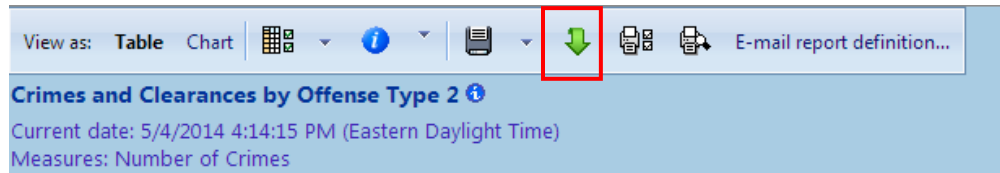


# Perspective 6.0 Tutorial

## Downloading Reports

Downloading a report opens or saves it on your computer.

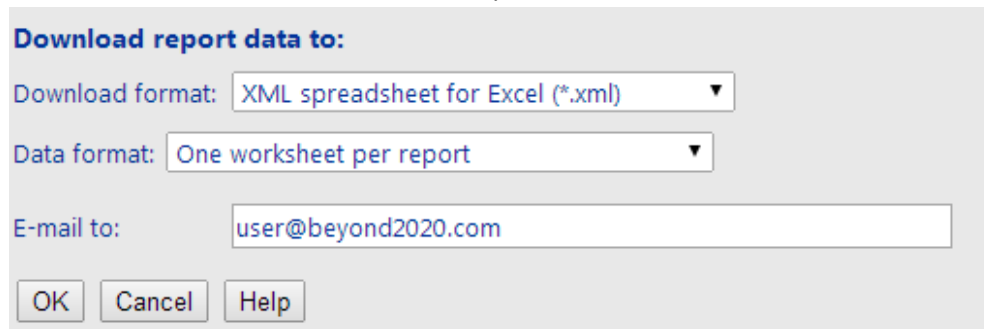
1. To download a report, click **Download report data**. (You can also select **File menu > Download report data**.)



The screenshot shows a report titled "Crimes and Clearances by Offense Type 2". The interface includes a toolbar with a green download icon highlighted by a red box. Below the toolbar, the report title and current date (5/4/2014 4:14:15 PM) are displayed. The report is a pivot table with "Offense Type" as the row dimension and "Incident Date" as the column dimension. The data is filtered by "Offender Age" and shows the number of crimes for each age group from 2001 to 2005.

Offense Type	Crimes Against Persons				
Incident Date	2001	2002	2003	2004	2005
Offender Age					
18 - 24	36,000	37,733	37,535	40,030	41,785
25 - 34	39,869	41,996	41,603	44,164	46,466
35 - 44	30,243	31,905	32,121	33,135	34,024
45 - 54	11,650	12,916	13,639	14,885	15,896
55 - 64	3,170	3,531	3,797	4,129	4,403

2. Make your selections on the **Download report data to** dialog. \*.CSV is a text format that can be imported into a spreadsheet, such as MS Excel. The separator can be either a comma or a semicolon. \*.XML can be opened in MS Excel 2003 or later.



The dialog box is titled "Download report data to:". It contains three main sections: "Download format:" with a dropdown menu set to "XML spreadsheet for Excel (\*.xml)", "Data format:" with a dropdown menu set to "One worksheet per report", and "E-mail to:" with a text input field containing "user@beyond2020.com". At the bottom, there are three buttons: "OK", "Cancel", and "Help".

3. We will download our report as an XML file with the entire report contained in one worksheet. If the Email preference has been enabled for the site, you may enter an email for the person to whom you want to send the downloaded file.

- The downloaded file can then be opened in MS Excel.

A1 Crimes and Clearances by Offense Type 2								
A	B	C	D	E	F	G	H	
1	<b>Crimes and Clearances by Offense Type 2</b>							
2	Current date: 5/4/2014 4:22:43 PM (Eastern Daylight Time)							
3	Measures: Number of Crimes							
4								
5	<b>Offense Type</b>	<b>Crimes Against Persons</b>						
6	<b>Offender</b>							
7	<b>Offender</b>	2001	2002	2003	2004	2005		
8	18 - 24	36,000	37,733	37,535	40,030	41,785		
9	25 - 34	39,869	41,996	41,603	44,164	46,466		
10	35 - 44	30,243	31,905	32,121	33,135	34,024		
11	45 - 54	11,650	12,916	13,639	14,885	15,896		
12	55 - 64	3,170	3,531	3,797	4,129	4,403		
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