

# Bar Chart

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To create a new chart, see [4 Ways to Create a Chart](#).

1. Select Bar 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 the data source as required.
4. Select **SAVE** to save the chart.

## BY STATUS

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