## SWS - Forms in the Report Menu -System Reports - Activity Reports -Alarm Response

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The Alarm Response Report displays alarm response times for Manitou Operators.

## **Generating an Alarm Response Report**

Perform the following steps to generate an Alarm Response Report:

1. Navigate to the Reports menu, and select "System Reports".

**Result:** The "System Reports" Navigation Tree displays as shown in the following screenshot:

Activity     Custom		
🗄 Maintenance		
🖶 Master File		
⊕⊸System		

2. Click the "Activity" Navigation Tree Node.

**Result:** The Activity section of the Navigation Tree expands as displayed in the following screenshot:



3. Double-click the "Alarm Response" Navigation Tree Node.

**Result:** The Alarm Response Report form displays as shown in the following screenshot:

E-Activity	Alarm Response -				
Summary	Report Description: Alarm Response			Priority: 6	
	Customer ID	From :	To:		
Alarm Number	Customer name				
Alarm Response	Dealer ID		<u> </u>		
🗈 🎳 Daily Signals	Branch ID			0	
by Operator	Group Class			2	
Signal Count by Customer	User ID IZ Date	11/20/2013 💽 00:00:0	0	113 🔪 23:59:59 🔅	
Signals Signals Custom	Minimum Response	(seconds) 0	Monite	oring status	
<ul> <li>Maintenance</li> <li>Master File</li> </ul>	Group by	tioned alarms in averages Response type	d alarms in averages Interve sponse type Interve		
E-System	<ul> <li>Date</li> <li>Operator</li> </ul>	<ul> <li>First View to First Action</li> <li>Available to First Action</li> </ul>	Options.	Advanced	

- 4. If you want, apply any of the following parameters to your Alarm Response Report:
- Customer ID
- Customer Name
- Dealer ID
- Branch ID
- Group
- Class
- User ID
- Date
- Time
- To run an Alarm Response Report, select a beginning value from the "From:" field and an ending value from the "To:" field. The system will report on all items in the selected category that fit between the beginning and ending values.
- 6. If you want, enter a number in the "Minimum Response (seconds)" field to define the minimum response time you want to include in your Report.
- 7. If you want, select the "Include details" checkbox to maximize the amount of information displayed in your Report.
- 8. If you want, select the "Only include actioned alarms in averages" checkbox to exclude alarms for which no action was taken.
- 9. Select either "Date" or "Operator" from the "Group by" area of the screen to determine how your Report information should be grouped.

- 10. Select either "First View to First Action" or "Available to First Action" to determine how the alarm response time should be measured.
- 11. Items in the "Monitoring status" area of the form display as preselected. Deselect the items you want to exclude from your Report.
- 12. Click "Options".

**Result:** The "Alarm Response Options Settings" window displays as shown in the following screenshot:

nt Codes	Event Categories
var Turkhown Event var ×1 GSM Link Fail var ×2 GSM No Response	Access Alarms     Burglary     Emergency
☑ *3 Land Line Link Fail ☑ *4 Land Line No Respons ☑ *5 GSM Resp OK	<ul> <li>✓ Environmental Alarms</li> <li>✓ Fire Alarm</li> <li>✓ General Alarms</li> </ul>
▼ *6 Land Line Resp OK ▼ *7 GSM Remote Link Fail	Holdup / Personal Attack     Medical Alarms
✓ *8 G5M Remote Resp UK ✓ *A Activation ✓ *A1 Unknown Card	
▼ *A2 Unassigned Card ▼ *A3 Unauthorized Access	System Alarms

13. Items in the "Event Codes" and "Event Categories" areas of the widow display as preselected. Deselect the items you want to exclude from your Report, and click "OK".

**Result:** The "Alarm Response Options Settings" window closes and the system returns the user to the Alarm Response form.

14. Once you have entered all the parameters for your Report, click "Next".

**Result:** The Distribution Tab displays as shown in the following screenshot:



15. For instructions on distributing your Report, refer to the "System Reports" document.

## The Advanced Button

Some Report forms include an Advanced Settings button. Clicking this button results in the display of an Advanced Settings window. Use the "Customer user defined fields" form in the Tools menu, under Options, and Account Creation/Maintenance to customize Report fields on Advanced Settings windows.

For instructions on how to access and use the form, refer to the "System Reports" document.