Status Reports

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.