

Downloading a Chart

Last Modified on 09/15/2023 1:52 pm EDT

Our new Dashboard feature is available upon request for the initial launch phase. Please contact your Customer Success Manager if you'd like to schedule implementation with our Services team.

Overview

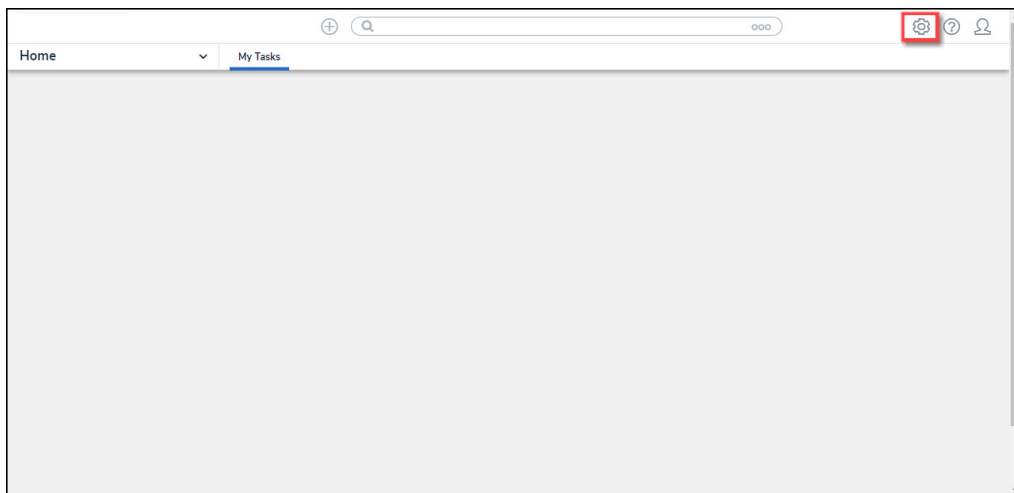
Downloading feature allows an Administrator to download a Chart as a JPG, PDF, Excel, .csv, or .csv-summary.

User Account Requirements

The user account you use to log into Resolver must have Administrator permission to use the Dashboard Builder.

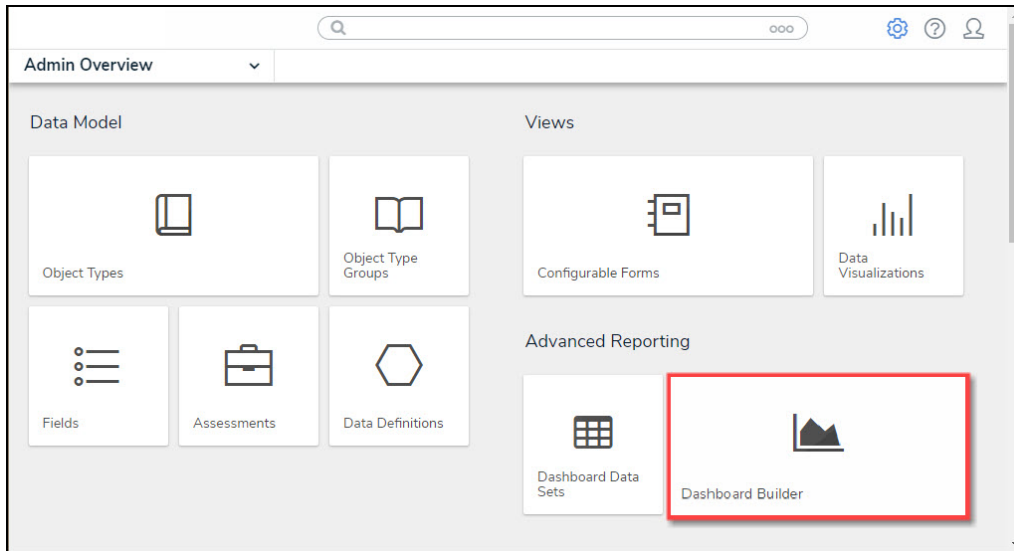
Navigation

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



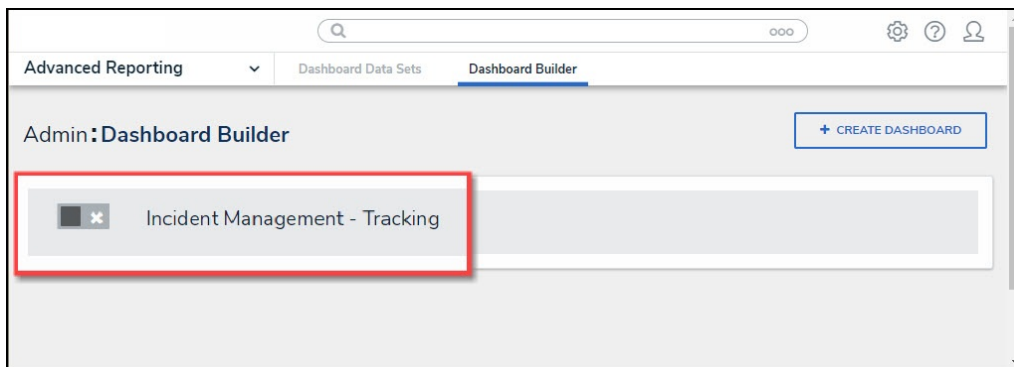
System Icon

2. From the **Admin Overview** screen, click the **Dashboard Builder** tile under the **Advanced Reporting** section.



Dashboard Data Sets Tile

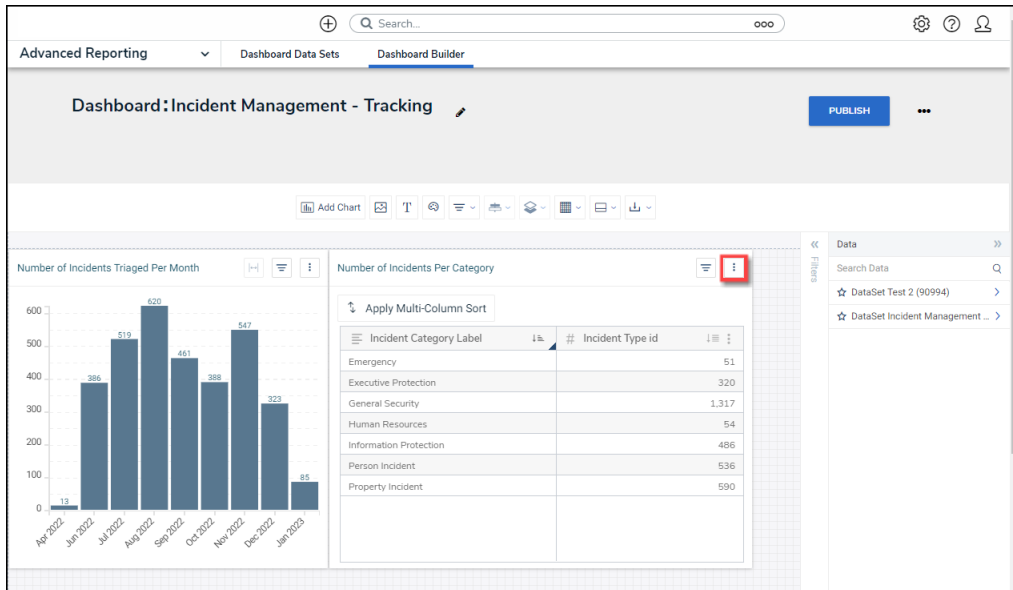
3. From the **Dashboard Builder** screen, click a **Dashboard Name**.



Dashboard Name

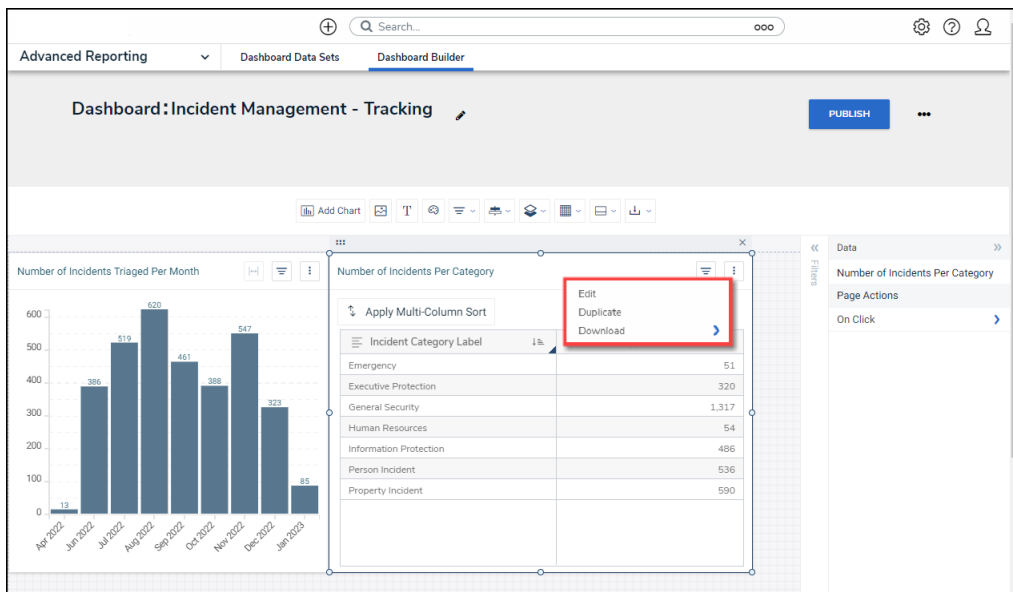
Downloading a Chart

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



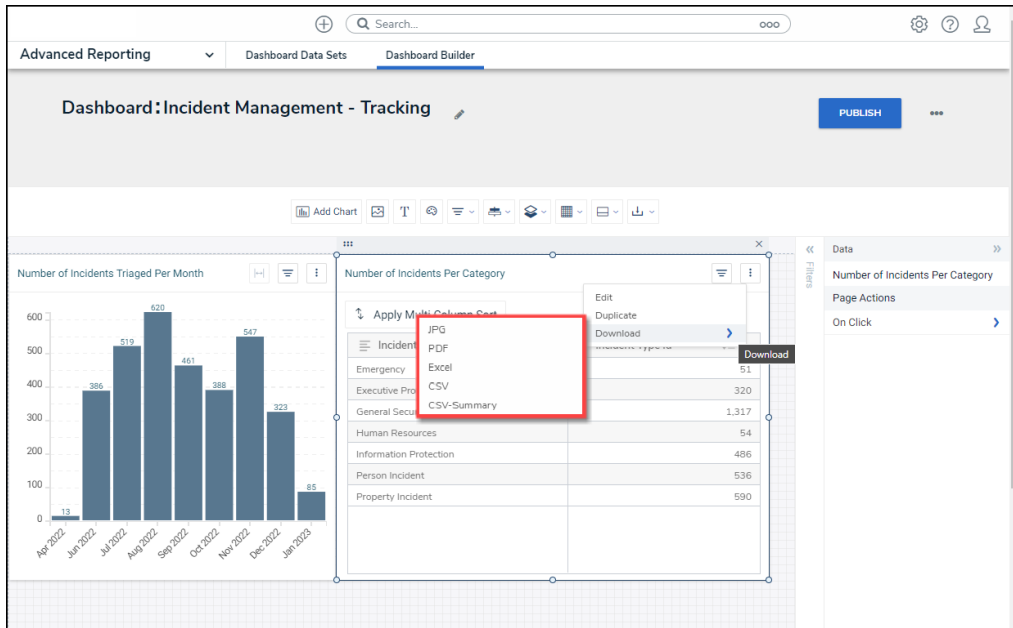
More Options Icon

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

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

The screenshot shows a CSV file export with the following content:

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