

# Get Started with Reports

## Report Styling

Lab 3.1

20 minutes

### Lab objectives

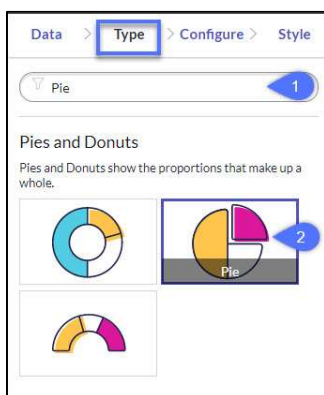
In this lab, you make use of the styling options within each category to change the appearance of your report.

#### A. Style a Pie Chart

1. Navigate to **Reports > View / Run**.
2. Type **Active Incidents by State** in the search bar and open the report.



3. Click **Next** or select the **Type** tab to open the **Type** section.
4. Type **Pie** in the **Filter the visualizations** text box and select the **Pie** type.



5. Click **Next** or select the **Style** tab to open the **Style** section.

**Note:** The options on the Style tab vary according to the report type selected.

6. Navigate to the **General** section and configure as follows:

Chart color: **Use color palette**  
 Set palette: **Blues dark to light (3)**  
 Display data labels: **Checked**  
 Chart size: **Medium**  
 Decimal precision: **2**

The screenshot shows the 'Style' configuration panel with the 'General' tab selected. The settings are as follows:

- Chart color: Use color palette (dropdown)
- Set palette: Blues dark to (with search and info icons)
- Display data labels: ☒
- Custom chart size: ☐
- Chart size: Medium (dropdown)
- Drilldown view: (empty input field with search icon)
- Decimal precision: 2 (input field)

7. Navigate to the **Title** section and configure as follows:

Show chart title: **Report only**  
 Chart title: **Active Incidents by State**  
 Size of the chart title: **26 px**  
 Chart title color: **LimeGreen**  
 Title horizontal alignment: **Center**  
 Title vertical alignment: **Top**

The screenshot shows the 'Style' configuration panel with the 'Title' tab selected. The settings are as follows:

- Show chart title: Report only (dropdown)
- Chart title: Active Incidents by State (input field)
- Size of the chart title: 26 (input field) px
- Chart title color: LimeGreen (with search and info icons)
- Custom chart title position: ☐
- Title horizontal alignment: Center (dropdown)
- Title vertical alignment: Top (dropdown)

8. Navigate to the **Legend** section and configure as follows:

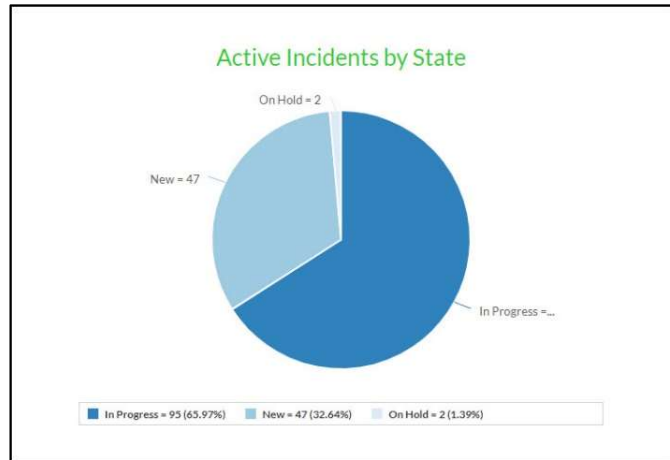
Show legend: **Checked**  
 Legend horizontal alignment: **Center**  
 Legend vertical alignment: **Bottom**  
 Show legend border: **Checked**  
 Left align legend text: **Checked**

The screenshot shows the 'Style' configuration panel with the 'Legend' tab selected. The settings are as follows:

- Show legend: ☒
- Legend horizontal alignment: Center (dropdown)
- Legend vertical alignment: Bottom (dropdown)
- Show legend border: ☒
- Left align legend text: ☒

9. Click **Run** to preview the report and answer the following questions:

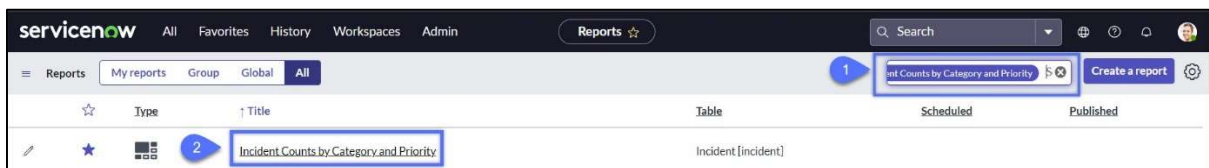
- How many In Progress/On Hold/New Incidents are there?
- What state are most of the incidents in?



10. **Save** the report.

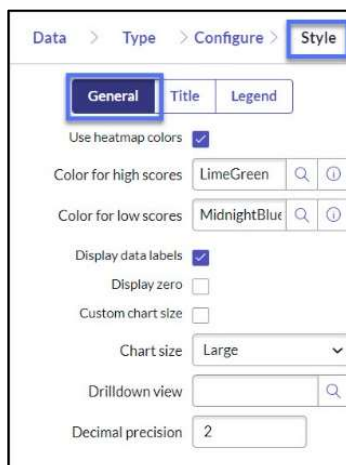
## B. Style a Heatmap

- Navigate to **Reports > View / Run**.
- Type **Incident Counts by Category and Priority** in the search bar and open the report.



- Navigate to **Style** section.
- Navigate to the **General** section and edit the following fields:

Use heatmap colors: **Checked**  
 Color for high scores: **LimeGreen**  
 Color for low scores: **MidnightBlue**  
 Display data labels: **Checked**  
 Chart size: **Large**  
 Decimal precision: **2**



5. Navigate to the **Title** section and edit the following fields:

Show chart title: **Report only**  
 Chart title: **Incident Counts by Category and Priority**  
 Size of the chart title: **20** px  
 Chart title color: **DarkBlue**  
 Title horizontal alignment: **Center**  
 Title vertical alignment: **Top**

6. Navigate to the **Legend** section and edit the following fields:

Show legend: **Checked**  
 Legend horizontal alignment: **Right**  
 Legend vertical alignment: **Middle**  
 Show legend border: **Checked**  
 Left align legend text: **Checked**

7. Click **Run** to preview the report output and answer the following questions:

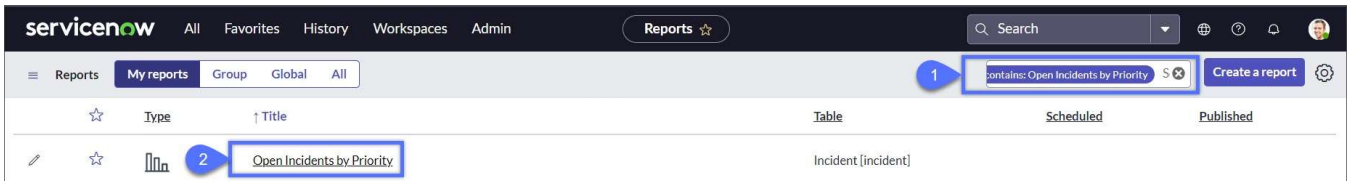
- Which priority and category holds the lowest number of records?
- Why are the incident counts of **Software** category with **Planning** priority marked in **Lime Green** color?



8. **Save** the report.

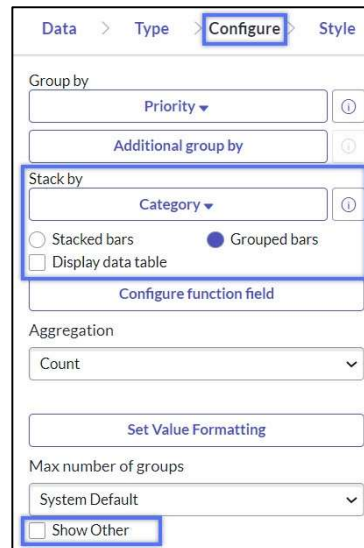
## C. Style a Bar Chart

1. Navigate to **Reports > View / Run**.
2. Type **Open Incidents by Priority** in the search bar and open the report.



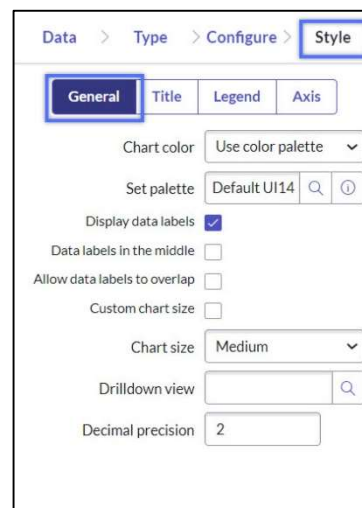
3. Navigate to the **Configure** tab and configure the report as shown:

Stack by: **Category**  
 Grouped bars: **Enable**  
 Display data table: **Unchecked**  
 Show other: **Unchecked**



4. Navigate to the **General** section and edit the following fields:

Chart color: **Use color palette**  
 Set palette: **Default UI14**  
 Display data labels: **Checked**  
 Chart size: **Medium**  
 Decimal precision: **2**



5. Navigate to the **Title** section and edit the following fields:

Show chart title: **Report only**  
 Chart title: **Open Incidents by Priority**  
 Size of the chart title: **20** px  
 Chart title color: **Green**  
 Title horizontal alignment: **Center**  
 Title vertical alignment: **Top**

The screenshot shows the 'Style' tab selected in the top navigation bar. Below it, the 'Title' sub-tab is highlighted. The configuration fields are as follows:

- Show chart title: Report only (dropdown)
- Chart title: Open Incidents by Pric (text input)
- Size of the chart title: 20 (text input) px
- Chart title color: Green (color picker)
- Custom chart title position: ☐
- Title horizontal alignment: Center (dropdown)
- Title vertical alignment: Top (dropdown)

6. Navigate to the Legend section and edit the following fields:

Show chart title: **Report only**  
 Chart title: **Open Incidents by Priority**  
 Size of the chart title: **20** px  
 Chart title color: **Green**

The screenshot shows the 'Style' tab selected in the top navigation bar. Below it, the 'Legend' sub-tab is highlighted. The configuration fields are as follows:

- Show legend: ☒
- Legend horizontal alignment: Center (dropdown)
- Legend vertical alignment: Bottom (dropdown)
- Show legend border: ☒
- Left align legend text: ☒

7. Navigate to the **Axis** section.

8. Select **X-axis** and edit the following fields:

Title: **Priority**  
 Title size: **12** px  
 Title bold: **Checked**  
 X axis label size: **11** px

The screenshot shows the 'Style' tab selected in the top navigation bar. Below it, the 'Axis' sub-tab is highlighted. The 'X axis' sub-tab is also highlighted. The configuration fields are as follows:

- Title: Priority (text input)
- Title size: 12 (text input) px
- Title bold: ☒
- Opposite: ☐
- Display Grid: ☐
- Grid dotted: ☐
- X axis label size: 11 (text input) px
- Label bold: ☐

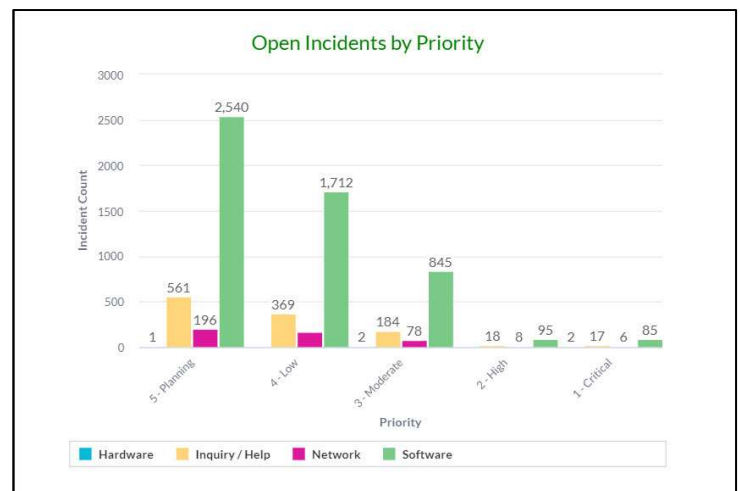
9. Select **Y-axis** and edit the following fields:

Title: **Incident Count**  
 Title size: **12** px  
 Title bold: **Checked**  
 Display Grid: **Checked**  
 Y axis label size: **11** px

The screenshot shows the 'Style' configuration tab for the 'Y axis'. The 'Title' is set to 'Incident Count', 'Title size' is 12 px, 'Title bold' is checked, 'Display Grid' is checked, and 'Y axis label size' is 11 px. Other options like 'Opposite', 'Grid dotted', 'From', 'To', and 'Label bold' are unchecked or empty.

10. Click **Run** to preview the report and answer the following questions:

- What is the incident count of **Network** category with **5-Planning** priority records?
- Which category holds the highest incident count in the bar chart?



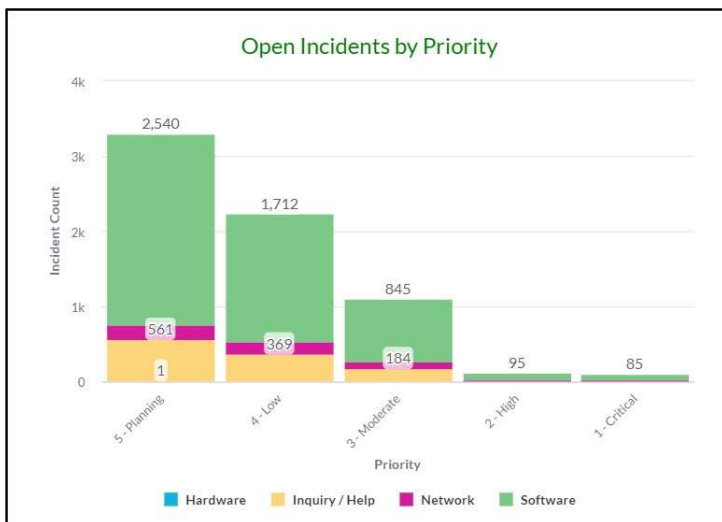
11. Navigate to the **Configure** tab and configure the report as shown:

Stack by: **Category**  
 Stacked bars: **Enable**  
 Display data table: **Unchecked**  
 Show other: **Unchecked**

The screenshot shows the 'Configure' tab for the report. 'Group by' is set to 'Priority'. 'Stack by' is set to 'Category'. 'Stacked bars' is selected, and 'Display data table' is unchecked. 'Aggregation' is set to 'Count'. 'Max number of groups' is set to 'System Default'. 'Show Other' is unchecked.

12. Click **Run** to preview the report and answer the following:

- a. On comparing the report with the earlier one, do you find any difference in the incident count of **Network** category with **5-Planning** priority records? Why is that?



13. **Save** the report.

**Congratulations! You have completed the Report Styling lab.**