Generate a Problem Report

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Generating a problem report is a quick way to view and analyze issues within a selected timeframe.

Generate a Problem Report | Export the Report

Steps to Generate a Problem Report

1. **Navigate to the Report Section**

   - Go to **Report** in the top menu.

   - Select **Problem Report**.

2. **Enter the Problem Name**

   - In the **Problem Name** field, type the name of the problem you want to review.

3. **Select a Date Range**

   - Choose the appropriate start and end dates for the report.

   - This helps narrow down the results to a specific time period.

4. **Apply the Filter**

   - Click **Update Filter** to generate the report based on your selections.

How to Export the Report

1. **Click the Export File Button**

   - After generating the report, click the **Export File** button.

2. **Wait for the File to Be Generated**

   - The system will process your request and prepare the file.

3. **Retrieve the File from the Message Center**

- Go to the **Message Center**.

- Locate your exported report file.

- Click to download it to your device.