



Standard Operating Procedure:
**How to create WebREACT
System Reports**

Property of AAW Control Systems

Revision Number: #001

Revision Date: 01/05/2024

Overview

This SOP documents the procedure of how to create WebREACT System Reports

Version History

Date:	Version	Author:	Changes:
01/05/2024	001	JW	Original version.

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Equipment and Components required:

Equipment:

Description	Notes
Computer/laptop	

Components:

Description	Qty	Notes
Internet browser	1	
WebREACT site	1	

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Summary of Instructions:

1. These are instructions for how to create System Reports using WebREACT

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Full Procedure:

1. Log into your WebREACT System
IMPORTANT: must have 'Manager' user access level

2. Go to 'Reports' → 'System Reports'
3. Select the 'New system report' button
4. Give the system report a name

IMPORTANT: do not include any spaces

System report

5. Select the point/s from the 'Room' drop down menu that you would like to appear in the system report
NOTE: select the point names whilst holding the 'Ctrl' button on your keyboard if you would like to select multiple points from the list

6. Specify the date range of the system report

-

7. Give the system report a title

Title

8. Customise what you would like the system report to contain and how you would like it to appear using the 'limits', 'comments', 'graphs' and 'aspect' drop down menus

Print : limits comments graphs aspect

9. Add any comments which you would like to appear at the bottom of the system report

New comment

10. Select the 'Create/update report' button

Save as template

11. To view the system report you have just created, go to 'Reports' → 'System Reports' on the top bar
NOTE: specify a date range of system reports you would like to view

12. To print (or save a system report as a .pdf document), view the system report you would like print/save, select the 'Print' menu on the top bar (and select 'Save as PDF' under the 'Destination' drop down menu to save as .pdf)

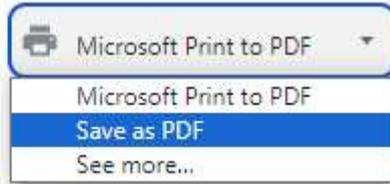
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Print

3 sheets of paper

Destination



Pages