PME Elective Series – Learn How to Setup and Automate Reports in PME

Overview

This training curriculum focuses on the Reports section of the Web Applications. Students will learn how to navigate, create, edit and manage content within the Reports Library of the PME Web Applications.

Duration and Delivery Type

2 Hours (9 a.m. – 11 a.m. CT), Virtual Instructor-Led Training (VILT)

Who should attend

This course is designed for anyone who is responsible for accessing and analyzing real-time or historical data from PME system devices.

Prerequisites

- ☐ A reasonable understanding of Microsoft Windows operating systems
- ☐ Be familiar with common PME system devices

Students will be able to

- ☐ Understand how to crate and modify entries within the Reports Library
- ☐ View historical data using a variety of Report templates
- ☐ Extract historical data in a variety of file formats
- ☐ Save Reports
- ☐ Automate Reports using Web Reporter subscriptions

Schneider Electric

Agenda

Course Introduction

☐ Overview of course topics and agenda

Introduction of Reports Tool Within Web Applications

☐ Describe the types of templates available within Reports

☐ Create and run a Trend report

☐ Create and run a Load Profile report

☐ Create and run an Energy Cost report

☐ Export historical data

☐ Save a Report for future use

☐ Setup automated report distributions via email, file share, or printer

Course Summary

☐ Answer any remaining questions

☐ Outline available resources for education going forward