Creating Charts From Reports

Last Modified on 03/07/2022 11:55 pm EST

When working with reports (list views) in Wurk, you can create visually meaningful charts to see the data at a glance. You can then add these charts to your Wurk dashboards for easy access.

From any report you have customized and saved, follow the steps below to hook it to the chart that shows on the dashboard you came from.

The standard dashboards that come loaded with Wurk show charts to summarize the most common information you will need for your role. These are configured during implementation and come from reports. You can use these as *shortcuts* to create your own custom reports and display them instead on your own dashboards. You can have up to six charts on each dashboard. If you do not have these dashboards, you can still customize and save reports (especially those shared with you by other Wurk users). Once you have saved a report, simply navigate to **My Info > My Reports > My Saved Reports**), open and run the report, and then follow the steps below to add charts.

BR - Search	* ×	My Saved Report	ş		MY REPORTS	
MY INFO		< 1 of 1 → 2 Rows	My Views 🔻		Search Name, Categor	, Tag 🔍
My Information	```	Saved As	Report Name	↑ Category	Created By	Date Created
Ø My Time	>	My Peeps	Employee List	Team	Bradley Roddy	06/21/2019
ta My HR	>	View	Timesheets By Pay Period	Timesheets	Bradley Roddy	07/03/2019
My Career	>					
 My Learning 	>					
📲 My Pay	>					
My Company	>					
My Reports						
My Saved Reports						
Time Reports	> .	<				÷
💼 Home	Dashboard					

START HERE

1. Navigate to a saved report you want to make into a chart. This can be from a dashboard on the home page or from **My Info > My Reports**.

2. If you are using a report you saved under My Saved Reports, run the report.

3. At the top of the report, use the Mode option to toggle the view to show a list with charts and data or just charts.

ti	oggle the Report of show Charts or Charts & Data
-	Data Only
-	Charts Only D
	✓ Charts & Data
	February
	Octuber
	December
	Apri
	June
	February
	And

You can create a chart from any *responsive* report in Wurk, and you can see both the chart and the report at once.

Not all reports have a responsive design, and not all reports can be turned into charts. If you want to create a custom dashboard, first view the report as shown above and then see if you can **Add Chart** as shown below.

4. In the Charts area that then displays, click the Actions ••• menu and pick **Add Chart** to design and customize your charts before you add them to your dashboards.

	↑ Employee Id 👻		Last Name	•	Employee EIN	≠ at ¥ Employ	ce Status -	 Date Birthday 	•	Birthday Month	•	Date Hired	- Col	lumns (1) 💿 🍸 (1) Hired Month	116 V
	starts with 👻	starts with	▼ starts with	-	starts with	- !-	,	· ·	-	-	-	•	-		Ŧ
						Terminated									
							<u> </u>								
2	00122	Katie	Waters		D&D	Active		01/09/1973		January		02/15/2003		February	
5	00126	Harold	Larkin		D&D	Active		04/14/1980		April		10/23/2006		October	
2	00127	Lauren	Dubois		D&D	Active		01/09/1979		January		12/15/2002		December	
4	00128	Kenton	Clarkson		D&D	Active		11/17/1960		November		04/05/2001		April	
5	00130	Ashley	Nelson		D&D	Active		01/17/1978		January		06/21/2018		June	
\$	00131	Tomas	Turner		D&D	Active		11/26/1939		November		02/01/2011		February	
8	00132	Cathy	Jones		D&D	Active		09/25/1969		September		04/04/2011		April	
5	00133	Michael	Donaldson		080	Active	an to all to	09/25/1944		September		03/14/20 To add	or cre	ate a chart	
•	00134	Nicholas	Reanan		If you do n area, they			07/06/1921		July		and pic	ck Add	t, click here	ſ
						\checkmark	1							Select Char	E
rthday	iy Graph						Anniversary	Graph							÷,
														Add Chart	

5. In the Edit Chart popup, set fields to create your chart

Example: For the Detailed Calculated Time report shown below, the settings shown create a bar chart that breaks down employee's hours by counter (type of hours).

	eo calcularieo mine (Counters) Savet Detailed C					
1	hape]] of 9 + 1	- 20-07170 Room				E Courter Data Laut mass	Ander 🎭 = 🛛
	1 Employee Id	First Name	Last None	Country Data	Courte Hors Doutle David		Edit Chart
	100	any	Edwardte	12/16/2018	1.00	- Guerrap	Last stratt
	100	Enty	Edwards	10/10/2018	5.45	- Regular Time	Charl Type *
	100	Litty	Edwards	10/12/2016	0.00	- Repute Time	
	100	a staty	Edwards Edwards	12/12/2018	13	- Regular Time	L II 🗠 🕻 🖩
	100	tory toward	Edwards	12/14/2018	216	- Evering	
	101	mand	Dearts	12/12/2014	248	- Replative	
	101	mand	Edwards	13/11/2018	2.00	- Every	Data
	101	instant	Edwards	10/11/2018		- Replative	Category (X-axis) *
	101	mand	Edwards.	12/12/2018	2.00	- Evening	Counter Name + +
	101	mand	Edwards	10/10/08/9	1.00	- Replat Time	counter name
1	101	Incored	Edwards	10/10/0014		- turing	Metric (Y-axis) *
é							Counter Hours + +
0	ounter Hours by Count	ter Name					
							Value Calculation *
							Value Calculation *
	Date Of						Sun +
	t						
or balance							Sum * Chart Display
Andrew Name	Emminy Magi Nasatiy Napata Tara					Topole Tome + Constant House 1,(011,00)	Sum • Chart Display Chart Display
Course Name	Energy Mail Parativ Regular Tore					logar Tor * Caster Hars 1,013.01	Sum Chart Display Chart Display Company Title (X anis) Materic Title (Y anis)
Control Name	Emminy Magi Nasatiy Napata Tara					form for a Canter Mark L(HLBR)	Sum • Chart Display Chart Display
Course Name	Energy Mail Parativ Regular Tore					Parate Tora I Canadar Manar V, HEAR	Sum Chart Display Chart Display Company Title (X anis) Materic Title (Y anis)
Contra Name	Energy Regit Yengity Regists Yengi Yengits Sensity Results (27					a Counter Hours' LUILAN	Sum Chart Display Chart Display Chart Display Charts Ch
Course Name	tanang Magibangku Ragatan Saw Digata Sawatan	55 600 156 20			13 48 53 76 73 48	• Counter Hours: 1,013,00	Bum • Chart Display Company Time (K asis) Ø Marce Time (V asis) G Company Labels (K asis) © One schwitz (Y asis) G Company Labels (K asis) Ø Marce Time (* asis) Time *
Course Name	Energy Regit Yengity Regists Yengi Yengits Sensity Results (27	50 440 135 24	e 114 146 115		715 456 474 746 715 450	a Counter Hours' LUILAN	Sum Chart Display Chart Display Chart Display Charts Ch

When you are creating bar charts, you may see the **Stacked Chart** option, which allows you to visually compare multiple items on the horizontal (x) axis. The example below is a stacked chart showing an employee's daily overtime hours for several weeks so the amount of overtime per week can be compared (you can work with this chart in the report under **Team > Reports > Calculated Time** from the main menu).



Note: When viewing a chart, you can mouse-over each element to see where it came from in the report, or you can select the Data Labels checkbox to show them on the chart. This helps you quickly interpret the chart.