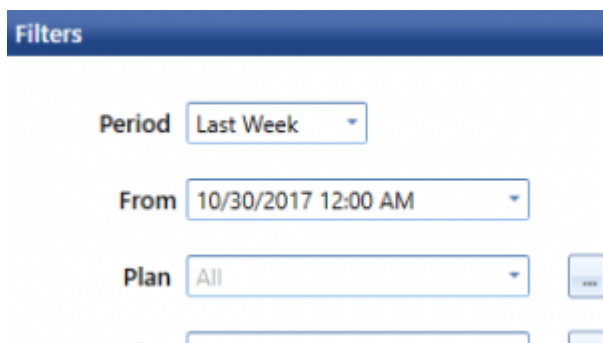


Chapter 4 | Reporting

Report Settings

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The screenshot shows a 'Filters' panel with the following controls:

- Period:** A dropdown menu currently showing 'Last Week'.
- From:** A date and time selector showing '10/30/2017 12:00 AM'.
- Plan:** A dropdown menu currently showing 'All'.
- Buttons:** 'OK' and 'Cancel' buttons are visible to the right of the 'Plan' dropdown.

Here you can choose what will be in your report. By default All is chosen which means all plans, all users, all locations, etc. will be included in the reports data.

Checking the box **Include Deleted Rows** will include deleted results in the report.

A selection dialog box with the following fields and options:

- User ID:** A dropdown menu currently showing "All".
- Unit:** A list box with the option "(Select All)" selected.
- Results:** A list box with two options: "MPC\hmcgill" (selected with a checkmark) and "MPC\jabrahams" (unselected).
- Test Type:** A field with "OK" and "Cancel" buttons.
- Include Deleted Rows:** A checkbox that is currently unchecked.

Clicking on any of the fields will allow you to pick and choose what data will appear in your reports. For example, you can specify specific plans, locations, users, or even units to include in your reports if you do not want to include all.

A report header area with a blue background. It contains three icons: a floppy disc (save), a star (favorite), and a gear (settings). A red arrow points to the floppy disc icon. Below the icons is a dark blue horizontal bar, followed by a text input field containing "nmary", and a footer area with the text "ution-Fail Summary | From:%From% To:%To%".

You can save your entered information if this is a report you conduct often by clicking the floppy disc icon.

Pressing the star will allow you to add this report to your Favorites list. Clicking the gear icon will allow you to save and customize this report.

A "Report Properties" dialog box with the following fields:

- Report Name:** A text input field containing "Average RLU's vs Lower Limit 1".
- Title:** A text input field containing "Average RLU's vs Lower Limit".
- Report Type:** A dropdown menu currently showing "Results Summary".

This panel is only available when working with a saved or custom report.

You can change the report name that appears in the Customized Reports list and

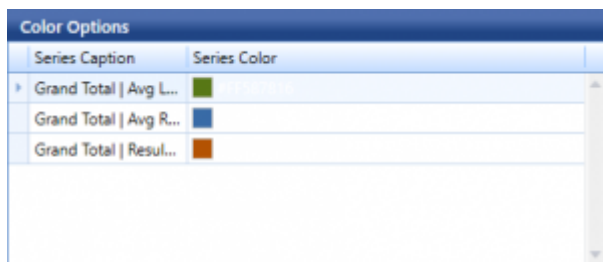
choose a Title that will appear at the top of the report.



The 'Display Options' panel is a window with a blue header. It contains three controls: a 'Chart Type' dropdown menu currently set to 'Bar', an 'X Axis' text input field, and a 'Y Axis' text input field.

This panel is only available when working with a saved or custom report.

Select the type of chart you want your report to include. You can select from a variety of bar, line, point and pie charts. You may also edit the axis text.



The 'Color Options' panel is a window with a blue header. It contains a table with two columns: 'Series Caption' and 'Series Color'. The table has three rows of data, each with a small expand/collapse icon to the left of the caption. The first row has a green color swatch, the second has a blue swatch, and the third has an orange swatch.

Series Caption	Series Color
Grand Total Avg L...	Green
Grand Total Avg R...	Blue
Grand Total Resul...	Orange

This panel is only available when working with a saved or custom report.

Select the color(s) you want to appear in your report charts, graphs, or tables.