Output event information as a report (if you have applied for this function)

A report can be output for each event. This function is the same as the "Create Report" function.

1. Enter information about the event for which you want to output a report, referring to [_Enter the details of your response to the event _].
2. When you have completed the required information, click on "Create Report.

3. For subsequent operations, repeat the same steps as in "Reporting" - "Creating a Snapshot Report" from step 2 onward.