Downloading a Chart

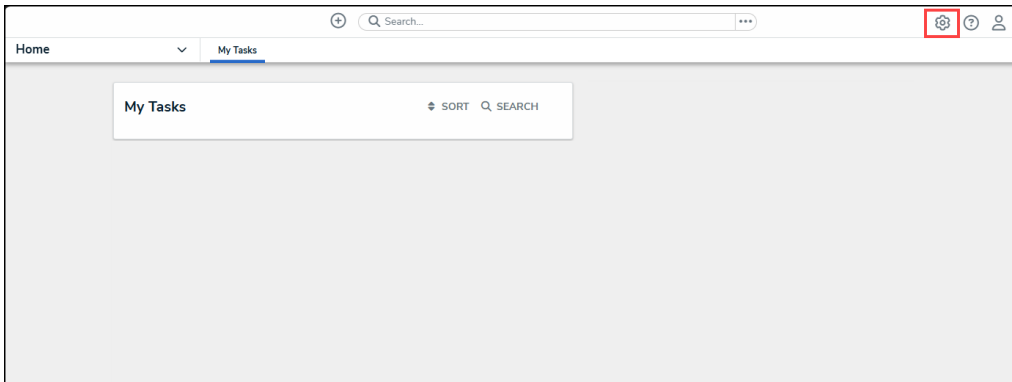Last Modified on 01/29/2025 4:47 pm EST

Overview

Downloading feature allows an Administrator to download a Chart as a JPG, PDF, Excel, .csv, or .csv-summary.

User Account Requirements

The user account you use to log into Resolver must have Administrator permission or Data Management advanced permissions to download a Chart.
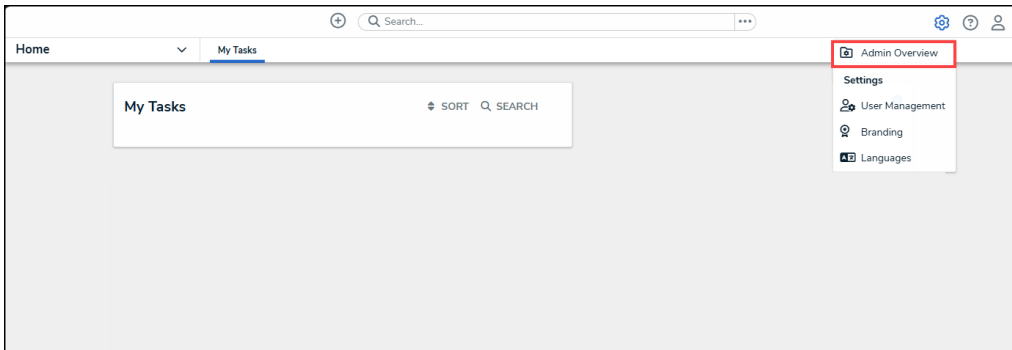
Navigation

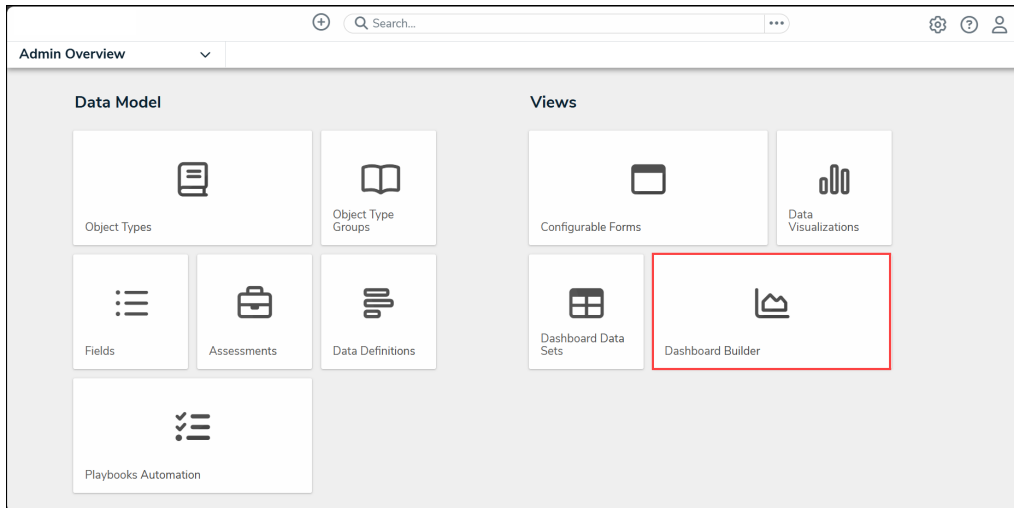1. From the **Home** screen, click the **Administration** icon.

Administration Icon

2. From the **Administrator Settings** menu, click the **Admin Overview** link.
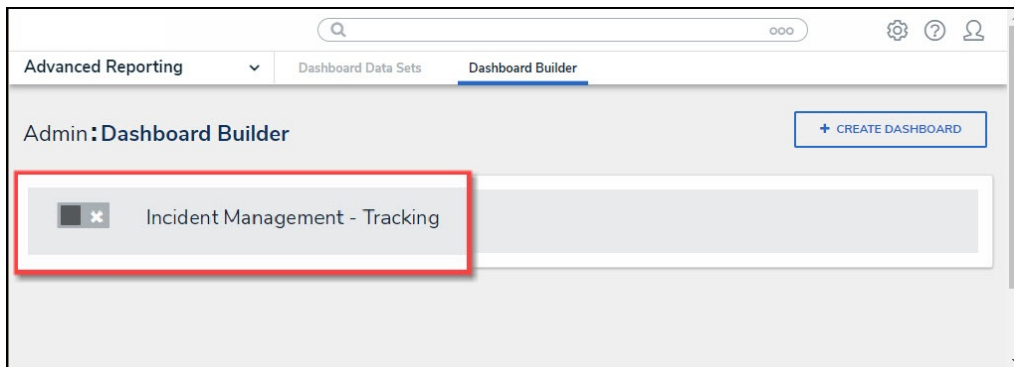

Administrator Settings Menu

3. From the **Admin Overview** screen, click on the **Dashboard Builder** tile under the **Views** section.
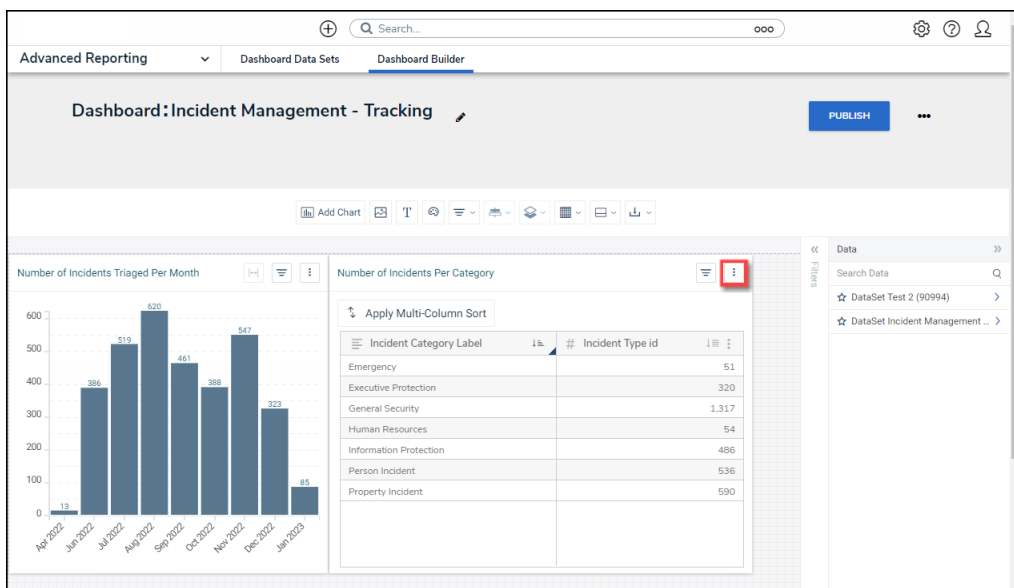
Dashboard Builder Tile

4. From the **Dashboard Builder** screen, click a **Dashboard Name**.
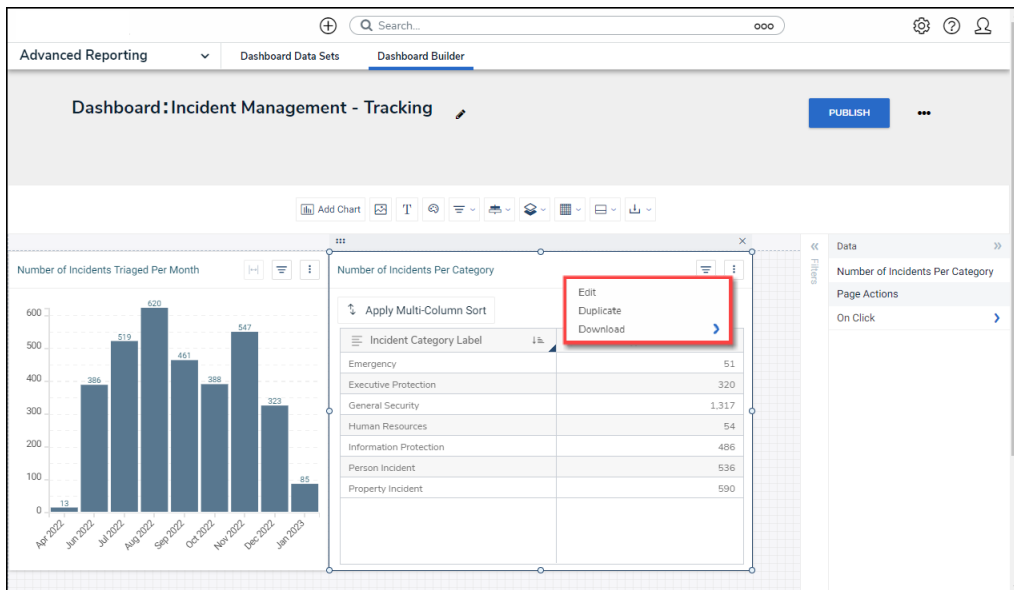

Dashboard Name

Downloading a Chart

1. From the Dashboard screen, click the **More Options** icon on a **Chart View**.
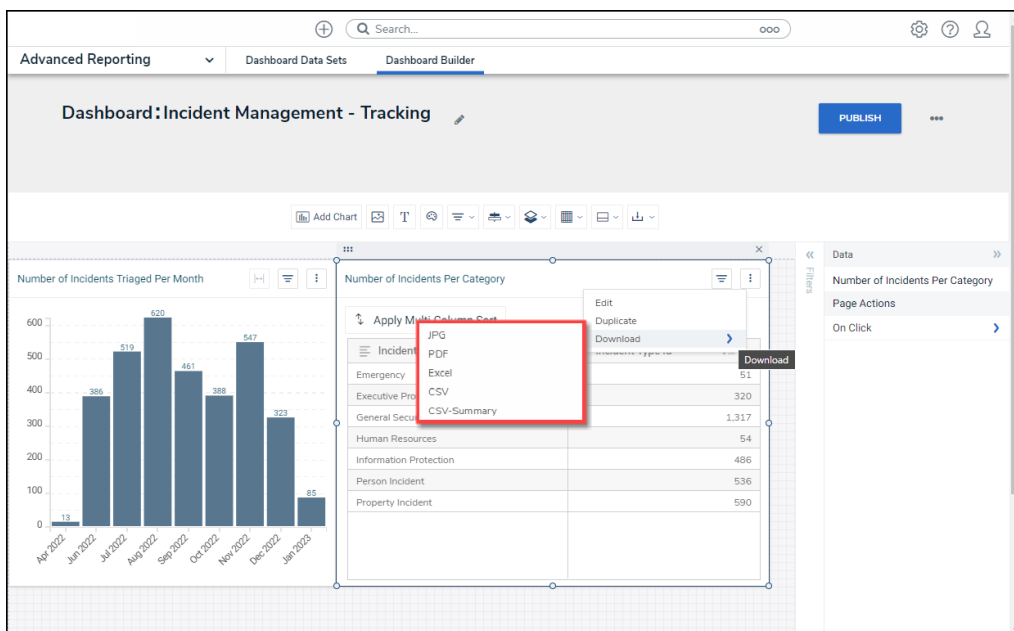
2. Click the **Download** option from the **More Options** dropdown menu.

Download Option

3. Select a Download option from the pop-up menu, JPG, PDF, Excel, .csv, or .csv-summary.

Download Options

4. The .csv-summary includes a summarized version of the Chart, including the Dataset, Chart Name, Filters, etc.

Incident Category Label	Incident Type id (SUM)
Dataset name: DataSet Incident Management (90989)	
Chart Name: Number of Incidents Per Category	
Filters applied:	
No filters applied	
Export Date Time: UTC 05/31/2023 17:43:30	
============================	
The exported table has a number of max groups configured. Only the first 50 groups were exported	
Incident Category Label	Incident Type id (SUM)
Emergency	51
Executive Protection	320
General Security	1,317
Human Resources	54
Information Protection	486
Person Incident	536
Property Incident	590

.csv-summary