

# Project Database Co

Developer of  
ExhibitOffice + ManagEvent

## Reports

There are a lot of standard reports built into the database, if the administrator has given you access to them you can obtain reports by a variety of criteria.

- Company
- Contacts
- Time/Expense
- Projects
- Billing
- Calendar

There are a large number of standard reports as shown, in addition you are able to create and save Custom Reports. You can determine who will see the Custom Reports you have created

The screenshot displays the 'PDC\_Reports' application window. The interface includes a top navigation bar with icons for Company, Contacts, Time/Exp, Projects, Billing, Calendar, and Reports. Below this is a 'Reports' section with tabs for Company, Contacts, Time/Expense, Projects, Billing, and Calendar. The 'Standard Reports' list includes: Budget Hours Report, Budget vs Actual, Budget vs Invoiced, Document List, Drawing Register, Email List, Financial, Master Project Checklists, Master RFP Checklists, and Note List. The 'Custom Reports' section shows a 'Standard' report named 'Tenders'. The main content area displays the 'Document List' report details, including a 'Document List' section with a description, 'Display Details' with sorting options (Contact, Project No, Project Name) and report type options (List, 3 Thumbnail, 12 Thumbnail, 18 Thumbnail), and 'Optional Search Criteria' with input fields for Client, Project, Project Status, Doc Type, Doc Title, and Doc Description. There are 'Save Report' and 'Run Report' buttons at the bottom. Two arrows point from the text labels 'Standard Reports' and 'Custom Reports' to their respective sections in the interface.

If there is a report you would like and it is not available if the data is in the database a report can be produced.

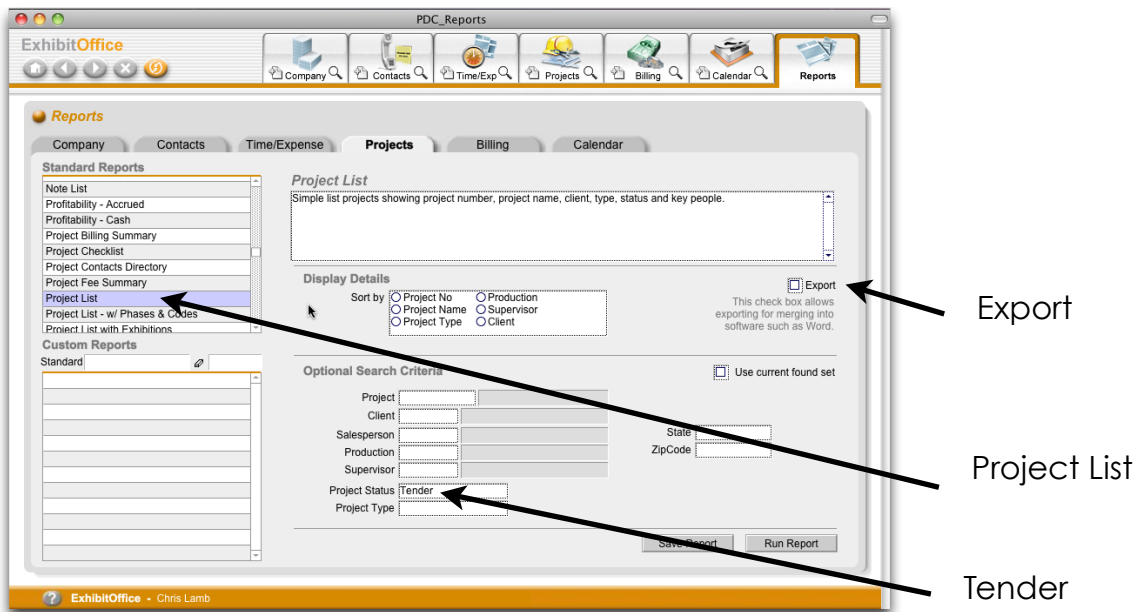
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To produce a report the procedure is:

Choose the report you want, then select the criteria you would like to add to the standard report.

In this example we will pull up a report on all Projects in the system that are under the category of Tender



Once you have selected the criteria you want the report created under click "Run Report" You will be taken to this screen

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Project List

Project	Type	Status	Supervisor	Production	Client
JN01335	Installation of ADMA	Reinstall	Tender	No Production	Matt Sawyer
JN01361	The Small Gift Stand	New Exhibit	Tender	No Production	Juan Gil
JN01363	Goodman Fielder New Exhibit	New Exhibit	Tender	No Production	Jane Fielder
JN01365	Test Company Christmas Show	New Exhibit	Tender	No Production	Ju Ford
JN01368	Matts Kitchen	Reinstallation	Tender	No Production	Matt Sawyer
JN01370	Gift Co - POG Job	Point of Sale	Tender	No Production	John Jones
JN01371	The Gift Company Storage Job		Tender	No Production	Juan Gil
JN01373	The New Exhibit Construction Copy	Stand Build	Tender	No Production	Ju Ford
JN01374	4x4 Production Project	Reinstallation	Tender	No Production	Michael McAister
JN01375	Test Co - Christmas Show 2009	Reinstallation	Tender	No Production	Ju Ford
JN01376	Parasite - Sydney Motor Show 2010	New Exhibit	Tender	No Production	John Weiner
JN01377	Gift Company Storage Job		Tender	No Production	Juan Gil

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In order to print this report click "Continue" and you will be taken to you normal print screen.

You cannot click on a line item to go to it as this is a report only.

Export to Excel or Word

Some reports have an Export button on the screen, if you click on this and click run report you will be able to export data in a variety of formats as shown here.

