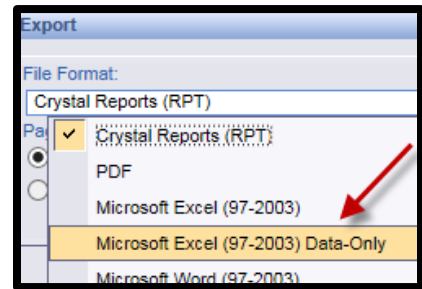


Data exports can be a useful tool for organizing and presenting data. One major area where this tool can be used is in the creation of graphs and charts from statistical report data. The level of difficulty in this process depends on the data and what you are trying to present. With that in mind, it is a good idea to know ahead of time what it is that you want to illustrate as that will dictate the way you clean, set up, and present your data.

The first step is to select the report that you'd like to use to create a graph or chart. Please note: only the reports that are in Crystal format are available for export. This will not work with a pdf report. Once you run the report for the timeframe of your choice, you will see a save/export icon in the top left of the report. Click on this to create your export. For best results you will want to select Microsoft Excel Data-Only. This will give you the raw data without any formatting that might make it difficult to use.



Once your export starts, you will be prompted to either open or save the file. I prefer to open the file first. When the file opens, you will need to click on Enable Editing to be able to work with your data. It is also a good idea to go ahead and save your file at this time.

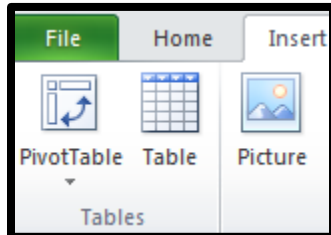
What you will see with a Data-Only export is a table that contains the raw data pulled from the report. As this table does not have any formatting, you have some work to do in order to get your data set up.

Your first step will be to analyze the data and decide what you want to keep and what you want to remove. For example, the export might contain the address of the work site or the Alt ID Number. If the goal of your chart or graph is to illustrate the number of permits issued monthly based upon type, the address or Alt ID is not something that you would need to keep in your data. However, it is important to note that your data set can be used to present multiple charts and graphs from the same set of information; you can also sort and filter it. This means that you don't necessarily have to remove all unwanted data each time you create a new graph or chart, just the data that does not apply to **any** of the information that you'd like to present.

	A1
	A
1	Inspection Type
2	1999 Final Building
3	4999 Final Electrical
4	3999 Final Plumbing

Once you have removed any unwanted data (cleaned it), click on the A1 cell (this is the uppermost left cell at the top of your data). Then click on the Insert tab. Here you have a couple of options on how to proceed; this is where having a vision of what you are trying to illustrate with your data ahead of time is very important.

You can insert a Pivot Table, which will allow you to configure your data and turn it into graphs and charts in separate worksheet tabs in a more complex way. Or, if you are doing a simpler project, you can simply insert a Table and sort your data and create charts that way. Both methods offer the option of creating tables that will provide totals for your data and the tools with which to present it.



To create a Pivot Table or Table, click on the Insert tab (as noted previously). Click on the option you prefer. The Table option will ask if your Table has headings. Make sure that that box is checked as the data export does include headings for the columns. The Pivot Table option will bring you to another worksheet and you will need to configure the rows and columns for your data in the way that presents the data you need to highlight. This concludes the steps for exporting data. Separate training documents for working with Pivot Tables and Tables will soon be added to KnowledgeBase.