



Reports

Plug-in Version 6.5

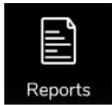
18 November 2024



Reports

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Overview



ATAK's Reports Plug-in gives the ability to create, place, edit and upload reports of various types. A Reports icon appears on the map whenever a report at that location is available. The Reports Plug-in provides search and filter tools to help manage workload and supports both local save and server upload of files. ATAK provides preconfigured report types via included templates and allows for custom report generation.

Creating New Reports

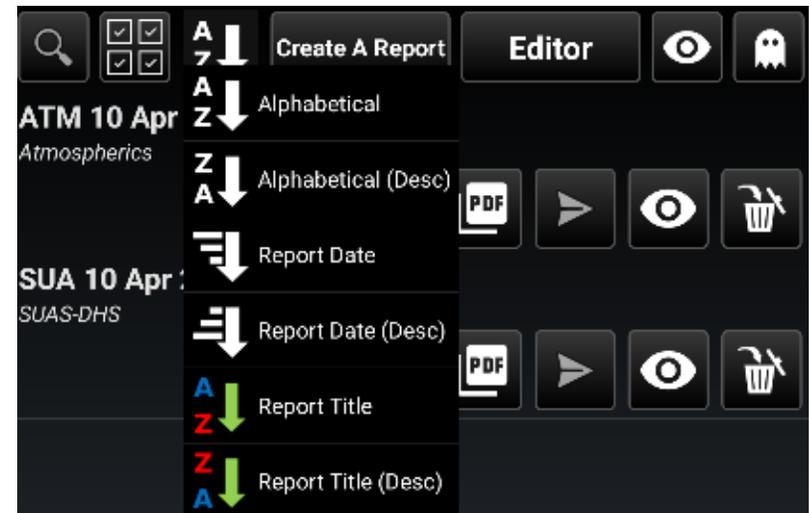
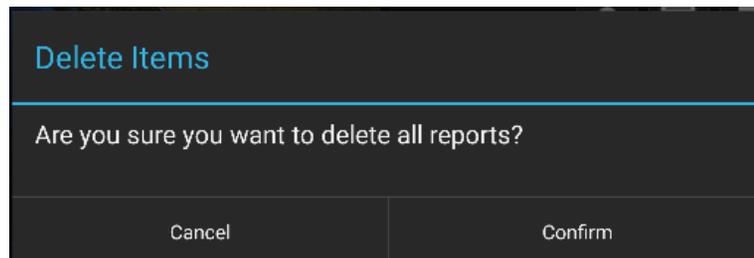


Select **[Reports]** from the toolbar to begin. The toolbar will hide (long-press the map to return it) and the Reports panel will appear. Locally saved reports will be listed, along with options for **[Search]**, **[Multi-select]**, **[Sort]**, **[Create A Report]**, **[Editor]**, **[Visibility]** and **[Delete All]**. A TAK Server connection is not required to create a report, but it is required to download, upload or search for reports.

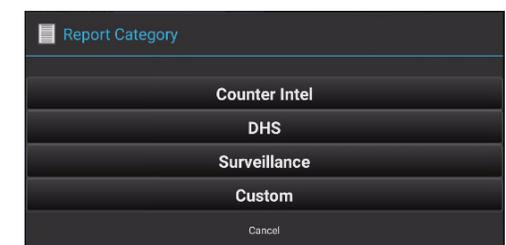
Tap **[Sort]** to cycle through sorting options. Long-press to select a specific sorting option.

Select the **[Visibility]** button to toggle visibility of all reports on the map.

Select the **[Delete All]** button to open a confirmation screen to delete all reports.



Select **[Create A Report]** from the Reports panel to start a new report. The Report Category prompt will appear. Select from among the available report types to begin.



Creating New Reports (Continued)



Each report has predefined fields specific to its type. Some fields require location information. Selecting on the [**Pencil**] icon will give a variety of options for entering this information. Proceed through the interface using the free text fields, check boxes, radio buttons and time field dialog boxes to add content. Required fields are denoted as such with red text. The delimiter options located above allow the selection of delimiters, 'none' denoting the default case of new-line separations, and the remaining options indicating plain text separations between report sections. A report missing required information can be saved locally as a draft but cannot be uploaded to a TAK Server and will have "Missing Entries" on its summary line in the Reports panel.

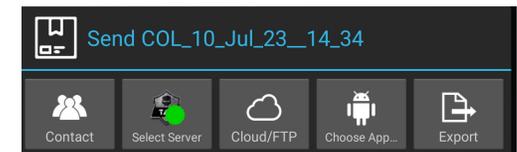


Select the [**Add New Attachment**] button to access the camera for image or video or browse the file directory to add files to the report. Select the [**Delete**] icon next to the list of existing attachments to remove them from the report. When finished, select [**Save & Close**] to save a local copy or [**Upload**] to save locally and publish to server.



Selecting [**Upload**] will by default, publish the report to the TAK Server. A prompt will appear to select which TAK Server to publish to, if multiple connections are configured. After uploading to the TAK Server, the [**Upload**] button will grey out, indicating that no changes have been made since the last upload.

If [**Data Package Send**] has been enabled (see Preferences section of this guide), ATAK will prompt the user to select between Data Package and TAK Server when [**Upload**] is selected. Selecting [**TAK Server**] publishes the report as described above. Selecting [**Data Package**] will present several transmission methods. The report can be sent directly to a specific TAK user, uploaded to a TAK Server as a Data Package, uploaded via OwnCloud/File Transfer Protocol (FTP), sent to a Data Sync Feed or shared via outside applications.



Note: Data Sync and the Cloud/FTP Plug-ins must be installed to be seen as options.

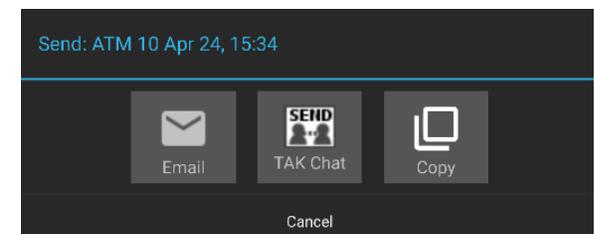


Select the [**Send**] button to open a menu to provide sending options.

Select the [**TAK Chat**] button to send to users on the network. Select the [**Copy**] button to copy the report to the clipboard to paste into desired chat mediums.



Selecting [**Data Sync Upload**] from the bottom of the Details pane provides a list of Data Sync Feeds. Select one of the feeds, then [**Send**] to upload the report.



Searching, Viewing and Editing Reports



An active TAK Server connection is required to search for reports on the server. To begin searching, select [**Search**], enter text and then select [**Search**] again. The query is not real-time; search results will not change in response to text entry until the [**Search**] icon is selected.

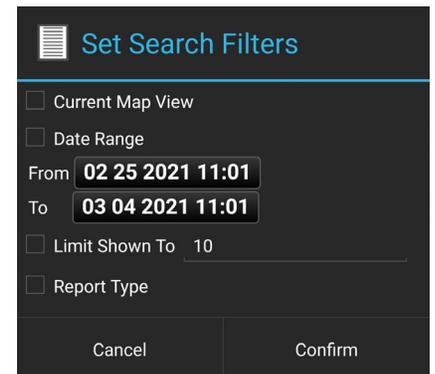
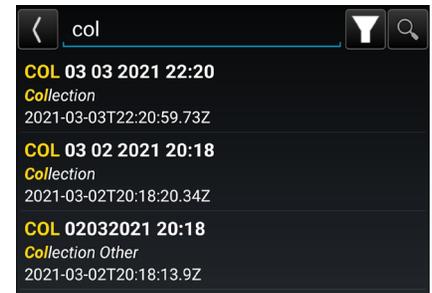


Matching reports will be populated in the list and green icons will appear on the map for locations where reports are available.



Select [**Filter**] to add additional search parameters. Check the box and fill out additional fields to filter by Current Map View, Date Range or maximum number of reports returned. More than one filter can be selected at the same time. Select [**Confirm**] to update the search results.

Selecting a report from within the search list will expand the entry to provide a summary and pan to the location of the report on the map. Select [**Download**] to the right of the entry to save a copy locally. A locally saved copy of the report will appear in the local copy listing and the map icon will change from green to white.



Locally saved copies of reports can be viewed and/or edited from the main Reports panel. These local reports display the title and type on the left side of the panel and have icons for [**Upload**], [**Details**], [**PDF**], [**Copy to Clipboard**], [**Share**] and [**Delete**].

Select [**Upload**] to send the current local copy of the report. Select [**PDF**] to generate a PDF of the report. Select [**Copy to Clipboard**] to copy a report in plain text form to your device's clipboard, which can be pasted into any Free Text or Contacts text channel. Select [**Share**] to view a list of installed apps able to share the report. Select [**Delete**] to remove the report from the local device. Select [**Details**] from the local list view or from the map marker radial menu to view and/or edit the local report. Most fields are available to edit while viewing the report.

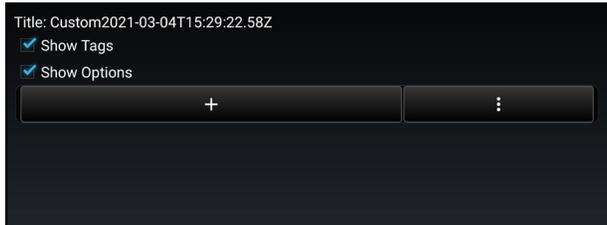
Use the free text fields, check boxes, radio buttons and time field dialog boxes to make any changes as needed and then select [**Save Draft**] to save only a local copy or [**Upload**] to save locally and send. If edits are made and the device is left inactive for some time the changes will be autosaved locally. Local copies can be sent at any time by selecting [**Upload**].

Select the [**Visibility**] button to toggle the visibility of the report on the map.

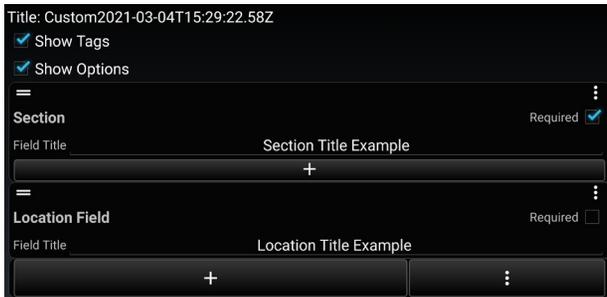
Editor



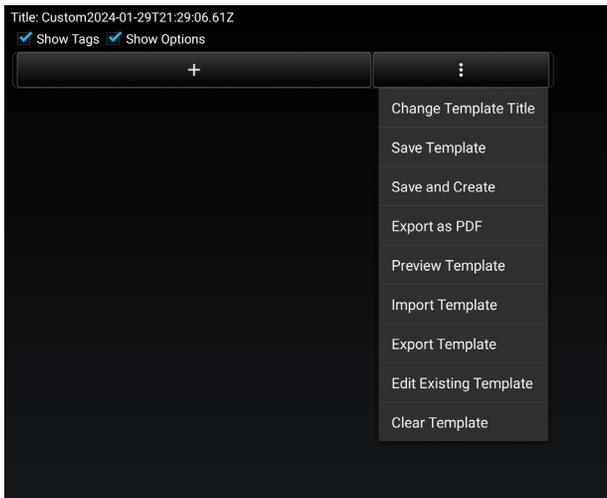
Custom reports can be created for use via the Editor function. The Editor is opened from the Reports Panel.



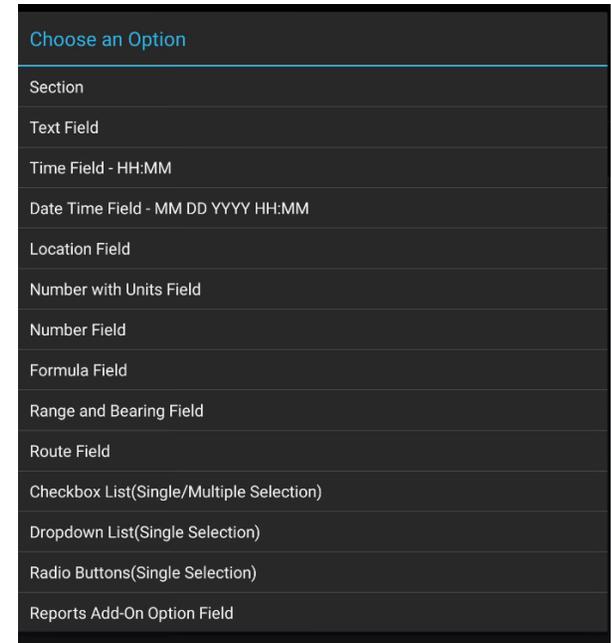
Selecting **[Editor]** will create a new blank template.



Select **[+]** to specify the type of field to be created. Continue to add fields until the report is complete.



Select the button with the 3 stacked dots to **[Change Template Title]**, **[Save Template]**, **[Save and Create]**, **[Export as PDF]**, **[Preview Template]**, **[Import Template]** (in XML format), **[Export Template]** (as an XML), **[Edit Existing Template]** or **[Clear Template]**.

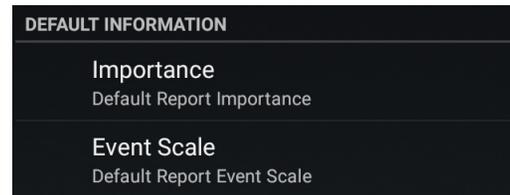
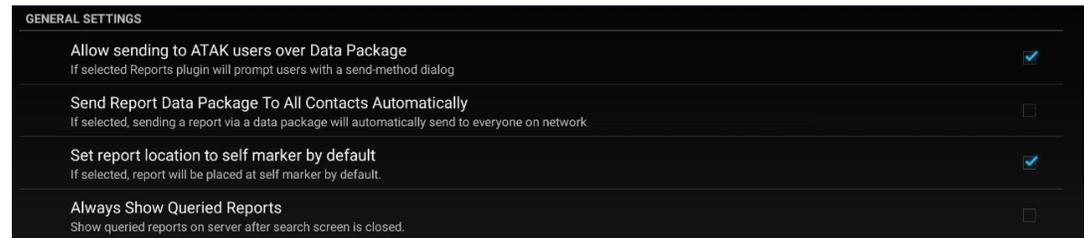


Preferences

All Reports settings are located under Settings > Tool Preferences > Specific Tool Preferences > Reporting Preferences. Settings options are grouped into the following categories: General Settings, Default Information, Report Templates and Export to PDF.

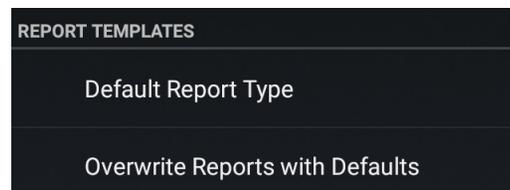
GENERAL SETTINGS

Control how reports are sent, auto downloading, automatic report opening, default report location and whether queried reports should be displayed.



DEFAULT INFORMATION

Specify the default report importance and event scale.



REPORT TEMPLATES

Define a default template to be used when creating a report. allows the user to overwrite and customize reports that have been created with the default for that type.

EXPORT TO PDF

Predefine how PDFs should be handled. PDFs can be automatically opened by default and the user can define watermark preferences to be applied to created PDFs. The user guide can be opened from here.

