


Conditional Formatting

Creating a condition

To create a condition, follow the steps below:

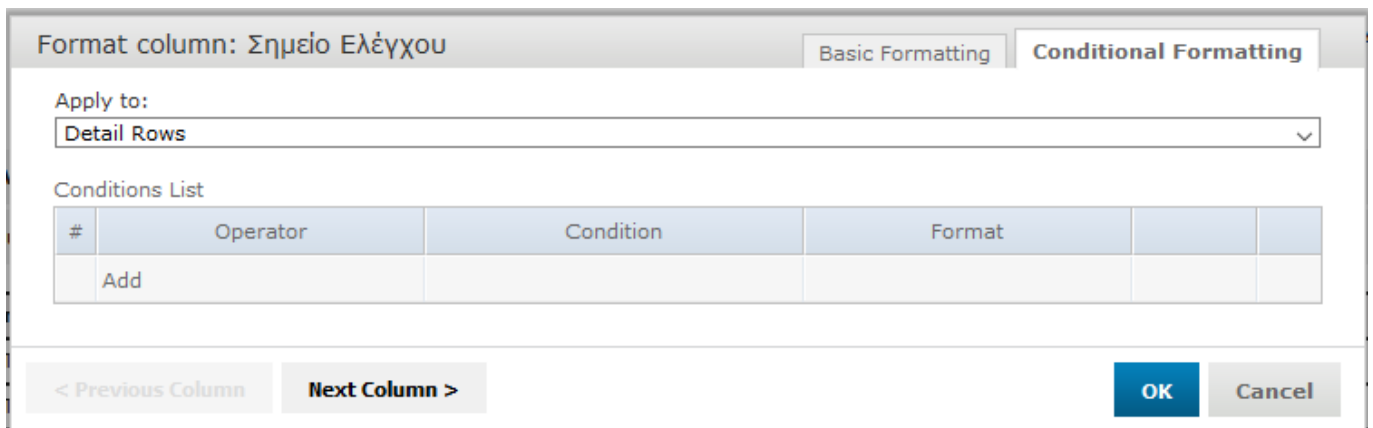
- Run your report
- Click on the header or field of the column you want to format.
- Move your mouse over the  icon and select the **Formatting...**
- Click the **Conditional Formatting** tab and you will see the formatting window opens.
- Go to the **Apply to** box and select the part of the column you want to apply your formatting to.
- Click **Add** to add a line item in the Conditions List.
- Fill the following information:

-> **Operator**: use the drop-down menu to define how the condition is compared to the column data.

-> **Condition**: enter the criteria

-> **Format**: select the formatting applied to fields meeting the defined conditions.

- Repeat the process to add multiple conditions.
- Click on previous and next columns to add conditions there.
- Click on **OK** to apply the changes.



The screenshot shows a dialog box titled "Format column: Σημείο Ελέγχου" with two tabs: "Basic Formatting" and "Conditional Formatting". The "Conditional Formatting" tab is active. Inside the dialog, there is a section "Apply to:" with a dropdown menu showing "Detail Rows". Below this is a "Conditions List" table with columns: #, Operator, Condition, Format, and two empty columns. The table has one row with "Add" in the first column. At the bottom, there are buttons for "< Previous Column", "Next Column >", "OK", and "Cancel".

#	Operator	Condition	Format		
Add					

With conditional formatting, you can apply the options listed in the Column Formatting but also includes some more advanced options including:

- **Condition Hierarchy**: after you create your formatting you can move the conditions on the top or the bottom of the other conditioning. Then the top condition will override the bottom ones.
- **Condition Button States**: conditions that are higher up in the hierarchy can affect those below them so the font style selection buttons each have three states:

-> **Unchanged**: It inherits the previous condition-based style if it exists.

-> **Set**: the style is applied to the text matching the condition.

-> **Not Set**: the style is not applied to the text that meets the condition and is removed if a conflict condition is lower in the hierarchy has marked that style as






	Unchanged	Set	Not Set
Bold			
Italic			
Underline			

The Background Color Picker has the same buttons but the three states are slightly differentiated:

-> **Unchanged**: the field inherits the previous condition-based style if it exists.

-> **Set**: the color is applied to text or background on the field that meets the condition.

-> **No Fill (background only)**: no color is applied to the background that meets the condition.

	Unchanged	Set	No Fill
Background Color			
Text Color			N/A