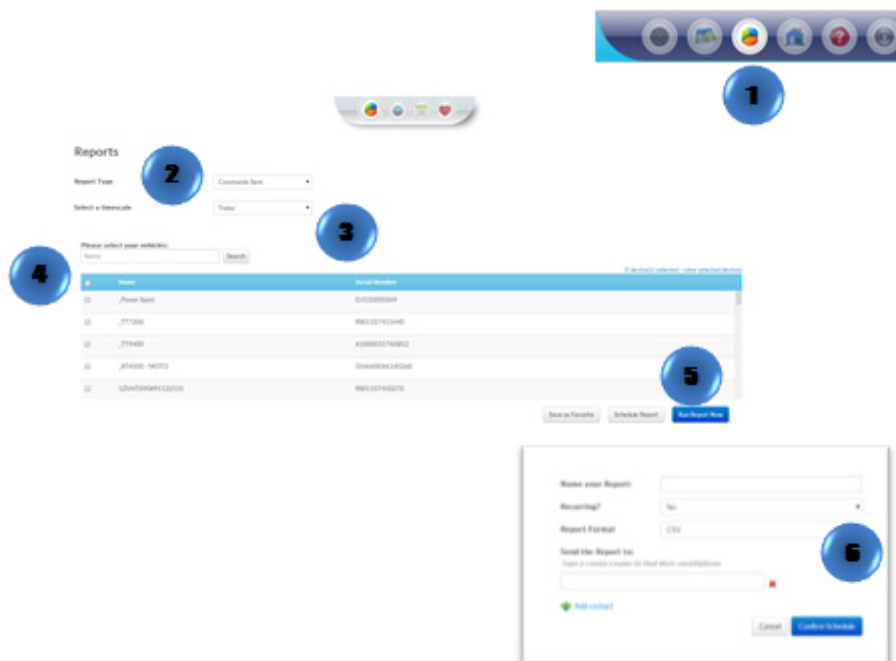

CATEGORY ARCHIVES: REPORTS

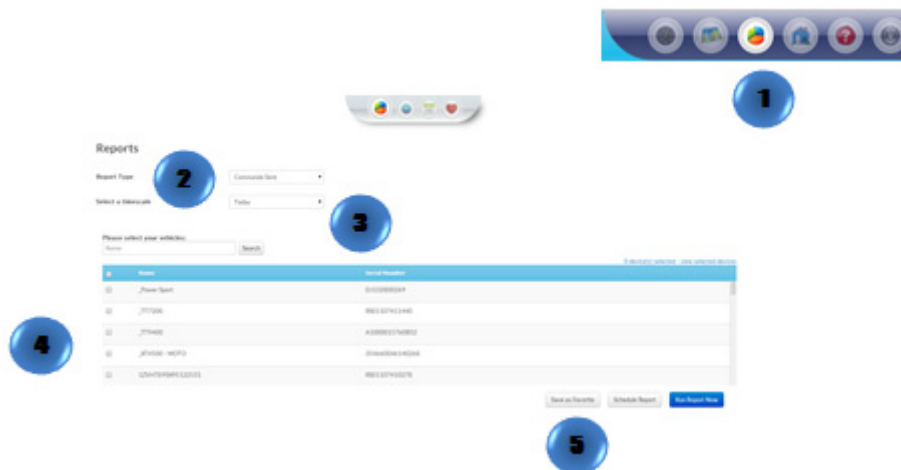
Schedule Reports

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



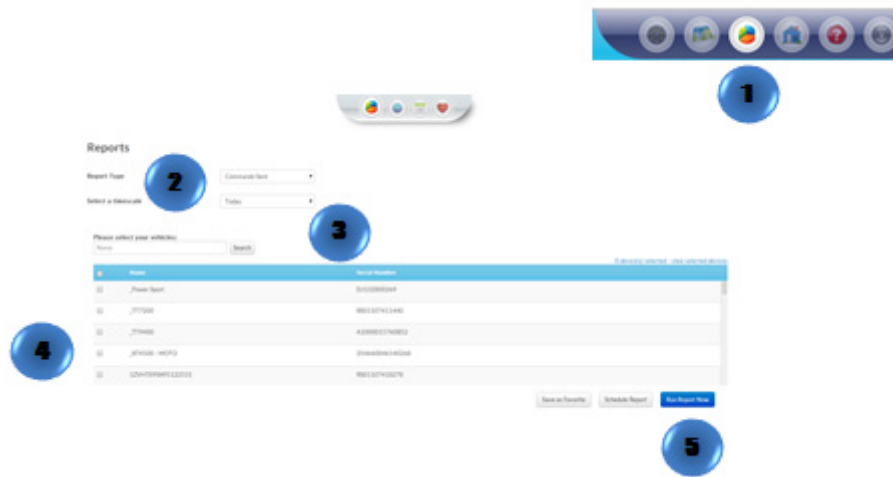
Set Report as a Favorite

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



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



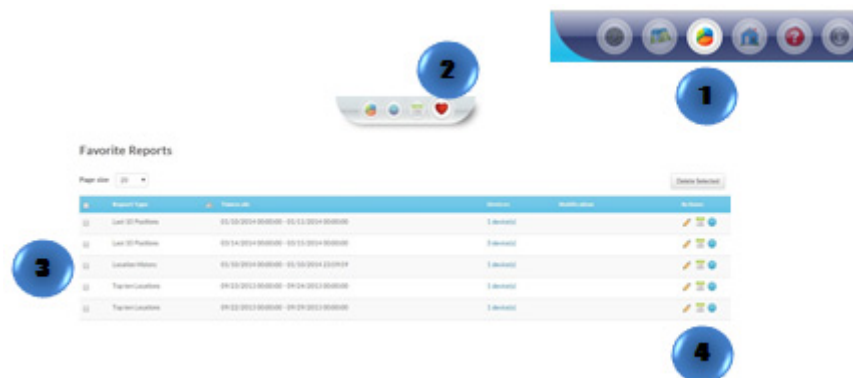
Delete a Scheduled Report

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



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"

The screenshot shows a web application interface. At the top, there is a navigation bar with several icons. Below it, there is a section titled "Favorite Reports". To the left of this section, there is a sidebar with a "Page Size" dropdown menu. The main content area displays a table of reports. Four blue circular callouts with white numbers are overlaid on the image: 1 points to the top navigation bar, 2 points to a small floating toolbar, 3 points to the sidebar, and 4 points to the "Delete Selected" button in the top right corner of the table.

Favorite Reports

Page Size: 20

Delete Selected

	Report Name	Report ID	Workflow	Workflow Status	Workflow
1	Unit 10 Portfolio	01-10-2014 00:00:00 - 01-11-2014 00:00:00	1. Approved		
2	Unit 10 Portfolio	01-11-2014 00:00:00 - 01-12-2014 00:00:00	1. Approved		
3	Unit 10 Portfolio	01-12-2014 00:00:00 - 01-01-2015 00:00:00	1. Approved		
4	Unit 10 Portfolio	01-01-2015 00:00:00 - 01-02-2015 00:00:00	1. Approved		
5	Unit 10 Portfolio	01-02-2015 00:00:00 - 01-03-2015 00:00:00	1. Approved		
6	Unit 10 Portfolio	01-03-2015 00:00:00 - 01-04-2015 00:00:00	1. Approved		
7	Unit 10 Portfolio	01-04-2015 00:00:00 - 01-05-2015 00:00:00	1. Approved		
8	Unit 10 Portfolio	01-05-2015 00:00:00 - 01-06-2015 00:00:00	1. Approved		
9	Unit 10 Portfolio	01-06-2015 00:00:00 - 01-07-2015 00:00:00	1. Approved		
10	Unit 10 Portfolio	01-07-2015 00:00:00 - 01-08-2015 00:00:00	1. Approved		
11	Unit 10 Portfolio	01-08-2015 00:00:00 - 01-09-2015 00:00:00	1. Approved		
12	Unit 10 Portfolio	01-09-2015 00:00:00 - 01-10-2015 00:00:00	1. Approved		
13	Unit 10 Portfolio	01-10-2015 00:00:00 - 01-11-2015 00:00:00	1. Approved		
14	Unit 10 Portfolio	01-11-2015 00:00:00 - 01-12-2015 00:00:00	1. Approved		
15	Unit 10 Portfolio	01-12-2015 00:00:00 - 01-01-2016 00:00:00	1. Approved		
16	Unit 10 Portfolio	01-01-2016 00:00:00 - 01-02-2016 00:00:00	1. Approved		
17	Unit 10 Portfolio	01-02-2016 00:00:00 - 01-03-2016 00:00:00	1. Approved		
18	Unit 10 Portfolio	01-03-2016 00:00:00 - 01-04-2016 00:00:00	1. Approved		
19	Unit 10 Portfolio	01-04-2016 00:00:00 - 01-05-2016 00:00:00	1. Approved		
20	Unit 10 Portfolio	01-05-2016 00:00:00 - 01-06-2016 00:00:00	1. Approved		