



Manage Reports

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Asset Locator provides detailed reports of asset inventory, alert history, battery information, temperature and humidity. You can download any report in the CSV or PDF format. You can subscribe to it or subscribe others to receive an email with the report. You can edit the reports and save them as your default view for the next time you need to consult them.

- Inventory report: List of all assets in the system right now.
- Low Battery Summary: List of all assets in the system right now with battery level less than the selected threshold.
- Alert History: Alert history as a table for a selected time range.
- Temperature: Formatted report with temp history as chart and table for a selected time range
- Humidity: Formatted report with humidity history as chart and table for a selected time range

This section takes you through the process of creating Reports using asset details.

Step 1 In the left-navigation pane, click **Reports > My Reports**.

Step 2 Click **Add** to add a new report.

Step 3 In the **Create Report** dialog box that is displayed, choose a report template.

- Click **Inventory Report>Create**. A report of all assets in the system is displayed.
- Click **Low Battery Summary>Create**. You can click the filter button on the right to modify the a **Battery Limit**. A battery report is displayed with all the assets having a tag battery percentage that is below the specified limit. You can modify the battery percentage value to modify the report.
- Click **Alert History>Create**. A report of all the alerts in the system over the past seven days is generated by default. You can modify the range of the report as required (last three days, yesterday, today) by clicking the filter button on the right. Maximum configurable time limit is 90 days.
- Click **Temperature** and choose to filter by departments or categories or individual assets and click **Create**. A preview of the report of the temperature of the surrounding environment of assets during the last week is displayed. Maximum configurable time limit is seven days.

- Click **Humidity** and choose to filter by departments or categories or individual assets and click **Create**. A report of the humidity of the surrounding environment of assets during the last week is displayed. Maximum configurable time limit is seven days.

- Step 4** Enter a Title and Description for your report.
- Step 5** Use the **Attributes** check boxes on the left to customize the columns displayed in the report. Once selected, they appear as objects in the Columns selected that can be you can drag and reordered as required to be displayed on the report.
- Step 6** Click the filter button on the top right to customize the records displayed based on specific conditions. For example, display records that have battery values lower than a particular percentage.
- Step 7** Note that you can already see partial results of your report. Click **Save > Run** to view the complete report.
- Step 8** Configure E-mail subscriptions to your report by specifying E-mail addresses, the days and time on which the report needs to be sent, and the format used for the report, which can be PDF or CSV. You can also apply filters in this view.
- Step 9** Now save any changes made to the report.
- Step 10** Trigger the download of the report as PDF or CSV. The downloaded files appear in the **Recent Downloads** section on the top right, which includes links to all downloads triggered in the last 24 hours.
- Step 11** Once done with a particular report, click the Back arrow to return to the Reports dashboard.
- Step 12** From the Reports dashboard, you can perform different actions on individual reports. Choose from one of the following:
- Remove: Delete a report.
 - Edit Report: Modify a report.
 - Copy Report: Duplicate a report.
 - Share Report: Pick users to share a report with. Only those users who have access rights to view the report can be selected. Other users are greyed out.
 - View Report Subscribers: View the subscriptions active for this report.
- Step 13** Click **Manage Columns** to modify the columns and the order of the columns of the reports dashboard.
- Step 14** Click **Download History** to view the details of reports downloaded in the last 24 hours.
- Step 15** Click **Reports> My Subscriptions** to view the subscriptions created by you or subscribed by you. From the first tab, you can delete subscriptions you have created, and from the second tab, you can unsubscribe from subscription you are part of.
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