

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

The screenshot shows the 'DataMaxx Daily Report v2.1.0.24540' window. The 'Daily Report' tab is selected. A 'Create New Daily Report' dialog box is open. The 'MainView' tab is active, showing a list of employees with columns 'ID' and 'Name'. The 'Job' tab is also active, showing a list of jobs with columns 'JobCode' and 'Description'. The 'Report Date' is set to 5/13/2010. Arrows point from the instructions to the 'New' button, the 'MainView' list, and the 'OK' button.

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.

The screenshot shows the 'DataMaxx Daily Report v2.1.0.24540' window. The 'Daily Report' tab is selected. The 'Labor' tab is active, showing a table with columns: Emp ID, Name, Total to Allocate, Absence, Date, Time In, Time Out, Digitally Sign, Reg, Total. The table contains three rows of data. Arrows point from the instructions to the 'Save Emp IDs' button and the 'Load' button.

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.

Daily Report Report Date: May 13, 2010 Supervisor: JOSE AGUILAR Job: R-CI-090932 Anylin EQW Pen Project

Manage Columns

Cost Code: L-02-03

☒ Labor ☒ Equipment

Copy Columns from my last report: Add Exit

Cost Code	Cost Code Desc	GridColumn1
L-01-02	Sheet Metal Field	
L-02-03	Roofing (Overtime)	

Equipment

Cost Code	Cost Code Desc
L-01-02	Sheet Metal Field
L-02-03	Roofing (Overtime)

Check/Uncheck All Save Emp IDs Print Daily Report Import Timecards Allow Grids to Print on Multiple Pages

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

Daily Report Report Date: May 13, 2010 Supervisor: JOSE AGUILAR Job: R-CI-090932 Anylin EQW Pen Project

Labor Equipment Subcontractors Weather Notes Inspections

Labor

Emp ID	Name	Total to Allocate	Date	Reg	Reg	Reg	Total
100110	ABLE, CHARLES RICHARD	8	5/13/2010		4	4	8
021807	AMAZENDES-ROSALES, R...	8	5/13/2010		4	3	7
020100	ANDRADE, FERNANDO	8	5/13/2010		4	4	8
020112	ANELL, JORGE	0	5/13/2010			0	0
*							

32 12 11 23 23

Check/Uncheck All Save Emp IDs Print Daily Report Import Timecards Allow Grids to Print on Multiple Pages

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.

Daily Report Report Date: May 13, 2010 Supervisor: JOSE AGUILAR Job: R-CI-090932 Amylin EQW Pen Project

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

Tabs: Labor, Subcontractors, Weather, Notes, Inspections

Inspections ☒ None

List critical inspections made today, result of inspection, and impact of inspections that didn't pass

*

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.

Daily Report Report Date: May 13, 2010 Supervisor: JOSE AGUILAR Job: R-CI-090932 Amylin EQW Pen Project

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

Tabs: Labor, Subcontractors, Weather, Notes, Inspections

Labor

Appr.	Emp ID	Name	Total to Allocate	Date	Reg	Reg	Reg	Total
<input checked="" type="checkbox"/>	100110	ABLE, CHARLES RICHARD	8	5/13/2010		4	4	8
<input checked="" type="checkbox"/>	021807	AMAZENDES-ROSALES, R...	8	5/13/2010		4	4	8
<input checked="" type="checkbox"/>	020100	ANDRADE, FERNANDO	8	5/13/2010		4	4	8
<input type="checkbox"/>	020112	ANELL, JORGE	0	5/13/2010				0
*								

Summary: 24 12 12 24 24

Buttons: Check/Uncheck All, Save Emp IDs, Import Timecards, Print Daily Report, Allow Grids to Print on Multiple Pages

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

DataMaxx Daily Report v2.1.0.24540

Daily Report Report Date: May 13, 2010 Supervisor: JOSE AGUILAR Job: R-CI-090932 Amylin EQW Pen Project

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

Tabs: Labor, Subcontractors, Weather, Notes, Inspections

Labor

Emp ID	Name	Total to Allocate	Date	Reg	Reg	Reg	Total
100110	ABLE, CHARLES RICHARD	8	5/13/2010	4	4	8	8
021807	AMAZENDES-ROSALES, R...	8	5/13/2010	4	4	8	8
020100	ANDRADE, FERNANDO	8	5/13/2010	4	4	8	8
020112	ANELL, JORGE	0	5/13/2010			0	0

Summary: 24, 12, 12, 24, 24

Buttons: Check/Uncheck All, Save Emp IDs, Import Timecards, Print Daily Report, Allow Grids to Print on Multiple Pages

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