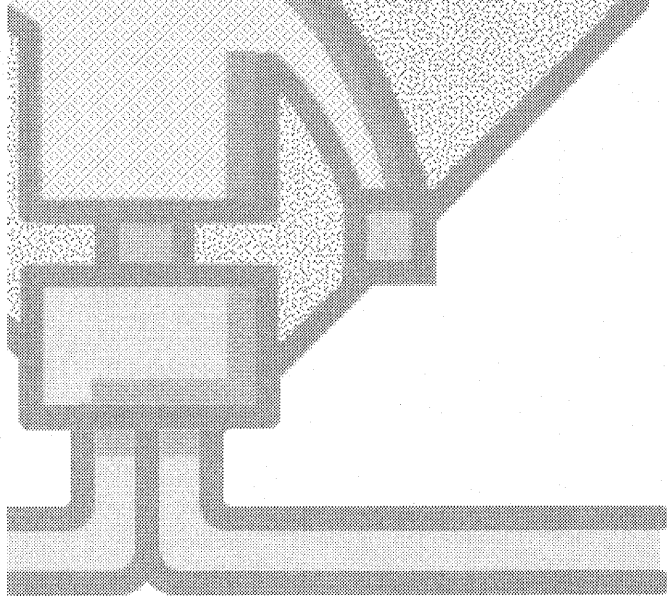**Working with Reports**

* Creating reports
* Using report windows to work with workstations
* Navigating in report windows
* Updating reports
* Printing, exporting, and copying report information

Creating reports

You can create reports about workstations to check their
software and hardware, check for performance problems, and
check the administrator access privileges.

To create a report:

1   Select the workstations to include in the report from the
    Workstation Status window (or in a report window if
    you've already created a report).
2   Choose the type of report you want to create from the
    Reports menu.
3   Select options and a name for the report.

Types of reports

* Software Version report

    Compares version numbers of up to ten applications,
    extensions, or control panels on workstations to the same
    software on your computer. Ideal for verifying all
    workstations have the correct version of an application
    installed.

* Software Difference report

    Compares version numbers and file types of all items in a
    category (like applications) on a group of workstations to
    those on any other computer, and reports differences.
    Ideal for auditing applications on all the workstations on
    your network and for tracking down software
    incompatibilities.

* Software Search report

    Determines if an item is on a workstation by checking the
    following kinds of information about the item: size, kind,
    label, version, Info window comments, date created or
    modified, location, file type, and creator (the application
    that created the file). Ideal for finding applications or
    documents that have been misplaced.

* System Information report

    Checks a variety of hardware and system settings,
    allowing you to diagnose problems and determine a
    workstation's compatibility with various Network
    Assistant features.

* Hard Disk report

    Shows information about a workstation's mounted hard
    disks, including disk name, total disk space, amount of
    free space in MB, percentage of space free, format, disk
    driver, driver version, whether the disk is the startup
    disk, and if it is removable.

* Network Performance report

    Provides a way to evaluate the performance and
    reliability of the network.

* Disk Verification report

Examines the directory structure of Mac OS-formatted or
Mac OS Extended-formatted disks and provides the option
to repair disk problems that are found. Depending on the
number of disks and files being checked at once, this
report may take a few minutes to complete.

* Administrator Access report

Reports the administrator access privileges set on a
workstation. (You use Network Assistant Security to
change workstation privileges.)

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Using report windows to work with workstations

After you've created a report, you can use it to select
workstations with which you can do any of the following:
* create other reports
* manage
* interact
* schedule server commands

For example, you can restart a workstation by selecting the
workstation in a report window line, then choosing Restart
from the Manage menu.

To create new workstation lists from a report window:
* Select workstations in the report window and click the
  New List button.

To delete an item from a workstation:
* Select the item in any software report window and click
  the Delete button.

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Navigating in report windows

Adjusting columns

To adjust the appearance of columns in report windows:
* Drag the column headings to change the order of the columns.
* Drag the column borders at the head of the columns to change the width of the columns.

Sorting information by column

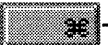To sort information in your report:
* Click a column heading to sort the report by that column.
  The most recent column you clicked is the primary category by which information is sorted; the column you clicked previously becomes the secondary category by which information is sorted.

Selecting report items

To select items in a report, do one of the following:
* Click to select items. Press the Shift key when you click to select several items.
* Click in the report window and type the first few letters of the word you are searching for.
* Click in the report window and use the Find command in the Edit menu. Choose Find Again from the Edit menu to find the next occurrence of the word.
* Use the arrow keys on your keyboard to move up and down the lines of a report.

You can use these shortcuts to move between several lines:

Press	To move to
⌘ + ↑	top line in the window or previous page
⌘ + ↓	bottom line in the window or next page
option + ↑	first line in the report
option + ↓	last line in the report

Updating reports

To update a report you have created, do one of the following:

* Click the Update button in a report window.
* Open the File menu and use the Save Report As command. This creates a template that is updated each time you open it.

Note: Only information about computers that are available to Network Assistant (turned on and connected to the network) can be updated.

Printing, exporting, and copying report information

To print or export report window information:

1   Select items in the window that you want to print or export.

   If you want to print or export the whole report, skip this step.

2   Choose Print Report Window or Export Report Window from the File menu.

3   Choose options in the dialog box.

To copy report information to the Clipboard:

*   Select items in the window and choose Copy from the Edit menu.

   When you paste this information, rows are separated by Return characters, and columns are separated by tabs.