

Create a Quick Chart

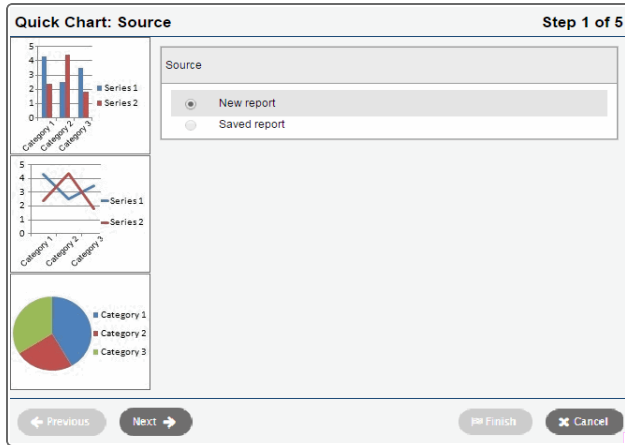
On all standard list pages, click the **Quick Chart** menu to access the following options:

- **Create Quick Chart:** Brings up the Quick Chart Wizard, which lets you customize many different areas of the resulting chart.
- **Bar Chart:** Brings up a streamlined Quick Chart screen, which requests only minimal information required to create a bar chart.
- **Line Chart:** Brings up a streamlined Quick Chart screen, which requests only minimal information required to create a line chart.
- **Pie Chart:** Brings up a streamlined Quick Chart screen, which requests only minimal information required to create a pie chart.

To create a Quick Chart:

In any standard list view, click and select **Create Quick Chart** to open the Quick Chart wizard, or select **Quick Chart** from the **Reports** menu.

The Create Quick Chart wizard appears.

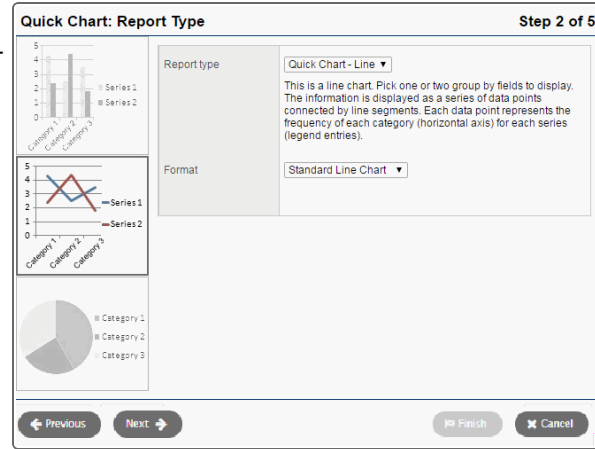


The Create Quick Chart wizard has five steps:

Step 1: Source

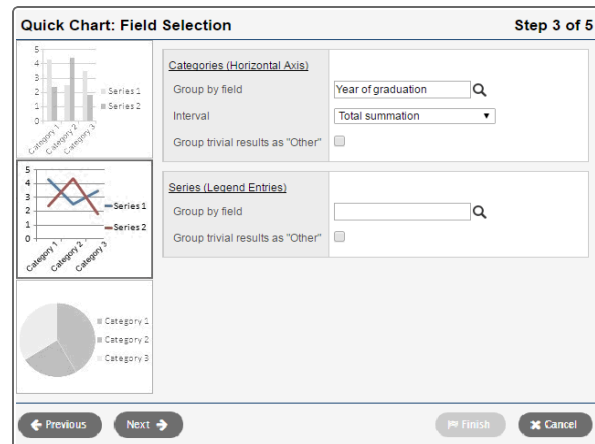
1. Click one of the following:
 - **New report:** Select this option if you want to create a Quick Chart from scratch.
 - **Saved report:** Select this option if you want to use a Quick Chart you previously created.
2. Do one of the following:
 - If you selected **New report**, click **Next**.
 - If you selected **Saved report**, a table of saved Quick Charts appears in the pop-up. Select the one you want to edit or view. Then click **Next** to continue editing, or **Finish** to show the chart.

Step 2: Report Type



1. Click the **Report type** drop-down to select one of the following:
 - **Quick Chart—Bar**
 - **Quick Chart—Line**
 - **Quick Chart—Pie**
2. Click the **Format** drop-down to select the format for the chart: **Standard** or **Enhanced (3-D)**.
3. If this is a new report, click **Next**. If you are editing a saved report, you can click **Next** to continue editing, or **Finish** to show the chart.

Step 3: Field Selection




1. In the **Categories (Horizontal Axis)** box, click at **Group by field** and make a selection. You can choose from the tables and fields that are related to the records in your current list. The **Categories (Horizontal Axis)** box, sometimes called the independent variable, sets the data you want to measure. If you choose a **Numeric**, **Date**, or **Time** field, additional options let you further organize the data on the chart.
Enter information in the additional fields as necessary.



Create a Quick Chart (continued)

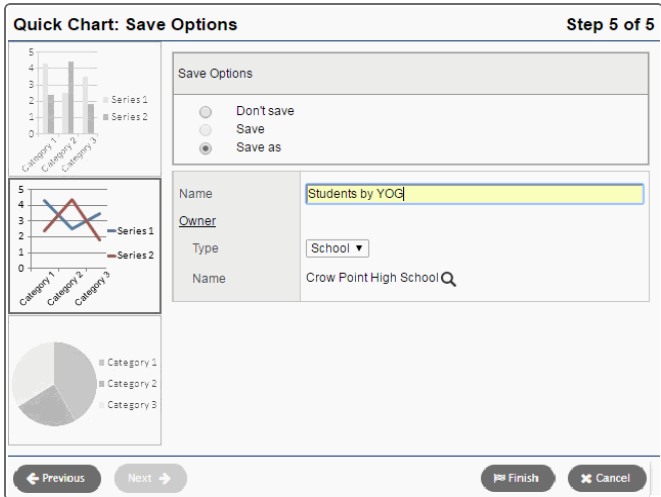
2. For bar and line charts, a **Series (Legend Entries)** box is available.


Click  at the **Group by field** and make a selection. Additional options are available, as described above for **Categories** selection. Series groups appear in a legend to the right of the chart and provide a color-coded guide to data shown in the chart.

Note: Bar and line charts do not require both a category and series to be selected. Charts that exclude a category will not have x-axis labels. Charts that exclude a series will not include a legend.

- If the list of data being charted contains trivial cases which should be excluded from the chart, the option **Group trivial results as "Other"** is provided. Select this checkbox if you want to group all data points of less than a certain percent together into a single point called Other. For example, if you are only concerned with viewing the most common conduct codes, you might want to select this option and enter a value of **5%** in the **Less than n %** field. This will group all codes which total less than 5% of the total data into a single Other group.
- You can click **Next** to continue the wizard and set chart options, or **Finish** to create the chart. New charts use the default format options if you click **Finish** at any point before the final step in the wizard.

Step 5: Save Options



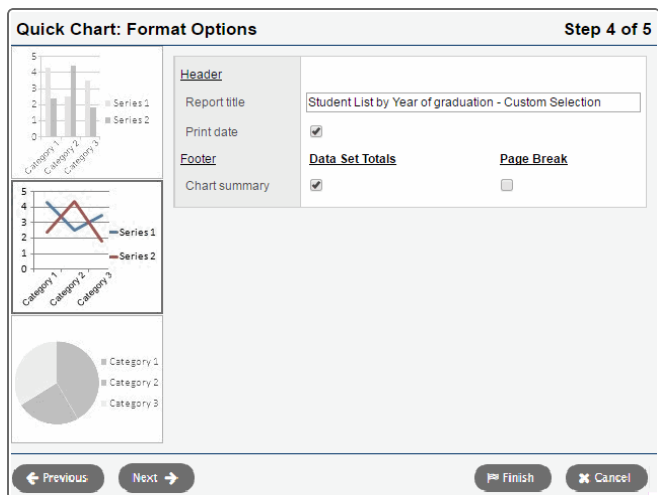
- In the **Save Options** section, click one of the following:
 - Don't save:** The report appears in your job queue, but if you want to run the chart again, you must recreate it.
 - Save:** This option is only available if the chart has already been saved. This option overwrites the previous version.
 - Save as:** This option saves the chart with the name you type in the **Name** field.
- If you selected **Save as** in the **Save Options** section, type what you want to name the chart in the **Name** field.
- Under **Owner**, select **District** or **User** from the **Type** drop-down.
- If you select the type **User** in the **Type** drop-down, click  at the **Name** field to select a user.
- Click **Finish**.

The chart appears in a pop-up window.

Notes:

- The Quick Charts widget lets you run saved Quick Charts on a Page.
- When a saved Quick Chart is deleted (using the Quick Charts wizard), Aspen deletes any widget that references that Quick Chart.

Step 4: Format Options



- In the **Report title** field, enter a title for your report. The title appears above the chart.
- Do any of the following:
 - If you want the date the report was created to appear on the report, select **Print date**.
 - If you want a table of data summarizing the chart to appear below the chart, select **Data Set Totals**.
 - If you want the table data summarizing the chart to appear on its own page, select **Page Break**.
- Click **Next** to continue editing, or **Finish** to show the chart.

