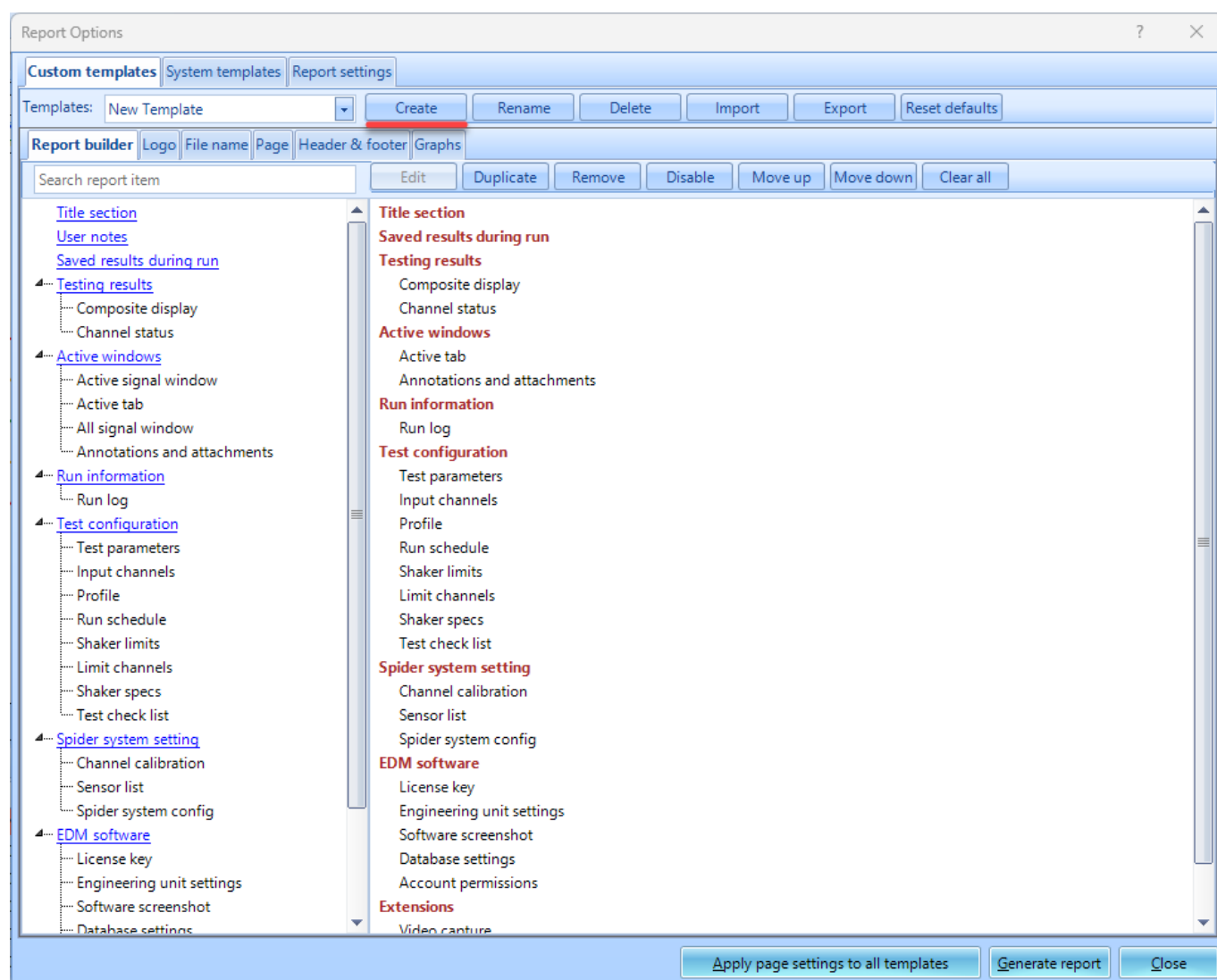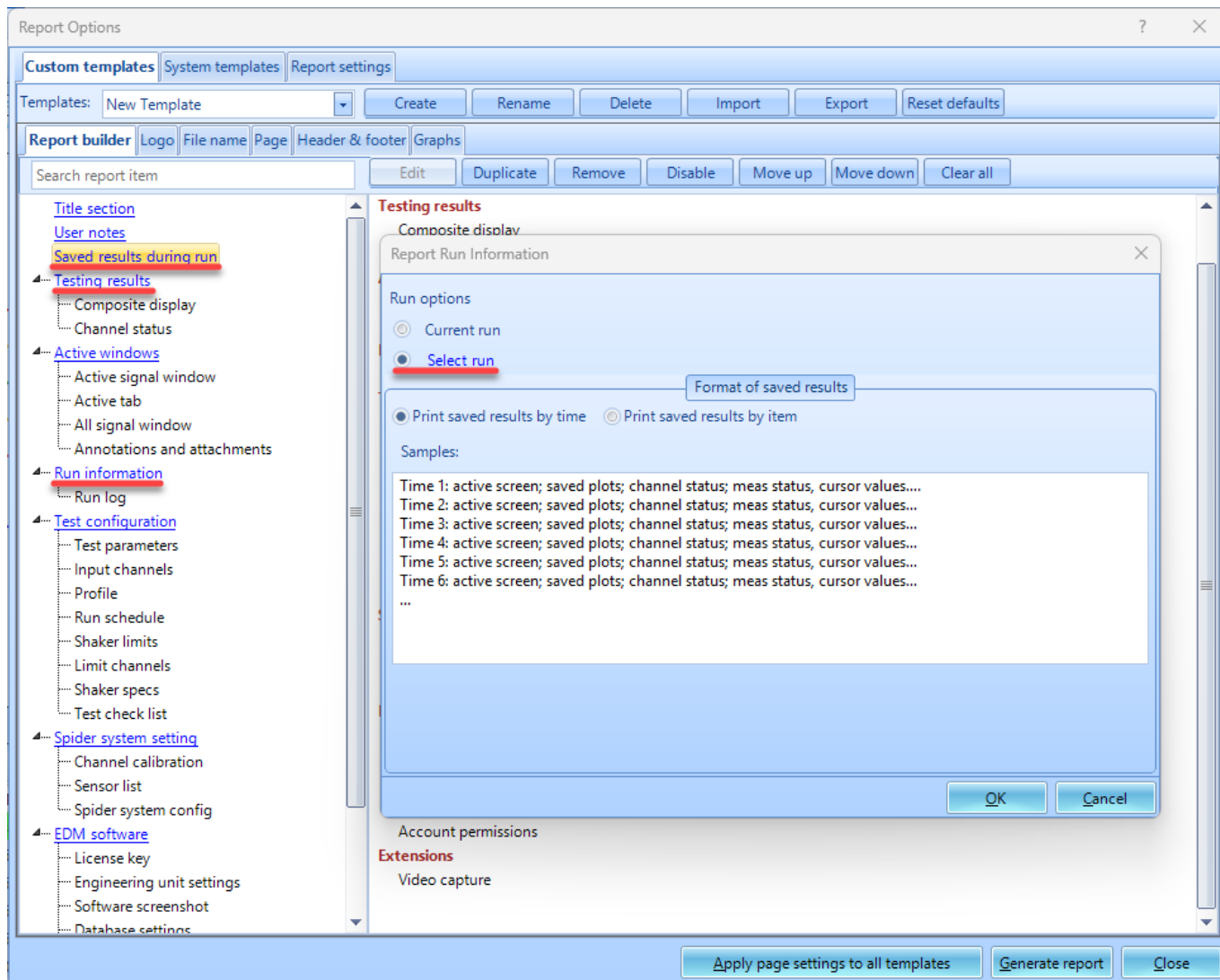# Generate Reports

To first generate a report, an existing template needs to be set to choose what information will be included in the report. By default, the custom template *My Report* is created. The *My Report* cannot be renamed or deleted, but the items in the template can be edited. A user defined event is also automatically generated for creating a *My Report* report at the end of the run schedule.

Create a Template

To view/edit items in the template, click **Report** > **Report Template.** To generate a new template, click **Create** > **Enter Template Name** > click **OK**.

Add items to the template by grabbing report items on the left. Clicking certain items can allow users to add data from past runs/data files in the template. This means a report can be generated with data from all runs from the test.
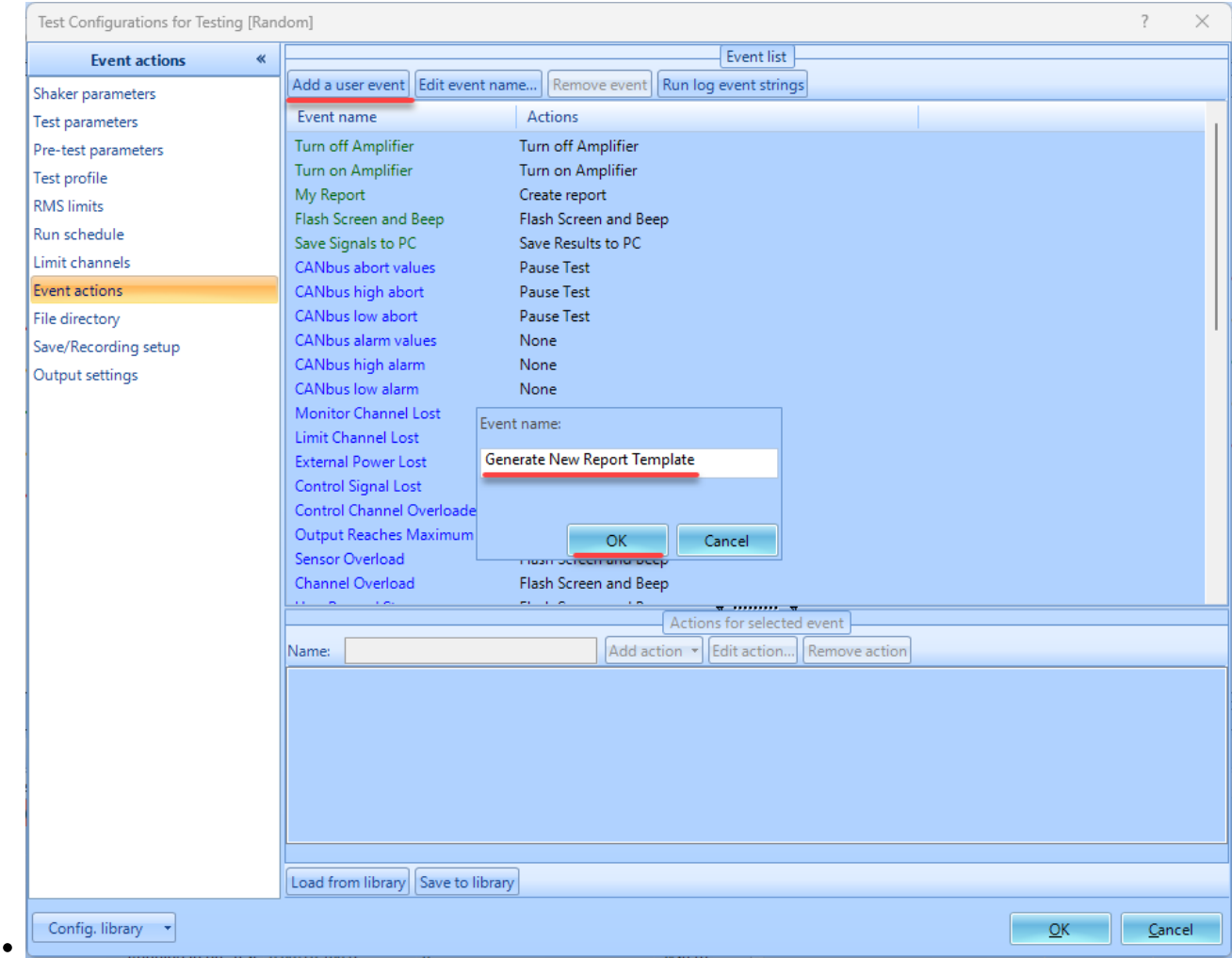
Automating Report Generation

Add My Report Template

By default, the custom template *My Report* has a event action already created. The report can be added to the Run schedule by clicking the *My Report* user defined event.

Add Custom Template

To create your own event action from a newly created template, navigate to the **Test Configurations** menu under the control panel or click **Ctrl+T** > click **Event actions** > **Add a user event** > **Enter event name** > Click **Ok** > **Add action** > **Create Report** > **Select Report Template** > **Ok**

After a user event is generated, go to Run schedule > add your newly generated event

Test Configurations for Testing [Random]   ?   ✕

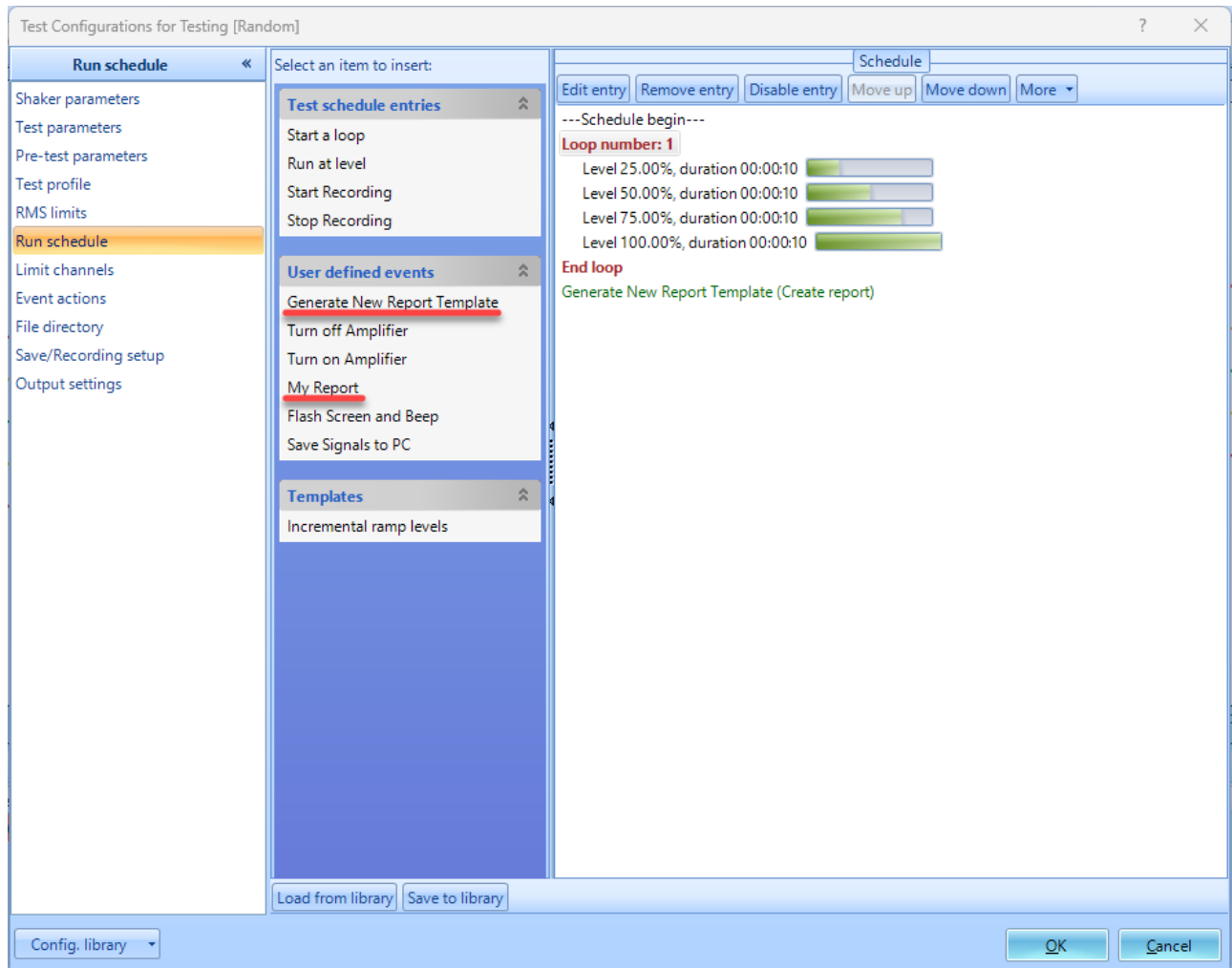| Event actions «	Event list
Shaker parameters	Add a user event Edit event name... Remove event Run log event strings
Test parameters	

Event name	Actions
Generate New Report Template	None
Turn off Amplifier	Turn off Amplifier
Turn on Amplifier	Turn on Amplifier
My Report	Create report
Flash Screen and Beep	Flash Screen and Beep
Save Signals to PC	Save Results to PC
CANbus abort values	Pause Test
CANbus high abort	Pause Test
CANbus low abort	Pause Test
CANbus alarm values	
CANbus high alarm	
CANbus low alarm	
Monitor Channel Lost	
Limit Channel Lost	
External Power Lost	
Control Signal Lost	
Control Channel Overload	
Output Reaches Maximum	
Sensor Overload	

Left panel navigation:
- Shaker parameters
- Test parameters
- Pre-test parameters
- Test profile
- RMS limits
- Run schedule
- Limit channels
- **Event actions**
- File directory
- Save/Recording setup
- Output settings

Select Report Template   ✕

Report
My Report
New Template
Report for All
Composite Display
Active Signal Window

New Template

OK   Cancel

Actions for selected event

Name: Generate New Report Template   Add action ▾   Edit action...   Remove action

Load from library   Save to library

Config. library ▾   OK   Cancel