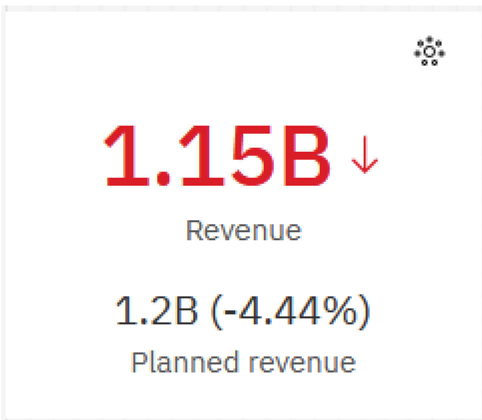
How to add a KPI

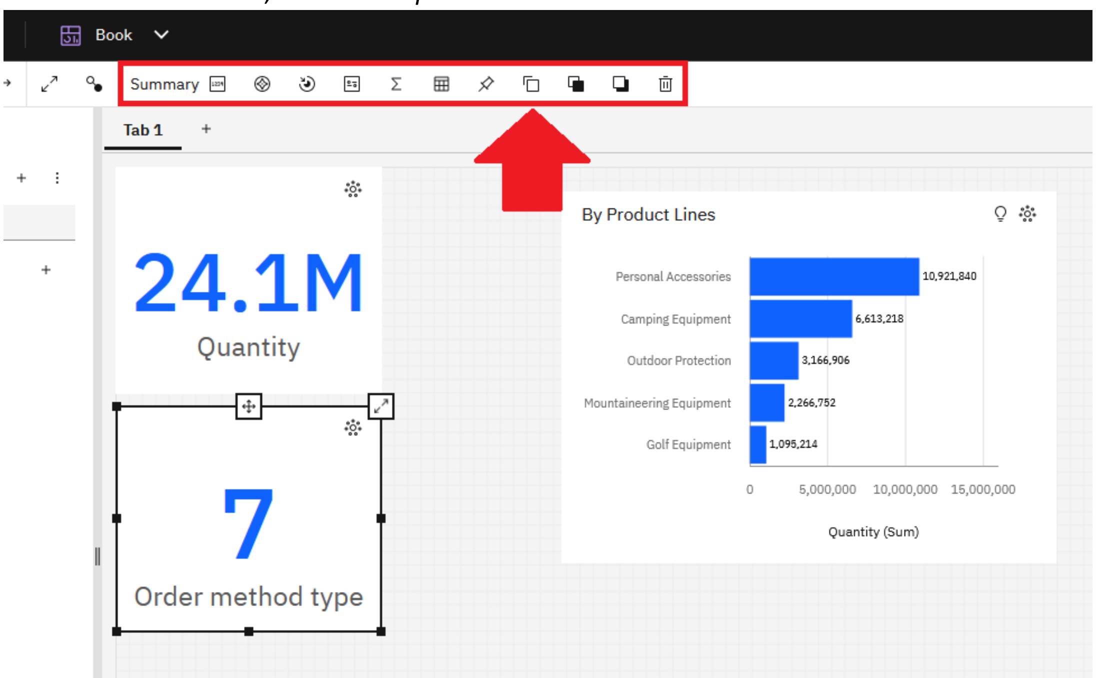
Now we are getting to the true heart of a dashboard! Every dashboard needs some KPIs (Key Performance Indicators) that compare an actual value with a target value, where the difference between the two is automatically shown as good (green) or bad (red) and includes an icon. In this example, we can instantly see that our revenue is bad and 4% below the target:



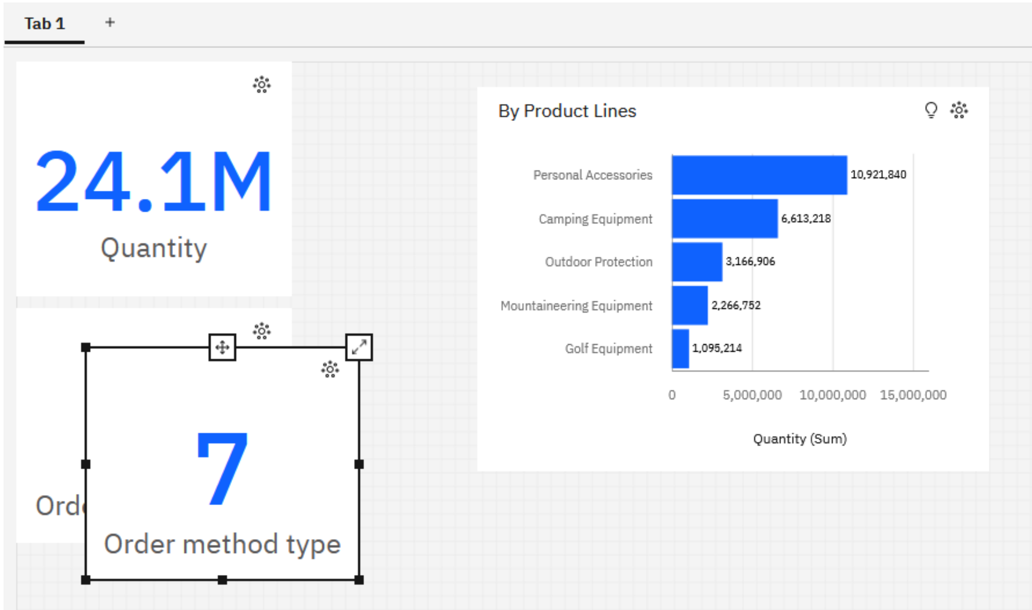
This chapter will show you how to create a KPI visualization…

Add a KPI visualization

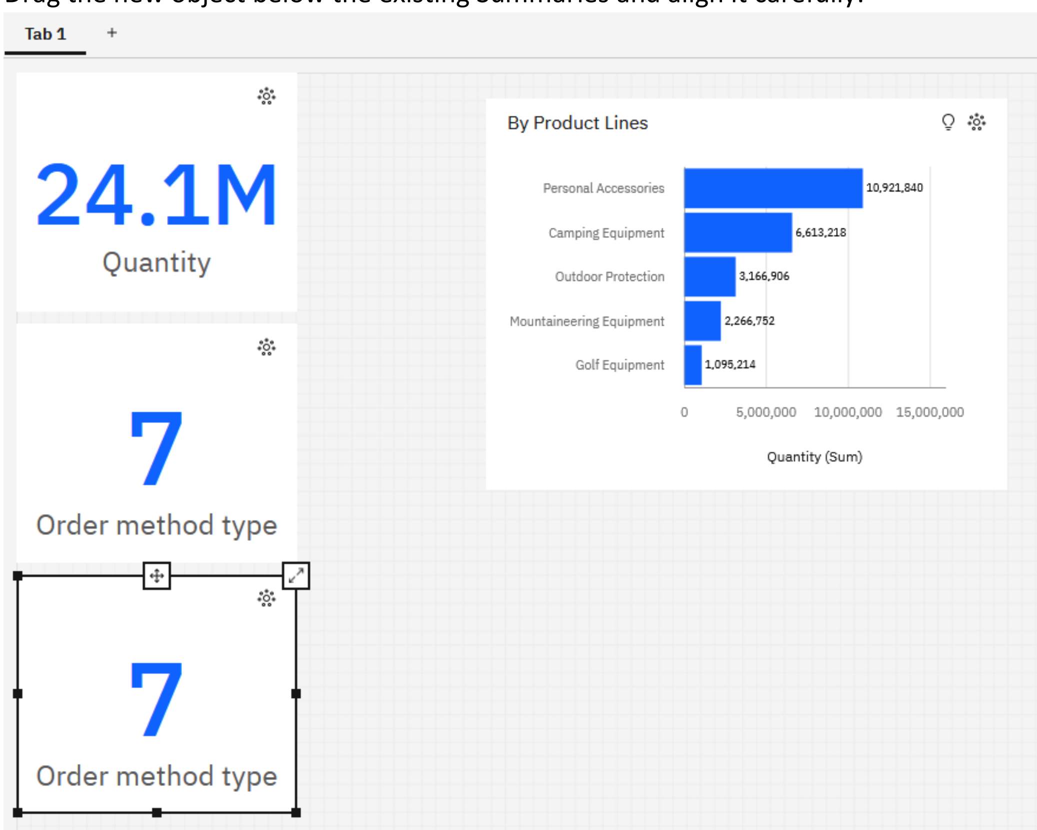
1. Start with the dashboard you recently created (see [How do I add a summary based on text values?]()).
2. Select the second Summary visualization on the dashboard for *Order method type*.
3. In the context toolbar, click the *Duplicate* icon:



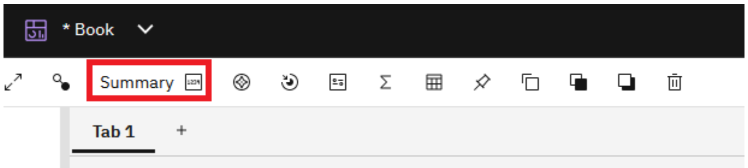
4. A copy of the object is created. This is helpful because it has already been sized, and the color of the number has been set:



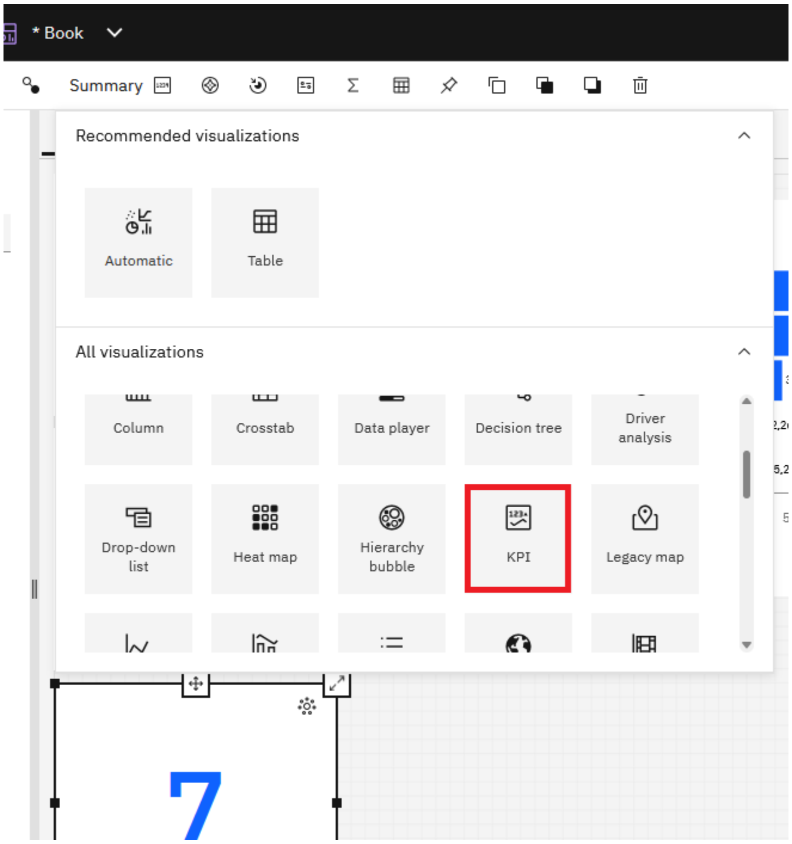
5. Drag the new object below the existing Summaries and align it carefully:



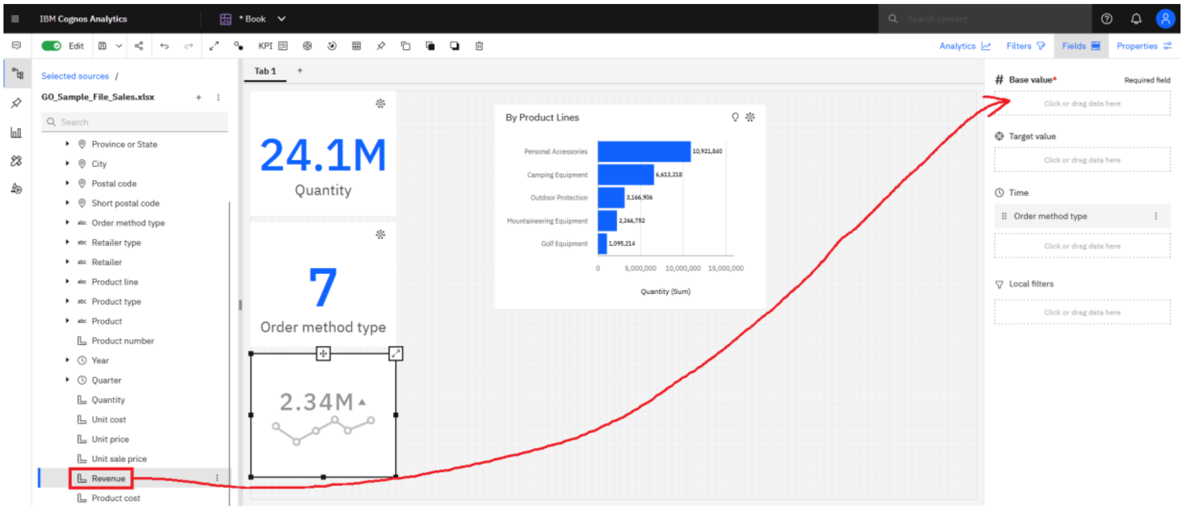
6. In the context toolbar, click *Summary*:



7. In the resulting window, click *KPI*:

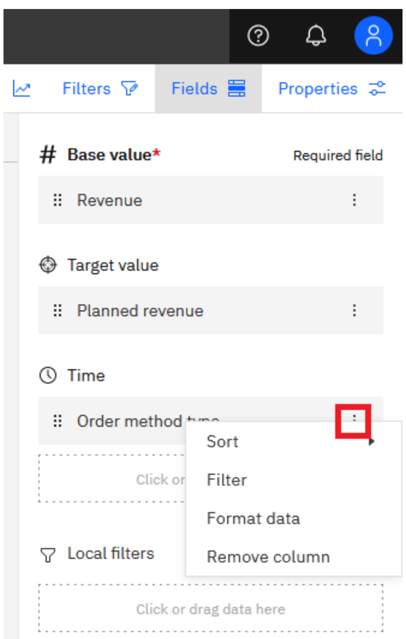


8. Drag *Revenue* from the *Sources*  pane and drop it on the *Base value* slot:

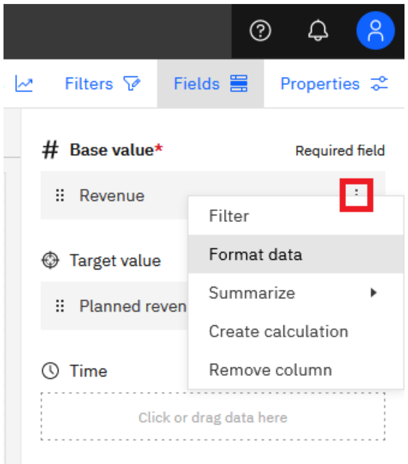


9. Drag *Planned revenue* and drop it on the *Target value* slot.

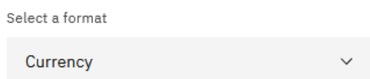
10. Click the ellipsis button beside *Order method type* in the *Time* slot and click *Remove column*:



11. Now we need to format the data. These numbers are waaaaay too big. Click the ellipsis button beside *Revenue* and select *Format data*:

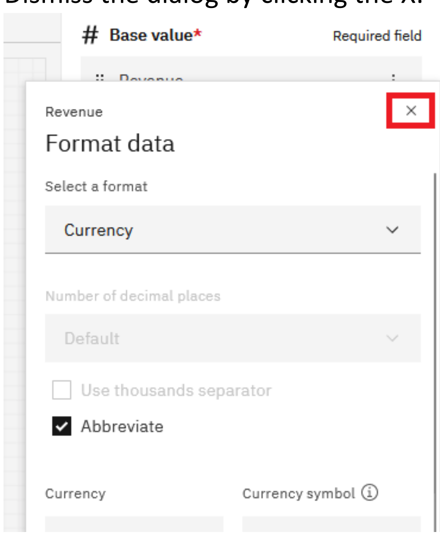


12. In the resulting dialog, select *Currency* in the *Select a format* dropdown:



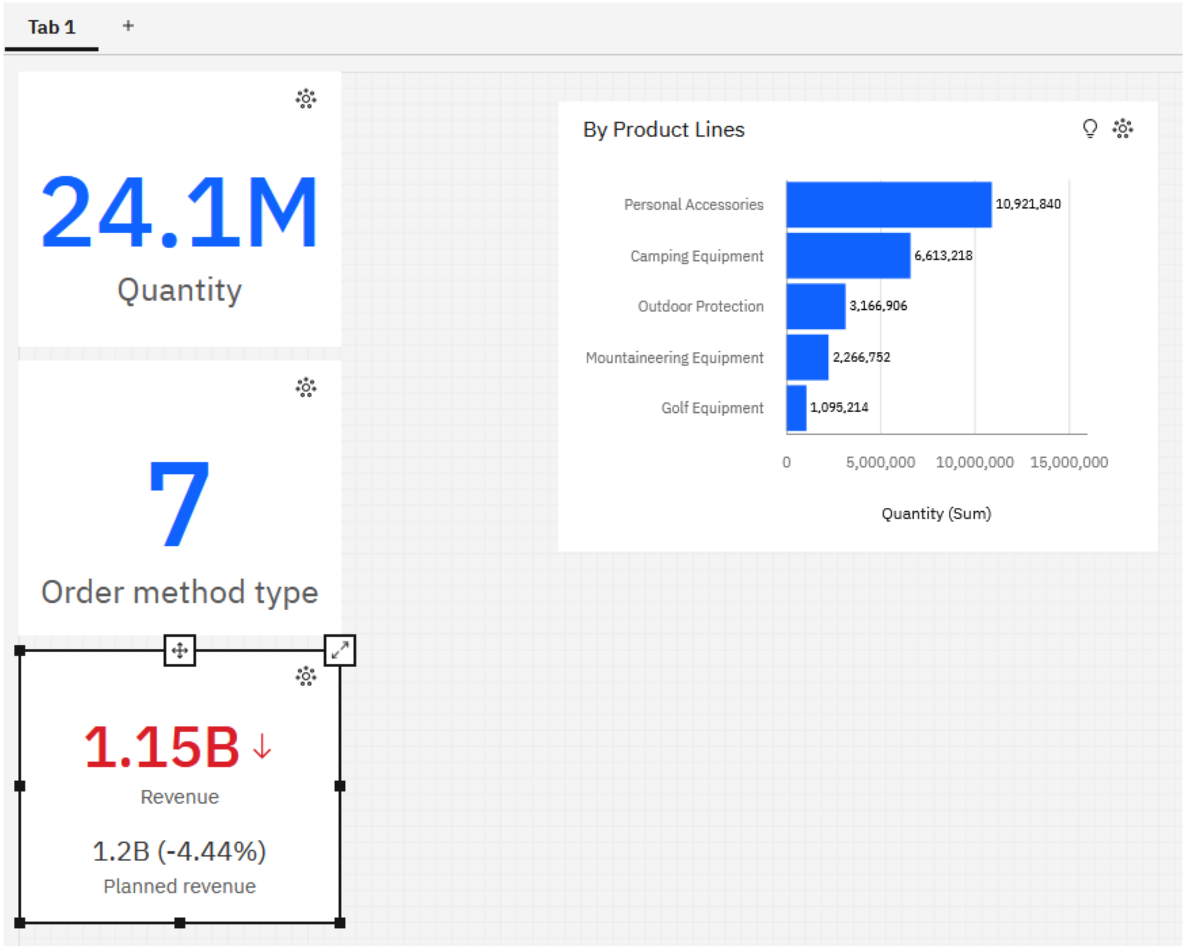
13. Check *Abbreviate*: 

14. Dismiss the dialog by clicking the X:



15. Repeat steps 11-14 for *Planned revenue*.

16. Your dashboard now looks like this:



Hint

To modify the color of the numbers or change the icon, select the KPI visualization and open the Properties. Adjust the *Rules*: