

# Trending Tables

Last Modified on 06/13/2024 11:41 am EDT

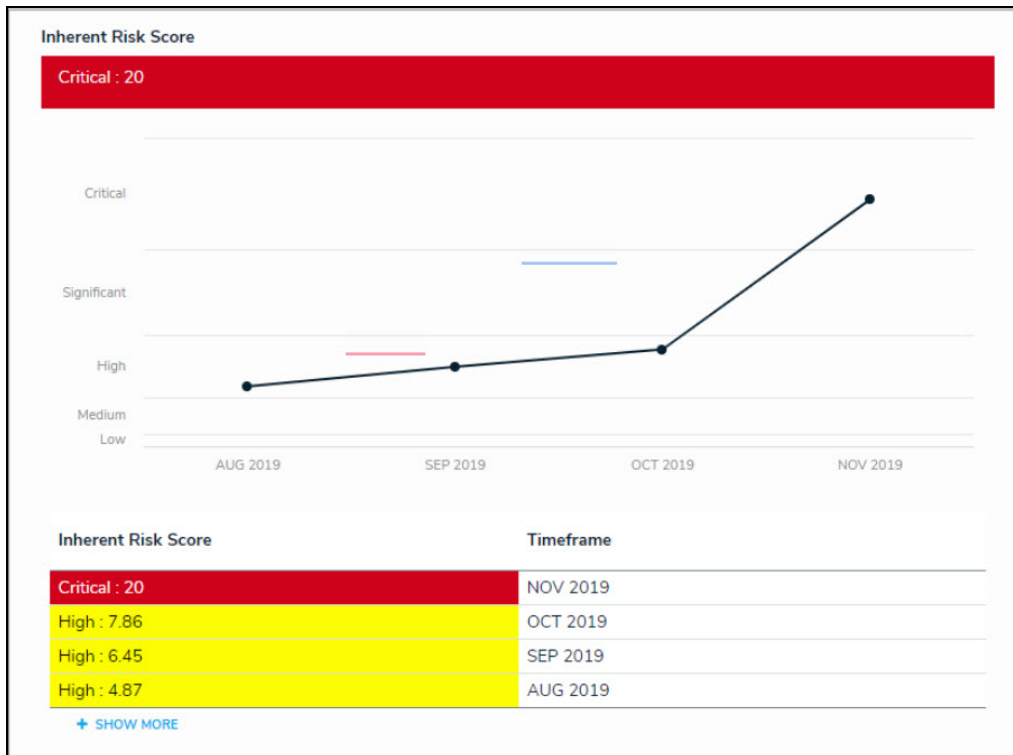
## Overview

Trending tables allow users to analyze how objects or values change over multiple timeframes. For example, trending tables could be used by:

- Risk users who compare the current risk score to previous risk scores within a specific timeframe.
- Risk executives to run a repeatable form on a report to review how their top 10 risks are trending.
- Incident users to compare the number incidents logged at a specific location and timeframe.
- Users who review dashboard reports to identify important trends in the data (e.g., Incidents by Location).

Trending data is displayed as a line graph and table on a form and can be configured by weekly, monthly, quarterly, bi-annual, or annual time periods.

Clicking the **+ Show More** link, will display 12 additional data points based on the timeframe you set.



*Trending Table*

## Related Information/Setup

Before you can add a Trending Table you must first create a new standard form. Click the link below to find out more information regarding creating a new standard form:

- [Create a New Standard Form](#)

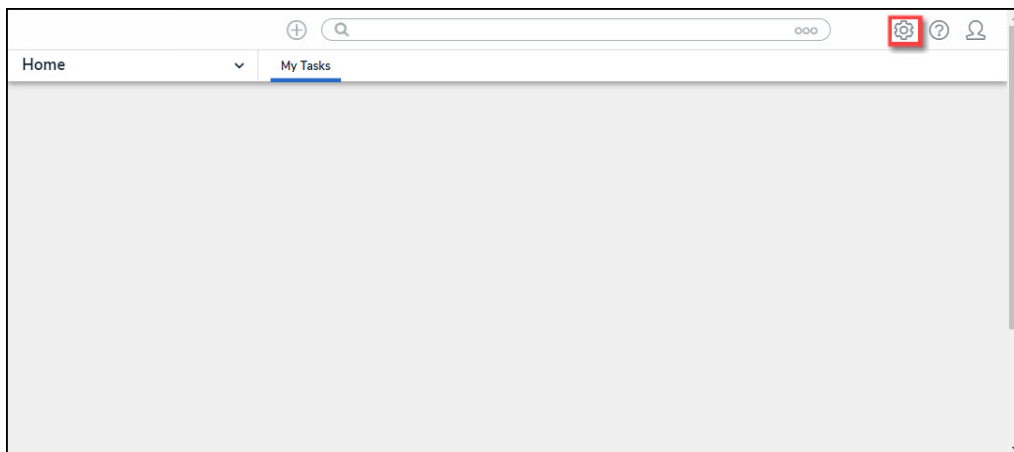
Trending tables display single select list, numeric field, and formula data in a line graph or table on standard configurable forms and repeatable forms. Click the links below to find out more information regarding the Trending Table display options:

- [Singel Select Lists](#)
- [Numeric Fields](#)
- [Formula Data](#)
- [Repeatable Forms](#)

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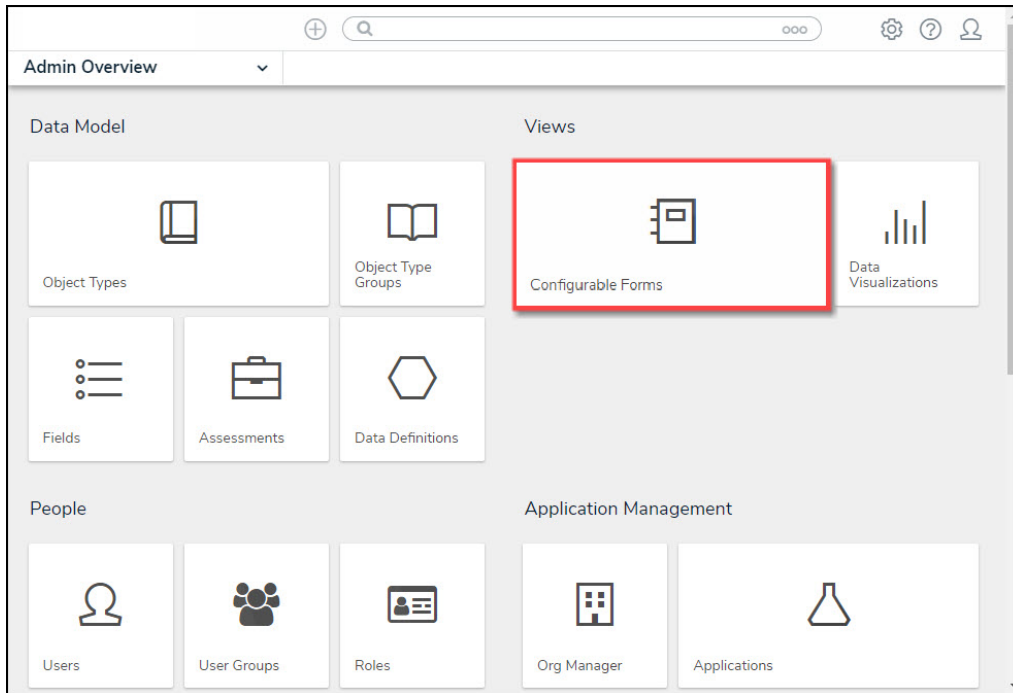
## Navigation

1. From the **Home** screen, click the **Administration** icon.



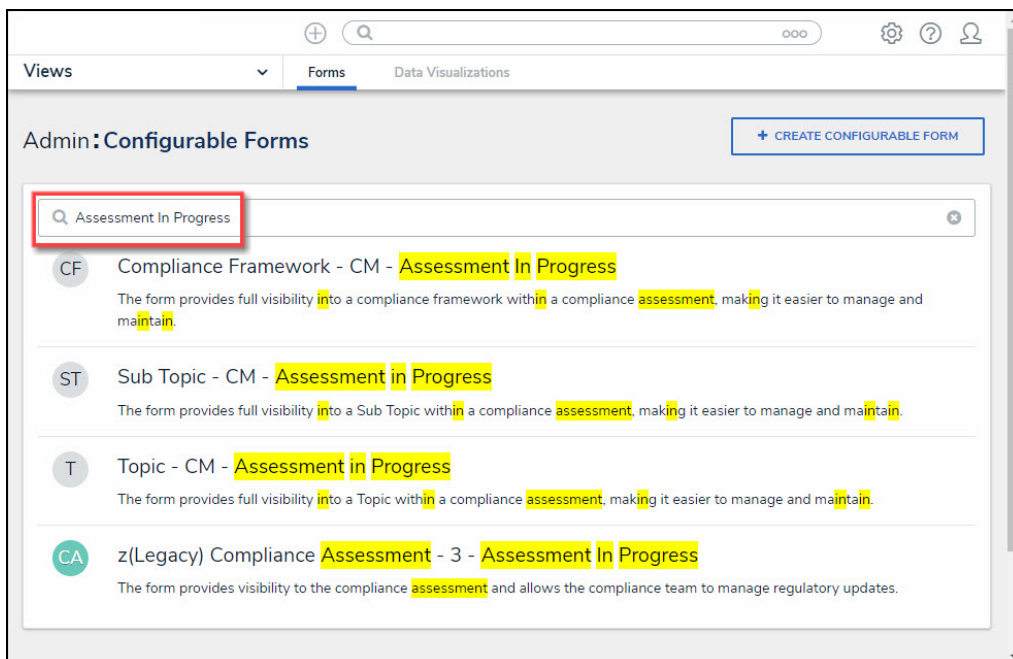
*Administration Icon*

2. From the **Admin Overview** screen, click the **Configurable Forms** tile on the **Views** section.



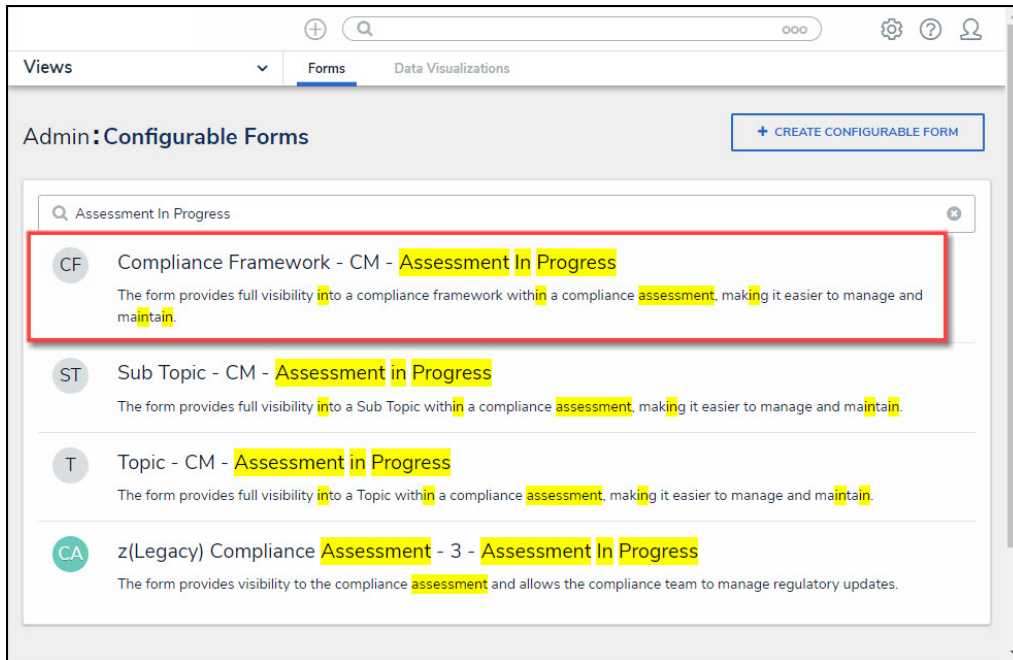
*Object Types Tile*

3. From the **Admin: Configurable Forms** screen, enter a keyword in the **Search** field to narrow down the forms list.



*Search Field*

4. Click on the **Name** of the form you want to configure.



*Select a Form Name*

## Display Trending Data on a Standard Form

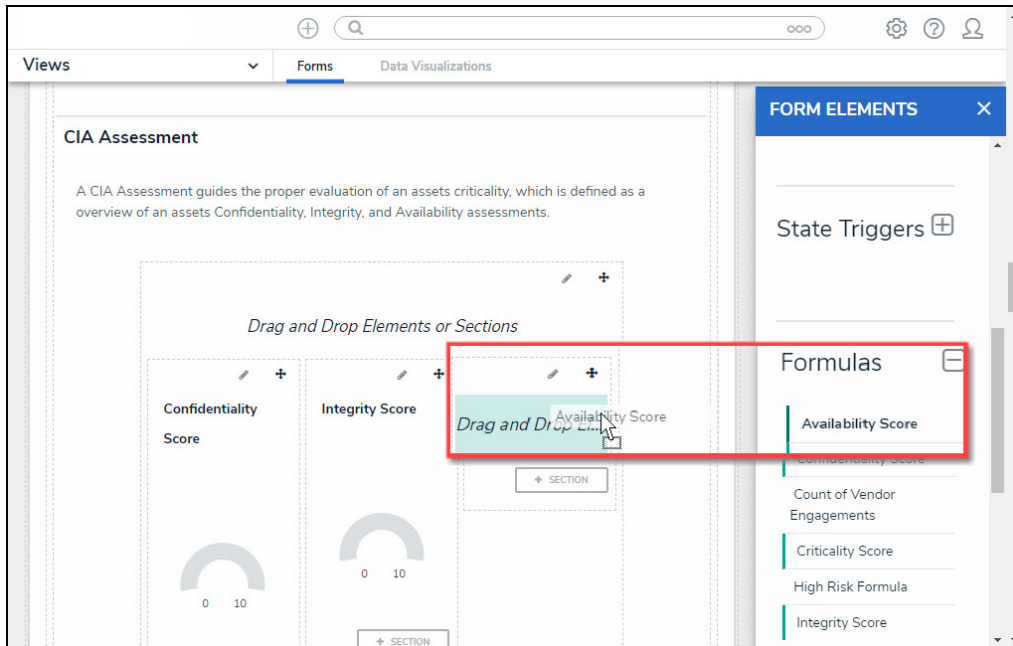
Before you can create a Trending Date Table you must ensure the Object Type selected for the form has a [single select list](#), [numeric field](#) or [formula](#) added to its components.



**Note:**

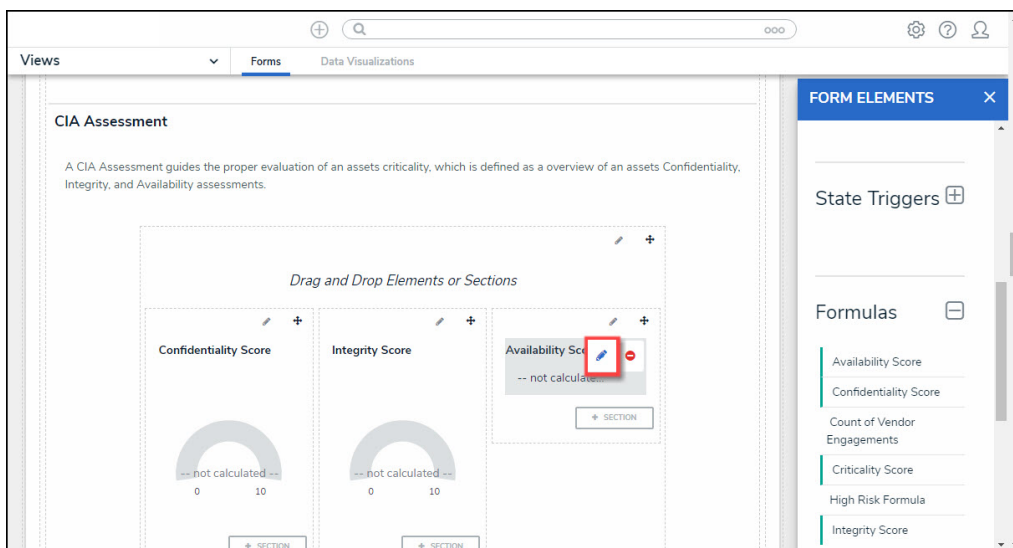
*Recently added fields or formulas may not have enough data to display longer time periods.*

1. From the **Edit Configurable Forms** screen, drag and drop the Field or Formula (e.g., Availability Score) from the **Form Elements** pop-up to a card or section on the canvas.



*Drag and Drop Element*

2. Hover your cursor over the Field or Formula, then click the **Edit** icon.



*Edit Icon*

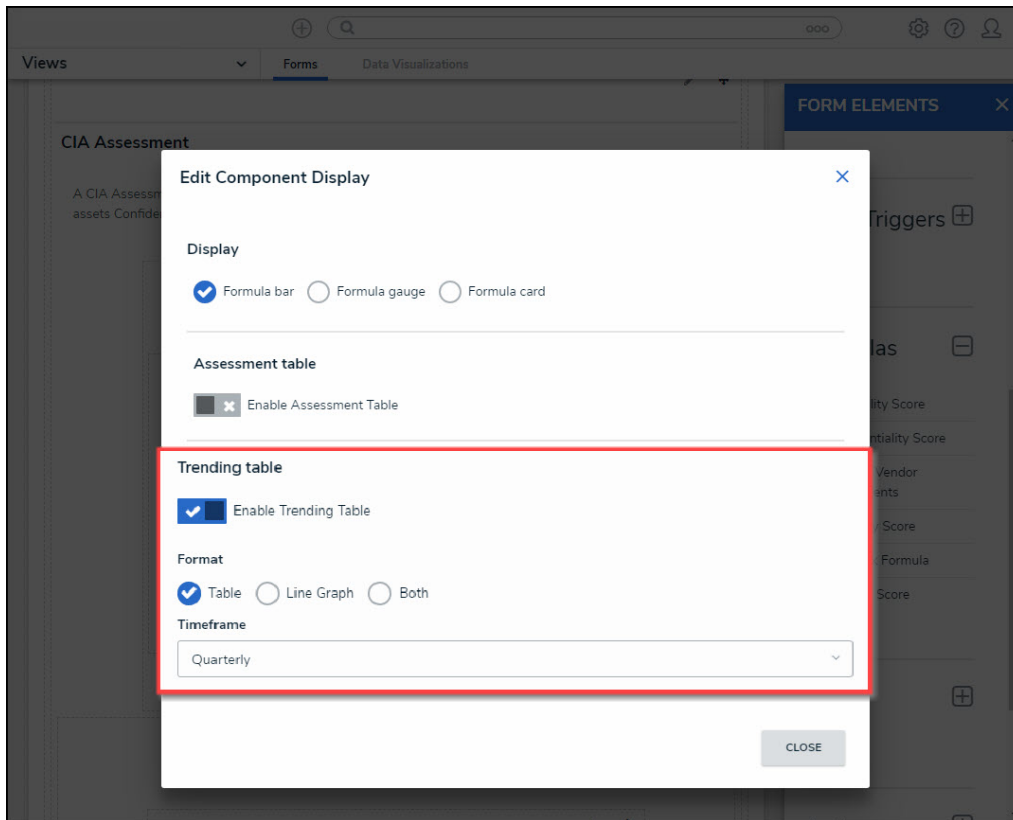
3. From the **Edit Component Display** screen, scroll down to the **Trending table** section and click the **Enable Trending Table** toggle to display the **Trending Table** options.



**Notes:**

*Use no more than ten trending elements per form.*

*A report should not have more than 100 trending elements across all its repeatable forms (a report has 25 repeatable form objects; each form should have four trending objects totaling 100).*



*Trending Table Toggle*

3. Select a **Format** radio button that displays the trending data using a **Table**, **Line Graph**, or **Both**.
4. Select a **Timeframe** from the dropdown list:
  - Daily
  - Weekly
  - Monthly
  - Quarterly
  - Semiannually
  - Annually



**Notes:**

*The trending form element only shows historical values. Data for the current date will not be included.*

*The data displayed uses values that are valid at the end of the selected timeframe (March 2019 data is available at 11:59 p.m. on March 31, 2019).*

5. Click the **Close** button to save your changes.

