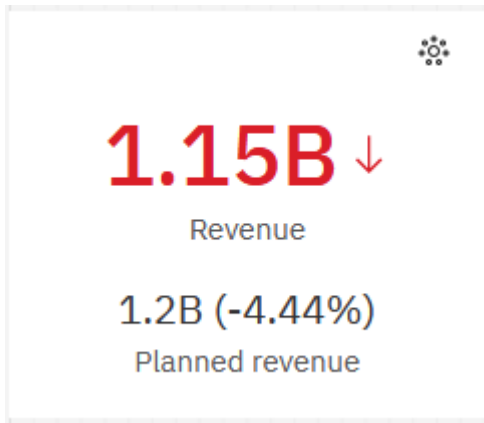



How to add a KPI

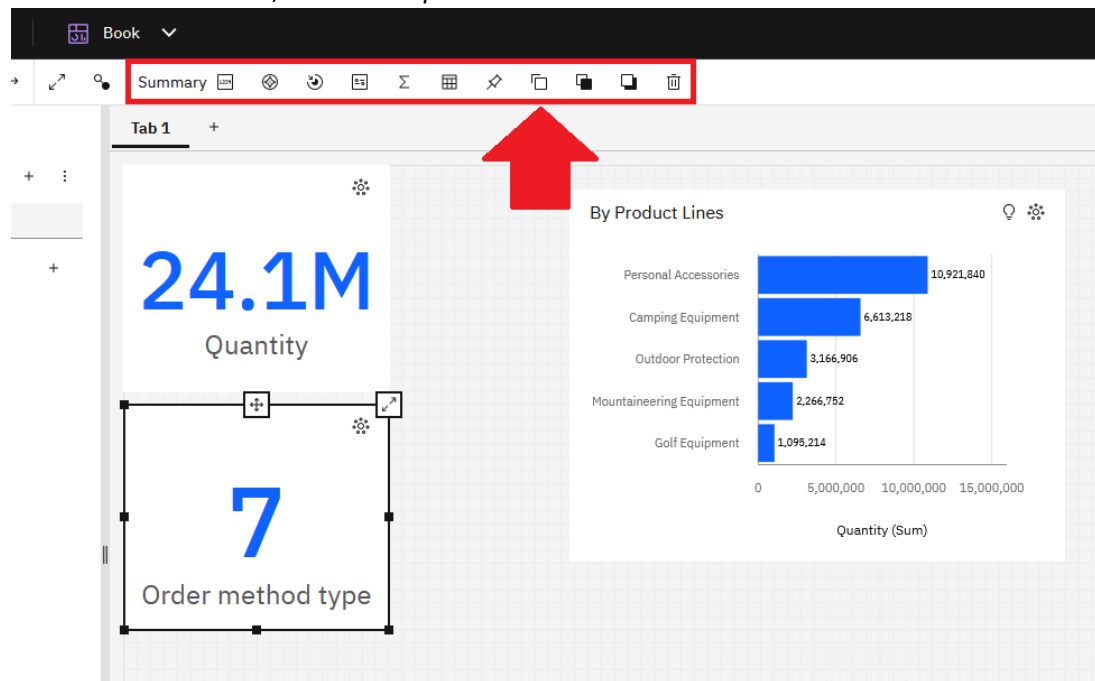
Now we are getting to the true heart of a dashboard! Every dashboard needs some KPIs (Key Performance Indicators) that compare an actual value with a target value, where the difference between the two is automatically shown as good (green) or bad (red) and includes an icon. In this example, we can instantly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

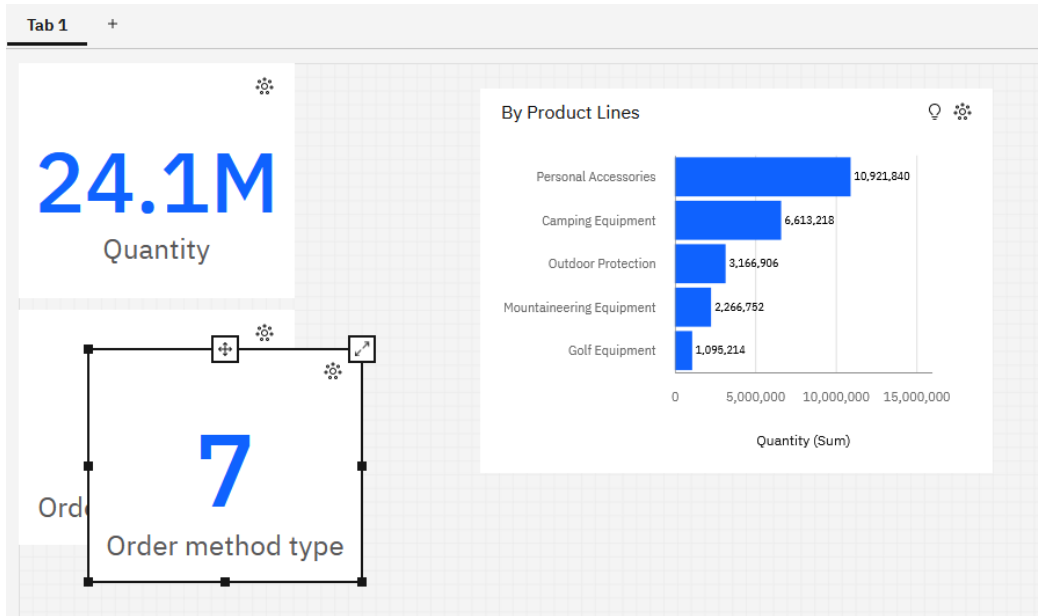
1. Start with the dashboard you recently created (see [How do I add a summary based on text values?](#)).
2. Select the second Summary visualization on the dashboard for *Order method type*.
3. In the context toolbar, click the *Duplicate*  icon:



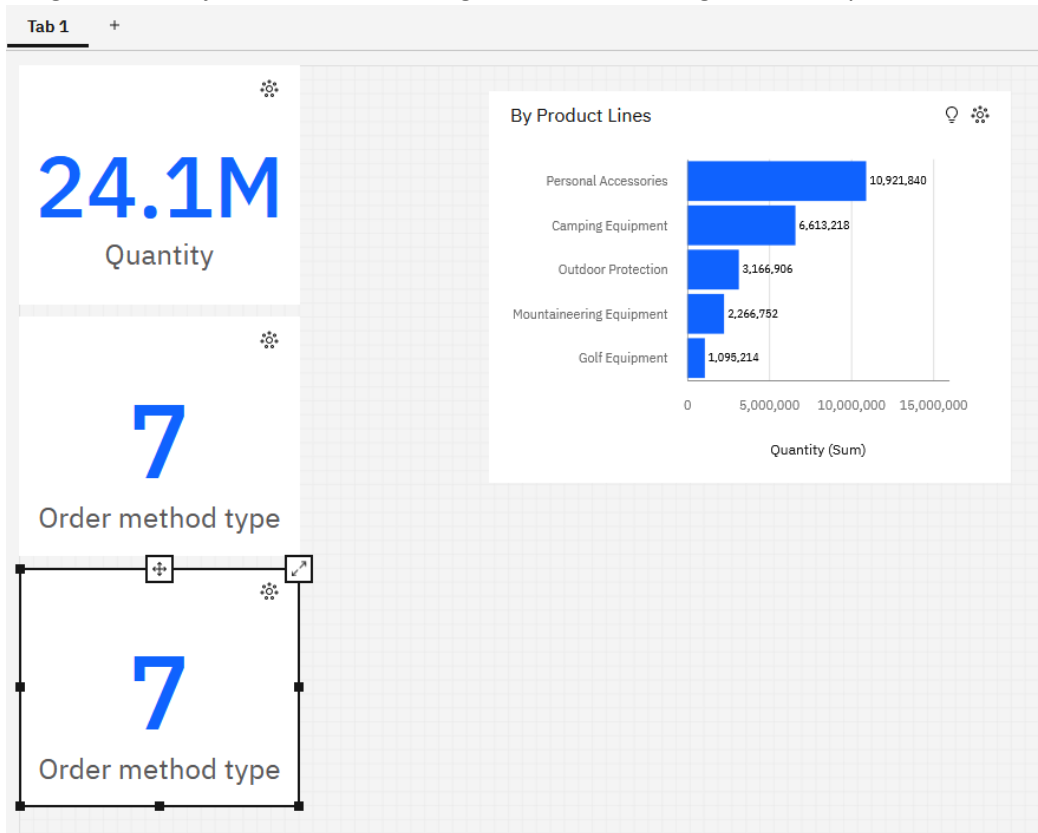
The screenshot shows a dashboard editor interface. At the top, there is a dark header with a 'Book' dropdown menu. Below it is a context toolbar with various icons. The 'Duplicate' icon, which is a square with a smaller square inside, is highlighted by a red box and a red arrow pointing to it. The dashboard itself contains two visualizations: a KPI card on the left and a bar chart on the right. The KPI card displays '24.1M' in large blue text, with 'Quantity' below it, and a smaller KPI card below that displaying '7' in large blue text, with 'Order method type' below it. The bar chart is titled 'By Product Lines' and shows five categories with their respective quantities: Personal Accessories (10,921,840), Camping Equipment (6,613,218), Outdoor Protection (3,166,906), Mountaineering Equipment (2,266,752), and Golf Equipment (1,095,214). The x-axis is labeled 'Quantity (Sum)' and ranges from 0 to 15,000,000.

Product Line	Quantity (Sum)
Personal Accessories	10,921,840
Camping Equipment	6,613,218
Outdoor Protection	3,166,906
Mountaineering Equipment	2,266,752
Golf Equipment	1,095,214

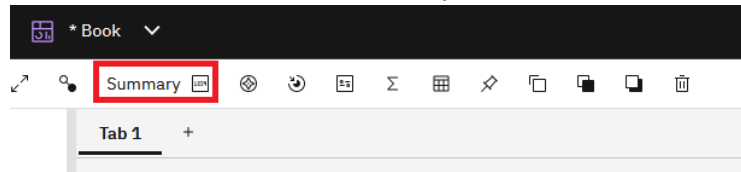
- A copy of the object is created. This is helpful because it has already been sized, and the color of the number has been set:



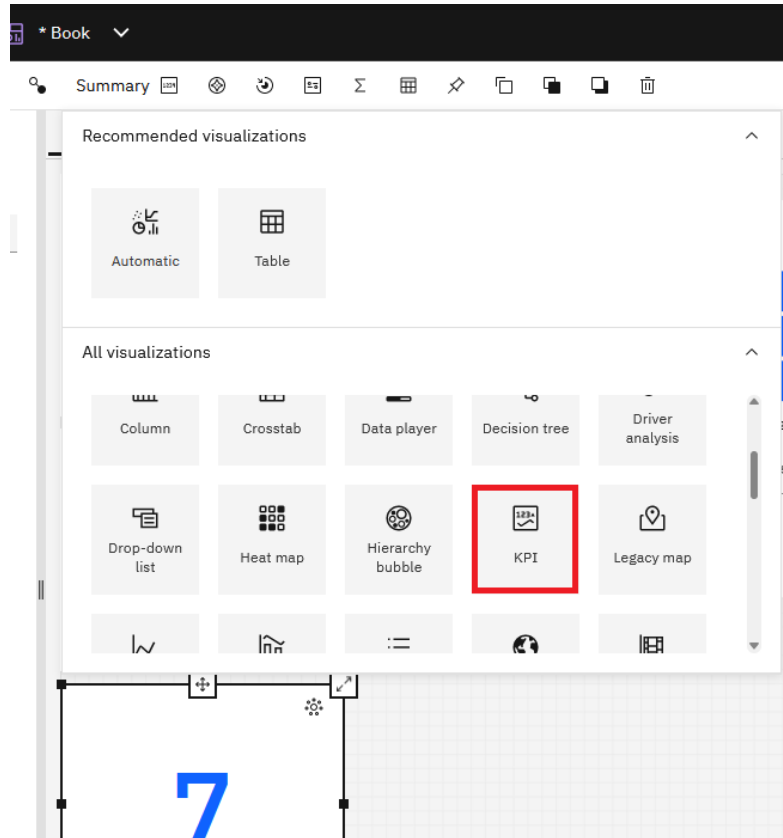
- Drag the new object below the existing Summaries and align it carefully:



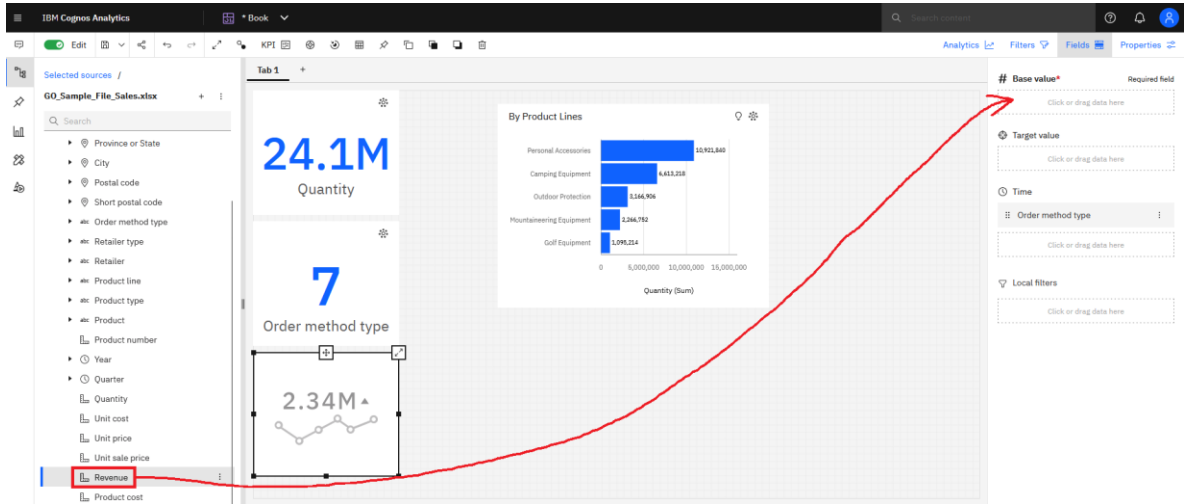
6. In the context toolbar, click *Summary*:



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

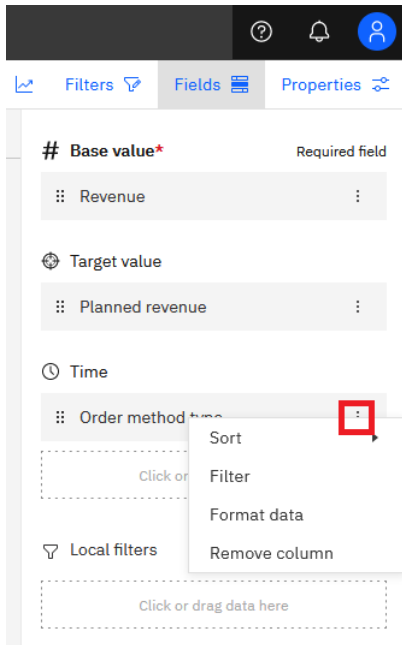


8. Drag *Revenue* from the *Sources* pane and drop it on the *Base value* slot:

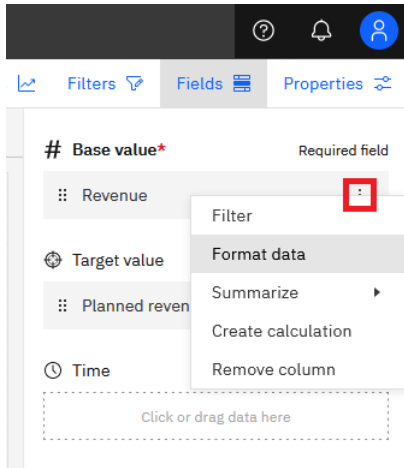


9. Drag *Planned revenue* and drop it on the *Target value* slot.

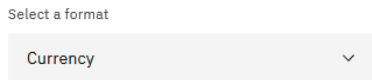
10. Click the ellipsis button beside *Order method type* in the *Time* slot and click *Remove column*:



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

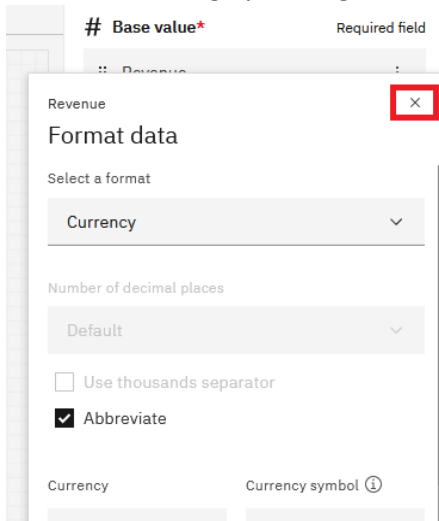


12. In the resulting dialog, select *Currency* in the *Select a format* dropdown:



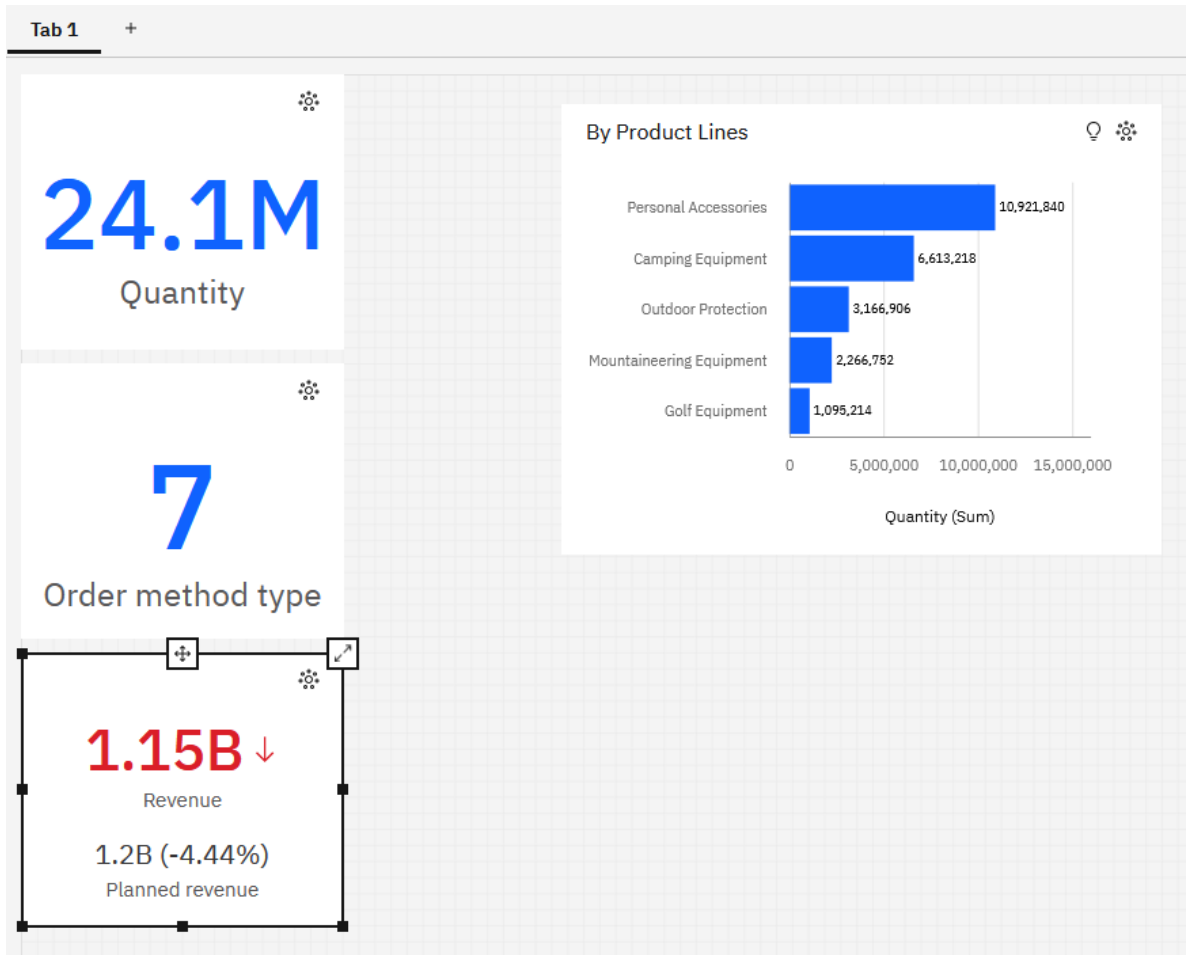
13. Check *Abbreviate*: Abbreviate

14. Dismiss the dialog by clicking the X:



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

16. Your dashboard now looks like this:



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



Hint

Rules

Less than 100%	123 ↓
Greater than or equal to 100%	123 ↑