The Graph Tab

Create a Graph
Format a Graph
Create a Graph

To create a Graph, you must first have at least one group and at least one measured column that you wish to compare. The first group will make up the default x-axis in a line or bar graph, or the wedges in a pie chart.

In this example:
The Department and Account Description column are grouped. Department will be the default x-axis or the wedges in a pie chart.

The Reference Number column is Counted and the Actual Amount column is Summed and the Actual Avg Amount is Averaged. These are the values that may be compared and measured in the graph.

The DataBook displays, by department and selected Account, the total number of transactions, the total of dollars spent per account and the average dollars spent per account.
Create a Graph

Click the Graph tab to view the graph. Use the tools to format the graph.
Format a Graph

First select the type of graph from a long list of graphing formats.
Format a Graph

Next from the **Measure** dropdown, select from the Measured column(s) of the DataBook to be compared in the graph. Select a single measure, click on multiple measures, or click the **Browse All Measures** button to view all.
Format a Graph

From here there are numerous options for revising your graph in terms of color schemes, appearance and labeling.

**Legend**

**Legend:** Uncheck the box to hide the legend from view.

**Text:** Click the color box to change the color of the text.

**Background:** Click the color box to change the Legend’s background color.

**Size:** Adjust the size of the font within the Legend.

**Width:** Adjust the width of the legend box to accommodate the values.
Format a Graph

Label

**Name, % and Value:** Check any combination of these check boxes to display the desired label.

**Text:** Click the color box to change the color of the label text.

**Background:** Click the color box to change the labels background color when **Show** is checked.

**Size:** Adjust the size of the font within the label.

**Show:** Show an outline with the selected background color.
Format a Graph

**Title**

**Auto-title:** Click to use the default title generated by the DataBook.

**Custom Title:** Enter a new title for the graph.

**Text:** Click the color box to change the color of the title text.

**Background:** Click the color box to change the title’s background color when **Show** is checked.

**Size:** Adjust the size of the font within the title.

**Show:** Show an outline with selected background color.
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**Style**

**Drop Shadow:** Click to place a shadow behind the graph so that it appears to be floating.

**Reflection:** Click to give the graph a glossy reflection.

**Gradient:** Click to shade the graph and increase the 3D appearance.

**2D:** Click to remove all 3D effects from the graph.

**Background:** Click to place color behind the graph. Click the color box to change the background color.

**Outline:** Click to outline each piece of the graph. Click the color box to adjust the color.
Format a Graph

Palette

Palette: Select a color theme from the dropdown menu. Select Generate Random Colors for a new color theme every time.

Data

Max Groups: Enter the total number of groups to be displayed in the graph. The graph supports a maximum of 100 groups. All groups outside the number selected for display will be aggregated into an “Other” column.

Sort Groups By: eThority will automatically arrange your graph alphabetically by group title. To change the sort, select the appropriate option from the drop-down menu.
Format a Graph

**Rotate:** Click the Rotate button and move the mouse over the graph to change the presentation angle.

**Zoom In/Out:** Click to enlarge or shrink the graph.

**Reset:** Click to reset the graph back to the default presentation of the graph. This includes all options – legend, label, title, style palette and data.
Graph Drilldown from Pie

Double click on a piece of the pie to drill down to the next level of detail.

In this example, the first level graph displays Amount by Department. Drilling down on a department piece (00411) discloses the amount per account spent by that department.
Double click any element of a graph to create a line to the **Create New Databook** icon. You may also drag the mouse from the element to the icon to create the connection. Click the **New** button and a new DataBook is created based on the elements selected.

The filters on the new DataBook are locked down to maintain integrity with the graph. However, the DataBook may be saved as a new DataBook for further manipulation.
Graph Stick Notes

Apply **Stick Notes** to add detail and context to charts. Click once on any graph element and the Stick Note Dialogue will appear. Enter note into the white box.

Click the **Trashcan** icon to delete a note.

Click the **Calendar** icon to set options.

From the **Note Expires** dropdown, select one of the following:

**Never**: Stick Note will remain in graph until it is manually deleted.

**When source data is updated**: When new data is imported the note will expire.

**On a specific date**: A date box is presented for expiration date selection.

Click the **Apply to all Notes on Graph** checkbox to make your selections on expiration the default for this graph.