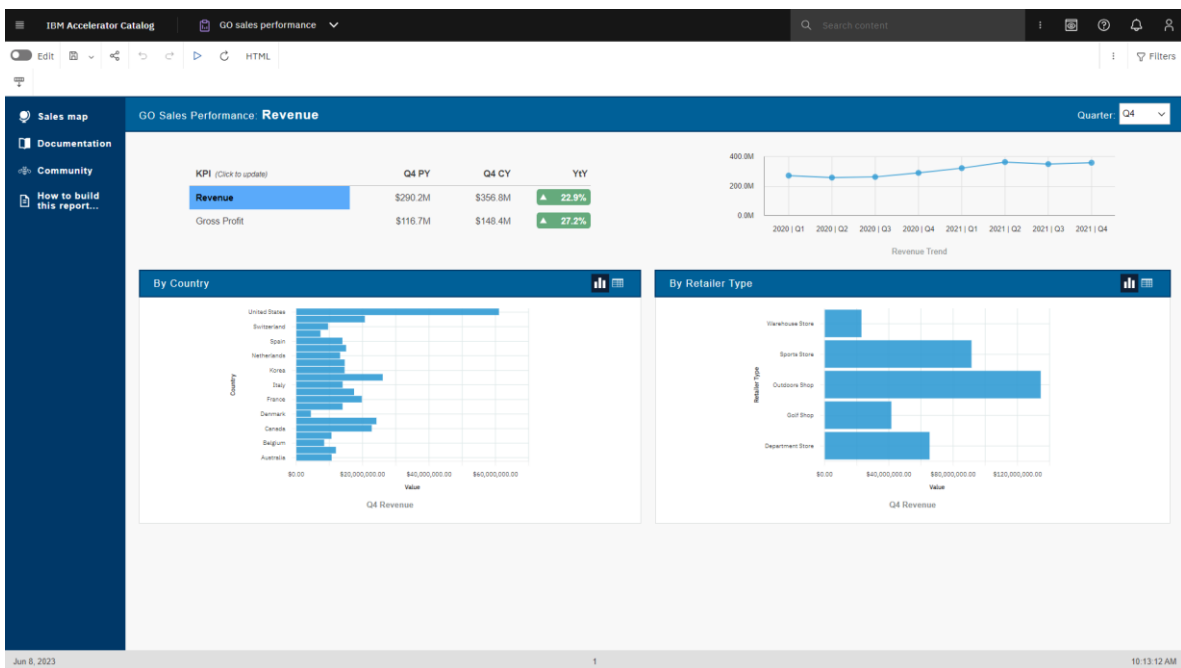


# How do I add trend/status indicators (icons)?

The sample report named **GO sales performance** demonstrates how to add KPI indicators to a report:

KPI <small>(Click to update)</small>	Q4 PY	Q4 CY	YtY
Revenue	\$290.2M	\$356.8M	▲ 22.9%
Gross Profit	\$116.7M	\$148.4M	▲ 27.2%


In this report, we have used a Table object to lay out six Singletons. Each Singleton contains a Text Item that is set to display a data value from a query. Both of the **YtY** Text Items use a Conditional Style with a background image to show both an icon and a background color. Here is the full sample:

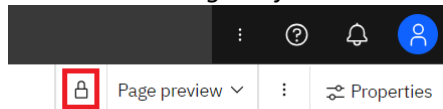


Hint

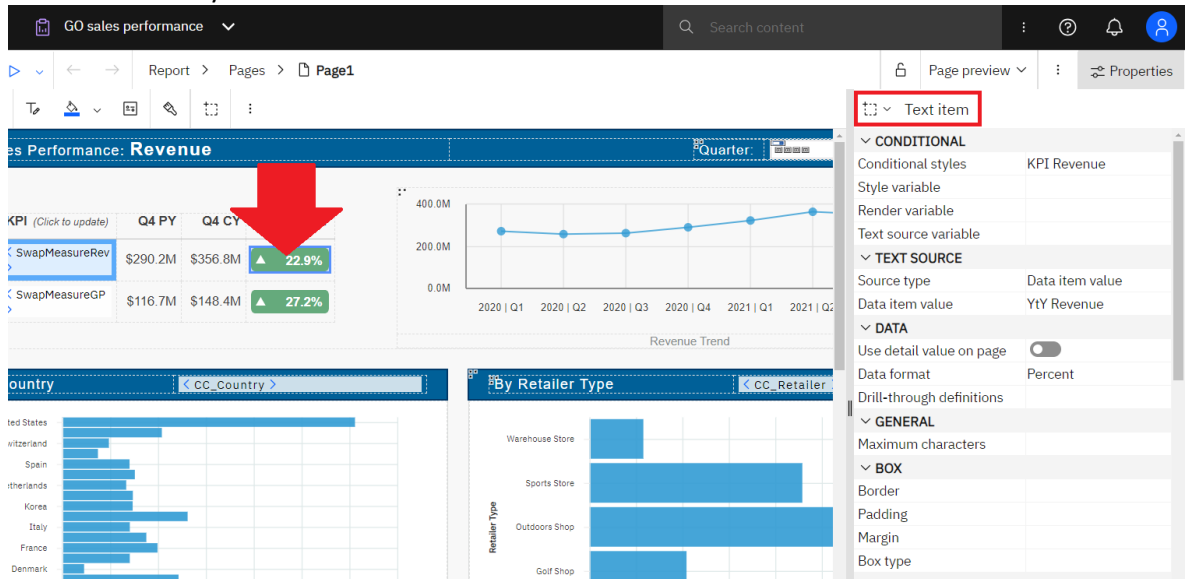
If you would like to open and edit this sample so that you can see how it was created, you can find it here: *Team content > Samples > By feature > Core > Reports > GO sales performance*

## Add trend or status indicators

1. Edit the sample report named *GO sales performance*
2. Click the *Lock Page Objects* icon  to unlock the report:



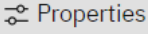



3. Select the first styled Text Item in the YtY column:



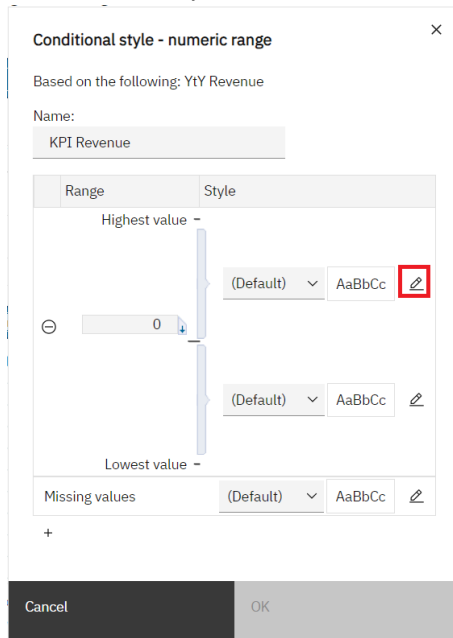
The screenshot shows the 'GO sales performance' report. The KPI table is as follows:



KPI (Click to update)	Q4 PY	Q4 CY	YtY
SwapMeasureRev	\$290.2M	\$356.8M	▲ 22.9%
SwapMeasureGP	\$116.7M	\$148.4M	▲ 27.2%

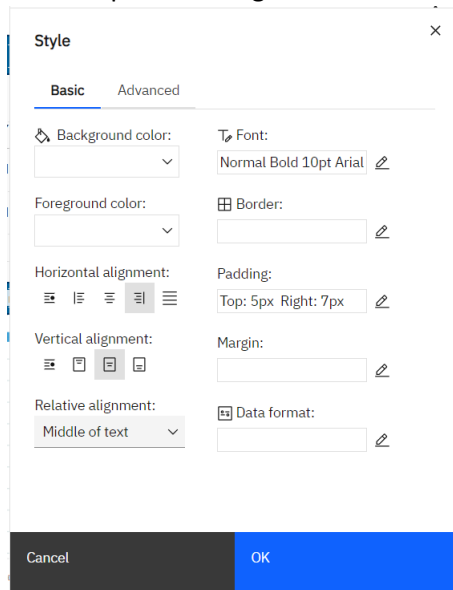
The right-hand properties pane is open, showing the 'Text item' property selected. The 'DATA' section is expanded, showing 'Data format' set to 'Percent'.


4. Open the Properties  and set the following:
  - a. *Data format*: Format type: Percent; Percentage symbol: %; Number of decimal places: 1
  - b. *Size & overflow*: 80px 24px
5. Click the ellipsis button beside the *Conditional styles* property
6. Click the *New conditional style* icon  and select *New conditional style...*
7. Ensure that *YtY Revenue* is selected
8. Change *Type of conditional style* to *Numeric range* and click *OK*
  - a. Set the Name to **KPI Revenue**
  - b. Click *New Value*  and type **0** and click *OK*
  - c. Raise the 0 above the line by clicking the blue up arrow  :


- d. Click the *Edit Style* icon for values above 0:

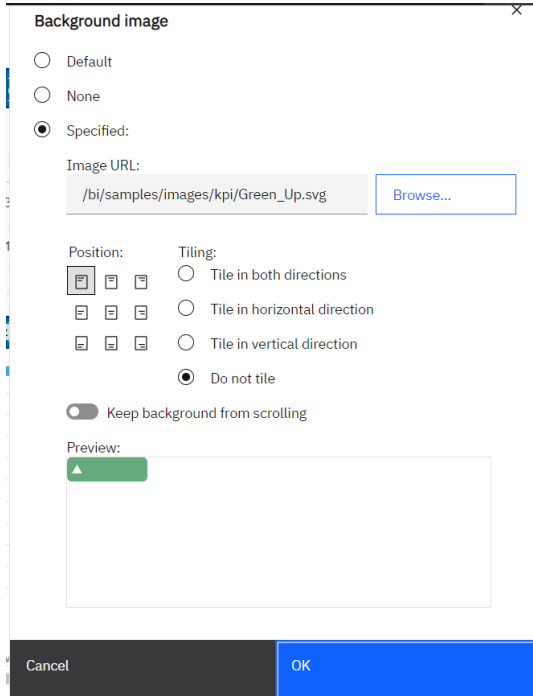



- e. Click the *Edit* icon  for *Font* and set it to *Normal Bold 10pt Arial*
- f. Set the *Foreground color* to *White*
- g. Click the *Edit* icon  for *Padding* and set it to *Top 5px Right: 7px*
- h. Set *Horizontal alignment* to *Right* using the icons
- i. Set *Vertical alignment* to *Middle* using the icons
- j. The completed dialog will look like this:

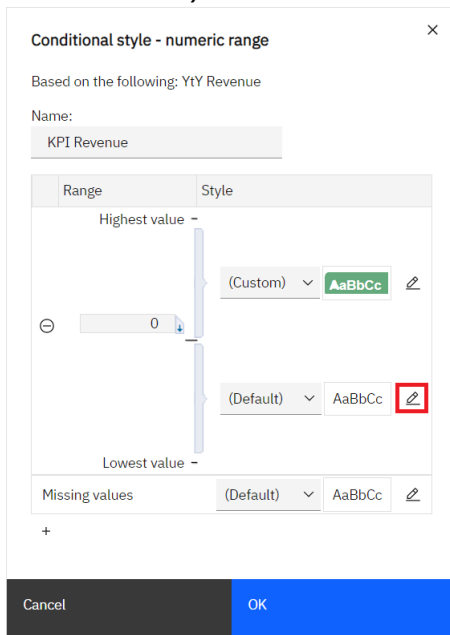



- k. Click the *Advanced* tab
- l. Click the *Edit* icon  for *Background Image*
- m. Click the *Specified* radio button
- n. Type this in the Image URL box: **/bi/samples/images/kpi/Green\_Up.svg**


- i. This is the image: 
- ii. This image is already installed on your server along with the rest of the Base Samples
- o. *Position: Align top left*
- p. *Tiling: Do not tile*
- q. The completed dialog will look like this:

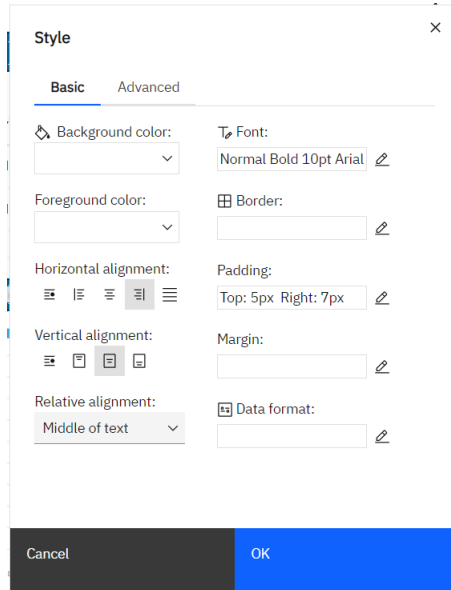




- r. Click *OK* and *OK*
- s. Click the *Edit Style* icon  for values below 0:



- t. Click the *Edit* icon  for *Font* and set it to Normal Bold 10pt Arial

- u. Set the *Foreground color* to White
- v. Click the Edit icon  for *Padding* and set it to Top 5px Right: 7px
- w. Set *Horizontal alignment* to Right
- x. Set *Vertical alignment* to Middle
- y. The completed dialog will look like this:



- z. Click the *Advanced* tab
  - aa. Click the Edit icon  for *Background Image*
  - bb. Click the *Specified* radio button
  - cc. Type this in the Image URL box: `/bi/samples/images/kpi/Red_Down.svg`
    - i. Note. This is the image: 
  - dd. *Position*: Align top left
  - ee. *Tiling*: Do not tile
  - ff. Click *OK* and *OK* and *OK*



Hint

You can download the icons used in this sample from [here](#).