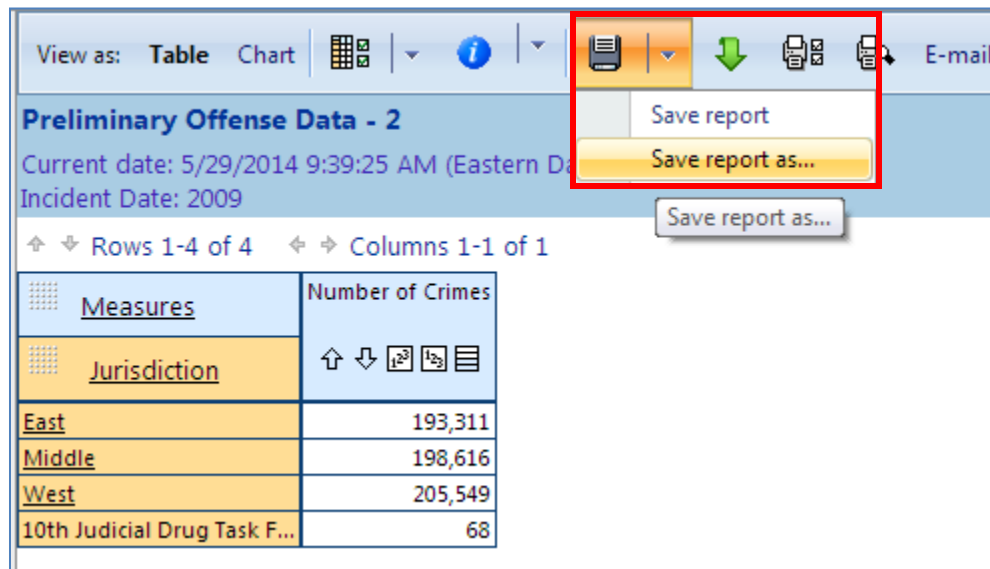


Perspective 6.0 Tutorial

Saving a Report

The following report has been opened and modified and is ready to be saved. (Reminder: Before you save a report, you have to sign in.)

1. Navigate to the **My reports** tab and open the report to be saved.
2. To save the report, click **Save** and select **Save report as**. (You can also select **File** menu > **Save report as**.)

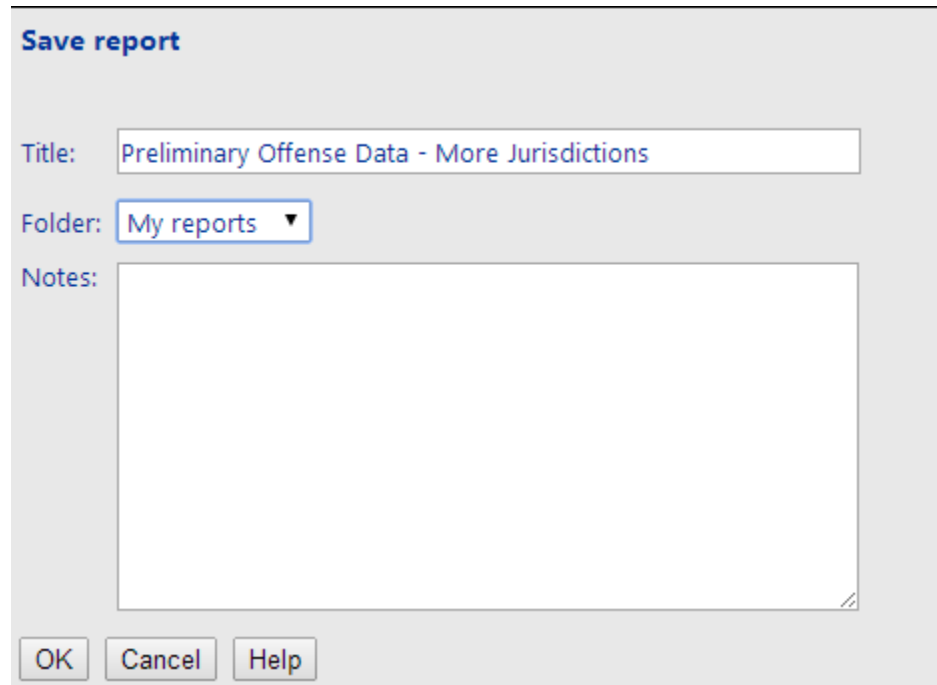


The screenshot shows the Perspective 6.0 interface. At the top, there is a toolbar with options like 'View as: Table Chart', a grid icon, a blue information icon, and a dropdown menu. The dropdown menu is open, showing 'Save report' and 'Save report as...' options. The 'Save report as...' option is highlighted in yellow. Below the toolbar, the report title 'Preliminary Offense Data - 2' is displayed, along with the current date and time '5/29/2014 9:39:25 AM (Eastern D)' and the incident date '2009'. Below this, there is a table with the following data:

Measures	Number of Crimes
Jurisdiction	
East	193,311
Middle	198,616
West	205,549
10th Judicial Drug Task F...	68

3. On the **Save report** dialog, enter the title of the new report, select the folder where you want the report to be saved, and enter any notes (these become searchable and provide

general information on the report). Click **OK** when complete.



The image shows a 'Save report' dialog box. It has a title bar with the text 'Save report'. Below the title bar, there are three fields: 'Title:' with the text 'Preliminary Offense Data - More Jurisdictions', 'Folder:' with a dropdown menu showing 'My reports', and 'Notes:' with a large empty text area. At the bottom of the dialog box, there are three buttons: 'OK', 'Cancel', and 'Help'.

4. The report has been saved. To see the new report in the report list, click **Show report list**.
5. The new report is displayed on the **My reports** tab.

