

To create a new chart, see 4 Ways to Create a Chart.

- 1. Select Column chart type (or, hover on each type to see the tool tip).
- 2. Select **OK**. The chart displays in Chart Builder mode.
- 3. Drag and drop fields from Left Navigation Area to Chart Targets to adjust data source as required.
- 4. Select **SAVE** to save the chart.

BUSINESS BREAK OF OPEN INCIDENT

