Create a report

Useful Features · https://manual.amnimo.com/docs/useful-features-en/create-a-report-2/

The reporting function allows you to create a report with the snapshots you have taken. (If you have applied for this service)

ALERT
The created report will not be saved on the Cloud Video Recorder. [If you click Cancel, you will lose the information you have entered. If you wish to save the report, save it as a PDF from the Preview/Print menu or print it.

Generate a report of the most recently acquired thumbnails.

1. On the camera of interest, click the icon and then click Report Generator.

2. A report will appear with the most recently retrieved thumbnail image automatically attached, enter the following
   (1) **Report title**: Provide a title for the report. (Up to 30 characters)
   (2) **Image comment**: Provide a comment on the image. (Maximum of 100 characters on 5 lines)
   (3) **Matters to be reported as a whole** : Provide a summary, etc. (maximum of 500 words on 10 lines) (within 10 lines, up to 500 characters)
3. [Click "Preview/Print" to open the preview/print screen using your browser's capabilities. From here you can save the report as a PDF or print it.

Adding Images to Reports

Multiple images can be added for each camera. (Up to 10 images per camera)

1. On the report generation screen, click on [+Attached Image].

2. The acquired snapshots are displayed as shown in the figure below.

3. Images will be added as follows

Add another camera to the report

Reports can include video acquired by multiple cameras (up to 20 cameras per report). (Up to 20 cameras per report)

1. Click "+Camera" on the report generation screen.

2. Select the name of the camera you wish to add from the list and click on it.
3. A camera is added as shown below.

4. You can also add other images for the added camera from [+ Attached Image].

Delete images and cameras from reports

Unwanted images and cameras can be deleted at any time from the Delete icon. *Deletion is done without warning.

To delete an image

Click on the delete icon where it says X number of images attached.

To delete a camera

Click on the delete icon where the camera name is mentioned.