Various reports are available within eNAMS; the reports you can view vary according to your role/permissions. If you need additional reports, both ESO and TO users can create custom reports.

1. Click the REPORT/Reports menu:

2. Click the button New Report at the top right of the screen:

3. At the dialog that appears, click into the box and enter criteria to find the Report Type you want to create (based on permissions). Select either a single table, e.g. Outages, or a group of tables, e.g. Outages with PLD to run reports across several table of data in eNAMS. In this case, we have typed/selected Outages:

4. Select the item you require from the results that appear and click Continue; the basis of the report is created, in this case, a list of Outage numbers. The Outline tab shows what the table looks like, Filters allows you to manipulate the data

5. Fields shows all fields for the selected item; you can add any field to a report, but it is easier to do this from Columns on the Outline tab

6. Under Columns, type in text to search for the columns you wish to add, e.g. Planned Start Date/Time, TO Comments, etc. – click the column(s) required from the search results:

7. Switch on Update Preview Automatically to see changes as you make them (switch this off if the updates are taking a long time to display; switch it back on once you have added all required fields to preview the end result):

8. Under GROUP ROWS, select a field that is suitable to group by, i.e., one that has several records with the same value. In this case, we have searched for and selected the field Status – this groups all Outage with the same Status together:

9. You can also GROUP COLUMNS: again, select a field that is suitable to group by, e.g. Circuit ID:
10. Under Filters, select the relevant option, e.g. My outages:

11. For date based fields, select a time period to filter on, e.g. Next 7 Days, Current CY (Calendar Year), etc., then click Apply:

12. Click **Save & Run** top right; at the dialog, add the Report Name, Report Unique Name, Report Description then click **Save**:

13. The report is displayed with the settings you applied:

14. Click **Add Chart** to add a chart to your report if required:

15. To remove the chart, click the **Toggle Chart** button:

16. To run the report again once you have created it, click the REPORT/Reports menu:

17. Click **Created by Me** on the left of the screen, then click the **Report Name** you wish to run: