

User Manual: Creating Reports and Subscription

Introduction

This manual will guide you through the process of creating a report and setting up a subscription in our system. Follow the steps below to efficiently perform these actions.

Steps to Create a Report

1. **Access the Reports Section**
 - Log in to your account.
 - Navigate to the **Reports** section in the main menu.
2. **Create a New Report**
 - Click the "**Create New Report**" button.
3. **Select the Type of Report**
 - Choose the type of report you wish to obtain based on the required information.
4. **Select Attributes**
 - Define the attributes of the report by selecting the types of sensors you want to include.
5. **Generate the Report**
 - Click on "**Generate Report**" to create the report with the selected attributes.

Steps to Subscribe to the Report

You can set up the subscription during the report creation process:

1. **Select Frequency**
 - Choose the **frequency** with which you want to receive the report (Daily or Weekly).
2. **Select Format**
 - Specify the **format** in which you want to receive the report (e.g., PDF, Excel, etc.).
3. **Define Date, Day, and Time**
 - Indicate the **date**, **day**, and **time** you wish to receive the report.

Image for reference

Step 1

Reports Generated

Name ^ Type Format Objects Zones Sensors Daily Weekly

Report properties

Report

Name	TEST REPORT	Format	HTML
Type	General Information	Show coordinates	<input checked="" type="checkbox"/>
Objects	Nothing selected	Show addresses	<input type="checkbox"/>
Zones	Nothing selected	Zones instead of addresses	<input type="checkbox"/>
Sensors	Nothing selected	Stops	> 1 min
Data items	All selected	Speed limit (mph)	
Ignore empty reports	<input type="checkbox"/>		

Schedule

Daily ☐ Weekly ☐ Send to e-mail ☐ E-mail address

Time period

Filter Today

Time from 2024-09-26 00:00 Time to 2024-09-27 00:00

Generate Save Cancel

Step 2

Reports

Reports Generated

Name ^ Type Format

grouped (1)

+

Creating report subscription:

Schedule

Time period

Daily☐

Weekly☐

Send to e-mail

E-mail address

Filter

Time from

Time to

Today

2024-09-26

2024-09-27

00

00

00

00

00

00

Generate


Save


Cancel


Conclusion

By following these simple steps, you will be able to create reports and subscribe to them according to your needs. If you need further assistance, please refer to the support section or contact our team.

Contact Information







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