The HME ZOOM Nitro Timer system can generate a snapshot of measured events for a specific time period such as Hour, Daypart, and Day called a **Summary Report**. This is a convenient way of keeping managers and crew engaged in the performance of your Drive-Thru, Pull-Forward, and Mobile Pickup areas.

Generating Reports on Your ZOOM Nitro Timer

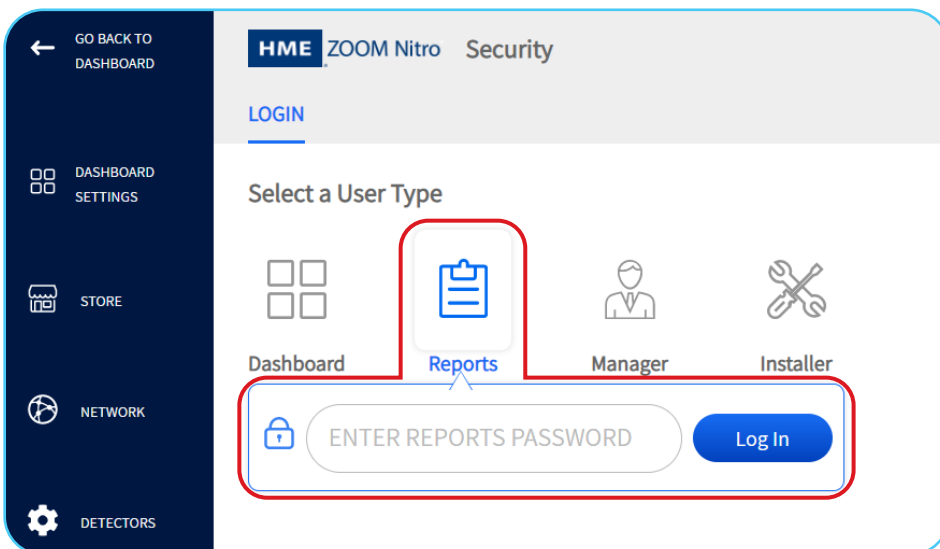1.   Click the hamburger icon in the top left corner.
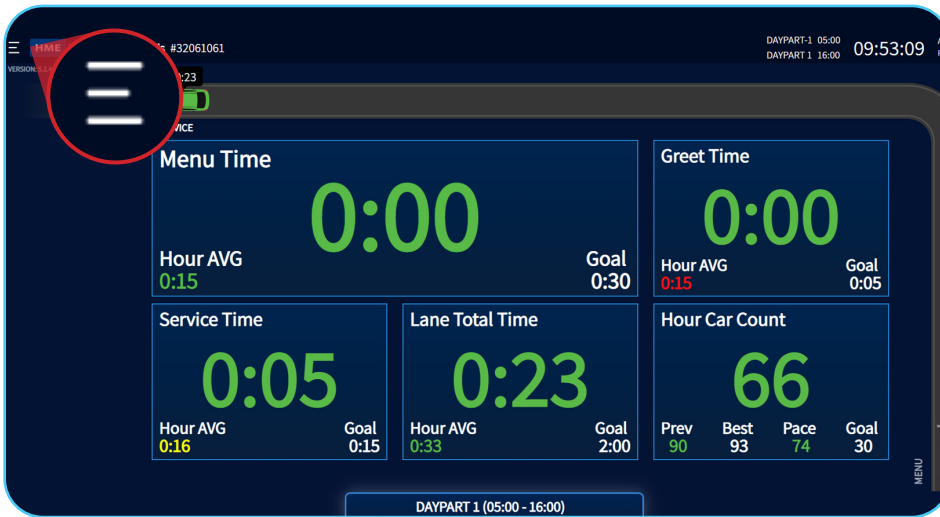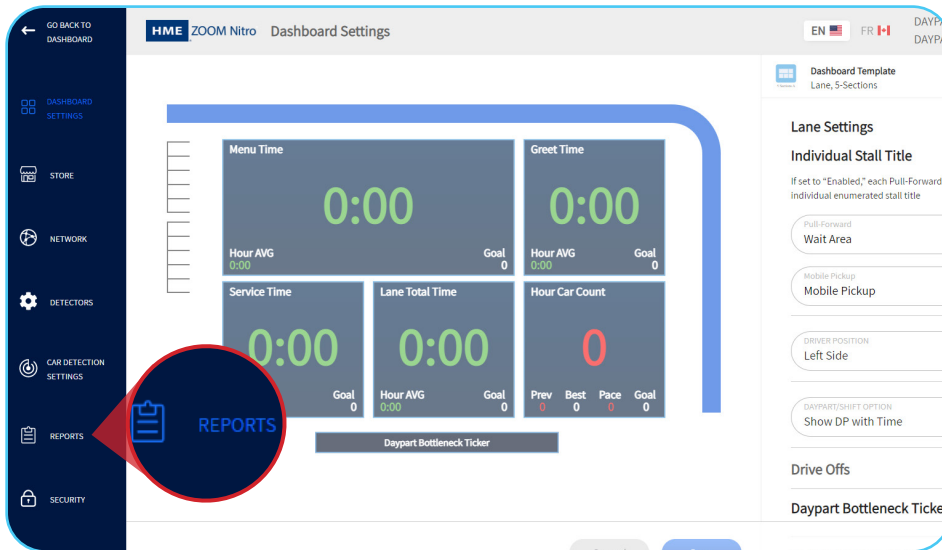

2.   Select **Reports** under User Type.

> **Note**: Only Reports, Manager, and Installer user types can generate Reports.

3.   Enter the password, then click **Log In**.

> **Note**: If you do not have a password set up for your user type, please contact HME Technical Support for assistance at 800-848-4468.
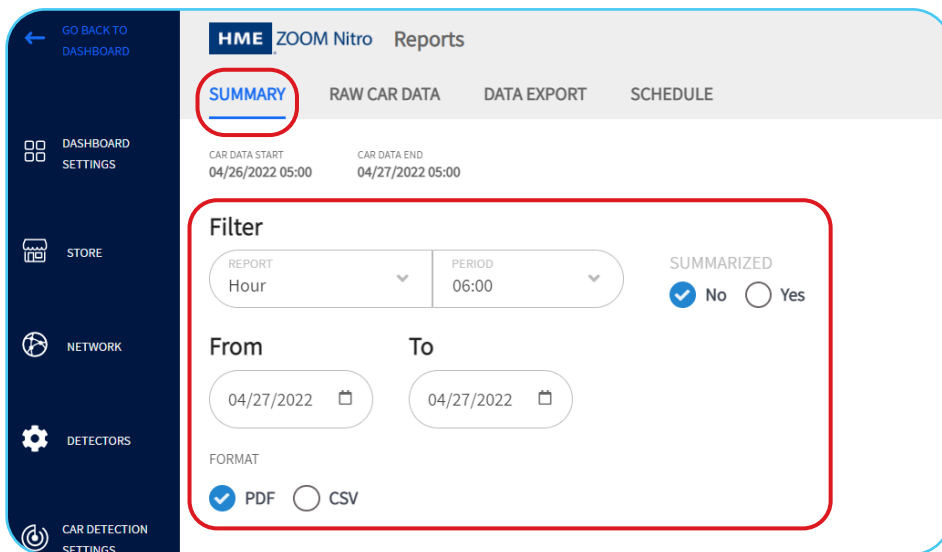
4.   Select the **REPORTS** page on the left side of the screen.
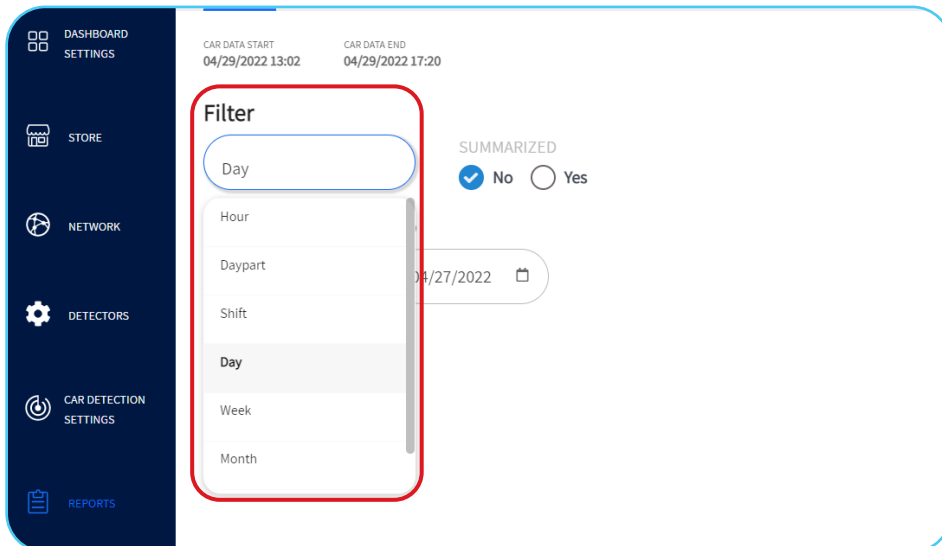

5.   The **SUMMARY** tab is the default home screen for the Reports page.

6.   Select your Report preferences under the **Filter** options.

7.   Under **Filter**, select your desired Report type. In this example, we will generate a **Day** Report.

8.   Under **SUMMARIZED**, select **No** if you want the Report for each selected period to be generated on a separate page. Select **Yes** if you want to generate a single page report containing summarized data from all of the selected periods.
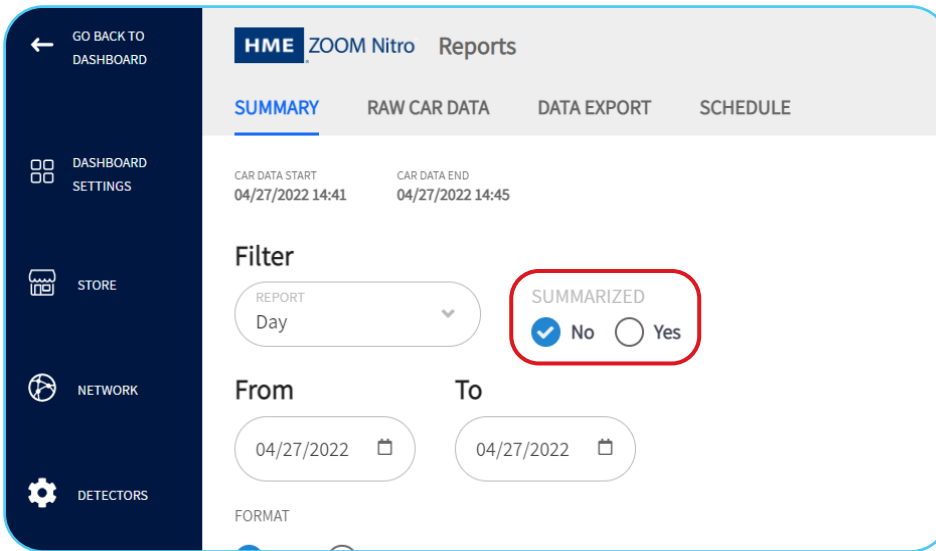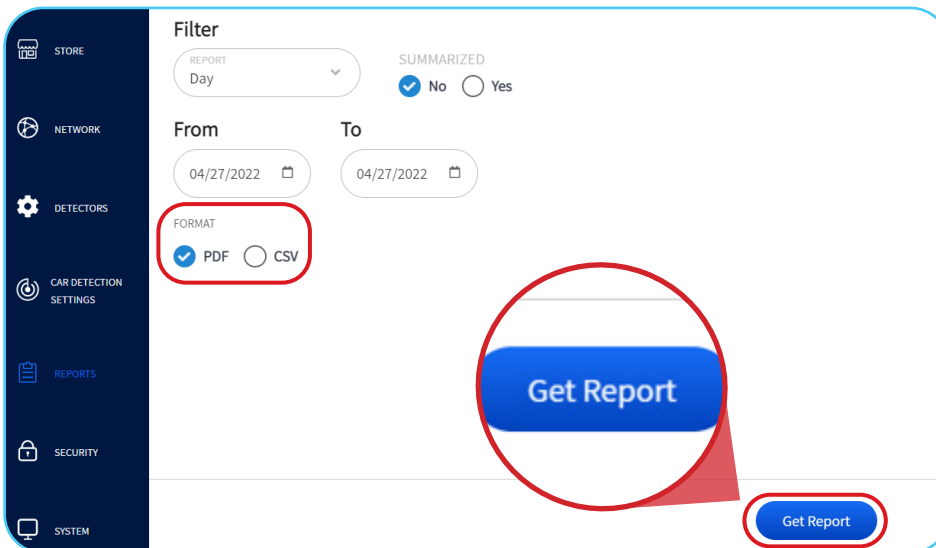

9.   Click on the calendar icon and select the date or date range you would like to generate the Report for.
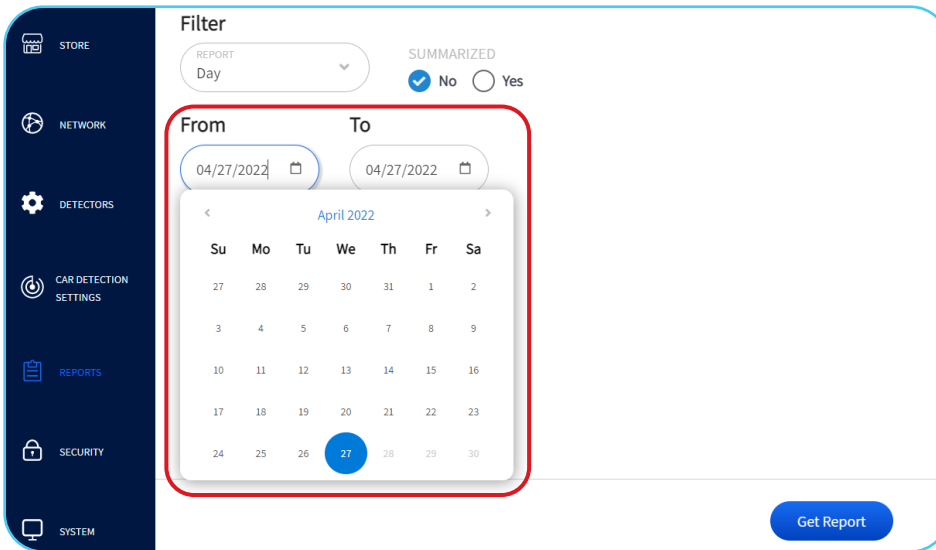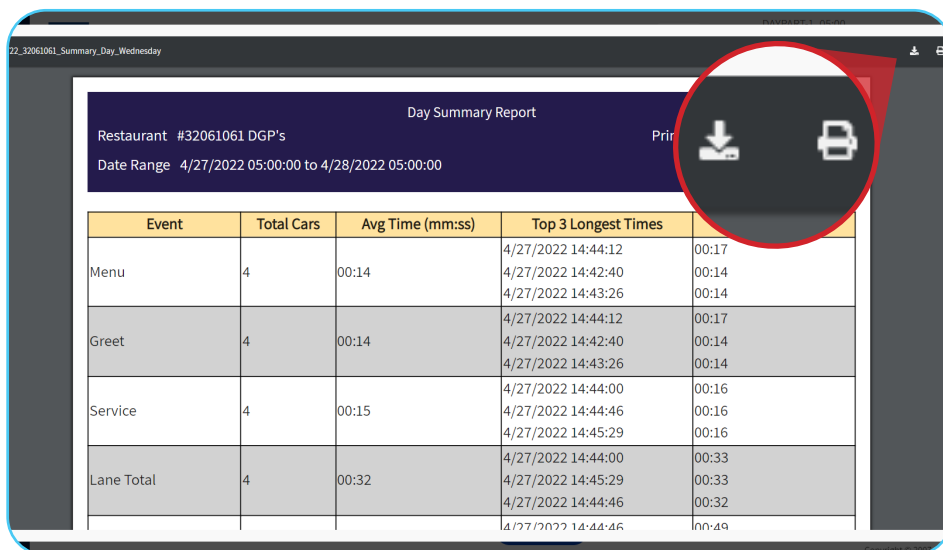

10. Select **PDF** or **CSV** for your desired Report **FORMAT**.
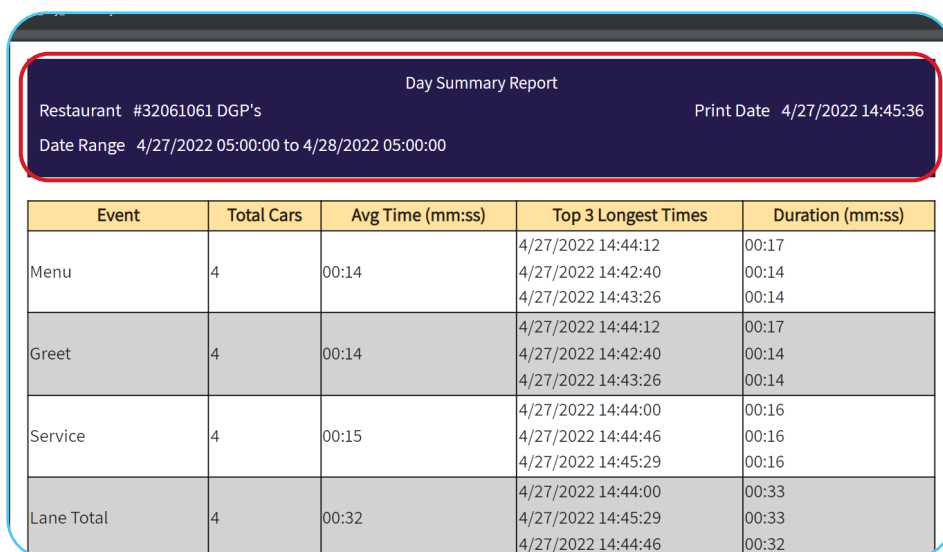
11. Click **Get Report**.

12. The Summary Report will generate with your selected preferences.

13. Click on the icons at the top right to **Download** or **Print** your Summary Report.

Reading Reports on Your ZOOM Nitro Timer

1. The top row of your Summary report displays:

   - **Type** of Report

   - **Store Number** and **Name** of your restaurant

   - **Date** and **Time Range** of the Report

   - **Print Date** and **Time** Report was generated

Event	Total Cars	Avg Time (mm:ss)	Top 3 Longest Times		Duration (mm:ss)
Menu	4	00:14	4/27/2022 14:44:12 4/27/2022 14:42:40 4/27/2022 14:43:26		00:17 00:14 00:14
Greet	4	00:14	4/27/2022 14:44:12 4/27/2022 14:42:40 4/27/2022 14:43:26		00:17 00:14 00:14
Service	4	00:15	4/27/2022 14:44:00 4/27/2022 14:44:46 4/27/2022 14:45:29		00:16 00:16 00:16
Lane Total	4	00:32	4/27/2022 14:44:00 4/27/2022 14:45:29 4/27/2022 14:44:46		00:33 00:33 00:32

2. The **Main Table** of your Report is divided into 5 columns depending on your store's configuration.

    1. **Event**: Your store's **Detection Points**.

    2. **Total Cars**: Total amount of cars that have passed through that event during the selected time period.

    3. **Avg Time**: Average time for each event.

    4. **Top 3 Longest Times**: Date and Start time of the top 3 longest times for each event that occurred during the selected time period.

    5. **Duration**: Duration time of the top 3 Longest Detection Times.

      Note: The time displayed is based on your store's time format configuration, which can be in Minutes and Seconds, or Seconds only.

Event	Total Cars	Avg Time (mm:ss)	Top 3 Longest Times	Duration (mm:ss)
			4/27/2022 14:44:12	00:17
	4	00:14	4/27/2022 14:42:40	00:14

Event	Total Cars	Avg Time (mm:ss)	Top 3 Longest Times	Duration (mm:ss)
Menu	4	00:14	4/27/2022 14:44:12 4/27/2022 14:42:40 4/27/2022 14:43:26	00:17 00:14 00:14
Greet	4	00:14	4/27/2022 14:44:12 4/27/2022 14:42:40 4/27/2022 14:43:26	00:17 00:14 00:14
Service	4	00:15	4/27/2022 14:44:00 4/27/2022 14:44:46 4/27/2022 14:45:29	00:16 00:16 00:16
Lane Total	4	00:32	4/27/2022 14:44:00 4/27/2022 14:45:29 4/27/2022 14:44:46	00:33 00:33 00:32
			4/27/2022 14:44:46	00:49

3. The **Goal Statistics** table is located below the Main table.

4. This table contains your store's performance metrics by **Event** and by the **Speed Goal** settings configured in your ZOOM Nitro Timer.

Avg Queue Time	6	00:16	4/27/2022 14:46:00 4/27/2022 14:43:44 4/27/2022 14:45:12	00:18 00:17 00:17

Goal Statistics

Event	Cars < Goal A			Cars < Goal B			Cars < Goal C			Cars < Goal D			Cars >= Goal D		
	Goal (mm:ss)	Cars	%	Goal (mm:ss)	Cars	%	Goal (mm:ss)	Cars	%	Goal (mm:ss)	Cars	%	Goal (mm:ss)	Cars	%
Menu	00:30	6	100%	00:40	0	0%	00:50	0	0%	01:00	0	0%	01:00	0	0%
Service	00:15	1	17%	00:20	5	83%	00:25	0	0%	00:30	0	0%	00:30	0	0%
Greet	00:05	0	0%	00:10	0	0%	00:15	3	50%	00:20	3	50%	00:20	0	0%
Lane Total	02:00	6	100%	03:00	0	0%	04:00	0	0%	05:00	0	0%	05:00	0	0%
Lane Total 2	02:00	6	100%	03:00	0	0%	04:00	0	0%	05:00	0	0%	05:00	0	0%

Lane Statistics	Lane 1
Avg Cars In Lane	1
Total Pullin	0
Total Pullout	0
Cars Exceeded Queue Size	0

5. The information of the Goal Statistics table outlines the **Count** and the **percentage of cars** that fell beneath and above the ranges of your Speed Goals.

6. The data can be displayed in two ways, depending on your Speed Goal configuration, and the time period of the Report selected.

   1. If Speed Goals are consistent across all Dayparts, the specific Goal Time will display under **Goal (mm:ss)**.

   2. If your Report spans multiple Dayparts with different Goal configurations, the Goal will be represented by a **letter**.

      Note: To learn how to set up Speed Goals, refer to the ***Setting and Adjusting Goals in Your ZOOM Nitro Timer*** instructional video.

7. The **Lane Statistics** table is located below the Goal Statistics table.

8. This table includes metrics such as, **Average Cars in Lane**, **Total Pullins**, **Total Pullouts**, and **Cars Exceeding Queue Size** for each lane configured for your store.

   Note: The data on the Report will vary according to the time period selected.

Setting Up Automated Email Reports

1. On the Reports page, select the **SCHEDULE** tab.

2. Click the toggle button to enable the **Email** settings. The **Send Test Email** button will be activated.
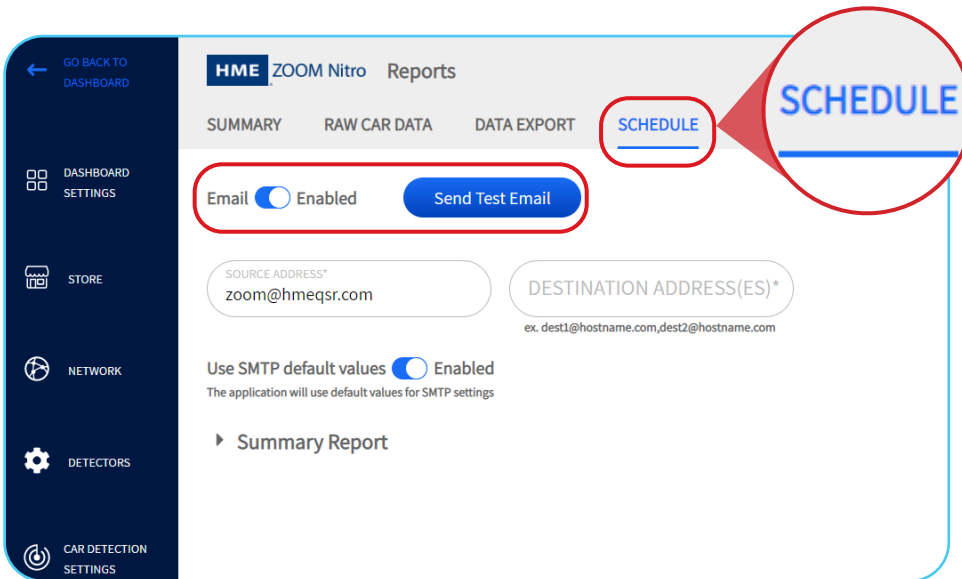

3. Add the email addresses you would like the Reports sent to in the **DESTINATION ADDRESS(ES)** field. If you are adding multiple email addresses, separate the email addresses with a comma and without any spaces.

4. Click **Send Test Email**.
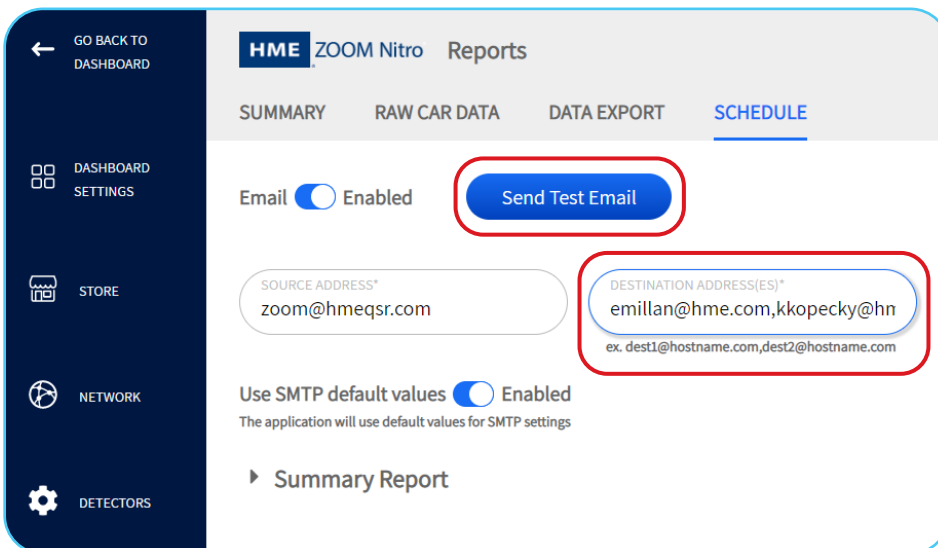
5. A green confirmation message will appear below the **Email** toggle button to advise that the test email was sent successfully.

> **Note**: To use your own SMTP server values, click the **Use SMTP default values** toggle button to disable the default values and enter your server information.
>
> Please reference the **HME Devices Network & System Requirements** document located in the Supporting Documents Library in the HME Training Portal for email troubleshooting assistance.
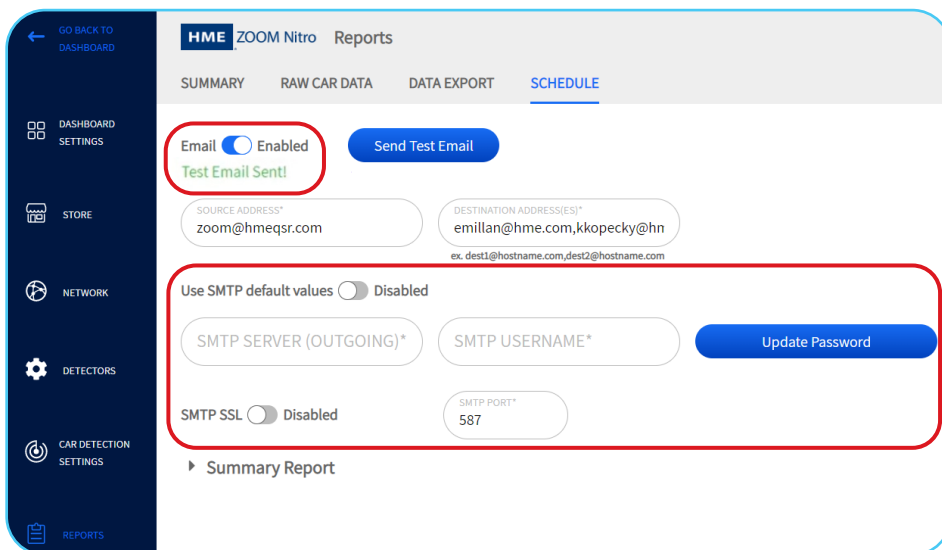
6. Click **Summary Report** to select Reports for emailing.

7. Click the **toggle button** next to each Report you would like enabled to automatically process and email the Report at the end of the selected time period.

8. Input and select your desired Report preferences.

> **Note**: If you would like to send two different ranges for the **Hour** and **Dayparts** Reports, click on the (**+**) plus sign and select the second range.
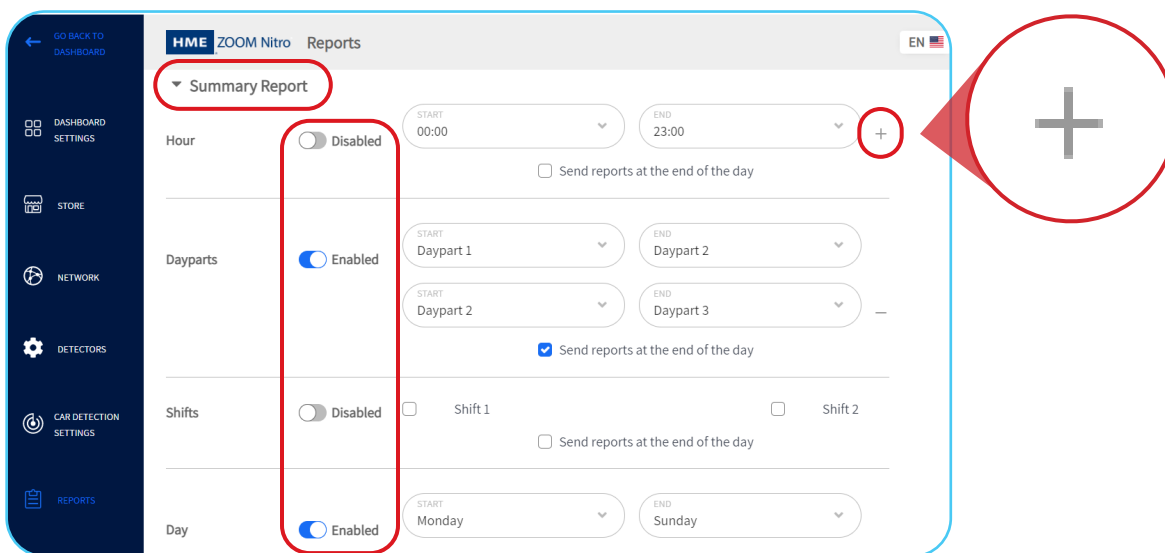
9. Click **Save**. Your Reports will be automatically processed and emailed at the end of the selected time period.

> **Note**: To have a Report sent at the end of the day that includes all selected time periods, click the checkbox next to **Send reports at the end of the day**.

10. Click **GO BACK TO DASHBOARD** in the top left corner to return to the ZOOM Nitro dashboard.