



REPORT FEATURES FOR VERSION 3.+

'Php Web Based Timesheet, And Project Tracking Software'
By: Creative-Dr Sdn. Bhd.

5. REPORTS.....	3
5.1 LISTING PROJECT REPORTS	3
5.2 STANDARD REPORT CONFIGURATION	4
5.3 DETAILED REPORT CONFIGURATION.....	4
5.4 REPORT RESULT.....	5
5.5 EXPORTING REPORT RESULT	5
5.6 EMAILING REPORT RESULT.....	6
5.7 SAVING REPORT CONFIGURATION	7
5.8 SHARING REPORT CONFIGURATION	7
5.9 LISTING SAVED REPORTS	8
5.10 LISTING SHARED REPORTS.....	9
5.11 REPORT UPDATES	9

5. Reports

Click the “REPORT” icon at the top menu to access the REPORT Module.



Figure 1: Report Top Menu

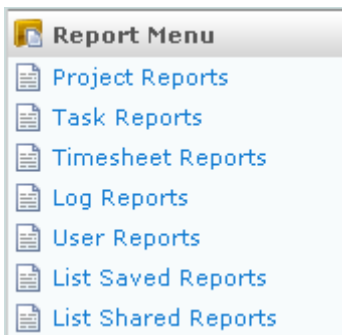
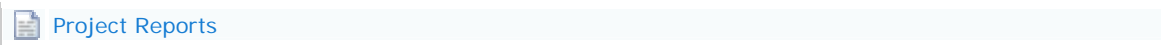


Figure 2: Report Left Side Menu

5.1 Listing Project Reports





Click the “ Available Reports” Tab to list all available Project Reports.

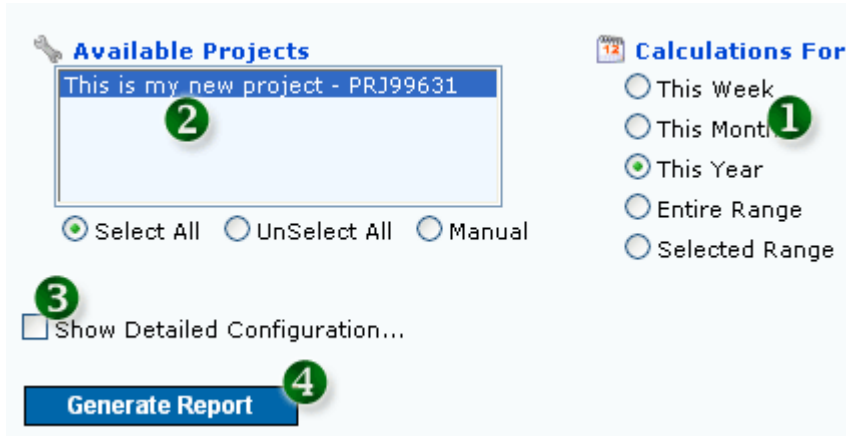


Figure 3: List Project Reports

All available Project Reports will be listed in this page. Just Click on the Report Name Link to access the report

5.2 Standard Report Configuration

Click the " Configuration" Tab to access Standard Report Configuration.



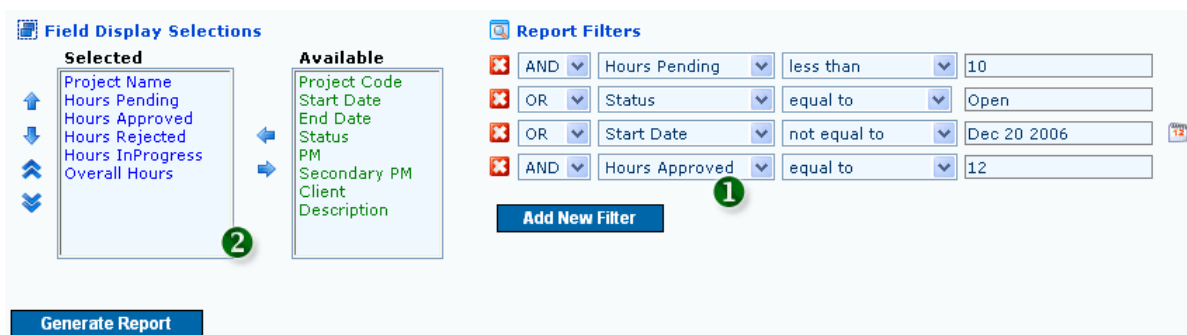
The interface for Standard Report Configuration. It includes a section for 'Available Projects' with a list box containing 'This is my new project - PRJ99631' (labeled 2). Below the list are radio buttons for 'Select All' (selected), 'UnSelect All', and 'Manual'. To the right, the 'Calculations For' section has radio buttons for 'This Week', 'This Month', 'This Year' (selected, labeled 1), 'Entire Range', and 'Selected Range'. Below these is a checkbox for 'Show Detailed Configuration...' (labeled 3). At the bottom is a 'Generate Report' button (labeled 4).

Figure 4: Standard Report Configuration

1. **SELECT DATE RANGE FOR HOURS CHARGED**
2. **SELECT PROJECT(S):** Press CTRL and select Projects for Multiple selection
3. **SHOW MORE CONFIGURATION OPTIONS:** Check the box for Detailed Report Configuration
4. **CLICK BUTTON TO GENERATE REPORT:** Generate Report based on Standard Configuration

5.3 Detailed Report Configuration

Check the "Show Detailed Configuration" (Refer Figure 51) to access Detailed Report Configuration.



The interface for Detailed Report Configuration. It features a 'Field Display Selections' section with 'Selected' and 'Available' lists. The 'Selected' list contains 'Project Name', 'Hours Pending', 'Hours Approved', 'Hours Rejected', 'Hours InProgress', and 'Overall Hours' (labeled 2). The 'Available' list contains 'Project Code', 'Start Date', 'End Date', 'Status', 'PM', 'Secondary PM', 'Client', and 'Description'. To the right is the 'Report Filters' section (labeled 1) with four filter rows: 'Hours Pending' less than 10, 'Status' equal to Open, 'Start Date' not equal to Dec 20 2006, and 'Hours Approved' equal to 12. Below the filters is an 'Add New Filter' button. At the bottom is a 'Generate Report' button.

Figure 5: Detailed Report Configuration

1. **REPORT FILTERS:** Select unlimited filters for the report
2. **FIELD DISPLAY SELECTIONS:** Select relevant fields for the report output and arrange the order of appearance. At least one field must be selected (Mandatory)

5.4 Report Result

Click the " **Generate Report** " Button to Generate Report and Display Report Result.

Report Results

FILTERS

- Date Range: This Month (01-December-2006 to 31-December-2006)
- AND StartDate < Dec 7 2006 **1**
- AND EndDate < Dec 28 2006

Project Name	Hours Pending	Hours Approved	Hours Rejected	Hours InProgress	Overall Hours
This is my new project	0.00	40.00	0.00	104.00	88.00
	0.00	40.00	0.00	104.00	88.00

2

3

Figure 6: Report Result

1. FILTERS SELECTED DURING CONFIGURATION
2. SORTABLE FIELDS
3. GRAND TOTAL

5.5 Exporting Report Result

Click the " **Export** " Tab to Access Export Options.

Export Options

Report Title: **1**

☒ Printer

☐ CSV **2**

☐ Microsoft Word

☐ Microsoft Excel

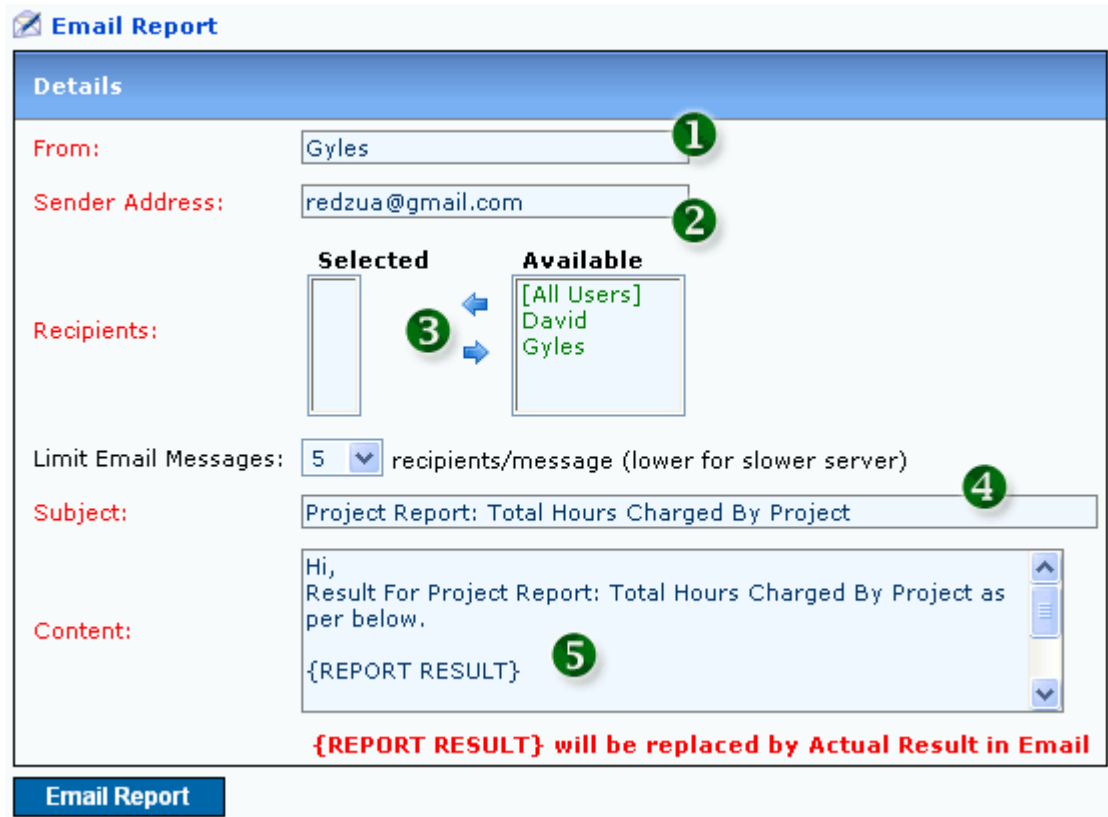
Export Report

Figure 7: Report Result Export Options

1. **TITLE FOR THE EXPORT:** Report Title that will be displayed in the Exported Result
2. **EXPORTING FILE FORMAT**

5.6 Emailing Report Result

Click the "  Email " Tab to Email Report Result.



The screenshot shows the 'Email Report' form with the following fields and callouts:

- 1** From: Gyles
- 2** Sender Address: redzua@gmail.com
- 3** Recipients: Selected (empty list) and Available ([All Users], David, Gyles)
- 4** Limit Email Messages: 5 recipients/message (lower for slower server)
- 4** Subject: Project Report: Total Hours Charged By Project
- 5** Content: Hi, Result For Project Report: Total Hours Charged By Project as per below. {REPORT RESULT}

{REPORT RESULT} will be replaced by Actual Result in Email

Email Report

Figure 8: Emailing Report Result

1. **FROM:** Email From (Mandatory)
2. **SENDER ADDRESS:** Email Address of Sender (Mandatory)
3. **RECIPIENTS:** Recipients of the email (Mandatory)
4. **SUBJECT:** Email Subject (Mandatory)
5. **CONTENT:** Email Content (Mandatory). DO NOT REMOVE **{REPORT RESULT}** AS THIS VALUE WILL BE REPLACED WITH ACTUAL REPORT RESULT DURING EMAIL SENDING

5.7 Saving Report Configuration

Click the "Options" Tab to access Report Configuration Options. All current report configuration can be saved for later use. This saved configuration will appear in your "List Saved Reports" menu.

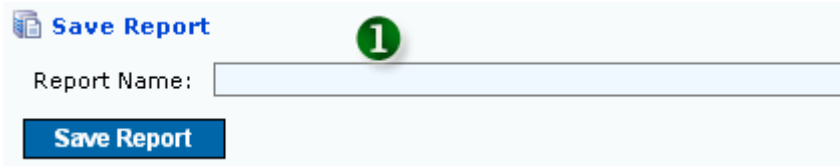


Figure 9: Saving Report Configuration

1. SAVED REPORT NAME

5.8 Sharing Report Configuration

Click the "Options" Tab to access Report Configuration Options. All current report configuration can be shared with other users. This shared configuration will appear in the user's "List Shared Reports" menu.

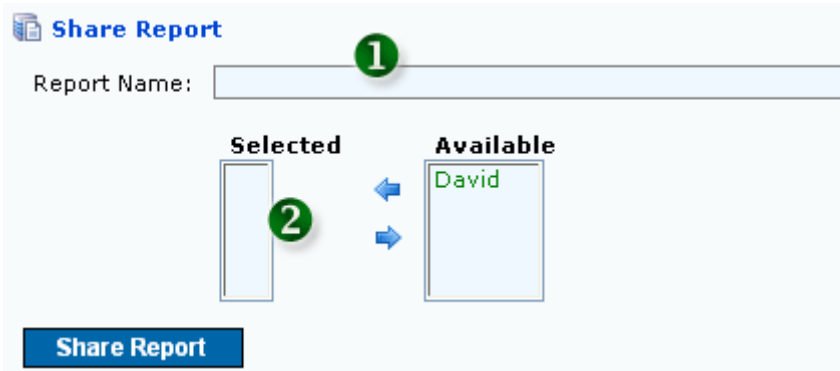


Figure 10: Sharing Report Configuration

1. SHARED REPORT NAME
2. USERS TO SHARE REPORT TO

5.9 Listing Saved Reports

 List Saved Reports

Click the " Saved Reports List" Tab to access Saved Reports.

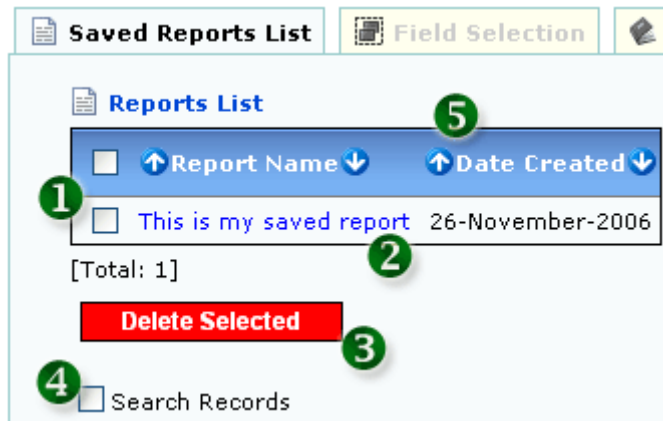


Figure 11: Listing Shared Reports

1. CHECK AND CLICK "DELETE SELECTED" TO DELETE RECORD
2. CLICK LINK TO GO TO SAVED REPORT
3. DELETE RECORD
4. CHECK TO SEARCH RECORDS
5. SORTABLE FIELDS

5.10 Listing Shared Reports

 [List Shared Reports](#)

Click the " Shared Reports List" Tab to access Shared Reports.



Figure 12: Listing Shared Reports

1. CHECK AND CLICK "DELETE SELECTED" TO DELETE RECORD
2. CLICK LINK TO GO TO SHARED REPORT
3. DELETE RECORD
4. CHECK TO SEARCH RECORDS
5. SORTABLE FIELDS

5.11 Report Updates

Reports are constantly being added and updated from time to time. Refer to the Help Tab for the most recent information on other reports not mentioned in this Manual.