

## Contents

Introduction .....	1
Reports .....	2
Schedules for Reports .....	5
Important Notices .....	7
Support Documents .....	7

## Introduction

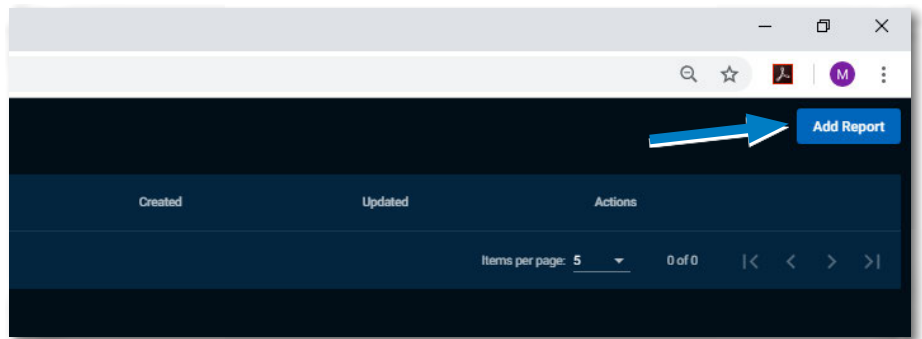
The Reports add-on is included in KMC Commander **if an additional add-on license has been purchased**. **Hover over the Add-ons (cloud) icon** (on the left, between the Dashboard and Network icons) and **click the Reports icon** to open Reports.

**NOTE:** If you do **not** see the Reports icon, you do not have the needed extra license. Contact KMC Controls for an additional purchase.

**NOTE:** In the Reports add-on, **Schedules** are for the automatic running and emailing of the reports. They are **not** related to the schedules in Schedules Manager that control equipment.

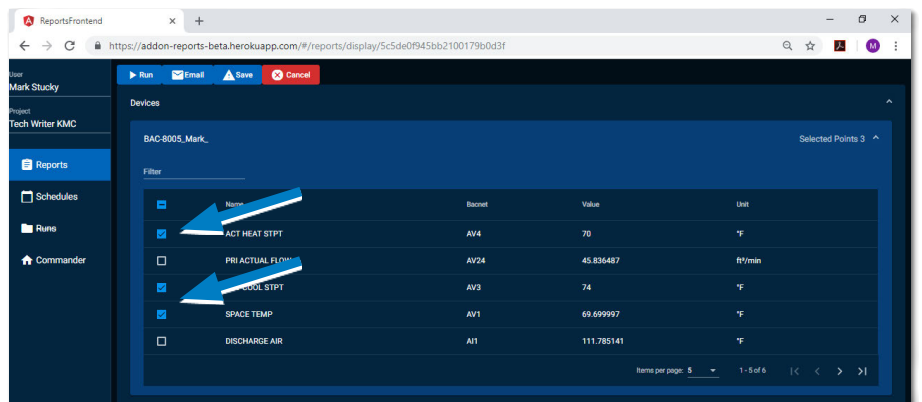
**NOTE:** For information about other add-ons, see the relevant application guide.

# Reports



To create a new report:

1. Click the **Add Report** button.
2. Click the **Devices** bar.
3. Select the desired devices (by clicking the respective bar).
4. Select points (check boxes) on the desired devices.



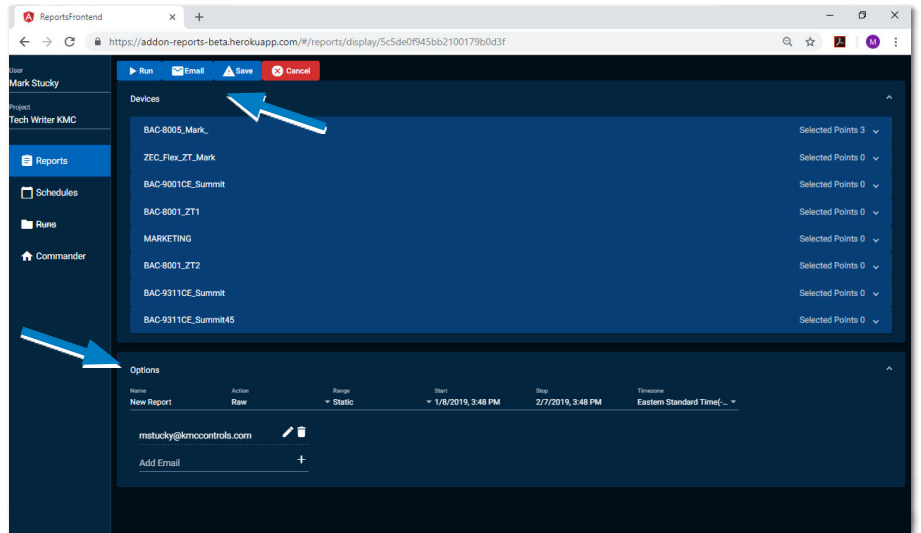
5. Click the **Options** bar.
6. Select desired (name, action, range, start time, stop time, time zone, and email) options.

**NOTE:** **Action** options include Average, MinMax, Total, Raw (the default), and Delta (the difference between values) and Current.

**NOTE:** **Range** sets the time period (number of days, weeks, or months) for the report. For **Static**, specify the start and stop dates and times. For **Days**, **Weeks**, or **Months**, specify how far back to go.

**NOTE:** Not all Action and/or Range options may be valid for all runs.

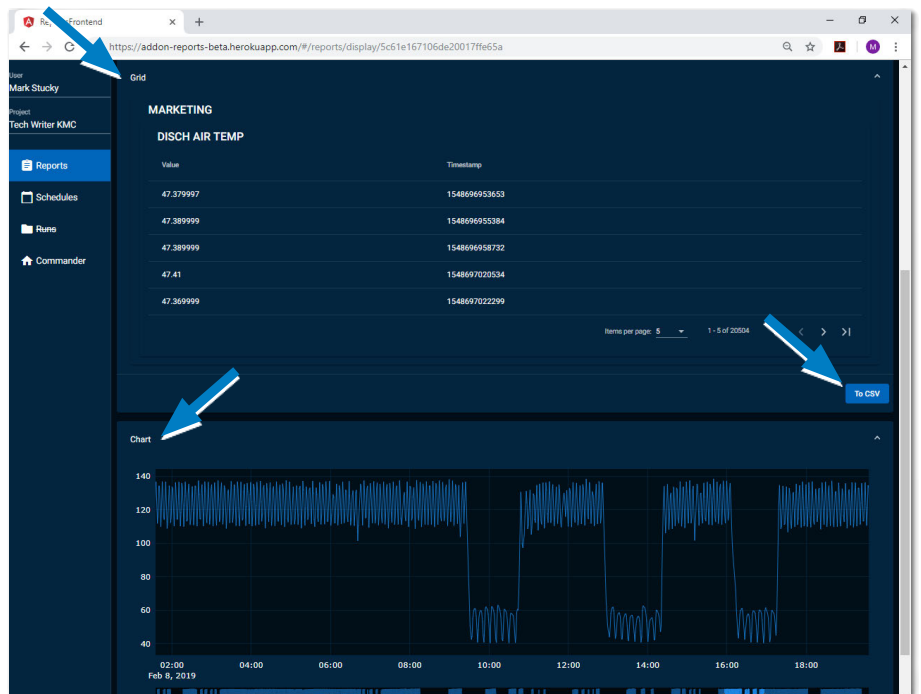
**NOTE:** If the report will be run in a schedule, add any additional recipient's email addresses as desired. To create or edit a schedule, see [Schedules for Reports on page 5](#).



7. Click:

- A. **Run** to run the report on the screen immediately.
- B. **Email** to send it to one or more email addresses immediately.
- C. **Save** to save the selections for later runs and schedules.
- D. **Cancel** to return to the Reports home screen.

Reports provide options for viewing data as a grid (table) and/or a chart (graph). After running the report, click the **Grids** or **Chart** lines to expand or collapse that view.



At the bottom of the Grids section, click the **To CSV** button to export the data to a CSV file in your computer's Downloads folder.

**NOTE:** In the CSV export, the timestamp is the number of **milliseconds that have passed since midnight on January 1, 1970.**



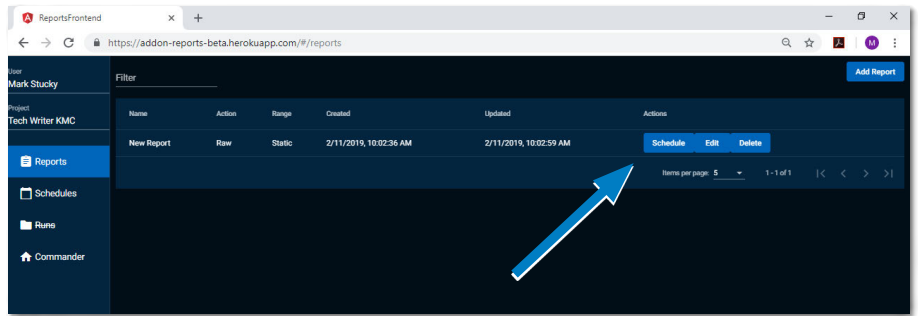
At the bottom of the **Charts** section, click the blue **To Image** button to export the **current chart view** to a **JPG** file in your computer's Downloads folder. (PNG format is an option described below.)

The **visible time range** can be changed by moving the sliders below the chart. (Moving the sliders will also set the image to the width of the screen.)

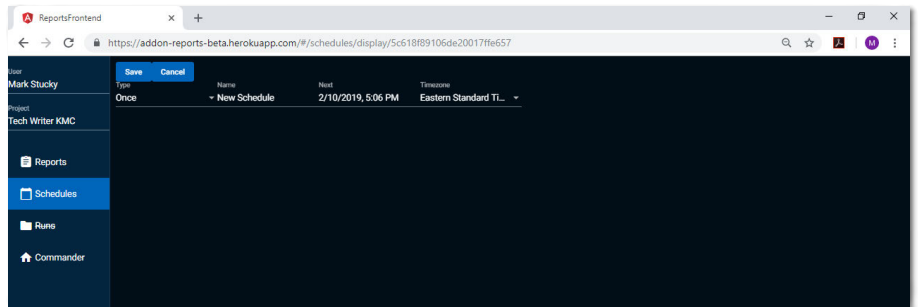
Hovering the cursor over the chart shows a menu in the upper right corner of the chart. From that **menu** the **chart options** include:

- Toggling showing the data of (only) the closest point on a trend line on hover **or** comparing data on multiple lines (all y-axis points at an x-axis location) on hover. (The latter option is shown above, showing the data of four points.)
- Toggling the showing of dashed “spike lines” to the X and Y axes for a current point. ( If multiple points are being compared, the horizontal spike line will be for the point closest to the cursor.)
- Downloading the chart as a **PNG** image file. (For a JPG format, click the To Image button instead.)
- Going to the **Plotly** web site. (The chart is created using Plotly.) For more information about Plotly, see [Plotly documentation and tutorials](#).

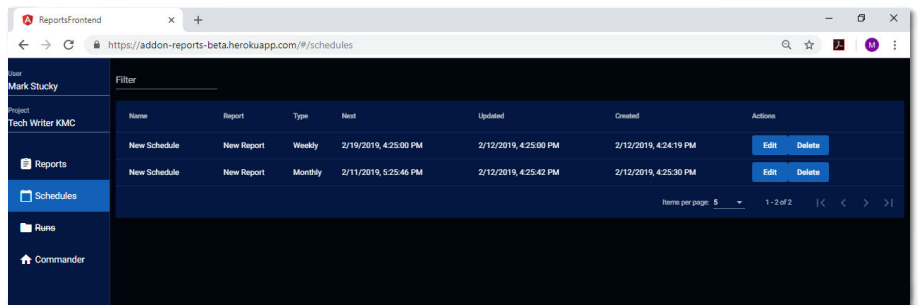
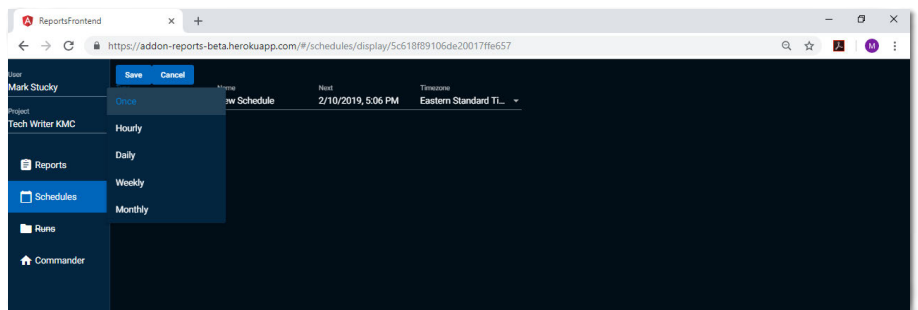
# Schedules for Reports



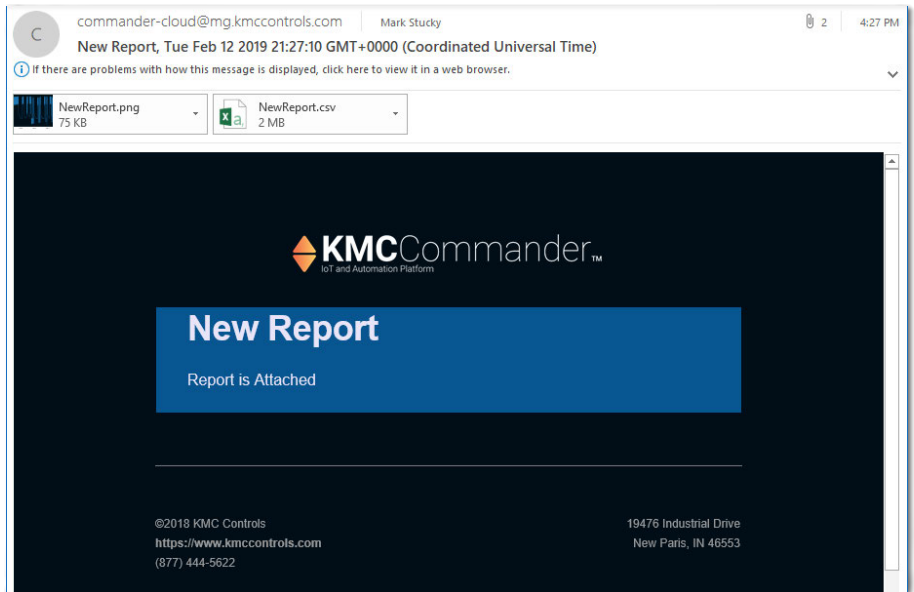
After setting up and saving a report, a schedule for automatically running and emailing the report to one or more recipients can be created by clicking the **Schedule** button.



Optionally, edit the Schedule's name field. Select the desired Type (frequency), Date, and Time, and then click the **Save** button to save the selections.



At the scheduled dates and times, reports (as CSV and PNG attachments) will be emailed to the designated recipients.



**NOTE:** You can delete unwanted schedules on the Schedules page by clicking the Delete button. If you delete a report on the Existing Reports page, any connected schedule will also be deleted.

**NOTE:** Runs will be fully implemented in a future release.

**NOTE:** Clicking the KMC logo, takes you (back) to the cloud project.

## Important Notices

The material in this document is for information purposes only. The contents and the product it describes are subject to change without notice.

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## Support Documents

The **KMC Commander** support documents are available on the KMC Controls web site. Type the KMC Commander part number (CMDR-V2-WIFI-3002) in the Search field. Access to all additional files requires logging into the KMC Partners site ([partners.kmcccontrols.com](http://partners.kmcccontrols.com)).

For advanced applications, [api.docs.kmccommander.com](http://api.docs.kmccommander.com) has information about the KMC Commander application programming interface.

**NOTE:** Documents, product design, and product specifications are subject to change without notice.

