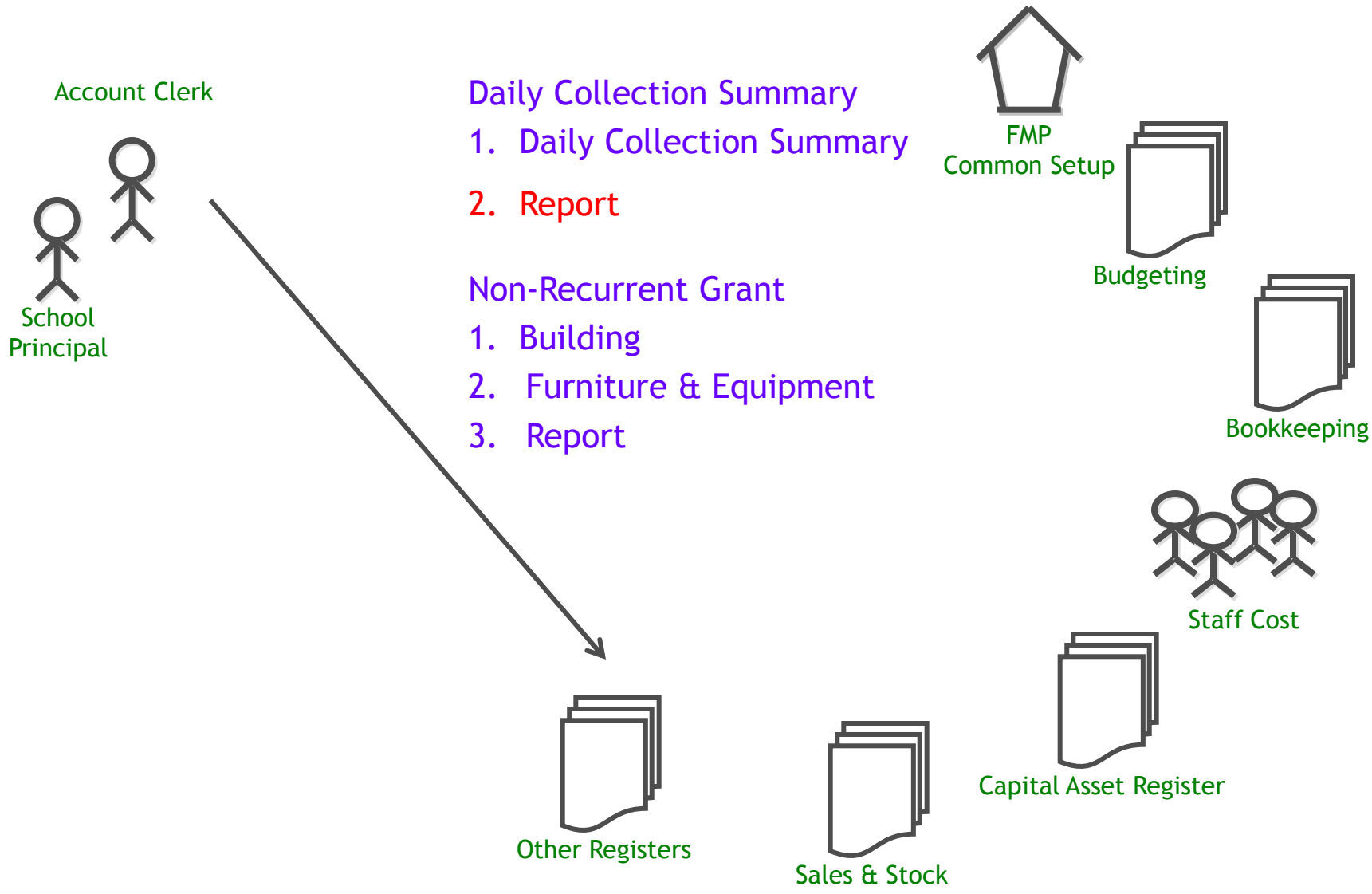
FMP – Daily Collection Summary



Daily Collection Summary - Report

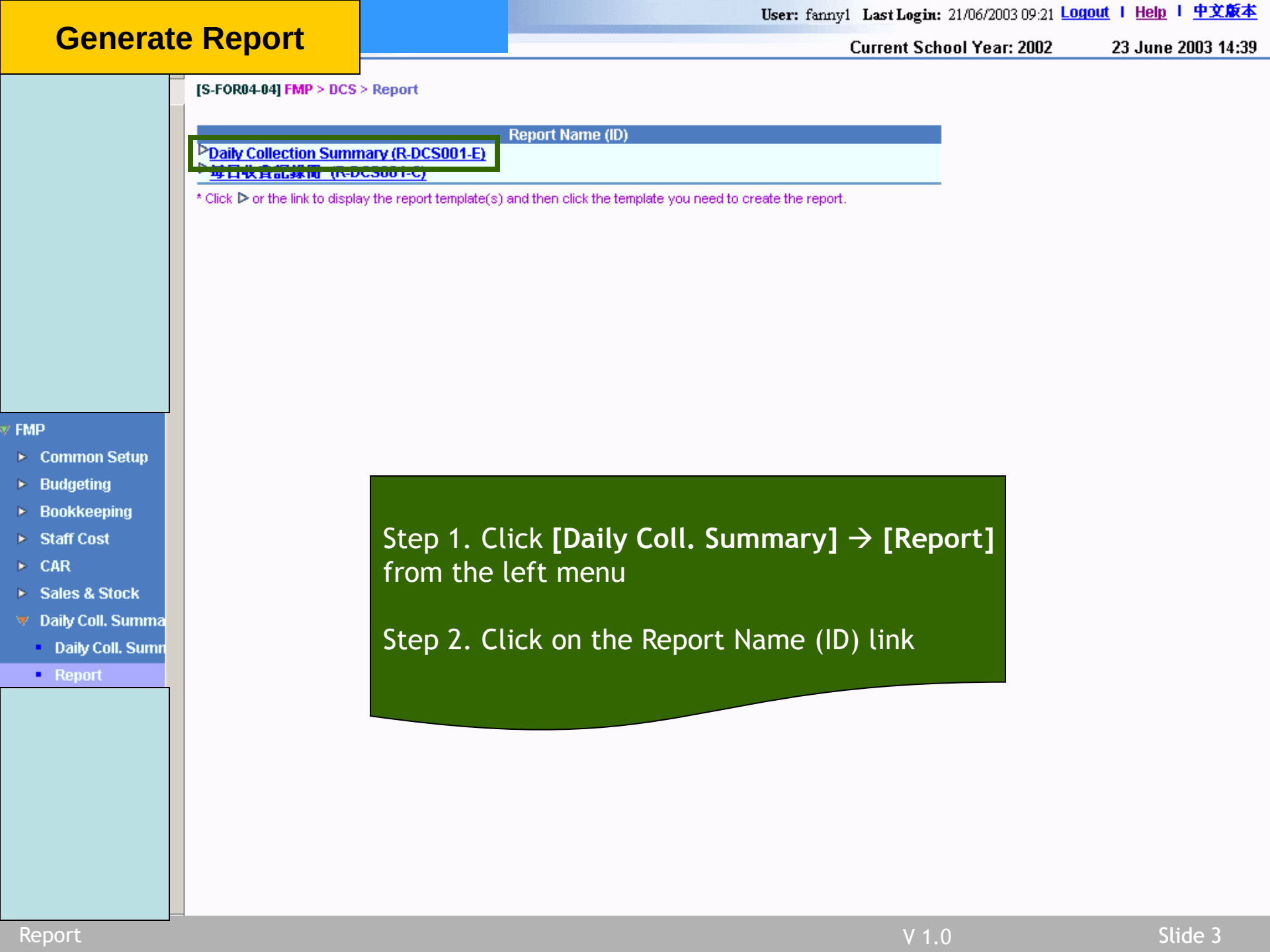
- Generate Daily Collection Summary Report

- Report can be generated in a preview pop-up window or stored in Report Management – Repository.

- 4 different formats can be selected for report generation – PDF, WORD, RICHTEXT and EXCEL.

- User may edit the generated report in WORD, RICHTEXT and EXCEL format.

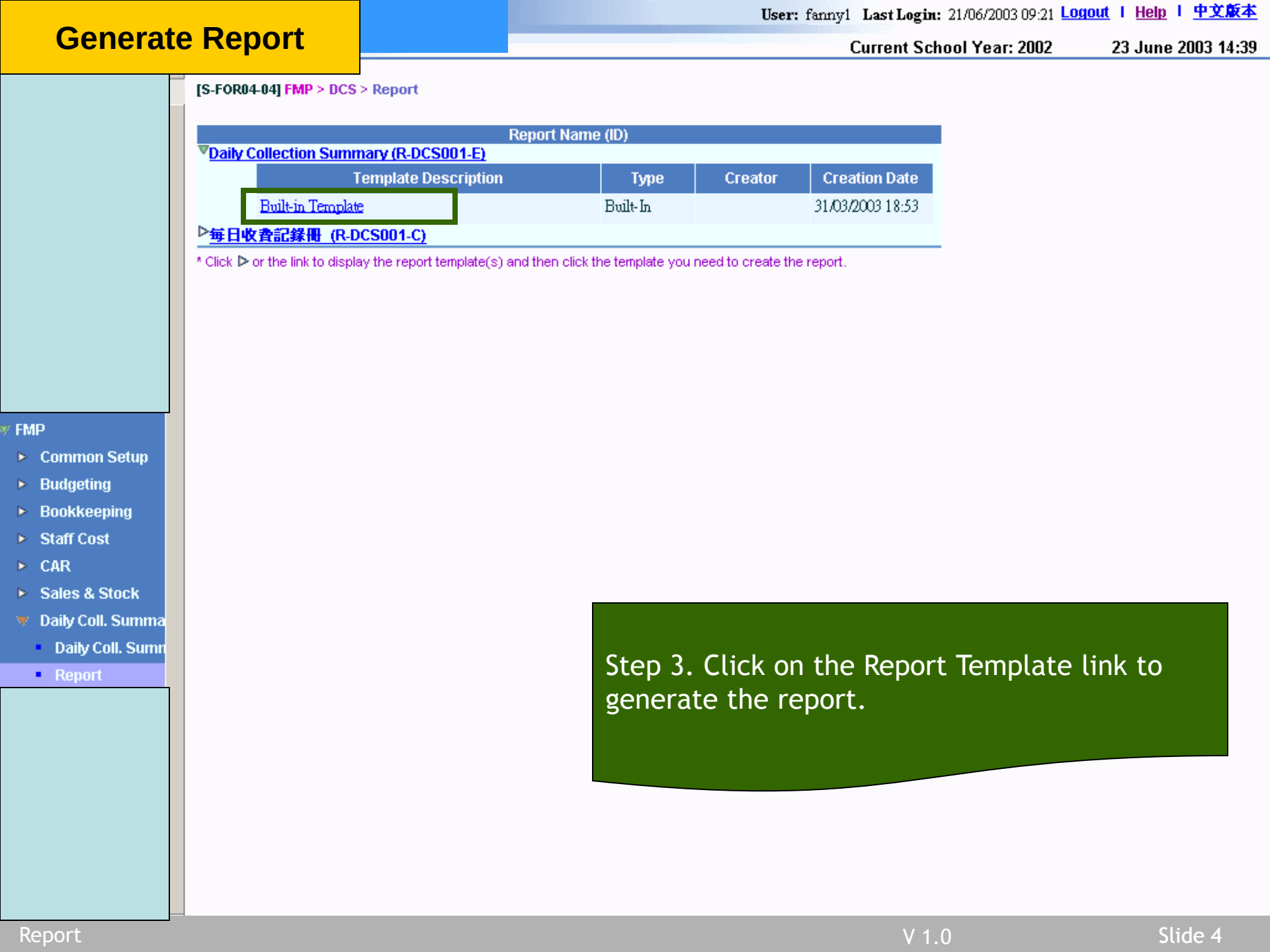
Generate Report



Step 1. Click **[Daily Coll. Summary]** → **[Report]** from the left menu

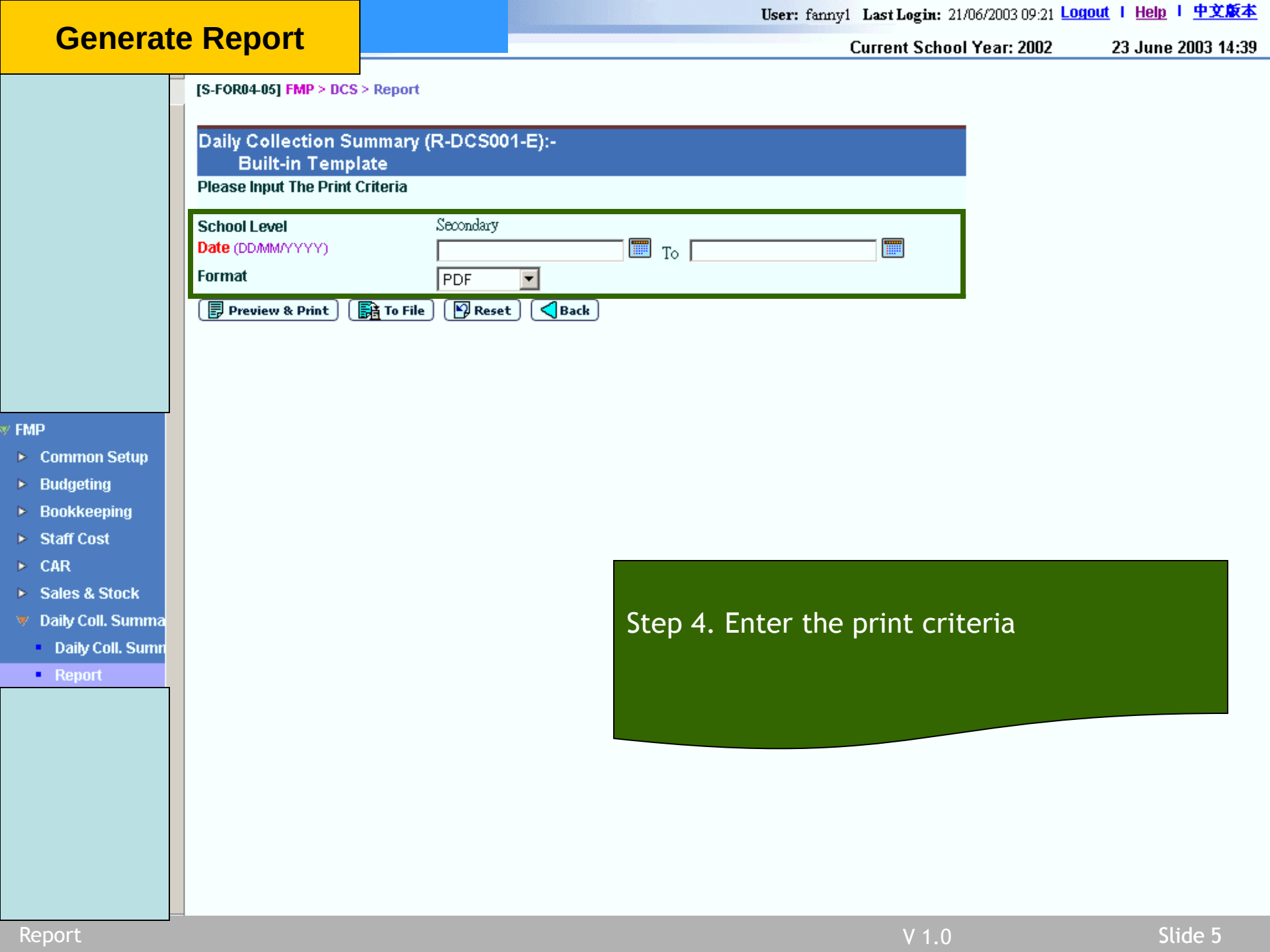
Step 2. Click on the Report Name (ID) link

Generate Report



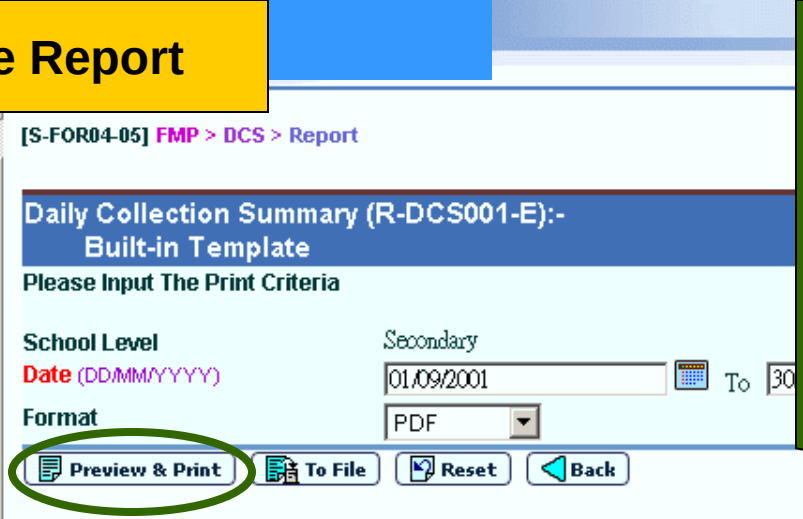
Step 3. Click on the Report Template link to generate the report.

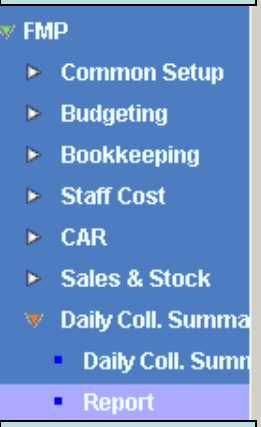
Generate Report



Step 4. Enter the print criteria

Generate Report





Two ways to generate reports:

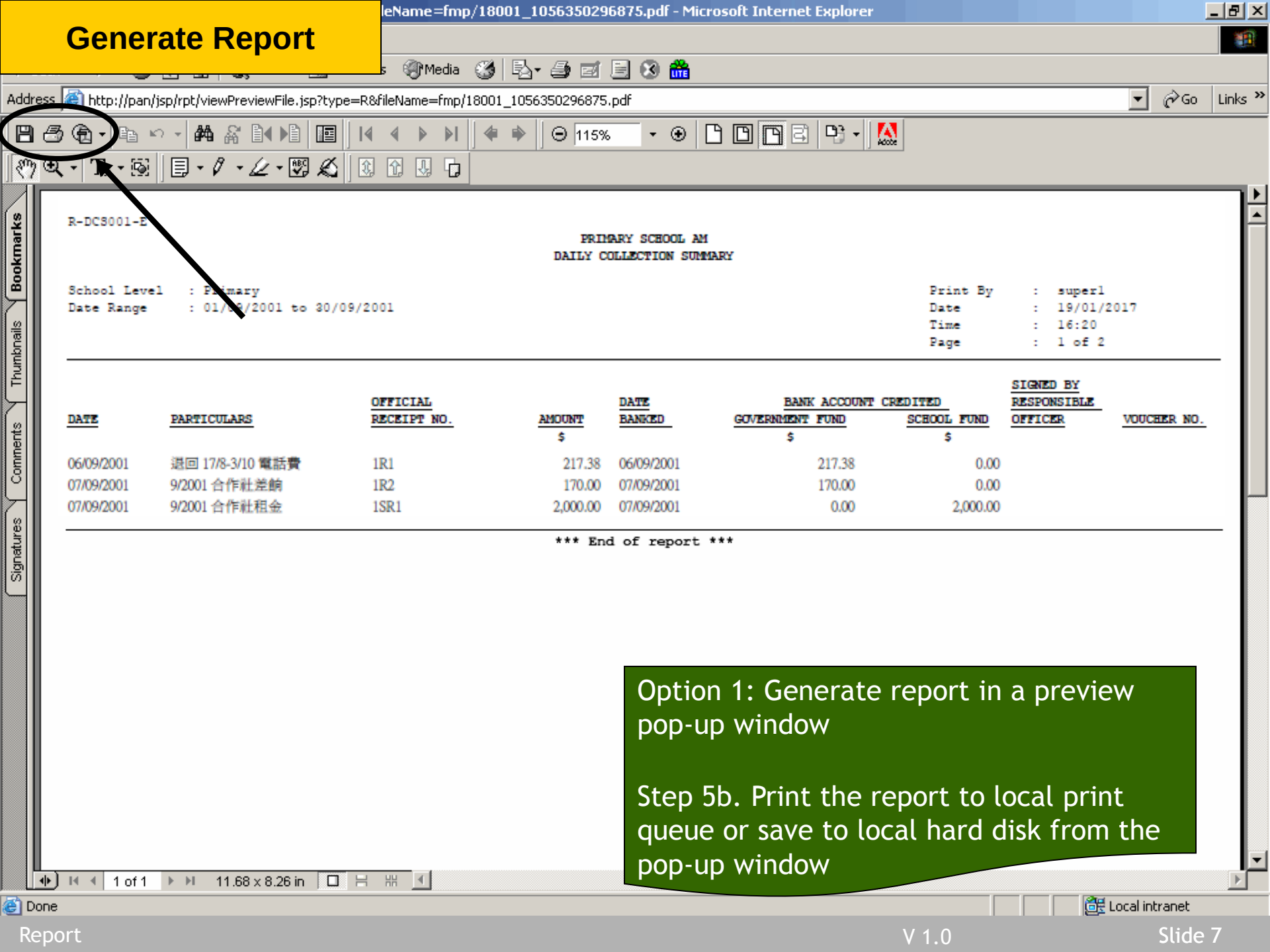
Option 1: Generate report in a preview pop-up window

Option 2: Generate and store the report in Report Management – Repository.

Option 1: Generate report in a preview pop-up window

Step 5a. Click **[Preview & Print]** button

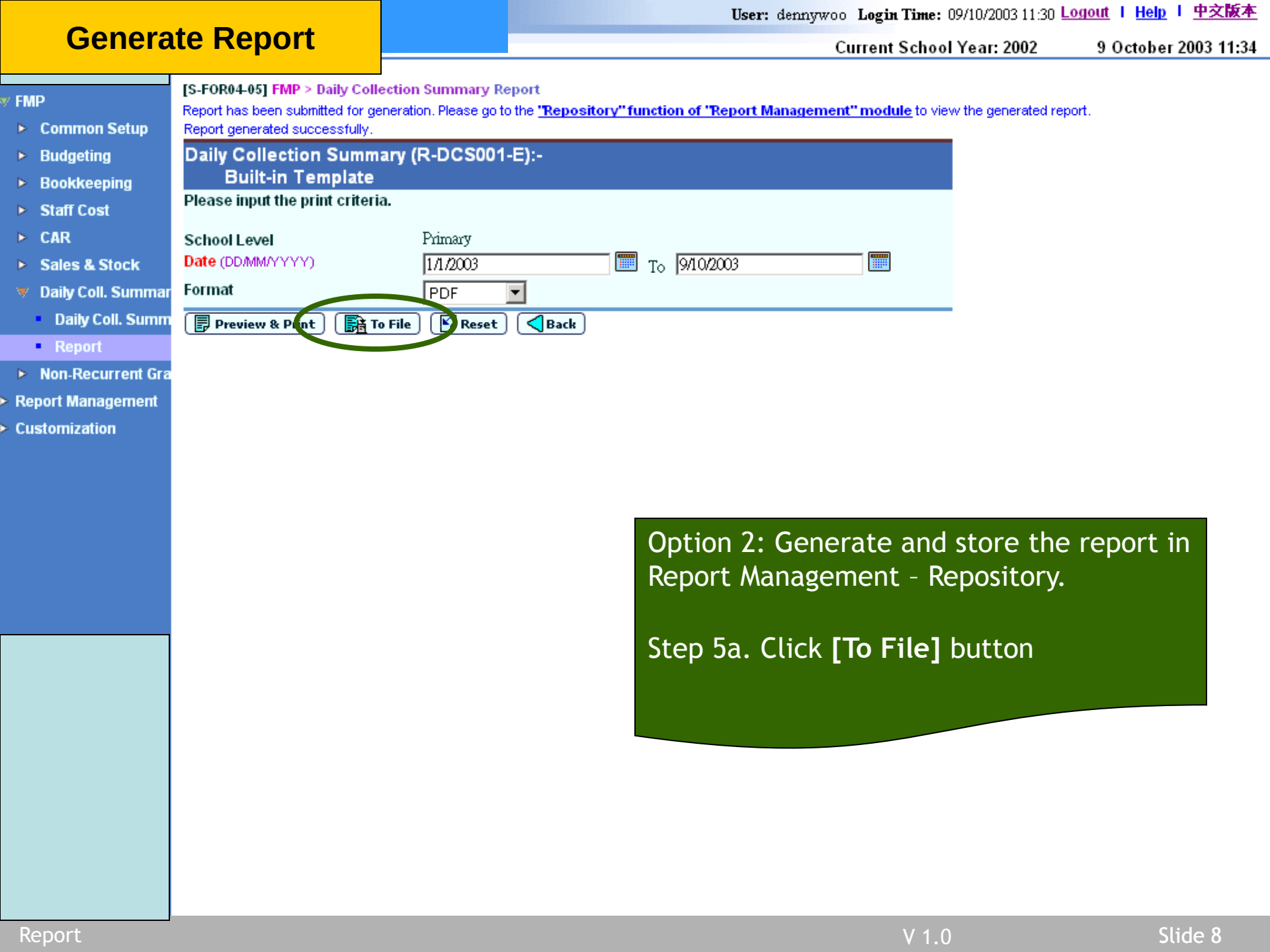
Generate Report



Option 1: Generate report in a preview pop-up window

Step 5b. Print the report to local print queue or save to local hard disk from the pop-up window

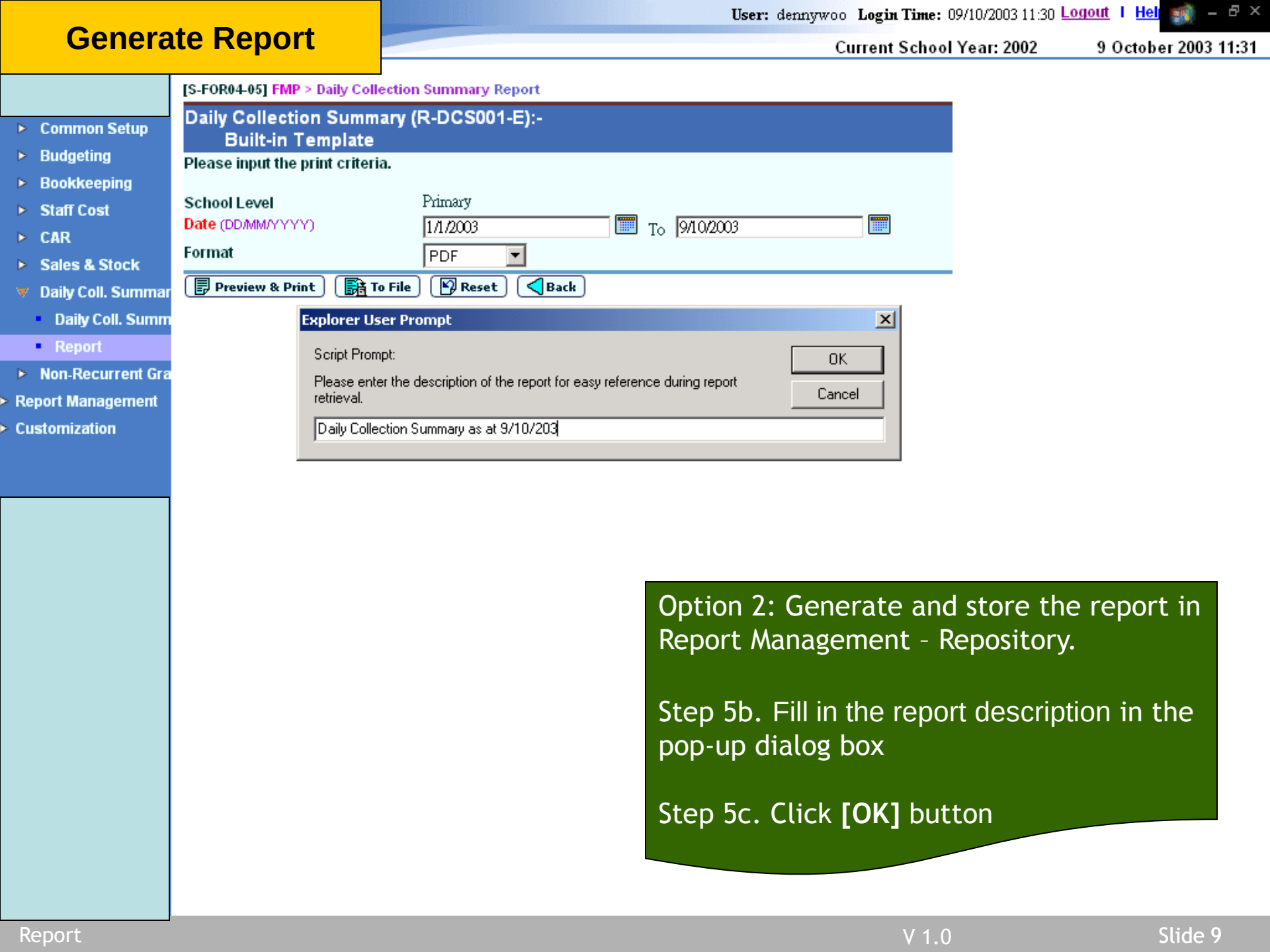
Generate Report



Option 2: Generate and store the report in Report Management – Repository.

Step 5a. Click **[To File]** button

Generate Report

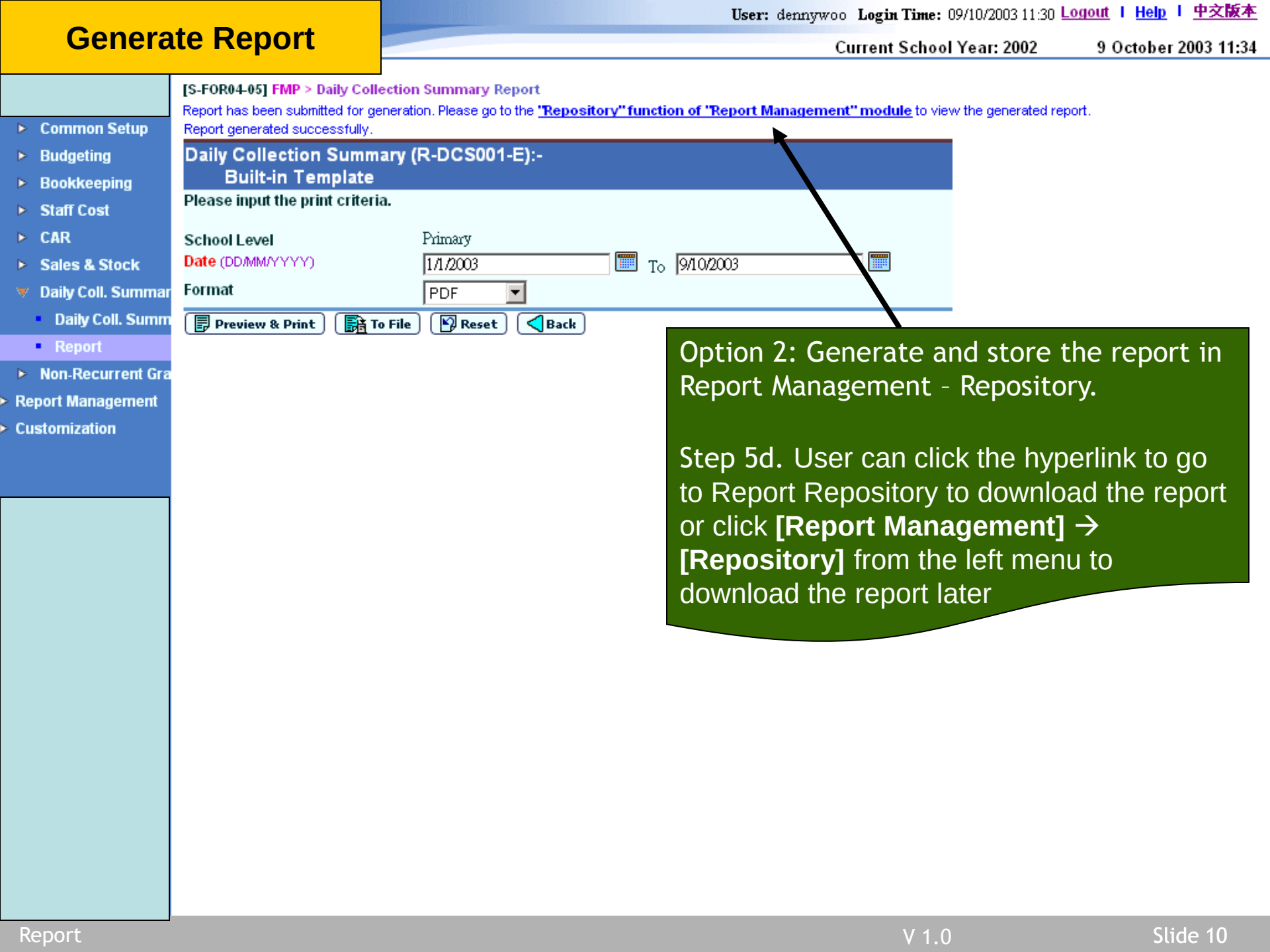


Option 2: Generate and store the report in Report Management – Repository.

Step 5b. Fill in the report description in the pop-up dialog box

Step 5c. Click **[OK]** button

Generate Report



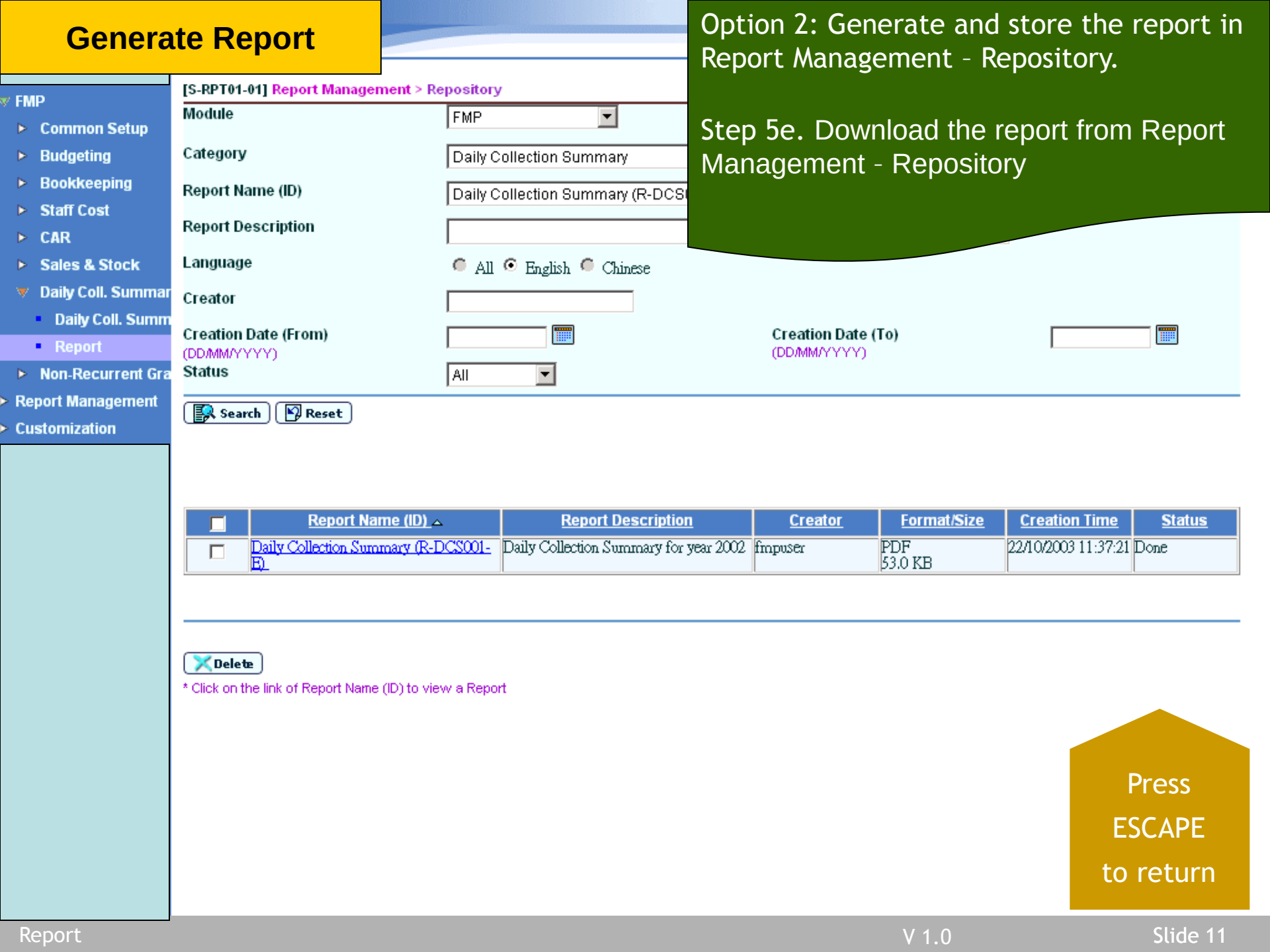
Option 2: Generate and store the report in Report Management – Repository.

Step 5d. User can click the hyperlink to go to Report Repository to download the report or click **[Report Management]** → **[Repository]** from the left menu to download the report later

Generate Report

Option 2: Generate and store the report in Report Management – Repository.

Step 5e. Download the report from Report Management – Repository



Press ESCAPE to return