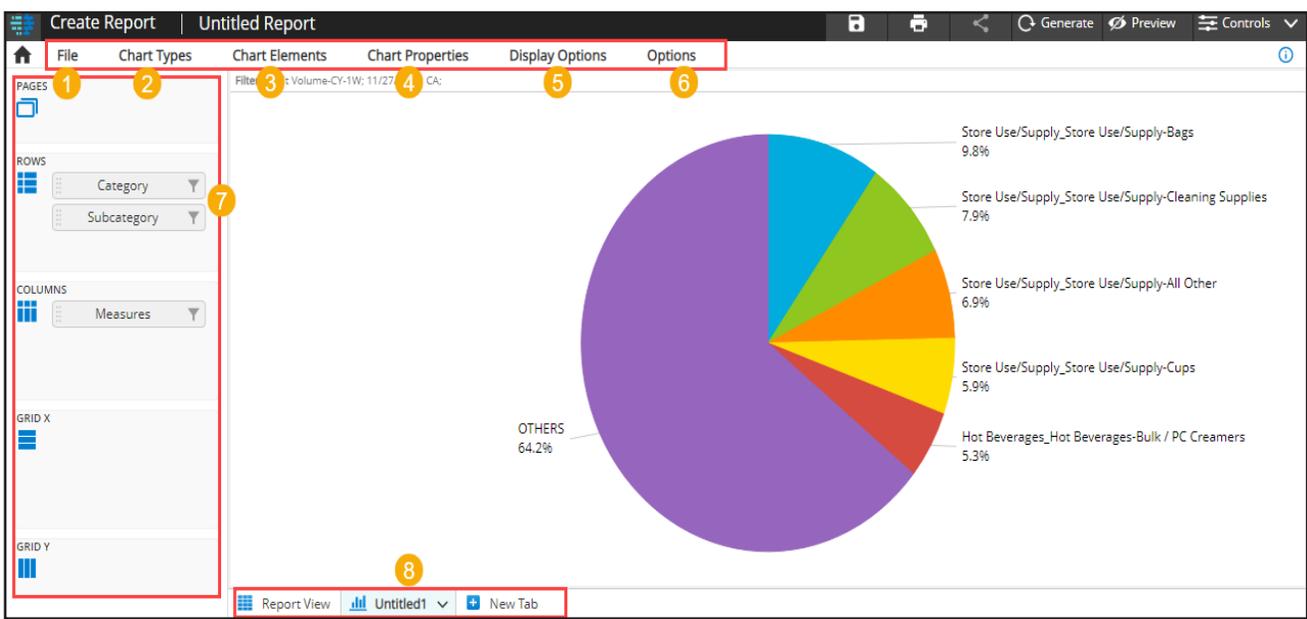# Dhiva - Chart Screen Walkthrough

1 **File** - This menu provides options to save, rename, publish, schedule, and export a chart. Some menu options are available to the asset owner only.

2 **Chart Types** - This menu provides different types of charts to choose from including bar, column, line, pie, combo, scatter, target, gauge, tree, and so on. Some of them may be grayed out based on the report layout and selections.

3 **Chart Elements** - Use this menu to specify options common to most chart types such as chart title, hide/show data labels, legends, and background color.

4 **Chart Properties** - Options inside this menu vary based on chart type and enable customization of the data ranges used in terms of color, line/bar style, and other factors relevant for the type of chart.

5 **Display Options** - This menu provides options to manage display of report elements in the chart view such as filter and user filter attribute names and selections, footer, report specifications and so on.

6 **Options** - Use this menu option to show/hide data labels, set target values, enable scroll bar and so on.

7 **Left Panel** - This panel displays the report dimensions used to create the chart. You may move these attributes by interchanging their positions among row, columns, pages, and grid and accordingly, the data representation in the chart changes.

8 **Tabs at the Bottom** - Click the **Report View** tab to visit/change the data report. Click **New Tab** to add a new chart type to the report. After you add a chart type, you can rename, duplicate or delete it by clicking the down arrow of the tab and selecting the corresponding option from the menu.