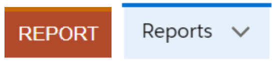
eNAMS Custom Report Creation Quick Reference Guide | May 2021

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.

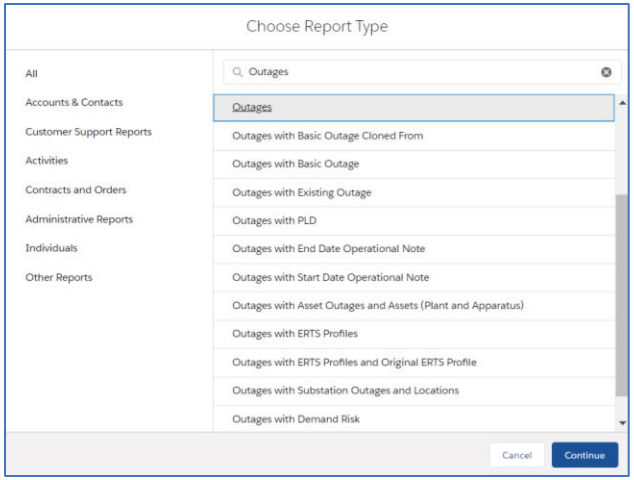
1. Click the **REPORT/Reports** menu:



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

3. At the dialog that appears, click into the box

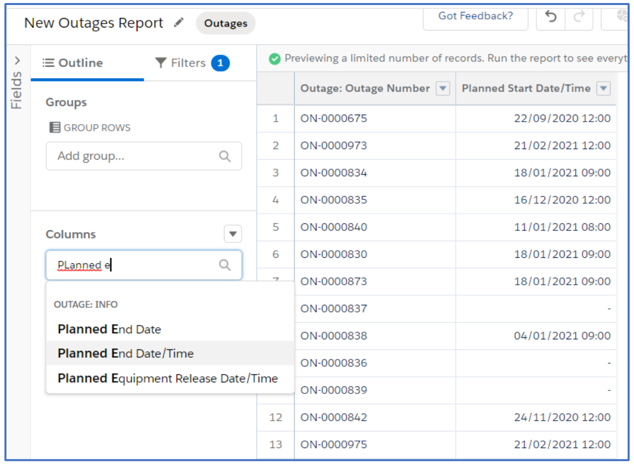
and enter criteria to find the Report Type you want to create (based on permissions). Select either a single table, e.g. *Outages*, or a group of tables, e.g. *Outages with PLD* to run reports across several table of data in eNAMS. In this case, we have typed/selected **Outages**:.



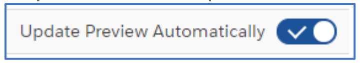
4. Select the item you require from the results that appear and click **Continue**; the basis of the report is created, in this case, a list of Outage numbers. The **Outline** tab shows what the table looks like, **Filters** allows you to manipulate the data

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

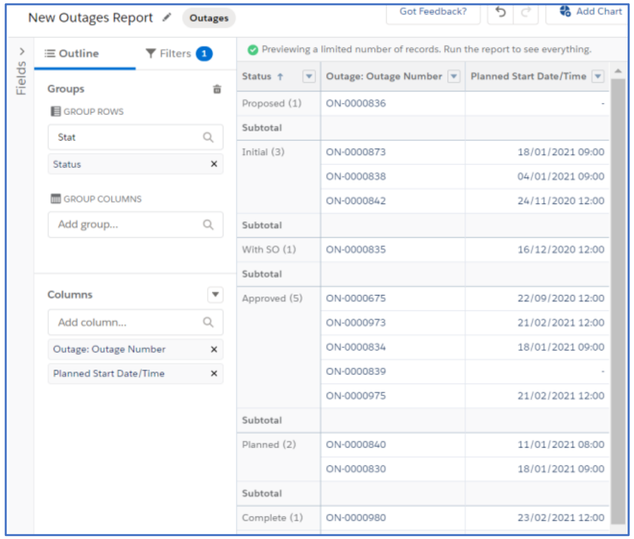
6. Under **Columns**, type in text to search for the columns you wish to add, e.g. **Planned Start Date/Time**, **TO Comments**, etc. – click the column(s) required from the search results:



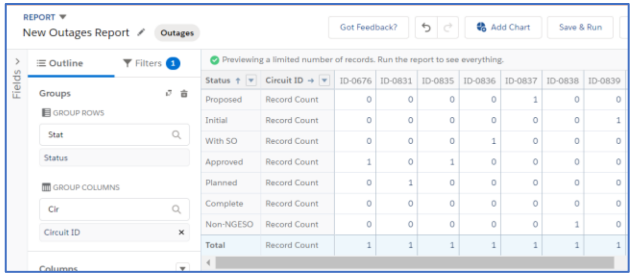
7. Switch on **Update Preview Automatically** to see changes as you make them (switch this off if the updates are taking a long time to display; switch it back on once you have added all required fields to preview the end result):



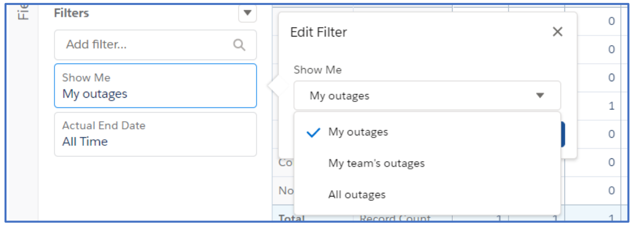
8. Under **GROUP ROWS**, select a field that is suitable to group by, i.e., one that has several records with the same value. In this case, we have searched for and selected the field **Status** – this groups all Outage with the same Status together:



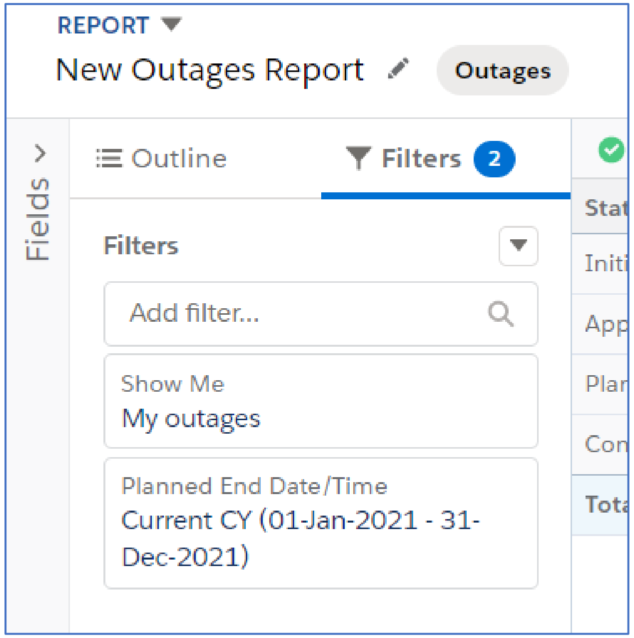
9. You can also **GROUP COLUMNS**; again, select a field that is suitable to group by, e.g. **Circuit ID**:



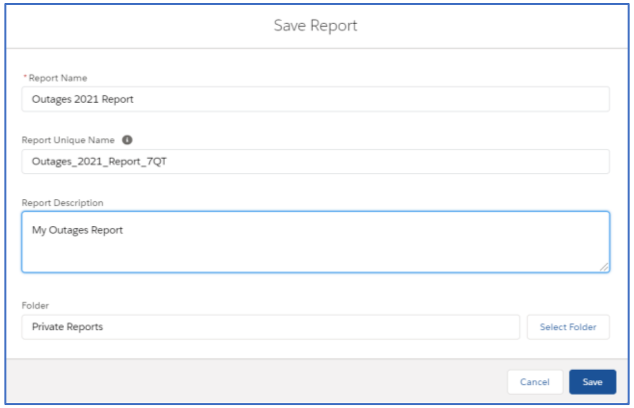
10. Under **Filters**, select the relevant option, e.g. **My outages**:



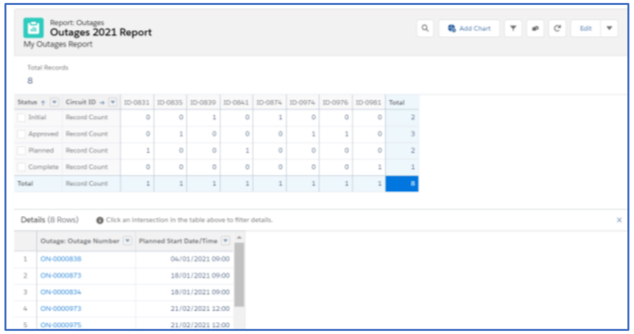
11. For date based fields, select a time period to filter on, e.g. Next 7 Days, **Current CY** (Calendar Year), etc., then click **Apply**:



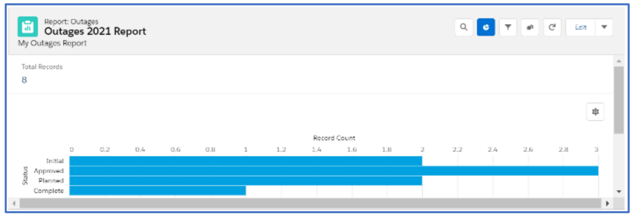
12. Click Save & Run top right; at the dialog, add the **Report Name**, **Report Unique Name**, **Report Description** then click **Save**:



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

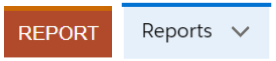


14. Click Add Chart to add a chart to your report if required:



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: