



PROTEUS MMX TRAINING MANUAL –
REPORTS

EAGLE TECHNOLOGY, INC.



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REPORTS

1. OVERVIEW

The Reports option is used to print any one of the many pre-formatted reports shipped with Proteus MMX. These reports contain helpful information such as equipment downtime, cost history, and labor costs. The information is obtained from the Proteus MMX database tables.

Tasks			11/03/2017
Task Number	Labor Craft Code	Estimated Hours	
B-7	Gen001	1.00	

Description

B-7 Backflow Preventers
Double Check Test Procedure

Pre-Test
Notify customer that test is to begin Observe device. Check for proper number of test cocks and shut off valves, and note any leaks Identify device by make, model, size, serial number Bleed test cocks to flush debris Close the number 2 shut off valve.

Test
1. Check the Differential Pressure On the No. 1 Check Valve
a. Attach high hose to test cock #2 Attach low hose to test cock #3
b. Bleed air from high side. Bleed air from low side Record reading on gauge as differential pressure for #1 check valve. Must be 1psid or more
c. Close all valves on test kit. DO NOT REMOVE HOSES

2. Determine if No.2 Check Valve Holds Against Backpress
a. Observe differential gauge reading established in the previous test

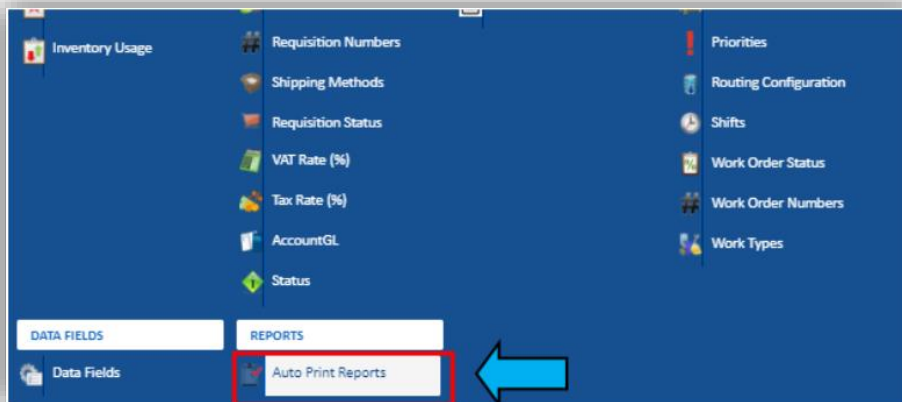
Sample Report

2. SEND REPORTS

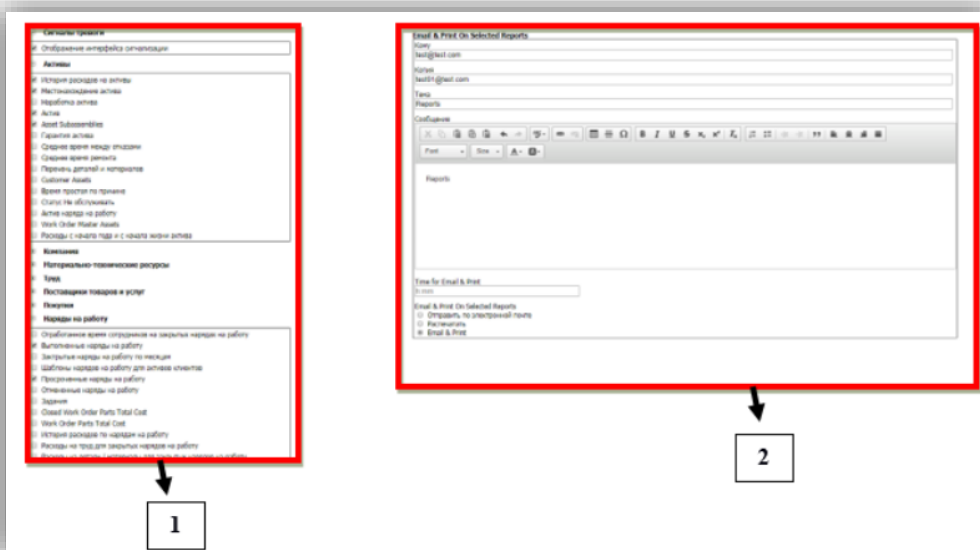
Reports can be sent daily, by going to:

TO ACCESS THIS FEATURE, YOU MUST:

1. Go to the **Settings** module drop-down
2. Navigate to the **Reports** section in the drop-down
3. Click **Auto Print Reports**



Select the report(s) that you would like to have sent on the left side **(1)**, and complete the email dialog box on the right side. **(2)**



3. CUSTOM REPORTS

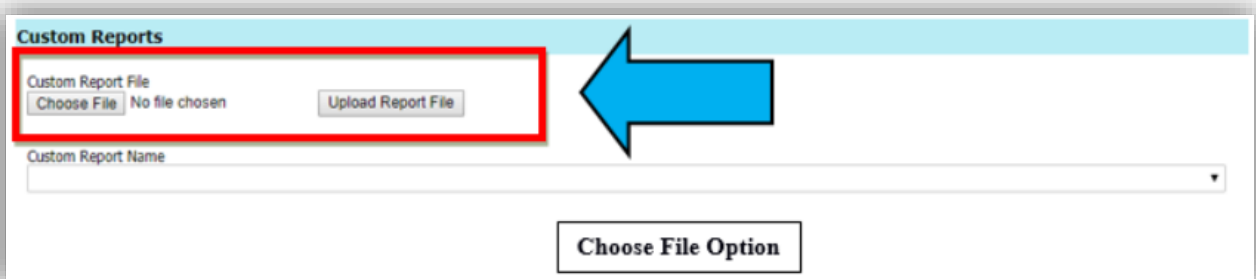
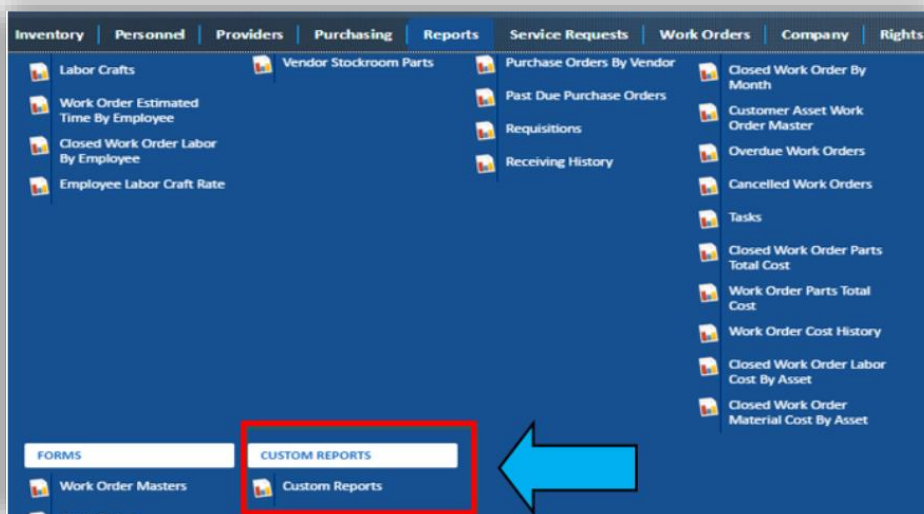
Custom Reports can also be created and existing reports can be altered, using Crystal Reports 14.

4. UPLOADING.RPT FILES

An upload tool is available in Custom Report, to upload only **.rpt files**.

TO ACCESS THIS FEATURE, YOU MUST:

1. Go to the **Reports** module drop-down
2. Navigate to the **Custom Reports** section in the drop-down
3. Click **Custom Reports**

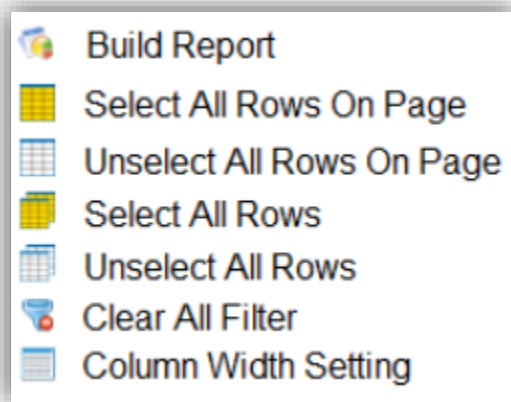


5. GENERATING REPORTS

When you select any of the Reports from the Report Menu, you will see a list of all records available for that Report. At this point, you can select which records you want to see on the Report in many ways.

TO GENERATE A REPORT:

1. Select records individually using your mouse and the **Ctrl** or **Shift** buttons on your keyboard.
2. On the row icon, click **Select All Rows on Page** to select all records on the current page or **Select All Rows** to select all records on all the pages.



3. Use the white search filter to search dates by selecting the option **Is Between**. Then select the records using Steps 1 or 2, above.

Note: You can use the search filter to search dates by selecting the option for **Is Between**. Then select the records using Steps 1 or 2, above.

To then generate the report with the desired records, select the **Build Report** button on the top-left of the bottom row.