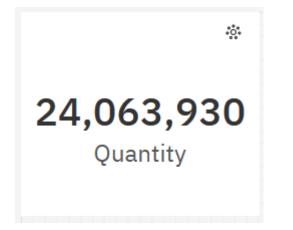
How to change the data format

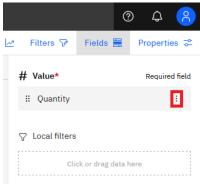
Dashboards are supposed to be simple and easy to read at a glance. Unfortunately, this is a large and imposing number:



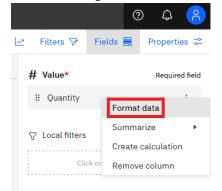
This chapter will show you how to change the data format...

Modify data format

- 1. Start with the summary visualization you recently created (see <u>How do I add a summary</u> (big numbers)?).
- 2. Select the Summary visualization and open the *Fields* $\stackrel{\text{Fields}}{=}$ pane.
- 3. Click the ellipsis icon beside *Quantity*:



4. In the resulting menu, select *Format data*:



5. Under *Select a format*, choose *Number*:

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|------------------------|-----------|-------------|------------|
| # Value* | | Requ | ired field |
| :: Quantity | | | |
| Quantity | | | × |
| Format data | | | |
| Select a format | | | |
| Number | | | ~ |
| Number of decimal pla | ces | | |
| 0 | | | ~ |
| ✓ Use thousands | separator | | |
| Abbreviate | | | |
| Number label (j) | Label po | sition | |
| | Defa | ult | ~ |
| Negative sign symbol | Negative | e sign posi | tion |
| Default 🗸 | ⁄ Defa | ult | ~ |
| Missing value characte | rs (j) | | |
| <default></default> | | | |

6. Check *Abbreviate*:

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| Use thousa | ands sepa | arator | | |
| Abbreviate | | | | |
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| Number label (j) | | Label po | sition | |
| | | Defa | ult | \sim |
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| Default | | | | |
| Default | | | | |
| Default Missing value cha | racters (i | | | |
| | racters (i |) | | |

7. Close the dialog:

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|--|-------------------|-----------|-----------|---------------|----------|
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| Select | a format | | | | |
| Nu | mber | | | | \sim |
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| | er of decimal | ptaces | | | |
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| _ l | lse thousan | ds sepa | arator | | |
| ~ | bbreviate | | | | |
| Numbe | er label (j) | | Label po | sition | |
| | | | Defa | ult | ~ |
| Negati | ve sign symb | ol | Negative | e sign positi | on |
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| Missin | g value chara | acters (i |) | | |
| <de< td=""><td>efault></td><td></td><td></td><td></td><td></td></de<> | efault> | | | | |
| Defau systei | lt specifies n | the for | mat inher | rited from | the |

8. Your dashboard now looks like this:

