SWS - Forms in the Report Menu - System Reports - Activity Reports - Handled Signals by Operator

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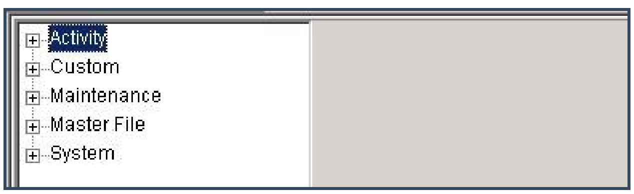
The Handled Signals by Operator Report is a useful management tool to view the number of alarms Operators are handling.

Generating a Handled Signals by Operator Report

Perform the following steps to generate a Handled Signals by Operator Report:

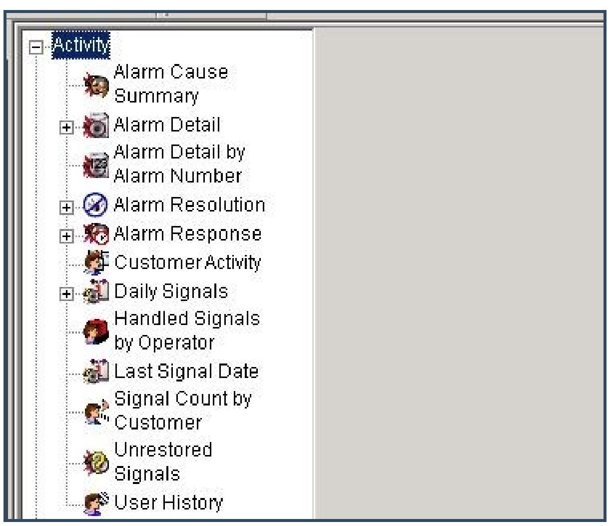
1. Navigate to the Reports menu, and select "System Reports".

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

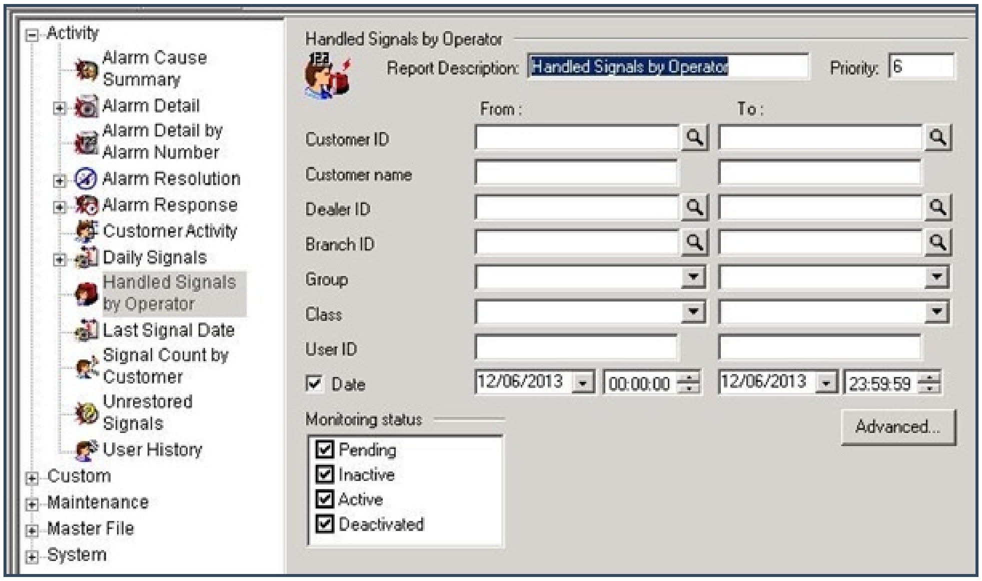
2. Click the "Activity" Navigation Tree Node.

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

3. Double-click the "Handled Signals by Operator" Navigation Tree Node.

   Result: The "Handled Signals by Operator" form displays as shown in the following screenshot:

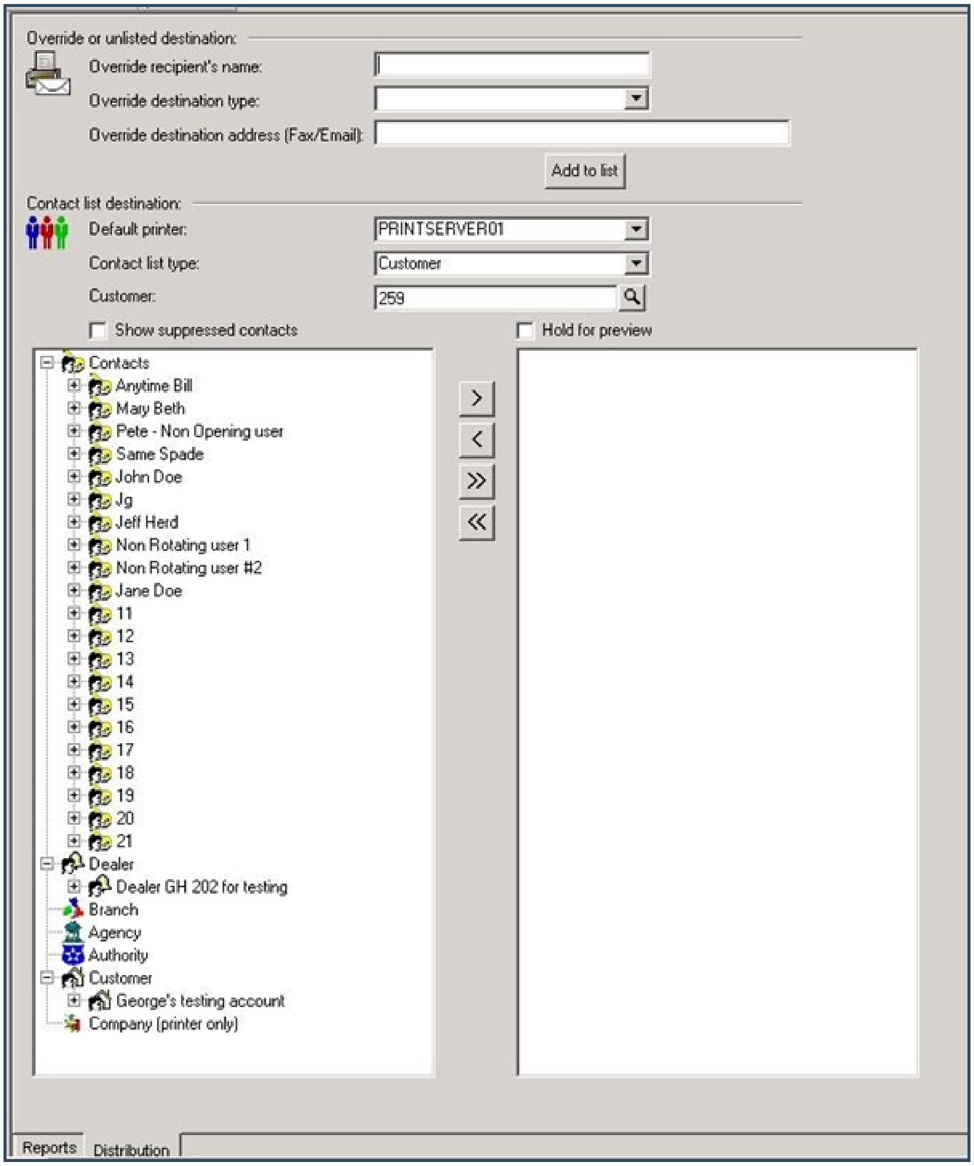


4. If you want, apply any of the following parameters to your Handled Signals by Operator Report:

- Customer ID
- Customer Name
- Dealer ID
- Branch ID
- Group
- Class
- User ID

5. To run a Handled Signals by Operator Report, enter a beginning value in the "From:" field and an ending value in the "To:" field. The system will report on all items in the selected category that fit between the beginning and ending values.
6. The Date fields display as preselected. If you do not want to include a date and time range in your Report, deselect the "Date" checkbox. Otherwise, enter a date and time range into the "From:" and "To:" fields.
7. Items in the "Monitoring status" area of the form display as preselected. If you want to exclude signals with any of the listed statuses from your Report, deselect the checkbox for the status type you want to exclude.
8. Once you have entered all the parameters for your Report, click "Next".

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



9. 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.