

Instructions to batch Print or PDF Events from Vision

These steps can be followed to download events as a PDF file using a date range filter with up to 1000 events at a time.

1. Login into Vision.
2. Select the Project you want to print the events from.
3. Click on the Custom Reports and create a custom report.

The screenshot displays the Vision software interface. On the left, a vertical sidebar contains several icons, with a red circle and arrow labeled '1' pointing to the 'Custom Reports' icon. The main content area is titled 'Projects - Small PDF test' and 'Custom Reports'. At the top right of the main area, there are three icons: a plus sign, a pencil, and a trash can, with a red circle and arrow labeled '2' pointing to the plus sign icon. Below the icons is a search bar with the text 'Search by name'. Below the search bar is a table with columns 'Name' and 'Description'. A table row shows 'Bug testing'. At the bottom of the main area, there is a pagination bar with the text 'Viewing 1-1 of 1', '6 per page', and navigation buttons 'First', 'Previous', '1', 'Next', 'Last'.

4. Name the report and description and save it.

+ New Custom Report ×

Custom Report Name: Description:

Schedules: Active Range Day of Week/Month Time (EST) Email Group + [icon]

Report Template

Test

Save Cancel

5. Click on “View Project Event” on the Left Tab and select date range for printing events.

Projects - Small PDF test

Events [Print] [PDF] [Excel] [Download] [Bell] [Trash]

Viewing 1-6 of 60 1/1/2001 to 4/2/2020

General Event Information					Sound Level Microphone		
Date/Time	Unit	Unit Location	Type	Microphone	Agency	Peak	Leq
<input type="checkbox"/> 1/17/2020 04:00:36 PM	UM12983	Room1	[Icon]			<input type="checkbox"/>	
<input type="checkbox"/> 1/17/2020 04:00:01 PM	UM12983	Room1	[Icon]			<input type="checkbox"/>	
<input type="checkbox"/> 1/17/2020 03:59:25 PM	UM12983	Room1	[Icon]			<input type="checkbox"/>	
<input type="checkbox"/> 1/17/2020 03:58:59 PM	MP14020	Room	[Icon]			<input type="checkbox"/>	
<input type="checkbox"/> 1/17/2020 03:58:59 PM	MP14020	Room	[Icon]			<input type="checkbox"/>	
<input type="checkbox"/> 1/17/2020 03:58:50 PM	UM12983	Room1	[Icon]			<input type="checkbox"/>	

Viewing 1-6 of 60 6 per page First Previous 1 2 3 4 5 6 7 8 9 10 Next Last [Settings]

Report Select [PDF] [Print]

Select a date range and a report to see the result

- At the bottom, select the report named in the 4th step and click on the print button.

Projects - Small PDF test

Events

Viewing 1-6 of 60

1/1/2001 to 4/2/2020

General Event Information					Sound Level Microphone			
<input type="checkbox"/>	Date/Time	Unit	Unit Location	Type	Microph	Agency	Peak	Leq
<input type="checkbox"/>	1/17/2020 04:00:36 PM	UM12983	Room1					<input type="checkbox"/>
<input type="checkbox"/>	1/17/2020 04:00:01 PM	UM12983	Room1					<input type="checkbox"/>
<input type="checkbox"/>	1/17/2020 03:59:25 PM	UM12983	Room1					<input type="checkbox"/>
<input type="checkbox"/>	1/17/2020 03:58:59 PM	MP14020	Room					<input type="checkbox"/>
<input type="checkbox"/>	1/17/2020 03:58:59 PM	MP14020	Room					<input type="checkbox"/>
<input type="checkbox"/>	1/17/2020 03:58:50 PM	UM12983	Room1					<input type="checkbox"/>

Viewing 1-6 of 60 6 per page

First Previous 1 2 3 4 5 6 7 8 9 10 Next Last

Report **1** Test **2**

Test

- Check the download even option and click on Print button.

Download InstanTel Event Reports

Download InstanTel event PDF reports for the selected date range. **1**

2

Print Cancel

- The download containing the events in the selected date range will start automatically, you can cancel the print dialogue box if you do not want to print the report.