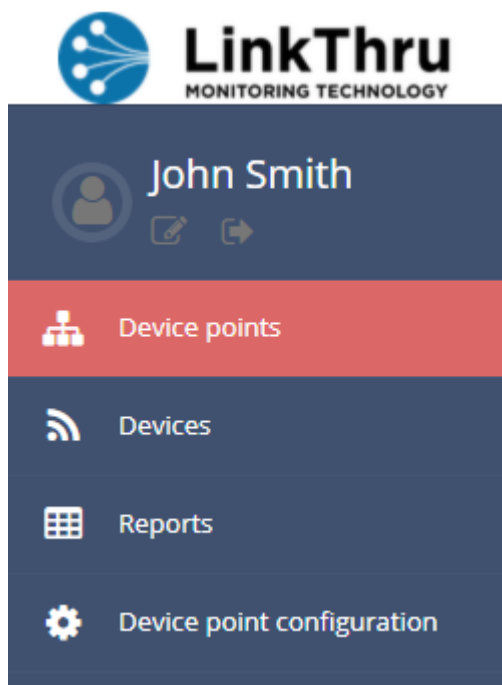


HOW TO... CREATE A REPORT

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:

Reports

Generate new report

Scope * ABC Corp

Date * from to

Generate report

Past reports

From	To	Type	Scope	
from	to	☒ 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

< 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.