

Dhiva - Create a Chart

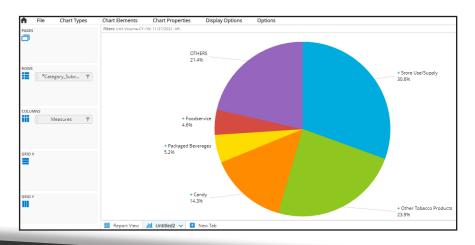
Step 1: On the **Create Report** screen, drag the desired attributes from the left panel onto the Row, Columns, Page, and Filters areas. Step 2: Click **Generate**.

Create Report Untitled Report • ÷ C Generate Ø Preview \Xi Controls A File Dataset Functions **Display Options** Options Search Attributes đ \sim Category 🗸 🛛 Subcategory 🗸 Week Expand All Collapse A Name Store State COLUMNS Distributor HQ Measure Distributor Sales Rep Filters: 11/27/2021; CA Distributor Warehouse Ship to ID Ξ UNIT VOLUME-CY-1W $\downarrow \equiv$ CATEGORY Ship to Name 17.0 Foodservice-Seafood Foodservice Transshipment Flag Other Tobacco Products Other Tobacco Products-Pipes 12.0 Geo-Attributes Store State 2.0 Frozen Beverages Frozen Beverages-Frozen Carb. Beverages Store Trade Area 2.0 Cold Beverages Cold Beverages-Fountain Non Carbonated Measures Wine-All Other 2.0 Wine Unit Volume-CY-1W Health & Beauty-Cosmetics 1.0 Health & Beauty 📰 Report View 🛨 New Tab

Step 3: After the report is generated, click the New Tab placed beside the Report View tab.

Step 4: Select the appropriate **Chart Type** from the menu. Options may be limited based on the data in the report view.

Step 5: The system processes the request and presents the report in the selected chart format.





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