

HOW TO PRINT REPORTS

There are several reports you can generate via Command Center that you may want to print or display from time to time. These include Water Management, Water Usage, Station History, or Alerts to name a few. You can also use the print to file option to incorporate Report Data into a spreadsheet, word document, or other type of media format. This option allows the user to compile, and e-mail report data as well.

Each section of this manual, that has the ability to generate a report, will refer you to this section for instructions.

Each report screen will have a toolbar at the top of the screen (Figure 1).



Figure 1

You can view each page of the report by using the arrows at the top of the screen (Figure 2).



Figure 2

- The far left arrow will return you to the first page of the report.
- The arrow to the left of the page box will take you back one number.
- The arrow to the right of the number box will take you to the next page.
- The arrow to the far right of the number box will take you to the last page of the report.

1. You can also print this report by selecting the printer icon at the far left of the toolbar (Figure 3).

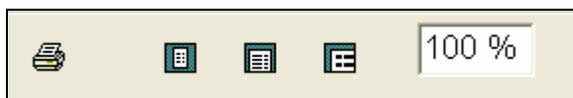


Figure 3

2. If you want to just print the page that you are looking at click on the **Print Current Page** button (Figure 4).

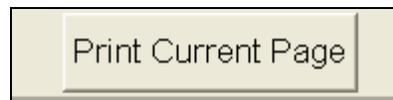


Figure 4

This will take you to the **Print** screen (Figure 5).



Figure 5

3. Select the printer that you want the report to print out to.
4. Select the Page Range that you want to print: **All**, **Current Page**, or **Pages**.
5. Next select the Number of **copies** by using the **UP** and **DOWN** arrow to the right side of the number.
6. Check the **Collate** box if you want to collate your report.
7. Select whether to Print **All pages in range**, **Odd Pages**, or **Even Pages** using the Pull Down arrow.

8. Check the **Print to File** box if you want to export your Report Data into a document type format from the following list:

- *.PDF
- *.XLS
- *.DOC
- *.HTML
- *.RTF
- *.REF

Note: Some file format choices will only be available for certain types of reports.

Note: This will allow you to take the Report Data and incorporate it into a spread sheet, word document, or other type of document.

9. Next select the location that you want the report data to be stored in by clicking on the **Browse** button to the right of the location box (Figure 6).

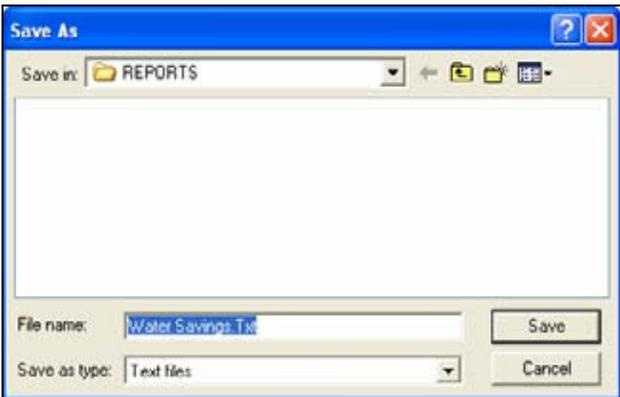


Figure 6

10. Type in the location or use the drop down arrow to select a pre-existing file.
11. Use the drop down arrow to select the Save as Type of file for Text Files, or All files.
12. Click the **Save** button to save the file, or click on the **Cancel** button to exit out of this screen without saving the information.

13. If you want to change the screen view of the report use the following:



This button will give you the Whole page view.



This button gives you the Page Width view.



This button gives you the Page percentage view. This is adjustable by using the number percentage box to adjust the size (Figure 7).



Figure 7

14. A window at the bottom of the screen will tell you how many pages there are to the report and which page you are currently on (Figure 8).

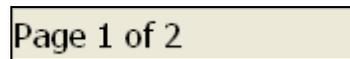


Figure 8

15. Click on the **Close** button to exit out of this screen (Figure 9).

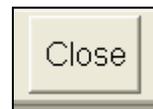
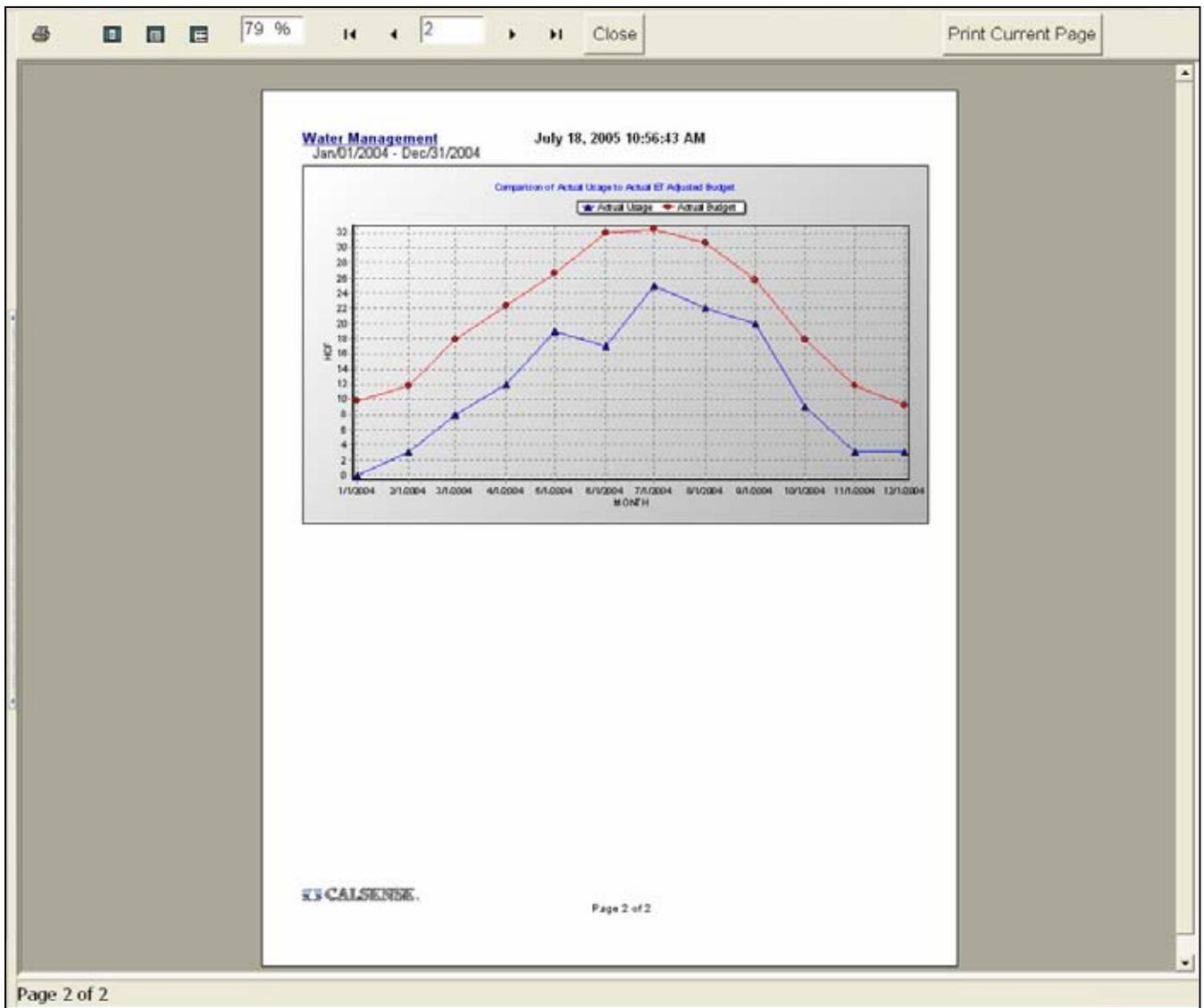


Figure 9

SEE LAST PAGE FOR EXAMPLE OF A REPORT



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EXAMPLE



