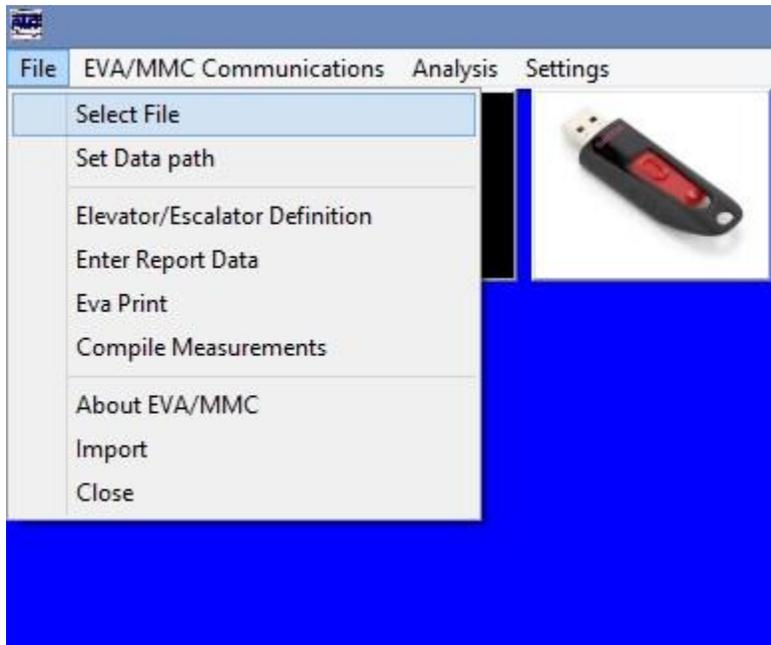


Changing the Report Data after the Import Process

The Report Data Window which allows you to enter notes about a recording such as Project, Client, etc. opens automatically during an Import All function. Sometimes it is desirable to make changes to this information later.

From the Main Menu of the EVA Software, choose File>Select File



This will bring up the Select File Window. Click on the file you wish to change, highlight it in blue, then click Enter Report Data.

*When changing the report data for an Escalator Index Test, it is only necessary to change the **Step 1 Right**. The report header for an index test comes only from the step 1 right, if you change the others it will not be reflected on the report itself.



Select File

Data Path: c: [OS]

- c:\
- Program Files (x86)
- PMT
- EVA875
- New folder

File	HH:MM:SS	MM/DD/YY	Description	ID	Len(s)	Type	Preview
7O66DEJ9.EU2	10:27:54	06/13/18	Internationa	042936	20	Step 2, Left	International Servi
7O66DEJ9.EV2	10:27:54	06/13/18	Internationa	042936	20	Step 2, Right	Building Management
7O66DEJ9.EW2	10:27:54	06/13/18	Internationa	042936	20	Step 1, Left	G.P. Lorsbach
7O66DEJ9.EX2	10:27:54	06/13/18	Internationa	042936	21	Step 1, Right	International Eleva
7O66I438.EW2	02:56:40	06/18/18	Internationa	043008	30	Step 1, Left	New York, USA
7O66JNAN.EU2	16:46:22	06/19/18	Internationa	104380	28	Step 2, Left	104380
7O66JNAN.EV2	16:46:22	06/19/18	Internationa	104380	28	Step 2, Right	1/11
7O66JNAN.EW2	16:46:22	06/19/18	Internationa	104380	29	Step 1, Left	Sample Data
7O66JNAN.EX2	16:46:22	06/19/18	Internationa	104380	15	Step 1, Right	Traffic Low

Analyze

OK

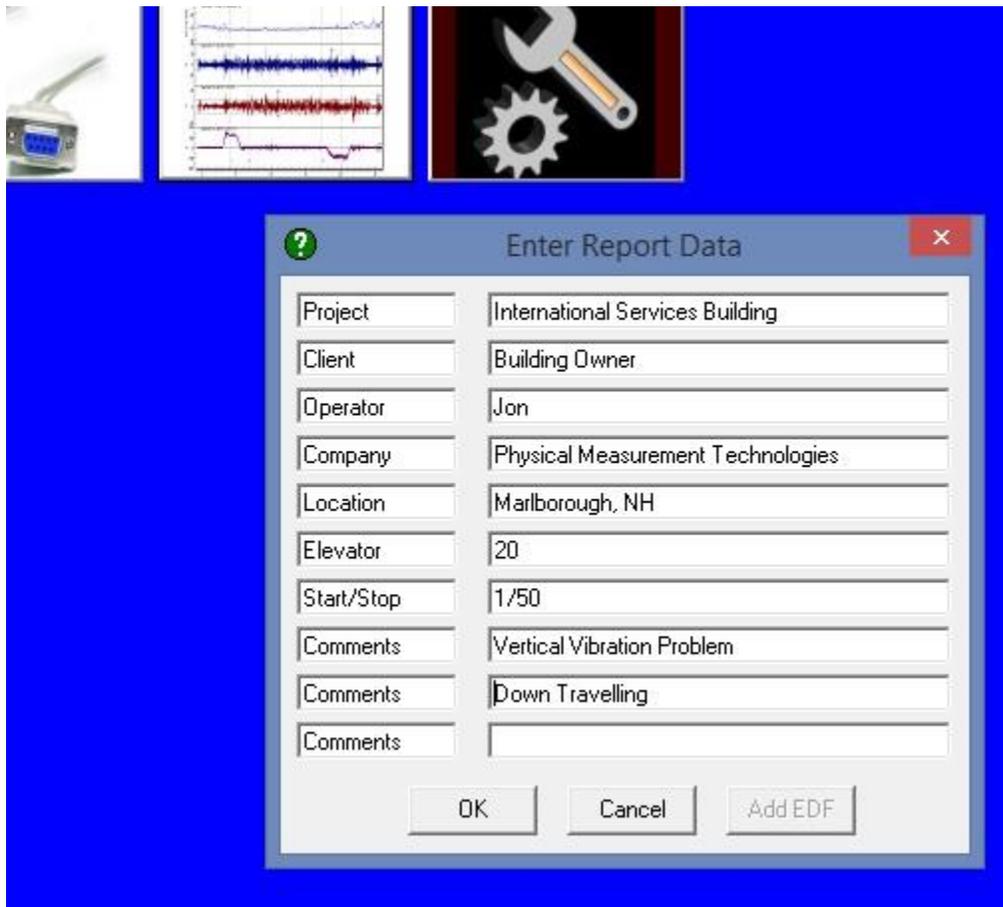
Cancel

Enter Report Data

Type Recording

- Elevator
- Escalator

Then the Report Data window will pop up.



On an Escalator Index Test Report, only the field next to Project is displayed, along with the ID# entered into the instrument by the technician taking the test. There are 88 characters available. The other fields are stored permanently with the file for future reference. Once complete, click OK and the new information will be stored.