Quick Start Guide :

Viewing a "Build Report"

This step-by-step guide will allow the user to view a **Build Report**. After all the work gets put into the process of data-entry, nothing frustrates quite so fast as a failed train "build". Since the answer is usually presented in the details of a **Build Report**, follow the steps below to open and view the report itself. The user may wish to review *How-To #002a* to establish the level of info displayed in the **Build Report.**

Step-by-step "How-To":

1. Open **PanelPro**, if not already open.
2. Select **Operations**--->**Trains** from the main menu.

   a. In the **Trains** window near the bottom, under "Options", check the boxes labeled "Build Reports" and "Preview".
   b. From the menu-bar, select **Tools-->Build Report Options**.
      i. Check the box labeled "Use Text Editor to Preview Build Reports".
      ii. Click "Save" and close window.
   c. Click on the "Build" button (under the Function column) for any train.
   d. If the train <u>builds</u> but not as intended (e.g. too few moves), click "Preview".
      i. This will open 2 windows, a preview of the manifest and the **Build Report** as well.
      ii. The manifest preview shows the work as performed by the train.
      iii. The **Build Report** provides the details of how each car is assigned or not assigned to the train.
   e. If the train <u>fails to build</u> outright, click on the"Report" button under the Action column.
      i. This will open the **Build Report**, the last few lines of which should reveal the reason for the failure.
   f. Before closing the **Trains** window, de-select the "Preview" box near the bottom to return the Function button to "Print" for any train.

3. Close **PanelPro** or continue to develop other sections.

Upon completion of this task, the user should be able to view a detailed **Build Report** whenever a train is built. Do not worry about understanding every line, as this will come with practice and knowledge of how the feature works.

All these quick-start guides are intended for use with OperationsPro, a stand-alone application accessed from within PanelPro. The use of any other PanelPro functions (such as creating a panel) is NOT required.