# 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**  $\rightarrow$  **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.

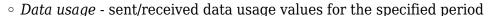
At the top of your screen, you will get a notification in green text: \( \subseteq \text{Company created.} \)



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

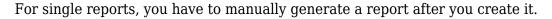
### **Important!**

- 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
  - $\circ$   $\textbf{\textit{Periodic}}$  generates a report:  $\textbf{\textit{Daily}}$  every 24 hours  $\textbf{\textit{Weekly}}$  every 7 days  $\textbf{\textit{Monthly}}$  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
  - o 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)
  - $\circ$   $\mathit{Operator}$  displays to which operators the device was connected during the specified period



 $\circ$   $\mathit{Signal\ strength}\ \text{-}\ minimum,\ maximum\ and\ average\ signal\ strength\ values\ for\ the\ specified\ period$ 

### **Generate report**



• 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  $\boxtimes$  Generated report list to open the report click on the  $\boxtimes$  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 <b>■ Remove</b> 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.