

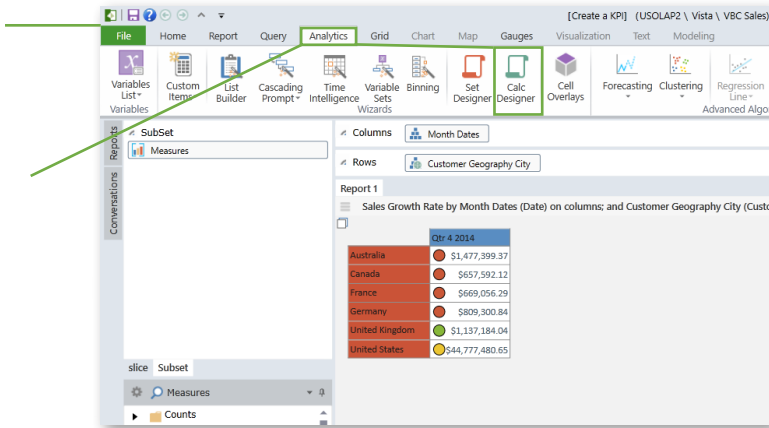
# BI Office Create a KPI

In BI Office Data Discovery, users can build **KPIs** which are custom calculations that display a value, status, or a target. Users can then set security and share them in reports inside of dashboards or publications.

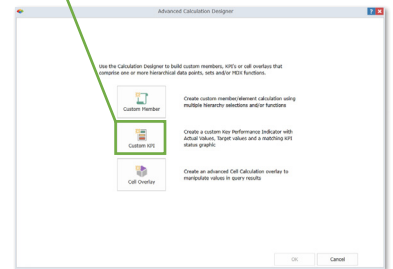
## Open the Model

Open an existing Data Discovery report.

On the **Analytics** tab click on the **Calc Designer** button.



From the **Advanced Calculation Designer**, click the **Custom KPI** button. Then click **OK**.

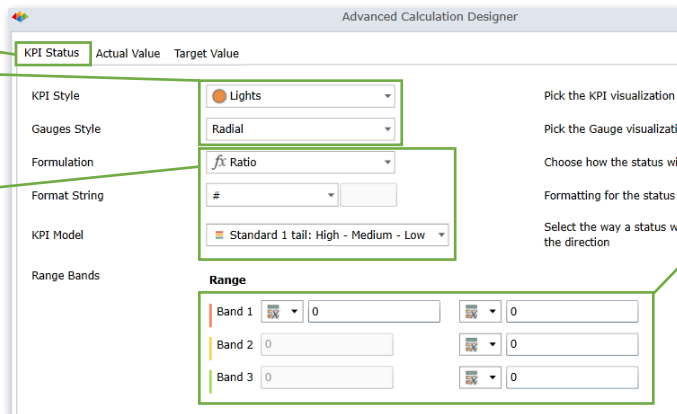


## Design the KPI Display

Decide what the KPI will **display** and how it will **look**.

On the **KPI Status** tab, Choose the **KPI** and **Gauge Style**.

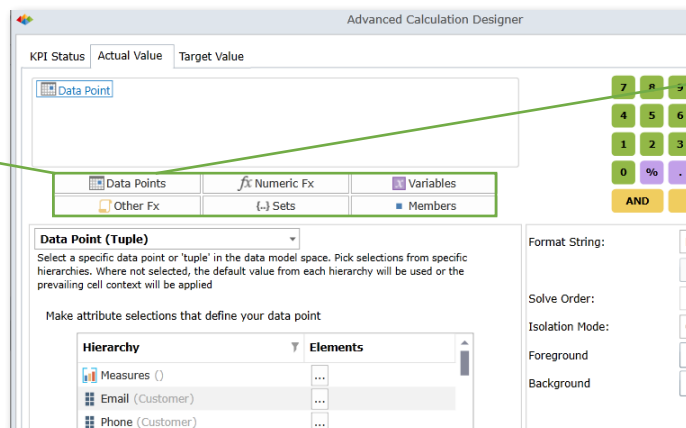
Select the type of **Formulation, Format String** calculation type, and the **KPI Model** status type.



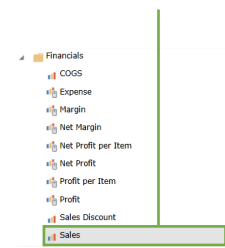
Set the color of the **Range Bands** for thresholds that correlate with red, yellow, and green status indicators.

## Edit the KPI Values

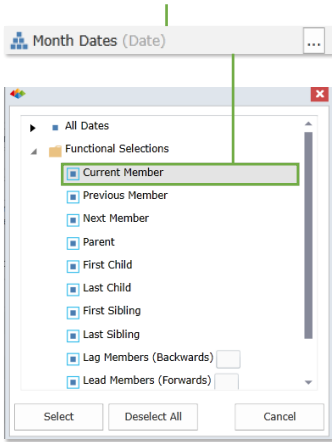
Under the **Actual Value** tab, set values for the KPI. Define **Data Points** for the value, apply **Numeric functions** or **Variables**, or bring in **Sets** or **Members**.



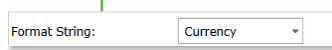
Click **Data Points**, navigate to the **Measures** hierarchy, then click the **elipsis** button. Under the the appropriate folder, select the desired **measure**.



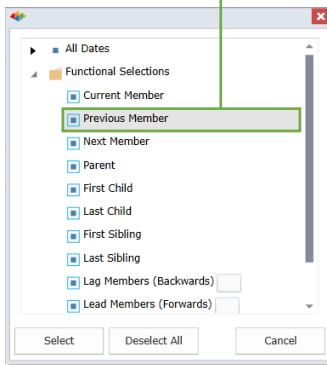
To pull the current time period, navigate to the desired **dimension** and click on the elipsis button and select **Current Member** then click **Select**.



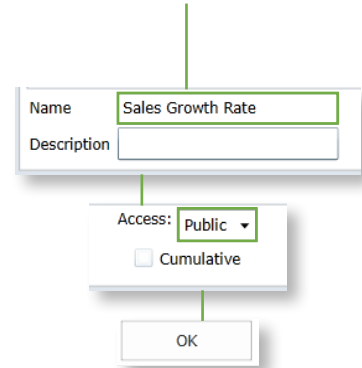
Set the **Format String** type.



On the **Target Value** tab, set up the Data Points and Format String type the same as the **Actual Value**. Except under the selected dimension, select **Previous Member**.

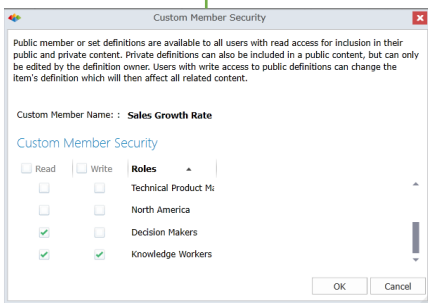


**Name** the KPI, choose to publish to a **Private** or **Public** folder, **NOTE\*** once saved to Private, it cannot be moved to Public later. Click **OK**.



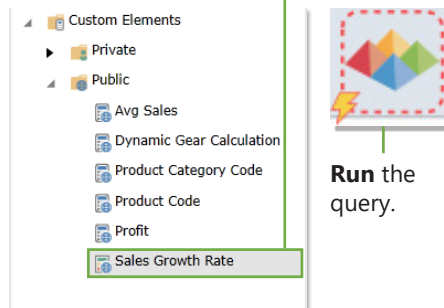
## ▶ Set Security

Set Role Security and choose who can **Read** or **Edit** the KPI. Click **OK**.



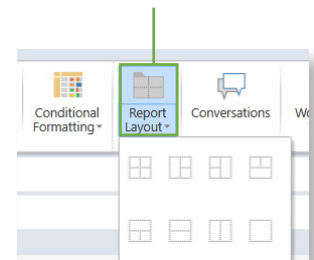
## ▶ Select the KPI

Select the new KPI from the selection panel. Under the **Elements** pane, navigate to the **Custom Elements** folder and select the **KPI**.



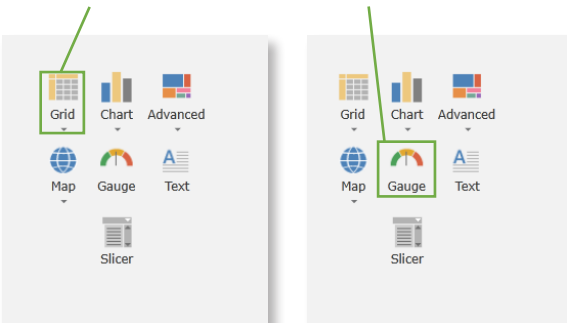
## ▶ Test

Change the Report Type to include the KPI gauges. From the main **Ribbon**, click on the **Home** tab, then the **Report Layout** button, and choose the desired style.



## ▶ Change the Report Style

Select **Grid** for the left panel and **Gauge** for the right.



See the **KPI** gagues appear.

