

## **Downloading a Chart**

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

# Overview

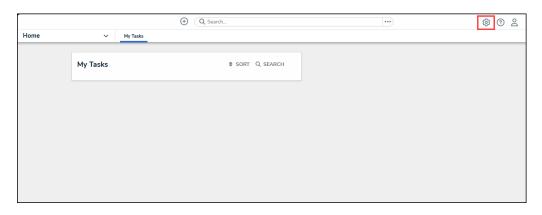
Downloading feature allows an Administrator to download a Chart as a JPG, PDF, Excel, .csv, or .csv-summary.

### **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.

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



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Dashboard Builder Tile

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

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Dashboard Name

### **Downloading a Chart**

1. From the Dashboard screen, click the **More Options** icon on a **Chart View**.

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400 386 388 388	Executive Protection	320			
300	General Security	1,317			
	Human Resources	54			
200	Information Protection	486			
100	Person Incident	536			
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#### More Options Icon

#### 2. Click the **Download** option from the **More Options** dropdown menu.

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Download Option

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

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#### Download Options

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



	A	B	С	
1	Dataset name: DataSet Incident Management (90989)			
2	Chart Name: Number of Incidents Per Category			
3	Filters applied:			
4	No filters applied			
5	Export Date Time: UTC 05/31/2023 17:43:30			
6				
7	The exported table has a number of max groups configured. Only the first 50 groups were exported			
8	Incident Category Label	Incident Type id (SUM)		
9	Emergency	51		
10	Executive Protection	320		
11	General Security	1,317		
12	Human Resources	54		
13	Information Protection	486		
14	Person Incident	536		
15	Property Incident	590		
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