

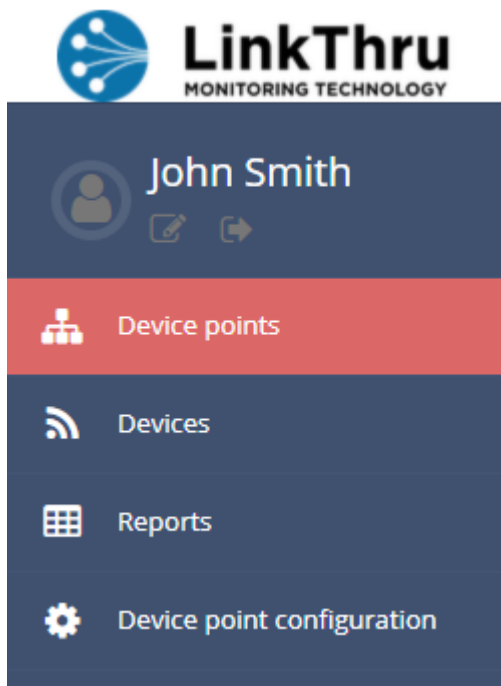


HOW TO... CREATE A REPORT

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' section with a sub-header 'Generate new report'. This section contains a form with a 'Scope' dropdown menu set to 'ABC Corp' and a 'Date' range selector with 'from' and 'to' fields. A 'Generate report' button is located at the bottom right of the form. Below the form is a 'Past reports' section containing a table of generated reports. The table has columns for 'From', 'To', 'Type', and 'Scope'. The first row is selected, and the table includes 'Download' and 'Delete' buttons for each entry. A pagination control at the bottom shows '1' of 1 items.

From	To	Type	Scope
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
09/04/2018	07/05/2018	Cisterniser Legionella Temperature Monitoring Report	Innovation Birmingham Campus > iCentrum
01/04/2018	30/04/2018	Cisterniser Legionella Temperature Monitoring Report	Innovation Birmingham Campus > iCentrum > First Floor > Gents WC
01/04/2018	01/05/2018	Cisterniser Legionella Temperature Monitoring Report	City Hospital

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.