

Template:Rms manual reports add new

To generate a report go to the RMS web page, left sidebar panel, **Reports** and click on **Reports dashboard** tab (**Reports** → **Reports dashboard**).



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Single reports

Single (one time) - generates a single report for the selected period. Report(s) are generated manually by user input.

Important!

- Using custom period you can generate a report for a custom period of time.



Below is an image showing single reports table.



Periodic reports

Periodic - generates reports periodically at the specified frequency (period). Report(s) are generated automatically.

On top of the screen, you will find a number of currently active periodic reports.




Below is an image showing a periodic reports table.




Create new



Instructions

1. Move your mouse pointer to on the right side of the panel click the  plus icon.
2. A new *Add new single report* pop-up window will appear.
3. Fill out and select your desired options. You will find descriptions for each field down below.
4. When ready, click the **Submit** button.

At the top of your screen, you will get a notification in green text:  **Company created.**



Below are all the description explained for a new report pop-up window.

Important!

- Both single and periodic reports have almost identical window for creating reports. Because of that we only have one example for creating a report.
- **Name** - a custom title for the report
- **Description** - a custom description for the report
- **Report type** - the type of the report; can be either:
 - **Single** (one time) - generates a single report for the selected *Period* - **Periodic** - generates reports periodically at the specified frequency (*Period*)
- **Period** - period of the report. The values for this field are dependent on the chosen *Report type*:
 - **Single** (one time) - generates a single report based on the data gathered: **Last day** - over the last 24 hours - **Last week** - over the last 7 days - **Last month** - over the last month
 - **Periodic** - generates a report: **Daily** - every 24 hours - **Weekly** - every 7 days - **Monthly** - every month
- **Apply for** - specifies for which devices the report will be generated:
 - *All devices* - information on all devices in the RMS profile
 - *Device group* - information on devices from the selected group(s) only
 - *Selected devices* - information on selected devices only
- **Select report parameters** - specifies which router parameters will be displayed in the report:
 - *Router uptime* - router's uptime value for the specified period (not the current uptime)
 - *Temperature* - router's module's minimum, maximum and average temperature values for the specified period
 - *Connection uptime* - mobile data connection uptime value for the specified period (not the current connection uptime)
 - *Operator* - displays to which operators the device was connected during the specified period

- *Data usage* - sent/received data usage values for the specified period
- *Signal strength* - minimum, maximum and average signal strength values for the specified period

Generate report

For single reports, you have to manually generate a report after you create it.

- To generate a report click  **New report** button.



Below you will find an example of a generated report.



Report list

Single reports and periodic reports both have the **Generated report list** function. This section displays generated reports. And from here you can either view these reports or delete them.

To access this list click  **Generated report list** button.



View generated reports

After you accessed the  **Generated report list** to open the report click on the  **Generated report details** button.



Download PDF report

Below you will find an example of a downloaded PDF report.




Just click the download button in the generated report's page to get the report.



Remove generated report

To remove a generated report click on  **Remove** button.




At the top of your screen, you will get a notification in green text:  **Report deleted.**



Toggle periodic reports

Since periodic reports are generated automatically. You may wish to stop this functionality. For this, you can toggle report off/on.



At the top of your screen, you will get a notification in green text:  **Report updated.**

