Status Reports

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Status reports provide specific information about the statuses being reported by resources in your region during a specific period. These reports are generated mainly as PDF and CSV files. CSV files can be opened and edited with spreadsheet solutions, such as Microsoft[®] Excel[®], or text editors.

After running most of these reports, they are available for seven days on the Jobs List.

To generate a Status Summary report

- 1. In the main menu, click Report and then click Status Summary. The Status Summary Report page opens.
- 2. In Start Date and End Date, enter the date range for the report.
- 3. For Report Format, click PDF or CSV.
- 4. Click Next Step.
- 5. Select the checkboxes for the resources you want to include.
- 6. Click Next Step.
- 7. Select one or more status types.
- 8. Click Generate Report. The Jobs page opens.
- 9. Click the report to download it.

To generate a Status Detail report

- 1. In the main menu, click Report and then click Status Detail. The Status Detail Report page opens.
- 2. In Start Date and End Date, enter the date range for the report.
- 3. For Report Format, click PDF or CSV.
- 4. In the Status Type list, select the type.
- 5. Click **Next**. The second page opens.
- 6. Select the checkboxes for the resources you want to include.
- 7. Click Generate Report. The Jobs page opens.
- 8. Click the report to download it.

To generate a Status Reason Summary report

- 1. In the main menu, click Report and then click Status Reason Summary. The Status Reason Summary Report page opens.
- 2. In Start Date and End Date, enter the date range for the report.
- 3. For Report Format, click PDF or CSV.
- 4. Click **Next**. The second page opens.
- 5. Select the checkboxes for the resources you want to include.
- 6. Click Next. The third page opens.
- 7. In the Status Type list, select the type.
- 8. Click Next. The fourth page opens.
- 9. Select the Status Reasons.
- 10. If you want to include regional information, select the Regional Aggregate Information check box.
- 11. Click Generate Report. The Jobs page opens.
- 12. Click the report to download it.

To generate a Status Reason Detail report

- 1. In the main menu, click Report and then click Status Reason Detail. The Status Reason Detail Report page opens.
- 2. In Start Date and End Date, enter the date range for the report.
- 3. For Report Format, click PDF or CSV.
- 4. Click Next. The second page opens.
- 5. Select the checkboxes for the resources you want to include.
- 6. Click Next. The third page opens.
- 7. In the **Status Type** list, select the type.
- 8. Click Next. The fourth page opens.
- 9. In the **Status Reasons** list, select the reason.
- 10. Click Generate Report. The Jobs page opens.
- 11. Click the report to download it.

To generate a Status Snapshot report

Note: This report uses the 24-hour time format.

- 1. In the main menu, click **Report** and then click **Status Snapshot**. The *Status Snapshot Report* page opens.
- 2. In Report Date, enter the date.
- 3. In the Hour list, select the hour.
- 4. In the **Minute** list, select the minute.
- 5. Click Generate Report. The report is automatically downloaded.

To generate a Monthly Status Assessment report

EMResource allows you to select the current month for this report; however, if you do this, the report results will be zero (0). To generate meaningful data, you must select a month in the past.

- 1. In the main menu, click Report and then click Monthly Status Assessment. The Monthly Status Assessment page opens.
- 2. In the Month list, select the month.
- 3. In the Year list, select the year.
- 4. For Report Format, click HTML or CSV.
- 5. Select the checkboxes for the resources you want to include.
- 6. Click Next. The second page opens.7. In the Status Type list, select the type.
- 8. Click Next. The third page opens.
- 9. Select the checkboxes for the **Statuses** you want to include.
- 10. Click Generate Report. The report opens or downloads.