



“How to” Document Series

**How to Run a Downtime Report**

*Doc. HT109*

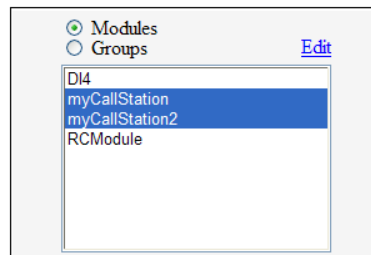
Once you have installed the VersaCall Downtime Report Suite or the Duration Suite, you can run detailed downtime reports. (See **HT107 - How to Install a Report Suite** if you have not yet installed the appropriate suites.) To run a downtime report, login to the system and take the following steps from the main menu.

1. Click **Report Packages** from the menu to the left side of the screen.
2. From the **Report Packages** page, select **Shift Reporting** and click **Submit**.
3. A new window appears. Locate **Advanced Reports** and click **Submit**.
4. From the **Shift Reporting Package** menu, select a date range for your report by selecting a **Start Date** and an **End Date**.

Run Downtime Report on Single Module

If you run a report on a single module, all alarms will be included in the report. In order to run a report that shows downtime, you first need to determine which alarms constitute downtime. Some alarms in a module may simply be for communication purposes, in which case you would not want to include those alarms in your report. If you need to exclude certain alarms from your downtime report, skip to step 7 to run a group report.

5. Select the **Modules** radio button. Your programmed modules appear in the list box.
6. Select one or more modules on which you would like to run a report. Skip to step 9.

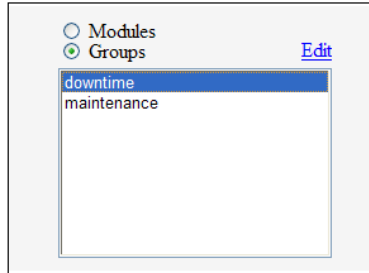


Run Downtime Group Report

A group report allows you to run reports on selected alarms. For example, each of your modules may have one or two alarms that constitute downtime. You can then create a group called downtime which would allow you to group all downtime alarms from each module in to a single report.

**Note:** If you have not already defined Groups, the list box will appear blank. See **HT110 - How to Add and Edit Groups** for more information.

7. Select the **Group** radio button. Your pre-defined groups appear in the list box.
8. Select one or more groups on which you would like to run a report.



Select Report Time Period

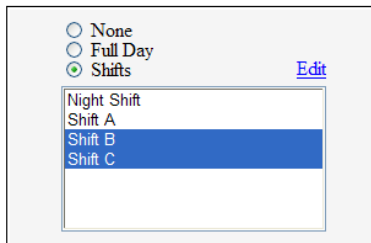
9. In the next list box, you can choose how you want alarms to appear in your report. Choose one of the following:

Options	Function	Example
<b>None</b>	Alarm time periods not filtered.	If an alarm begins on Day 1 and clears on Day 2, the report does not distinguish between days. The report only shows the day the alarm began and the length of time for which it ran. You may have an alarm that runs over 24 hours on a given day.
<b>Full Day</b>	Alarm time periods filtered by days.	If an alarm begins on Day 1 and clears on Day 2, the report breaks up the alarm into two days.
<b>Shifts</b>	Alarm time periods filtered by shifts.	If an alarm begins on Shift A and clears on Shift B, the report breaks up the alarm into two shifts.

Shift Reports

If you choose to filter your report by Shifts, proceed with the following step. Otherwise, skip to step 11.

**Note:** If you have not already defined **Shifts**, the list box will appear blank. See **HT112 - How to Add and Edit Shifts** for more information.

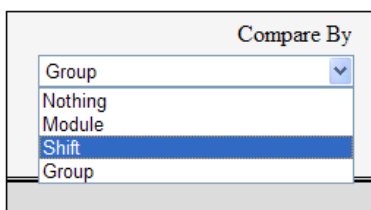


10. Select one or more shifts from the drop down list

### Compare Data

The **Compare By** section gives you the option to produce reports that compare information by groups, modules or shifts. Available options depend on options you previously selected.

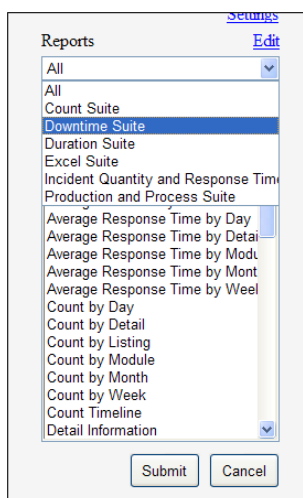
11. Make a selection from the **Compare By** drop down list.



### Select Report Type

In the **Reports** section, you can filter the reports list by making selections from the following drop down lists.

12. Select **Downtime Suite** or **Duration Suite** from the first drop down list.



13. From the second drop down list, select a period or **All** to display all available duration reports.

Reports [Edit](#)

Downtime Suite

All

All

Tabular

Detailed

**Daily**

Weekly

Monthly

Quarterly

Yearly

Modular

Downloads

Duration Listing Report

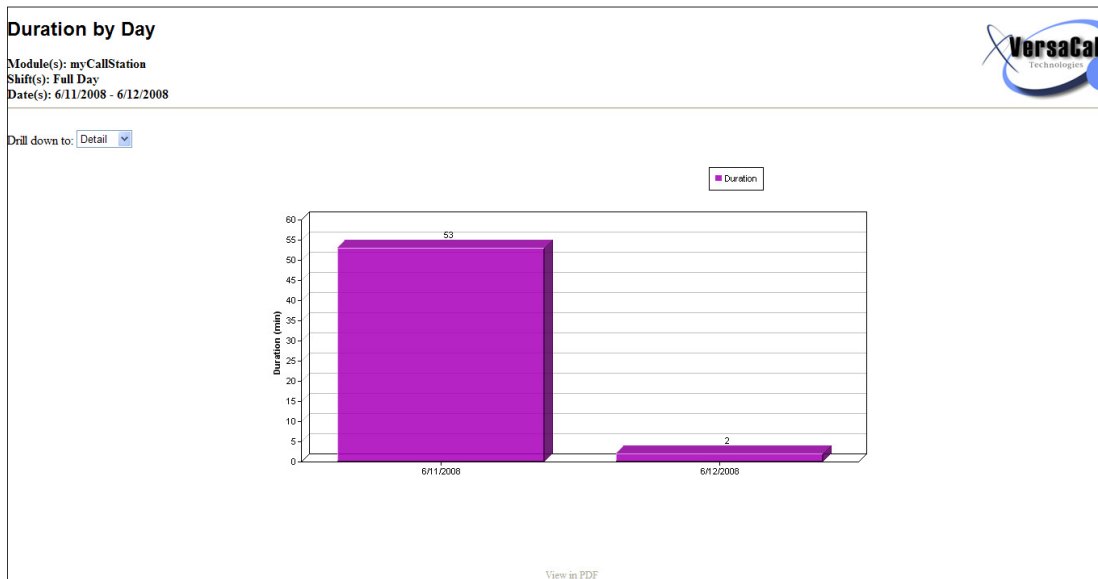
Shift Analysis Report

Timeline Breakdown

Uptime by Group

Submit Cancel

14. Select a report from the list box and click **Submit**. A new window appears with a graphical presentation of your report.



**Note:** VersaCall's reporting software comes with a **Drill Down** feature. **Drill Down** allows you to click on information to zoom in on details. For example, you can click on a bar in a graph to see details pertaining to that graph. You can drill down various times until you see a listing report. Click on a heading to sort a listing report by **Module, Shift, Alarm Name, Start Time, Total Duration**, etc. The list sorts in ascending or descending order depending on your selection from the drop down list.

## Duration Listing Report



Module(s): myCallStation

Shift(s): Full Day

Date(s): 6/11/2008 - 6/12/2008

Filtered criteria: Date(s)=6/11/2008, Module=myCallStation, Alarm=myAlarm1

Module	Shift	Alarm Name	Start Time	Total Duration
myCallStation	N/A	myAlarm1	6/11/2008 10:40:05 AM	00:01:54
myCallStation	N/A	myAlarm1	6/11/2008 2:56:31 PM	00:00:58
myCallStation	N/A	myAlarm1	6/11/2008 3:43:25 PM	00:10:16
myCallStation	N/A	myAlarm1	6/11/2008 3:54:51 PM	00:00:24
myCallStation	N/A	myAlarm1	6/11/2008 3:58:47 PM	00:06:22
myCallStation	N/A	myAlarm1	6/11/2008 4:14:09 PM	00:19:19
myCallStation	N/A	myAlarm1	6/11/2008 4:33:34 PM	00:06:06
myCallStation	N/A	myAlarm1	6/11/2008 4:39:50 PM	00:03:47
myCallStation	N/A	myAlarm1	6/11/2008 4:46:19 PM	00:02:12
myCallStation	N/A	myAlarm1	6/11/2008 4:48:19 PM	00:00:45

1

Sort By:

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\* Denotes Alarm is Still Active. ~ Denotes Alarms is a Fragment of an Alarm

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