

EVIDENCE.COMTM

Reporting Excel Tutorial

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NOTE: These instructions were made using Microsoft Excel 2013

Number of Files

1. Select the empty cell where you would like to have a count of the number of files
2. Use the =COUNTA() function, which will count all non-blank cells
3. Use any column on the excel report to select the range. A shortcut to select the entire range is to click on the first box (remember to not include the first row, which is the title of that column) and hold down command+shift then press the down arrow.
4. Your formula should look like this: =COUNTA(A2:A7332)

Number of Files Shared

1. Select the empty cell where you would like to have a count of the number of files shared
2. Use the =COUNTIF() function, which requires a range and a condition
3. For the first value in the COUNTIF function select all values in the Shared (Y/N) column (by clicking on the column's header letter(s) followed by a comma (","))
4. Then type "Y" with the quotes. This denotes that you would like to count all cells with the Y entered into it
5. Your formula should look like this: =COUNTIF(AL:AL,"Y")

Percent of files shared

1. You can also find the percent of files shared by dividing the number of files shared by the number of files

Filtering

1. Highlight all cells in the first row by clicking on the 1
2. Create a filter by finding the funnel icon located in the DATA tab or dropdown



Evidence without Metadata

This can be done to all metadata fields to determine what evidence does not have a category assigned, an ID added, a description, notes, tags, or cases

1. With filtering now enabled for the first row, in the respective column click on the down arrow next to "categories"
2. Uncheck Select All
3. Check (Blanks)

Most Viewed

1. With filtering now enabled for the first row, click on the arrow next to view_count in column AI
2. Click "Sort Largest to Smallest"
3. Alternatively you can Uncheck All then select "0" to see what evidence has never been viewed

Evidence Shared

1. With filtering now enabled for the first row, click on the arrow next to shared (Y/N) in column AL
2. Uncheck N to view all evidence that has been shared

Pivot Tables

Although confusing to learn at first, pivot tables offer access to a lot of information relatively quickly.

How to create a pivot table

1. Select all data by clicking on the box all the way in the top left of the cells (to the right of column A and above row 1)
2. Go to the Insert tab or dropdown and select Pivot Table
3. You will be prompted what range (already auto filled) and if you would like this to be in a new spreadsheet (as a tab in the existing excel file) or keep on the existing sheet (not recommended)

Evidence Count by Owner

1. Using the Pivot Table fields drag uploaded_by_badge_id (or last_name) into the ROWS square. *ensure you do not use the updated_by
2. Drag evidence_id into the VALUES square. The table should look like the one below and the pivot table square should look like the square to the right

Row Labels	Count of evidence_id
000	2
0001991	3
002	5
007	45
098348089	5
1988	11
666	4
(blank)	
Grand Total	75

Drag fields between areas below:

FILTERS	COLUMNS
ROWS	VALUES
uploaded_by...	Count of evid...

Count of evidence uncategorized by user

1. Using the Pivot Table fields drag uploaded_by_badgeID (or last_name) into the ROWS square. Alternatively you can use owner or device_id depending on how your agency wishes to track this information
2. Drag categories into the VALUES square
3. Drag categories into the COLUMNS square
4. The first column should have no text in it. This is the cell representing the count of uncategorized evidence. **The (blank) column does not represent uncategorized evidence and should have no values in it going down.**
This table should look like the one below

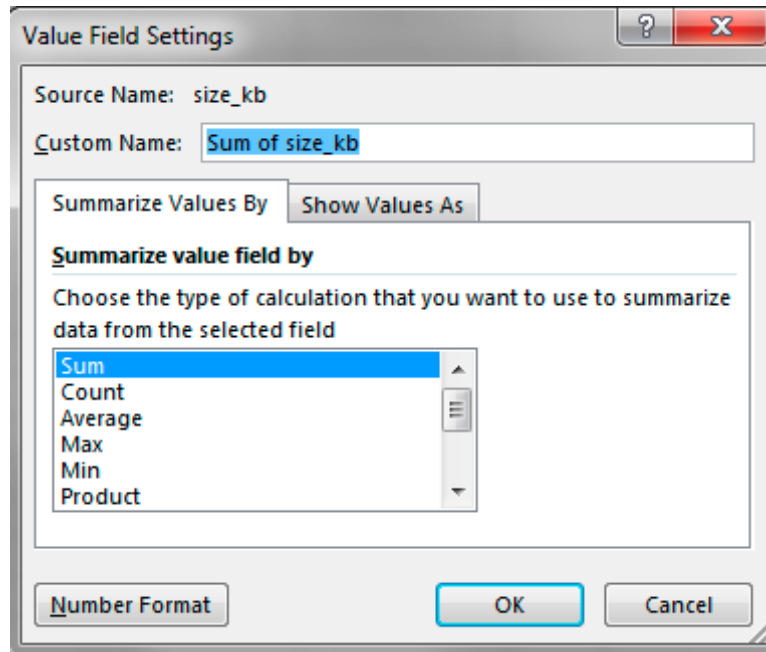
Count of categories		Column Labels							
Row Labels		3. Citation, Criminal	4. Arrest Fel.	6. DUI	7. Traffic	demo videos	Training	(blank)	Grand Total
000	2								2
0001991	3								3
002	4				1				5
007	35				9	1			45
098348089	5								5
1988	2	1	2	1	3	1	1		11
666	4								4
(blank)									
Grand Total	55	1	2	11	4	1	1		75

Drag fields between areas below:

<p>▼ FILTERS</p>	<p> COLUMNS</p> <p>categories ▼</p>
<p>≡ ROWS</p> <p>uploaded_by... ▼</p>	<p>Σ VALUES</p> <p>Count of cate... ▼</p>

Evidence total in each category

1. Using the Pivot Table fields drag categories into the ROWS square
2. Drag evidence_id into the VALUES square
3. Drag size_mb into the VALUES square
4. Change the size_mb from count to sum in the VALUES square by clicking on it, selecting the Value Field Settings and choosing sum from the menu.



5. This table now shows all evidence regardless of if it has been deleted or not. To filter out deleted evidence drag status into the COLUMNS square. Alternatively you can drag status to the ROWS square. This will give it a different formatted look.

Column Labels							
Count of evidence_id		Sum of size_kb		Total Count of evidence_id		Total Sum of size_kb	
Row Labels	Active	Deleted	Active	Deleted			
	41	14	1297491	497843	55	1795334	
3. Citation, Criminal	1		1058		1	1058	
4. Arrest Fel.	2		2418		2	2418	
6. DUI	5	6	4731	5979	11	10710	
7. Traffic	3	1	3310	83	4	3393	
demo videos	1		1200		1	1200	
Training	1		1192		1	1192	
Grand Total	54	21	1311400	503905	75	1815305	

Drag fields between areas below:

FILTERS		COLUMNS	
		Σ Values	▼
		status	▼
ROWS		VALUES	
categories	▼	Count of evid...	▼
		Sum of size_kb	▼