**Workforce Planning and Analytics - Changing Measures between ‘Actual’ to ‘Annualized’**

Users have the ability to change how the measure data is reported for selected measures.

Environment – Preview and Production instances

Tool – Query Workspace WFA only

1. Select desired measure and enter the design view of the query. Measures will be highlighted in blue.



1. Select the measure and drop down will appear. Select ‘Edit’



1. Now able to choose between ‘Actual’ and ‘Annualized’. The black arrow on gray bar should be clicked on to save changes.



1. All measures can’t be changed. If unable to change, the tool will inform user.

