CATEGORY ARCHIVES: REPORTS

Schedule Reports

- 1. Click the "Reports" icon on the menu bar
- 2. Select the desired report type
- 3. Select a time scale
- 4. Check the device(s) to be included in the report
- 5. Click on "Schedule Report" button
- 6. A window will pop-up. Fill out the required information and click on "Confirm Schedule" button

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Set Report as a Favorite

- 1. Click the "Reports" icon on the menu bar
- 2. Select the desired report type
- 3. Select a time scale
- 4. Check the device(s) to be included in the report
- 5. Click on "Save as Favorite" button



Run Report Now

- 1. Click the "Reports" icon on the menu bar
- 2. Select the desired report type
- 3. Select a time scale
- 4. Check the device(s) to be included in the report
- 5. Click on "Run Report Now" button

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Previous Reports

- 1. Click the "Reports" icon on the menu bar
- 2. Click the "Previous Reports" icon in the bar
- 3. Select a report
- 4. Click on "Run Report" button



Delete a Scheduled Report

- 1. Click the "Reports" icon on the menu bar
- 2. Click the "Scheduled Reports" icon in the menu bar
- 3. Select the report to be deleted
- 4. Click on "Delete Selected" button

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Edit, Schedule or Run a Favorite Report

- 1. Click the "Reports" icon on the menu bar
- 2. Click the "Favorite" icon in the menu bar
- 3. Select the report
- 4. Select the action required



Delete Favorite Reports

- 1. Click the "Reports" icon on the menu bar
- 2. Click the "Favorite Reports" icon on the menu bar
- 3. Select the report to be deleted
- 4. Click on "Delete Selected"

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