SWS - Forms in the Report Menu - System Reports - Master File Reports - Event Codes

Last Modified on 08/02/2024 6:33 pm EDT

The Event Codes Report displays Event Code details.

Generating an Event Codes Report

Perform the following steps to generate an Event Codes 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 "Master File" Navigation Tree Node.

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

3. Double-click "Event Codes".

   Result: The "Event Codes" form displays as shown in the following screenshot:
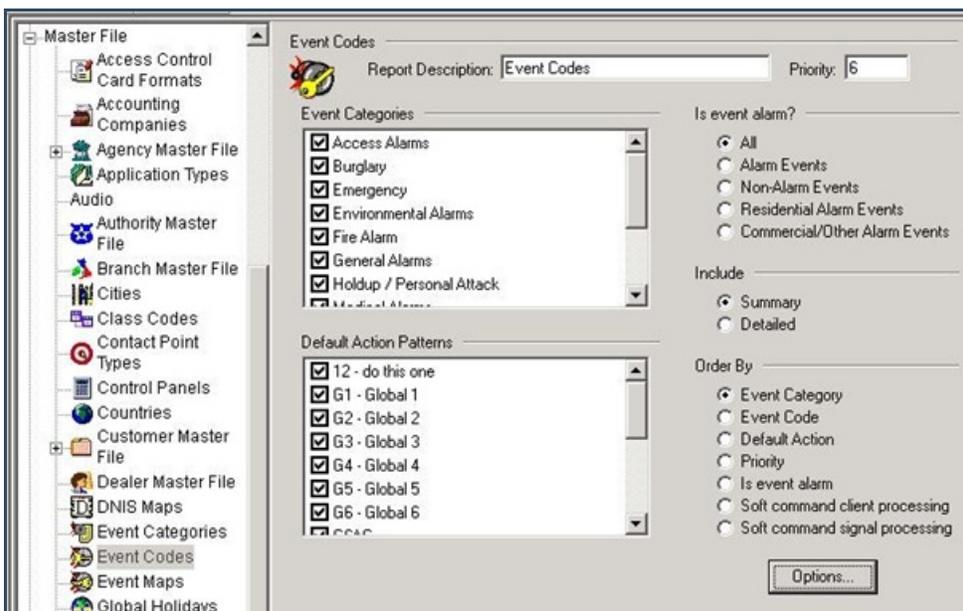
4. Items in the "Event Categories" area of the form display as preselected. Deselect any items you want to exclude from your Report.
5. Items in the "Default Action Patterns" area of the form display as preselected. Deselect any items you want to exclude from your Report.
6. The "All" option in the "Is event alarm?" area of the form displays as preselected. If you want to limit the types of Events that display in your Report, select another item instead.
7. The "Summary" option in the "Include" area of the form displays as preselected. If you want more details to display in your Report, select the "Detailed" option instead.
8. The "Event Category" option in the "Order By" area of the form displays as preselected. If you want to order your Report by "Event Code", "Default Action", "Priority", "Is event alarm", "Soft command client processing", or "Soft command signal processing", select that item instead.
9. Click "Options".

    Result: The "Event Codes Options" window displays as shown in the following screenshot:
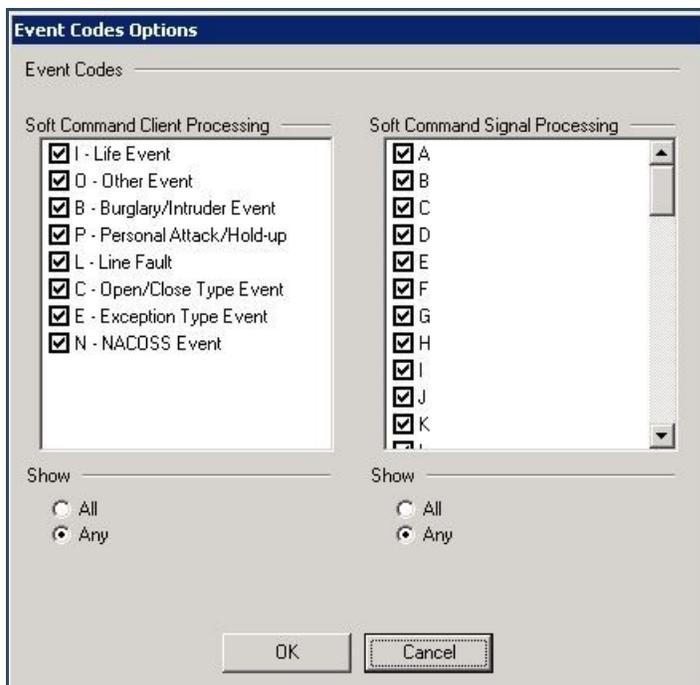
10. Items in the "Soft Command Client Processing" area of the form display as preselected. Deselect any items you want to exclude from your Report.
11. Items in the "Soft Command Signal Processing" area of the form display as preselected. Deselect any items you want to exclude from your Report.
12. The "Any" option displays as preselected in the "Show" area below the "Soft Command Client Processing" list. If you want your Report to display all instances of the selected Event Codes, select "All" instead.
13. The "Any" option displays as preselected in the "Show" area below the "Soft Command Signal Processing" list. If you want your Report to display all instances of the selected Event Codes, select "All" instead.
14. Click "OK".

    Result: The "Event Codes Options" window closes and the system returns you to the "Event Codes" form.

15. Click "Next".

Result: The Distribution Tab displays as shown in the following screenshot:
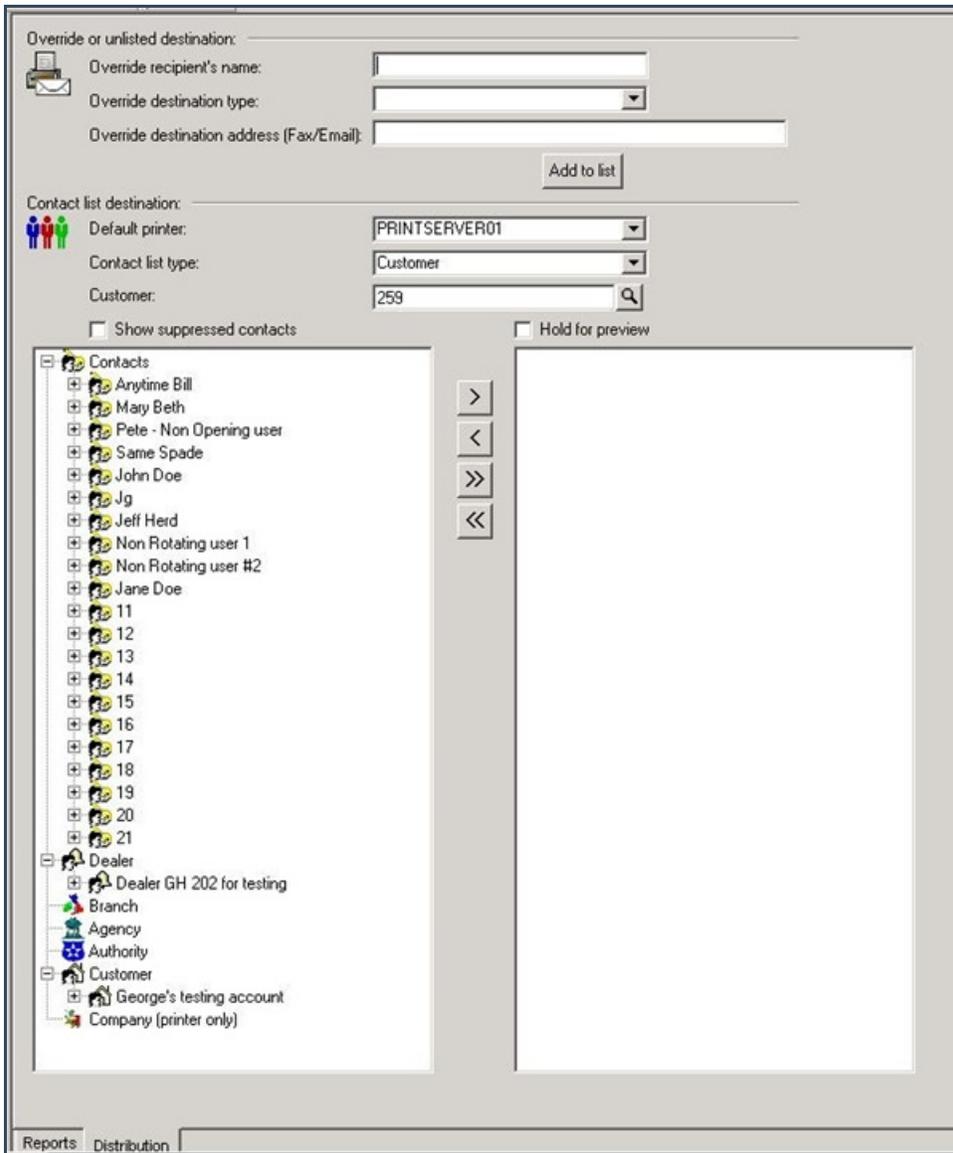
16. For instructions on distributing your Report, refer to the "System Reports" document.