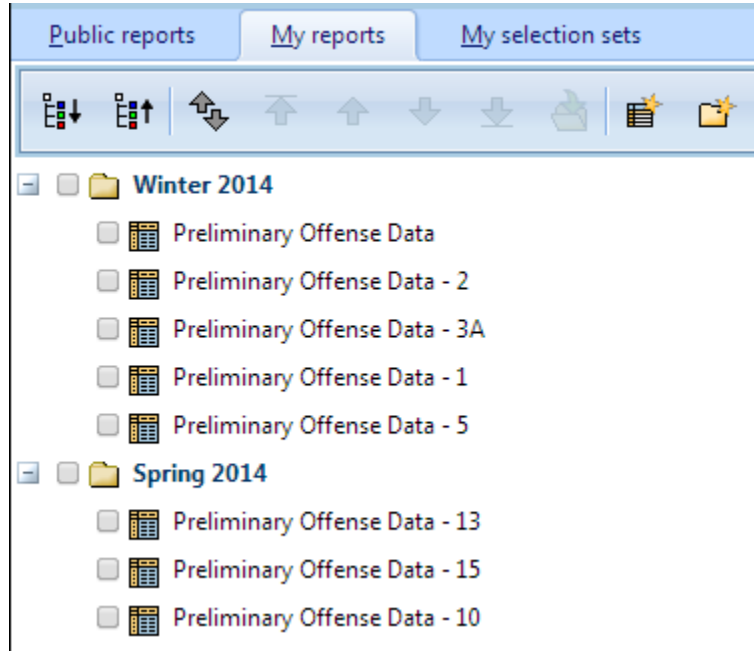



Perspective 6.0 Tutorial

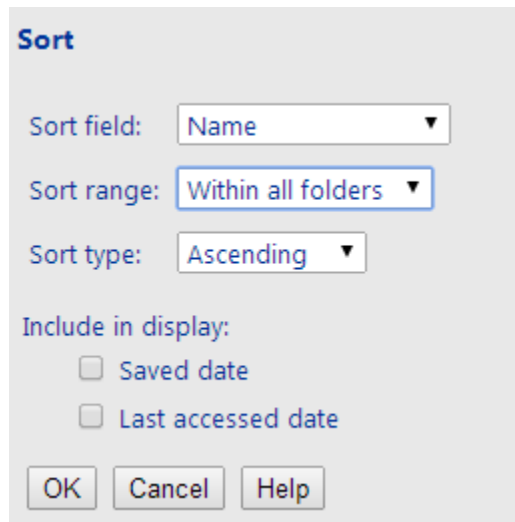
Organizing Folders and Reports

1. Users' reports are kept in the **My reports** area of the report list page.

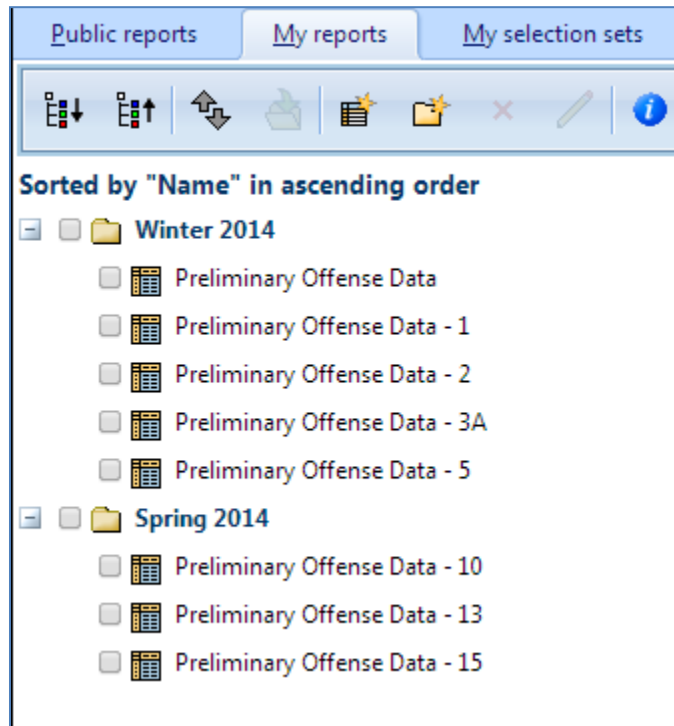
In this scenario, there are several saved reports arranged in two folders, **Winter 2014** and **Summer 2014**.




2. The reports are numbered, but they are not in order. To sort them, click the **Sort** button . (You can also select **Edit** menu > **Sort**.) We will sort both folders in ascending order.



- The reports are sorted in ascending order.

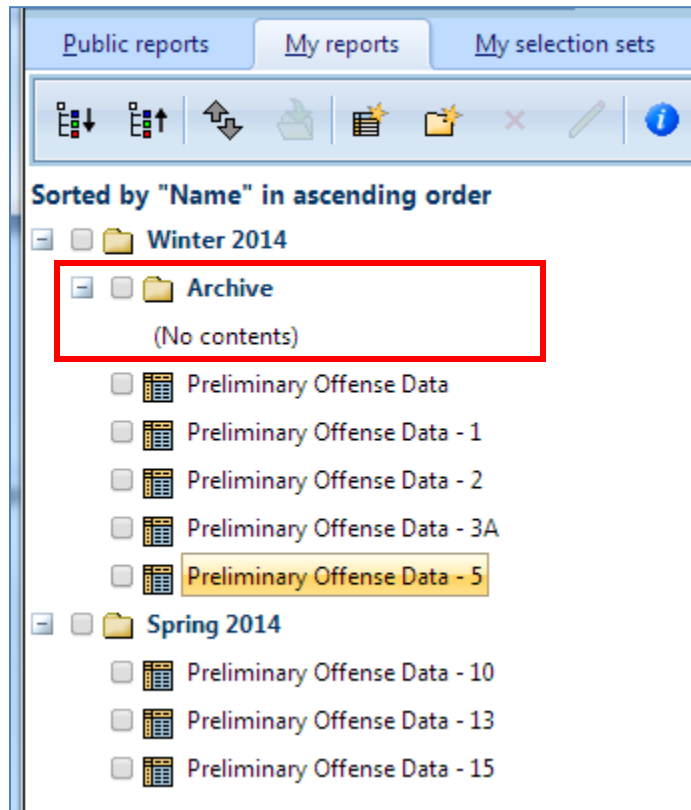


- To create a folder, click the **Create a new folder** button . We will create a subfolder inside Winter 2014. (You can also select **File** menu > **Create a new folder**.)


- Enter the name for the new folder and select the parent folder in which the folder will be placed. When complete, click **OK**.

A screenshot of a "Create a new folder" dialog box. The title bar says "Create a new folder". There are two input fields: "Folder name:" with the text "Archive" and "Parent folder:" with a dropdown menu showing "Winter 2014". At the bottom, there are three buttons: "OK", "Cancel", and "Help".

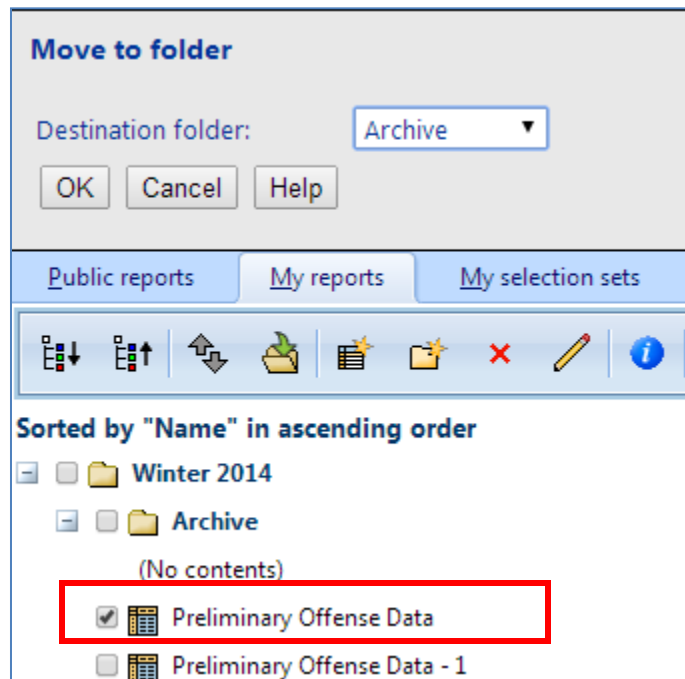
6. The subfolder has been created.



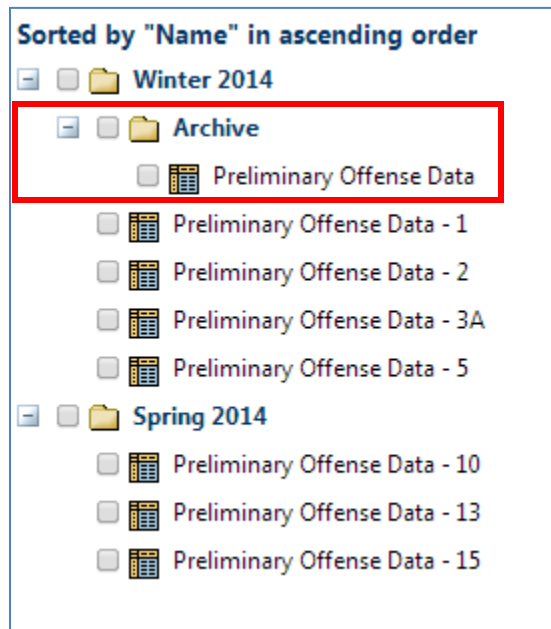
7. To move reports to a different folder, first select them and then click the **Move to folder**

button . The button will become active once the selections have been made. (You can also select **Edit menu > Move to folder.**) We will move some reports into the new subfolder.

8. On the **Move to folder** dialog, select the folder to which the selected report will be moved and click **OK**.



9. Now the selected report(s) are in the Archive folder.



10. To sort reports manually, first select a report and then use the toolbar buttons to move it up or down. (You can also use **Edit** menu > **Move** ...)

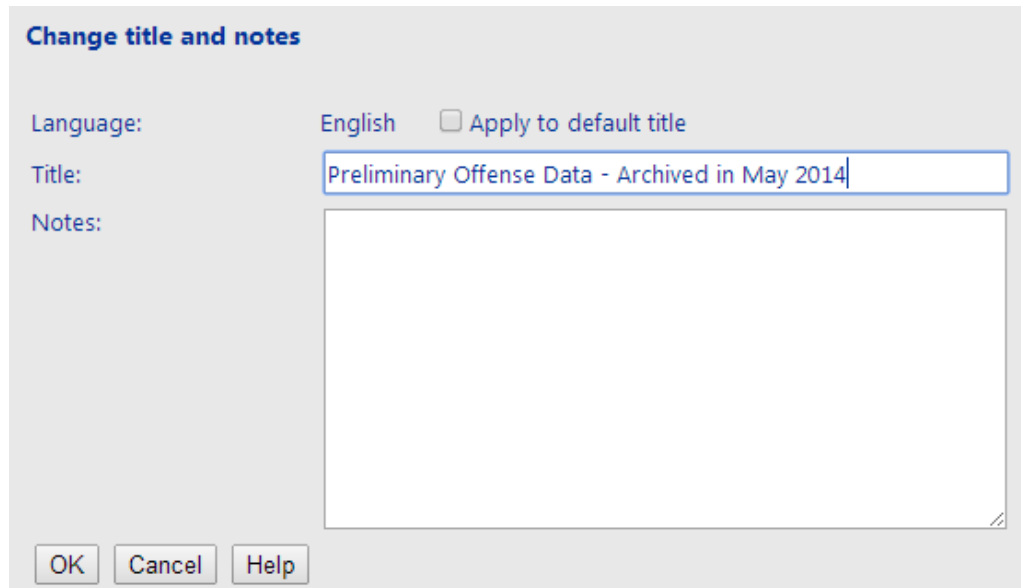


11. To rename a report or add notes to it, first select it and then click the **Change** button



(You could also select **Edit** menu > **Change**.)

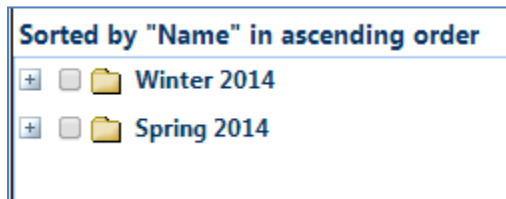
12. On the **Change title and notes** dialog, enter the new title for the report and click **OK**.



The dialog box is titled "Change title and notes". It has a "Language:" field set to "English" with an unchecked checkbox for "Apply to default title". The "Title:" field contains the text "Preliminary Offense Data - Archived in May 2014". The "Notes:" field is a large empty text area. At the bottom are "OK", "Cancel", and "Help" buttons.

13. You can open and close folders by clicking their plus and minus signs. We will close all

the folders.  (Collapse All)



The window shows a list of folders sorted by name in ascending order. The title bar reads "Sorted by 'Name' in ascending order". There are two folders listed: "Winter 2014" and "Spring 2014". Each folder has a plus sign in a square to its left, indicating it is currently collapsed.