## Labor Tracker Reports Overview

Menu Item	Sub Menu Item	Options	Features
Print Setup Reports	Print Customers	Customers Selectable individually or ALL	Customers Selectable individually or ALL
		Preview or Print	Preview or Print
Print Scan Fields	Print Micro Task Codes	Micro Tasks Selectable individually or ALL	Micro Tasks Selectable individually or ALL
		Preview or Print	Preview or Print
	Print Indirect Codes	Indirect Codes Selectable individually or ALL	Indirect Codes Selectable individually or
		Preview or Print	ALL
			Preview or Print
	Print Action Codes	Action Codes Selectable individually or ALL	Action Codes Selectable individually or ALL
		Preview or Print	Preview or Print
Print Labor Analysis	Print Employee Labor	Bucket (Available/Selected) Selectivity by:	Detailed Analysis
	Analysis	Employees:	Labor Summary Analysis
		- Supervisor	Employee Summary Analysis
		- Department	
		- Status	✓ Print Daily Total (Y/N)
		- Shift	✓ Print Dollars (Y/N)
		(Yields List of Employees)	
		Work Orders:	Records Selection
		- Customer	➤ Labor Records
		– Item	Flat Indirect
		- Contact	➤ Indir No Pay Exp
		<ul> <li>Display Closed Work Orders Y/N</li> </ul>	> Indir Pay Exp
		(Yields List of Work Orders Available/Selected which yield	> Flat Rate Record
		List of Employees dependent upon those selections)	> Action Records
		Scan Fields:	> Time Records
		<ul> <li>Micro Task</li> </ul>	- From To Data Bonca
		- Indirect	• From – To Date Range
		- Action	Preview or Print
		(Yields List of Employees)	
		Cardex Search for Selections	

Menu Item	Sub Menu Item	Options	Features
	Print WO Labor Analysis	Bucket (Available/Selected) Selectivity by:	Detailed Analysis
		Employees:	Labor Summary
		- Supervisor	Work Order Summary
		- Department	•
		- Status	Order By:
		- Shift	<ul><li>Labor/Date/Emp</li></ul>
		(Yields List of Work Orders)	- Emp/Date/Time
		Work Orders:	
		- Customer	Include:
		– Item	✓ Labor (Y/N)
		- Contact	✓ Indirect (Y/N)
		<ul> <li>Display Closed Work Orders Y/N</li> </ul>	✓ Action (Y/N)
		(Yields List of Work Orders Available/Selected which yield	$\checkmark$ Flat $(Y/N)$
		List of Work Orders dependent upon those selections)	
		Scan Fields:	• From – To Date Range
		- Micro Task	Preview or Print
		- Indirect	
		- Action	
		(Yields List of Work Orders)	
		Cardex Search for Selections	
	Print Micro Task Analysis	Bucket (Available/Selected) Selectivity by:	Detailed Analysis
		Employees:	Summary Analysis
		- Supervisor	• Print Dollars (Y/N)
		- Department	
		- Status	• From – To Date Range
		- Shift	Preview or Print
		(Yields List of Micro Tasks)	
		Work Orders:	
		- Customer	
		– Item	
		- Contact	
		<ul> <li>Display Closed Work Orders Y/N</li> </ul>	
		(Yields List of Work Orders Available/Selected which yield	
		List of Micro Tasks dependent upon those selections)	
		Scan Fields:	
		- Micro Task	
		- Indirect	
		- Action	
		(Yields List of Micro Tasks)	
		Cardex Search for Selections	

Menu Item	Sub Menu Item	Options		Features
	Print Indirect Labor	Bucket (Available/Selected) Selectivity by:	•	Detailed Analysis
	Analysis	Employees:	•	Summary Analysis
		- Supervisor	•	Print Dollars (Y/N)
		- Department		, ,
		- Status	•	From – To Date Range
		- Shift	•	Preview or Print
		(Yields List of Indirect Codes)		
		Work Orders:		
		- Customer		
		– Item		
		- Contact		
		<ul> <li>Display Closed Work Orders Y/N</li> </ul>		
		(Yields List of Work Orders Available/Selected which yield		
		List of Indirect Codes dependent upon those selections)		
		Scan Fields:		
		- Micro Task		
		- Indirect		
		- Action		
		(Yields List of Indirect Codes)		
		Cardex Search for Selections		
	Print Customer Analysis	Bucket (Available/Selected) Selectivity by:	•	Detailed Analysis
		Employees:	•	Summary Analysis
		- Supervisor	•	Print Dollars (Y/N)
		- Department		
		- Status	•	From – To Date Range
		- Shift	•	Preview or Print
		(Yields List of Customers)		
		Work Orders:		
		- Customer		
		– Item		
		- Contact		
		<ul> <li>Display Closed Work Orders Y/N</li> </ul>		
		(Yields List of Work Orders Available/Selected which yield		
		List of Customers dependent upon those selections)		
		Scan Fields:		
		– Micro Task		
		- Indirect		
		- Action		
		(Yields List of Customers)		
		Cardex Search for Selections		

Menu Item	Sub Menu Item	Options	Features
	Print Item Analysis	Bucket (Available/Selected) Selectivity by:	Detailed Analysis
		Employees:	Summary Analysis
		- Supervisor	• Print Dollars (Y/N)
		- Department	
		- Status	• From – To Date Range
		- Shift	Preview or Print
		(Yields List of Items)	
		Work Orders:	
		- Customer	
		– Item	
		- Contact	
		<ul> <li>Display Closed Work Orders Y/N</li> </ul>	
		(Yields List of Work Orders Available/Selected which yield	
		List of Items dependent upon those selections)	
		Scan Fields:	
		- Micro Task	
		- Indirect	
		- Action	
		(Yields List of Items)	
		Cardex Search for Selections	
	Print Labor/Employee	Bucket (Available/Selected) Selectivity by:	Sort By:
	Balancing Report	- Department	Emp Code
		- Status	Emp Name
		- Shift	
		Cardex Search for Selections	Break On
			• Supervisor
		Sort By:	Department
		• Employee Code (Asc)	• Page Break (Y/N)
		Employee Code (Desc)	
		• Employee Name (Asc)	• From – To Date Range
		Employee Name (Desc)	Preview or Print
		Hire Date (Asc)	
		Hire Date (Desc)	
	Print Employee Standard	Bucket (Available/Selected) Selectivity by:	Employee Detail
	Efficiency	– Department	Employee Summary
		- Status	Direct Summary
		- Shift	Date Summary
		Cardex Search for Selections	
			• From – To Date Range
			Preview or Print

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Menu Item	Sub Menu Item	Options	Features
Graph Reports	Graph Actual vs Estimate	-	Graph Options:
	Time & Cost		• 3 – 2D Bar Graph
			• 4 – 3D Bar Graph
			• 6 – Line Graph
			• 7 – Log/Lin Graph
			• 8 – Area Graph
			• 9 – Scatter Graph
			• 10 – Polar Graph
			Full Screen Graph Option
			Cost/Time vs Code/Value
	Graph Actual or Estimate		Graph Options:
	Time & Cost		● 1 – 2D Pie Graph
			• 2 – 3D Pie Graph
			• 3 – 2D Bar Graph
			• 4 – 3D Bar Graph
			• 6 – Line Graph
			• 7 – Log/Lin Graph
			• 8 – Area Graph
			• 9 – Scatter Graph
			• 10 – Polar Graph
			Full Screen Graph Option
			Cost or Time, Code or Value and Actual or
			Estimate
Print Exception	Print Scrap Analysis	Bucket (Available/Selected) Selectivity by:	Employee Detail
Analysis		- Department	Employee Summary
		- Status	Direct Summary
		– Shift	Grand Summary
		Selects a List of Employees	• From – To Date Range
		Cardex Search for Selections	Preview or Print

Menu Item	Sub Menu Item	Options	Features
	Print Action Analysis	Bucket (Available/Selected) Selectivity by:	Order By:
		Employees:	WO/Date
		- Supervisor	WO/Action/Date
		- Department	WO/Action/Emp/Date
		– Status	WO/Action/Micro Task/Date
		- Shift	Micro Task/Action/Date
		(Yields List of ActionCodes)	Action/Emp/Date
		Work Orders:	Action/Micro Task/Date
		- Customer	
		– Item	• From – To Date Range
		- Contact	Preview or Print
		<ul> <li>Display Closed Work Orders Y/N</li> </ul>	
		(Yields List of Work Orders Available/Selected which yield	
		List of Action Codes dependent upon those selections)	
		Scan Fields:	
		<ul> <li>Micro Task</li> </ul>	
		- Indirect	
		- Action	
		(Yields List of Action Codes)	
		Cardex Search for Selections	
	Print Notes Analysis	Bucket (Available/Selected) Selectivity by:	• From – To Date Range
		- Department	Preview or Print
		– Status	
		- Shift	
		Selects a List of Employees	
		Cardex Search for Selections	
Labor Management	WIP Report	Bucket (Available/Selected) Selectivity by:	Detailed Analysis
Reporting	_	- Customer	Summary Analysis
		– Item	
		- Contact	Preview or Print
		<ul> <li>Start Date Range</li> </ul>	
		<ul><li>Due Date Range</li></ul>	
		- Close Date Range	
		– Display Open WO (Y/N)	
		- Display Closed WO (Y/N)	
		r vy - v v v v	
		Selects a List of Work Orders	
		Cardex Search for Selections	

Menu Item	Sub Menu Item	Options	Features
	Print / View WO Schedule	Bucket (Available/Selected) Selectivity by:	Lists of Work Orders can be:
		- Customer	– Add
		– Item	– Edit
		- Contact	– Delete
		<ul> <li>Start Date Range</li> </ul>	– Renumber
		- Due Date Range	
		- Close Date Range	Calculate Priority function
		- Display Open WO (Y/N)	Sort Order
		<ul> <li>Display Closed WO (Y/N)</li> </ul>	Order by Priority
			Order by Employee
		Selects a List of Work Orders	Order by Due Date
		Cardex Search for Selections	Order byW/O
			Preview or Print
	Print Labor Routing	Micro Tasks Selectable individually or ALL	Display:
	Analysis	WO Selectable individually or ALL	$\checkmark$ Complete (Y/N)
		Preview or Print	✓ Incomplete (Y/N)
			✓ Break on New Labor (Y/N)
			• From – To Date Range
			Preview or Print
Print Labor Bar Codes	Print Scan Control Sheet	Print Picture (Y/N)	
	Print Scan Field Barcodes	Drop-down list for Scan Field to Print	Preview or Print
		Codes Available Selectable individually or ALL	
Print Work Order Bar		Bucket (Available/Selected) Selectivity by:	Work Orders Available Selectable
Code Sheet		- Customer	individually or ALL
		– Item	<ul> <li>Selectable Number of Copies</li> </ul>
		- Contact	Layout Selections
		<ul> <li>Start Date Range</li> </ul>	
		<ul> <li>Due Date Range</li> </ul>	Preview or Print
		- Close Date Range	
		– Display Open WO (Y/N)	
		<ul> <li>Display Closed WO (Y/N)</li> </ul>	
		Selects a List of Work Orders	
		Cardex Search for Selections	
Print Work Order		Bucket (Available/Selected) Selectivity by:	Sort by:
Master List		- Customer	- WO Code
		– Item	<ul><li>Start Date</li></ul>

## Labor Tracker Reports Overview

Menu Item	Sub Menu Item	Options	Features
		- Contact	- Due Date
		Start Date Range	- Close Date
		<ul> <li>Due Date Range</li> </ul>	
		<ul> <li>Close Date Range</li> </ul>	Ascending/Descending
		- Display Open WO (Y/N)	Include Routing (Y/N)
		Display Closed WO (Y/N)	New Page for Each Work Order (Y/N)
		Selects a List of Work Orders Cardex Search for Selections	Preview or Print