


# How Conditional Format Works

Users may find a way on how to easily distinguish or mark specific records within a panel. This can be done through the **Conditional Format**.

 Conditional Format is applicable to Grid and Pivot Grid style only.

Below is an example on how to set it up:

1. [Open the Panel Settings record.](#)

Panel Settings - Customer Invoices Grid

New Save Undo Delete Duplicate Deactivate Search Refresh Query Builder User Access Pull Push Close

Details Settings

Panel Name: Customer Invoices GridClass: SubpanelRows Retrieved: 0

Panel Caption: Customer Invoices GridStyle: GridRows Visible: 20

Description: Customer Invoices Grid

Query: select dtmDate, strCustomerID, strCompanyName, strOrderNumber, dblOrderTotal, dblAmountDue, ysnPaid from tbiARInvoice where @DATE@

Connection: VisionCoreDate Condition: All DatesDate Field: dtmDate

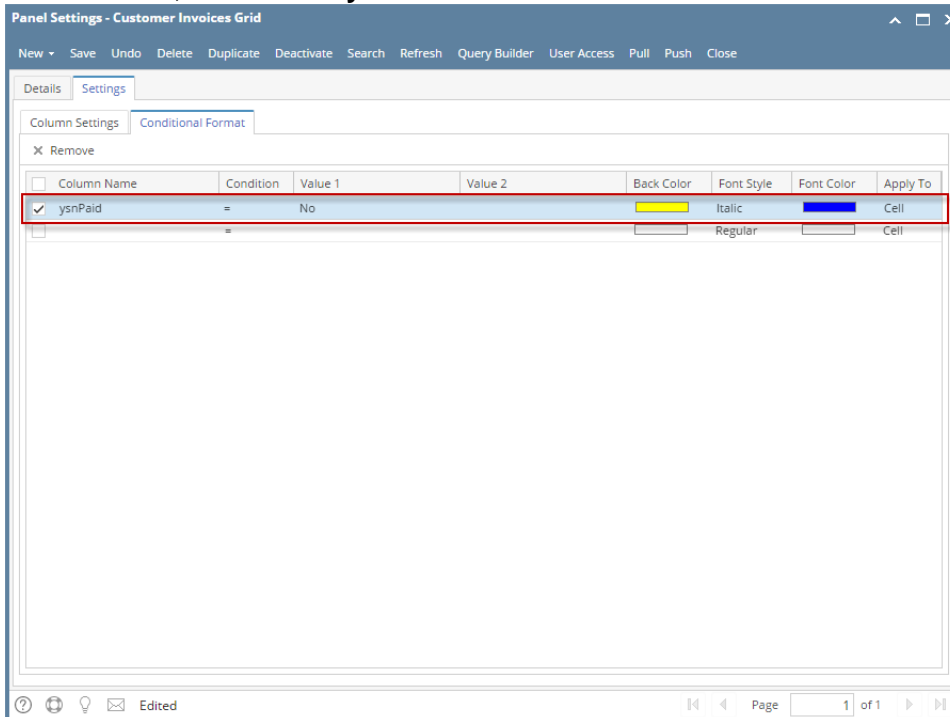
Other Filter: NoneFilter Variable: Filter Field:

Drill Down: NoneAuto Refresh panel every 1 Minute

Owner: irelyadminOrder By: Descending

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- Go to **Settings tab > Conditional Format tab** and add condition on field you would like to be noticeable. Let's take column **Paid Status**. In here, those records whose Paid Status is **No** will have an **yellow back color, italic font style and blue font color** on each cell.



- Save the changes. Here is the output once the panel was placed on the **Dashboard**.

| Customer Invoices Grid |             |                          |              |                |              |             | All Dates |
|------------------------|-------------|--------------------------|--------------|----------------|--------------|-------------|-----------|
| Date                   | Customer ID | Company Name             | Order Number | Order Total    | Amount Due   | Paid Status |           |
| 12/04/2015             | C10004      | Crest Stockroom Corp     | SI-10258     | \$50.00        | \$50.00      | No          |           |
| 11/30/2015             | C10004      | Crest Stockroom Corp     | SI-10257     | \$25.00        | \$25.00      | No          |           |
| 11/11/2015             | C10002      | Furniture Place          | SI-10251     | \$20.00        | \$20.00      | No          |           |
| 11/10/2015             | C10002      | Furniture Place          | SI-10252     | \$30.00        | \$30.00      | No          |           |
| 11/09/2015             | C10002      | Furniture Place          | SI-10253     | \$30.00        | \$30.00      | No          |           |
| 11/04/2015             | C10001      | Home Dealers             | SI-10254     | \$50.00        | \$50.00      | No          |           |
| 10/25/2015             | C10001      | Home Dealers             | SI-10255     | \$50.00        | \$50.00      | No          |           |
| 09/20/2015             | C10003      | BBM Designs              | SI-10256     | \$50.00        | \$50.00      | No          |           |
| 10/04/2014             | C10001      | Home Dealers             | SI-10250     | \$100.00       | \$100.00     | No          |           |
| 09/28/2014             | C10001      | Home Dealers             | SI-10249     | \$100.00       | \$100.00     | No          |           |
| 09/05/2014             | C10001      | Home Dealers             | SI-10248     | \$9.99         | \$9.99       | No          |           |
| 08/28/2014             | C10001      | Home Dealers             | SI-10247     | \$100.00       | \$100.00     | No          |           |
| 05/20/2014             | C10001      | Home Dealers             | SI-10246     | \$77.95        | \$77.95      | No          |           |
| 05/15/2014             | C10001      | Home Dealers             | SI-10245     | \$9.99         | \$9.99       | No          |           |
| 05/06/2013             | C10006      | Amie's Discount Center   | SI-10243     | \$1,554.55     | \$1,554.55   | No          |           |
| 05/06/2013             | C10014      | High Design & Mtg        | SI-10237     | \$319.31       | \$319.31     | No          |           |
| 05/06/2013             | C10001      |                          | SI-10232     | \$100.00       | \$100.00     | No          |           |
| 04/24/2013             | C10042      | Dreamland Bedding, Inc.  | SI-10242     | \$2,000.00     | \$2,000.00   | No          |           |
| 04/17/2013             | C10012      | HY Fine Furnishings      | SI-10236     | \$299.95       | \$299.95     | No          |           |
| 04/12/2013             | C10010      | Master Appliance Company | SI-10244     | \$109.89       | \$109.89     | No          |           |
|                        |             |                          | 263          | \$8,107,118.95 | \$659,760.86 |             |           |

4. Changing the **Apply To** condition to **Row** will cascade the condition on the entire row.

**Panel Settings - Customer Invoices Grid**

New Save Undo Delete Duplicate Deactivate Search Refresh Query Builder User Access Pull Push Close

Details Settings

Column Settings Conditional Format

X Remove

| Column Name | Condition | Value 1 | Value 2 | Back Color | Font Style | Font Color | Apply To |
|-------------|-----------|---------|---------|------------|------------|------------|----------|
| ysnPaid     | =         | No      |         | Yellow     | Italic     | Blue       | Row      |
|             | =         |         |         |            | Regular    |            | Cell     |

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Customer Invoices Grid

| Date       | Customer ID | Company Name              | Order Number | Order Total    | Amount Due   | Paid Status |
|------------|-------------|---------------------------|--------------|----------------|--------------|-------------|
| 12/04/2013 | C10004      | Crest Bookroom Corp       | 31-10258     | \$50.00        | \$50.00      | No          |
| 11/30/2013 | C10004      | Crest Bookroom Corp       | 31-10257     | \$25.00        | \$25.00      | No          |
| 11/11/2013 | C10002      | Furniture Place           | 31-10281     | \$20.00        | \$20.00      | No          |
| 11/10/2013 | C10002      | Furniture Place           | 31-10282     | \$30.00        | \$30.00      | No          |
| 11/09/2013 | C10002      | Furniture Place           | 31-10283     | \$30.00        | \$30.00      | No          |
| 11/04/2013 | C10001      | Home Dealers              | 31-10284     | \$50.00        | \$50.00      | No          |
| 10/25/2013 | C10001      | Home Dealers              | 31-10255     | \$50.00        | \$50.00      | No          |
| 09/20/2013 | C10003      | B&M Design                | 31-10256     | \$50.00        | \$50.00      | No          |
| 10/04/2014 | C10001      | Home Dealers              | 31-10250     | \$100.00       | \$100.00     | No          |
| 09/28/2014 | C10001      | Home Dealers              | 31-10249     | \$100.00       | \$100.00     | No          |
| 09/09/2014 | C10001      | Home Dealers              | 31-10248     | \$5.99         | \$5.99       | No          |
| 08/28/2014 | C10001      | Home Dealers              | 31-10247     | \$100.00       | \$100.00     | No          |
| 05/20/2014 | C10001      | Home Dealers              | 31-10246     | \$77.95        | \$77.95      | No          |
| 05/15/2014 | C10001      | Home Dealers              | 31-10245     | \$9.99         | \$9.99       | No          |
| 04/09/2013 | C10006      | Amco's Bookroom Center    | 31-10243     | \$1,554.95     | \$1,554.95   | No          |
| 04/09/2013 | C10014      | High Design & Mfg         | 31-10237     | \$319.31       | \$319.31     | No          |
| 03/09/2013 | C10001      | Home Dealers              | 31-10232     | \$100.00       | \$100.00     | No          |
| 04/24/2012 | C10042      | Dreamland Bedding, Inc.   | 31-10242     | \$2,000.00     | \$2,000.00   | No          |
| 04/17/2012 | C10012      | NY Fine Furnishings       | 31-10236     | \$299.95       | \$299.95     | No          |
| 04/12/2012 | C10016      | Master Assistance Company | 31-10244     | \$109.89       | \$109.89     | No          |
|            |             |                           | 263          | \$6,107,118.95 | \$659,780.86 |             |