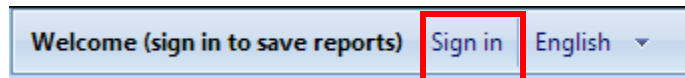


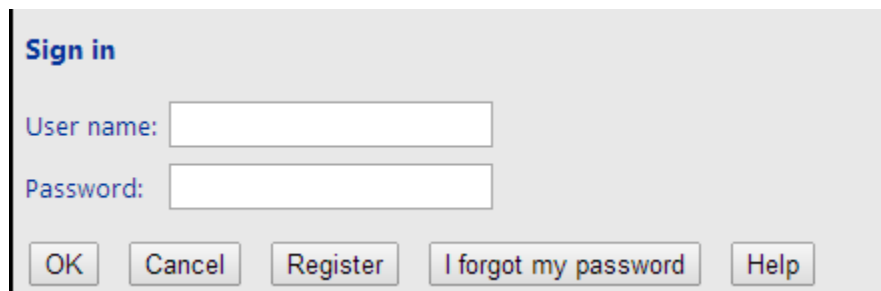
Perspective 6.0 Tutorial

Creating a New Report

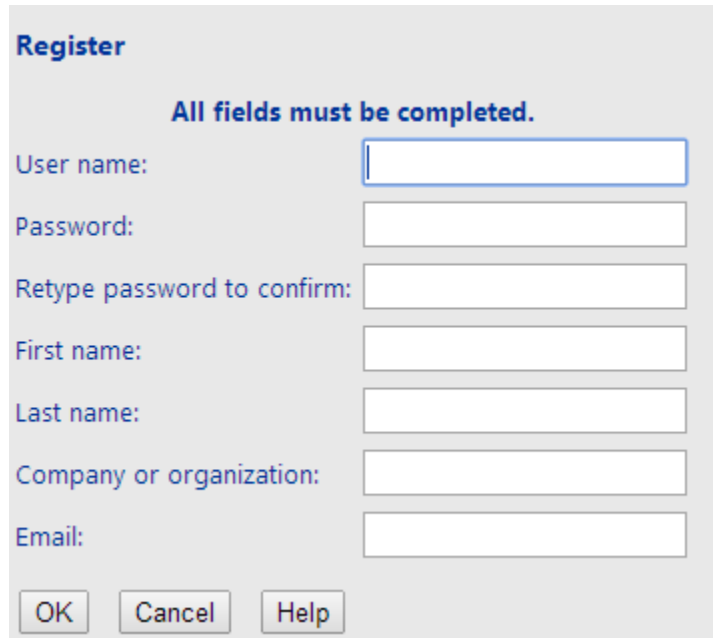
1. Before you can create a new report, you must be signed in. To sign in, click **Sign in** on the menu bar. (You can also select **File** menu > **Sign in**.)



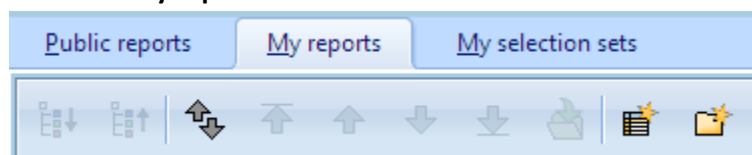
2. If you already have an account, you can enter your user name and password and click **OK**.


A screenshot of the 'Sign in' dialog box. It has a title bar that says 'Sign in'. Below the title bar are two input fields: 'User name:' and 'Password:'. At the bottom of the dialog are five buttons: 'OK', 'Cancel', 'Register', 'I forgot my password', and 'Help'.

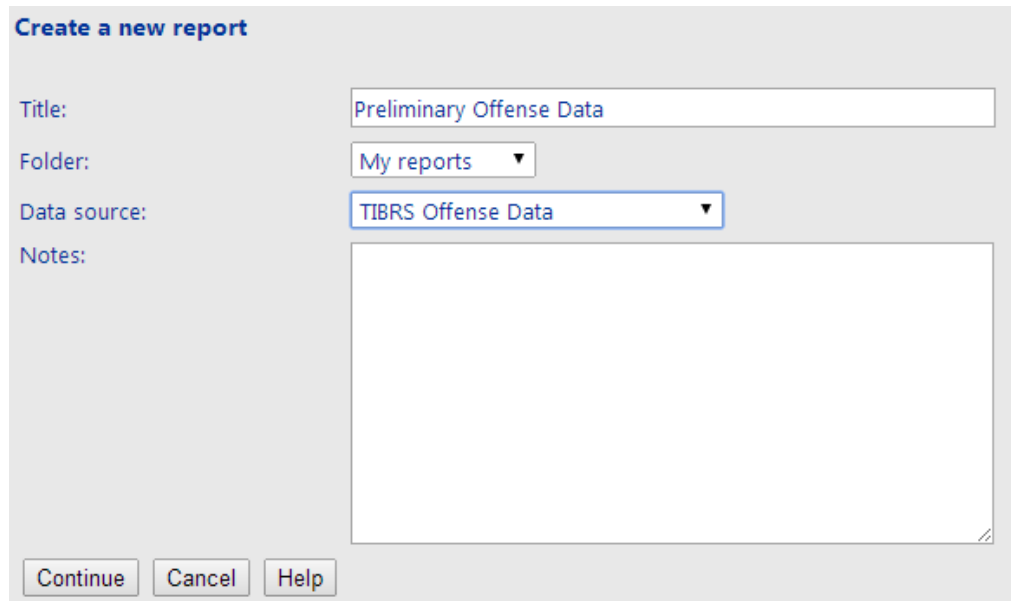
3. To create a new account online, click **Register**. (Note: Not all sites allow users to register online.) Fill in all the fields and click **OK**.

A screenshot of the 'Register' dialog box. It has a title bar that says 'Register'. Below the title bar is a message: 'All fields must be completed.' There are seven input fields: 'User name:', 'Password:', 'Retype password to confirm:', 'First name:', 'Last name:', 'Company or organization:', and 'Email:'. At the bottom of the dialog are three buttons: 'OK', 'Cancel', and 'Help'.

4. Select the **My reports** tab.



- To create a new report, click the **Create a new report** button  on the toolbar. (You can also click the **File** menu and select **Create a new report**.)
- Enter the name for the new report and select a folder where you want to create it. (The folder must already exist and it must be inside **My reports**.) If you wish, you can add report notes as well. Then select a data source and click **Continue**.



Create a new report

Title: Preliminary Offense Data

Folder: My reports ▼

Data source: TIBRS Offense Data ▼

Notes:

Continue Cancel Help

- The **Report contents** area for the new report appears.

If you wish, you can use the dimension list on the left to choose dimensions and dimension members to appear in your report.

- For this tutorial, we will accept the defaults and view the table. The default dimensions are **Measures**, and the first dimension to appear in the dimension list, **Jurisdiction**.
- To display the new report, click the **Show report** button.
- The new report appears initially as a table. It has the default measure **Number of Crimes**, on the rows, and the default member of the Jurisdiction dimension, **Tennessee**,

on the columns.

Report contents
Instructions:
Click on dimension names below to change or edit report contents

- Measures
- Jurisdiction
- Offense Type
- Criminal Activity Type
- Offense Attempted or Completed
- Offender Using
- Method of Entry
- Type of Weapon/Force Involved
- Bias Motivation
- Incident Date

View as: **Table** Chart E-mail report definition... [Show report](#)

Preliminary Offense Data
Current date: 5/26/2014 1:57:50 PM (Eastern Daylight Time)
Incident Date: 2009

↕ ↕ Rows 1-1 of 1 ↕ ↕ Columns 1-1 of 1

Jurisdiction	Tennessee
Measures	
Number of Crimes	602,851

11. To save the new report to your report list, click the **Save** button on the toolbar and select **Save report**. (You can also select **File** menu > **Save report**.)

12. To return to the **My reports** tab, click **Show report list**.

View as: **Table** Chart E-mail report definition... [Show report list](#)

Preliminary Offense Data
Current date: 5/14/2014 10:08:43 AM (Eastern Daylight Time)
Incident Date: 2009

↕ ↕ Rows 1-1 of 1 ↕ ↕ Columns 1-1 of 1

Jurisdiction	Tennessee
Measures	
Number of Crimes	602,851

13. Your new report appears in the report list.

Public reports **My reports** **My selection sets**

Preliminary Offense Data