

Conditional Format Icons

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Conditional format icons are used to apply conditional formatting for a column in Reports.

You can use the existing icons or upload a new icon.

Uploading a new conditional format icon

To upload a new conditional format icon:

1. Select Application Menu. The menu appears with available applications.
2. Select **Administration**. The application displays at the landing page.
3. In the Left Navigation Area, select **Settings**. The Settings expand to display list.
4. Select **Conditional Format Icons**. The existing Conditional Format Icons display.
5. Select **+NEW**. The Conditional Format Icon form displays.
6. Type the name for the Conditional Format Icon in the **Name** field.
7. Type the description for the Conditional Format Icon in the **Description** field.
8. In the **Application** field, select the Pencil icon. The Select Application dialog appears.
9. Select the application you want and select **OK**.
10. Select **Upload** and upload an icon from your computer.
11. Select **Save** to save the form.

The Icon appears in the Conditional Format Icon report and can be used to apply conditional formatting for a column.
