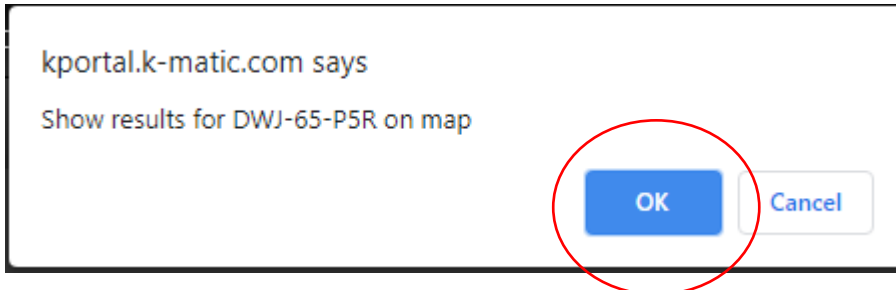


Generating job reports in K-Portal

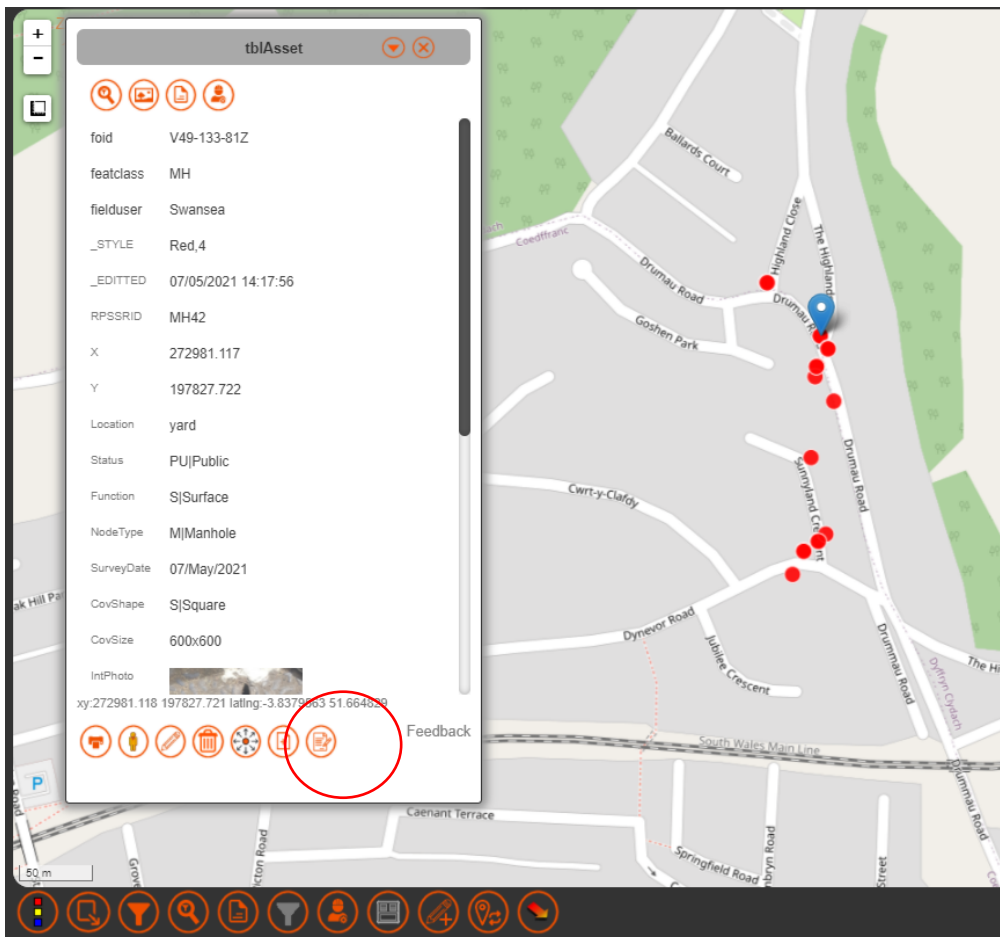
Navigate to job required in dashboard > job browser.

Select job, choose a FOID from the job, and view on map.

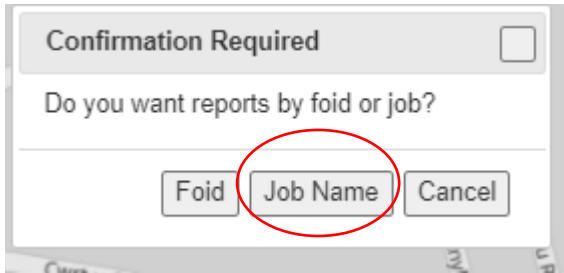


Note: the map may take a short while to load all the layers and data.

Click on an asset from the job.

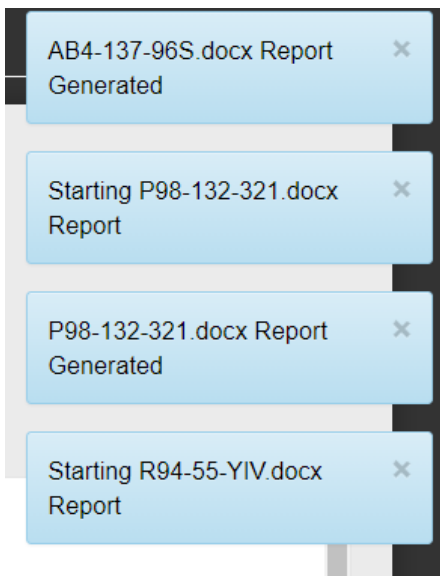


Click to generate a report for the asset.

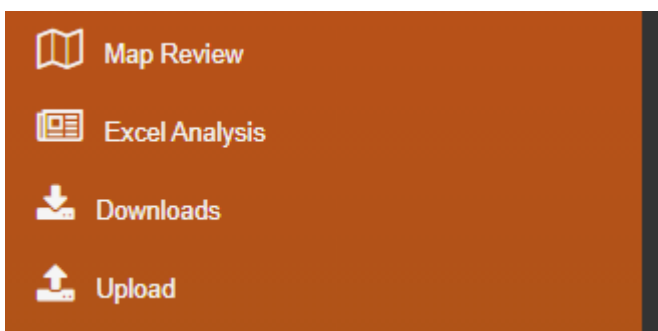


Click job name, so that reports for all FOIDS in the job are generated at the same time.

The reports will gradually process – this may take time depending on the size of job. Finally the alerts will say “all reports generated.”



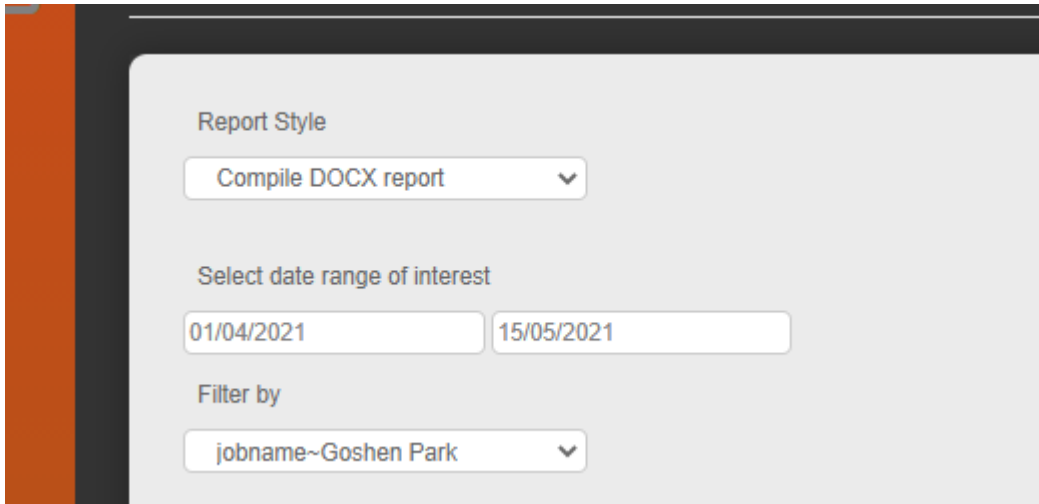
Now go to excel analysis.



Choose report style as compile docx report.

Choose date range required.

Choose required job.

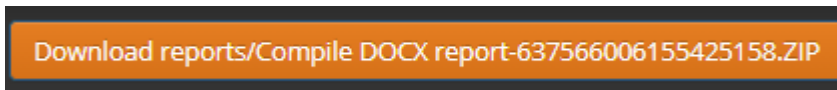


The screenshot shows a web interface for generating reports. It features a 'Report Style' dropdown menu set to 'Compile DOCX report'. Below this is a 'Select date range of interest' section with two date input fields: '01/04/2021' and '15/05/2021'. At the bottom, there is a 'Filter by' dropdown menu set to 'jobname~Goshen Park'.

Click generate report.



This will compile all reports together – may take some time. Then click download once generated.



Troubleshooting:

- Not generating the reports beforehand will result in blank reports being downloaded, or incomplete data.
- Other issues with downloading may result from unrecognized characters being in the asset.