CONNECT

Pass Fail Reports
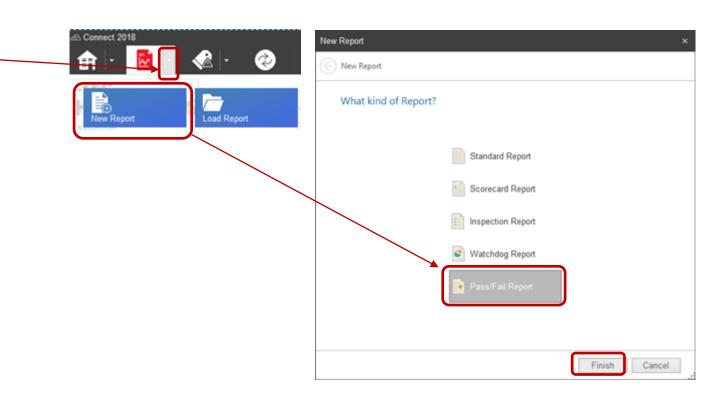
KEY2ACT

Pass Fail Reports

Choose the drop-down arrow to the right of the Reports icon.

Choose the New Report icon.

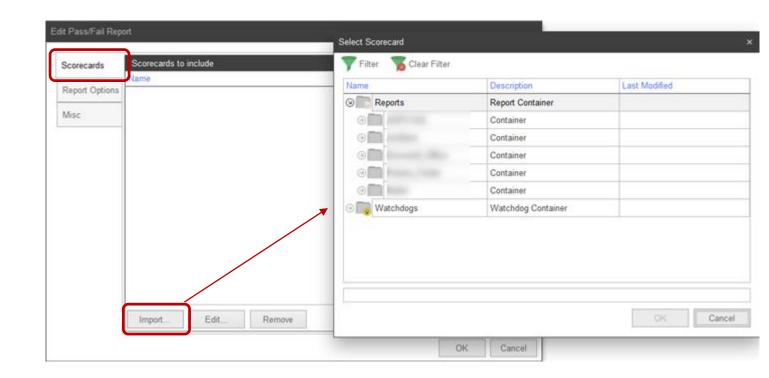In the New Report window, choose *Pass/Fail Report*.

Click *Finish.*

Pass Fail Reports

Scorecards Tab – Importing scoring properties.

The Scorecards window opens.

Click on *Import.*

The Select Scorecard window opens.

The choices are to choose either an existing saved Scorecard report or a Watchdog.

Pass Fail Reports

Scorecards Tab – Edit Pass/Fail Scorecard – Properties tab.

With either option, Scorecard Report or Watchdog;

The resulting window is the Properties window of the Edit Pass/Fail Scorecard.

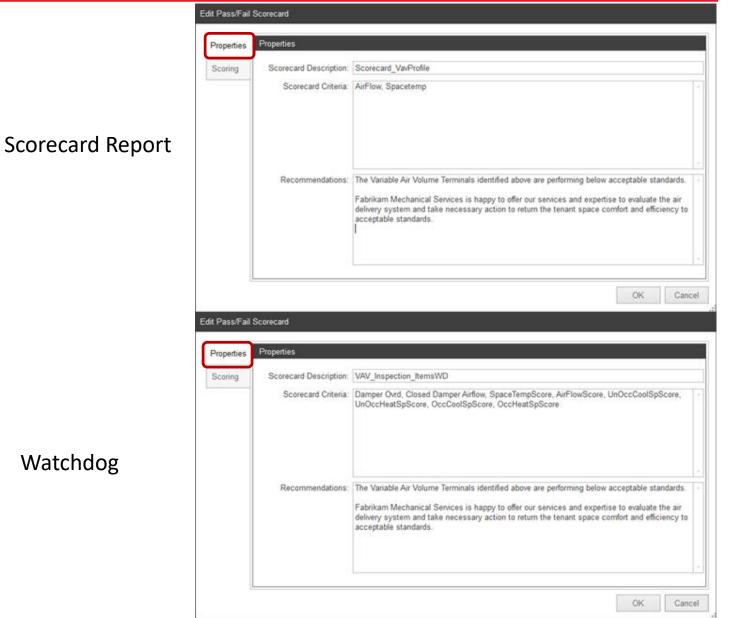The difference is the source of the scoring criteria.

When Scorecard Report is selected the scoring criteria will be copied from the selected Scorecard Report.

When Watchdog is selected the scoring criteria will be copied from the selected Watchdog.

The scoring criteria is not editable here but may be edited in the source Scorecard or Watchdog.

You may add text to the Recommendations box.

Scorecard Report

Watchdog

KEY2ACT

Pass Fail Reports

Scorecard Report

When uses either option, Scorecard or Watchdog.
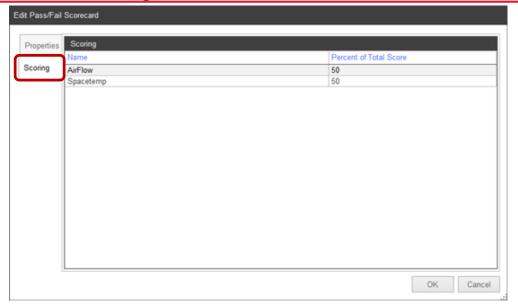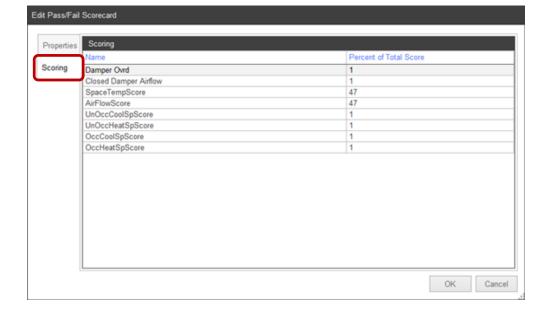
Clicking on the *Scoring* tab opens the Scoring window.*.*

The Scoring Expression names and Percent of Total score will be displayed but may not be edited here. They may be edited in the source Scorecard or Watchdog.
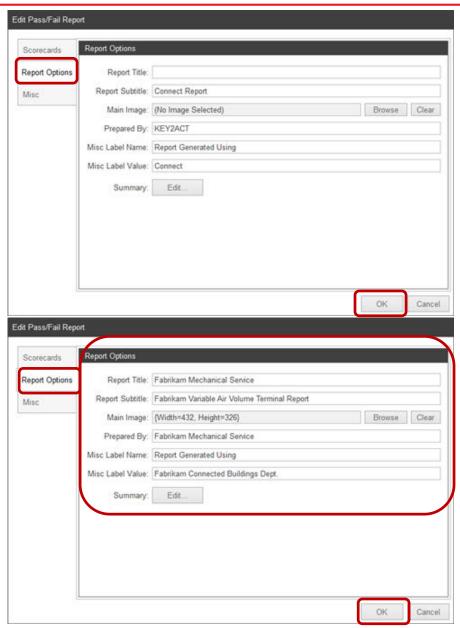
Click *OK*.

Watchdog

Report Options tab.

Selecting the Report Options tab opens the Report Options window.

This window provides the user the ability to customize the Pass/Fail report Titles, subtitles, image and labels. This allows the user to design a customized Pass/Fail report with clear identification of the reports source and purpose. It also provides for personalized labeling and branding.

The Summary *Edit* button provides the user to create a summary text that may be individualized for each report and or customer.

Click *OK*.

Edit Pass/Fail Report

Scorecards	**Report Options**	
Report Options	Report Title:	
Misc	Report Subtitle:	Connect Report
	Main Image:	(No Image Selected)	Browse	Clear
	Prepared By:	KEY2ACT
	Misc Label Name:	Report Generated Using
	Misc Label Value:	Connect
	Summary:	Edit...

OK   Cancel

Edit Pass/Fail Report

Scorecards	**Report Options**	
Report Options	Report Title:	Fabrikam Mechanical Service
Misc	Report Subtitle:	Fabrikam Variable Air Volume Terminal Report
	Main Image:	(Width=432, Height=326)	Browse	Clear
	Prepared By:	Fabrikam Mechanical Service
	Misc Label Name:	Report Generated Using
	Misc Label Value:	Fabrikam Connected Buildings Dept.
	Summary:	Edit...

OK   Cancel
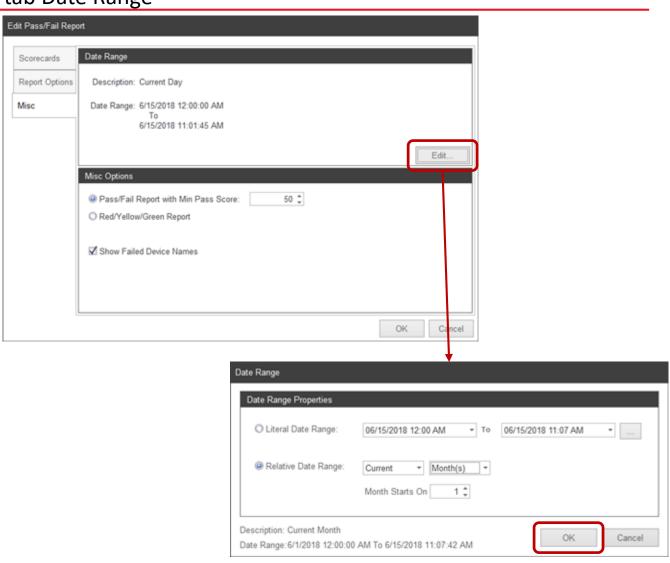
KEY2ACT

Pass Fail Reports

Misc. tab Date Range

Selecting the Misc tab opens the Date Range and Misc Options windows.

The Date Range window provides for the Date Range used in the report.

Click *Edit* to open the Date Range Properties window, select the desired date range.

Click *OK*.

Pass Fail Reports

The Misc Options window provides radio buttons to select either an adjustable Pass Fail Minimum passing score or a Red/Yellow/Green Report.
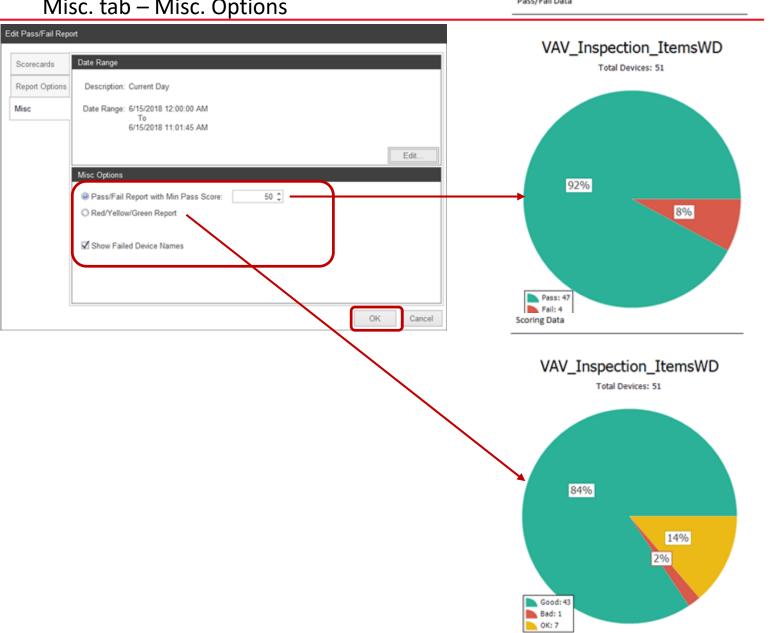
The red yellow green range may be adjusted by clicking on the Settings icon ⚏ in the menu bar.

Keep in mind that this affects all Red Yellow Green scoring throughout the database.

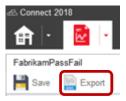There is a check box to allow identification of the Failed device names in the report..

Click *Edit* to open the Date Range Properties window, select the desired date range.

Click *OK*.

Pass Fail Reports

The report may be exported to Pdf.

A set of clips from the resulting Pass/Fail report.

VAV_Inspection_ItemsWD

Scoring Criteria: Damper Ovrd, Closed Damper Airflow, SpaceTempScore, AirFlowScore, UnOccCoolSpScore, UnOccHeatSpScore, OccCoolSpScore, OccHeatSpScore

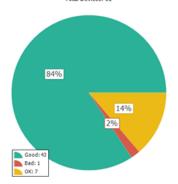Failed Devices: 2% (1 / 51)

Kitchen_East

Recommendations: The Variable Air Volume Terminals identified above are performing below acceptable standards.

Fabrikam Mechanical Services is happy to offer our services and expertise to evaluate the air delivery system and take necessary action to return the tenant space comfort and efficiency to acceptable standards.

Fabrikam Mechanical Service

Fabrikam Variable Air Volume Terminal Report

Report Date:	Sampling Period:
6/15/2018 11:16:48 AM	6/1/2018 12:00:00 AM To 6/15/2018 11:16:48 AM
Prepared By:	Report Generated Using:
Fabrikam Mechanical Service	Fabrikam Connected Buildings Dept.

Scoring Data

VAV_Inspection_ItemsWD

Total Devices: 51

Report Summary

Thank you for the opportunity to serve you and your tenants.

This report was prepared by Clark Kent. If you have any questions or wish to discuss this report please contact me at;

1-800-1234567

ckent-supertechs@fabrikam.com

THANK YOU

KEY2ACT