



Welcome to the DATA-MAXX family of customers. With this manual and our available technical staff, you will learn how to fully implement your DATA-MAXX DAILY REPORT system. If you need additional technical support beyond this manual, please contact our support group at 1-888-995-0184 or log your issue on www.data-maxx.com/net/support.htm. You can use our automated support system to log and track your technical issues.

Let's begin your first steps to automated data collection!

Section I

Installation and Setup:

1: Overview

The DATA-MAXX Daily Report data collection system manages data collection in remote and stationary environments.

While DATA-MAXX was designed to run effortlessly under Microsoft Windows this manual does not provide the user with training to run Microsoft Windows. Refer to the MS Windows tutorials located in the MS Windows help menu and the manuals that came with the Windows program for more information. Proficiency with Windows enhances your productive use of Daily Report.

There are many ways to approach learning Daily Report. It is suggested that you read through this manual, then practice going through all the functions of the program with some trial data. Delete the trial data before going live with your payroll system.

Your ongoing business is appreciated. Please do not hesitate to call or write with comments or desires. We will continue to provide more features based on requests.

The Daily Report Data Collection Process

The DATA-MAXX Daily Report system has three main components that work together and play the role of collecting, storing, processing and using data.



1. Setup the system. Configure your Daily Report system for your users and for the prompts you want to ask them for when inputting information. Choose settings for use with digital signature, email notification, choose tabs to turn on and customize labels, choose headers (columns) to display on labor screen, input weather choices, and
2. Choose the data file and means by which Daily Report transmits it's data to the DATAMAXX system.
3. Train users on the input once their system has been configured. Start collecting data by having your employees input their job daily reports.

View, edit, report and export the data with the DATA-MAXX database software. See manual on DATAMAXX for information on how to process, edit and report on the data once it has been transmitted from Daily Report.

Requirements for Operating Daily Report

Hardware/ Software Required:

Microsoft Windows XP or higher
1GHz Processor or Higher
1 GIG of RAM
100 Meg of free Hard drive space

Recommended:

Microsoft Windows XP Professional or [higher](#)~~Newer OS~~
2.5 GHz Processor
1 GIG of RAM
300 Meg of free Hard drive space

The DATAMAXX Daily Report software can also be installed on Terminal Server or Citrix Server to support multiple or remote users and connections.

Optional Hardware

Daily Report can utilize the following hardware available through DATAMAXX that support clock in/out and after the fact allocation from Daily Report:



Biometric Wall Clocks
Biometric Hand Punches
Cell Phones
Blackberry
PDAs (regular PDAs, rugged PDAs and PDA Smartphones)

These devices can transmit their data to a server, and the Daily Report software can retrieve those punches, allowing the supervisor to allocate the time to specific jobs and tasks.

In addition, Daily Report supports electronic signature with an external signature pad or with Tablet PC. The signature pad allows employees to sign their time as reported by their supervisor or collected via a time clock device.

Please consult your DATAMAXX specialist to see how these optional hardware pieces can be used to simplify entry into Daily Report.

2. Getting Started

Getting Started Overview

Getting started with Daily Report is easy. The following check list of activities will insure you have everything set up correctly.

STEP 1

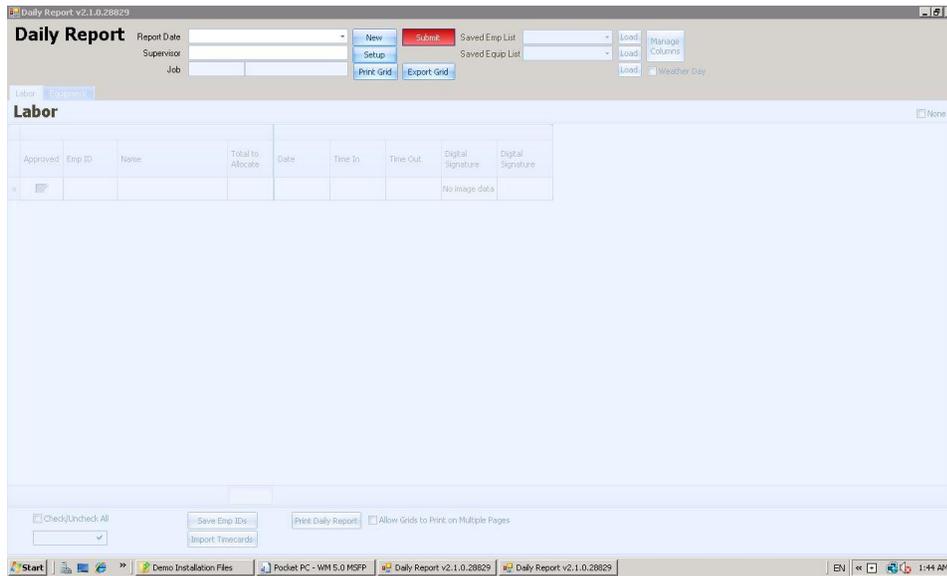
Installing Daily Report

To install Daily Report, run the setup.exe that was given to your company. Follow the instructions on the display.

Once the installation is complete, the setup creates a new application group with the Daily Report icon. Make sure that you are pointing to the correct DATAMAXX database so data will be posted correctly when the user hits the Submit button inside the software. The pointing to the database is done through the dmd.udl file located in the same directory that Daily Report is installed in. Find the dmd.udl file and double click on it. You will see the following screen. A DATAMAXX technical support representative can assist you in determining the type of file connection (Access or SQL) and path to your DATAMAXX database.

Starting Daily Report

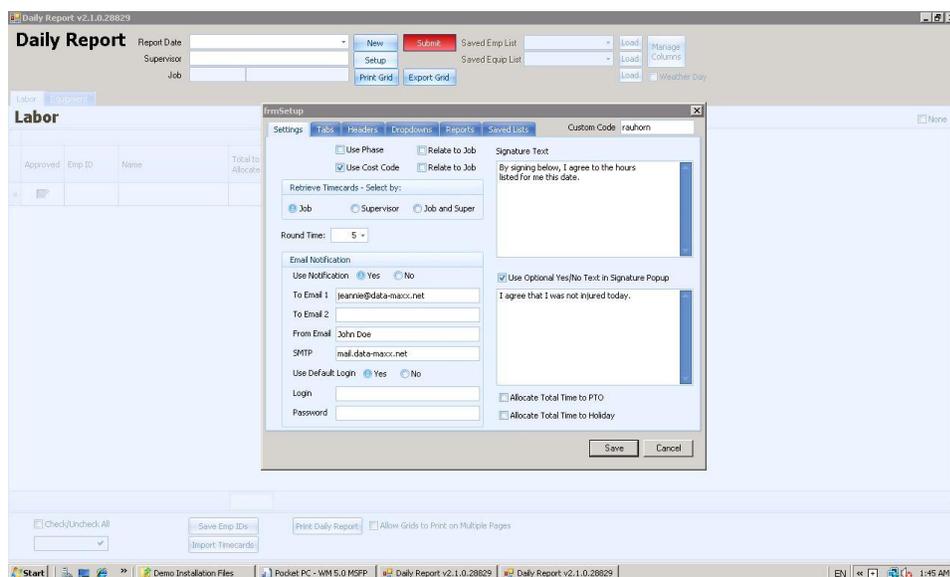
Once you have installed the Daily Report software, and pointed the dmd.udl file to the correct database, you are ready to start the program. When you click on the Daily Report program, you will see the following main screen.



The software first needs to be configured for your users. Click on Setup and enter the administrative login and password, @dm1n.

When you click on any of the tabs in Setup, the system will then jump to that tab and allow you to change the setup of the DAILY REPORT program. To configure the Daily Report program, start with the first tab, General. When done with all configuration steps, click on Save at the bottom of the window. The window will exit and your new configuration will then show on the screen.

SETTINGS – contains general setup functions including whether you will be bringing in data from an external clock device as listed above, custom code (given if we have performed a customization within Daily Report for you individually), and email notification prompts.



Custom Code – If DataMaxx has developed a customization for your particular use, you will be given a custom code to place in the custom code box located in the upper right of the Setup screen.

Use Phase, Use Cost Code – Should be checked depending on if you are tracking phases, cost codes, or both.

Relate to Job – If the dropdown of phases or cost codes should be job specific for choices, check Relate to Job for phase, cost code, or both, depending on your configuration.

Retrieve Timecards Select By – This feature is only used if the Daily Report program is retrieving timecards from a device or other clock in/out methods to populate time. Timecards can be retrieved by the job chosen when creating a daily report, the supervisor (marked in Employee Setup, see DM7 manual for additional information), or the job and supervisor (used if there are multiple supervisors filling out daily reports for the same

job). When the Import Timecards button is pressed in Daily Report once a new report is created, all timecards will be retrieved based on the choice for this item.

Round Time – If timecards are being retrieved based on above setting, the number of minutes to round the in and out time as it is being retrieved to display in daily report.

Email Notification – If additional people should be notified upon submission of a daily report, check Yes for email notification. This setting turns on email notification of the daily report submitted for up to two email addresses. Note that if job email notification is required, additional email addresses can be entered by job in the Dropdown tab in Setup. If email addresses are entered in the Settings tab, all emails supplied in this screen will receive a copy of all daily reports entered.

Default Login – If either Email Notification (all daily reports sent to listed emails) or Job Email Notification is chosen (in Dropdown Menu), a default login and password for the SMTP to send the emails needs to be supplied.

Signature Text – Signature text is user definable text that is displayed when digital signature is turned on. Enter the text you want displayed to the employee during signoff.

Use Optional Yes/No Text in Popup – Optional yes/no checkbox is useful for asking the employee a yes/no question during digital signature signoff such as “Were You Injured” which allows the employee to check a Yes/No checkbox before signoff.

Allocate Time to PTO – checked if you wish the user to allocate the PTO time (if turned on in labor screen) to phases or cost codes.

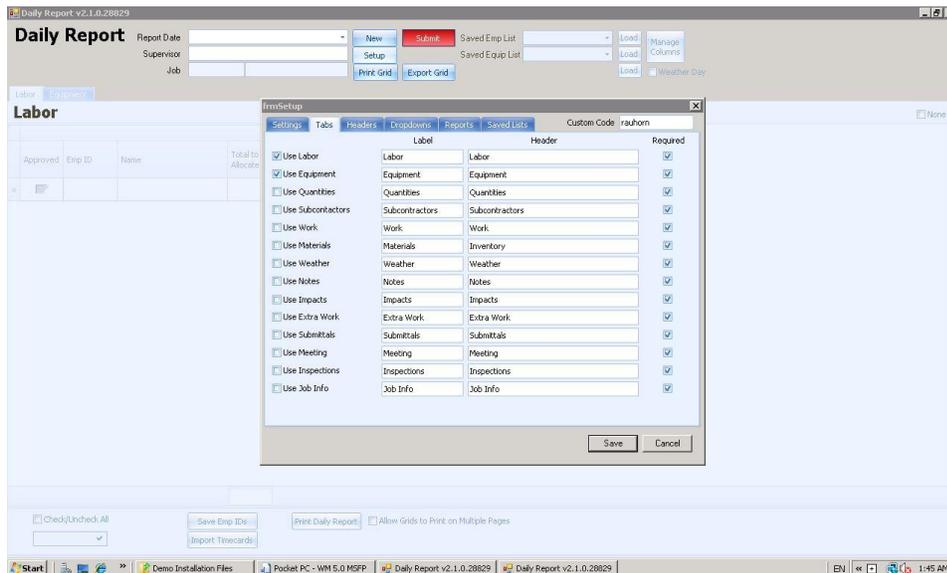
Allocate Time to Holiday - checked if you wish the user to allocate the Holiday time (if turned on in labor screen) to phases or cost codes.

TABS – this configuration screen is used for turning on or off tabs that appear at the top of Daily Report. Tabs that are available:

- Labor
- Equipment
- Quantities
- Subcontractors
- Materials
- Notes
- Extra Work
- Submittals
- Meetings
- Inspections
- Job Info

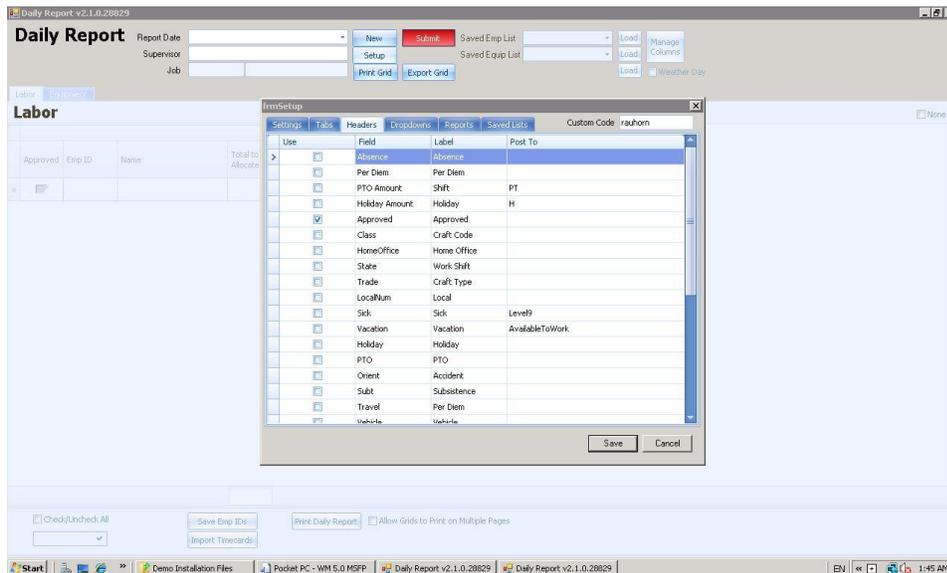
The header label can be changed as necessary to make the tab that displays at the top of the daily report screen display your user defined labels. In addition, you can rename the header that appears underneath the tab in bold. Examples may be additional information you want to supply to the user upon entering the tab.

Required checkbox – Check the box for each tab you wish the user to supply data for or check None for no data before submitting the daily report. If you check a tab as Required, the user will not be able to submit the daily report unless information is entered in the tab or the None checkbox within the tab is checked to indicate there is no data for that particular section on that day.



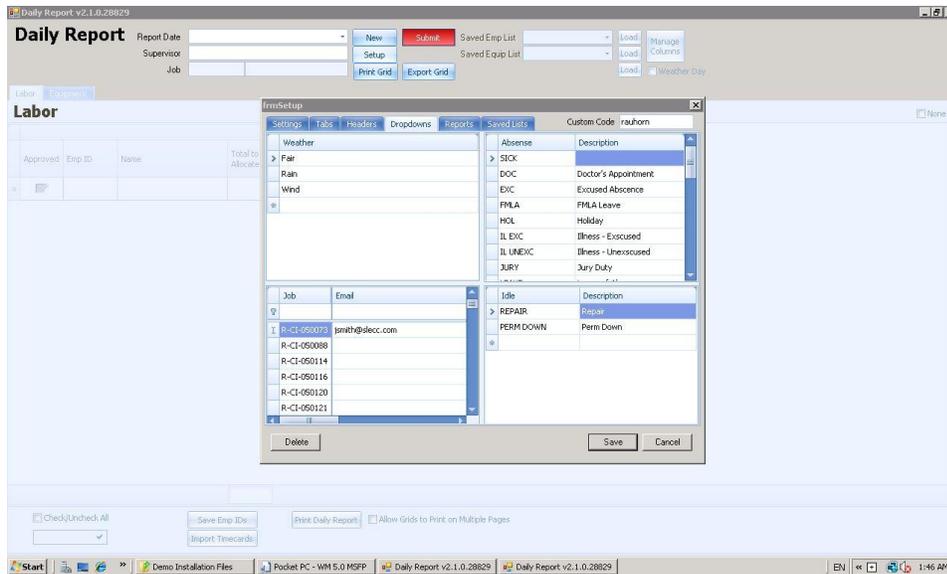
HEADERS – used for turning on or off columns specifically in the Labor tab

There are various columns that can be turned on/off within the labor screen itself for collection of different information. Some columns are text fields, some columns are dropdowns and some are time fields. All columns can have a user definable label, which will be the heading for the column. In addition, you can choose with a drop down in the Post section where that information should be posted to in the timecards posted to DM7 once the daily report is submitted. Check with your DataMaxx installation representative for your particular configuration and needs to determine which columns should be turned on in the labor tab.



DROPDOWNS - allows the user to define the dropdown for weather in the Weather tab, Job Email notification, Absence reasons (if absence column is turned on in the labor tab) and Idle reasons for idle equipment in the equipment tab.

Note for job email notification that multiple emails should be entered with a colon (;) between email addresses.

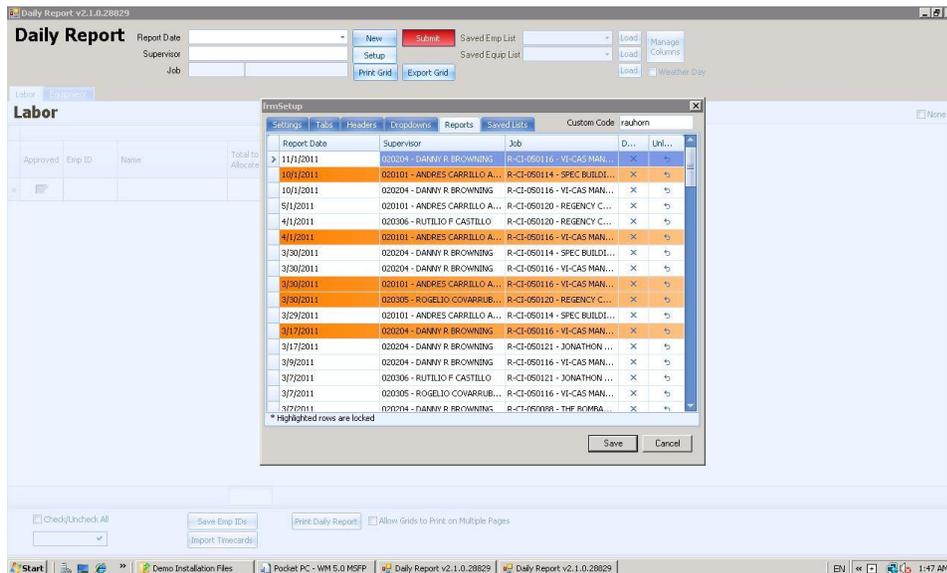


REPORTS – The reports tab lets you see all daily reports that have been created, delete them and unlock them. Locked reports or in-use reports show highlighted in orange.

To delete a daily report, click on the X next to the report in the Delete column. The system will ask you to confirm the deletion of the report.

To unlock a daily report, click on the arrow in the Unlock column.

Multiple reports can be deleted or unlocked in the same session. Hit Save when you are complete to unlock all reports chosen.

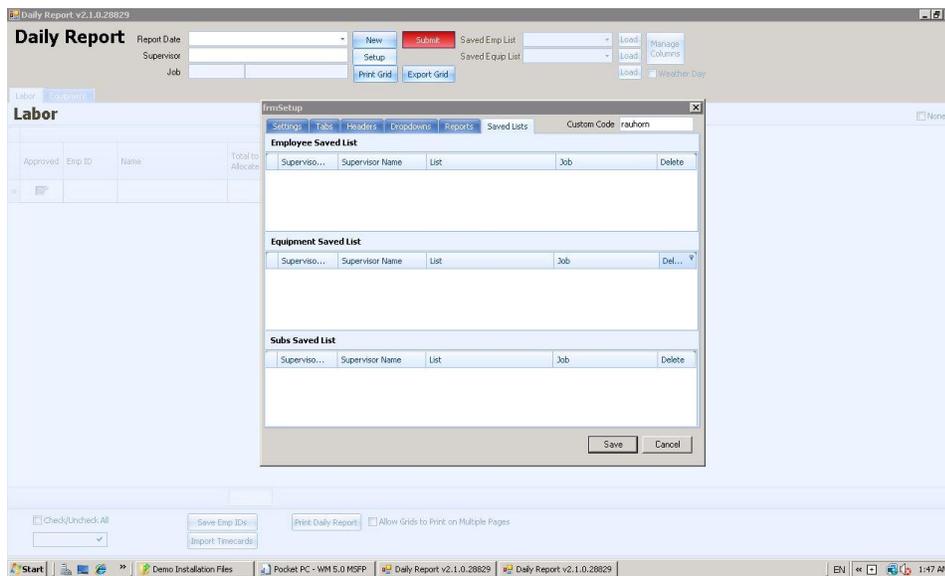


SAVED LISTS – Saved lists tab displays all lists that have been saved by all users for employees, equipment and subcontractors.

To sort the list, click on any of the header columns and it will resort the information by that column information in ascending order. To change order back, click on the column header again.

To filter for a specific Supervisor, Supervisor Name, List or Job, click in the upper right corner of the column header and it will give you choices to select one particular item.

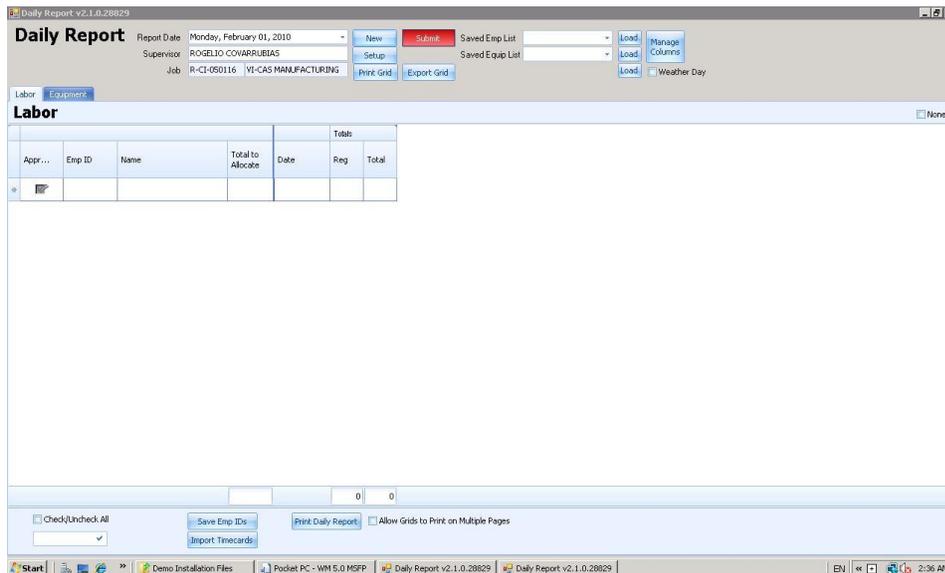
To delete a saved list, click on the X under the Delete column next to the list you want to delete.



When done making all changes, hit Save to save all changes made in setup and return to the main daily report screen. To discard changes made, hit Cancel.

Creating a Daily Report

In order to create a new daily report, click on New from the main screen, choose the supervisor, the job, and the date. A drop down calendar is available for date. Within the calendar, simply hit arrow to go back and forth in months or clear the date at bottom of window and key in date you wish to create a daily report for. Hit OK to create a new report. A clear daily report will then display for entry.



The date, supervisor, and job chosen will display at the top of the screen.

LABOR

If timecards are being retrieved to populate the labor screen, hit the Import Timecards button at the bottom of the screen. This will retrieve all timecards from the device or other method for capturing clock in/out. Records will display and round according to the rules created in the Setup tab as well as display employee number and name.

If the user is inputting hours, a list can be retrieved of saved employees by hitting the arrow for dropdown under the Saved Employee List section located at the top right of the

screen. This will display all saved employee lists created for the supervisor and job selected when the report was created. After selecting the saved employee list, click Load and the employees in the saved list should appear. Employees can be added or deleted from the list of employees that displays from loading a saved employee list. See Adding and Deleting records. To create a Saved Employee List, see Adding and Updating Saved Employee List.

In addition to displaying a saved employee list, the user can choose the employees from a dropdown if security settings have been set to allow them to add employees to the screen. Simply click on a new record in the Emp ID field or the Employee Name field to display a dropdown list of employee choices.

Columns displayed in the labor section will be limited to those chosen in the Header section of Setup.

Adding/Deleting Records

If labor hours are being entered, enter the total hours for the employee for that day as well as any other information related to the employee in columns displayed. For allocation of those labor hours to phases and/or cost codes, see Manage Columns. All hours will turn red until they are allocated to phases and/or cost codes.

To delete a row, right click on the very left of row highlighted in blue and it will display Delete Row. Click on delete row and the row will be removed.

Adding and Updated Saved Employee List

To add or update a saved employee list, once employees are displayed on the labor screen that you wish to save, click on Save Emp IDs at bottom left of screen. A window will be displayed allowing you to add a new list or update an existing list. Click Add for a new

list saved for the first time. To update a list, choose the list you are updating and click on Update.

The screenshot shows the 'Daily Report' application window. At the top, there are fields for 'Report Date' (Wednesday, September 29, 2010), 'Supervisor' (DANNY R. BROWNING), and 'Job' (R-CT-050114 - SPEC BUILDING 10B). Below these are buttons for 'New', 'Submit', 'Setup', 'Print Grid', and 'Export Grid'. There are also dropdown menus for 'Saved Emp List' and 'Saved Equip List', each with a 'Load' button, and a 'Manage Columns' button. A 'Weather Day' checkbox is also present.

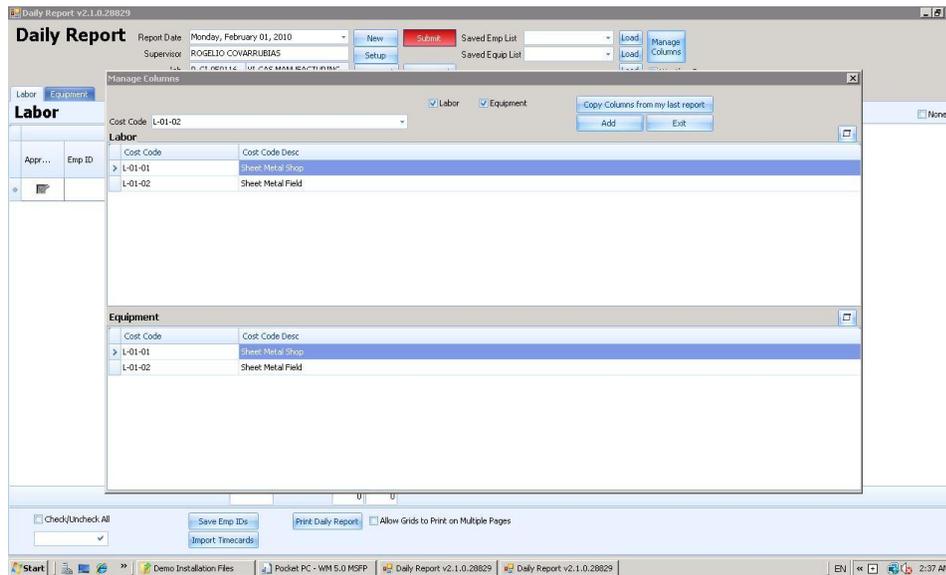
The main area is titled 'Labor' and contains a grid with columns: Appr..., Emp ID, Name, Total to Allocate, Date, Time In, Time Out, Digital Signature, Digital Signature, Reg, Reg, Reg, Total. Two rows are visible, both dated 9/29/2010. The first row has Emp ID 404863 and Name ANDERSON, JAMES. The second row has Emp ID 71055 and Name BRUNGARDT, TERRANCE. The 'Total to Allocate' column shows '8' for both rows. The 'Reg' columns show '8' and '8' respectively.

An 'Employee List Save' dialog box is open over the grid. It has two sections: 'To create a new list, enter description:' with an 'Add' button, and 'To update/replace a list, select:' with a dropdown menu and an 'Update' button. There is also a 'Cancel' button at the bottom.

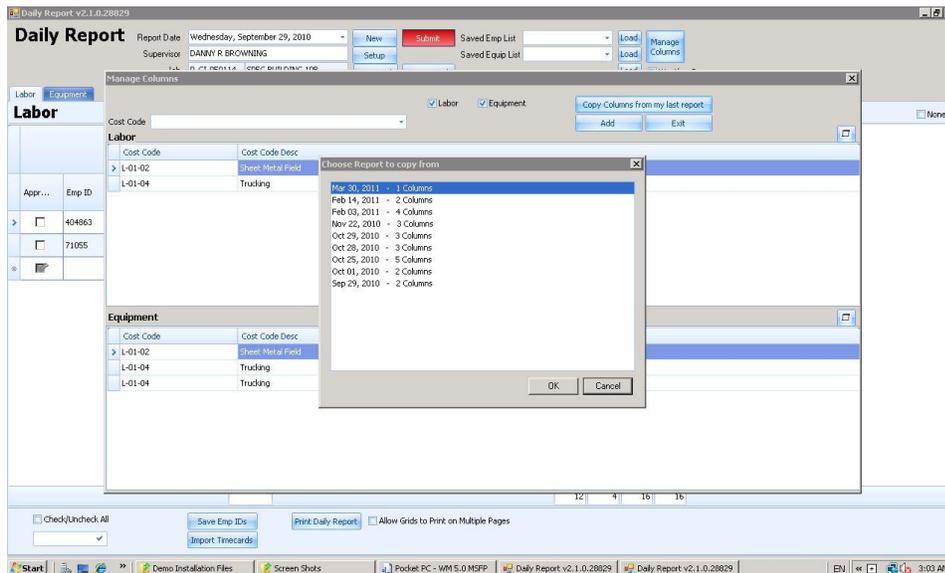
At the bottom of the application window, there are buttons for 'Check/Uncheck All', 'Save Emp IDs', 'Print Daily Report', 'Allow Grids to Print on Multiple Pages', and 'Import Timecards'. The Windows taskbar at the very bottom shows the Start button, several open applications, and the system clock at 2:56 AM on 9/29/2010.

Distributing Hours to Phases and/or Cost Codes

To distribute hours to phases and/or cost codes, click on Manage Columns button. Choose the phase and/or cost code you want to create an hours column for, and click on Add. Repeat for all columns to be added.



In addition to adding columns for phases and/or cost codes, the user can choose columns from previous reports. Click on Copy Columns for last report and a window displays choices for previous reports with dates. Choose the report you wish to copy from and click OK.



By default, phases and cost codes will be added to both the labor and equipment tabs. If it is desired to only have a chosen phase and/or cost added to just the labor or equipment tabs, simply uncheck the box of labor or equipment before clicking Add.

When done adding phases and/or cost codes or copying them from the last report, click on Exit. The columns will then be displayed on the screen.

Enter hours for each employee underneath the appropriate phase/cost code columns. When all time has been allocated for each employee, the Total to Allocate field will turn green.

EQUIPMENT

If the user is inputting hours, a list can be retrieved of saved equipment by hitting the arrow for dropdown under the Saved Equipment List section located at the top right of the screen. This will display all saved employee lists created for the supervisor and job selected when the report was created. After selecting the saved equipment list, click Load and the equipment in the saved list should appear. Equipment can be added or deleted from the list of equipment that displays from loading a saved equipment list. See Adding and Deleting records. To create a Saved Equipment List, see Adding and Updating Saved Equipment List.

In addition to displaying a saved equipment list, the user can choose the equipment from a dropdown if security settings have been set to allow them to add equipment to the screen. Simply click on a new record in the Equip ID field or the Name field to display a dropdown list of equipment choices.

Appro...	Equip ID	Name	Total to Allocate	Date	Ide	Notes	L-01-01 Sheet Metal Shop	Reg	Total
<input checked="" type="checkbox"/>	A83	SOLAR-AERO		3/30/2011				8	8
<input checked="" type="checkbox"/>	A89	WTSP110-LSAC		3/30/2011				8	8
<input checked="" type="checkbox"/>	A811	WTSP110-LSAC		3/30/2011				8	8

Adding/Deleting Records

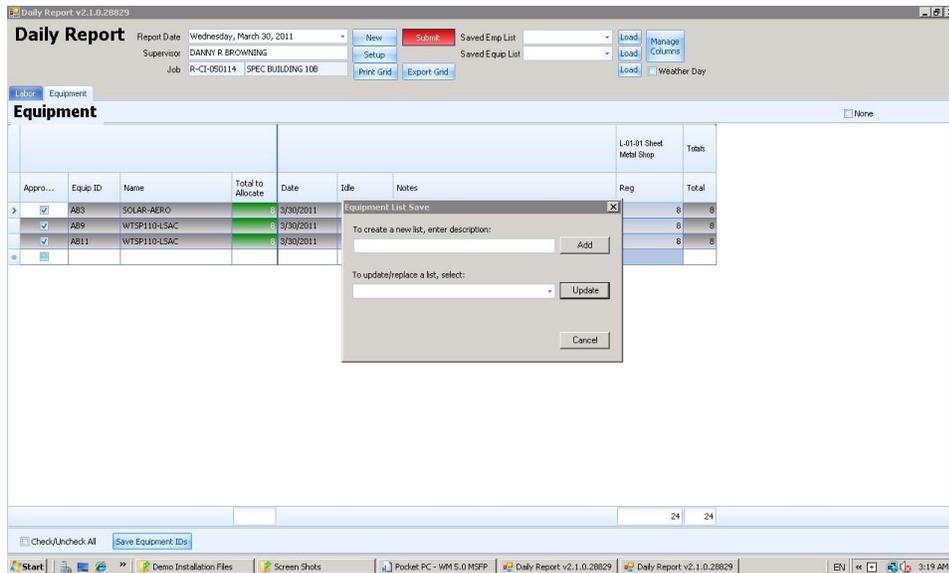
If equipment hours are being entered, enter the total hours for the piece of equipment for that day as well as any other information related to the equipment in columns displayed. For allocation of those labor hours to phases and/or cost codes, see Manage Columns. All hours will turn red until they are allocated to phases and/or cost codes.

Rows in the equipment tab will be populated as well from equipment chosen in the labor tab that is being operated by an employee. Hours will populate the same as the phase and/or cost code allocation that is picked for the employee hours.

To delete a row, right click on the very left of row highlighted in blue and it will display Delete Row. Click on delete row and the row will be removed.

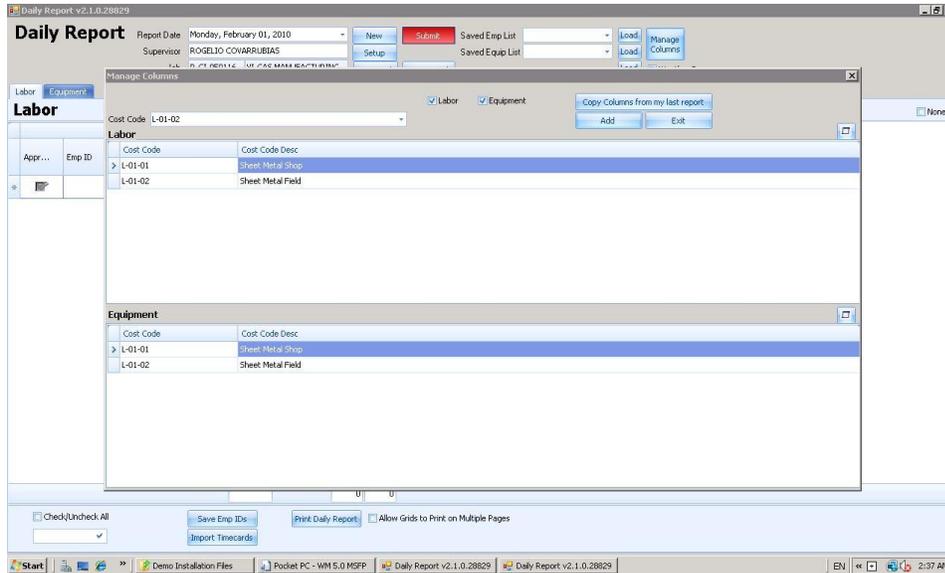
Adding and Updated Saved Equipment List

To add or update a saved employee list, once equipment are displayed on the labor screen that you wish to save, click on Save Equip IDs at bottom left of screen. A window will be displayed allowing you to add a new list or update an existing list. Click Add for a new list saved for the first time. To update a list, choose the list you are updating and click on Update.

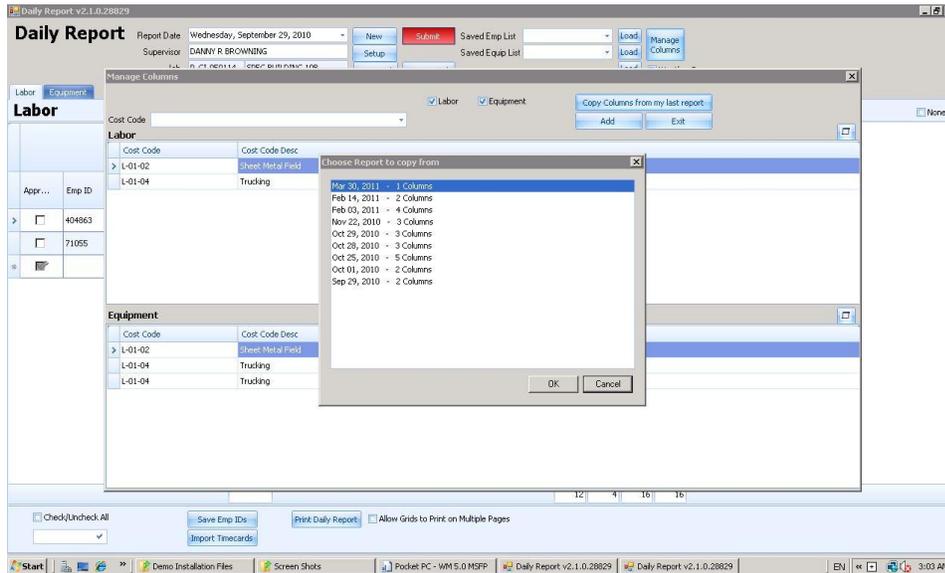


Distributing Hours to Phases and/or Cost Codes

Any distributions from labor hours that also had operated equipment will populate in the equipment section. To distribute hours to additional phases and/or cost codes, click on Manage Columns button. Choose the phase and/or cost code you want to create an hours column for, and click on Add. Repeat for all columns to be added.



In addition to adding columns for phases and/or cost codes, the user can choose columns from previous reports. Click on Copy Columns for last report and a window displays choices for previous reports with dates. Choose the report you wish to copy from and click OK.



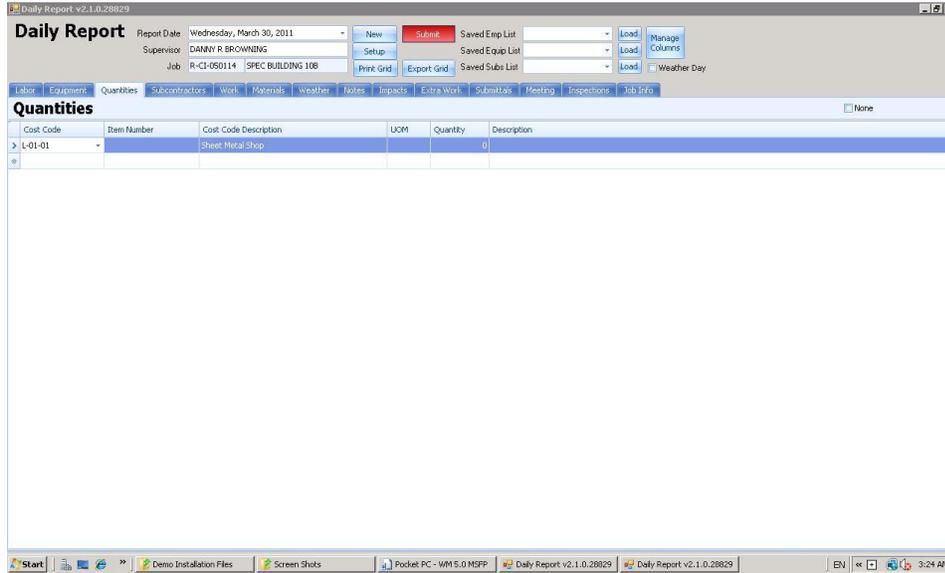
By default, phases and cost codes will be added to both the labor and equipment tabs. If it is desired to only have a chosen phase and/or cost added to just the labor or equipment tabs, simply uncheck the box of labor or equipment before clicking Add.

When done adding phases and/or cost codes or copying them from the last report, click on Exit. The columns will then be displayed on the screen.

Enter hours for each piece of equipment underneath the appropriate phase/cost code columns. When all time has been allocated for each piece of equipment, the Total to Allocate field will turn green.

QUANTITIES

Cost codes in the quantities tab will display based on cost codes chosen in the labor section for the user to enter quantities and description of quantities that were installed. If the unit of measure is available from the cost code, it will display in the UOM column.



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~~Thank you for your purchase of the DAILY REPORT system. If we can be of any further assistance, please contact us. Thank you.~~

~~The DATAMAXX Team~~

~~Enter quantities for each cost code line necessary.~~

SUBCONTRACTORS

Used for entering other subcontractors that showed on the job and any issues that arose from their work. Enter a line per subcontractor. Subcontractors can be chosen from the dropdown (displays from Vendor table in DM7) or entered free form.

Daily Report v2.1.0.28829

Daily Report

Report Date: Wednesday, March 30, 2011
Supervisor: DAN WY R BROWNING
Job: R-CI-050114 | SPEC BUILDING 108

Buttons: New, Submit, Setup, Print Grid, Export Grid, Saved Emp List, Saved Equip List, Saved Subs List, Manage Columns, Load, Weather Day

Navigation: Labor, Equipment, Quantities, **Subcontractors**, Work, Materials, Weather, Notes, Impacts, Extra Work, Submittals, Meeting, Inspections, Job Info

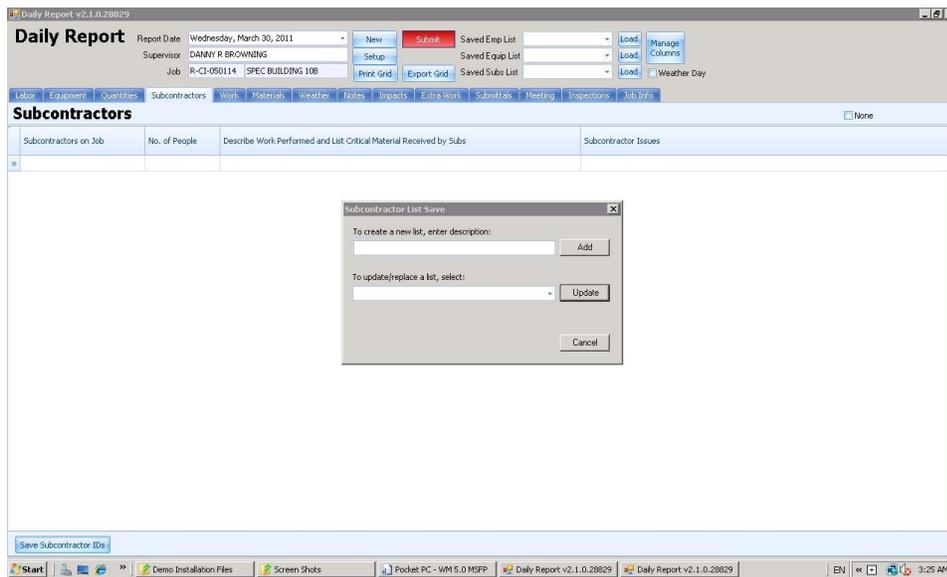
Subcontractors on Job	No. of People	Describe Work Performed and List Critical Material Received by Subs	Subcontractor Issues

Save Subcontractor IDs

Taskbar: Start, Demo Installation Files, Screen Shots, Pocket PC - WM 5.0 MSFP, Daily Report v2.1.0.28829, Daily Report v2.1.0.28829, EN, 3:24 AM

[Adding and Updated Saved Subcontractor List](#)

[To add or update a saved subcontractor list, once subcontractors are displayed on the subcontractor screen that you wish to save, click on Save Subcontractors IDs at bottom left of screen. A window will be displayed allowing you to add a new list or update an existing list. Click Add for a new list saved for the first time. To update a list, choose the list you are updating and click on Update.](#)



WORK

Work is a free form tab for text entry to describe work performed.

The screenshot displays the 'Daily Report' application window. At the top, the title bar reads 'Daily Report v2.1.0.28829'. The main header area contains the following information: Report Date: Wednesday, March 30, 2011; Supervisor: DANWY R BROWNING; Job: R-CI-050114 SPEC BUILDING 108. To the right of this information are several buttons: 'New', 'Submit', 'Setup', 'Print Grid', 'Export Grid', and 'Weather Day'. Below the header is a navigation menu with tabs for 'Labor', 'Equipment', 'Quantities', 'Subcontractors', 'Work', 'Materials', 'Weather', 'Notes', 'Impacts', 'Extra Work', 'Submittals', 'Meeting', 'Inspections', and 'Job Info'. The 'Work' tab is currently selected. The main content area is titled 'Work' and contains a text entry field with the placeholder text 'Describe Critical or Important Work Performed'. The field is currently empty. The Windows taskbar at the bottom shows the Start button, several open applications including 'Demo Installation Files', 'Screen Shots', and 'Pocket PC - WM 5.0 MSFP', and the system tray showing the time as 3:25 AM.

MATERIALS

The materials tab is used to enter materials that were either ordered, used or returned. Check the box that applies to the material item you are entering data for.

The screenshot displays the 'Daily Report' software interface. At the top, there is a header section with the following information:

- Report Date: Wednesday, March 30, 2011
- Supervisor: DANNY R BROWNING
- Job: R-CT-050114 SPEC BUILDING 108

Below the header, there are several buttons and dropdown menus for actions like 'New', 'Submit', 'Setup', 'Print Grid', 'Export Grid', 'Saved Equip List', 'Saved Equip List', 'Saved Subs List', 'Load', 'Manage Columns', and 'Weather Day'.

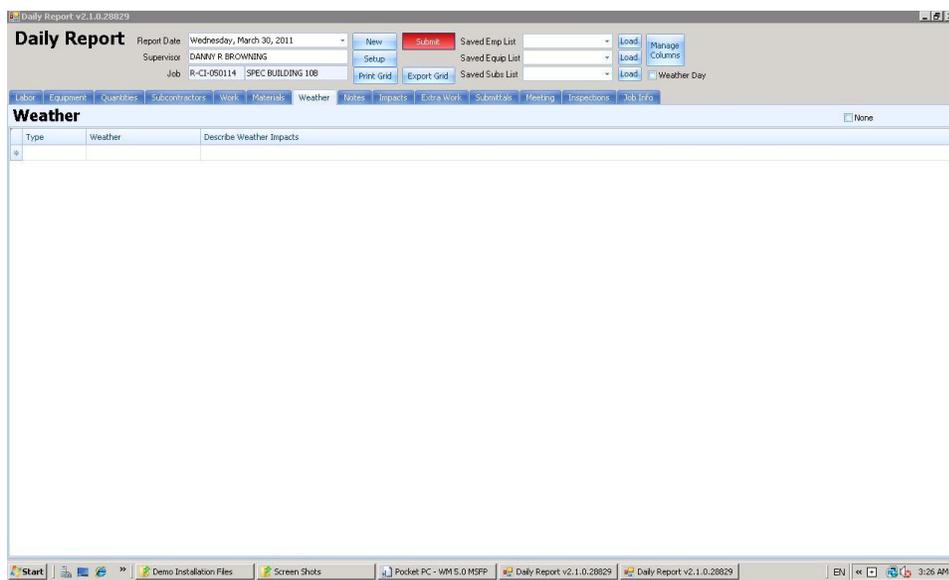
The main area of the interface is titled 'Inventory' and contains a table with the following columns:

Cost Code	Cost Code Description	Material #	Material Description	Qty	UOM	Total Price	Vendor	PO Number	Ordered	Used	Returned
*									<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

The table is currently empty, with only one row containing an asterisk in the 'Cost Code' column. The interface also shows a taskbar at the bottom with several open applications and a system tray on the right showing the time as 3:26 AM.

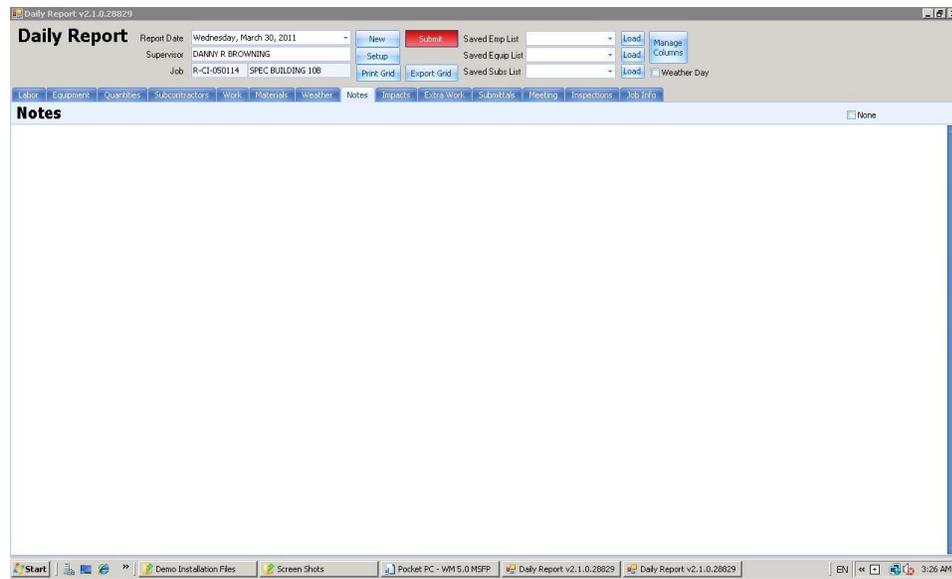
WEATHER

Weather can be chosen from the dropdown list defined in the setup tab, as well as additional information entered.



NOTES

Notes are free form data entry, typically for data that would not be in other tabs on report. Click on window and start typing to enter data.



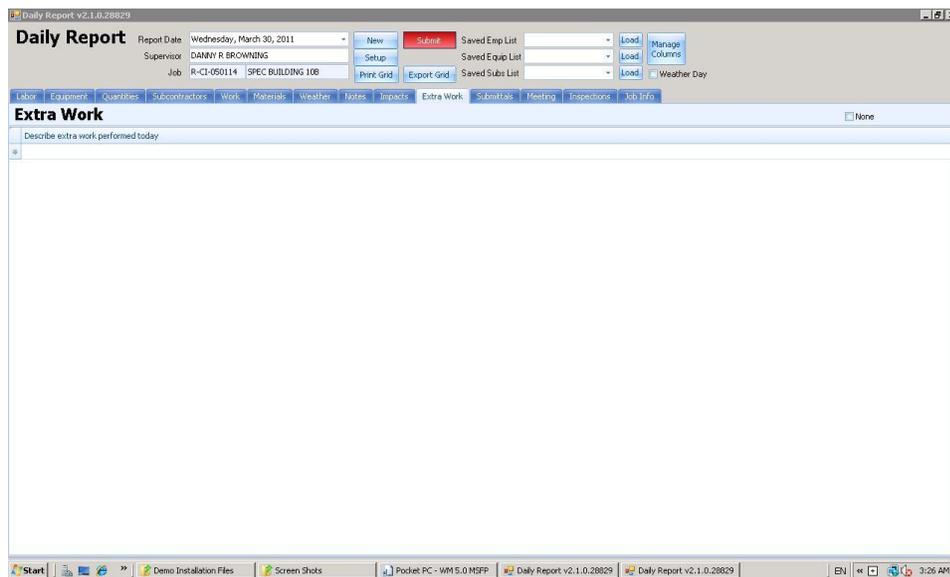
IMPACTS

Impacts screen is a free form that allows entry of impacts to the job. Key in the first impact and hit the Tab key on keyboard to move to the next line. Lines will grow as necessary for the data that is entered.

The screenshot displays the 'Daily Report v2.1.0.28829' application window. The title bar shows the report date as 'Wednesday, March 30, 2011'. The main interface includes a 'Daily Report' header with fields for 'Report Date', 'Supervisor' (DAN W R BROWNING), and 'Job' (R-CI-050114 | SPEC BUILDING 108). A menu bar contains options: Labor, Equipment, Quantities, Subcontractors, Work, Materials, Weather, Notes, Impacts, Extra Work, Submittals, Meeting, Inspections, and Job Info. The 'Impacts' section is active, showing a text area with the prompt 'Describe significant impacts to cost or time'. The taskbar at the bottom indicates the system is running on a 'Pocket PC - WM 5.0 MSFP' at 3:26 AM.

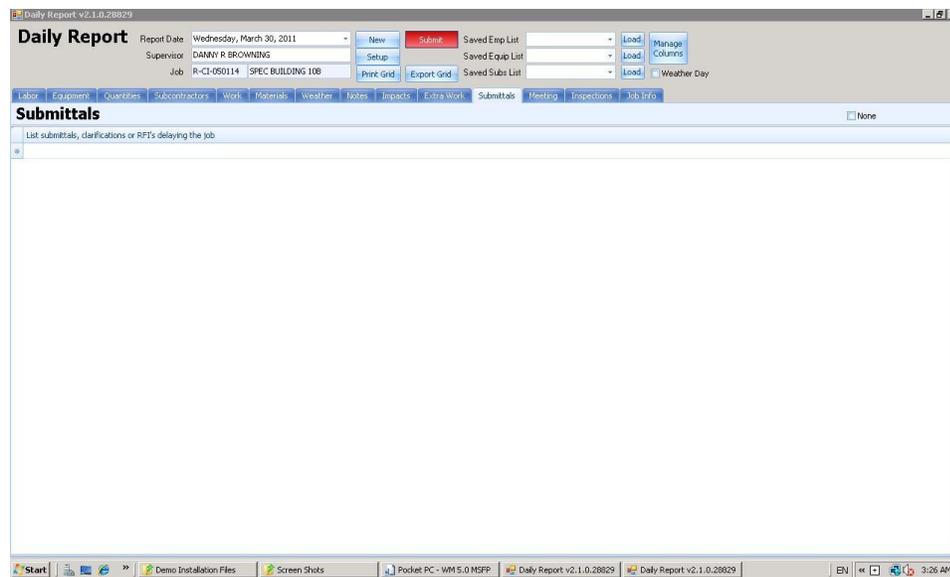
EXTRA WORK

Extra work screen is used to describe extra work performed. It is a free form of text entry. Hit tab between each line item describing in the Extra Work tab to move down to the next line.



SUBMITTALS

The submittals screen is used to describe submittals for the job on that date. It is a free form of text entry. Hit tab between each line item describing in the Submittals tab to move down to the next line.



MEETINGS

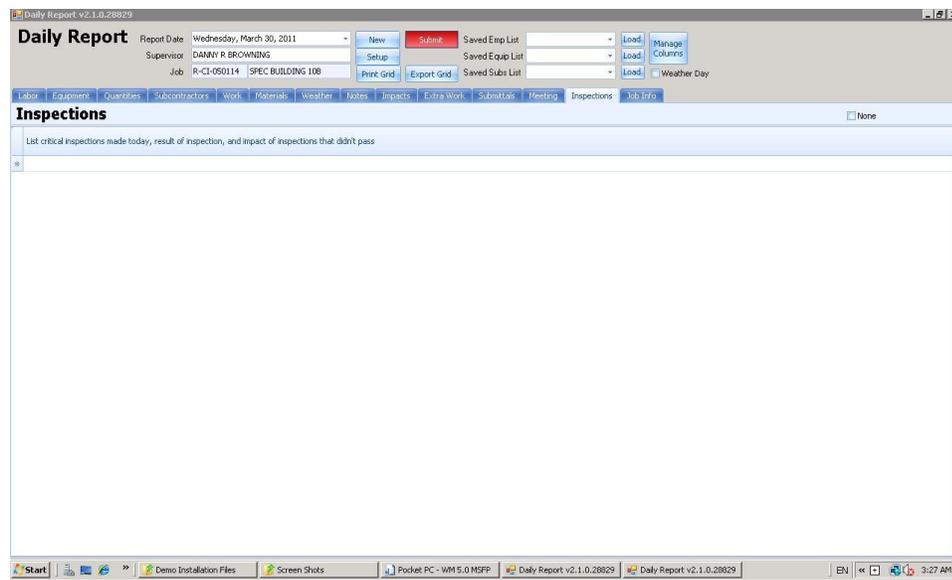
The meetings screen is used to describe meetings that occurred on the job on that date. It is a free form of text entry. Hit tab between each line item describing in the Meetings tab to move down to the next line.

The screenshot displays the 'Daily Report' software interface. At the top, there are fields for 'Report Date' (Wednesday, March 30, 2011), 'Supervisor' (DANNY R BROWNING), and 'Job' (R-CI-050114 SPEC BUILDING 108). Below these are buttons for 'New', 'Setup', 'Print Grid', 'Export Grid', 'Submit', and 'Weather Day'. There are also dropdown menus for 'Saved Equip List' and 'Saved Subs List'. A menu bar at the bottom of the window includes 'Labor', 'Equipment', 'Quantities', 'Subcontractors', 'Work', 'Materials', 'Weather', 'Notes', 'Impacts', 'Extra Work', 'Submittals', 'Meeting', 'Inspection', and 'Job Info'. The 'Meeting' tab is selected, showing a text entry area with the instruction: 'Describe significant meeting or discussions held today and any decisions given. Include names.' The window title bar reads 'Daily Report v2.1.0.28829'. The taskbar at the bottom shows the Start button, several open applications, and the system clock showing 3:27 AM.

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INSPECTIONS

The meetings screen is used to describe meetings that occurred on the job on that date. It is a free form of text entry. Hit tab between each line item describing in the Meetings tab to move down to the next line.



PRINTING A DAILY REPORT

After all information is entered on the daily report, from the Labor tab, click on Print Daily Report. The daily report will be displayed on the screen and all information can be printed or saved to file in various formats.

PRINT GRID

Print Grid on the header is a snapshot of the current grid on screen only.

EXPORT GRID

Prints the grid displayed on the screen to file and allows you to enter a file name.

SUBMITTING A DAILY REPORT

Submitting a daily report posts labor, equipment, quantities, and materials to the DM7 database. Before submitting a report, labor and equipment entries must be approved. To approve the entries, hit Check All or check individual rows as approved. The Check All box is located at the bottom left of both the labor and equipment screens. This process marks all records as approved. If the equipment tab is turned on, equipment must be approved as well before submitting. Repeat Check All or check individual entries as approved.

If tabs have been marked as required in setup, either information must exist in that tab or None must be checked prior to submitting. The system will warn the user if neither of these have been done when hitting Submit if the Required is checked on any of the tabs.

Once data has been reviewed, click on the red Submit button on top of daily report.

DISPLAYING PREVIOUSLY ENTERED DAILY REPORTS

To display a previous daily report, choose the report under the dropdown of Report Date. Reports will be displayed by date, supervisor, and job. Click on the report and it will display in entirety on screen.