

Downloading a Chart

Last Modified on 01/29/2025 4:47 pm EST

Overview

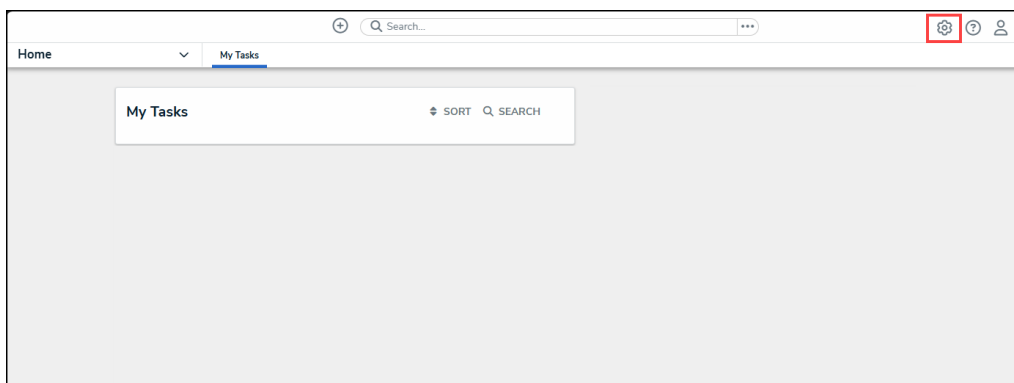
Downloading feature allows an Administrator to download a Chart as a JPG, PDF, Excel, .csv, or .csv-summary.

User Account Requirements

The user account you use to log into Resolver must have Administrator permission or Data Management advanced permissions to download a Chart.

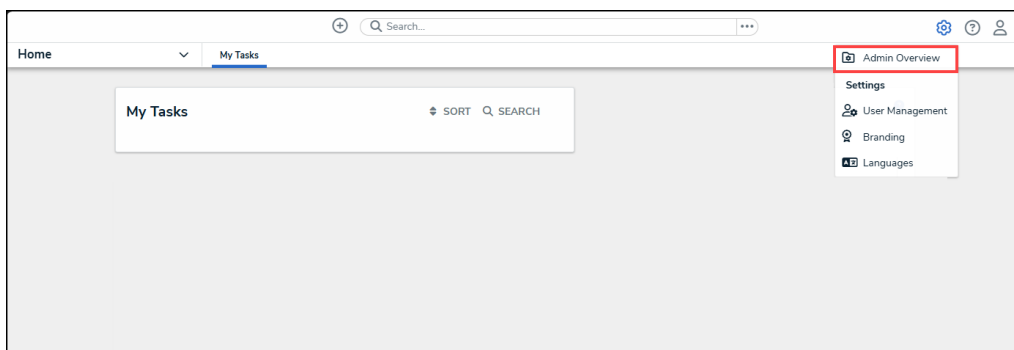
Navigation

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



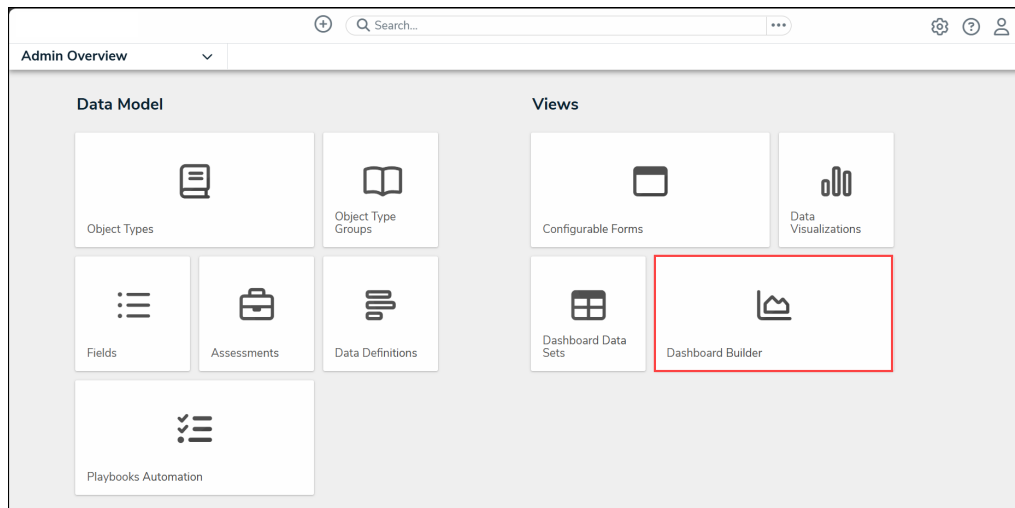
Administration Icon

2. From the **Administrator Settings** menu, click the **Admin Overview** link.



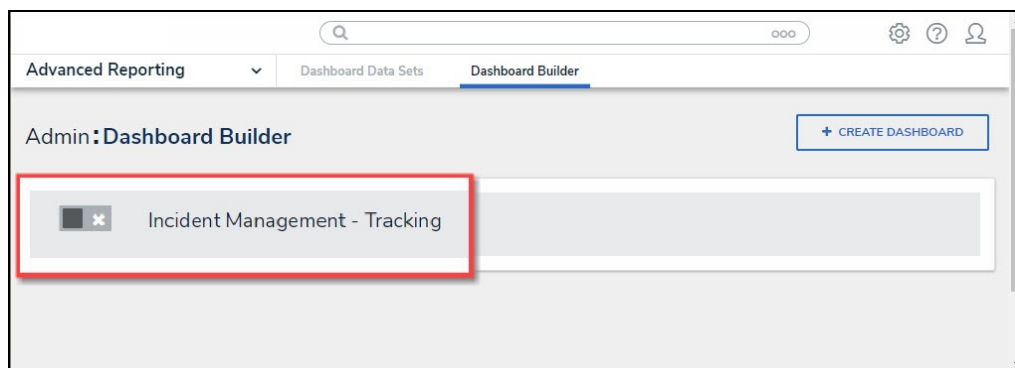
Administrator Settings Menu

3. From the **Admin Overview** screen, click on the **Dashboard Builder** tile under the **Views** section.



Dashboard Builder Tile

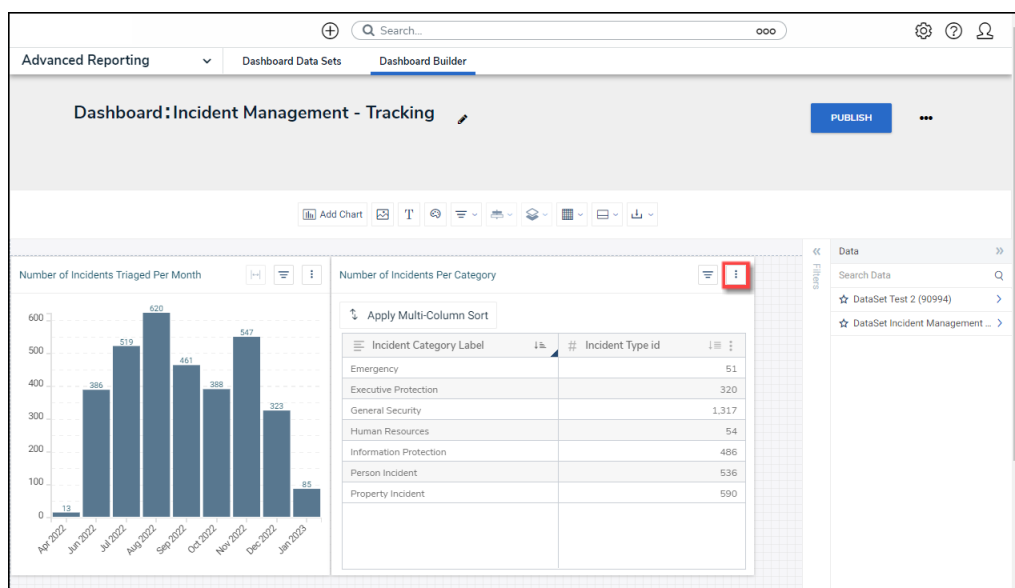
- From the **Dashboard Builder** screen, click a **Dashboard Name**.



Dashboard Name

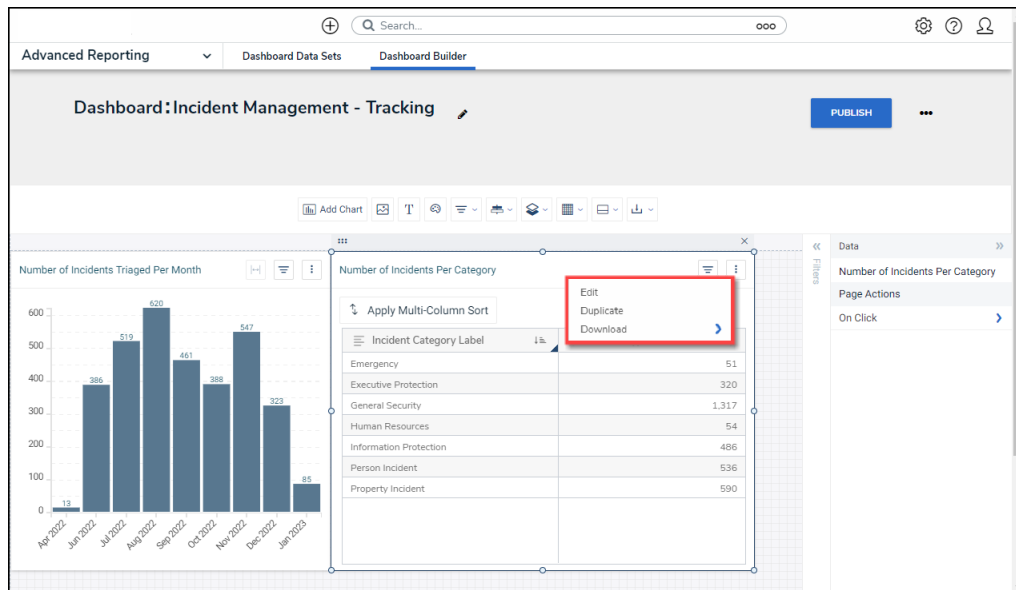
Downloading a Chart

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



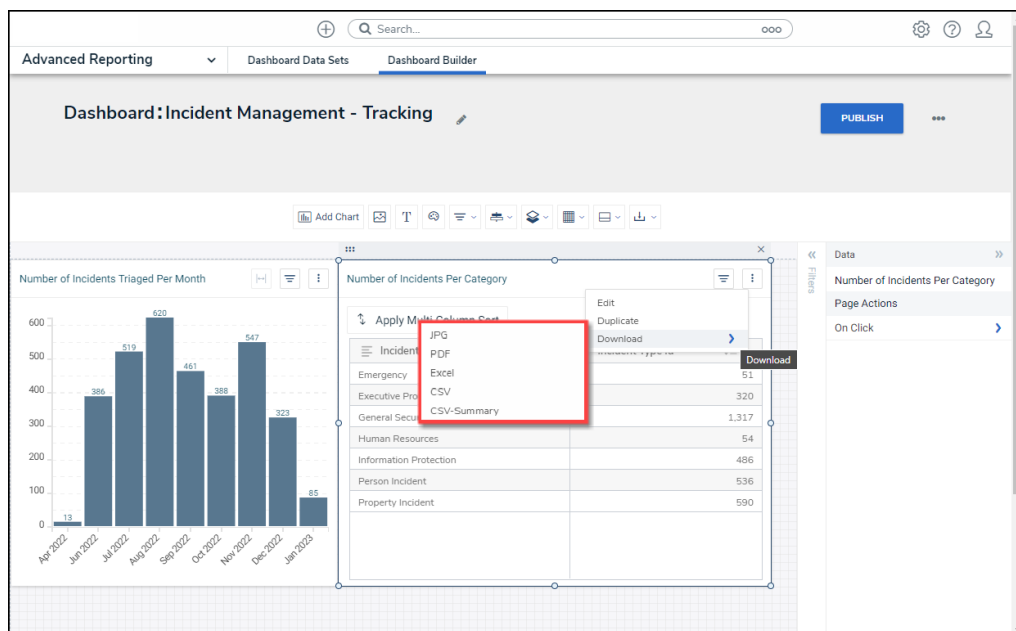
More Options Icon

- Click the **Download** option from the **More Options** dropdown menu.



Download Option

- 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.

	A	B	C
1	Dataset name: DataSet Incident Management (90989)		
2	Chart Name: Number of Incidents Per Category		
3	Filters applied:		
4	No filters applied		
5	Export Date Time: UTC 05/31/2023 17:43:30		
6	=====		
7	The exported table has a number of max groups configured. Only the first 50 groups were exported		
8	Incident Category Label	Incident Type id (SUM)	
9	Emergency		51
10	Executive Protection		320
11	General Security		1,317
12	Human Resources		54
13	Information Protection		486
14	Person Incident		536
15	Property Incident		590
16			

.csv-summary