

Video: create a crosstab report

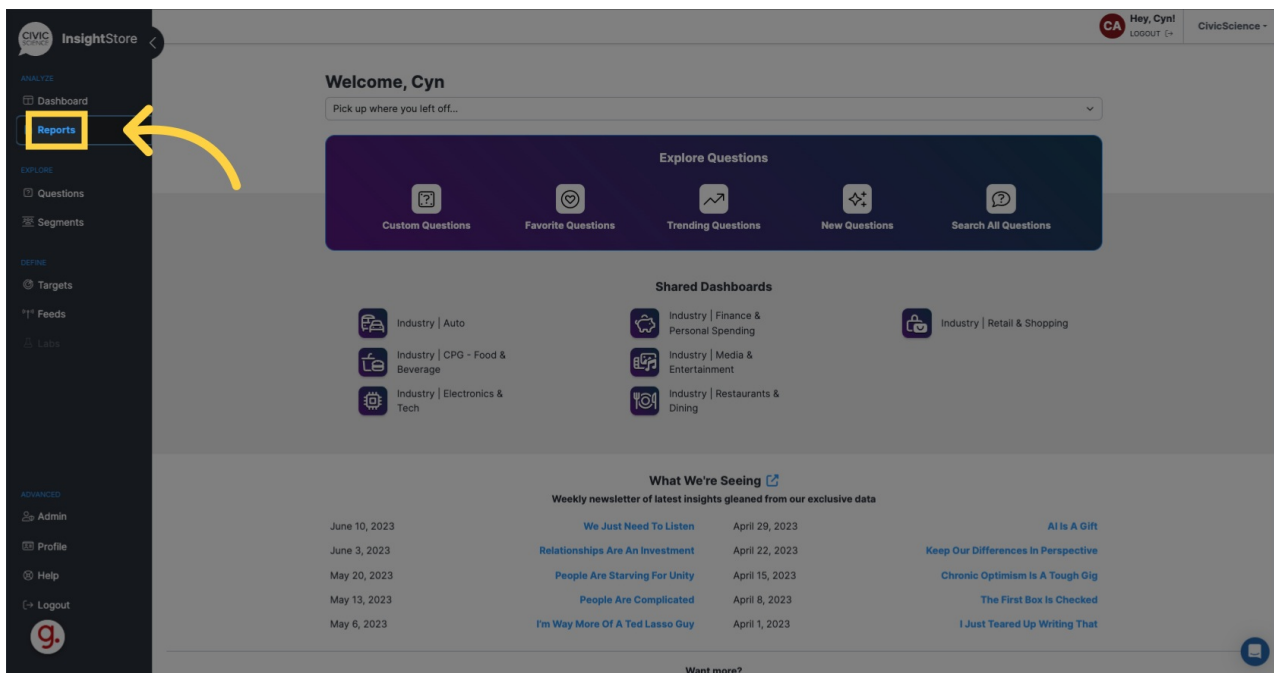
01/31/2024 1:38 pm EST

Here's how we create a crosstab report in the CivicScience InsightStore.

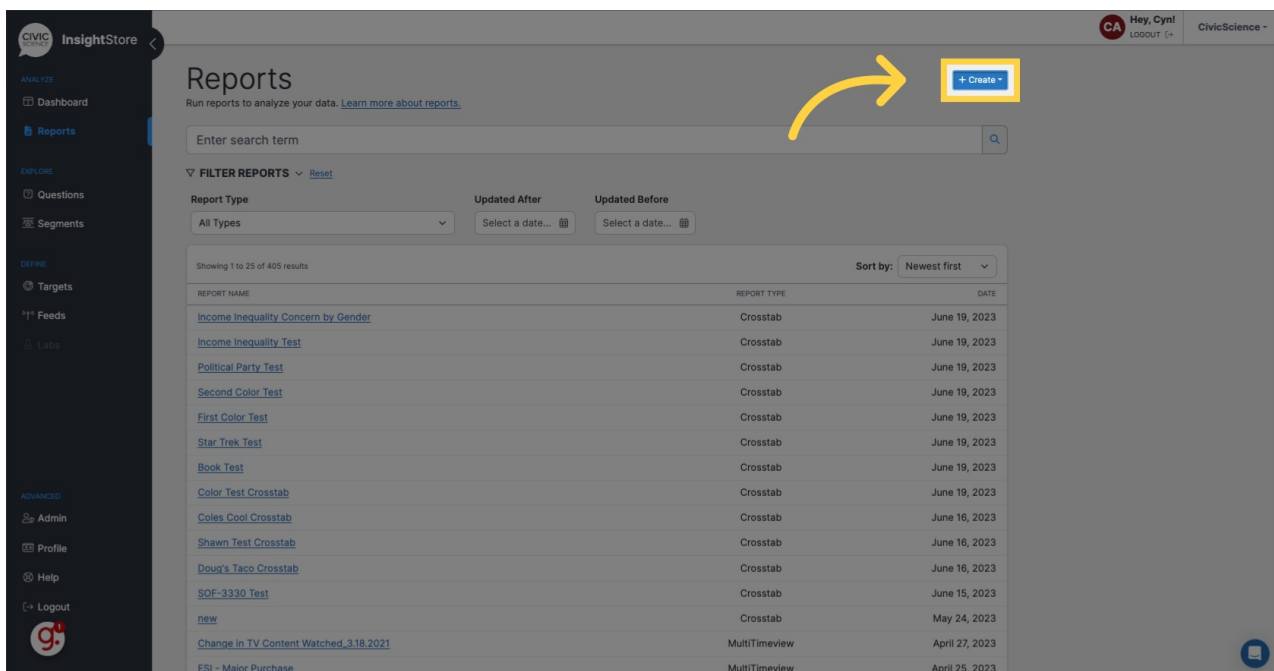
Your browser does not support HTML5 video.

1. Go to insightstore.civicscience.com.

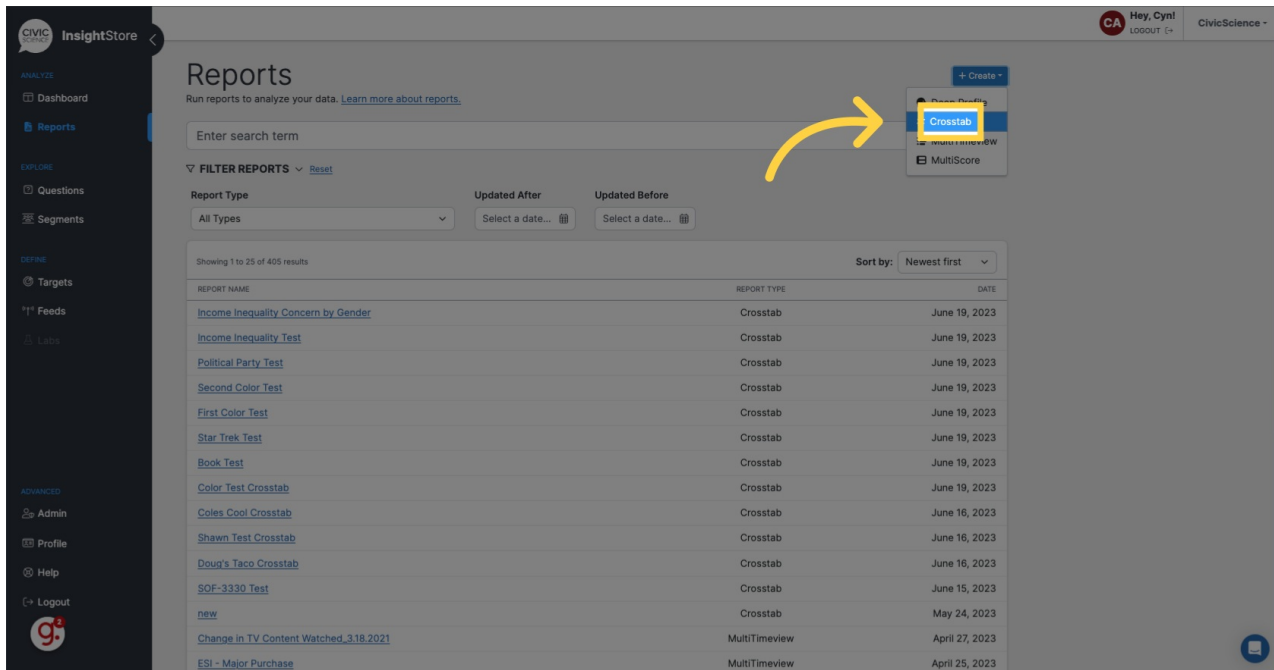
2. From the landing page, click *Reports*.



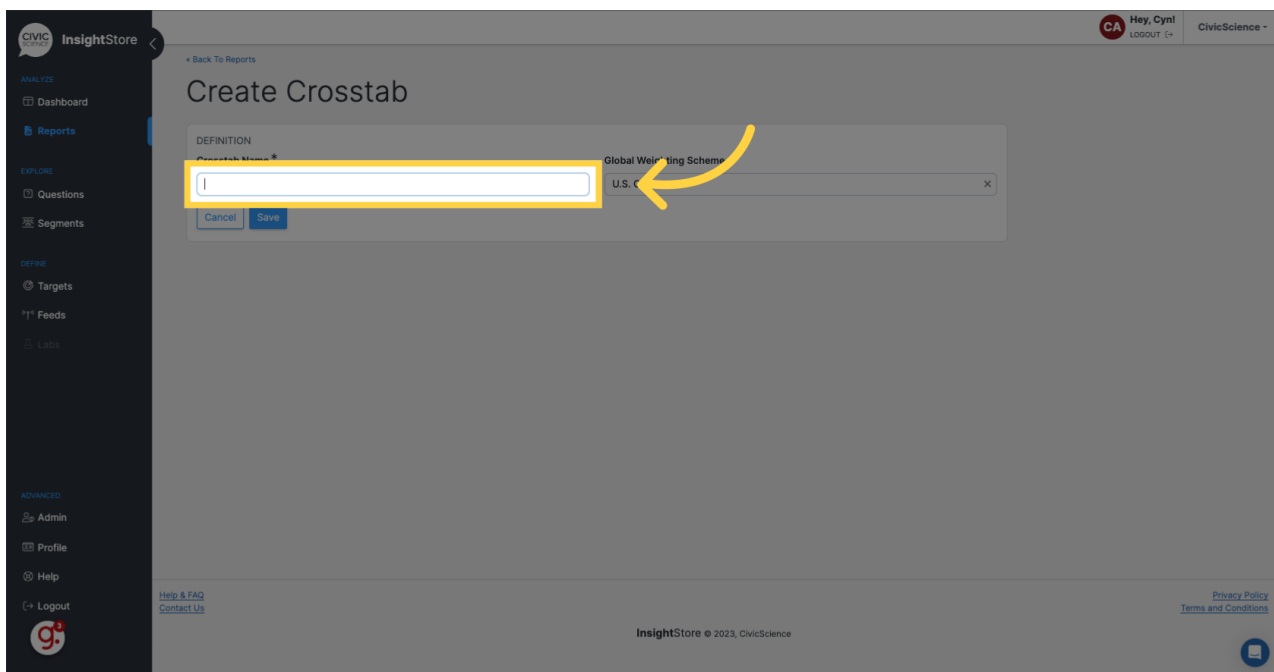
3. Click *Create* in the upper right corner of the *Reports* page.



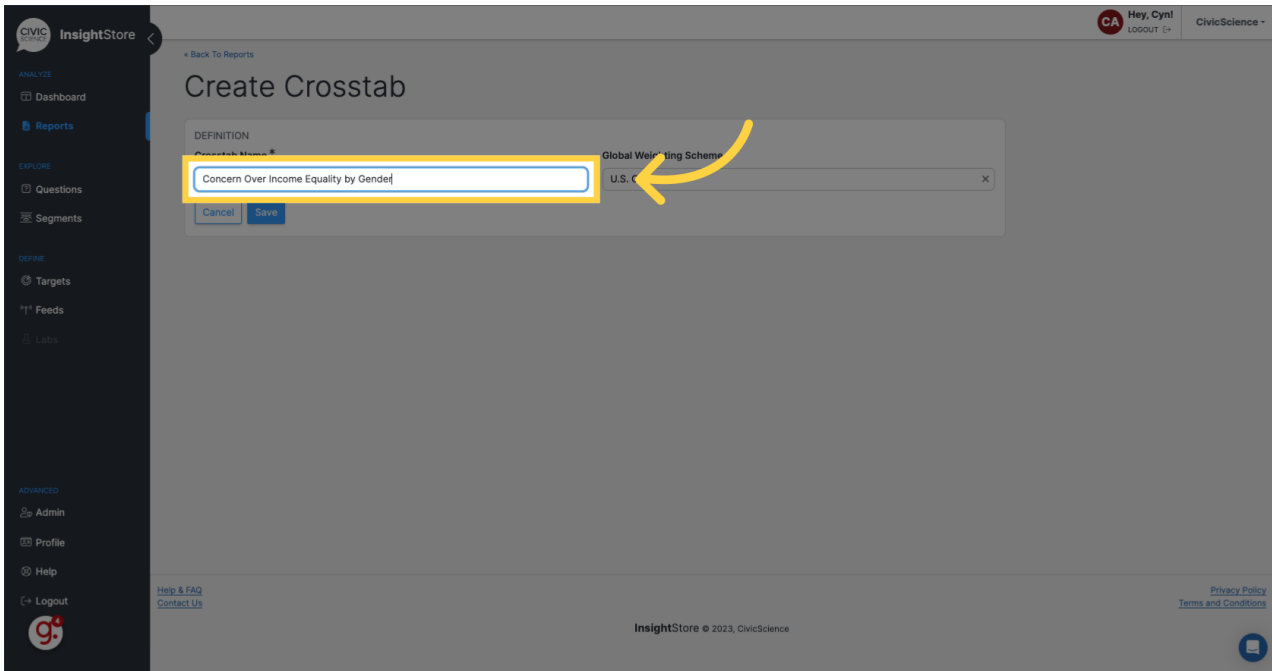
4. Choose *Crosstab* from the dropdown menu.



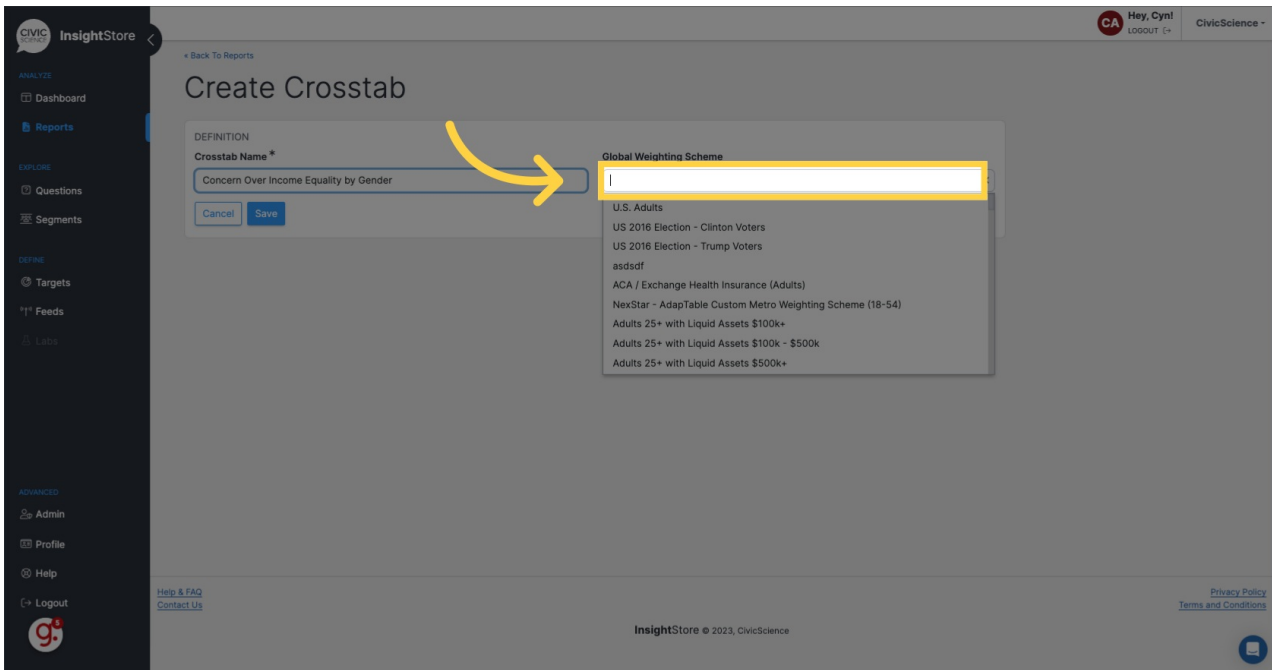
5. Navigate to the *Crosstab Name* field.



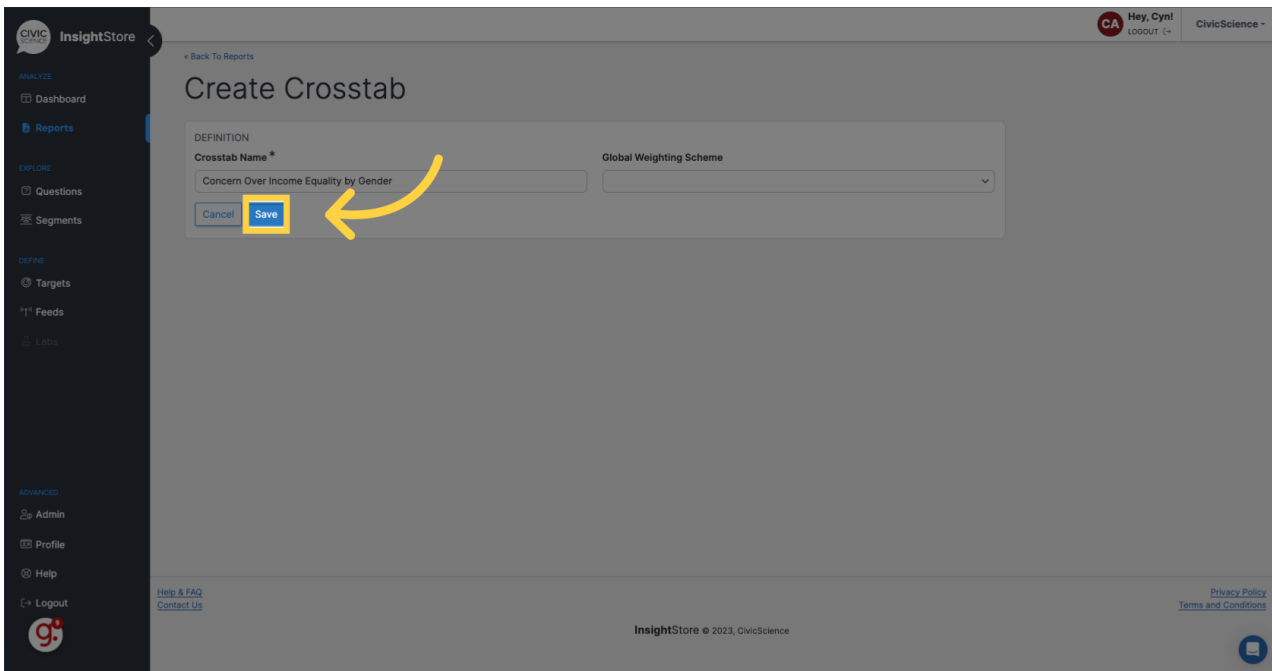
6. Give your report a descriptive title.



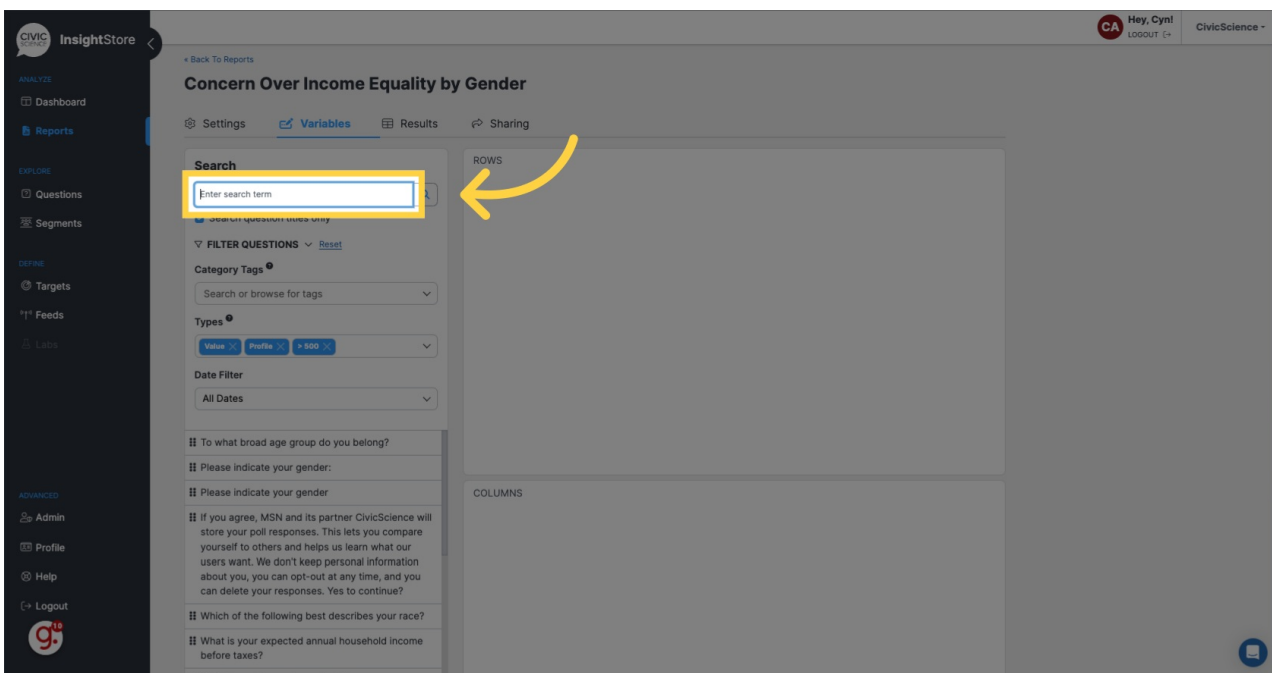
7. In the *Global Weighting Scheme* field, choose a weighting scheme. The default is *U.S. Census*.



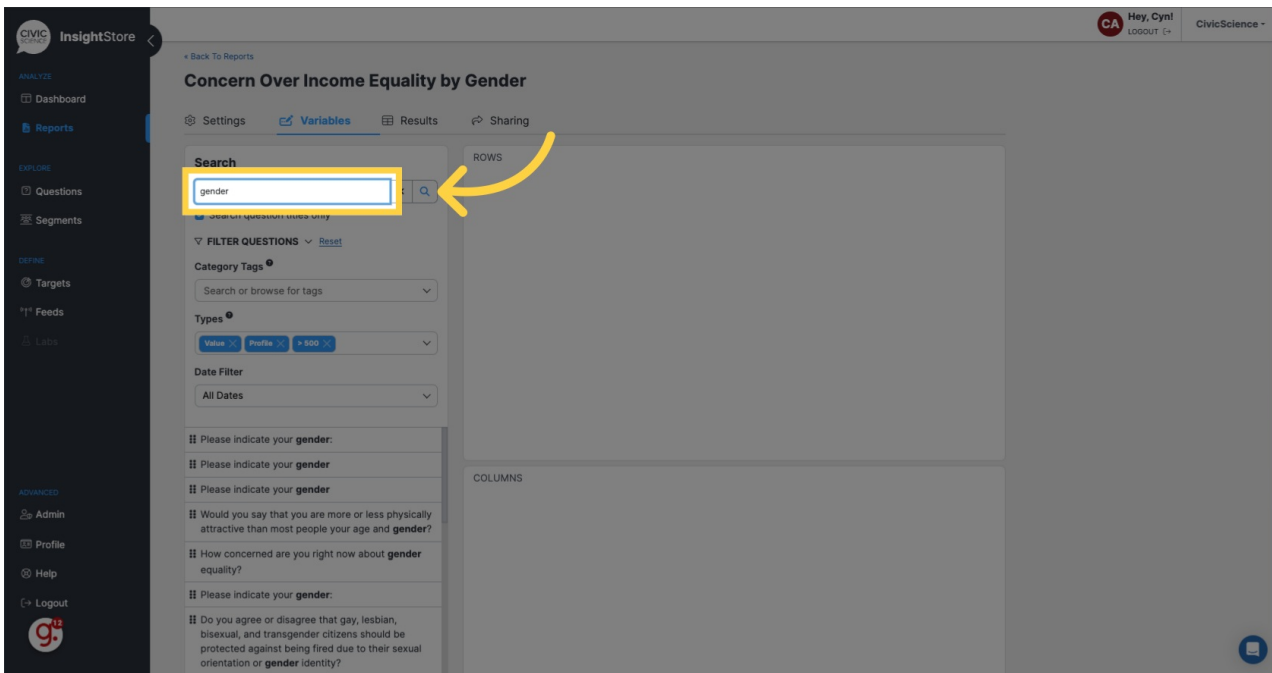
8. Click *Save*. You will be taken to the *Variables* tab.



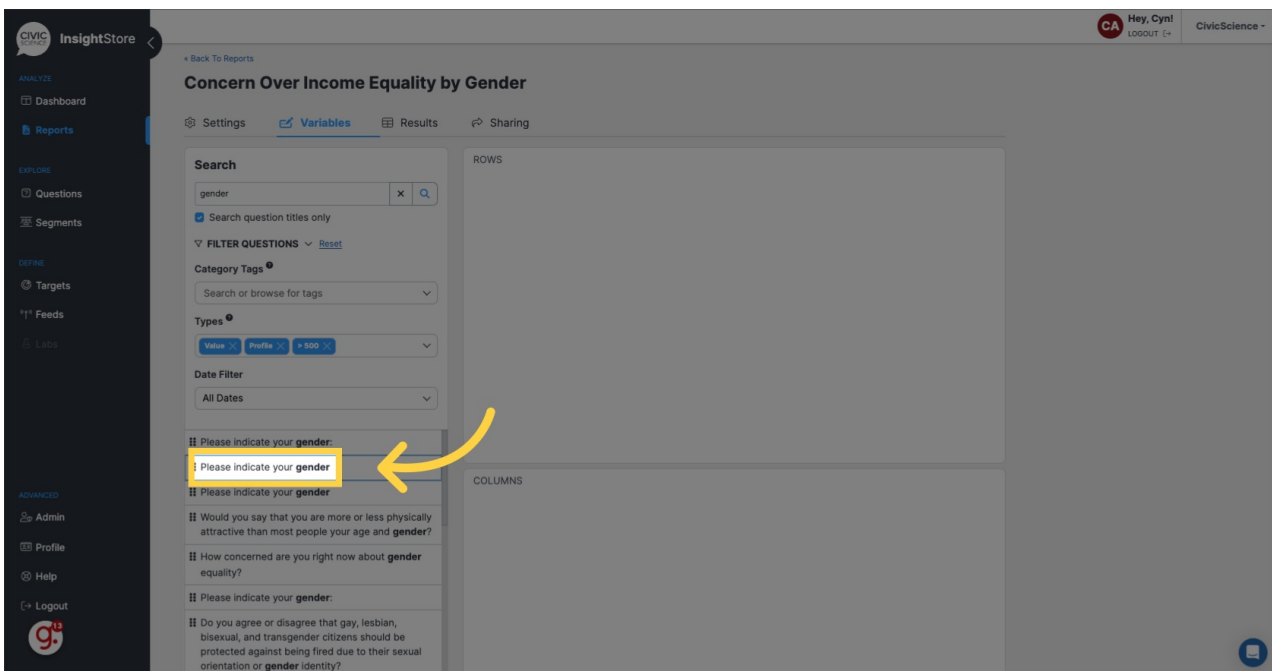
9. Go to the *Enter search term* field.



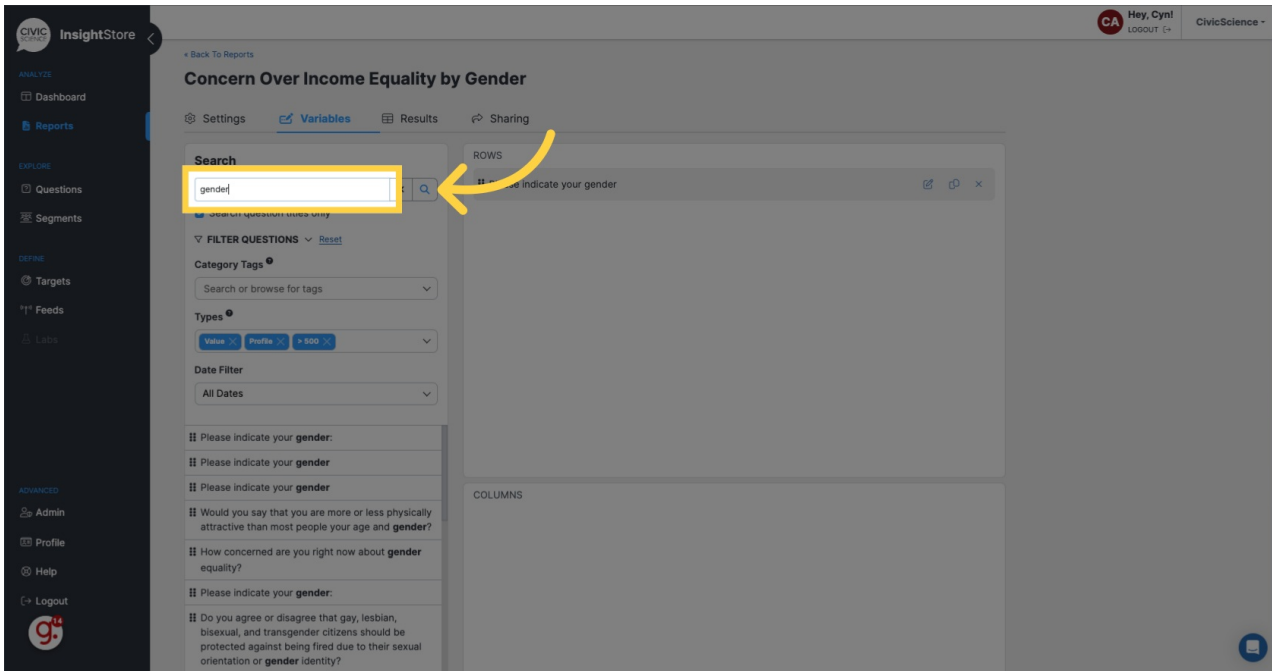
10. Enter a question ID or search criteria for your first variable.



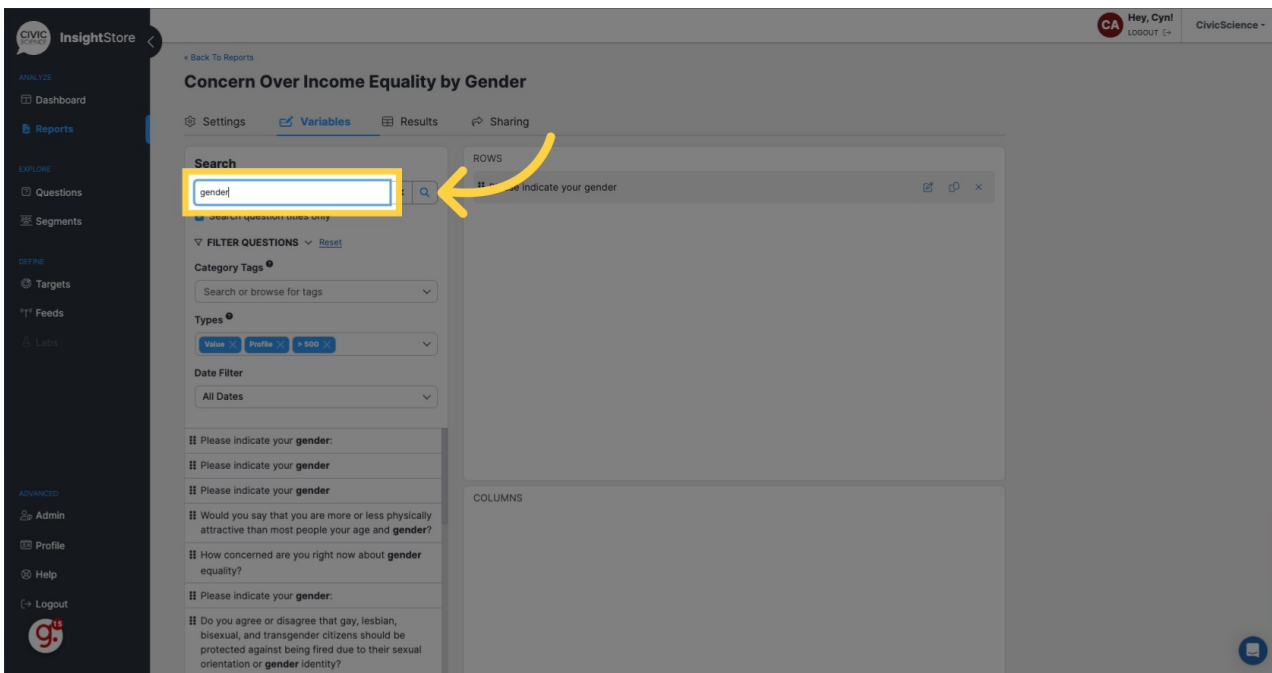
11. Select the desired question from the results list and drag it to the row or column section.



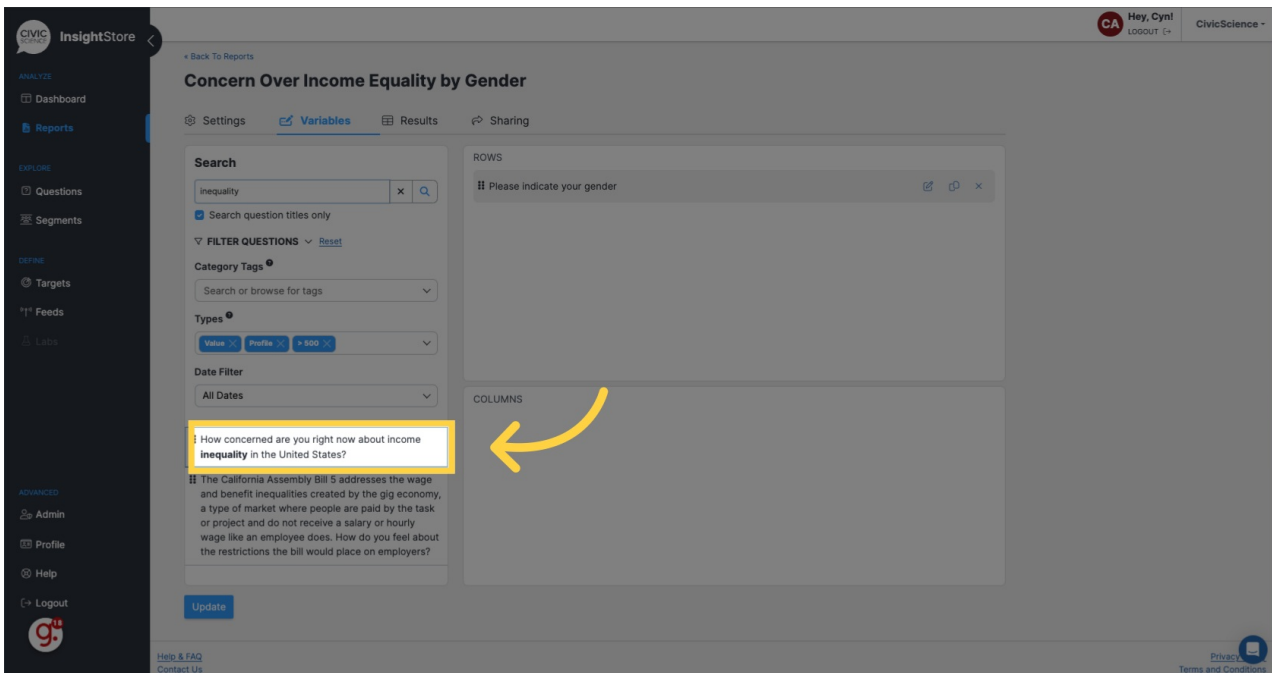
12. Return to the search field.



13. Fill in your second variable's question ID or search term(s).

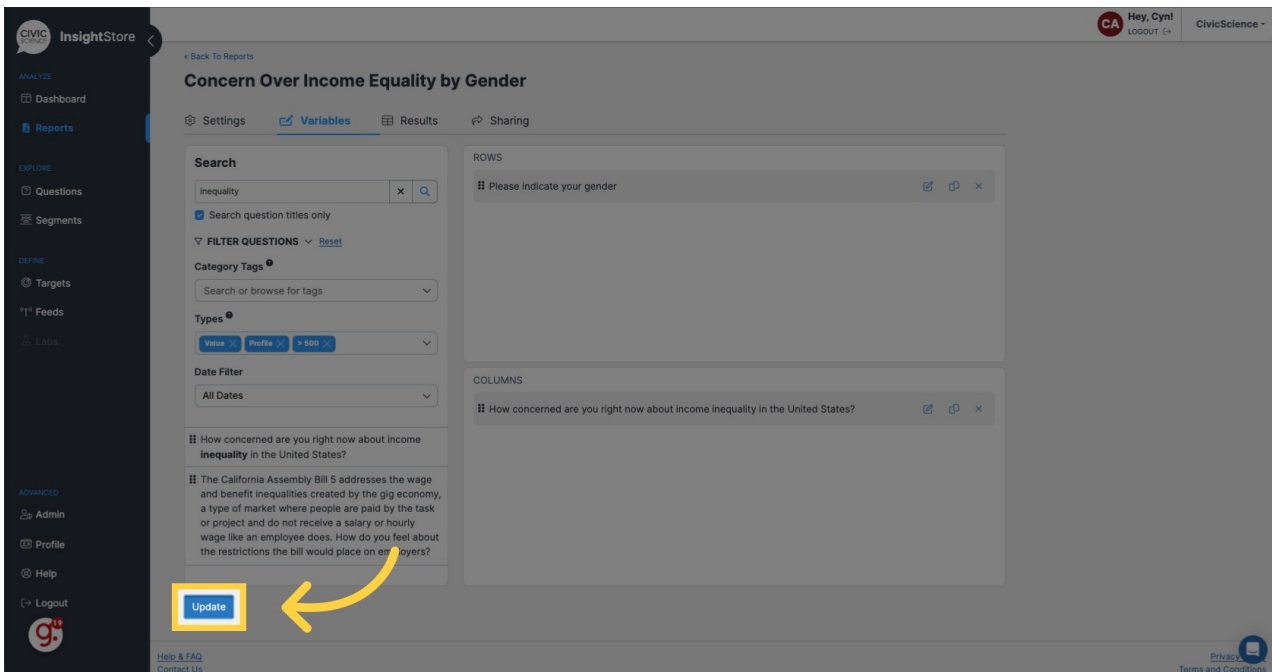


14. Select the desired question from the results list and drag it to the row or column section.

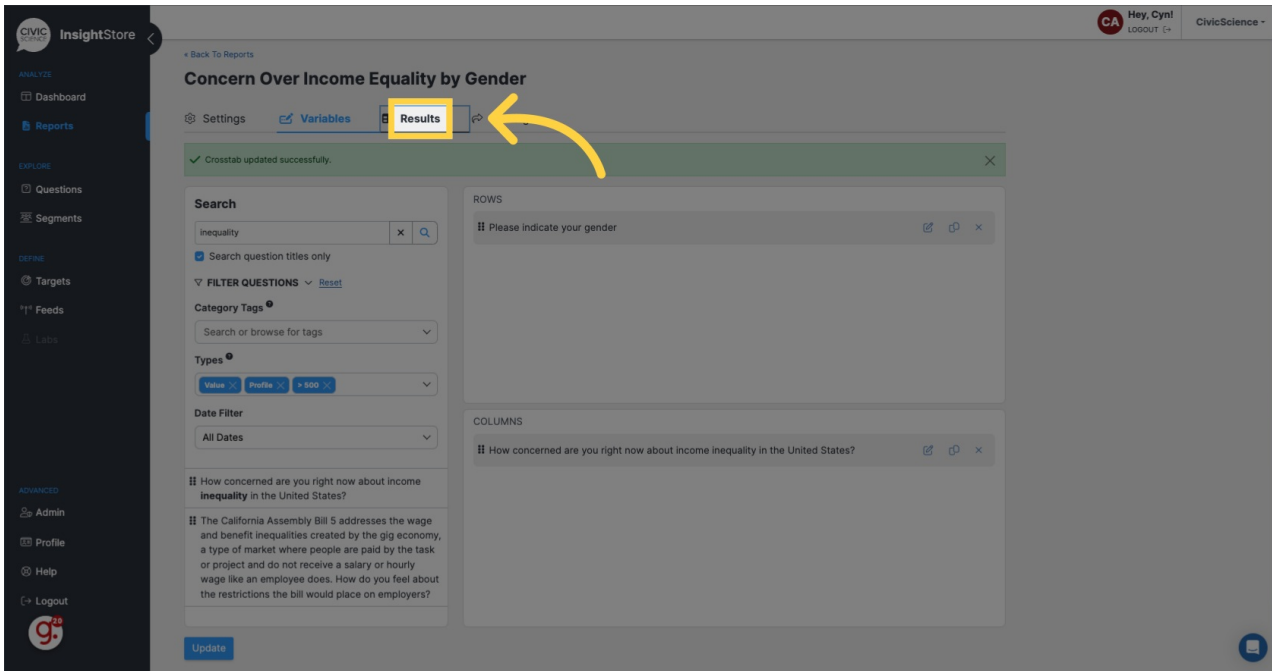


15. Repeat steps 13 and 14 as needed.

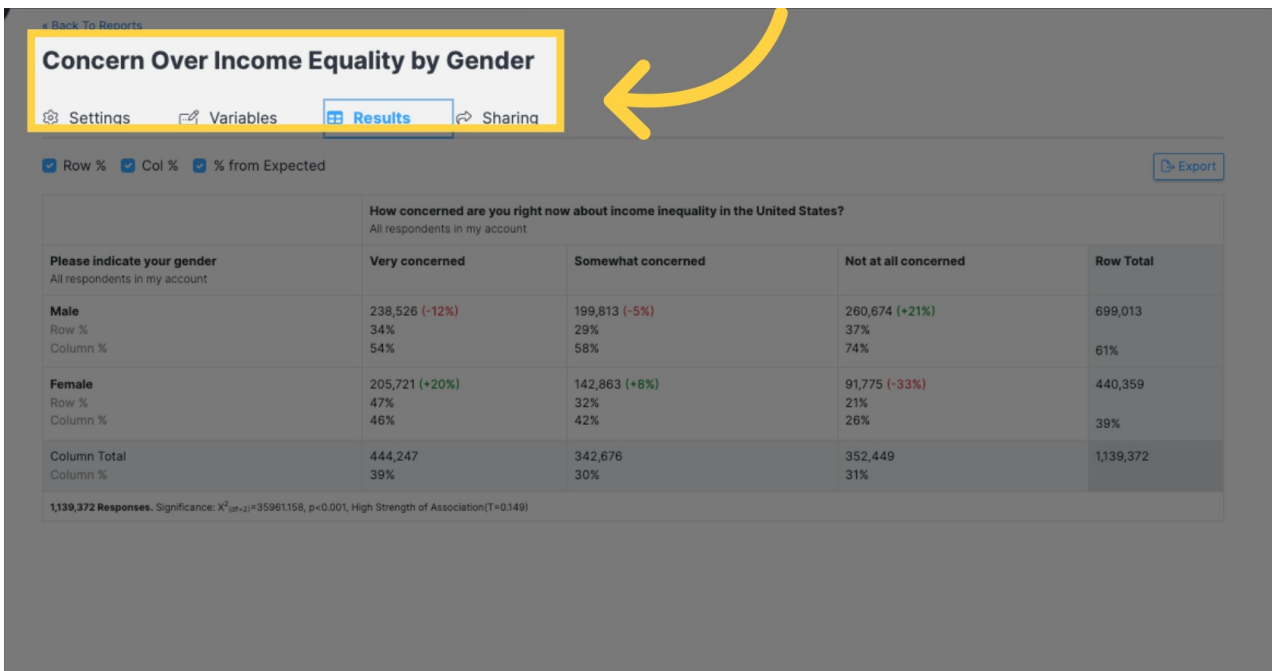
16. Click *Update* to save your variables.



17. Click the *Results* tab.



18. View your crosstab report.



Now you can [edit](#), [share](#), or [export](#) your new crosstab report.