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| How to | Review and comment on threshold crossing |
| Description | How to excluded recurring threshold crossings from being counted |
| Comments | “quotes” refer to the screenshots, which may deviate from the application |
| version | 2018-02 |

  
Breaches are counted for SOnO and RO reports. By default, every threshold crossing is included. Once a breach has started, subsequent threshold crossings can be excluded manually. See also HowTo\_ThresholdCrossings\_QuarterlyCount.

1. In Workflows > OPO Processing > Weekly data > Review thresholds > Exclude from SOnO
2. Activate Edit-mode (“pencil)” and change counted to NOT counted where needed (type a 0)
3. Save your changes (“floppy disc”) and rerun the workflow (“play button”).
4. Go to taks SOnO report to add an Operator Note to mark the crossings that are not counted.
5. Rerun the task and the comments appear in the alert report, next to the crossings.
6. Open “Threshold Status Table” and notice how the excluded crossings are no longer counted.





