# TRBOnet Enterprise/PLUS

## Reports

### User Guide

Version 5.5

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# Contents

# 1 Introduction

## 1.1 About This Guide

This document is intended for administrators setting up evaluation and proof-of-concept deployments of MOTOTRBO Dispatch over IP solutions. The document describes the reports that can be generated using TRBOnet Dispatch Console.

## 1.2 About TRBOnet

TRBOnet is a suite of professional applications for MOTOTRBO digital two-way radio networks. TRBOnet manages voice and data communication paths across network endpoints. It provides a unified graphical dispatcher workbench interface for the entire range of workforce fleet management tasks.

For more information about TRBOnet products, refer to our website.

## 1.3 Contacts

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# 2    Overview

TRBOnet Dispatch Console provides the functionality of generating various kinds of reports related to your radio network(s).

TRBOnet Dispatch Console supports the following report types:

- **General Information**
  These reports contain general information on the radio systems registered in TRBOnet.

- **Current Reports**
  These reports contain current information on the radio systems registered in TRBOnet.

- **System Reports**
  These reports contain system information on the radio systems registered in TRBOnet.

- **Usage Statistics Reports**
  These reports provide information on various activities that occurred in the radio systems during a specified time range. The reported information may include information about Messages, Radio States, User Messages and Notes, Allocated Radios, Disabled Radios, Job Ticketing, Completed Routes etc.

- **Location History**
  These reports contain movement details for GPS and Indoor Positioning, for a selected time period.

- **Security Reports**
  These reports contain information related to security issues that may affect the radio systems connected to TRBOnet.

- **Data Export**
  This report contains information on extended notes in the messages. The report can be generated in XLS or XML format.

## 2.1.1    Common Buttons

Below are the buttons common to all reports that you generate:

- **Generate Report**
  Click this button to generate a report according to the selected report settings.

- **Save Report Profile**
  Click this button to save the current report settings as a report profile.

- **Delete Report Profile**
  Click this button to delete the currently selected report profile.

# 3 Available Reports

This section describes a variety of reports that can be generated, as well as the appropriate report settings.

## 3.1 General Information

These reports contain general information on the radio systems registered in TRBOnet.

### 3.1.1 Registered Radios

This report shows the radios registered in TRBOnet Dispatch Console and grouped by radio groups available to these radios.

**Filter**

- **Radio Group**
  In the drop-down list, select the radio group(s) available to registered radios. A radio may belong to one or more groups.

**Columns**

- **Select**
  In the drop-down list, select the columns to add to a report.

- **Sort by**
  From the drop-down list, select the column by which to sort records in the report.

## 3.2 Current Reports

These reports contain current information on the radio systems registered in TRBOnet.

### 3.2.1 Last Known Systems and Radios

This report shows how the radio systems (slots, telephony, etc.) are shared by radios/radio users. The report has no parameters.

### 3.2.2 Presence and GPS Status

This report shows presence statuses (Online/Offline) and GPS statuses (GPS Data: OK/No Data) of the radios registered in TRBOnet Dispatch Console.

- **Radio Group**
  In the drop-down list, select the radio group(s) according to which to group radios in the report.

### 3.2.3 Inactive Radios

This report shows radios that can be considered lost due to their inactivity. Once the report is generated, you can disable selected radios by clicking the **Disable Radio** button at the top of the report page.

- **Last activity [X] day(s) ago**
  Enter the number of days, for which the radios have been inactive.

### 3.2.4 Unregistered Radios

This report shows radios that are currently not registered in TRBOnet Dispatch Console. The information includes the radio ID, the radio channel and the date on which the radio was active first time. The report has no parameters.

## 3.3 System Reports

These reports contain system information on the radio systems registered in TRBOnet.

- **From**
  Enter the start date and time for the report.

- **To**
  Enter the end date and time for the report.

### 3.3.1 User Login History

This report shows login and logout times of TRBOnet users (administrators and dispatchers) within the specified time range.

### 3.3.2 System Bridges

This report shows when the system bridges were active within the specified time range.

### 3.3.3 Channel Changes

This report shows zone/channel changes on master stations (TRBOnet Swift Agents and control station radios) connected to TRBOnet Server.

## 3.4 Usage Statistics Reports

These reports provide information on various activities that occurred in the radio systems during a specified time range.

**Time Range**

- **From**
  Enter the start date and time for the report.

- **To**
  Enter the end date and time for the report.

### 3.4.1 Messages

This report shows the log of events occurred in the radio system(s) within the specified time range. These events include talk sessions, text messages, registration messages, etc.

**Filter**

- **Message Type**
  From the list, select the message type (Talk Sessions, Text Messages, Telemetry, Registration, System Messages, User Messages) or all types at once.

- **Radio System**
  In the list, select the radio system(s) over which the messages are sent.

- **Private From**
  In the list, select the dispatcher(s) and radio(s) the messages from whom to include in the report.

- **Radio Group**
  In the list, select the radio group(s) the messages to whom to include in the report.

- **Logical Group**
  In the list, select the logical group(s) the messages to whom to include in the report.

- **Radio ID**
  Enter a Radio ID or multiple Radio IDs of the radio(s) the messages to/from whom to include in the report.

- **Find Text**
  Enter the text that must be present in the messages to include them in the report.

- **Print notes**
  Select this option so that message notes will be included in the report.

- **Print coordinates**
  Select this option so that the coordinates of the radios will be included in the report.

- **Print details**
  Select this option so that message details will be included in the report.

- **Show street addresses**
  Select this option so that a street address of the radio will be included in the report.

  - **Internet access**
    Select the way of accessing the connected Geocoding server(s): **Local** (from the local PC) or **Server** (from the server PC).

### 3.4.2　Radio Activity

This report shows various activities of the radios in the radio system within the specified time period.

**Filter**

- **Radio**
  In the list, select the desired radio(s).

- **Events**
  In the list, select the event type(s) to include in the report.

- **Radio ID**
  Enter a Radio ID or multiple Radio IDs of the radio(s) whose information to include in the report.

- **Find Text**
  Enter the text that must be present in the events to include them in the report.

- **Print notes**
  Select this option so that event notes will be included in the report.

- **Print coordinates**
  Select this option so that the coordinates of the radios will be included in the report.

- **Show street addresses**
  Select this option so that a street address of the radio will be included in the report.

  - **Internet access**
    Select the way of accessing the connected Geocoding server(s): **Local** (from the local PC) or **Server** (from the server PC).

### 3.4.3 Radio Status

This report shows statuses of the radios (Online/Offline, various alarms, such as Geofencing alarms, Lone Worker alarms, etc.) and status changes made by dispatchers and radio users, for the specified time range.

**Filter**

- **Radio**
  In the list, select the desired radio(s).

- **Logical Group**
  In the list, select the logical group(s).

- **Radio ID**
  Enter a Radio ID or multiple Radio IDs of the radio(s) the states of which to include in the report.

- **States**
  In the list, select the status(es) to include in the report.

- **Find Text**
  Enter the text that must be present in the radio states to include them in the report.

- **Print notes**
  Select this option so that state notes will be included in the report.

- **Print coordinates**
  Select this option so that the coordinates of the radios will be included in the report.

- **Show street addresses**
  Select this option so that a street address of the radio will be included in the report.

  - **Internet access**
    Select the way of accessing the connected Geocoding server(s): **Local** (from the local PC) or **Server** (from the server PC).

### 3.4.4 Radio Status Summary

This report shows summary information about specific statuses of the radios (such as Online/Offline and Lone Worker) within the specified time range.

**Filter**

- **Radio**
  In the list, select the desired radio(s).

- **Logical Group**
  In the list, select the logical group(s).

- **Radio ID**
  Enter a Radio ID or multiple Radio IDs of the radio(s) the states of which to include in the report.

- **States**
  In the list, select the state(s) to include in the report.

- **Report type**
  Select whether to generate a 'summary' report or a 'detailed' report.

- **View**
  If the summary report is selected above, select whether to view the time ('time') or the number of times ('amount') the radio stays in active/ inactive states.

- **Time format**
  From the list, select the time format (in hours or in days).

### 3.4.5 User Messages and Notes

This report shows user messages sent between dispatchers and messages with notes (Registration messages, RTT messages, etc.), for the specified time range.

**Filter**

- **Find Text**
  Enter the text that must be present in user messages and/or notes to include them in the report.

- **Find user messages only**
  Select this option so that a report will contain only the user messages (between dispatchers).

- **Find messages with notes only**
  Select this option so that a report will contain only the messages that contain notes.

### 3.4.6 Radio Allocation

This report contains information on the allocated radios (radio, user, time the radio was taken/returned) within the specified time range.

**Filter**

- **Radio**
  In the list, select the desired radio(s).

- **Logical Group**
  In the list, select the logical group(s).

- **Radio ID**
  Enter a Radio ID or multiple Radio IDs of the radio(s) whose information to include in the report.

- **User**
  From the list, select the user whose information to include in the report.

**Grouping**

- **Group by**
  From the list, select how to group records in the report, by radios or by users.

### 3.4.7 Checked Out Radios

This report contains information on the radios that were checked out (taken) and not checked in (returned) during the specified time period.

**Filter**

- **Radio**
  In the list, select the desired radio(s).

- **Logical Group**
  In the list, select the logical group(s).

- **Radio ID**
  Enter a Radio ID or multiple Radio IDs of the radio(s) whose information to include in the report.

- **User**
  In the list, select the user(s) whose information to include in the report.

### 3.4.8 Disabled Radios

This report contains information on the disabled radios (radio name, time the radio was disabled/enabled, dispatcher who disabled/enabled the radio and for what reason).

**Filter**

- **Radio**
  In the list, select the desired radio(s).

- **Logical Group**
  In the list, select the logical group(s).

- **Radio ID**
  Enter a Radio ID or multiple Radio IDs of the radio(s) whose information to include in the report.

### 3.4.9 Telemetry

This report shows Telemetry commands sent from/to radios for the specified time range.

**Filter**

- **Radio**
  In the list, select the desired radio(s).

- **Logical Group**
  In the list, select the logical group(s).

- **VIO**
  In the list, select the VIO contacts for which information to include in the report.

- **Detailed**
  Select this option to include detailed information in the report.

  - **Show street addresses**
    Select this option so that a street address of the radio will be included in the report.

  - **Internet access**
    Select the way of accessing the connected Geocoding server(s): **Local** (from the local PC) or **Server** (from the server PC).

  - **Street**
    Enter the street address so that only radios with this street address will be included in the report.

### 3.4.10 Lone Worker Activities

This report shows information on the Lone Worker activities in the specified time range.

**Filter**

- **Radio**
  In the list, select the desired radio(s).

- **Logical Group**
  In the list, select the logical group(s).

- **Radio ID**
  Enter a Radio ID or multiple Radio IDs of the radio(s) the Lone Worker activities for which to include in the report.

- **Columns**
  In the list, select the columns to display in the report.

### 3.4.11 Job Ticketing

This report shows current statuses of Job Tickets in the radio system.

**Filter**

- **Radio**
  In the list, select the radio(s) to which job tickets were assigned.

- **Logical Group**
  In the list, select the logical group(s).

- **Radio ID**
  Enter a Radio ID or multiple Radio IDs of the radio(s) whose data to include in the report.

- **Dispatcher**
  In the list, select the dispatcher(s) who created/assigned job tickets.

- **Priority**
  In the list, select the job ticket priorities to include in the report.

- **Status**
  In the list, select the job ticket status(es) to include in the report.

- **Predefined Text**
  From the list, select the predefined text that must be present in the job tickets to include them in the report.

- **Columns**
  In the list, select the columns to display in the report.

- **Find Text**
  Enter the text that must be present in the job tickets to include them in the report.

- **Show only overdue tickets**
  Select this option to include only the tickets that are overdue.

- **Custom field # N**
  In the list, select the value(s) of the job ticket custom field.

### 3.4.12 Job Ticket Statuses

This report shows information on the status changes of the selected job ticket(s) over the specified time range.

**Filter**

- **Job ID**
  Enter the ID(s) of the job ticket(s).

### 3.4.13 Job Ticket Status Interval

This report shows information on the time intervals between two certain statuses of the selected job ticket(s).

**Filter**

- **Status 1**
  From the list, select the first status of the job ticket(s).

- **Status 2**
  From the list, select the second status of the job ticket(s).

- **Job ID**
  Enter the ID(s) of the job ticket(s).

### 3.4.14 Job Ticket Assignments

This report shows information on the assignments of the selected job ticket over the specified time range.

**Filter**

- **Recipients**
  In the list, select the radio(s)/radio group(s) the job ticket was assigned to.
- **Sender**
  In the list, select the dispatcher(s) who assigned the job ticket.
- **Job Ticket ID**
  Enter the ID of the job ticket.

### 3.4.15 Completed Routes

This report shows information on the routes completed by the radios over the specified time range.

**Filter**

- **Radio**
  In the list, select the radio(s) to which routes were assigned.
- **Logical Group**
  In the list, select the logical group(s).
- **Radio ID**
  Enter a Radio ID or multiple Radio IDs of the radio(s) whose data to include in the report.
- **User**
  In the list, select the user(s).
- **Dispatcher**
  In the list, select the dispatcher(s) who assigned the route to the radio/user.
- **Route Name**
  Enter the name of the route whose data to include in the report.
- **Show routes with exceptions only**
  Select this option so that only the routes with unattended checkpoints will be included in the report.
- **Print detailed data**
  Select this option so that information on all route checkpoints will be included in the report.

### 3.4.16 CAN Charts

This report contains information on the CAN events occurred in the radio system over the specified time range.

**Filter**

- **Radio**
  In the list, select the desired radio(s).
- **Logical Group**
  In the list, select the logical group(s).

- **Radio ID**
  Enter a Radio ID or multiple Radio IDs of the radio(s) the CAN events from which to include in the report.

- **Event types**
  In the list, select the CAN event type to include in the report.

### 3.4.17 CAN Messages

This report shows information on the CAN messages sent over the radio system.

**Filter**

- **Radio**
  In the list, select the desired radio(s).

- **Logical Group**
  In the list, select the logical group(s).

- **Radio ID**
  Enter a Radio ID or multiple Radio IDs of the radio(s) the CAN messages from which to include in the report.

- **Event types**
  In the list, select the CAN event type to include in the report.

- **Location Parameters**
  In the list, select the parameters to display in the report.

  - **Internet Access**
    Select the way of accessing the connected Geocoding server(s): **Local** (from the local PC) or **Server** (from the server PC).

## 3.5　Location History

These reports contain movement details for GPS and Indoor Positioning, for a selected time period.

### 3.5.1　Full Movement Details

This report contains detailed information on the movements made by radios within a specified time range.

**Filter**

- **Radio**
  In the list, select the radio(s) whose location data will be included in the report.

- **Logical Group**
  In the list, select the logical group(s).

- **Radio ID**
  Enter a Radio ID or multiple Radio IDs of the radio(s) whose data to include in the report.

- **Show street addresses**
  Select this option so that street addresses of the radio(s) will be included in the report.

  - **Internet access**
    Select the way of accessing the connected Geocoding server(s): **Local** (from the local PC) or **Server** (from the server PC).

### 3.5.2　Indoor Location

These reports contain information on radios location based on beacon data, for a selected time period, in a print-ready format.

#### 3.5.2.1　Movement Details

This report shows information about when the beacons were entered/exited by the radios within the specified time range.

**Filter**

- **Radio**
  In the list, select the radio(s) whose location data will be included in the report.

- **Logical Group**
  In the list, select the logical group(s).

- **Radio ID**
  Enter a Radio ID or multiple Radio IDs of the radio(s) whose location data to include in the report.

- **Beacon**
  In the list, select the beacon(s) whose data to include in the report.

#### 3.5.2.2　Movement Summary

This report shows information on how many times the beacons were entered/left by the radios. The report settings are the same as for the previous report.

### 3.5.2.3 Attended Beacons

This report shows information about when the selected radios entered/left the coverage area of the beacons.

The report settings are the same as for the previous reports except that the beacons are not selected for this report.

### 3.5.2.4 Beacon History

This report shows information about the selected beacon(s) history.

The report settings are the same as for the previous reports.

### 3.5.3 GPS Location

These reports contain information on radios location and speed based on GPS data, for a selected time period, in a print-ready format.

### 3.5.3.1 Location for Period

This report shows information about location/speed/direction of radios in the specified time range.

**Filter**

- **Radio**
  In the list, select the radio(s) whose location data will be included in the report.

- **Logical Group**
  In the list, select the logical group(s).

- **Radio ID**
  Enter a Radio ID or multiple Radio IDs of the radio(s) whose data to include in the report.

- **Min. interval**
  Specify the minimum time interval (in seconds, minutes, hours) of staying a radio at a certain place.

- **Location parameters**
  In the list, select the location parameters to display in the report.

- **Internet access**
  Select the way of accessing the connected Geocoding server(s): **Local** (from the local PC) or **Server** (from the server PC).

### 3.5.3.2 Location on Date

This report shows information about location of the radio(s) on a selected date.

**Date**

- **Date**
  Enter the date for which to report location data.

**Filter**

- **Radio**
  In the list, select the radio(s) whose location data will be included in the report.

- **Logical Group**
  In the list, select the logical group(s).

- **Radio ID**
  Enter a Radio ID or multiple Radio IDs of the radio(s) whose data to include in the report.

- **Location parameters**
  In the list, select the parameters to display in the report.

- **Internet access**
  Select the way of accessing the connected Geocoding server(s): **Local** (from the local PC) or **Server** (from the server PC).

### 3.5.3.3 Stays in Region

This report shows information on stays of the radios in the selected region within the specified time range.

**Filter**

- **Radio**
  In the list, select the radio(s) whose location data will be included in the report.

- **Logical Group**
  In the list, select the logical group(s).

- **Radio ID**
  Enter a Radio ID or multiple Radio IDs of the radio(s) whose data to include in the report.

- **Region**
  From the list, select the desired region.

- **Present in region for at least**
  Specify the minimum time interval (in seconds, minutes, hours) of staying a radio in the specified region.

### 3.5.3.4 GPS Availability

This report shows information about the availability of GPS data for the radios for the specified time range.

**Filter**

- **Radio**
  In the list, select the radio(s) whose location data will be included in the report.

- **Logical Group**
  In the list, select the logical group(s).

- **Radio ID**
  Enter a Radio ID or multiple Radio IDs of the radio(s) whose data to include in the report.

- **GPS Interval**
  Enter the time interval, in seconds, that will be used to merge adjacent records for online radios with fixed GPS.

### 3.5.4 Driver Reports

These reports contain information on various driving activities.

### 3.5.4.1 Drives and Stops Details

This report displays stops and driving information, addresses where the object stopped and duration of stops, within the specified time range.

**Filter**

- **Radio**
  In the list, select the radio(s) whose location data will be included in the report.

- **Logical Group**
  In the list, select the logical group(s).

- **Radio ID**
  Enter a Radio ID or multiple Radio IDs of the radio(s) whose data to include in the report.

- **Min. stop time**
  Specify the minimum time interval (in seconds, minutes, hours) of staying a radio at a certain place.

- **Stop borders**
  Enter the radius, in meters, of the area that will be considered as a stop area, for example, a parking place.

- **Show drive time**
  Select this option to display drive times in the report.

- **Show stop time**
  Select this option to display stop times in the report.

- **Show street addresses**
  Select this option so that a street address of the radio will be included in the report.

  - **Internet access**
    Select the way of accessing the connected Geocoding server(s): **Local** (from the local PC) or **Server** (from the server PC).

- **States**
  In the list, select the state(s) to include in the report.

- **Automatic error correction**
  Select this option to enable automatic error correction to detect and correct invalid GPS data.

  - Click the **Configure** link to specify the GPS parameters to be corrected.

### 3.5.4.2 Drives and Stops Summary

This report shows summary information on driving activities of the radio users within the specified time range.

**Filter**

- **Radio**
  In the list, select the radio(s) whose location data will be included in the report.

- **Min. stop time**
  Specify the minimum time interval (in seconds, minutes, hours) of staying a radio at a certain place.

- **Stop borders**
  Enter the radius, in meters, of the area that will be considered as a stop area, for example, a parking place.

- **Automatic error correction**
  Select this option to enable automatic error correction to detect and correct invalid GPS data.
  - Click the **Configure** link to specify the GPS parameters to be corrected.

### 3.5.4.3  Speed for Period

This report shows speed charts for the radio(s) within the specified time range.

**Filter**

- **Radio**
  In the list, select the radio(s) whose location data will be included in the report.

- **Logical Group**
  In the list, select the logical group(s).

- **Radio ID**
  Enter a Radio ID or multiple Radio IDs of the radio(s) whose data to include in the report.

- **Average interval**
  Specify the time interval (in seconds, minutes, hours) to be used in charts.

- **Automatic error correction**
  Select this option to enable automatic error correction to detect and correct invalid GPS data.
  - Click the **Configure** link to specify the GPS parameters to be corrected.

### 3.5.4.4  Idling Summary

This report shows summary information on idle times of the vehicles that are equipped with the radios for which the Idle Time task is configured and enabled.

**Filter**

- **Radio**
  In the list, select the radio(s) whose location data will be included in the report.

- **Logical Group**
  In the list, select the logical group(s).

- **Radio ID**
  Enter a Radio ID or multiple Radio IDs of the radio(s) whose data to include in the report.

- **Speed**
Enter the speed below which the radio will considered idle, that is not moving.

### 3.5.4.5 Idling Details

This report contains detailed information on idle times of the vehicles that are equipped with the radios for which the Idle Time task is configured and enabled.

The report settings are the same as for the previous report.

### 3.5.4.6 Speed Inside Region

This report shows speed charts for the radio(s) inside the selected region within the specified time range.

**Filter**

- **Radio**
In the list, select the radio(s) whose location data will be included in the report.

- **Logical Group**
In the list, select the logical group(s).

- **Radio ID**
Enter a Radio ID or multiple Radio IDs of the radio(s) whose data to include in the report.

- **Region**
From the list, select the desired region.

- **Present in region for at least**
Specify the minimum time interval (in seconds, minutes, hours) of staying in the region.

### 3.5.4.7 Overspeed Summary

This report contains information about cases of speeding as well as additional information such as exact speed and speeding duration.

**Filter Content**

- **Radios**
In the list, select the desired radio(s).

- **Radios Groups**
In the list, select the desired radio group(s).

- **Logical Groups**
In the list, select the desired logical group(s).

- **Regions**
In the list, select the desired region(s).

**Columns**

- **Select**
In the drop-down list, select the columns to add to a report.

**Maximum Allowed Speed**

Enter the maximum speed allowed for vehicles.

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### 3.5.4.8 Overspeed Detailed

This report contains detailed information on all speeding cases occurred in the selected region(s) within the specified time range.

The report settings are the same as for the previous report.

## 3.6 Security reports

These reports contain information related to security issues that may affect the radio systems connected to TRBOnet.

### 3.6.1 Management

This report shows information on radio activities in the selected region(s) over the specified time range.

**Filter**

- **Radio**
  In the list, select the radio(s) whose location data will be included in the report.

- **Logical Group**
  In the list, select the logical group(s).

- **Radio ID**
  Enter a Radio ID or multiple Radio IDs of the radio(s) whose location data to include in the report.

- **Region**
  In the list, select the desired region(s) and/or route(s).

- **Report Type**
  From the list, select the report type.

  - **Score per Radio**

  - **Distance per Month (mi)**

    - **Stop borders**
      Enter the radius, in meters, of the area that will be considered as a stop area, for example, a parking place.

  - **Reported Time per Month**

  - **Radio States**

    - **States**
      In the list, select the radio state(s).

  - **Score for Radio Summary**

    - **Severities**
      Enter the minimum/maximum values and the colors for the Low, Medium, and High severities.

  - **Score for User**

  - **Score for User Summary**

- **Severities**
Enter the minimum/maximum values and the colors for the Low, Medium, and High severities.
- **Automatic error correction**
Select this option to enable automatic error correction to detect and correct invalid GPS data.
  - Click the **Configure** link to specify the GPS parameters to be corrected.

## 3.7 Data Export

### 3.7.1 Extended Notes

This report contains information on extended notes in the messages. The report can be generated in XLS or XML format.

**Time Range**

- **From**
Enter the start date and time for the report.
- **To**
Enter the end date and time for the report.

**Filter**

- **Message Type**
From the list, select the message type (Talk Sessions, Text Messages, Telemetry, Registration, System Messages, User Messages) or all types at once.
- **Radio System**
In the list, select the radio system(s) over which the messages are sent.
- **Private From**
In the list, select the dispatcher(s) and radio(s) the messages from whom to include in the report.
- **Radio Group**
In the list, select the radio group(s) the messages to whom to include in the report.
- **Logical Group**
In the list, select the logical group(s) the messages to whom to include in the report.
- **Radio ID**
Enter a Radio ID or multiple Radio IDs of the radio(s) the messages to/from whom to include in the report.
- **Find Text**
Enter the text that must be present in the messages to include them in the report.

# 4 Scheduled Reports

## 4.1 Server Settings

- In the **Configuration** pane, select **Reports**.
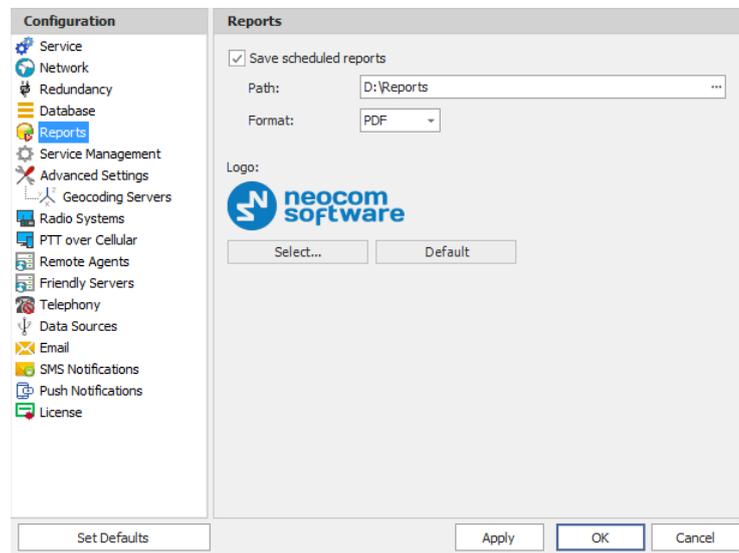


- In the **Reports** pane, select the **Save scheduled reports** check box and specify the following parameters:
  - **Path**
    Click the ellipsis (**…**) button and locate the folder on the PC where you wish to save reports generated by the TRBOnet software.
  - **Format**
    From the drop-down list, select the format for the reports (PDF or Excel).
  - **Logo**
    Click the **Select** button, and in the 'Open' dialog box, navigate to the desired logo file (.BMP, .PNG, .JPG, etc.) and click 'Open'.
    To revert to the default logo file, click the **Default** button.
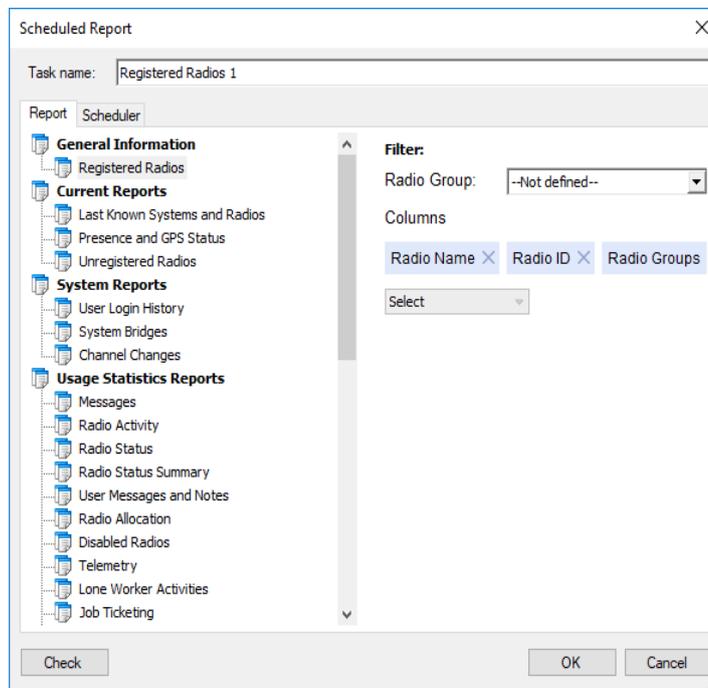
## 4.2 Scheduled Report Task

The Scheduled Report task allows reporting on selected parameters and sending these reports to selected Email subscribers groups. The user can have several Scheduled Report policies for different purposes.

Note:   Before configuring the task, you need to create a number of the Email groups to send reports to.

- To add a Scheduled Report task, select **Tasks** (1), and click
  **Add > Scheduled Report** (2):
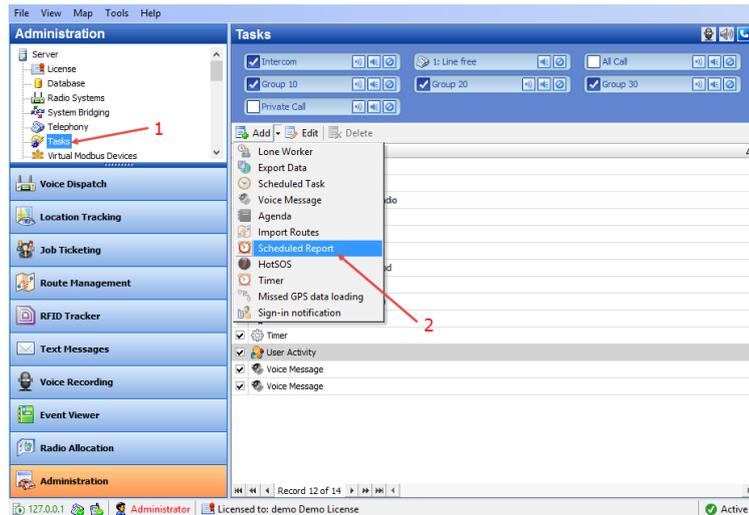
- Specify a name of the policy in the **Task name** box and set the policy parameters.



- On the **Report** tab, select the type of a report for the Scheduled Report task.

  The report details and filter might be different.

- Click the **Scheduler** tab to configure a schedule for the report.

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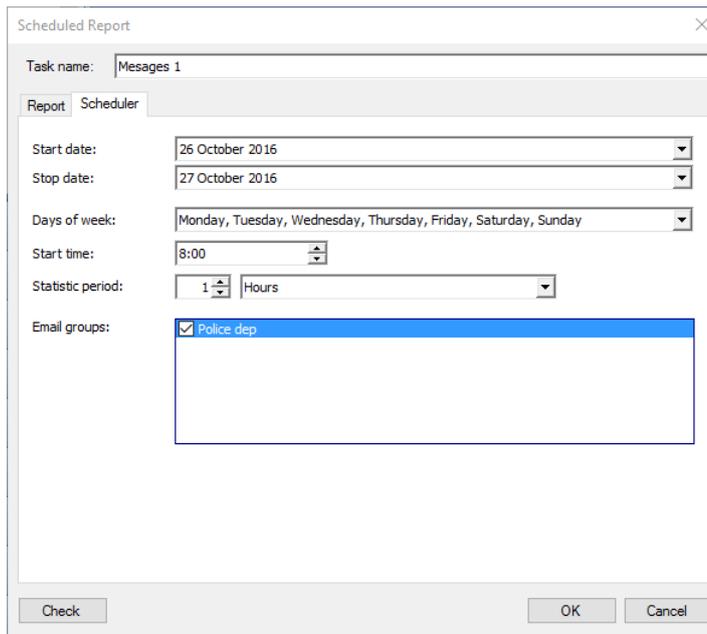
- **Start date** and **Stop date**
  Select the time period over which to generate reports and send them to email group.

  > Note: The start date may be any date you choose to start the task on. The stop date must be later or the same as the current date.

- **Days of week**
  In the drop-down list, select the days of the week you want to generate reports on.

- **Start time**
  Specify the time to start generating the report at.
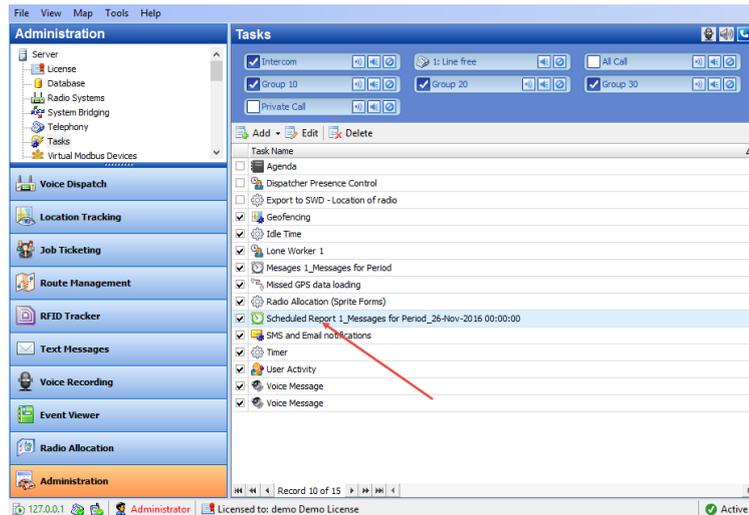
- **Statistic period**
  Select the time interval (in minutes, hours, days, weeks, or months) to collect the data.

- **Email groups**
  In the list, select Email groups to send the report to.

The created scheduled report will be displayed in the **Tasks** pane:

To enable the task, select the check box in front of the Scheduled Report task you have already created.

There are three types of the Scheduled Report status icons:

- Green indicates an active task, meaning the task is enabled (checked).

- Grey indicates an inactive task, meaning the task is disabled (unchecked).

- Red indicates a disabled task, meaning the task period is up in the past.

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