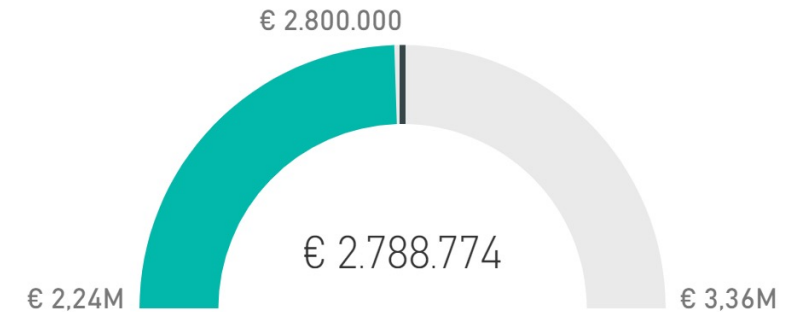# Step by Step, Conditional Formatting: Icons

1. Click on the Context Menu of the Field you want to apply Conditional Formatting to and go to: Conditional Formatting - Icons.

2. Set the boundaries for the various Icons.
   0.9 Number means 0.9 as a number or 90%
   90 Percent means 90% of the highest value in this Field!

For more information about conditional formatting, click here.

1

- Create the following KPI Dashboard:

Year

2018

Category

Bicycle

Category MonthName	Bicycle %	€ Revenue	€ Target
January	🔴 82%	€ 204.202	€ 250.000
February	🟢 158%	€ 236.942	€ 150.000
March	🔴 71%	€ 177.992	€ 250.000
April	🔴 78%	€ 194.625	€ 250.000
May	🟢 106%	€ 211.249	€ 200.000
June	🟢 174%	€ 435.729	€ 250.000
July	🟢 123%	€ 308.258	€ 250.000
August	🔴 85%	€ 212.423	€ 250.000
September	🔴 70%	€ 175.125	€ 250.000
October	🟡 99%	€ 248.585	€ 250.000
November	🟡 94%	€ 235.464	€ 250.000
December	🔴 74%	€ 148.182	€ 200.000
Total	**100%**	**€ 2.788.774**	**€ 2.800.000**

Total Revenue, 80 % Target, 120 % Target and Target

€ 2.800.000

€ 2.788.774

€ 2,24M   € 3,36M

Total Revenue and Target by Month

🔵 Total Revenue ⚫ Target

€ 0,5M

€ 0,0M

1 2 3 4 5 6 7 8 9 10 11 12

2