



Compliance Assistant 4.03
Software
User's Guide



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Chapter 1

General Information

Ordering Information

For additional information about our products and services, contact your local VIAVI representative or visit <https://www.viavisolutions.com/en-us/how-buy>.

Where to Get Technical Support

Phone US: +1-844-GO-VIAVI or +1-844-468-4284

Outside US: +1-855-275-5378

Email: Trilithic.EASySupport@viavisolutions.com

Website: <https://support.viavisolutions.com/welcome>

How this Manual is Organized

This manual is divided into the following chapters:

- Chapter 1, “General Information,” provides contact information and describes how this operation manual is structured.
- Chapter 2, “Introduction,” introduces the Compliance Assistant program and what it does. This chapter discusses the practical application of Compliance Assistant.
- Chapter 3, “Installation,” describes the steps needed to install Compliance Assistant, computer requirements, and Compliance Assistant system requirements.
- Chapter 4, “Initial Software Setup,” describes the steps needed to configure the Compliance Assistant software.
- Chapter 5, “The Software Tab,” describes the steps necessary to configure general communication information for Compliance Assistant.
- Chapter 6, “The Decoders Tab,” provides instruction to enter information specific to each EAS encoder/decoder.
- Chapter 7, “The Reports Tab,” describes the procedures necessary to configure log and report options and appearance. It is also used to run reports manually.
- Chapter 8, “The Report Output Tab,” provides information about viewing the reports created by Compliance Assistant.
- Chapter 9, “The E-Mails Tab,” details procedures necessary for e-mailing the reports generated by Compliance Assistant.
- Chapter 10, “The Utilities Tab,” provides instruction in updating database files when Compliance Assistant is updated to the latest version, and a means to update the database files.
- Chapter 11, “The About Tab,” lists general information about Compliance Assistant, the programs’s version number, and provides a means to upgrade the licensing in order to monitor additional encoder/decoders.
- Chapter 12, “Compliance Assistant Scheduler,” details the procedure to schedule Compliance Assistant to automatically generate and e-mail reports and EAS activity logs.
- Chapter 13, “Sample Reports,” provides examples of various reports generated by Compliance Assistant.
- Chapter 14, “Appendix,” includes the warranty statement.

Conventions Used in this Manual

This manual has several standard conventions for presenting information.

- Connections, menus, menu options, and user entered text and commands appear in **bold**.
- Section names, web, and e-mail addresses appear in *italics*.



A **NOTE** is information that will be of assistance to you related to the current step or procedure.



A **CAUTION** alerts you to any condition that could cause a mechanical failure or potential loss of data.



A **WARNING** alerts you to any condition that could cause personal injury.

Chapter 2

Introduction

What is Compliance Assistant?

The Compliance Assistant program is designed to maintain and analyze the EAS logs from multiple EAS encoder/decoders and generate reports that comprise the majority of the FCC-mandated reporting functions for EAS.

Compliance Assistant performs weekly and monthly analysis of logs by contacting each EAS encoder/decoder in the network and retrieving its logs. After retrieving logs, Compliance Assistant creates reports which highlight regulatory failures (failure to comply with FCC regulations) and regulatory successes, as well as reports which may indicate potential regulatory or operational failures.

If failures or other possible problems are discovered, a troubleshooting guide is created with procedures specific to the problem found. Once reports are created, Compliance Assistant can be configured to automatically e-mail them to designated individuals (for example, troubleshooting tips may be e-mailed to the engineer in charge of a particular EAS encoder/decoder, while EAS logs are e-mailed to a centralized corporate office). Compliance Assistant performs all these operations during recurring, scheduled reporting sessions.

Compliance Assistant stores logs for each of the EAS encoder/decoders on the local hard-drive. The log data for each EAS encoder/decoder is stored as a separate and unique file for archiving purposes. Additionally, Compliance Assistant can store duplicate information to a network folder for emergency recovery of archived data.

What Does Compliance Assistant Do?

Compliance Assistant's main function is to access the logs of EAS encoder/decoders and check them for compliance with FCC regulations. Based on the EAS logs, Compliance Assistant creates reports for each system's FCC-mandated records, and provides instruction to the individuals who are responsible for EAS compliance. These reports are saved to the hard drive of the computer on which Compliance Assistant is installed, and can be sent via e-mail to the individuals responsible for each monitored EAS system.

The Compliance Assistant program is designed to reside at a single office while providing EAS log analysis of multiple EAS encoder/decoders, which may be geographically widespread. Compliance Assistant essentially generates the FCC-mandated paperwork for EAS compliance, and functions as an instructional aid for administrators and technicians in EAS regulatory compliance.



NOTE

State regulations may impose additional requirements on an EAS system. Compliance Assistant records and analyzes information as specified in the Code of Federal Regulations (47 CFR part 11).

Automated Reporting

Compliance Assistant automatically runs either daily or weekly, according to a configurable schedule. Weekly operation is recommended since EAS compliance can not be determined until a week or month is completed. The program connects to the first EAS encoder/decoder in its **Encoder/Decoder list** on the **Decoders** tab of the program. This connection is established via Ethernet, telephone MODEM, or RS-232 (serial communication cable). Compliance Assistant downloads any new EAS logs and permanently stores them in a file for analysis and archiving.

After retrieving information from an EAS encoder/decoder, Compliance Assistant creates reports based on the logs of the previous week or month. FCC-regulated reporting intervals are required at weekly and monthly intervals, so Compliance Assistant generates logs and reports for one week (for weekly reports), or one month (for monthly reports).

- Compliance Assistant retrieves logs from the EAS encoder/decoders.
- Compliance Assistant determines the start and end dates of the previous week and creates reports which are consistent with the weekly reporting requirements of the FCC regulations, and it creates a printable version of the EAS logs. The printable version of the logs may not contain the most recent EAS activity because some EAS operations may have occurred after the end of the previous week (Saturday at

midnight). The weekly reports will not contain a marked-up calendar, as the calendar page is created on a monthly basis.

- Compliance Assistant is capable of determining if a change in the month has occurred during the previous week. If a change has occurred, Compliance Assistant creates reports which are specific to the monthly requirements of the FCC regulations, and it creates a marked-up calendar.
- Once the reports for a specific reporting period have been generated, Compliance Assistant automatically generates an e-mail message and attaches the relevant reports. The recipient list the e-mail messages is configurable for each EAS encoder/decoder. If the **Email Immediately** check box is selected, Compliance Assistant will attempt to send the e-mail message over the current Internet connection and, if successful, will mark the e-mail message as **Sent**.
- Once all reporting and e-mail operations for the first EAS encoder/decoder are complete, Compliance Assistant selects the next EAS encoder/decoder in the **Encoder/Decoder List** and repeats the automated reporting sequence until all systems have been serviced. If a telephone or Internet connection cannot be made, or Compliance Assistant cannot download the logs from the an EAS encoder/decoder, the process starts over with the first encoder/decoder and continues until all systems are completed successfully, or until three attempts are made on failed downloads.

Report Storage

Compliance Assistant stores all reports on the hard drive. These reports are viewable and editable using any editor capable of reading Microsoft® rich text files (RTF). The monthly marked-up calendar is stored as a JPG image.

Prerequisites

Computer System Requirements

Computer equipment recommended to operate the Compliance Assistant software:

- 1 GHz processor or faster
- 512 MB memory or greater
- Microsoft® Windows XP® or later operating system
- “Always on” Intranet/Internet connection or minimum of 33.6 Kbs MODEM
- 50 MB of available hard drive space for each EAS encoder/decoder that is monitored
- Dedicated telephone (POTS) line for the computer, if a MODEM is used

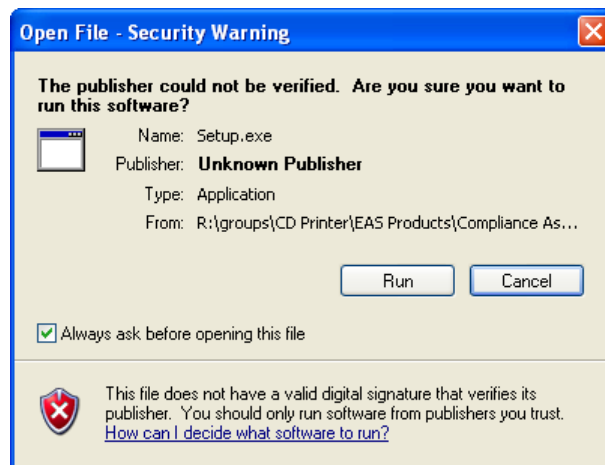
EAS Encoder/Decoder Requirements

Hardware required to interface with EAS encoder/decoders:

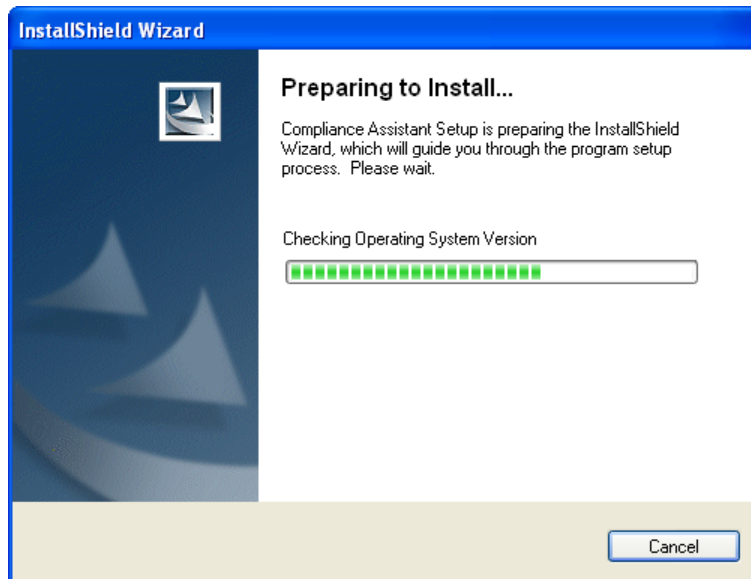
- Ethernet board or MODEM installed in each EAS encoder/decoder
- EASyPLUS Firmware version 8.09 or greater, and EASyCAP® Firmware version 2.12 or greater.
- Ethernet connection or dedicated telephone (POTS) line

Installing Compliance Assistant

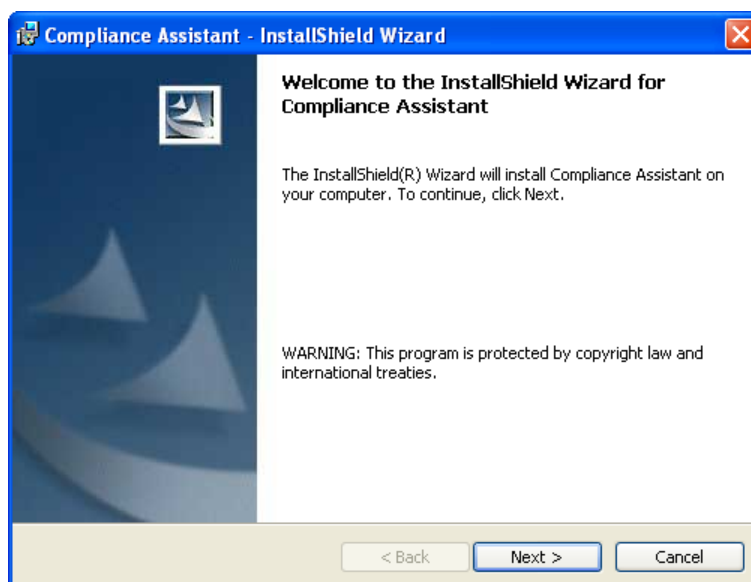
1. Depending on which operating system you are installing Compliance Assistant on, you may need to log in as the system administrator.
2. Insert the Compliance Assistant software CD into the appropriate drive.
3. If Autorun is enabled for the CD-ROM drive, the Compliance Assistant setup program will start automatically. If the setup program does not start, click the Windows **Start** button, then select **Run** and type **[drive]:\setup.exe**, then click the **OK** button (substitute the appropriate drive letter in the command line, in place of **[drive]**).
4. Depending on which operating system Compliance Assistant is being installed on, the “Open File - Security Warning” dialog box may appear. If this dialog box appears, click the **Run** button.



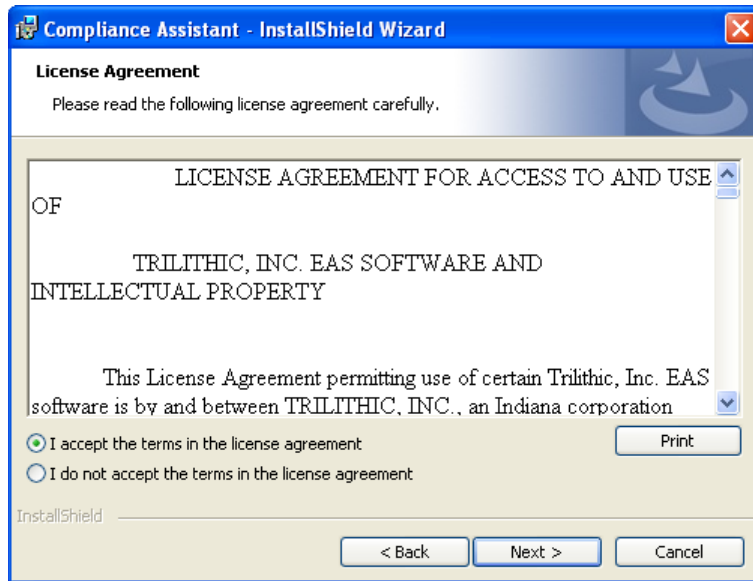
5. The “Preparing to Install...” window will appear momentarily to indicate the status of the software’s installation.



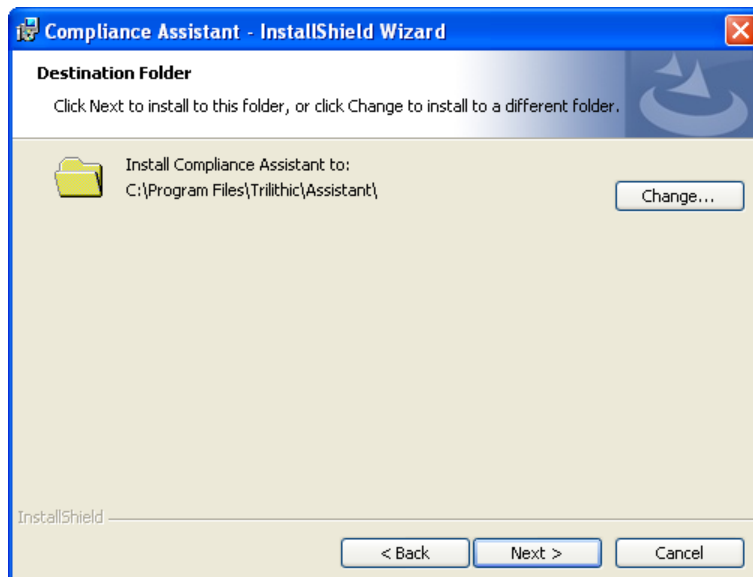
6. The “Welcome to the InstallShield Wizard for Compliance Assistant” window will appear. Click the **Next** button to continue with the installation.



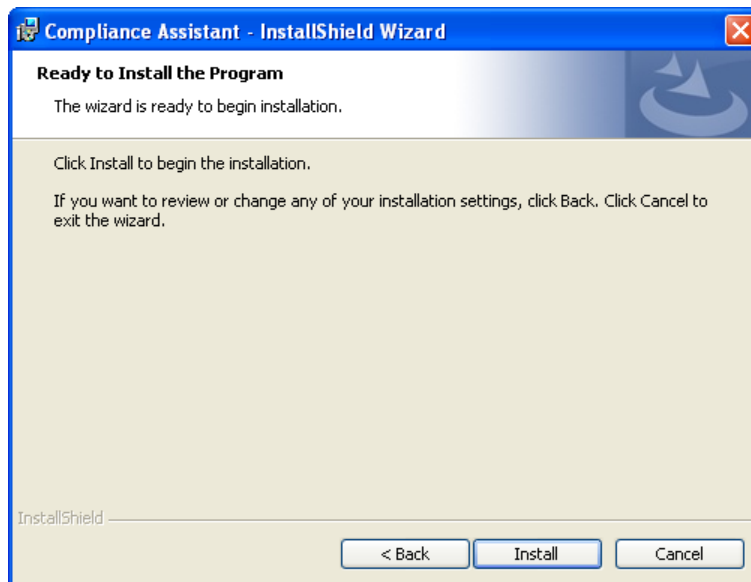
7. The “License Agreement” window will appear. To continue with the installation, select the radio button which corresponds with acceptance of the license agreement, then click the **Next** button.



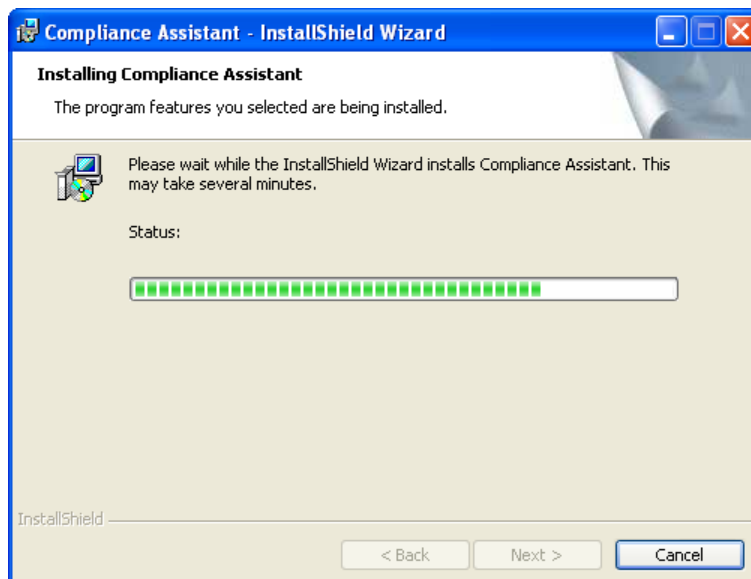
8. The “Destination Folder” window will appear. The default location in which the Compliance Assistant software will be installed is displayed. If you wish to change the destination folder, click the **Change** button and select the desired directory; otherwise click **Next** to accept the default directory.



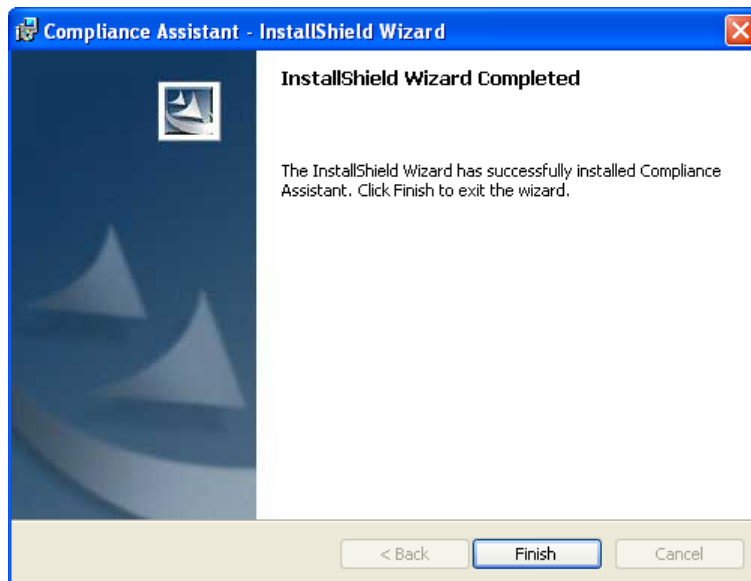
9. The “Ready to Install the Program” window will appear next. This window confirms the settings for the Compliance Assistant installation. If the information shown is correct, click the **Next** button. To change the installation settings, click the **Back** button.



10. The “Installing Compliance Assistant” window will momentarily appear to indicate the status of the software’s installation.



11. The “InstallShield Wizard Completed” window will appear. Click the **Finish** button to exit from the installer. The Compliance Assistant installation is now complete.

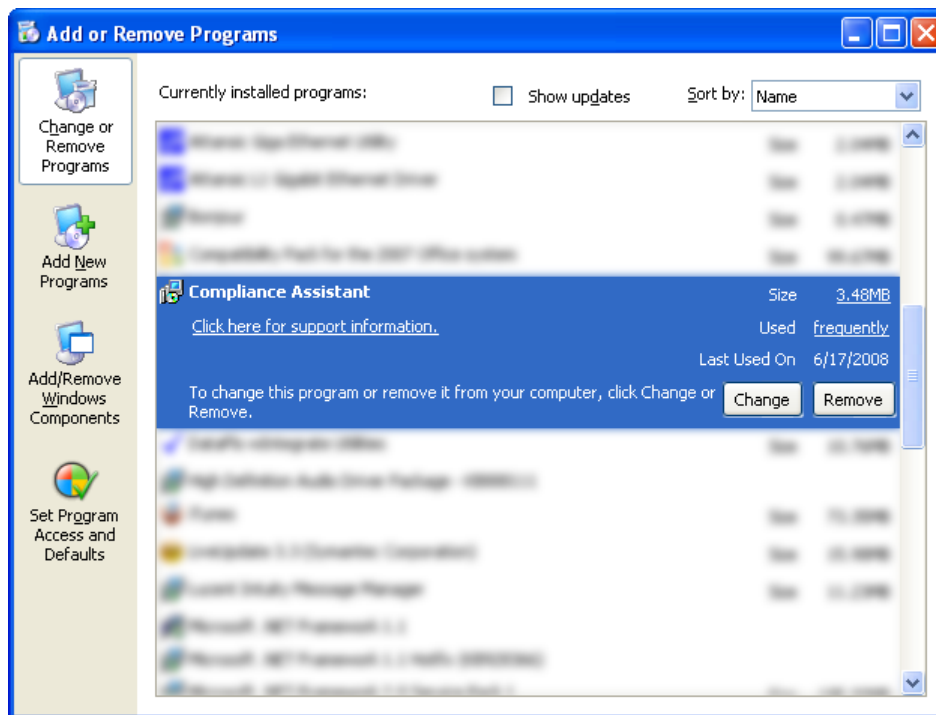


NOTE

The computer must be restarted to complete the Compliance Assistant installation. Once the computer has restarted, the Compliance Assistant Scheduler icon should be present in the Windows system tray.

Removing Compliance Assistant

To remove Compliance Assistant from the host computer, the Windows “Add or Remove Programs” utility can be used. Open the “Add or Remove Programs” utility by clicking the Windows **Start** button, then the **Control Panel** button. From the control panel, click the **Add or Remove Programs** button. The program list window will be displayed.



In the program list, scroll to find Compliance Assistant. To remove the program, first select the program by clicking on it once, then click the **Remove** button that corresponds to the Compliance Assistant program. A pop-up window will appear, confirming your decision to uninstall Compliance Assistant. Click the **Yes** button to remove Compliance Assistant; click the **No** button to cancel the program deletion.



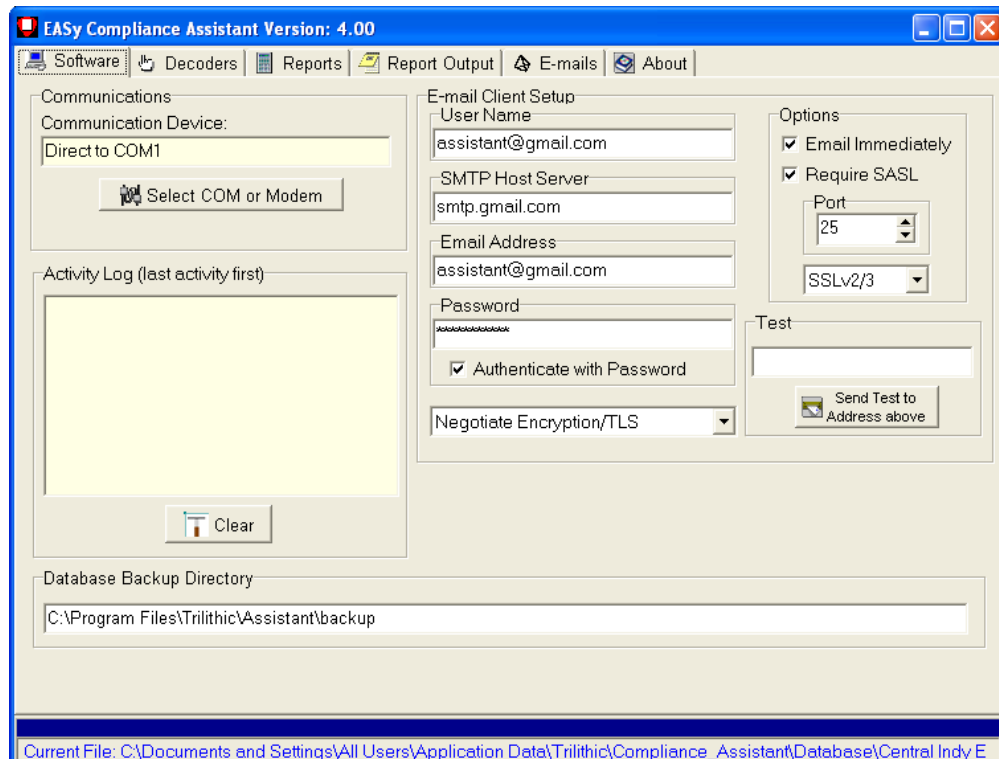
To remove a previous version of Compliance Assistant, refer to that version’s software manual. Manuals are available at <https://support.viavisolutions.com/welcome>.

Chapter 4

The Software Tab

Overview

Once Compliance Assistant has been installed and configured, the software can be used. The diagram below outlines the different groups within the **Software** tab, and includes a brief description of the functions within each of the groups. A detailed description of each group within the **Software** tab is included in this chapter.



1. **Communications** - Select the MODEM or COM port which Compliance Assistant will use to connect to the individual EAS encoder/decoders on the network. This setting is not needed for Ethernet/Internet communications.
2. **E-mail Client Setup** - Setup the e-mail account that Compliance Assistant will use to send e-mail messages.
3. **Activity Log** - Shows communication information sent from, and received by Compliance Assistant. This is typically only used for troubleshooting purposes.
4. **Database Backup Directory** - Setup the directory where backup log files will be stored.



NOTE

The default primary (non-backup) Compliance Assistant database directory is as follows:
C:\Program Files\Trilithic\Assistant\Database.



NOTE

Compliance Assistant database files can be restored by copying the backup file to the database directory, thereby over-writing the file stored in the database directory.

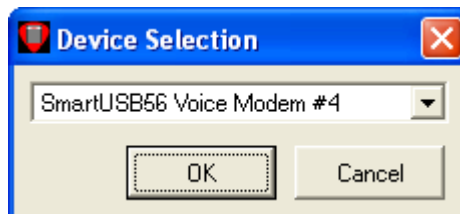


NOTE

A backup directory on a separate computer from the Compliance Assistant installation is recommended.

Communications

To select the COM port or MODEM that will be used to connect to the individual EAS encoder/decoders (if applicable), click the **Select COM or Modem** button, then select the appropriate COM port or MODEM from the drop-down list that appears in the **Device Selection** window. Click the **OK** button to confirm the selection, or click the **Cancel** button to cancel the selection and close the pop-up window. If the host computer's COM port or MODEM does not appear in the list, Windows does not properly recognize the installed device. It may be necessary to reinstall the device driver. Selecting a COM port or MODEM is not necessary if all EAS encoder/decoders are accessible via an "always-on" network connection.



E-mail Client Setup

Compliance Assistant uses e-mail to send reports to configured recipients. It maintains a distribution list for each monitored EAS encoder/decoder. The administrator, or the Compliance Assistant program, should have a designated e-mail account with a unique e-mail address. Compliance Assistant does not check for incoming e-mails.

E-mail Client Setup

User Name
assistant@gmail.com

SMTP Host Server
smtp.gmail.com

Email Address
assistant@gmail.com

Password

Authenticate with Password

Negotiate Encryption/TLS

Options

Email Immediately

Require SASL

Port
25

SSLv2/3

Test

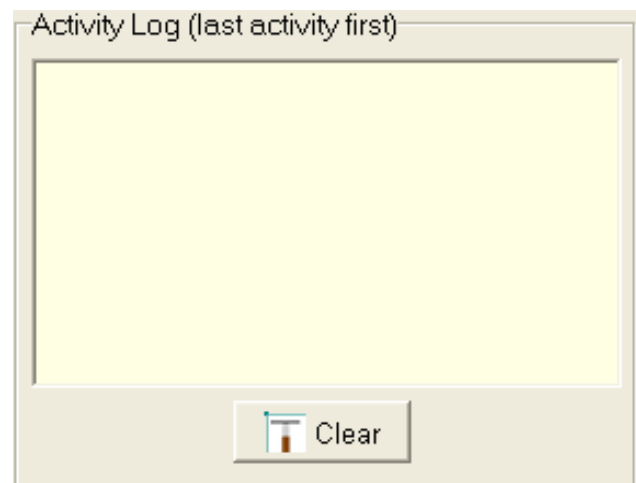
Send Test to Address above

1. **User Name** - Enter the user name for the e-mail account that is set up for Compliance Assistant.
2. **SMTP Host Server** - Enter the SMTP server name for the e-mail account.
3. **Email Address** - Enter the e-mail address used for outgoing mail. Compliance Assistant will not check for returned e-mail messages. The operator should use an e-mail program to check for returned e-mails.
4. **Password** - Enter the password for the e-mail account if authentication with a password is required by the outgoing e-mail server.
5. **Authenticate with Password** - Select this option if Compliance Assistant is accessing an e-mail account from one ISP (Internet service provider) via another ISP, or if the e-mail server always requires authentication.
6. Select the type of security used for outgoing e-mail.
 - No Encryption/TLS** - Do not use encryption or transport security layer (TLS).
 - Negotiate Encryption/TLS** - Compliance Assistant will issue the STARTTLS command to start encryption.
 - Force Encryption/TLS** - The e-mail server requires encryption upon first contact.
7. **Email Immediately** - Select this option to distribute reports from Compliance Assistant as soon as they are generated. This requires a network connection (always on).
8. **Require SASL** - Select this to use Simple Authentication and Security Layer (SASL).

9. **Port** - Enter the SMTP server port.
10. Select the SSL/TLS version to use for security from the following: **TLSv1, SSLv2, SSLv2/3, SSLv3.**
11. **Send Test to Address Above** - Pressing this button will send a test e-mail message from Compliance Assistant.

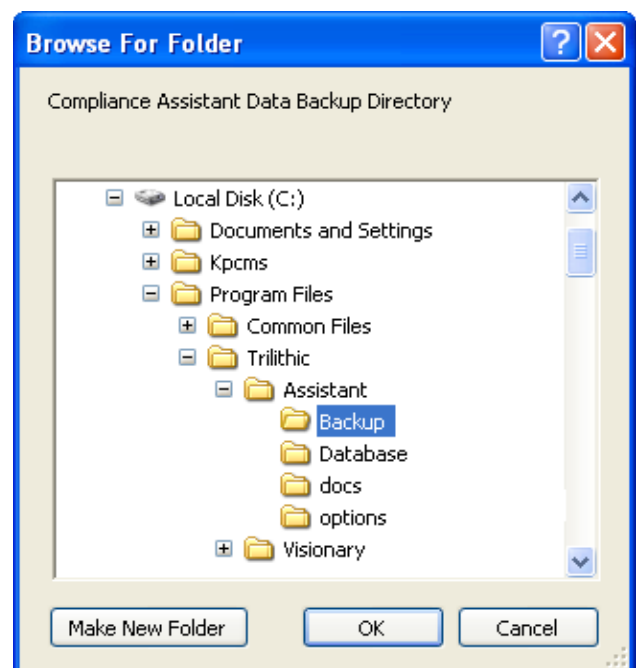
Activity Log

The **Activity Log** provides information about the tasks that Compliance Assistant performs, and is primarily used to diagnose problems in the EAS encoder/decoders or the software installation. Information shown in this log is lost when Compliance Assistant is closed. The log may be cleared at any time by clicking the **Clear** button below the log.



Database Backup Directory

The **Database Backup Directory** allows you to specify a directory where duplicates of Compliance Assistant's EAS files will be stored. To choose a backup directory, click the **Database Backup Directory** text box. A dialog box will appear, prompting you to select a folder where backup files are stored. A shared network directory, or a folder on a different hard drive from the Compliance Assistant program is recommended. Browse to the folder or the location in which the backup folder will be created. If needed, create the backup folder by selecting the **New Folder** button, then typing a name for the backup folder. Click the **OK** button to use the folder, or click the **Cancel** button to return to the **Database Backup Directory** text box and manually edit the path and directory.

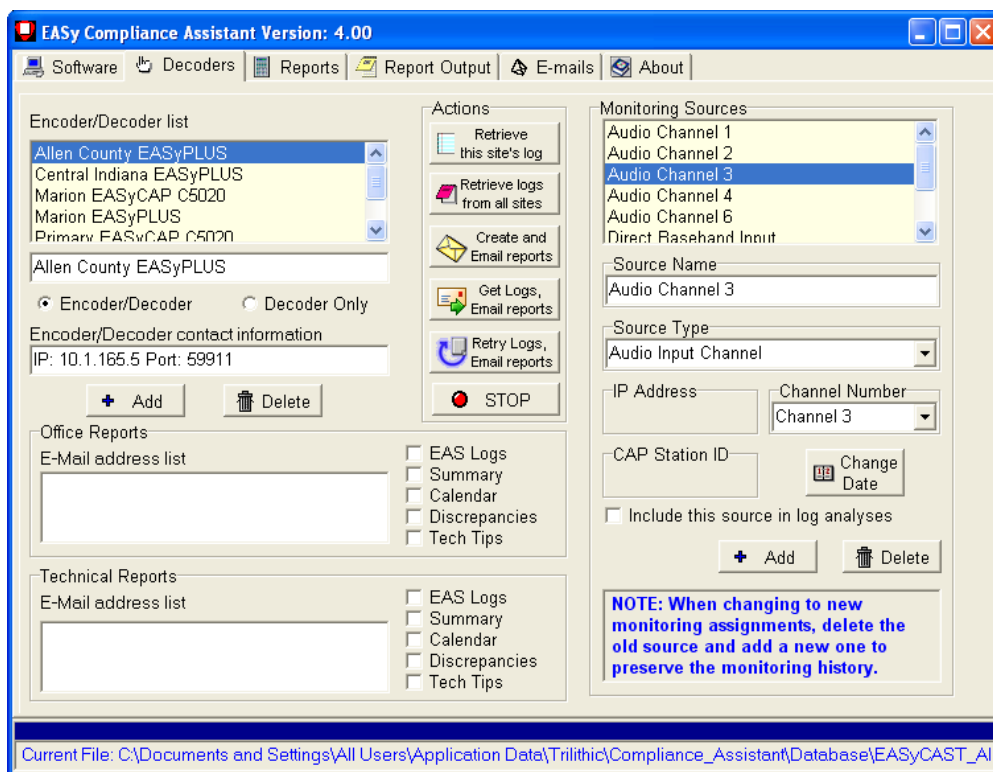


Chapter 5

The Decoders Tab

Overview

The **Decoders** tab is where Compliance Assistant is configured to communicate with remote EAS encoder/decoders. This section includes a list of EAS encoder/decoders, including each system's name, contact information, EAS input configuration (monitoring assignments), and e-mail list/options. The names entered for the encoder/decoder and the input channels will be used in the logs and reports created by Compliance Assistant. The reports will be delivered in accordance with the encoder/decoders office and technical report e-mail options.



1. **Encoder/Decoder List** - This group allows the addition, editing, and removal of remote EAS encoder/decoder systems.
2. **Office Reports** - This group allows selecting reports that are to be retained for public inspection or other administrative purposes. It also allows editing of an e-mail recipient list for these reports.
3. **Technical Reports** - This group allows selecting reports that are to be delivered to maintenance and troubleshooting technicians and engineers. It also allows editing of an e-mail recipient list for these reports.

4. **Actions** - Allows manual (unscheduled) initiation of Compliance Assistant's automated tasks, including continuing reports if errors occurred during scheduled reports.
5. **Monitoring Sources** - Provides a list of monitoring sources for each configured decoder so that Compliance Assistant knows which inputs need to be analyzed for FCC compliance. It also provides a means to assign a descriptive name to these sources.

Encoder/Decoder List

1. To add a new EAS encoder/decoder to the **Encoder/Decoder List**, click the **Add** button. A new encoder/decoder titled "New System" will be added. This name needs to be changed, it will appear in logs and reports.

Enter the name of the (highlighted) EAS encoder/decoder in the text box below the **Encoder/Decoder List**.

Select the radio button which corresponds to **Encoder/Decoder** or **Decoder Only**, as appropriate.

2. To permanently delete an EAS encoder/decoder and its configuration parameters from Compliance Assistant's **Encoder/Decoder List**, first select the encoder/decoder, then click the **Delete** button. You will be prompted to confirm the deletion; click the **OK** button at the warning prompt. Once logs have been stored for an encoder/decoder, Compliance Assistant will not truly delete the file, but instead will ignore the file once it is "deleted." The actual file, and any backups of the file can be manually deleted or simply ignored. Note that once an encoder/decoder is selected, the file name and path for that encoder/decoder is displayed at the bottom of the window.
3. To change the name of an EAS encoder/decoder, edit the name in the text box below the **Encoder/Decoder List**. The name must be unique. Compliance Assistant will append a label to the name if it is a duplicate in order to make it unique.



When entering an encoder/decoder name, do not use illegal file name characters (/ ? < > \ : * | " ' ^). The encoder/decoder name will be used in the file names for reports.

- To change an EAS encoder/decoder's contact information, select the **Encoder/Decoder Contact Information** text box. The **Modem and IP Address Setup** window will appear.

Select the type of communications to use from the **Connection to use for this Encoder/Decoder** drop-down box. If the encoder/decoder is an EASyCAP® the connection must be set to **HTTP/HTTPS**. If the encoder/decoder is an EASyPLUS (or EASyCAST, or EASyIPTV) the connection can be configured as **COM PORT**, **MODEM**, or **TCP/IP**.

The EASyCAP® **HTTP/HTTPS** connection requires a URL and login information. Enter the EASyCAP® IP Address, hostname, or FQDN in the **EASyCAP Encoder/Decoder URL** edit box (ie. "easycap.trilithic.net" or "192.168.0.11"). You must also enter a valid **User Name** and **Password** for authentication. This EASyCAP® user account must have the **Web API** permission enabled.

The EASyPLUS (EASyCAST/EASyIPTV) **TCP/IP** connection requires an IP address and TCP port. Enter the encoder/decoder's IP address in the **IP Address of EASyPLUS** edit boxes, and the TCP port used for configuration in the **Configuration Port** edit box (default is 59911).

If the EASyPLUS is configured for a **MODEM** connection, enter the telephone number in the **Telephone Number** text box. The telephone number must include a "1" and the area code for long-distance calls. Any number(s) needed to access an external line must also be entered. Most MODEMs will ignore hyphens (-), and a comma may be used to pause between numbers.

Click **OK** to save settings and close the window, or click **CANCEL** to exit without saving changes.

Modem and IP address Setup

Connection to use for this Encoder/Decoder
HTTP/HTTPS (EASyCAP Encoder/Decoder)

IP Address, URL, or FQDN
EASyCAP Encoder/Decoder URL
192.168.0.11

User Name
admin

Password
XXXXXXXXXXXXXXXXXXXX

OK CANCEL

Connection to use for this Encoder/Decoder
TCP/IP (EASyPLUS/EASyCAST/EASyIPTV)

TCP/IP Contact information
IP Address of EASyPLUS
10 . 1 . 165 . 5

Configuration Port
59911

[Enter the IP address and Command TCP Port of the EASyPLUS, EASyCAST, or EASyIPTV Encoder/Decoder](#)

Connection to use for this Encoder/Decoder
MODEM (EASyPLUS/EASyCAST/EASyIPTV)

Telephone Number (Telephone Line Connected to PC)
Enter the Telephone number exactly as you would dial it. Use commas to add pauses. IE: 9,1,317-895-3600
9,1,317-895-3600

[The MODEM selected on the Software tab will be used to dial the Encoder/Decoder](#)

Office and Technical Reports

When Compliance Assistant creates reports, it does so by treating each encoder/decoder as a separate and complete EAS system. The intent is for each installation location or office to receive reports that pertain to the EAS system at that specific location. Compliance Assistant maintains a database of e-mail addresses for each encoder/decoder so that the administrator does not have to manually send reports to the individual locations. e-mails are divided into two categories; **Office Reports** (or administrative), and **Technical Reports** (for troubleshooting, etc.).

The image shows two screenshots of the Compliance Assistant interface. The top screenshot is titled 'Office Reports' and features an 'E-Mail address list' text box on the left and a list of report types on the right. The report types are: EAS Logs (checked), Summary (checked), Calendar (checked), Discrepancies (checked), and Tech Tips (unchecked). The bottom screenshot is titled 'Technical Reports' and features an 'E-Mail address list' text box on the left and a list of report types on the right. The report types are: EAS Logs (checked), Summary (unchecked), Calendar (unchecked), Discrepancies (checked), and Tech Tips (checked).

Entering Addresses

1. To add recipients to the **Office Reports** or **Technical Reports** distribution lists, first select the appropriate EAS encoder/decoder from the **Encoder/Decoder List**, then select the appropriate **E-Mail Addresses** text box.
2. Enter the e-mail address or addresses in the text windows, with each address on a separate line).

Selecting Reports to Email

To select which reports to e-mail from any selected EAS encoder/decoder, first click on the appropriate system name (in the **Encoder/Decoder List**), then select (or deselect) the corresponding check boxes for the reports under the **E-Mail Address List** text boxes (in the **Office Reports** or **Technical Reports** groups). Only reports that are enabled under the **Reports** tab can be sent. Descriptions of the various reports are as follows:

1. **EAS Logs** - Includes all EAS receipts and transmissions for the reporting period. The logs are formatted in accordance with the **EAS Log Format** and **Message Breakdown** groups on the **Reports** tab.
2. **Summary** - Includes a channel-by-channel synopsis of activity during the reporting period. Weekly and monthly test totals, and emergency message totals are included in the summary. Some of the summary options are enabled using the **Report Options** group, on the **Reports** tab.
3. **Calendar** - Includes a JPG image of a monthly calendar sheet. Each day of the month has a chart indicating the number of weekly tests, monthly tests, and emergency messages received or transmitted for that day. The calendar is only created when monthly reports are created.
4. **Discrepancies** - Includes a report of failures to comply with FCC regulations. Some report options are enabled using the **Report Options** group on the **Reports** tab.
5. **Tech Tips** - Includes steps that can be taken to troubleshoot specific failures detected by Compliance Assistant.

Monitoring Sources

All EAS and CAP monitoring sources that need to be analyzed must be configured. Note that different settings will be required depending on the type of monitoring source.

Select which encoder/decoder to setup from the **Encoder/Decoder List**. Then select the source to view or edit from the list of monitoring sources.

- **Add** - Press the **Add** button to add a new monitoring source.
- **Delete** - Press the **Delete** button to delete the selected monitoring source.
- **Source Name** - Enter a name for the selected monitoring source.
- **Source Type** - Select the type of monitoring source as **Audio Input Channel**, **Network Receiver Channel**, or **Common Alerting Protocol**. Note that a radio input is considered an audio input.
- **IP Address** - Enter the Network Receiver IP Address. This setting is only applicable to a Network Receiver source type.
- **Channel Number** - Select the physical audio input channel of the source. This setting is not applicable to CAP sources.
- **CAP Station ID** - Enter the Station ID for the CAP source. This setting is only applicable for CAP sources. The Station ID is configured in the EASyCAP® Encoder/Decoder for each CAP source. Make sure that the EASyCAP® is configured with unique Station ID's for each CAP source. Note that the ComLabs EMnet source will always have a Station ID of "EMnet_00".
- **Include this source in log analysis** - Enable this setting to inform Compliance Assistant that this source needs to be analyzed for FCC compliance.
- **Source sends Weekly Tests** - Enable this setting to inform Compliance Assistant that this source is required to send Weekly Tests.
- **Source sends Monthly Tests** - Enable this setting to inform Compliance Assistant that this source is required to send Monthly Tests.

Monitoring Sources

FEMA IPAWS
FEMA TEST FEED
My State USA
New York CAP
WIBC
W.I.I.K

Source Name
FEMA IPAWS

Source Type
Common Alerting Protocol

IP Address Channel Number

CAP Station ID
IPAWS/CP

Change Date

Options

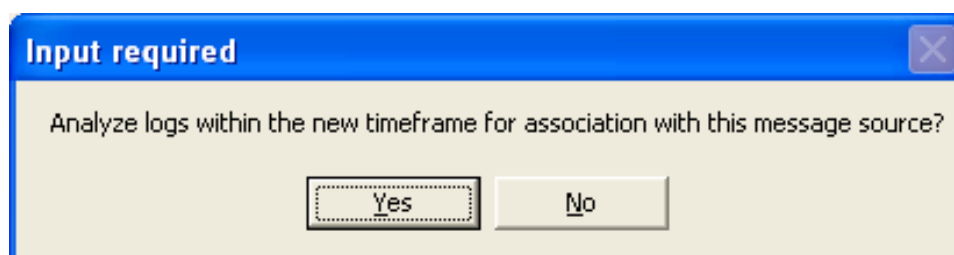
Include this source in log analysis
 Source sends Weekly Tests
 Source sends Monthly Tests

+ Add Delete

- **Change Date** - Displays a pop-up window with configuration for when the source began and ended operation. The **Change Date** function is provided to correct errors in the receive source identified in the logs. It is not required when adding or deleting sources. The **Change Date** function may be used to correct channel associations if logs were downloaded before the sources were entered into Compliance Assistant. For example, after upgrading from older versions of Compliance Assistant, CAP sources may need to be added and the start-date set to be retroactive.
 - **Source began operation on** - Select the date in which monitoring of the source was started.
 - **Source stopped operation on** - Select the date in which monitoring of the source was stopped.
 - **Source is still in operation** - Enable this checkbox if this source is currently in operation. Disable this setting if the source is no longer used, and make sure to enter the date at which the source stopped operation (above).

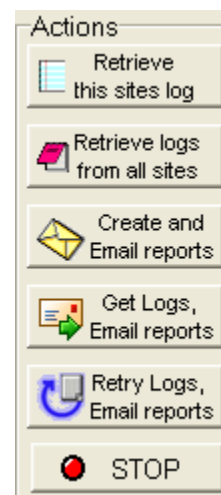


After accepting changes to the source Start or Stop dates, you will be given the option to analyze logs to associate received logs with the new source. This is a permanent change that looks for the sources Channel, IP address, and CAP ID in logs within the Start and Stop dates and replaces their source information.



Actions

1. **Retrieve This Sites Log** - This button causes Compliance Assistant to connect to a single encoder/decoder and downloads its logs, but it does not create any reports. Use this button before erasing logs or upgrading encoder/decoder firmware. To use this button, first select the desired unit in the **Encoder/Decoder List**, then click the button.
2. **Retrieve Logs From All Sites** - This button causes Compliance Assistant to sequentially connect to all of the encoder/decoders in the **Encoder/Decoder List** and download the logs. It does not create any reports.
3. **Create And Email Reports** - This button uses previously-downloaded logs to create reports and generate e-mails for all the encoder/decoders in the **Encoder/Decoder List**. Reports are created for the week or month prior to the current computer time and date. Care should be taken if using this button, as reports will be created and e-mailed for all encoder/decoders.
4. **Get Logs, Email Reports** - This button essentially functions the same as the **Retrieve Logs From all Sites** and the **Create and Email Reports** buttons, combined. This button performs the same operations that are normally performed automatically according to the scheduler settings.
5. **Retry Logs, Email Reports** - This button instructs Compliance Assistant to resume log retrieval, report creation, and e-mailing of reports for any systems that had connection problems during the previous automated process, or during the last **Get Logs, Email Reports** command. This button should be used after correcting any connectivity problems identified during automatic report generation. **Retry Logs, Email Reports** can be used as frequently as needed and will update the internal “failed systems list” if previously failed sessions are successfully executed.
6. **STOP** - This button terminates an automated process as soon as the software reaches a safe stopping point.

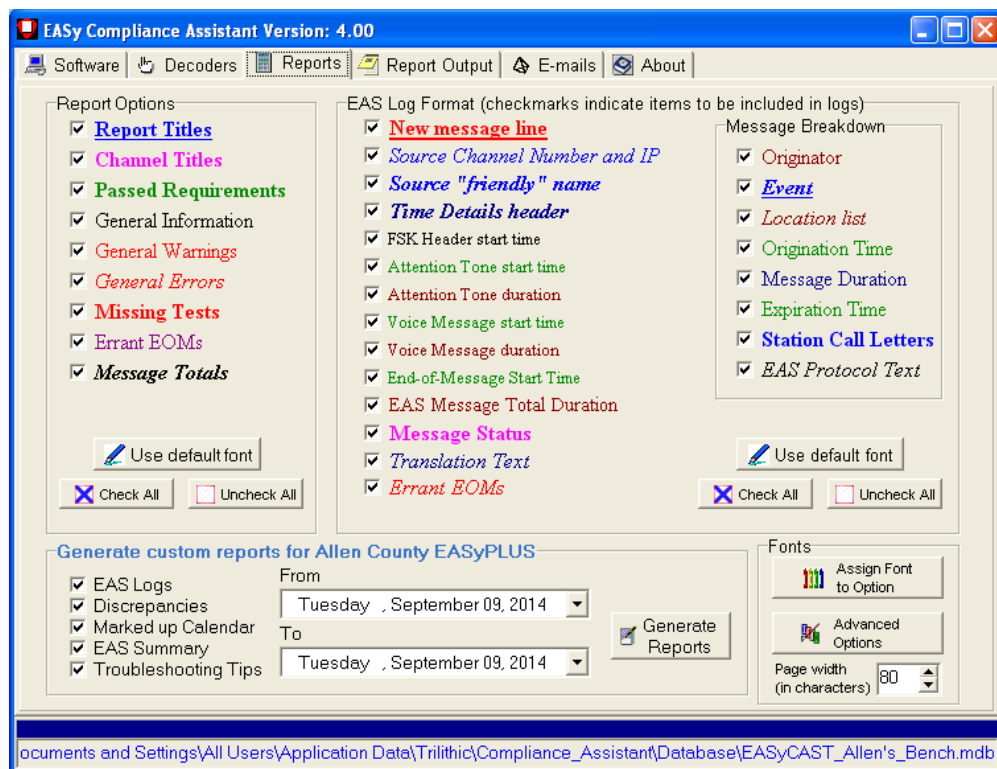


Chapter 6

The Reports Tab

Overview

The **Reports** tab allows custom configuration of the reports that Compliance Assistant generates. The selected reporting options are used during manual and automatic creation of reports. The report options may be changed while creating custom reports, but should be changed back before the automatically-executed scheduled reports.

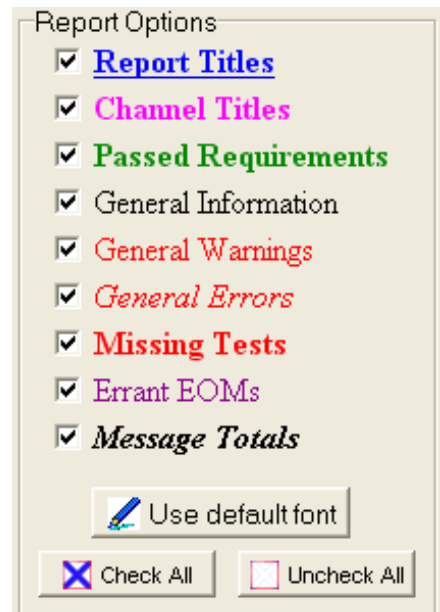


1. **Report Options** - Select which items to include in Summary and Discrepancy reports.
2. **EAS Log Format** - Select which items will be included in EAS logs.
3. **Message Breakdown** - Select which information from the EAS protocol text to include in the EAS logs.
4. **Generate Custom Reports** - Select the range of time which will be included in manually generated reports, as well as what type of reports will be included in both automated and manual reports.
5. **Fonts** - This feature allows custom font colors and styles to be assigned to each item within a report for easy identification.

Report Options


Options selected from the **Report Options** group will be included in Summary reports and Discrepancy reports.

- **Report Titles** - Preface each report with a descriptive title.
- **Channel Titles** - Include the input channel name and description in the report.
- **Passed Requirements** - Include specific events in the report to indicate that the weekly and monthly tests, and EAS events, have met FCC requirements.
- **General Information** - Include observations made by Compliance Assistant of anomalies that do not fall under another option.
- **General Warnings** - Include warnings about potential problems.
- **General Errors** - Include EAS messages in the reports that failed to meet “valid message” requirements.
- **Missing Tests** - Include failures to meet FCC test requirements. FCC compliance is largely determined by test receipt and transmission.
- **Errant EOMs** - Include end-of-message indicators which were not preceded with EAS messages.
- **Message Totals** - Include a summary of activity for each monitored channel, as well as a summary of message transmissions.
- **Use Default Font** - Set all text in the reports to use the default font (the default font can be changed using the **Advanced Options** button in the **Fonts** group).
- **Check All** - Enable all report options.
- **Uncheck All** - Disable all report options.



Report Options

- Report Titles**
- Channel Titles**
- Passed Requirements**
- General Information
- General Warnings**
- General Errors**
- Missing Tests**
- Errant EOMs**
- Message Totals**

 Use default font

Check All Uncheck All

EAS Log Format

The FCC requires that records are kept of messages which were received and transmitted by each encoder/decoder. The **EAS Log Format** group allows selection of the details to be included in the EAS logs.

- **New Message Line** - Include a header for each received or transmitted message in the logs. This is strongly recommended for official logs.
- **Source Channel Number and IP** - Include the source channel number in the logs. If the channel is a Network Receiver, the IP address of the Network Receiver is shown as well.
- **Source “Friendly” Name** - Include the source name (entered on the **Decoders** tab) for each received channel.
- **Time Details header** - Include a header that precedes each time detail.
- **FSK Header Start Time** - Include the start time of the EAS FSK header for each message.
- **Attention Tone Start Time** - Include the start time of the Attention tone (if present) for each message.
- **Attention Tone Duration** - Include the length (in seconds) of the Attention tone (if present) for each message.
- **Voice Message Start Time** - Include the start time of the voice message (if present) for each message.
- **Voice Message Duration** - Include the length of the voice message (if present) for each message.
- **End-of-Message Start Time** - Include the start time of the EOM for each message.
- **EAS Message Total Duration** - Include the total message duration (length of the audio from the start of the FSK header to the end of the EOM) for each message. This value is an approximation.
- **Message Status** - Include the status (for example: expired, passed retransmit requirements, etc) for each message in the log.
- **Translation Text** - Include an English translation of the EAS protocol text for each message.

EAS Log Format (checkmarks indicate)

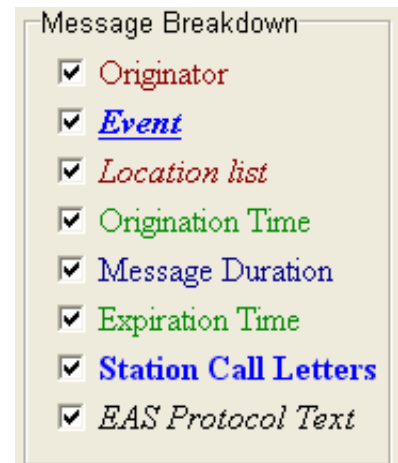
<input checked="" type="checkbox"/>	<u>New message line</u>
<input checked="" type="checkbox"/>	<i>Source Channel Number and IP</i>
<input checked="" type="checkbox"/>	<i>Source "friendly" name</i>
<input checked="" type="checkbox"/>	<i>Time Details header</i>
<input checked="" type="checkbox"/>	FSK Header start time
<input checked="" type="checkbox"/>	Attention Tone start time
<input checked="" type="checkbox"/>	Attention Tone duration
<input checked="" type="checkbox"/>	Voice Message start time
<input checked="" type="checkbox"/>	Voice Message duration
<input checked="" type="checkbox"/>	End-of-Message Start Time
<input checked="" type="checkbox"/>	EAS Message Total Duration
<input checked="" type="checkbox"/>	Message Status
<input checked="" type="checkbox"/>	<i>Translation Text</i>
<input checked="" type="checkbox"/>	<i>Errant EOMs</i>

- **Errant EOMs** - Log the receipt of EOM signals received without an accompanying EAS header.
- **Use Default Font** - Set all text in the logs to use the default font (the default font can be changed using the **Advanced Options** button in the **Fonts** group).
- **Check All** - Enable all logging options.
- **Uncheck All** - Disable all logging options.

Message Breakdown

The **Message Breakdown** options select which of the fields in the EAS protocol text of an EAS message to translate into English. This allows the technical detail of the message content to be easily read.

- **Originator** - Include a translation of the EAS originator code.
- **Event** - Include a translation of the EAS event code.
- **Location List** - Include a list of all the locations in the message.
- **Origination Time** - Include the origination time of the EAS message.
- **Message Duration** - Include the EAS duration (duration of the emergency condition).
- **Expiration Time** - Include the expiration time of the EAS message.
- **Station Call Letters** - Include the call letters in the message. For received messages, the call letters should indicate the ID of the station that the encoder/decoder received the message from.
- **EAS Protocol Text** - Include the entire EAS protocol text (refer to 47 CFR Part 11 for the protocol text description) in the log.



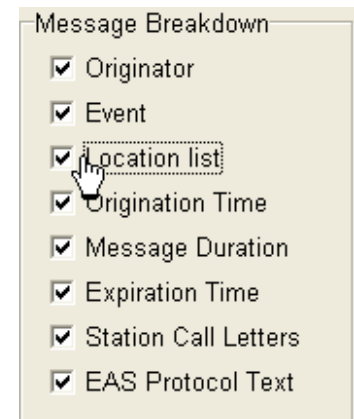
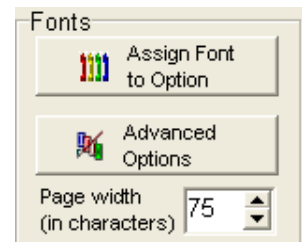
Customizing Reports with Font Styles

Assigning Fonts to Report and Log Options

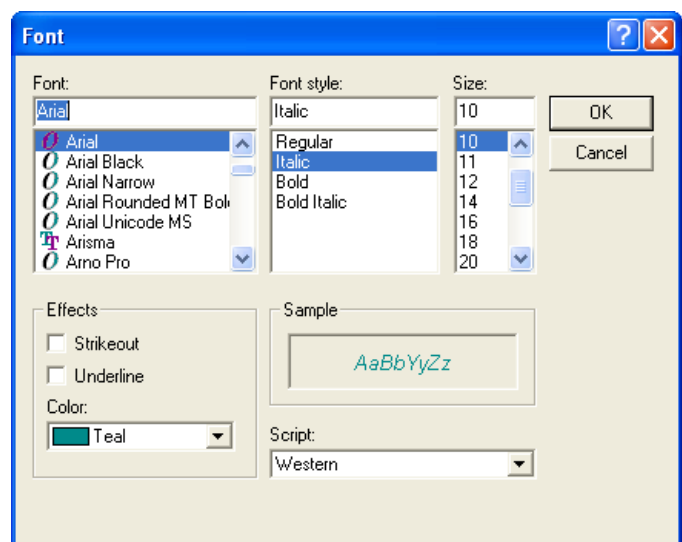
The font and color for each of the **Report Option**, **EAS Log Format**, and **Message Breakdown** items can be configured so that they can be easily identified in the reports and logs.

To change the font for a given item, perform the following procedure:

1. Click the **Assign Font to Option** button in the **Fonts** group. The cursor should change to a “finger” to indicate that a font assignment procedure has been selected.
2. In the **Report Options**, **EAS Log Format**, or **Message Breakdown** groups, click the text of the option whose font parameters will be changed. In this example, **Location List**, from the **Message Breakdown** group is used.



3. The pop-up **Font** window will appear. In this window, select the new **Font**, **Font Style**, **Size**, **Effects**, and **Color**. After selecting the new font parameters, click the **OK** button to confirm the font changes; click the **Cancel** button to abort changing the font parameters.
4. The text shown on the **Reports** tab will be updated to reflect the changes made to the font. This font will be used in reports and logs for the option configured.

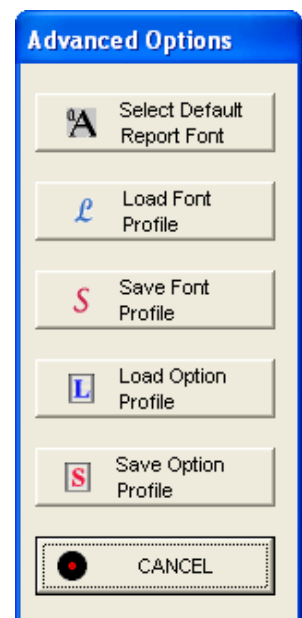
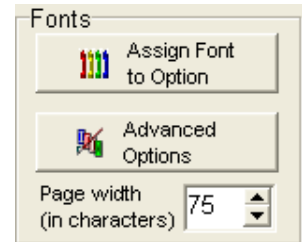


Advanced Font Options

Compliance Assistant allows additional font and configuration options for **Report Options** and **EAS Logs**. To set additional font parameters, click the **Advanced Options** button in the **Fonts** group.

The **Advanced Options** window will appear.

1. **Select Default Report Font** - Choose the font that can be applied using the **Use default font** buttons. Click the **Select Default Report Font** button to open the **Font** window. In the **Font** window, set the font, style, and color desired.
2. **Load Font Profile** - Load a font profile that had previously been saved. Font profiles include font settings for all **Report Option** text and **EAS Log** text. To load a font profile, click the **Load Font Profile** button. From the pop-up **Open** window, select the font profile file to load.
3. **Save Font Profile** - Save a font profile that has been configured. After setting all report option fonts and EAS log fonts to the preferred settings, click the **Save Font Profile** button. From the pop-up **Save As** window, select a location in which to store the font profile file, and enter a file name.
4. **Load Option Profile** - Load the check box state of **Report Options** and **EAS Log** selections (checked or unchecked) that has previously been saved. To load an option profile, click the **Load Option Profile** button. From the pop-up **Open** window, select the option profile file to load.
5. **Save Option Profile** - Save an option profile that has been configured. After selecting the check boxes in the **Report Options** and **EAS Log Format** groups, click the **Save Option Profile** button. From the pop-up **Save As** window, select a location in which to store the option profile file, and enter a file name.
6. **Cancel** - Close the **Advanced Options** button without making any configuration changes.



Set the Page Width

The **Page Width** control box allows the user to determine when each line in a report will wrap to the next line. The default page width is 75 characters.

Custom Reports

Custom reports are created for one EAS encoder/decoder at a time, for the time span specified by the user. The controls for creating custom reports are located on the **Decoders** tab and the **Reports** tab. The *reports* will automatically include the entire week of, and entire month of, the start and end dates, as well as all weeks and months between the start and end dates. The *logs* will only show the specified time span.

Creating a Custom Report

1. On the **Decoders** tab, select the desired EAS encoder/decoder (in the **Encoder/Decoder List** group).
2. If you need to make changes in the **Monitoring Sources** group, record or remember the current settings then make the changes.
3. Click the **Reports** tab. If you need to make changes, record or remember the current settings then make the changes.

Encoder/Decoder list

Franklin IN Headend
Marion County EASyPLUS
Marion Hub
Trilithic Indiana

Marion County EASyPLUS

Encoder/Decoder Decoder Only

Encoder/Decoder contact information

IP: 192.168.0.57 Port: 59911

+ Add Delete

Generate custom reports for Marion County EASyPLUS

EAS Logs From

Discrepancies Monday, July 06, 2009

Marked up Calendar To

EAS Summary Monday, July 06, 2009

Troubleshooting Tips

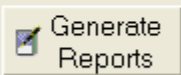
Generate Reports

4. In the **Generate Custom Reports** group, set the **From** and **To** dates, then click the **Generate Reports** button.
5. Under the **Decoders** tab, restore the **Monitoring Sources** settings if you changed them in *Steps 2 and 3*. Under the **Reports** tab, restore the settings if you changed them in *Steps 2 and 3*.
6. You may access the reports you just created by clicking the **Report Output** tab, followed by the **Admin** sub-tab, then the **Open Custom Reports Directory** button.

Reports to Generate

1. **EAS Logs** - Generate a log of EAS activations. This is the log that the FCC requires.
2. **Discrepancies** - Generate a report of failures that are not compliant with FCC regulations.
3. **Marked Up Calendar** - Compliance Assistant will create a JPG image of the calendar month, for the month in which the report was created. The calendar will contain the totals for the weekly and monthly tests, as well as other activations that have been received and transmitted. Totals for each test, transmission and receipt total will be displayed in the corresponding day's calendar square. The calendar is automatically generated when reports are generated.
4. **EAS Summary** - Generate a report that includes the items enabled **Report Options** group.
5. **Troubleshooting Tips** - Generate a report with procedures that can be used to troubleshoot detected failures.

Generate custom reports for Marion County EASyPLUS

<input checked="" type="checkbox"/> EAS Logs	From	Monday , July 06, 2009	
<input checked="" type="checkbox"/> Discrepancies	To	Monday , July 06, 2009	
<input checked="" type="checkbox"/> Marked up Calendar			
<input checked="" type="checkbox"/> EAS Summary			
<input checked="" type="checkbox"/> Troubleshooting Tips			

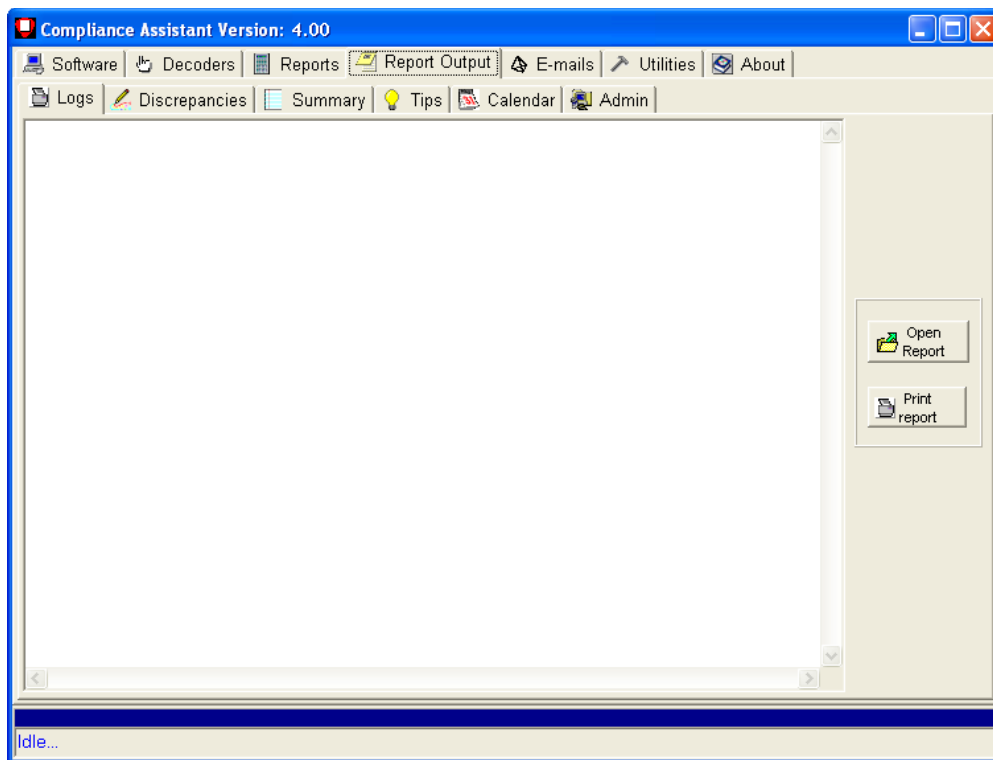
Chapter 7

The Report Output Tab

Overview

The first, and perhaps most convenient method to view or edit logs or reports is to open the folder they are located in and double-click the file for the desired report. The second method, limited to viewing (not editing), is to open the report via the **Report Output** tab of Compliance Assistant.

Compliance Assistant is designed to provide a means to disseminate EAS logs and troubleshooting instructions to the personnel responsible for records and maintenance of the EAS system. These reports may be accessed via the **Report Output** tab of Compliance Assistant. The reports are structured so that minimal involvement from the system administrator is necessary, while still allowing direct access to the reports created by Compliance Assistant.



1. **Logs** - This tab displays the log of EAS receipts and activations for the last encoder/decoder that had been processed.
2. **Discrepancies** - This tab displays a report of detected problems that are in clear violation of FCC regulations. These discrepancies require investigation and correction. The steps taken to correct the problem should be added to the formal EAS log for FCC inspection. The report applies to the last encoder/decoder that had been processed.

3. **Summary** - This tab displays the total amount of weekly test, monthly test, and other activations on a per-channel basis. The report applies to the last encoder/decoder that had been processed.
4. **Tips** - This tab displays information regarding common causes of any problems discovered by Compliance Assistant for the last encoder/decoder that had been processed.
5. **Calendar** - Shows a calendar for the last report month to have been processed. This calendar contains day-by-day totals for weekly tests, monthly tests, and other activations that had been received or transmitted.
6. **Admin** - This report provides information about the Compliance Assistant program itself. Its most important function is to warn the administrator when the program was unable to retrieve EAS logs and generate reports for an encoder/decoder.



NOTE

Most of the Report Output sub-tabs contain an associated Print button. Printing from Compliance Assistant always selects the Windows default printer.



NOTE

Most of the Report Output sub-tabs contain an Open Report button. This button opens a file dialog which only shows the files for the encoder/decoder selected on the Decoders tab.

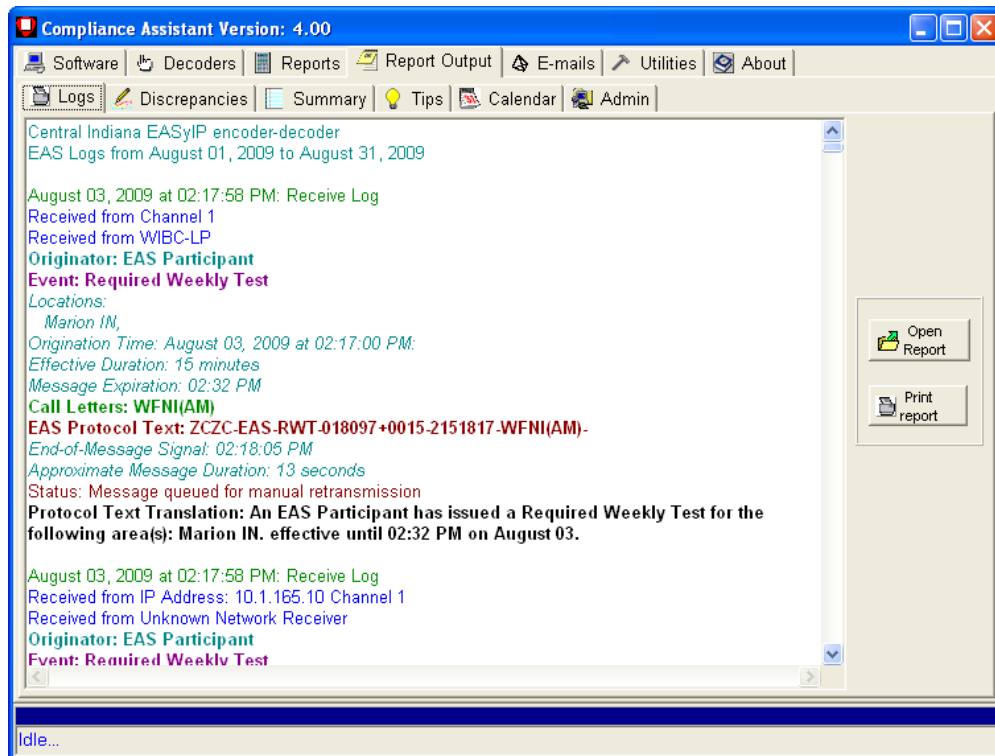


NOTE

If the report to be viewed is a custom report, first click the Admin tab, then click the Open Custom Reports Directory button.

Logs (sub-tab)

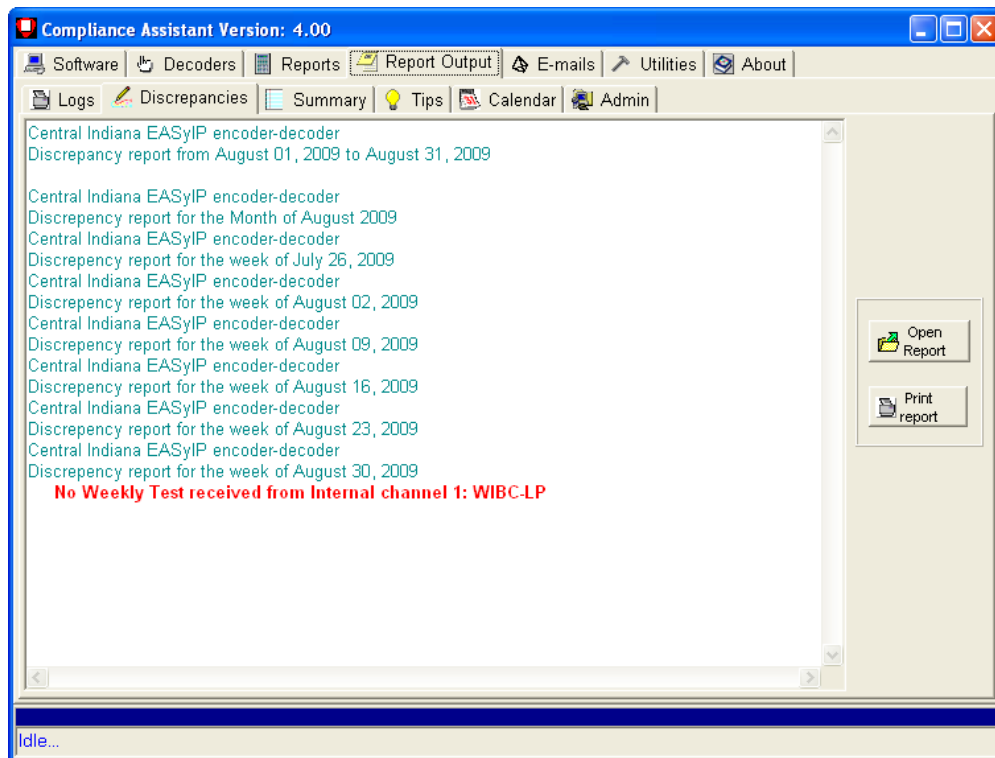
A detailed display of the FCC-mandated logs generated by the EAS encoder/decoder is displayed under the **Report Output** tab, **Logs** sub-tab. All messages that the EAS encoder/decoders have transmitted or received are displayed.



Discrepancies (sub-tab)

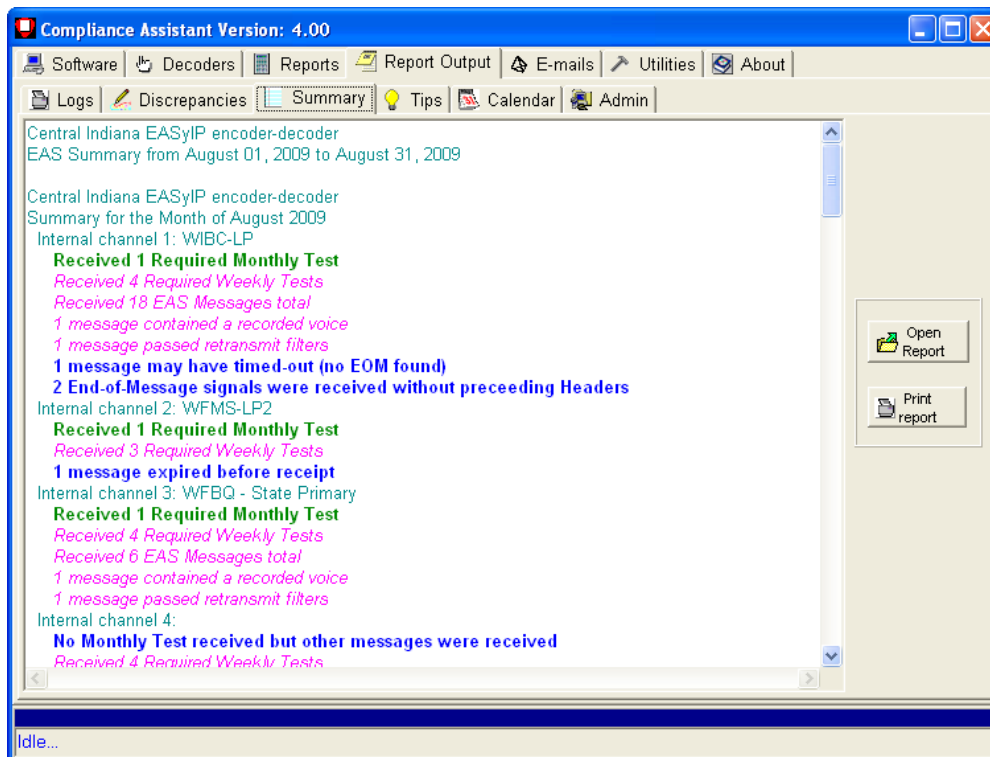
Under the **Report Output** tab, **Discrepancies** sub-tab, a list of EAS failures is displayed. The cause of the failure must be investigated. The documented failures are problems that are clearly not compliant with FCC regulations. A failure can be the result of:

1. A monitored channel did not receive a required weekly test.
2. The encoder/decoder did not transmit an EAS message.
3. The encoder/decoder did not receive and retransmit a required monthly test, or another EAS message with attention tone and voice message in lieu of the required monthly test.



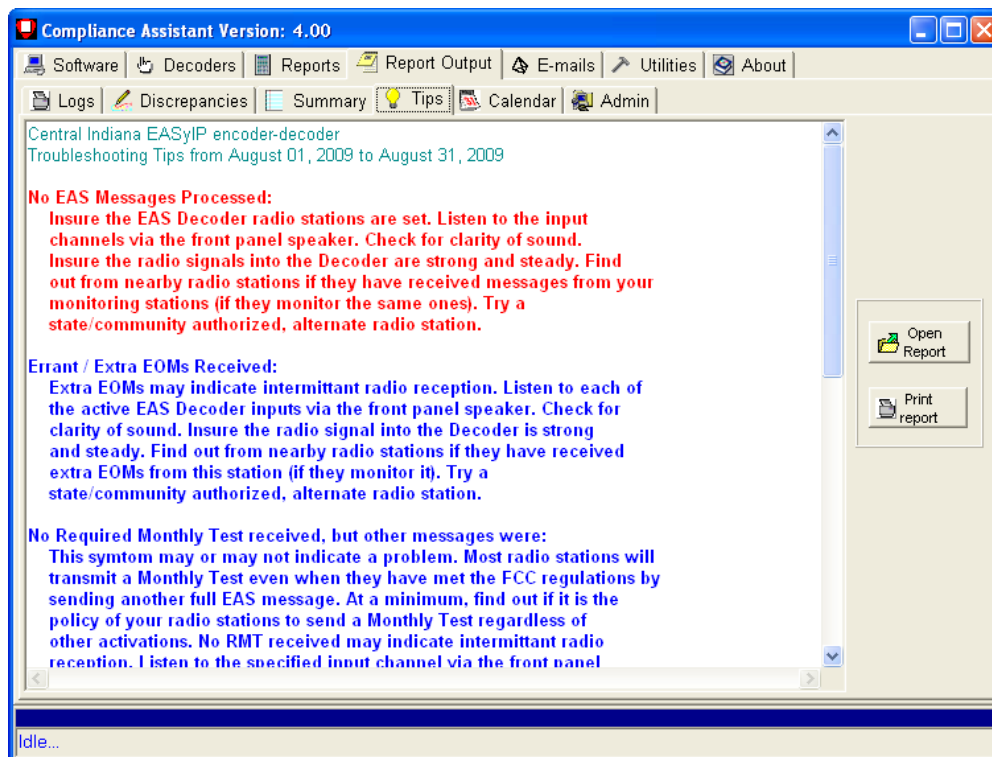
Summary (sub-tab)

The Summary tab displays the total amount of weekly tests, monthly tests, and other activations for each channel processed by the encoder/decoder, as well as totals for EAS activity that may indicate problems (such as receiving end-of-message signals without an EAS message).



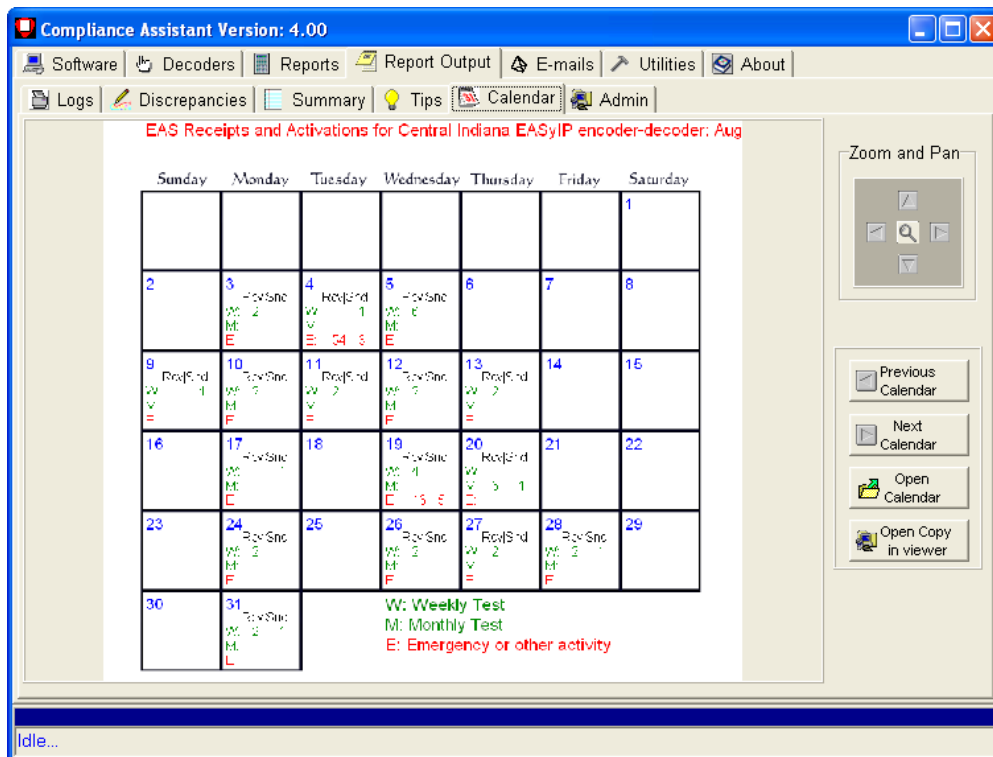
Tips (sub-tab)

In the event of an EAS failure, Compliance Assistant will suggest the most common reason for the failure, and will outline the troubleshooting steps necessary to correct the failure. Troubleshooting tips are accessed under the **Report Output** tab, **Tips** sub-tab. Troubleshooting tips are especially useful in training personnel in maintaining the EAS system.



Calendar (sub-tab)

1. A custom report may have several monthly calendars associated with it. To toggle through these calendars, use the **Previous Calendar** and **Next Calendar** buttons. This function will only work immediately after creating custom reports.
2. To view or edit a calendar image, click the **Open Copy in Viewer** button. This will copy the calendar to a temporary file and open the file in the default Windows image viewer.
3. To make the calendar more readable, you may need to zoom in on the image. Click the **Magnifying Glass** button in the **Zoom and Pan** group. This will display the calendar in its native resolution. Click on the calendar and drag the image to view different areas of the zoomed calendar. You may also use the **arrow keys** in the **Zoom and Pan** group.

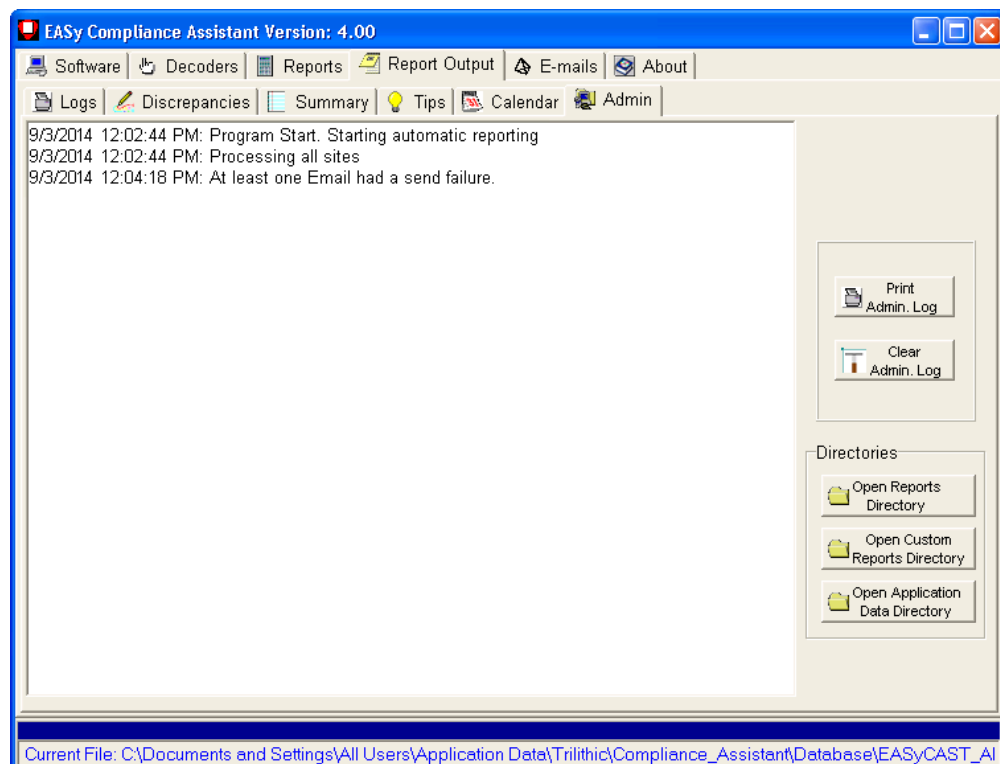


Admin (sub-tab)

The administrative report is located on the **Report Output** tab, **Admin** sub-tab. The administrative report is automatically loaded upon starting Compliance Assistant, and it is automatically saved when Compliance Assistant is closed.

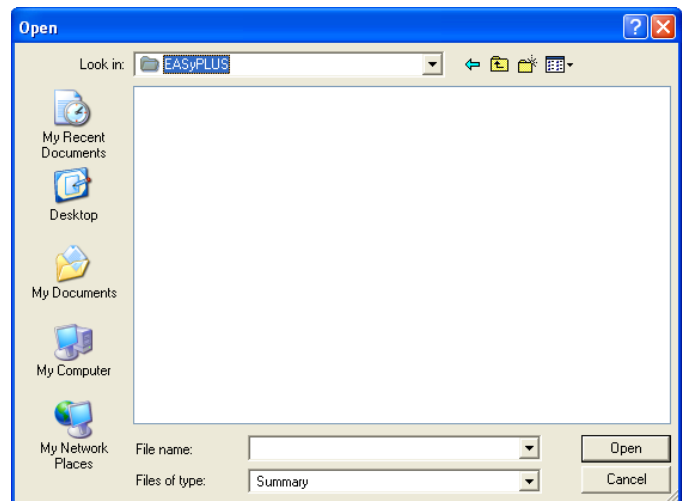
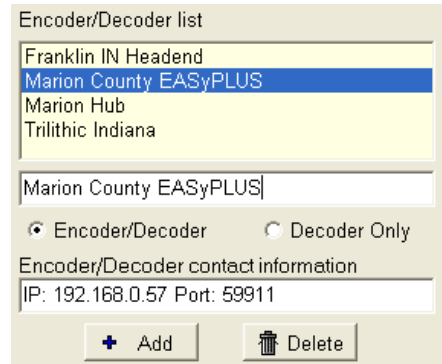


The system administrator should periodically examine the administrative report, as it contains important software performance information.



Viewing the Reports for a Single System

1. To view the reports for a particular EAS encoder/decoder, select the EAS encoder/decoder from the **Decoders** tab, **Encoder/Decoder List**.
2. Click the **Report Output** tab.
3. Click the desired sub-tab (**Logs**, **Discrepancies**, **Summary**, **Tips**, or **Calendar**).
4. Click the **Open Report** button. The dialog box will show a list of reports for the selected system, of the type indicated by the sub-tab you have chosen (in this case, the **Summary** reports will be displayed, as the **Summary** sub-tab was selected).
5. Select the desired report from the list, then click the **Open** button.



Deleting Reports

The reports generated by Compliance Assistant may consume a substantial amount of file storage space on the host computer's hard drive. After confirming that everyone who must receive the reports has indeed received them, the Compliance Assistant administrator should delete the reports from the host computer's hard drive.

Archived Reports

1. **Open Reports Directory** - Opens the folder used to store the automatically-generated Compliance Assistant reports.
2. **Open Custom Reports Directory** - Opens the reports sub-folder that is reserved for manually-generated reports.
3. **Open Application Data Directory** - Opens the folder used for application data and configuration.



Chapter 8

The E-mails Tab

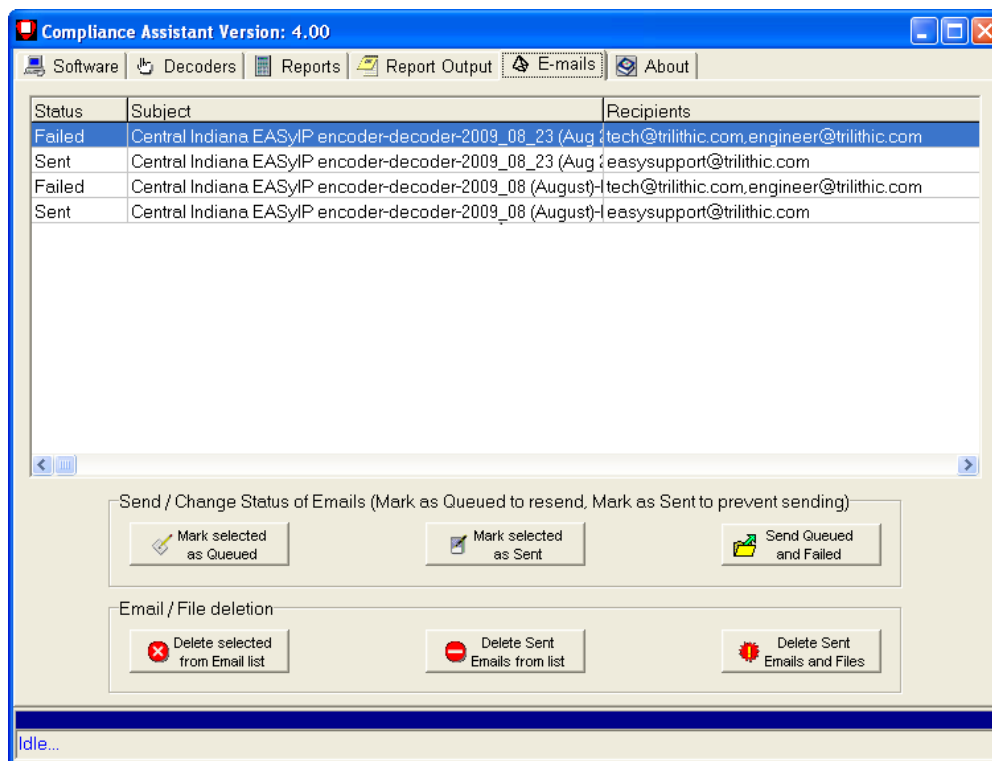
Overview

Compliance Assistant queues and sends e-mail messages during its automated processes. It uses a list similar to the outbox on many other e-mail clients. As Compliance Assistant downloads logs and creates reports, it adds the reports to the e-mail distribution list and marks them as “queued.” If the **Email Immediately** option is enabled (as selected on the **Software** tab), Compliance Assistant attempts to send the e-mail message and its attachments as soon as the e-mail message is queued.

Status - E-mail messages marked as **Queued** have not yet been sent. Messages marked as **Sent** have been successfully sent to the e-mail server, but may not have reached their addressee(s).

Send or Change the Status of E-mails - Status of selected e-mail messages can be changed to manage whether they will be sent, queued to re-send, or manually resent.

E-mail and File Deletion - Deletes e-mail messages created by Compliance Assistant.



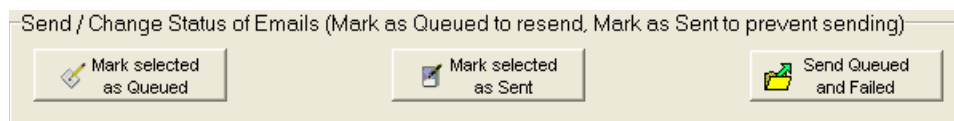
Confirming E-mails

If you're using Compliance Assistant's automated e-mail capability, you should develop a system to confirm the receipt of e-mailed reports. This may be as simple as informing each recipient that they're responsible to call if no reports are received by a certain time, or request that each recipient respond to the e-mail, confirming that they received the report.

Send/Change Status of E-mails

To manually manage e-mail related functions, an e-mail message (or e-mail messages) first must be selected in the message list. The buttons below the message list are used to execute commands relating to the selected message(s) in the message list. The button functionality is as follows:

1. **Mark Selected as Queued** - Mark the selected e-mail message(s) for retransmission. Use this button in conjunction with the **Send Queued and Failed** button to send e-mail messages that did not reach their intended recipient.
2. **Mark Selected as Sent** - Mark the selected e-mail message(s) so they will not be sent (the software functions as if the messages have already been sent).
3. **Send Queued and Failed** - Force the software to attempt to re-send any e-mail message that is not marked as **Sent**.



E-mail/File Deletion

4. **Delete Selected from Email List** - Remove selected messages from the “outbox.” This will not delete the report files associated with the e-mail message. The report files should be manually moved or deleted later.
5. **Delete Sent Emails from List** - Remove messages from the list that the software believes were successfully sent. This does not delete the report files associated with each e-mail message. The report files should be manually moved or deleted later.
6. **Delete Sent Emails and Files** - Remove the associated e-mail messages from the “outbox,” and delete the report files from the hard drive. Only click this button if you are certain that the “office” and “technical” recipients have received the e-mailed reports. If the reports attached to a sent e-mail are also needed for a queued or failed e-mail, do not use this feature, as it will delete files that are still needed.

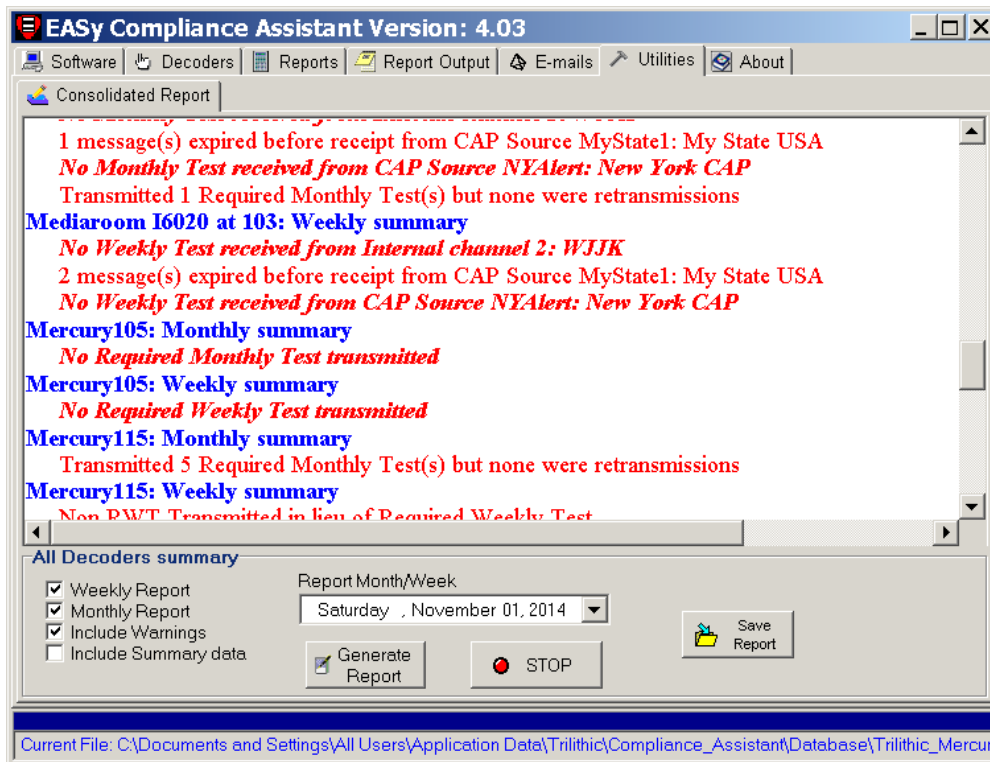


Chapter 9

The Utilities Tab

Overview

The **Utilities** tab provides additional reports and utilities.



Consolidated Report Utility

The Consolidated Report Utility allows the administrator of Compliance Assistant to generate a report for all of the EAS Encoder/Decoders configured on the Decoders tab. The report focuses on problems that need to be fixed, but may optionally include Summary information such as all messages received in a given week or month.

- **Weekly Report** - Check one complete week and analyze for Weekly Test errors.
- **Monthly Report** - Check one complete month and analyze for Monthly Test errors.
- **Include Warnings** - Include information that indicates potential problems that are not failures to meet regulations.
- **Include Summary Data** - Include message and test totals in the report.
- **Report Month/Week** - Select a day within the desired week and month for the report analyses. The report will span one calendar week and/or one calendar month.
- **Include Summary Data** - Include message and test totals in the report.
- **Generate Report button** - Start the report creation process.
- **Stop button** - Abort the report creation process.
- **Save Report button** - Save the consolidated report. If the report is not saved it will be lost when Compliance Assistant is closed.

Generating a Consolidated Report

1. Select a day within the desired week and/or month for the report.
2. Choose whether Monthly analyses, Weekly analyses, or both will be performed.
3. Choose whether Warnings and Summary data are to be included in the report. Errors are always included.
4. Press the **Generate Report** button to create the report.

The Consolidated Report uses the following user selected fonts:

- Headings and Titles: As selected on the Reports tab for the Report Titles checkbox.
- Errors: As selected on the Reports tab for the Missing Tests checkbox.
- Warnings: As selected on the Reports tab for the General Warnings checkbox.
- Summary Data: As selected on the Reports tab for the Message Totals checkbox.

Chapter 10

The About Tab

Overview

The **About** tab provides general information about Compliance Assistant.



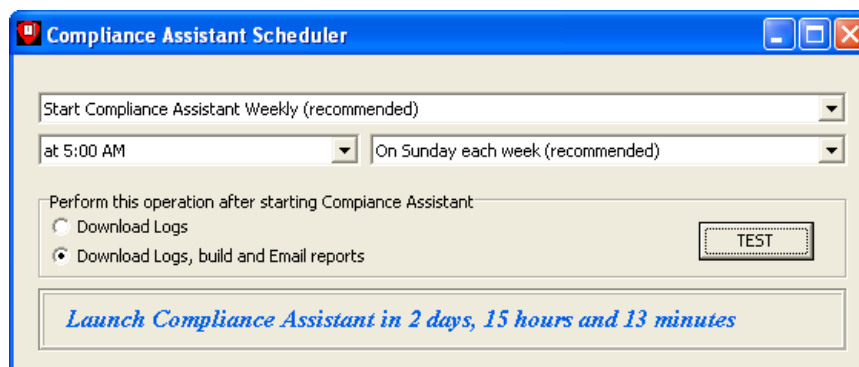
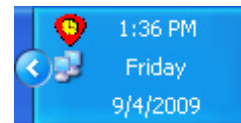
Compliance Assistant Scheduler

Overview

The Compliance Assistant Scheduler application is used to start Compliance Assistant for automatic retrieval of logs and e-mailing of reports. The frequency with which Compliance Assistant starts, the time at which it starts, and the tasks it performs can be configured through the Scheduler application.

The scheduler starts when the PC is booted. If the icon does not appear in the system tray, click the Windows **Start** button; click the **All Programs** program group; click the **Trilithic** program group; click the **Assistant** group; then click the **Compliance Assistant Scheduler** program.

To open the scheduler, right-click the **Scheduler** icon in the system tray, then click **Open Scheduler** in the pop-up menu. The Compliance Assistant Scheduler window will open.



From the first pull-down list, select the frequency with which Compliance Assistant will be started (the frequency with which reports and EAS logs will be generated). It is only necessary to start Compliance Assistant once per week, although some users may desire to start the program daily for log retrieval.

Use the second pull-down menu to select the time that Compliance Assistant will run. It is important that this time is after midnight in all time zones in which EAS encoder/decoders are being monitored.

From the third pull-down menu, select the day on which the Compliance Assistant will run.



NOTE

The scheduled day and time should be set so that all encoder/decoders (even those located in a time zone other than that in which Compliance Assistant is installed) have completed the calendar week. The week concludes at midnight on Saturday night.

Select the radio button which corresponds to the preferred operation that Compliance Assistant will perform.

Download Logs - Compliance Assistant will contact each encoder/decoder and download the logs, but will generate reports. This is useful if the sole purpose is to safely archive logs or if reports will be manually generated later.

Download Logs, Build and E-mail Reports - Compliance Assistant will download EAS logs, generate reports for each encoder/decoder, and distribute them to the e-mail addresses entered for each of the encoder/decoders.

Chapter 12

Sample Reports

Monthly Report with Errors

The following example shows a **monthly discrepancy report** in which failures have occurred. The FCC requires that such failures be documented, and records kept indicating what was done to correct the problem.

File name: Central Indiana EASyIP encoder-decoder_2009-09-01--2009-09-30_Errors.rtf
Type: Monthly EAS Errors

Central Indiana EASyIP

Discrepancy report for the Month of September 2009

**No Required Monthly Test received from Internal channel 4: KEC-74
(Indy/Cumberland 162.550 NWS)**

**No Required Monthly Test received from Network Receiver 10.1.165.20 Chan 2:
Redundant KEC-74 (162.550 NWS)**

No Required Monthly Test transmitted

Monthly Report with Warnings, but No Errors

The following example shows a **monthly summary report** in which a failure has not occurred, however potential problems were discovered.

File name: Central Indiana EASyIP encoder-decoder_2009-06-01--2009-06-30_Summary.rtf

Type: Monthly EAS Summary

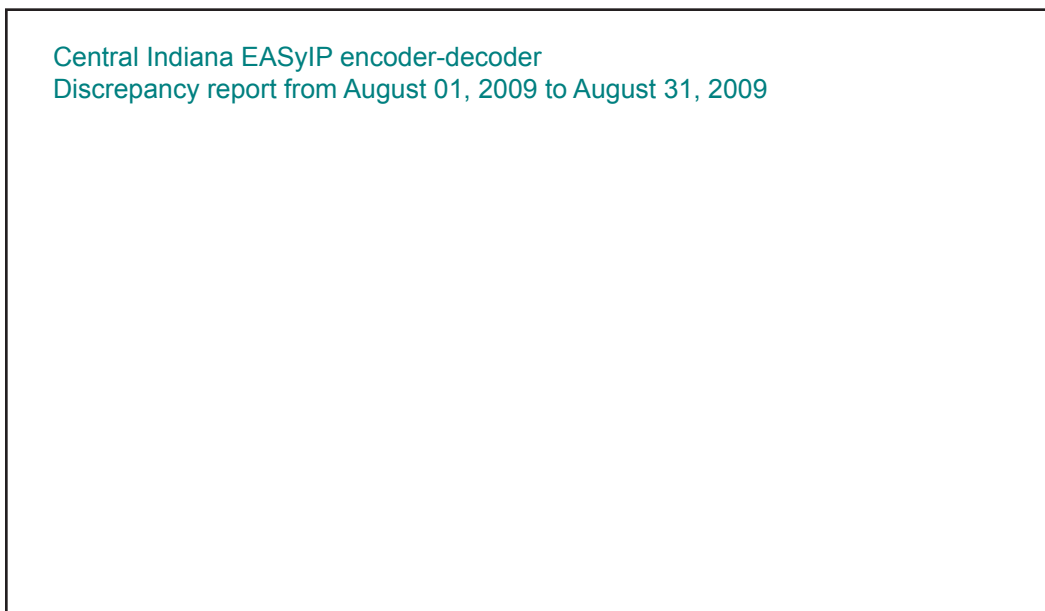
Central Indiana EASyIP encoder-decoder
Summary for the Month of June 2009
Internal channel 1: WIBC-LP
No Monthly Test received but other messages were received
Received 4 Required Weekly Tests
Received 7 EAS Messages total
4 End-of-Message signals were received without preceding Headers
Internal channel 2: WFMS-LP2
Received 1 Required Monthly Test
Received 2 Required Weekly Tests
Received 4 EAS Messages total
Internal channel 3: WFBQ - State Primary
Received 1 Required Monthly Test
Received 2 Required Weekly Tests
Received 4 EAS Messages total
1 message passed retransmit filters
Internal channel 4:
No Monthly Test received but other messages were received
Received 3 Required Weekly Tests
Received 18 EAS Messages total
8 messages contained a recorded voice
8 messages passed retransmit filters
Network Receiver 10.1.165.20 Chan 2: KEC74 - National Weather Service
Received 13 Required Monthly Tests
Received 3 Required Weekly Tests
Received 28 EAS Messages total
1 message contained a recorded voice
11 messages passed retransmit filters

Monthly Report with No Errors

The following example shows a monthly report in which no failure had occurred.

File name: Central Indiana EASyIP encoder-decoder_2009-08-01--2009-08-31_Errors.rtf

Type: Monthly EAS Report



File name: Central Indiana EASyIP encoder-decoder_2009-08 (August).jpg
 Type: Monthly EAS Calendar

EAS Receipts and Activations for Central Indiana EASyIP encoder-decoder: Aug

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
						1
2	3 Rcv Snd W: 2 M: E:	4 Rcv Snd W: 1 M: E: 54 3	5 Rcv Snd W: 6 M: E:	6	7	8
9 Rcv Snd W: 1 M: E:	10 Rcv Snd W: 2 M: E:	11 Rcv Snd W: 2 M: E:	12 Rcv Snd W: 2 M: E:	13 Rcv Snd W: 2 M: E:	14	15
16	17 Rcv Snd W: 1 M: E:	18	19 Rcv Snd W: 4 M: E: 16 5	20 Rcv Snd W: M: 6 1 E:	21	22
23	24 Rcv Snd W: 2 M: E:	25	26 Rcv Snd W: 2 M: E:	27 Rcv Snd W: 2 M: E:	28 Rcv Snd W: 2 1 M: E:	29
30	31 Rcv Snd W: 2 1 M: E:	W: Weekly Test M: Monthly Test E: Emergency or other activity				

Limited Warranty

For the latest warranty information, visit

<https://www.viavisolutions.com/literature/viavi-solutions-inc-general-terms-en.pdf>



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English

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