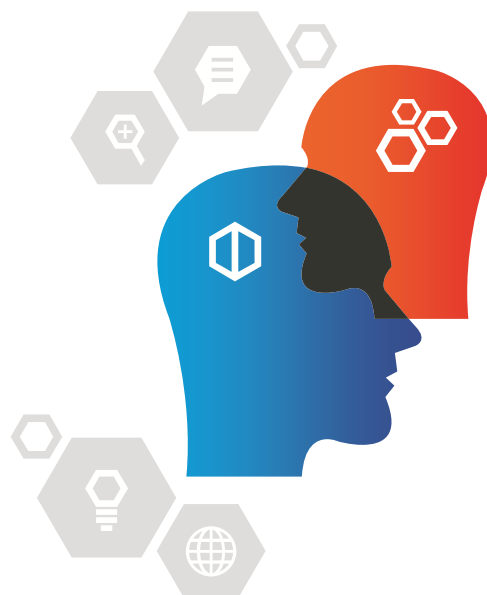


# Training - 2

## How to generate a REPORT?

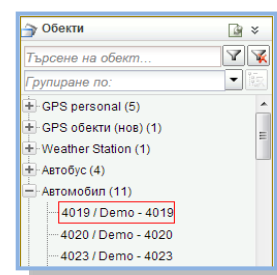


One of the most important features of the internet application MONITORING.BG is generating reports from archived information. The reports are numerous and specialized in separate groups and types. The maximum period for generating a report is 90 days. If you have additional questions, please contact us on the provided telephone numbers.

“ The system is open and flexible. There is a possibility of editing new reports according to your needs. We are working for you! ”

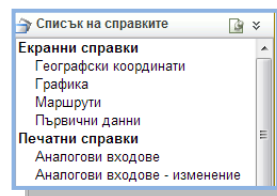
### 1.SELECT AN OBJECT

In the upper left corner, you will see a list of which you can choose an object for report. You can select more than one object by holding the Ctrl key continuously on the keyboard + left mouse button. The selected one or more objects will be enclosed by a red line.



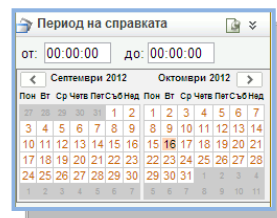
### 2.SELECT TYPE OF REPORT

The list of report's types is located below the list of objects. The options that are visible are influenced by the following parameters of individual objects. If you have selected several objects at the same time, you will only see those reports that are common for the selected objects. The reports are: Screen – which you see them on the screen and Printed reports and Travel sheets that can be printed.



### 3.SELECT A PERIOD FOR THE REPORT

In the lower left corner there is a calendar where you choose a date for generating the report. If you want a report for more than one day – with the left mouse button click on the first and last date of the desired period. Above the calendar there is an opportunity for setting the time from-to. If you leave the time form 0:00 to 0:00 and select a period, then you will have to include one day more. The maximum period for a report is 90 days.



### 4.GENERATING

Above all lists there is a button “Generate”. You can click on it only after you have selected all of the above described. After a few seconds on the right of your screen you will see the report itself.

REAL TIME

REPORTS

ALARMS

OBJECTS

ADMINISTRATING