

# A&I REGISTRATION STATISTICS



## How to Download Custom Reports

View the information below on how to use the download function to save data generated in your custom reports. This example shows how to download registration data, but the process for downloading operating authority data follows the same steps.

### STEP 1: Select Data

### STEP 2: Select Download Format

**A**

Select the tab that contains the data you want to download.

**B**

Click **Download** in the upper right corner of the dashboard.

The screenshot shows the Motor Carrier Management Information System (MCMIS) dashboard. At the top, there are two tabs: 'REGISTRATION DATA' and 'OPERATING AUTHORITY DATA'. The 'REGISTRATION DATA' tab is highlighted with a red box. In the top right corner, there is a 'Download PDF' button, also highlighted with a red box. The dashboard displays various charts and filters for carriers, drivers, and vehicles.

**A**

A pop-up with download options will appear. Select **Crosstab**.

The 'Download' pop-up window shows options for file format: Image, Crosstab, and PDF. The 'Crosstab' option is highlighted with a red box. There is a 'Close' button at the bottom right.

**B**

Another pop-up will prompt you to select the data sheet to be downloaded.

Select the data sheet from the dropdown and click **Download**. This will automatically download an Excel file of your selected data.

The 'Download Crosstab' pop-up window shows a dropdown menu for 'Select sheet from this dashboard' with 'Operation Type' selected. There are 'Download' and 'Close' buttons at the bottom.

### Need More Data?

Repeat the steps above to download more data. Note that you can only download from one tile at a time within each data tab.

**Note:** Depending on your browser, you may be prompted to download and save your data.