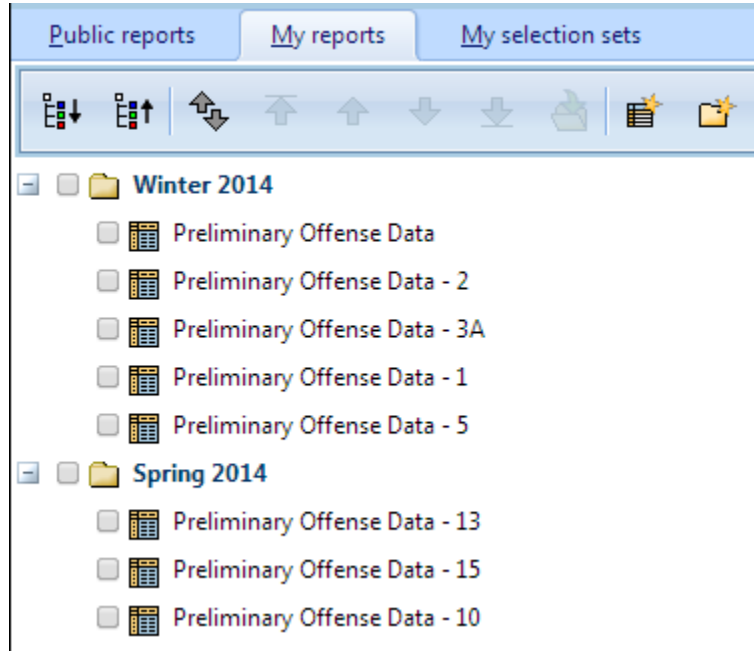# Perspective 6.0 Tutorial

Organizing Folders and Reports

1. Users' reports are kept in the **My reports** area of the report list page.
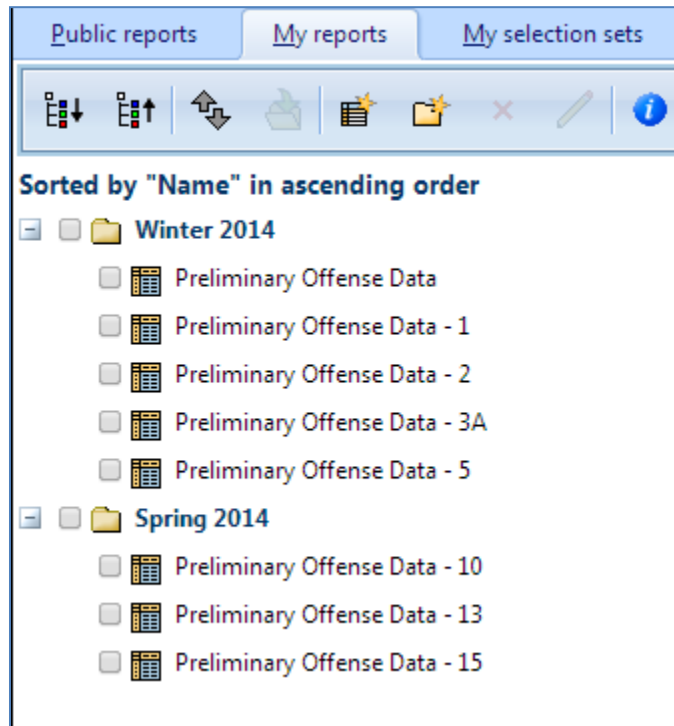
   In this scenario, there are several saved reports arranged in two folders, **Winter 2014** and **Summer 2014**.

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.
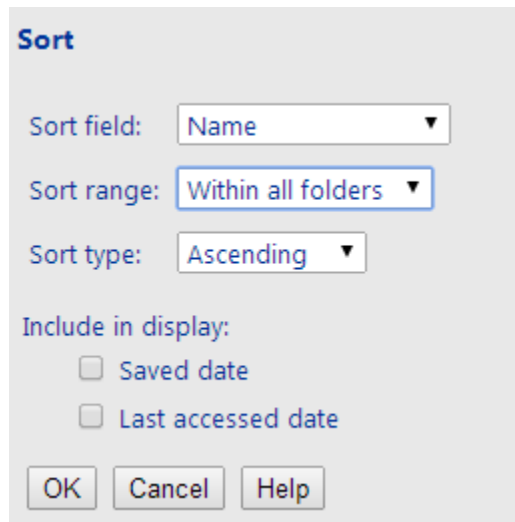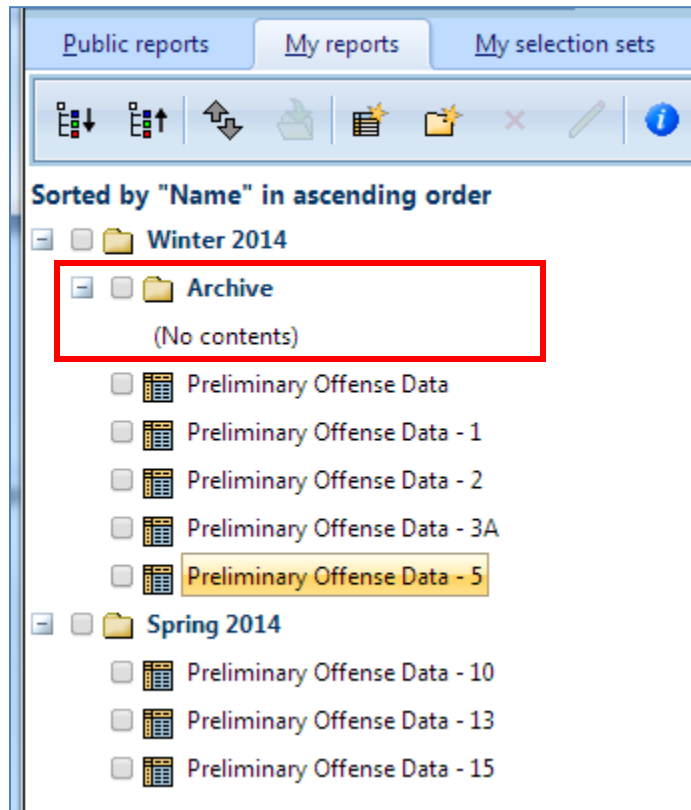
3. The reports are sorted in ascending order.

4. 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**.)

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

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 [image]. 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**.
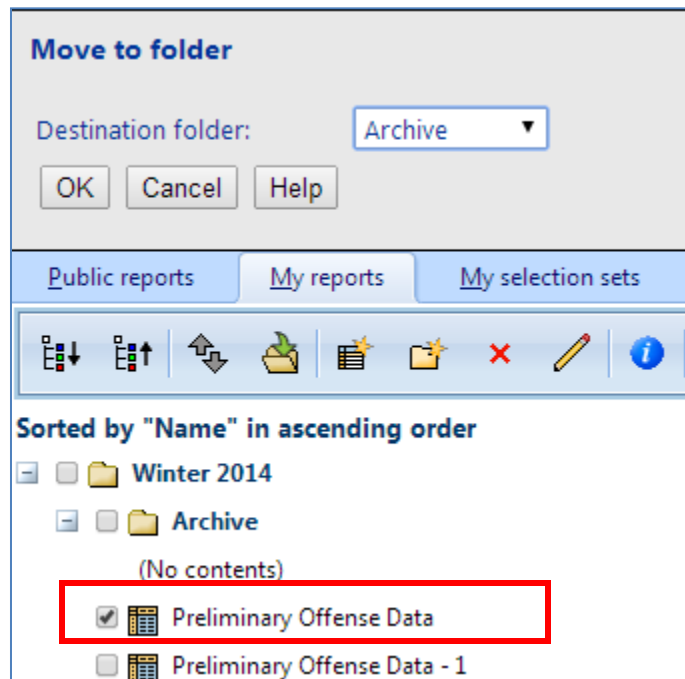
9. Now the selected report(s) are in the Archive folder.
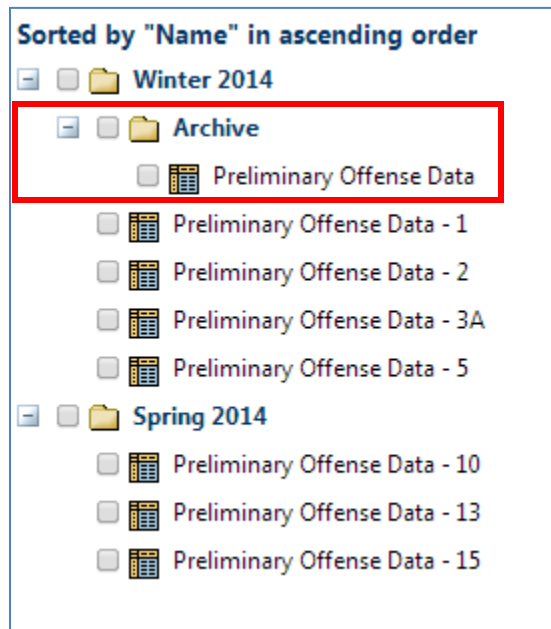
10. To sort reports manually, first select a report and then use the toolbar buttons to move it up or down. (You can also use **Edit** menu > **Move** …)
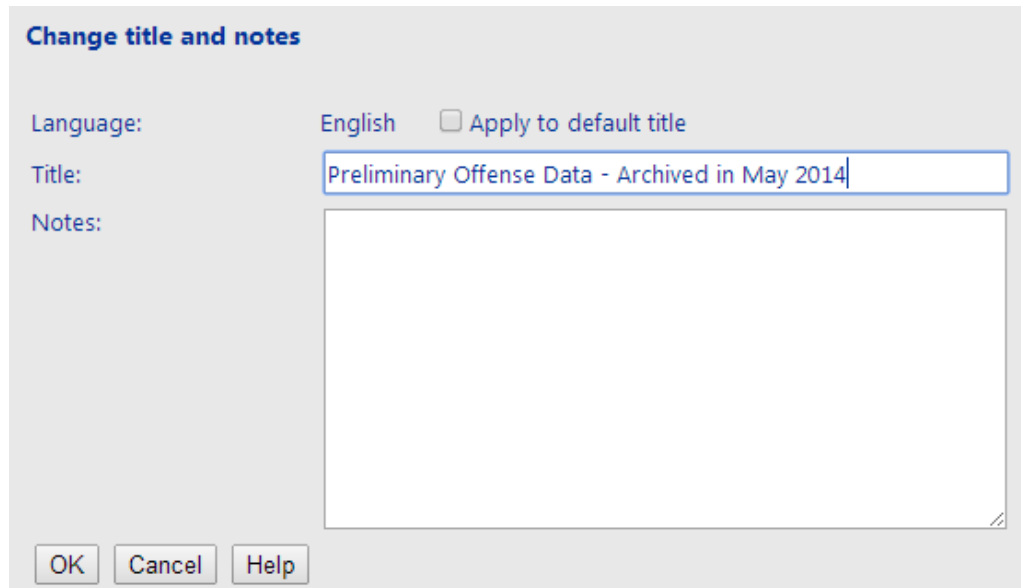

11. To rename a report or add notes to it, first select it and then click the **Change** button

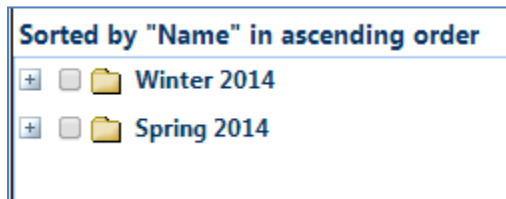. (You could also select **Edit** menu > **Change**.)

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

Change title and notes

Language: English   ☐ Apply to default title

Title: Preliminary Offense Data - Archived in May 2014

Notes:

OK   Cancel Help

13. You can open and close folders by clicking their plus and minus signs. We will close all the folders. ⊟↑ (Collapse All)

Sorted by "Name" in ascending order

⊞ ☐ 📁 **Winter 2014**

⊞ ☐ 📁 **Spring 2014**