WPN: Exporting PDF Reports

The WPN2 app supports exporting a variety of PDF reports. In addition, you can print or email a snapshot of the part of the utility map currently on the iPad screen. Be sure to sync images prior to creating a report if you want the report to include images.

Step 1: Navigate to PDF Report Manager.

In the Map screen, tap on the Options button (top right).

- 1. In the **Options** screen, tap WPN Account.
- 2. In the WPN Account screen, tap PDF Report Manager.

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	WPN Account		\longrightarrow	· ·	Start WPN Sync
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MANAGE NE	TWORK			DATA EX	PORT
Browse By	Category	>		CSV Ex	port Manager
Pipe Conne	ections	>	2 -	PDF Re	port Manager
Batch Asse	et Addresses	>		GIS Exp	port
MAP VIEW				Databa	se Export
Map Conte	ent & Appearance	>		DATA IM	PORT
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Step 2: Select Export Options in the PDF Report Manager.

- 3. Tap on the All Dates row to select the range of dates for the PDF report.
- 4. Select an infrastructure by tapping on the Infrastructure button until the infrastructure you want, like water or storm, is shown.
- 5. Tap on the asset row underneath the Infrastructure button to select the asset you want to feature in the PDF report.
- 6. Turn on Reduce Size of PDF Images if you have a lot of images. Be sure to sync images to make sure you have all the images for the report.
- 7. Tap Create Asset Report. The report will appear on the next screen. Tap on the Action button in the top right to select the option to print or email.
- 8. Tap Start in the Map Report area to print or email a map report of everything that is currently on the iPad screen.

