

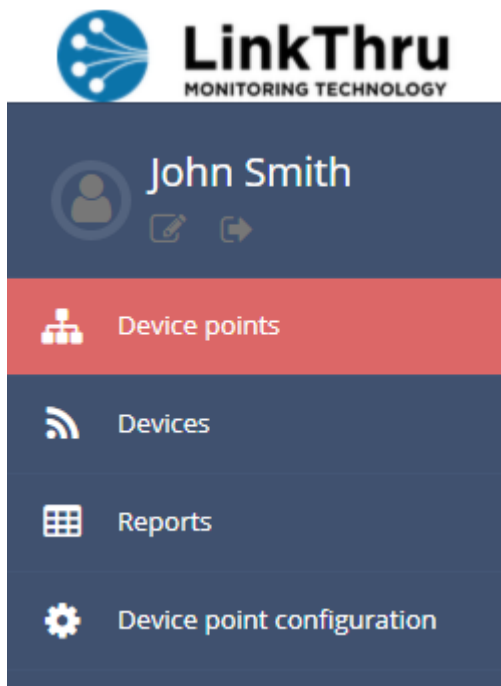


HOW TO... CREATE A REPORT

A report can be created and download at any time, for a specified period and a specified scope of device points.

Note: To manage and view reports you must have permission set on your user profile.

To access reports click on the Reports icon on the left hand window:



This will open the Reports page:

The screenshot shows a web application interface for generating reports. At the top, there is a navigation bar with a logo, a menu icon, and a user profile for 'John Smith'. Below this is a 'Reports' header. The main content area is divided into two sections: 'Generate new report' and 'Past reports'.

The 'Generate new report' section contains a form with the following fields:

- Scope:** A dropdown menu currently showing 'ABC Corp'.
- Date:** Two date input fields labeled 'from' and 'to', each with a calendar icon.
- Generate report:** A button to submit the form.

The 'Past reports' section displays a table of previously generated reports. The table has the following columns: From, To, Type, Scope, and actions (Download and Delete).

From	To	Type	Scope	Download	Delete
from	to	<input checked="" type="checkbox"/> Cisterniser Legionella Temperature Monitoring Report			
11/06/2018	18/06/2018	Cisterniser Legionella Temperature Monitoring Report	Innovation Birmingham Campus	Download	Delete
09/04/2018	07/05/2018	Cisterniser Legionella Temperature Monitoring Report	Innovation Birmingham Campus > iCentrum	Download	Delete
01/04/2018	30/04/2018	Cisterniser Legionella Temperature Monitoring Report	Innovation Birmingham Campus > iCentrum > First Floor > Gents WC	Download	Delete
01/04/2018	01/05/2018	Cisterniser Legionella Temperature Monitoring Report	City Hospital	Download	Delete

At the bottom of the table, there is a pagination control showing '< 1 >'.

Define the report criteria before generating a new report:

- **Scope** – Select a point in the hierarchy and use **refine** to navigate to a specific location.
- **Dates** – Select the date range for the report.

Click on **Generate Report** and a Word document will download.

Past reports can be viewed in the list - use the filters to search through reports.