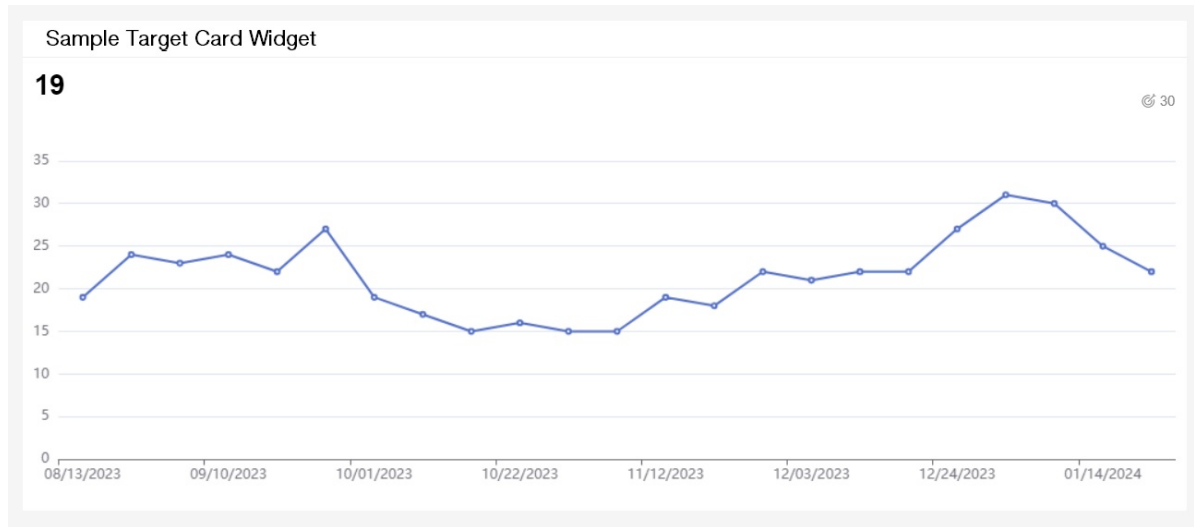


# How to Create a Target Card Widget

A target card widget takes snapshots of a selected measure at a frequency set by the user. This widget helps to visually communicate and monitor performance metrics and historical data against a pre-defined target.



Use this article to create and configure the settings of a target card widget.

What's on this page:

- [Prerequisites](#)
- [Video guide](#)
- [Creating a target card widget](#)
- [Related Topics](#)

## Prerequisites

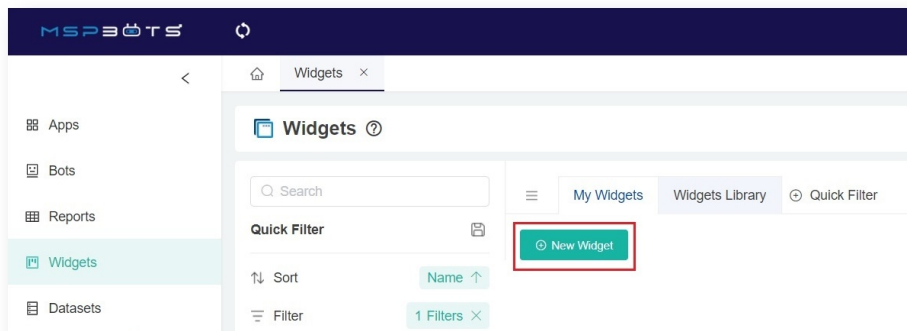
Before you proceed, make sure that you are logged in to the MSPbots app as an administrator.

## Video guide

Watch this video or follow the procedure below to create a target card widget.

## Creating a target card widget

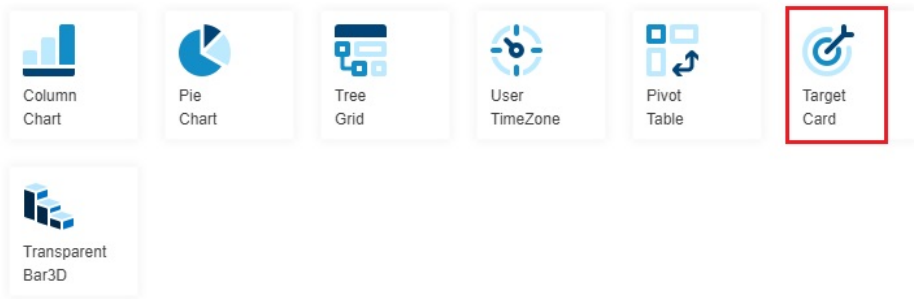
1. Navigate to [Widgets](#) and click the **New Widget** button.



2. On the New Widgets window, select **Target Card**. This step opens the Widget Builder window.

New Widget ?

Published



3. When the Widget Builder window appears, go to **Basic Setting** and provide the following:

- **Name** - Give the widget a Name.
- **Description** - Provide a short Description.
- **Role** - Select the user that needs access to the widget.

## Widget Builder

*i*

### Basic Setting

\* Name

Open tickets

Description

This is the description...

More Info

Please Enter More Info

\* Role

Admin + 1

Tag

Tag

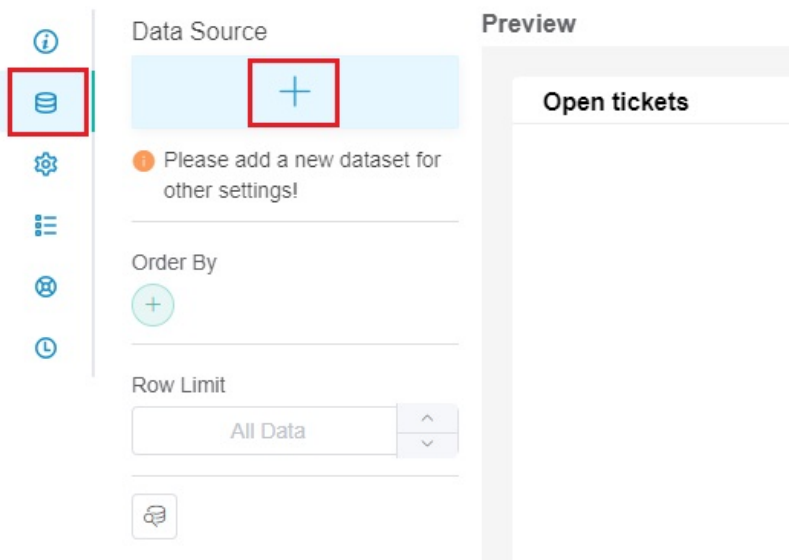
Integration :

Dataset :

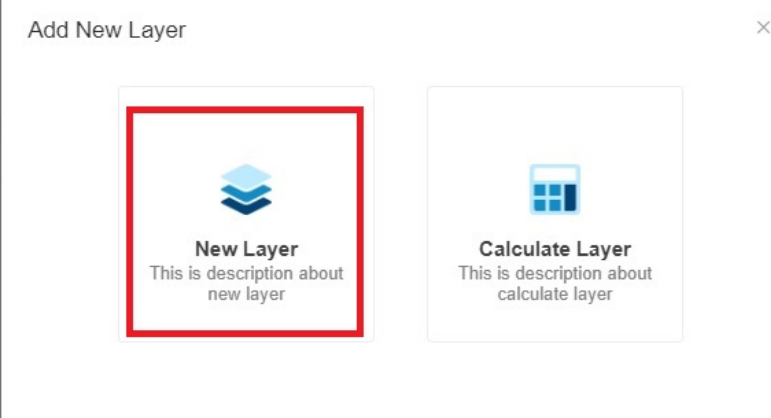
4. Click **Apply**.

5. Next, go to **Dataset** and click the **+** button.

## Widget Builder



6. Select **New Layer** on the window that appears. This step opens the Dataset window.



7. Do the following on the Dataset window:
- Select a dataset to use.
  - Give the data source a name.
  - Add columns by selecting an option from the **Column Name** dropdown list and assigning an **Alias** and **Business Type** for each. Click the **+** icon to add more rows.

d. Add filters, measures, and dimensions.

Dataset:

select

▼

Show datasource name as

Columns Display:

Select All

Clear All

Column Name	Alias	Business Type	
<div>Select Column 1 ▼</div>	<div>fx</div> <div>Enter Alias</div>	<div>Select Business ▼</div> <div></div>	<div></div> <div></div>

Filter:

AND

OR

+

Measure

+

Dimension

+

Order By

+

Row Limit

All Data

^

▼

☐ Remove duplicate data

Cancel

Save

Refer to [What Conditions are Available for Creating Widgets?](#) as a guide for this step.

8. Click **Save**.
9. Click **Apply** to show a preview of the target card that you created.

10. Next, go to **Config** and provide data for the following fields:

## Widget Builder

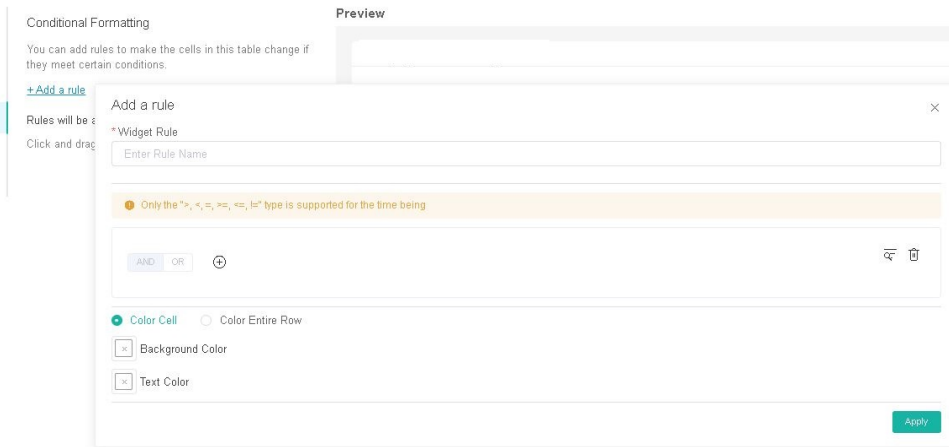
The screenshot shows the 'Widget Builder' configuration interface. The 'Config' tab is selected in the left sidebar. The configuration fields are as follows:

- Y Value:** A dropdown menu with 'count\_summary' selected.
- X Value:** A dropdown menu with 'snapshot\_date' selected.
- User:** A dropdown menu with a blurred name.
- Recurrence:** A dropdown menu with 'Monthly' selected, and a second dropdown with '1st' selected.
- On specific time:** A toggle switch is turned on, and a time picker shows '00:00'.
- Time Zone:** A dropdown menu with 'Asia/Shanghai' selected.
- Benchmark:** An empty text input field.
- Date Range:** A radio button is selected.
- Last Days:** A radio button is selected, and a text input shows '10' followed by 'Days'.
- Header Text:** An empty text input field.

- Y Value** - Select the data for the y-axis (vertical).
- X Value** - Select the data for the x-axis (horizontal).
- User** - Select the name of the KPI or metric owner from the dropdown list. Selecting a user activates the widget and starts taking snapshots of the target card. The snapshot will not be generated if this field is left blank.
- Recurrence** - Select the frequency for taking snapshots. Choose from the following options:
  - Daily** - Selecting to take a snapshot daily allows you to set a specific snapshot frequency as often as every five minutes.
  - Weekly** - Select a specific day of the week and enable the **On specific time** toggle to take a snapshot at a specific time for that day.
  - Monthly** - Select a specific day of the month and enable the **On specific time** toggle to take a snapshot at a specific time for that month. Because the last day varies each month, select **last day** if you wish to take a snapshot every last day of the month.
  - Quarterly** - For quarterly snapshots, select a month for the quarter and day, and enable the **On specific time** toggle to select a specific recurrence for that schedule. Select **last day** if you wish to take a snapshot every last day of the chosen month.
  - Yearly** - For yearly snapshots, select a month and day, and enable the **On specific time** toggle to select a specific recurrence for that schedule. Select **last day** if you wish to take a snapshot every last day of the chosen month.  
*If the **On specific time** toggle is not enabled, the default snapshot recurrence is 00:00 (midnight).*
- Time Zone** - Select the time zone to use for the widget.
- Benchmark** - Type the target score for the metric in the widget.
- Date Range** - Set the start and end dates for the widget's data.
- Last Days** - Set the number of days to limit the graph dimension.
- Header Text** - Type a label for the measure.
- Showing date interval**
- Trend Line** - Select your preferred trendline from the dropdown list, if necessary:
  - linear
  - exponential
  - polynomial

11. Click **Apply** to show a preview of the new target card.

12. If you want to change the text or background color when the fields and measures meet specific conditions, set a conditional formatting rule for your target card. Go to **Conditional Formatting** and add rules to define the conditions. Once a rule is set, click **Apply** on the widget rule window.



13. Lastly, click **Apply** then click **Apply** again on the widget to save and show a preview of the target card. The preview will appear empty on the first day of widget creation because the widget does not have a record of snapshots yet. Once records are available, a line graph preview will appear.

## Related Topics

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- [Creating a Scorecard Dashboard](#)
- [What Filter Conditions and Formats are Available for Creating Widgets](#)
- [How to Create Slicers in Widgets](#)
- [Creating a Column Chart Widget](#)
- [Creating a Grid Widget](#)