

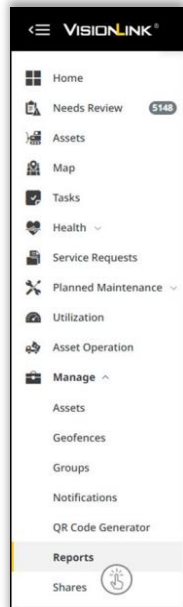
ADD A FLUID ANALYSIS REPORT



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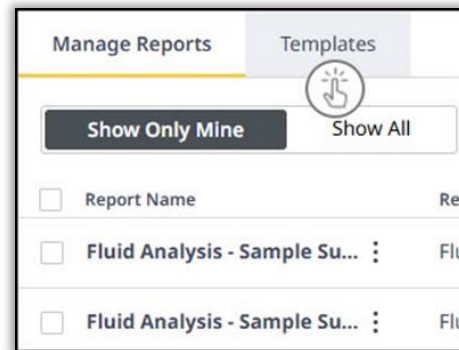
1

Select the **Manage > Reports** page.



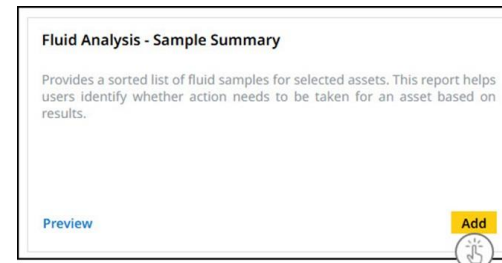
2

Select the **Templates** tab.



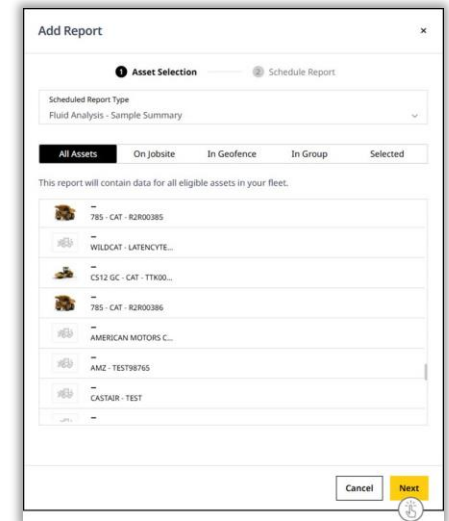
3

Add a **Sample Summary** report. Scroll to the report and select **Add**.



4

Select **All Assets** for the report. Then select the **Next** button in the **Add Report** window to go to the **Schedule Report** tab.



ADD A FLUID ANALYSIS REPORT (CONT.)

5

Select the **Format** drop-down arrow and select **XLSX**.

The screenshot shows the 'Add Report' form with the 'Format' dropdown menu open. The 'XLSX' option is highlighted with a hand icon, indicating it is the selected format. Other options visible include CSV, PDF, JSON, and XML. The 'Frequency' dropdown is set to 'Once'.

6

Select **Daily** from the **Frequency** menu to receive this report every day.

The screenshot shows the 'Frequency' dropdown menu with 'Daily' selected. Other options include Download, Once, Weekly, and Monthly. A hand icon is visible over the 'Daily' option.

7

Select the **Previous day** from the **Duration** drop-down arrow to include the previous day's data. The data report includes sample results for all severity levels (Action Required, Monitor, and No Action).

The screenshot shows the 'Duration' dropdown menu with 'Previous day' selected. Other options include Today. A hand icon is visible over the 'Previous day' option.

8

Choose your preferred **Delivery Time** in your respective time zone for this report.

*No end date will be added. The report will be created in your preferred set language.

The screenshot shows the 'Delivery Time' dropdown menu with '08:00' selected. Other options include 05:00, 06:00, 07:00, 09:00, and 10:00. A hand icon is visible over the '08:00' option.

ADD A FLUID ANALYSIS REPORT (CONT.)

9

Optional: Change the **Email Subject** to something other than the report name.

Email Information

Email Subject
Fluid Analysis - Sample Summary Daily Report

44 / 200

10

Optional: Add additional details to be included in the report email in the **Email Content** field.

Email Content (Optional)
This report provides fluid analysis sample results from the previous day

72 / 2500

11

Choose who you would like to subscribe to this daily report. *Before entering the recipient's email, you must have consent from the recipient(s).

By providing recipient's email, you acknowledge to have consent from the person to receive reports.

Add Recipient (Consent)

Add recipient

12

Select **Add Recipient** and enter recipients from your contacts list one at a time. Then select **Add**. You will now see a new confirmation message. Optional: Enter email address(es) to subscribe to the report.

Add Recipient (Consent)

Add recipient

0001234 0001234
0001234@test.com

05030751 PCC
ecatalin052-05030751@gmail.com

Add Recipient (Consent)

Add recipient

Back Add

Success! Your report Fluid Analysis - Sample Summary Report has been scheduled.