

## Running & Downloading reports on K-Portal

When first setting up a report in K-Portal, the system first needs to know how to populate the report with data and which form to use as a template.

First, find the required job in the dashboard.

Find the FOID - job

Click FOID and click OK when prompted to show in map view.

kportal.k-matic.com says

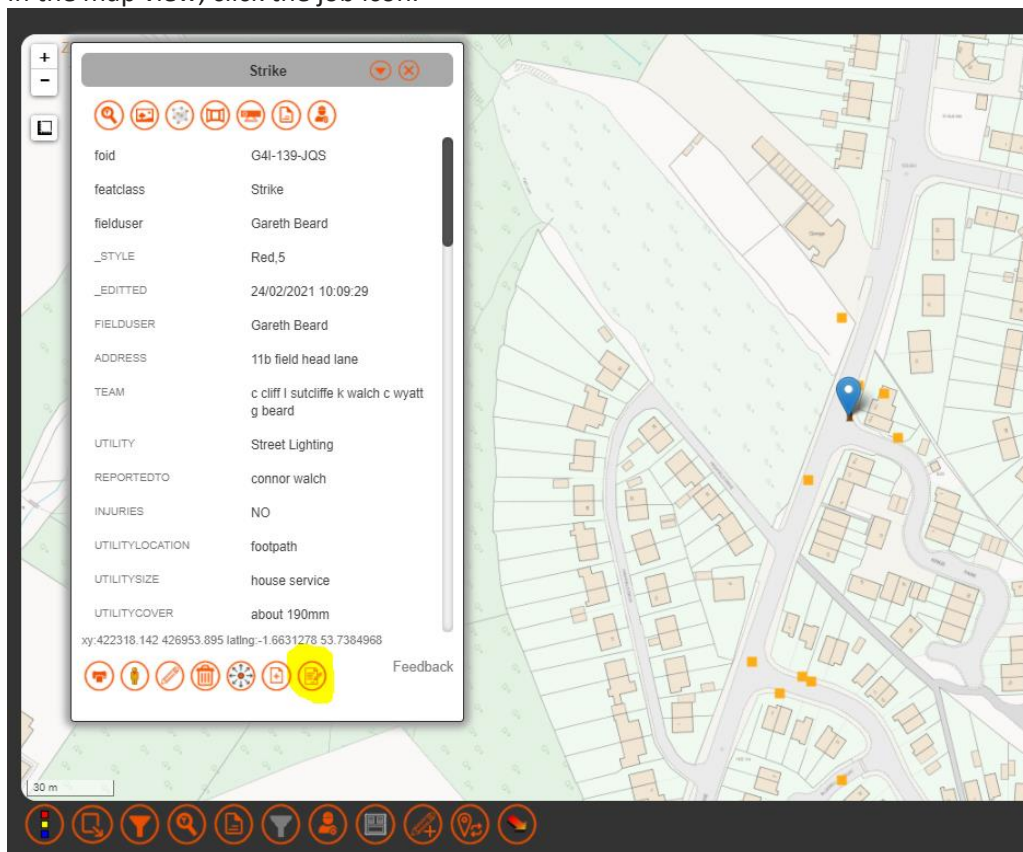
Show results for G4I-139-JQS on map

OK

Cancel

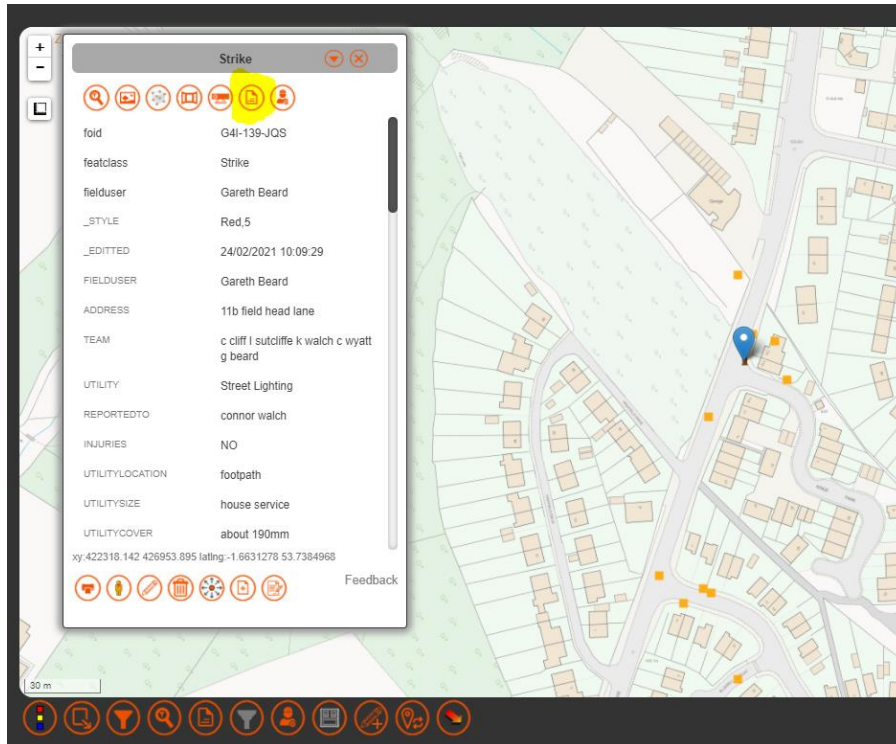
When running a compile DOCX report, the report build server needs to know which report template to build.

In the map view, click the job icon.



Click "create asset report" wait until the message pops up in the top right corner. choose "job name" in prompt.

Still in Map review > Download report – this will download the individual report.



Go to run the report in the Excel Analysis.

The report can now run as batch report in the excel analysis window.

## Reporting Panel

Report Style

Select date range of interest

Filter by

Select Multiple Workers (hold down the ctrl/cmd button to select multiple options).

- Aaron Gautrey
- Adam Allen
- Adam Betteridge
- Adam Brooks
- Alan Akrill
- Alessandro Lopes
- Alex Martin
- Ali Mota
- Andrew Ibbotson
- Andrew Querishi
- Andy Abbott

Choose report style: XLSX report, CSV, SHP, KML, DXF, or GCD export.

Select the date range required, and then filter by the form needed to run the report from. In this case it would be the "Strike" form. Then choose a user if required, and "generate report".

After a few seconds the download will be generated.