Data: Max **

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.

Supervisor Sofe AGZLUAR Saved Equip Lat - Und Column Job RCLG90332 Amylin EQW Per Project Export Grid Saved Equip Lat - Lod Column Countert Corr Vacative Notes Project Grid Saved Sub Lat - Lod Column Dot Total Name Name Date Total O O Column <	ily	Repor	Report Date	May 13, 20	10		* Ne	w Sub	mit Saved	Emp List		*	Load	Manaor
Job RCI 099932 Amylin EQW Pen Project. Pent Code Saved Subs List + Londit Examine Suboriter/Code Vocifier None Total Total Total Cuitoriter/Code Manae Alocate Syl12/2010 Code to sign 0 0 V02107 Marcae/Exercise Syl12/2010 Code to sign 0 0 V02102 V02102 Code to sign 0 0 0 0 V02102 V02102 Code to sign 0 0 0 0			Supervisor	JOSE AGUI	LAR		Set	up	Saved	Equip List		÷	Load	Column
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		020112	ANELL, JORGE				5/13/2010			Click to sign		0	0	
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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 \searrow

A. Uncheck equipment if you are not using it	DataMaxx Daily Report v2.1.0.	24540			- 0 X
	Daily Report	Report Date May 13, 2010 Supervisor JOSE AGUILAR	New Submt	Saved Emp List	Load Manage Columns
	Manage Columns			Second Subscher	8
	Cost Code L-02-03 Labor Cost Code Cor ≥ 1-01-02 Str 1-02-03 Rec	ost Code Desc eet Metal Field	V Labor V Equipment	Copy Columns from my last report Add Exit	GridColumn1
6. Click exit when finished.					
	Equipment	Cart Carla Dava			<u> </u>
	> L-01-02	Sheet Metal Field			
	L-02-03	Roofing (Overtime)			
		6	٥	0	

7. Click Import Time Cards at the bottom. Then after the report has pulled in the days time allocate the hours to each cost code worked for the day.

DataMaxx	Daily Report v2.1.0.24540		-	
Daily	Report Report Dat Supervise Jo	te May 13, 2010 or JOSE AGUILAR bb R-CI-090932 Amylin E	- QW Pen Project	Submit Saved Emp List
Labor Equi	ipment Subcontractors W	/eather Notes Inspect	tions	
			L-01-02 Sheet Metal Field	L-02-03 Roofing (Overtime) Totals
Emp ID	Name	Total to Allocate	Reg	Reg Reg Total
100110	ABLE, CHARLES RICHARD	8 5/13/2010	4	4 4 8 8
021807	AMAZENDES-ROSALES, R	8 5/13/2010	4	4 3 7 7
020100	ANDRADE, FERNANDO	8 5/13/2010	4	4 8 8
020112	ANELL, JORGE	0 5/13/2010		
		32	12	11 23 23
Check	¢/Uncheck All ✓	Save Emp IDs Import Timecards	Print Daily Repo	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.

🖳 DataMaxx Daily Report v2.1	.0.24540				111			
Daily Report	Report Date Supervisor Job	May 13, 2010 JOSE AGUILAR R-CI-090932	Amylin EQW Pen Project	New Setup Print Grid	Submit Export Grid	Saved Emp List Saved Subs List	یا ד ایا ایا ت	oad Manage Columns
Labor Subcontractors Wea	ather Notes	Inspections]					None
List critical inspections made to	day, result of i	nspection, and i	mpact 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.

	su	Kepo	Report Date Supervisor Job Weather Notes	May 13, 3 JOSE AGU R-CI-090 Inspect	2010 JILAR 932 Amylin tions	EQW Pen Proje	New Setup ct Print Grid	Submit	Saved Saved	Emp List Subs List	 Load Load Load	Manage Columns
-0							L-01-02 Sheet Metal Field	L-02-03 Roofing (Overtime)	Totals			
Ap	pr.	Emp ID	Name		Total to Allocate	Date	Reg	Reg	Reg	Total		
	V	100110	ABLE, CHARLES RI	CHARD	8	5/13/2010		4 4	8	8		
	7	021807	AMAZENDES-ROSA	LES, R	8	5/13/2010		4 4	8	8		
	7	020100	ANDRADE, FERNAM	NDO	8	5/13/2010		4 4	8	8		
		020112	ANELL, JORGE		0	5/13/2010			0	0		

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

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	DataMaxx [Daily Report v2.1.0.24540										
[Daily	Report Report Date Supervisor	May 13, 20 JOSE AGU	10 LAR			New Setup	S	ubmit	Saved Emp List	✓ Load Load	Manage Columns
		Job	R-CI-0909	32 Amylin EQ	W Pen Pro	ject	Print Gri	d Exp	ort Grid	Saved Subs List	 - Load	
Li	abor Subc	ontractors Weather Notes	Inspecti	ons			\backslash					
L	.abor	/			1							
					L-01-02 Sheet Metal Field	L-02-03 Roofing (Overti	Totals					
	Emp ID	Name	Total to Allocate	Date	Reg	Reg	Reg	Total				
F	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	þ				
	020112	ANELL, JORGE	0	5/13/2010			0	0				
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		✓	Import Tim	ecards								
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				7 100 10666								

- 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