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smartzone™

WORK INSTRUCTION

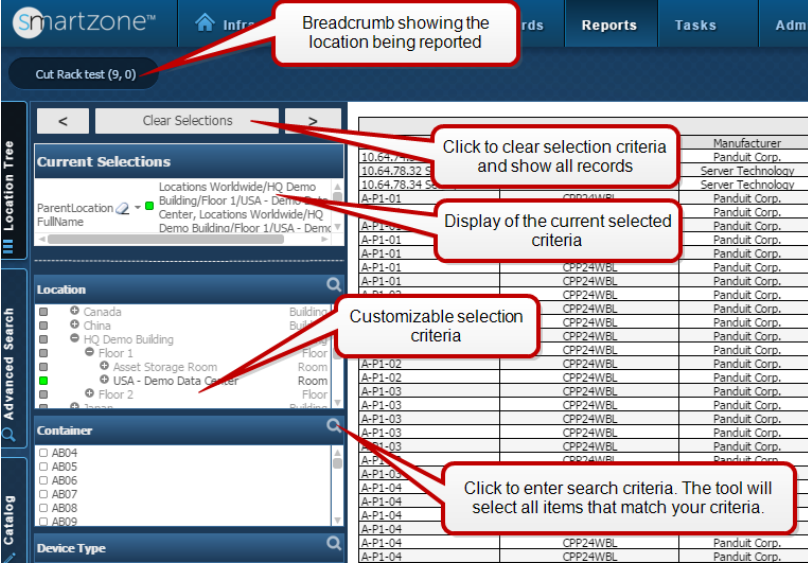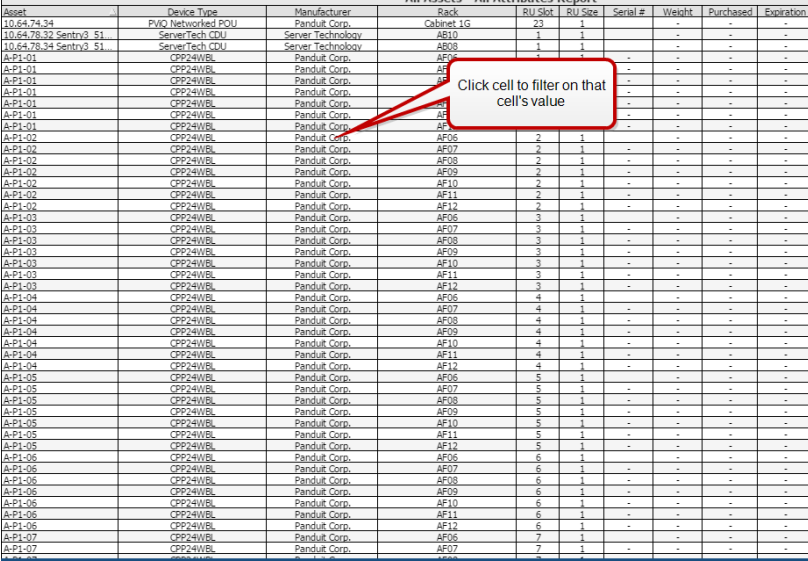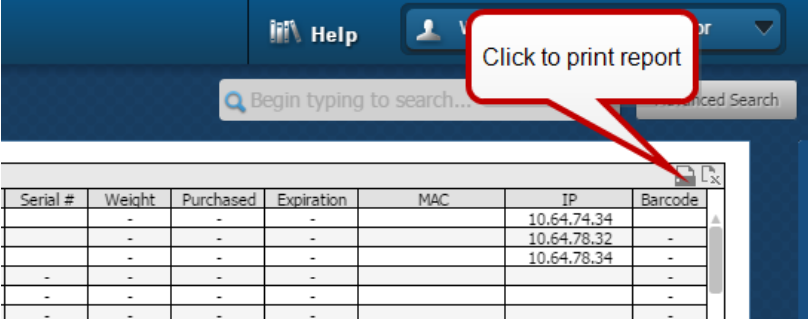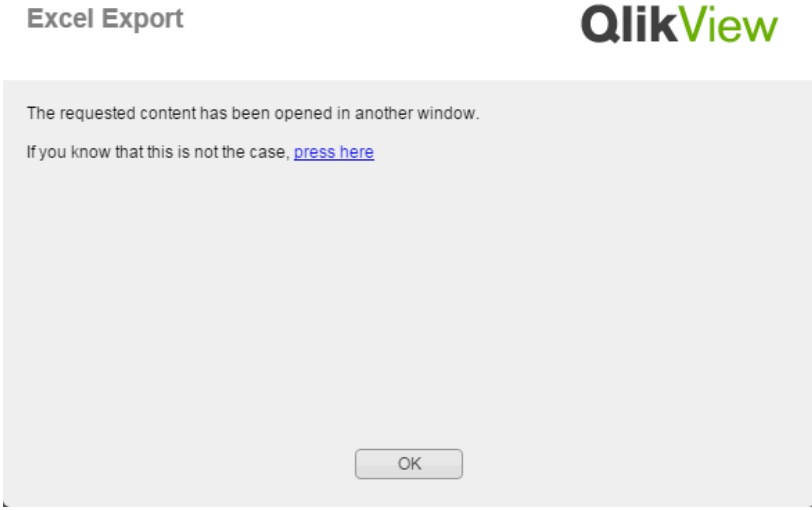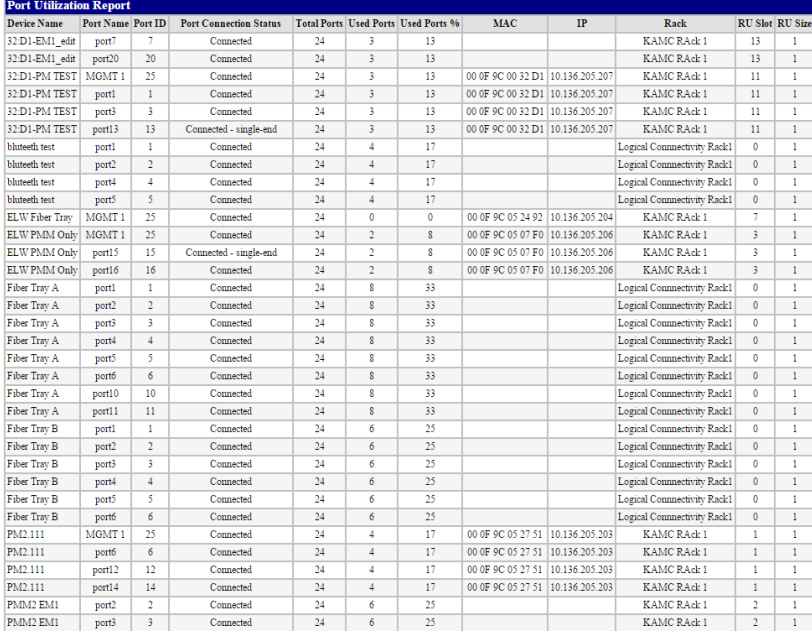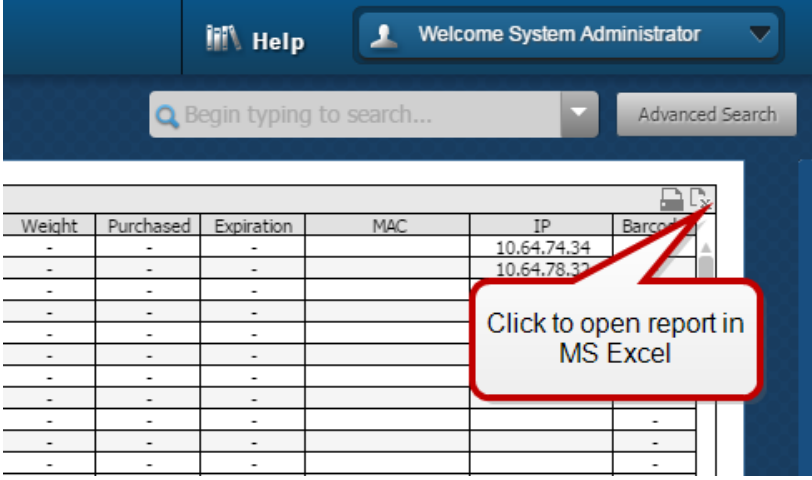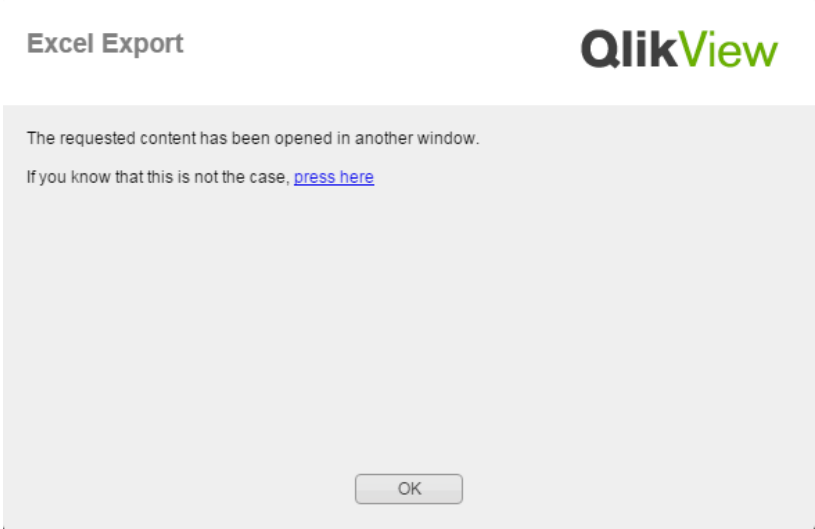| Using SmartZone Reports	
Applies to:	SmartZone Users
Objective:	Select, view, print, and export SmartZone DCIM Reports.
Documentation Reference:	SmartZone User Manual – SmartZone Reports – Using Reports
Pre-Requisites:	SmartZone Reports installed and configured on a (preferably) separate server.

Description

This procedure allows you to select, view, print, and export SmartZone DCIM Reports.

Performing the Procedure

Step	Instruction	Graphic	Result
1	In SmartZone, click the **Reports** module tab.		The list of all SmartZone reports displays.
2	Select a report.		The report displays.

Step	Instruction	Graphic	Result
3	At the Selection Criteria in the left pane of the window, select report criteria based on location, containers, device types, time period, and connection status. (The License Area option is available only for the Cabinet Capacity Report.)		The report data displays only for the criteria you have selected.
4	In the Report Display pane, you can further filter the results by clicking on a cell in the data table. The table will display only records that have that cell's value in the column.		In this example, Panduit Corp. was selected from the Manufacturer column. Only devices with Panduit Corp. as the manufacturer will display in the report.
5	To print a report in the table format, click the printer icon in the upper right corner of the window.		The Export window displays.

Step	Instruction	Graphic	Result
6	If the report image doesn't display in a separate tab in your browser, click **press here**.	**Excel Export** — **QlikView** The requested content has been opened in another window. If you know that this is not the case, press here [OK]	The report image displays in a separate tab in your browser.
7	Right-click on the report image and select **Print** from the drop-down menu.		Your Print dialog box displays. Select the desired printer and print the report.
8	To export the report to MS Excel, click the icon to the right of the Printer icon.	Click to open report in MS Excel	The Export window displays.

Step	Instruction	Graphic	Result
9	If the MS Excel spreadsheet image doesn't display in a separate tab in your browser, click **press here**.	**Excel Export** **Qlik**View The requested content has been opened in another window. If you know that this is not the case, press here OK	The spreadsheet file icon displays at the bottom of your browser. Click it and select the download option.
	End of Steps		

End State

The report has been built, filtered, printed, and exported to MS Excel.