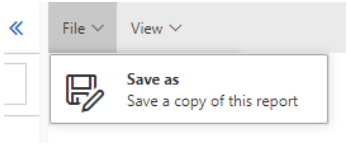
QUICKGUIDE

CREATE A CUSTOM GRAPH

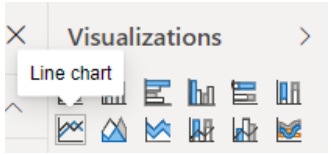
InEight EXPLORE

CREATE A CUSTOM GRAPH

1. Locate your desired dashboard.
2. Click the **three-dot ellipsis** and then **Edit dashboard**.
3. Click the **New page** + icon to add a new tab.
4. Click on the tab's placeholder title and rename it.
5. Click **File** > **Save As**.

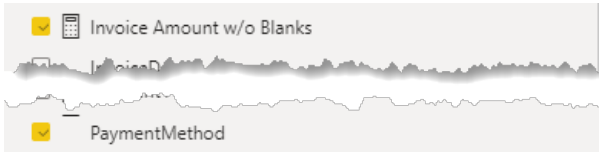


6. Type in a name for the dashboard and click **Save**.
7. In the newly created tab, click a **chart type** from the Visualizations slide out panel.

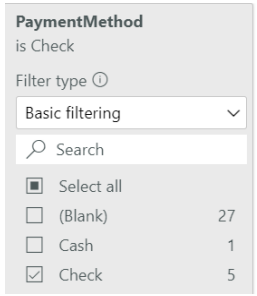


8. Collapse the **side panel** using the arrows » to provide more viewing space.
9. If desired, close the **Bookmarks** pull-out for additional viewing space.
10. Drag a corner of the visualization to expand its size.
11. Under the Fields slide-out panel, navigate to the **Calendar** tab, and select a field's **checkbox**. The selection will populate in the Axis.

12. Select another tab and select at least two other field's checkbox.



13. Create a sub-set of an item by selecting **Filter Type** > **Basic Filtering** and selecting an option.



- As fields are added, they get added to the Filters on this visual section

14. Click the **three-dot ellipsis** on the bottom of the chart/graph then **Show as table** to also view the corresponding data chart.
15. Click **Back to Report**.
16. Under the **Visualization** slide-out panel, move the fields within Legend, Details Values, and Tooltips using the **Move To** function, to see how the visualization changes.
17. Click **File** > **Save**.