Data-Maxx™
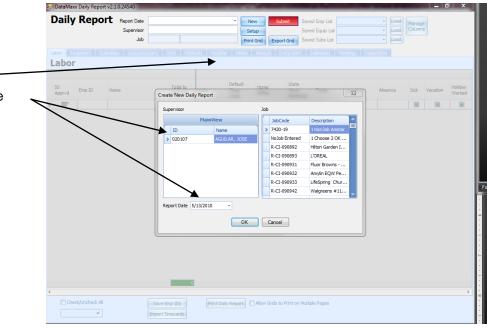
Daily Report Quick Start

1. Open Daily Report
2. Start a new report

    A. Click new
    B. Choose your Name, Job and Date
    C. Click OK

3. Create your employee list or choose a save one

    A. To create a list go to name or ID and choose an employee. Use the down arrow on your keyboard to choose the next and so on.
    B. Save the list and name it accordingly

    C. On new reports you can choose the saved list by choosing the dropdown and clicking on LOAD.

4. Add the cost codes and/or phases you worked on by choosing Manage Columns.

5. Use the drop down to choose the cost code. Then click Add

   A. Uncheck equipment if you are not using it

6. Click exit when finished.

7. Enter in the hours the employees worked and allocate the hours to each cost code worked for the day.

8. Notice if the time is not properly allocated the Total to Allocated column remains red.

9. Fill out each tab with the proper information. If you want to leave it BLANK you have to check the NONE box.

10. When you are finished check all the boxes you want to submit in the approved column. Then click the red SUBMIT button. If you have not checked the NONE box or filled out each tab it will not let you submit.

11. After submitting hit the OK and you will notice the times have grayed out. This means these times were submitted properly.

12. You can print the report by clicking this button.

13. To view and print old/ previously submitted reports use this drop down and choose the proper date and employee