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## Before you begin: Access Library in the Education sandbox

The Education sandbox is a shared, cloud-based environment to help you learn about and experiment with MicroStrategy Web and Library.

Use the Education sandbox to complete various report and dossier exercises. Complete the steps below to access the sandbox.

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### Access Library in the Education sandbox

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- 1 In your browser, navigate to **education.microstrategy.com/MicroStrategy/servlet/mstrWeb**.
- 2 Log in to the sandbox with your **MicroStrategy Account** credentials.  
**Open the Tutorial project**
- 3 The MicroStrategy landing page opens. Click the **MicroStrategy Tutorial** project.



#### MicroStrategy Tutorial

MicroStrategy Tutorial project and application set designed to illustrate the platform's rich functionality. The theme is an Electronics, Books, Movies and Music store. Employees, Inventory, Finance, Product Sales and Suppliers are analyzed.  
**Server name** ENV-218880LAIOUSE1

The MicroStrategy Tutorial home page opens.

- 4 Click **Go to MicroStrategy Library**.
- 5 If prompted, enter your **MicroStrategy Account** credentials, and then click **Log in with Identity**.

Your Library home page displays.

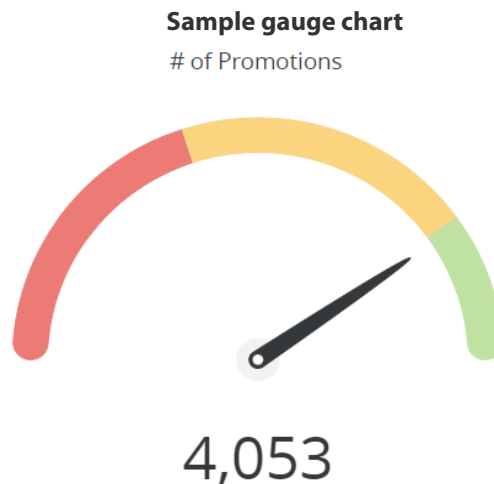
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## Exercise: Create a gauge chart

In your new position as Vice President in your company, you have been working closely with Human Resources and need to understand if the company is meeting its targeted number of employee promotions. Create a gauge chart visualization to understand your company's progress toward the target number of employee promotions.

Your completed gauge chart looks like the image below.




*If you did not already complete Exercise: Create a KPI visualization, it is recommended that you do so before completing this exercise to help you understand different ways of assessing key metrics and tracking progress toward a goal.*

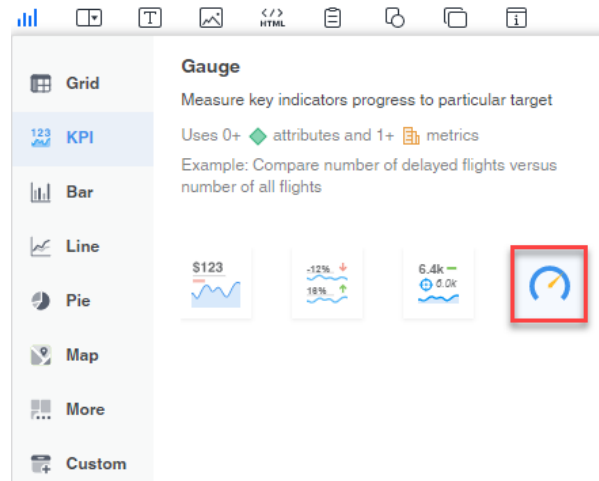
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### Create a gauge chart

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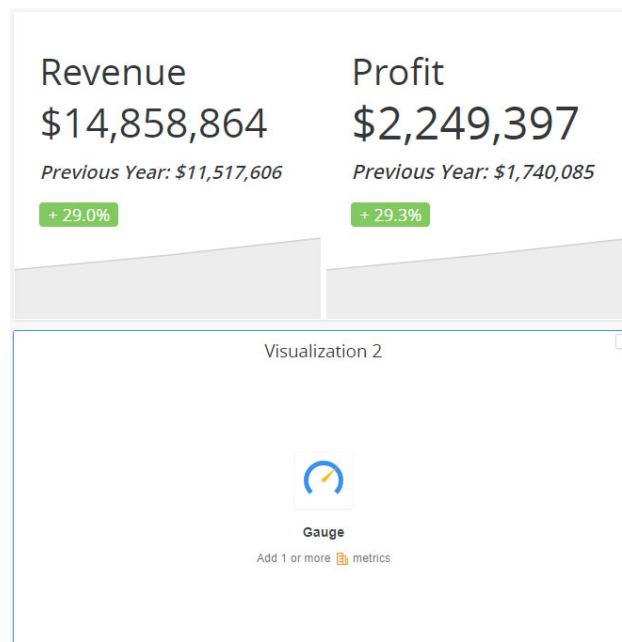
- 1 In the Education sandbox Library, open the **Visualization Types** dossier in Edit mode, if not already there. For a reminder on how to do this, see *Exercise: Access Library in the Education sandbox*, and *Exercise: Add the Visualization Types dossier to MicroStrategy Library*.
  - 2 In the Contents panel on the left, in the Data Details chapter, click the **KPIs and Gauge Chart** page. The page displays the line chart you created in *Exercise: Create a KPI visualization*.
  - 3 To add a new visualization, click the **Visualization** icon  in the toolbar. The Visualization Gallery displays.
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- 4 In the Visualization Gallery, point to **KPI**, and then click the **Gauge** icon.



The dossier canvas displays a blank gauge chart visualization.

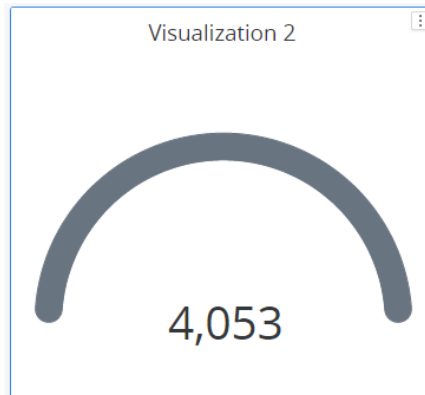
- 5 Drag and drop the gauge chart visualization below the KPI visualizations.




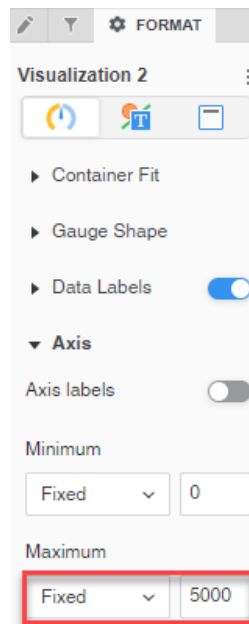
- 6 Click the **Editor** icon  to display the Editor panel, if not already displayed.
- 7 From the Satisfaction and Performance dataset, double-click **# of Promotions** to add it to the **Metric** drop zone in the Editor panel. The total number of promotions (across all stores for all years in your dataset) displays in the
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gauge. The gauge is completely filled because the maximum value is currently based on the # of Promotions metric value.



- 8 Click the **Format** icon  to display the Format panel.
- 9 You want the maximum value of the gauge to reflect the company's goal of 5,000 promotions. In the Format panel, expand **Axis**, and from the first drop-down list under **Maximum**, select **Fixed**. In the value box next to Fixed, enter **5000**.



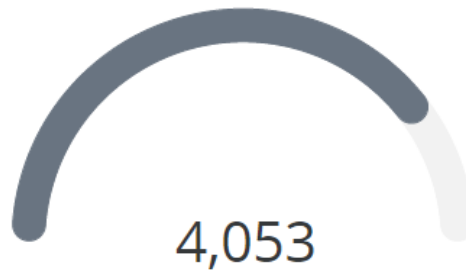
The gauge adjusts so that its maximum value is 5,000. The dark-gray fill in the gauge still reflects the # of Promotions metric value, but it no longer

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completely fills the gauge because the maximum (5,000) is higher than the metric value (4,053).

Visualization 2



- 10** Expand **Gauge Shape**, and enable **Needle**. A needle displays on the gauge, drawing more attention to the metric value and how close it was to meeting the target value.

Visualization 2



- 11** To rename the visualization and provide context, double-click the Visualization 2 header on the gauge chart, and type **#of Promotions**.

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#### Add bands to the gauge






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When setting a goal for the number of promotions, your company defined the following levels of success:

- 0-2,000 Promotions: Low Success
  - 2,001-4,000 Promotions: Moderate Success
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- 4,001-5,000 Promotions: High Success


To make it easier to quickly determine the level of success based on these values, add bands to the gauge chart.

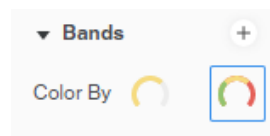
- 1 In the Format panel, click **Visualization Options** .
  - 2 Next to **Bands**, click the **Add** icon .
  - 3 Give the band a meaningful name to help you remember what it represents. Double-click **Band 1**, and rename it to **Low Success**.
  - 4 You want the Low Success band to represent values 0-2,000 and display in a shade of red. Under the **Low Success** band:
    - In the **Min** value box, leave the default of **0**.
    - In the **Max** value box, enter **2000**.
    - Leave the default **Color** selection.
  - 5 Next to **Bands**, click the **Add** icon  twice to add two more bands.
  - 6 Rename the new **Band 1** to **Moderate Success** and **Band 2** to **High Success**.
  - 7 You want the Moderate Success band to represent values 2,001-4,000 and display in a shade of yellow. Under the **Moderate Success** band:
    - In the **Min** value box, enter **2001**.
    - In the **Max** value box, enter **4000**.
    - In the **Color** drop-down list, select **Sweet Corn #FAD47F** .
  - 8 You want the High Success band to represent values 4,001-5,000 and display in a shade of green. Under the **High Success** band:
    - In the **Min** value box, enter **4001**.
    - In the **Max** value box, enter **5000**.
    - In the **Color** drop-down list, select **Green Pea #BFE2A2** .
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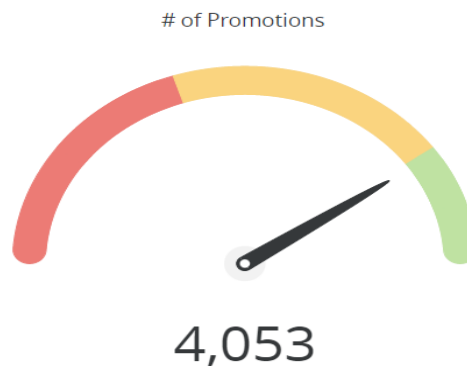
The gauge displays the green band because the metric value of 4,053 falls into the High Success range of values.



- 9 To display all color bands in the gauge, next to **Color By**, select the **All Bands** icon .



The gauge now displays all the bands you defined. The needle points to the # of Promotions metric value, which falls in the High Success band just above the Moderate Success band.



You can easily see that while your company achieved High Success, it was very close to only achieving Moderate Success. There is room for further improvement in meeting your promotion goals.

- 10 Click **Save** in the upper right of the dossier toolbar.

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### Analyze the gauge chart

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- 1 As you examine the gauge chart, answer the following questions:
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- Are there any reference lines or data labels you might add to the gauge to further ease your analysis?
  - Would you keep the # of Promotions analysis in a gauge chart or represent it in a KPI visualization like you did for Revenue and Profit? What are the benefits of each visualization type?
  - What other metrics in this scenario can you easily analyze with a gauge chart?
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