropdown menu](image)

### 2 Edit the Structure of a Graph in a Report

1. Click the Edit View icon within the graph component of the report.
2. Within the Layout pane, customize the structure of the graph by dragging data elements to the following shelves:
   - **Graph Prompts:** Creates a prompt that will manipulate the data reflected in the graph.
   - **Sections:** Creates individual graphs for each value within the targeted data element or creates a slider bar.
   - **Vary Color By:** Defines the data elements that will display in the legend.
   - **Excluded:** Excludes certain data elements from the graph.

**NOTE:** The edits available within the Layout pane will change depending on the type of graph.

### 3 Create a Slider

1. Drag a data element into Sections from the Layout pane within the Results tab.
2. Click the Display as Slider check box.
3. View the updated graph with the Slider.

**NOTE:** The Slider marker value (indicated in red text below the Slider marker) changes based on the position on the Slider.
4 Customise the Style and Formatting of a Graph in a Report

1. Click the Properties icon in the Results tab navigation bar with the Layout pane open.

2. Use the Graph properties window to customise stylistic properties of the graph. Edit a Graph with the following options:
   - General: Changes the position of the graph legend and enables/disables zooming on the graph.
   - Style: Customises the graph’s appearance, such as formatting the plot area, legend, and background.
   - Scale: Sets the scale and scale markers in the graph.
   - Titles and Labels: Edits the title, axis titles and graph labels.

5 Share the Logic Behind a Report

1. Navigate to the Advanced tab from the ad hoc report editing page.

2. Highlight the XML code. Right-click and select Copy. Users can now share this XML code with other users to duplicate the report.

3. Click the New action link and select Analysis from the top navigation bar.

4. Select the desired Subject Area using the same Subject Area as the XML report.

5. Navigate to the Advanced tab from the ad hoc report editing page.

6. Paste the XML code within the Analysis XML section.

7. Click Apply XML.

8. Navigate to the Results tab of the ad hoc report editing page to view the result of the report.