



CONNECT

Pass Fail Reports



KEY2ACT™

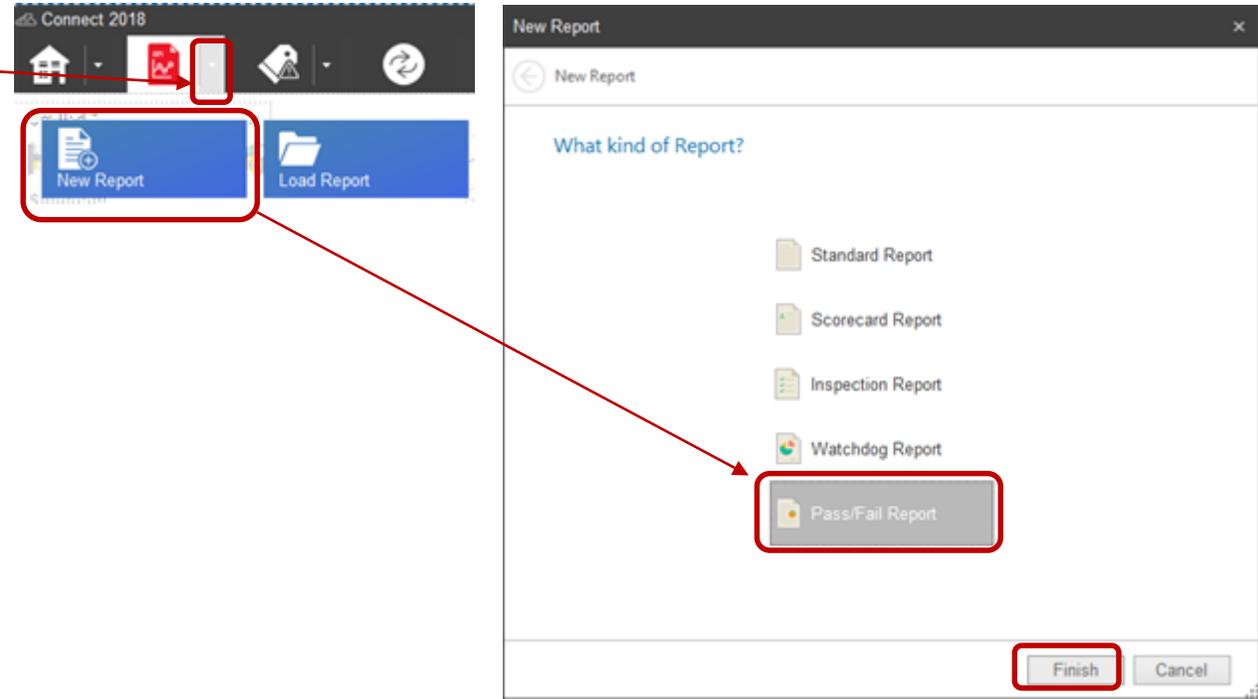
Pass Fail Reports

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

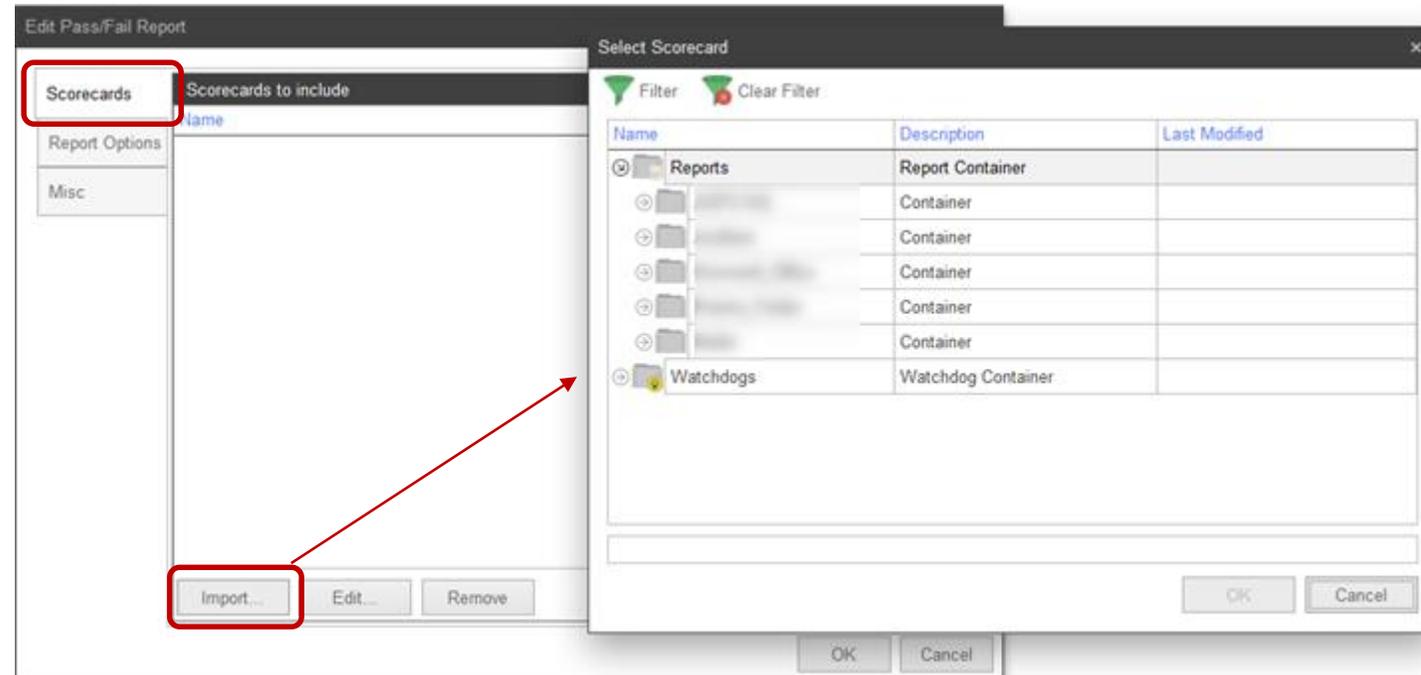
Scorecards Tab – Importing scoring properties.

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

The image displays two screenshots of the 'Edit Pass/Fail Scorecard' Properties tab. In both, the 'Properties' tab is selected and highlighted with a red box. The top screenshot shows 'Scorecard Criteria' as 'AirFlow, Spacetemp' and 'Scorecard Description' as 'Scorecard_VavProfile'. The bottom screenshot shows 'Scorecard Criteria' as 'Damper Ovrld, Closed Damper Airflow, SpaceTempScore, AirFlowScore, UnOccCoolSpScore, UnOccHeatSpScore, OccCoolSpScore, OccHeatSpScore' and 'Scorecard Description' as 'VAV_Inspection_ItemsWD'. Both screenshots show a 'Recommendations' text area with a pre-filled message: '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.'

Pass Fail Reports

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

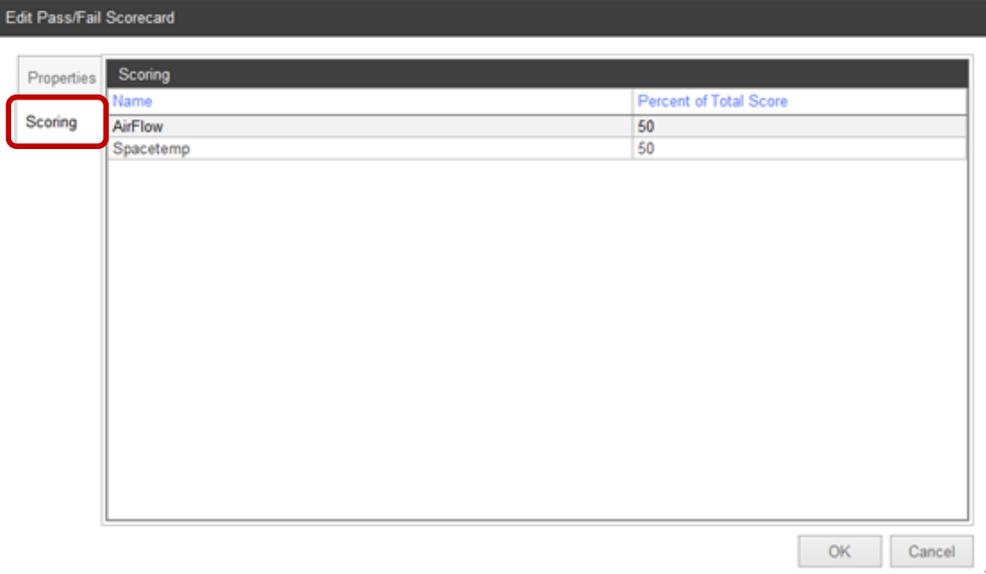
When uses either option, Scorecard or Watchdog.

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.

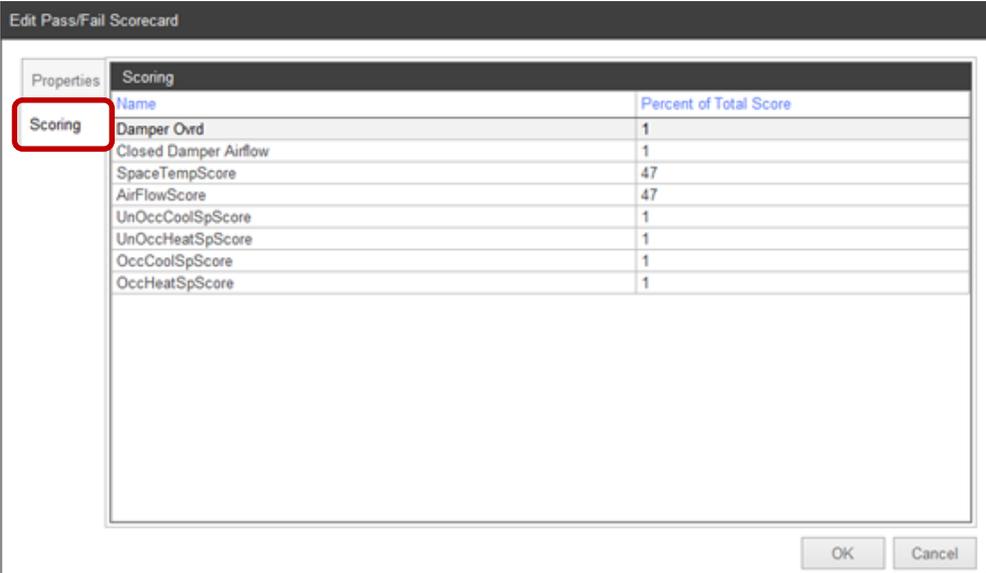
Click *OK*.

Scorecard Report



Name	Percent of Total Score
AirFlow	50
Spacetemp	50

Watchdog



Name	Percent of Total Score
Damper Ovrld	1
Closed Damper Airflow	1
SpaceTempScore	47
AirFlowScore	47
UnOccCoolSpScore	1
UnOccHeatSpScore	1
OccCoolSpScore	1
OccHeatSpScore	1

Pass Fail Reports

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** | Misc

Report Title:

Report Subtitle:

Main Image:

Prepared By:

Misc Label Name:

Misc Label Value:

Summary:

Edit Pass/Fail Report

Scorecards | **Report Options** | Misc

Report Title:

Report Subtitle:

Main Image:

Prepared By:

Misc Label Name:

Misc Label Value:

Summary:

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*.

The screenshot shows the 'Edit Pass/Fail Report' window with the 'Misc' tab selected. The 'Date Range' section displays 'Description: Current Day' and 'Date Range: 6/15/2018 12:00:00 AM To 6/15/2018 11:01:45 AM'. An 'Edit...' button is highlighted with a red box. Below this is the 'Misc Options' section with radio buttons for 'Pass/Fail Report with Min Pass Score: 50' and 'Red/Yellow/Green Report', and a checked checkbox for 'Show Failed Device Names'. 'OK' and 'Cancel' buttons are at the bottom.

The screenshot shows the 'Date Range Properties' window. It has two radio buttons: 'Literal Date Range' (unselected) and 'Relative Date Range' (selected). The 'Literal Date Range' section shows '06/15/2018 12:00 AM' and '06/15/2018 11:07 AM'. The 'Relative Date Range' section shows 'Current' and 'Month(s)'. Below that is 'Month Starts On' with a value of '1'. At the bottom, it shows 'Description: Current Month' and 'Date Range: 6/1/2018 12:00:00 AM To 6/15/2018 11:07:42 AM'. The 'OK' button is highlighted with a red box.

Pass Fail Reports

Misc. tab – Misc. Options

The Misc Options window provides radio buttons to select either an adjustable Pass Fail Minimum passing score or a Red/Yellow/Green Report.

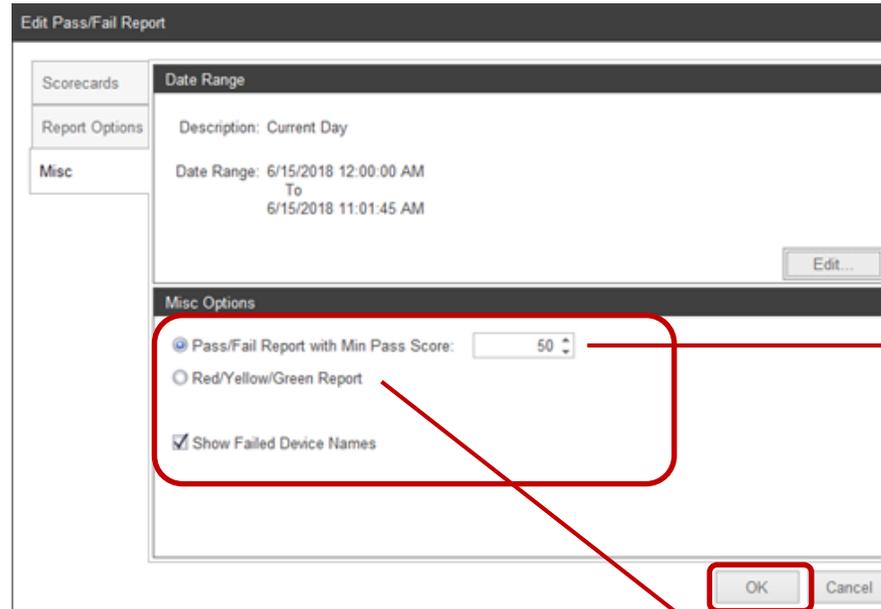
The red yellow green range may be adjusted by clicking on the Settings icon  in the menu bar.

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*.



Scorecards

Report Options

Misc

Date Range

Description: Current Day

Date Range: 6/15/2018 12:00:00 AM
To
6/15/2018 11:01:45 AM

Edit...

Misc. Options

Pass/Fail Report with Min Pass Score: 50

Red/Yellow/Green Report

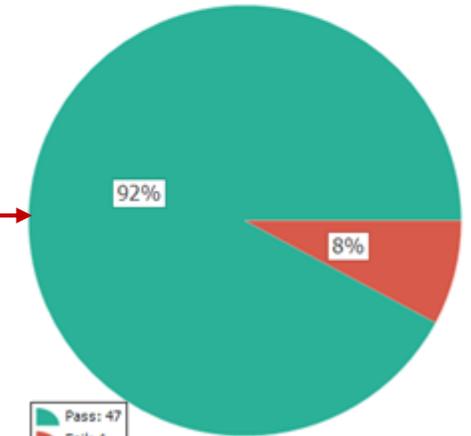
Show Failed Device Names

OK Cancel

Pass/Fail Data

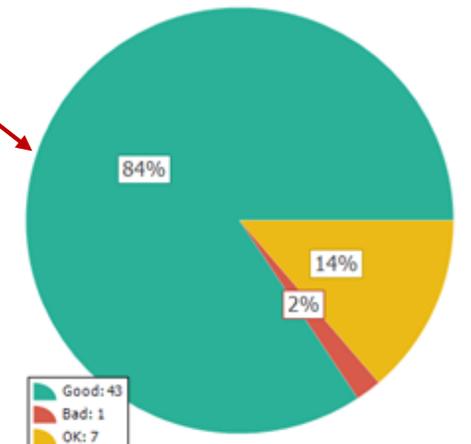
VAV_Inspection_ItemsWD

Total Devices: 51



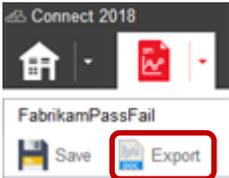
VAV_Inspection_ItemsWD

Total Devices: 51



Pass Fail Reports

The report may be exported to Pdf.



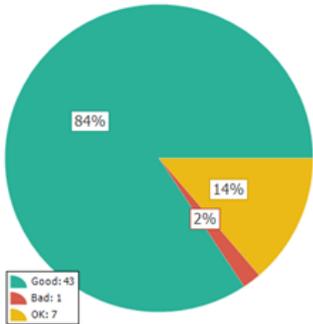
A set of clips from the resulting Pass/Fail report.



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



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.

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