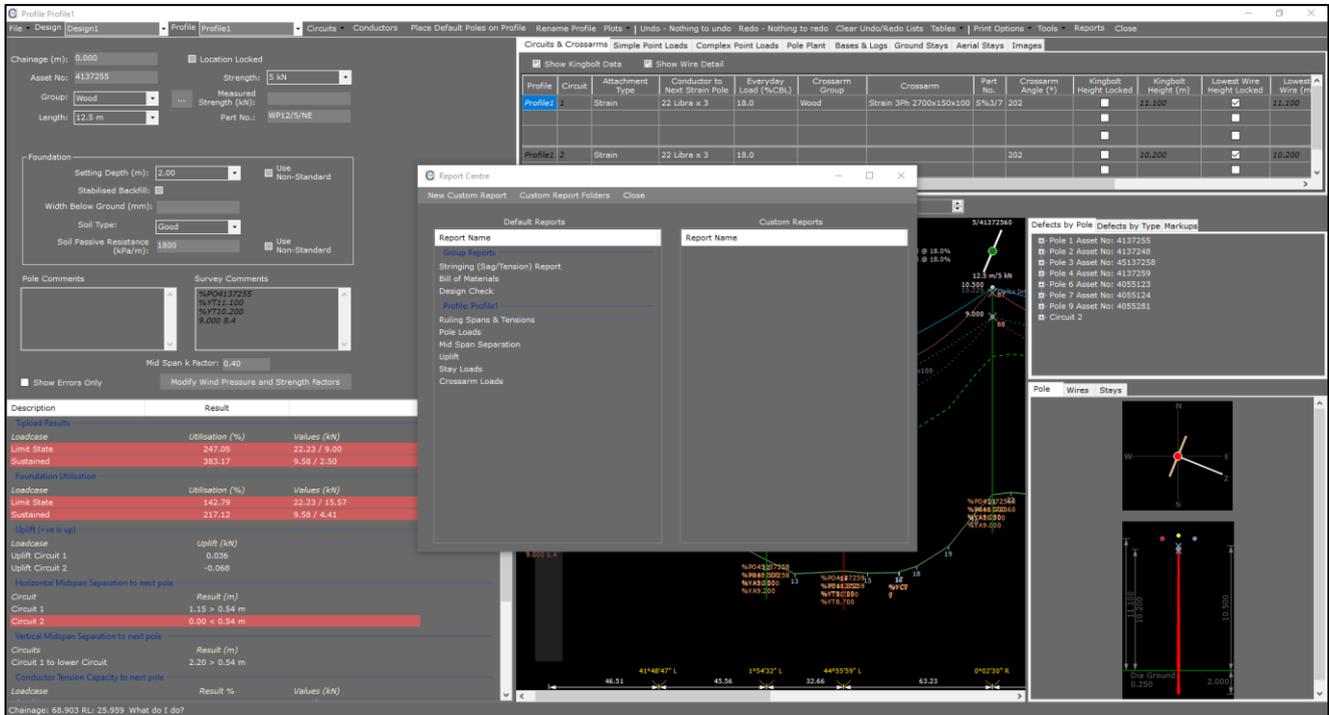


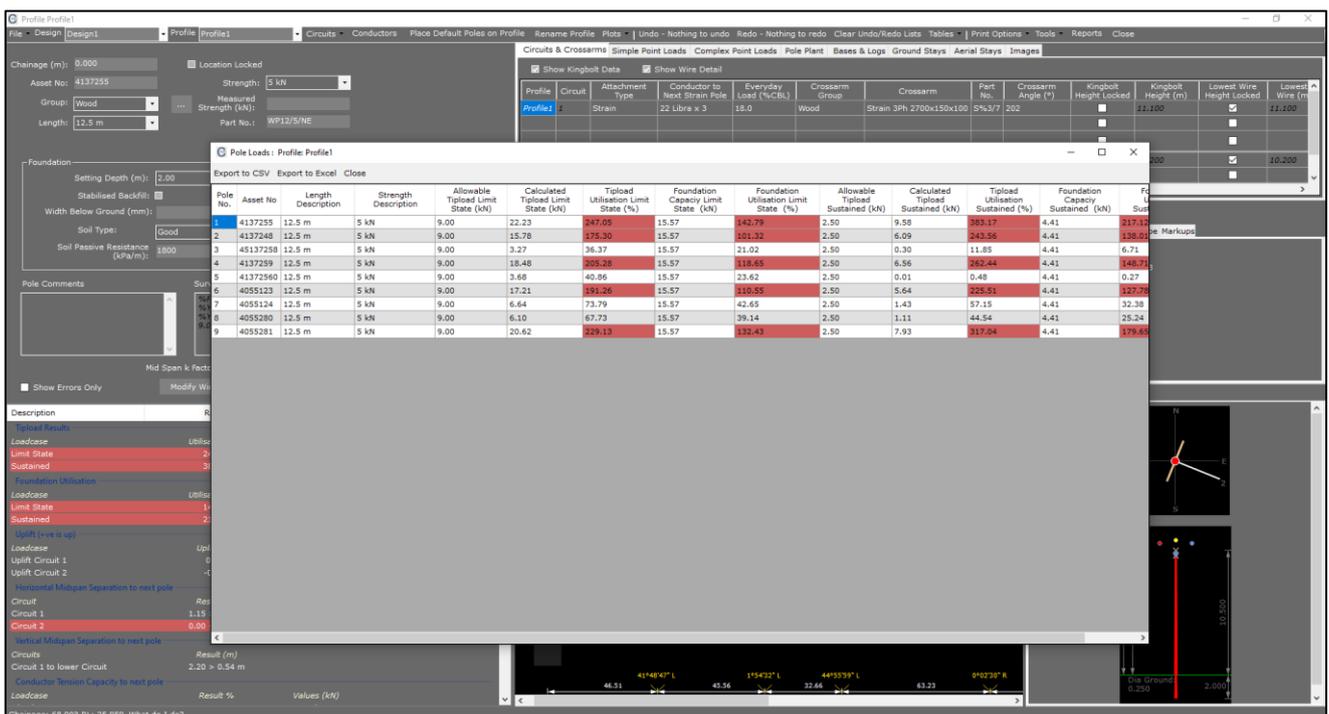
COLDNet Profile – Reports



1. Open the earlier project that we created called **WalkthroughCSVImport**
2. Select **File>Save As** and give the new project the name **Reports**
3. Once returned to the main form select the **Reports** option from the top toolbar menu. A new window will open

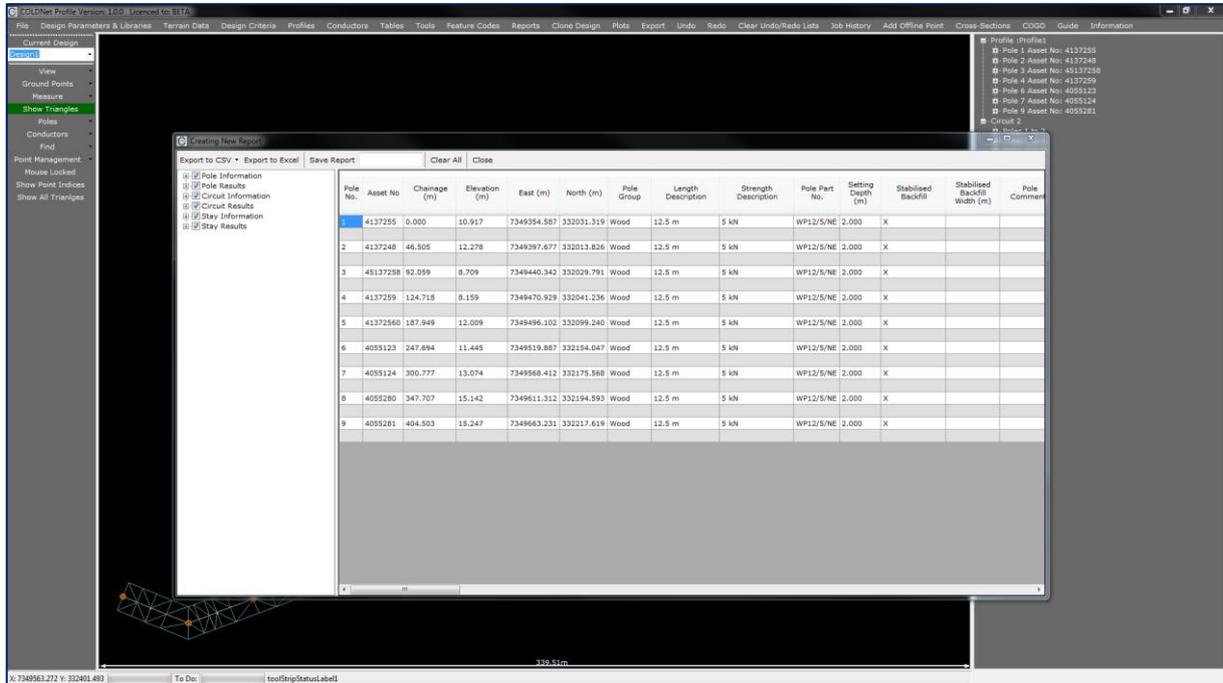


4. On the left-hand side of the window there is a list of predefined reports available to the user
5. Select the **Default Report 'Pole Loads'**. A new window will open displaying the results for this report, as shown below

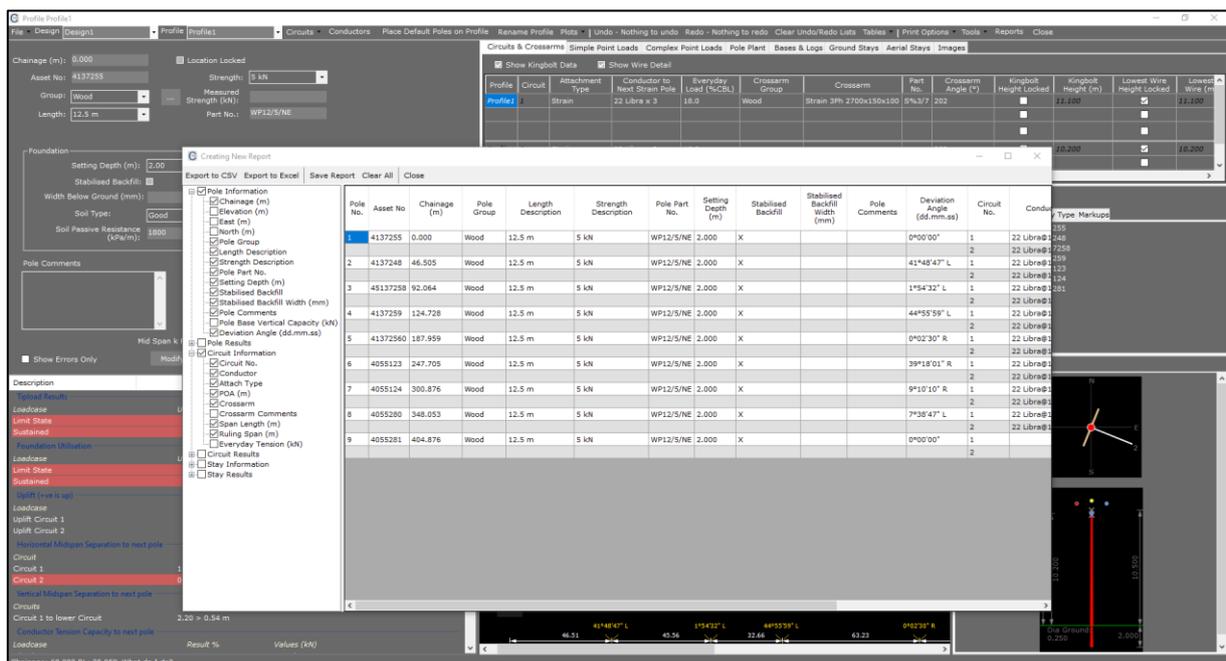


COLDNet Profile – Reports

- Within each of the reports, there is the option to **Export to CSV** or **Export to Excel**
- Select **Close** to return to the **Report Centre Form**
- Next, we are going to add a custom report by selecting **New Custom Report**. A new window will open as shown below

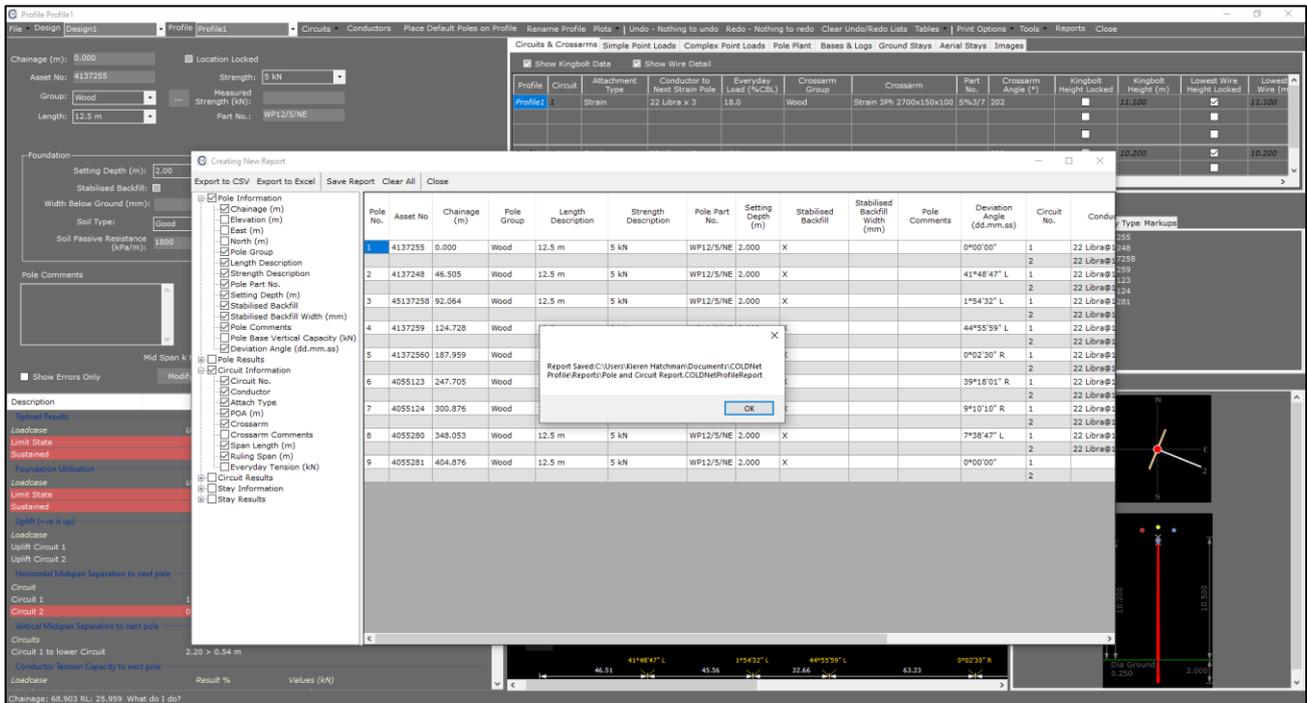


- On the left-hand side of the new window there is a list of different reporting options including: **Pole Information, Pole Results, Circuit Information, Circuit Results, Stay Information & Stay Results**. By default, all of the reporting options will be displayed.
- Un-check **Pole Results, Circuit Results, Stay Information & Stay Results**
- Select the **+** symbol next to **Pole Information** to expand the list
- Un-check **Elevation, East, North & Pole Base Vertical Capacity**
- Select the **+** symbol next to the **Circuit Information** to expand the list
- Un-check **Crossarm Comments & Everyday Tension**. The custom report is shown below

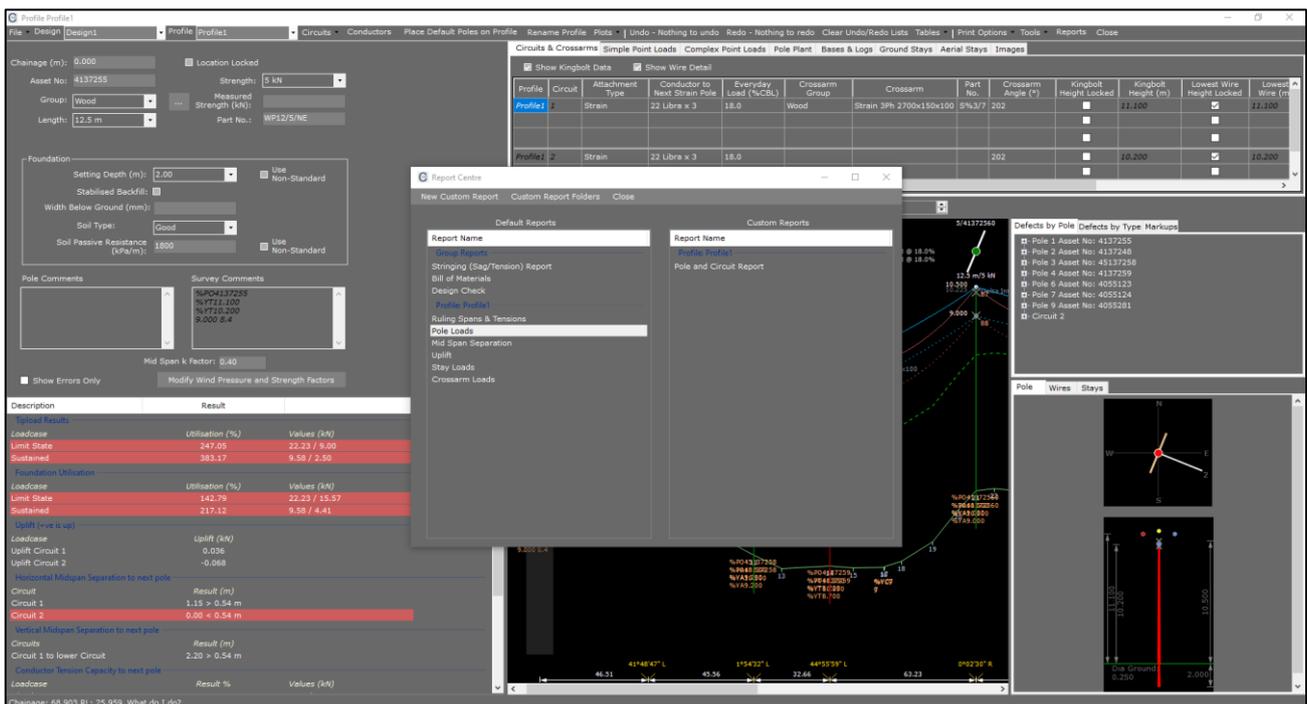


COLDNet Profile – Reports

15. As per the Predefined Reports there is also an option to export the Custom Reports to CSV or Excel by selecting **Export to CSV** or **Export to Excel**
16. If you would like to save this report format so that it is available for selection at any point, enter a report name into the space provided next to the option **Save Report**. For this example, enter the report name '**Pole and Circuit Report**'
17. Select **Save Report**, the message box below should appear



18. Select **OK**
19. Select **Close**
20. The customer report '**Pole & Circuit Report**' will be added to the list on the right-hand side of the **Report Centre Form** as shown below



21. To open any of the custom reports again double-click
22. Select **Close** on the **Report Centre** Form
23. Select **File>Save**