

Conditional Formatting

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Overview

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The most important reason for creating a Conditional Format is to assist an end user to interpret the data presented to them. You can create rules to highlight or change the appearance of data on your report and charts.

It is recommended that Conditional Formats be used whenever the reader of a report needs to be drawn to act or interpret data based on a pre-determined set of rules.

General Settings

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Report Fields

General Settings

Conditional Format Option...

Columns

Agency Region

Demographic

Agency Type

Average Age at Camp

Sum Athlete Counter

Conditional Widgets

Draft Report

Star

Big Title

bee_logo3.png

Conditional Formatting

Display

Alert Legend

Display a conditional format rules legend with the report.

Legend Title

Provide a title for the conditional format rules legend.

Legend Description

Provide a description for the conditional format rules legend.

Option	Description
Alert Legend	Display a conditional format rules legend with the report.
Legend Title	Provide a title for the conditional format rules legend.
Legend Description	Provide a description for the conditional format rules legend.

Types of Conditional Formatting

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You can create conditional formatting rules for your report columns as well as your widgets. To learn more about these, click on the options below:

- [Columns Conditional Formatting](#)
- [Widget Conditional Formatting](#)

Conditional Format Data Validation

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When inserting values into the Conditional Format type a number of rules need to be followed. These include:

Value Overlaps

If you are creating a number of Conditional Formats, as in the example above, care will have to be taken to ensure that the Conditional Format values do not overlap. For instance you cannot set one record that is 50 to 60 and another 55 to 65. This will cause a clash in processing and may result in your report failing.

Value Sequence

When creating a range of values – such as for a BETWEEN operator the lower end variable must be inserted as the first value of the Conditional Format followed by the higher. Example – 30 then 40 not 40 then 30. If this is not followed your report Conditional Format will fail since no data will meet the criteria.

Value Applicability

You do not have to create a Conditional Format for every possible value that will be returned. If there is a measure that does not meet a Conditional Format criterion it will be returned in a normal font. Conditional Formats should only be put on values that you want to draw attention to.

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Related links:

[Conditional Formatting on Report Columns](#)

[Conditional Formatting on Canvas Widgets](#)

[Yellowfin Canvas](#)