Reports

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Reports

stages® provides Reports that can be downloaded, emailed, or scheduled to be emailed. The Reports can be generated in PDF, HTML, or Excel.

Detailed Activity

The Detailed Activity report shows Event Codes received for a site group or site. The Report can include Operator Actions as well.

The Report can be filtered by report codes.

Set the time frame for the report. Start date assumes a time of 00:00:00 and End date assumes a time of 23:59:59.

For a Site Group report, the sites can be listed right after another as in the example below or separated to have only one site per page.

Open/Close History

The Open/Close History report shows open and close events only for a site group or site.

Operator Statistics

The Operator Statistics Report shows the amount of alarms processed by operator per hour. Count displays the total alarms per hour.

Max displays the max time of dispatch. Average displays the average time for dispatch.

The Operators are displayed on the left, with a separate entry for each priority group. Note : Times shown as MM:SS (10:43), if over an hour shown as HHh:MM (1h:43)

More information can be found in the Alarm Statistics utility. (Utilities > Operator Supervision > Alarm Statistics)

Session History

The Session History report shows all logins to stages™ for a time period. The report shows auto feed time, wait time,

% of time in auto feed, and time dispatching.

U.L. Alarm Report

The U.L. Alarm Report is a version of the Detailed Activity report that displays information required for UL Certificated Accounts.

<u>Short Site Device</u>

The Short Site Device report shows a listing of sites for a range of transmitter numbers.

<u>Site Database</u>

The Site Database report shows the site information with options to include Contacts, Devices and Schedules.

<u>stages™ Usage by Site Group</u>

The stages™ Usage by Site Group report shows the total hours spent on each dealer, and hours broken down by monitoring, external application usage and customer application usage.

Report Group

Sites can be assigned a Report Group (i.e. monthly, weekly). Groups are defined in the Report Group setup window. Previously, Report Groups were labeled as 'Report Frequency'. When reports are run, they can be filtered to only include sites with the selected Report Group.

Report Type

Report Type (Setup > Report Setup > Report Type) is setup to run distributions of the Detailed Activity Report and the Open/Close History Report. The Report Types are assigned to Sites and Site Groups by Report Distributions. The Report Distributions can be generated to be sent out in bulk by an operator in Report Generation or scheduled to be sent out automatically in the Report Type.

Report Types are configured with report parameters such as 'Include Operator Actions', 'One Site per Page', 'Include Xmits w/no Activity', 'Report Codes' and 'Report Group'. These parameters will apply when the reports are generated.

Report Types are scheduled by assigning a Frequency, Run Time and when applicable, a Day of Week or Day of Month. Frequency can be Daily, Weekly, or Monthly. Weekly reports are also assigned a Day of the Week and Monthly reports are assigned a Day of the Month.

Email Reports

Reports can be generated on demand and sent out as attachments to an email using the Email Reports window (Report > Email Reports). The email information is entered on the top pane, with the Report parameters entered in the appropriate tab. Multiple email addresses can be entered separated by a semi-colon (;). The subject and body will default to be the name of the report. These can be overridden by using the subject and body fields in the top pane.

Report Troubleshooting

Browser Problems - Downloading a Report should open the download dialogue. The dialogue can be suppressed by the browser default settings. If nothing is happening when the report is run, check the settings. In Internet Explorer, open Internet Options. On the Security tab, click the Custom button. Under the Downloads category is an option 'Automatic prompt for file downloads'. This should be enabled.