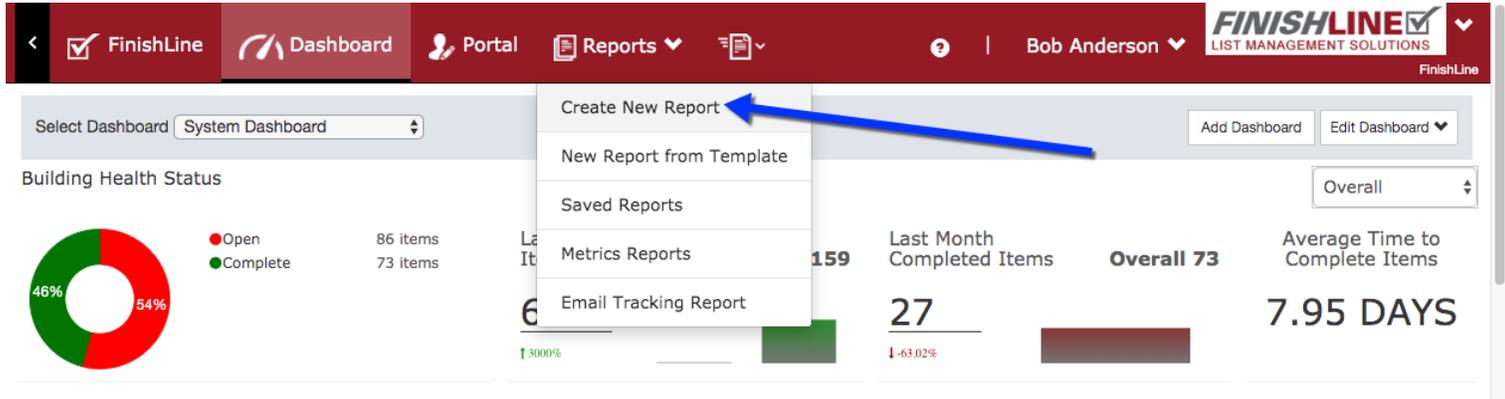
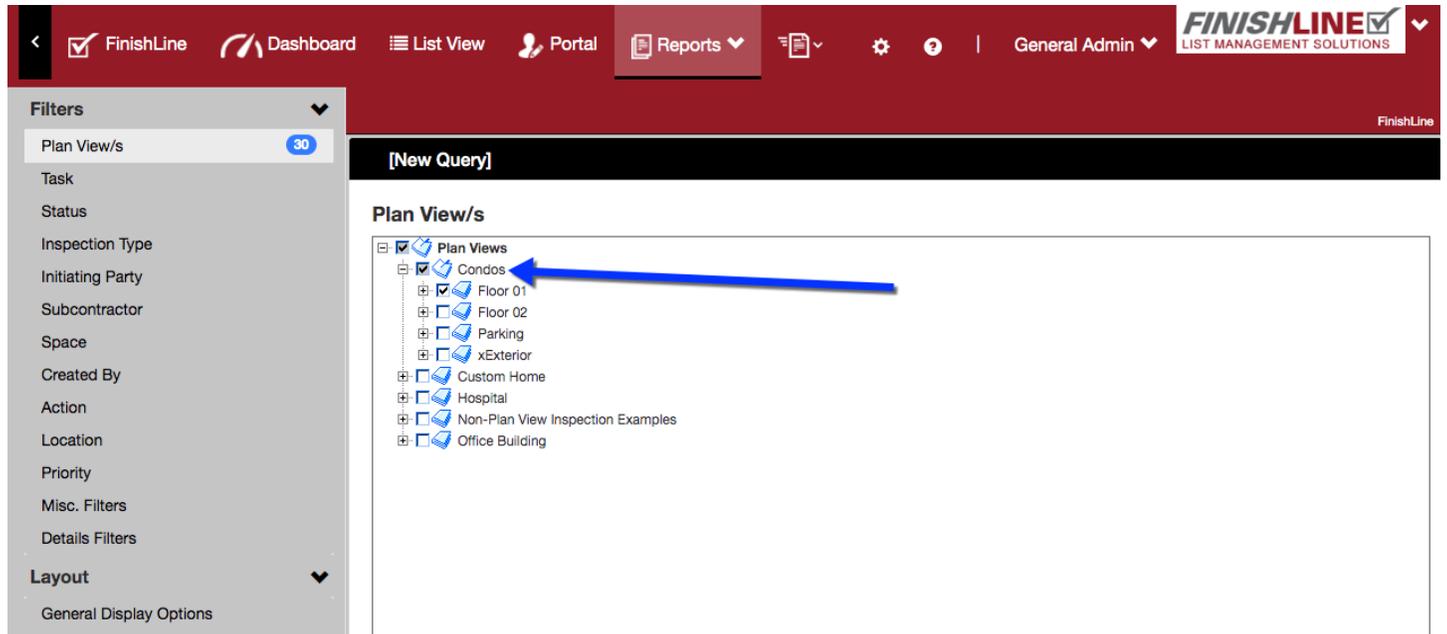


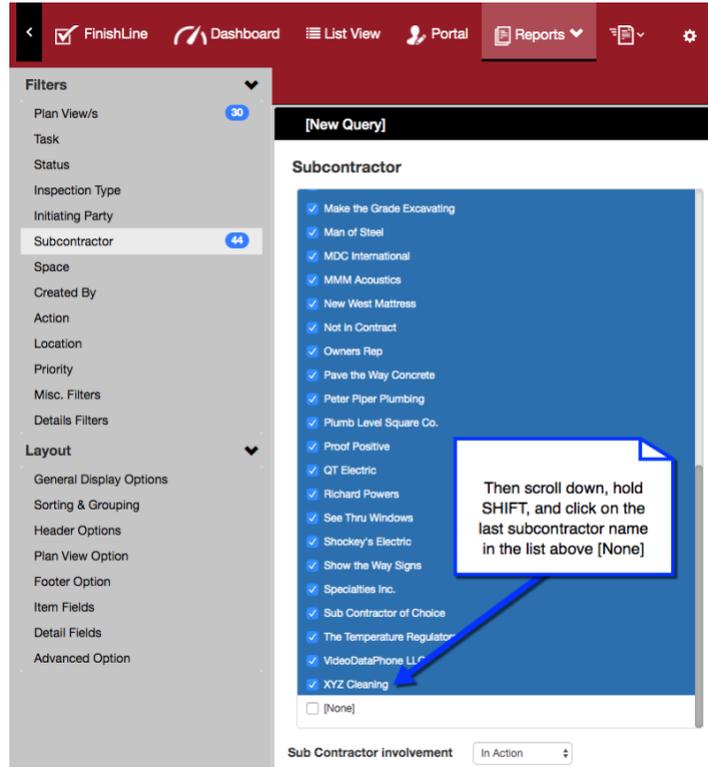
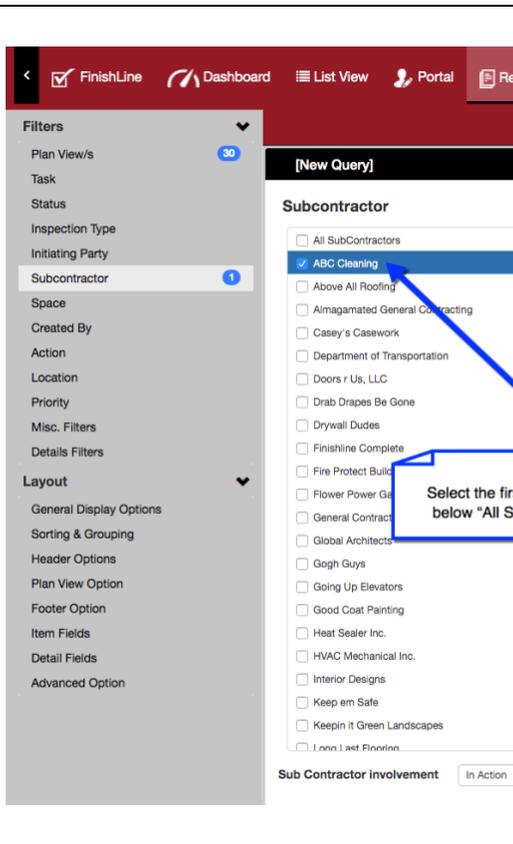
NOTE: There are many different types of custom reports you can create, but this example will demonstrate how to create a report which is ideal for exporting to Excel.



From the Dashboard, click “Create New Report” in the Reports dropdown menu.



Choose the project area. We’ve chosen a single floor in a Condo project.

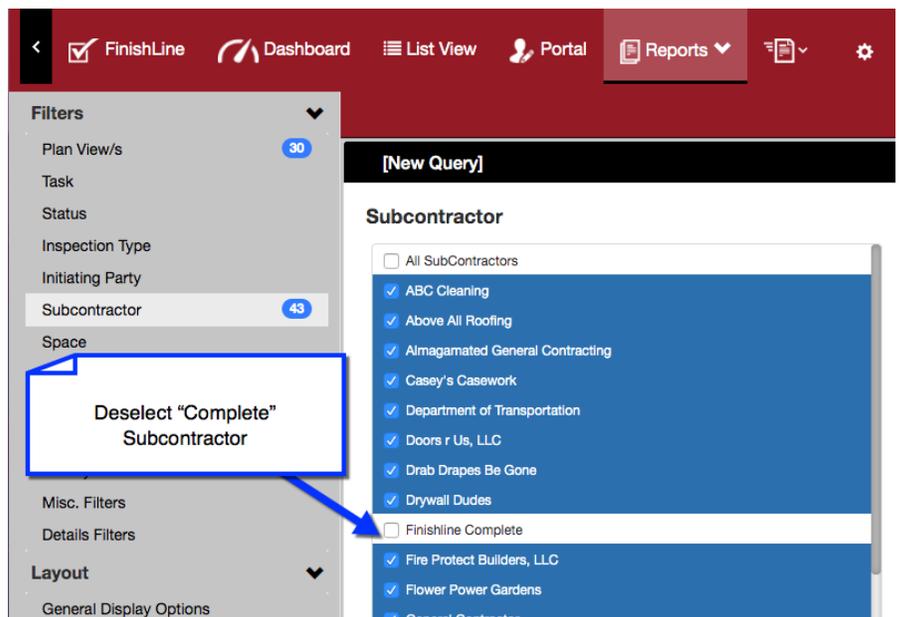


Click on the “Subcontractors” tab on the left. Select ALL subcontractors by clicking on the first sub in the list below “All Subcontractors”, which for this example is “ABC Cleaning”. Then scroll down to the end of the list, hold SHIFT, and click on the last subcontractor in the list above the “NONE” option, which is “XYZ Cleaning” in this example.

All FinishLine projects will have a subcontractor with “Complete” in the title. It’s typically the general contractor company name followed by “Complete”.

In this example the subcontractor is named “FinishLine Complete”. Deselect the “Complete” Subcontractor.

NOTE: hold Control and click to deselect on a PC, hold command and click to deselect on a Mac. (This step prevents duplicate punches.)

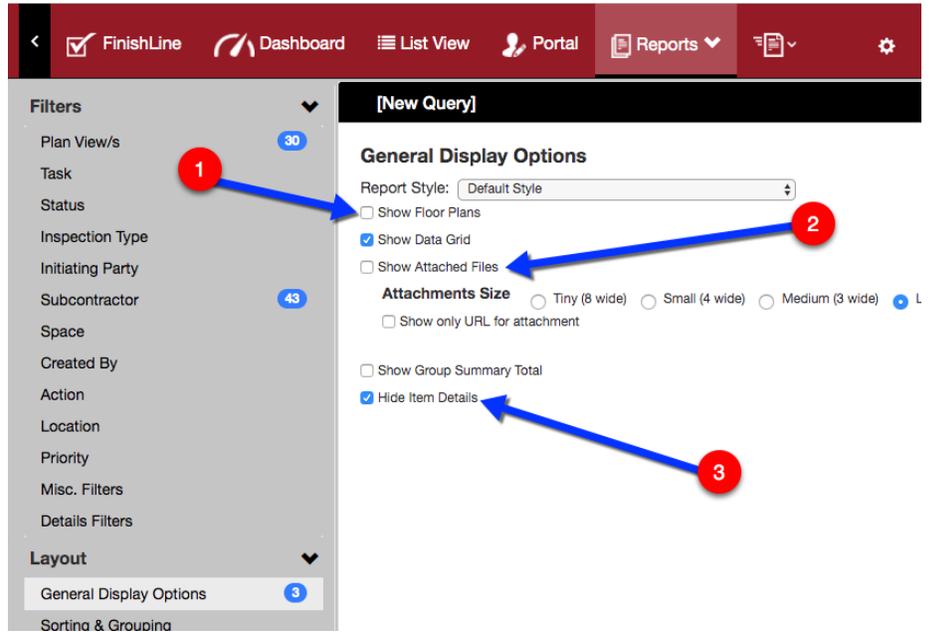


Click on General Display Options in the left-hand column.

1) Uncheck "Show Floor Plans"

2) Uncheck "Show Attached Files"

3) Select "Hide Item Details"

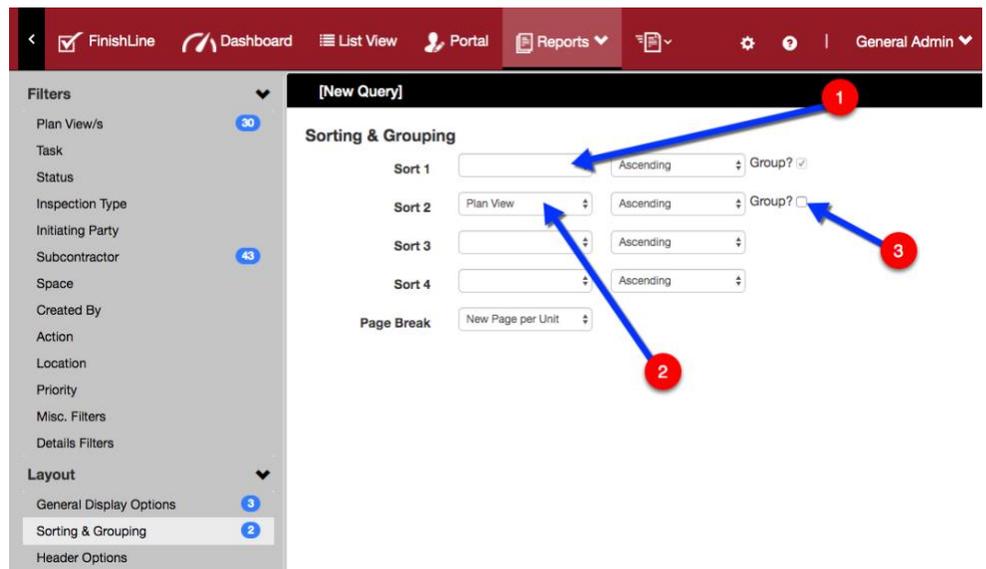


Click on "Sorting & Grouping" in the left-hand column.

1) Select a Blank from the dropdown menu for the first option.

2) Select "Plan View" from the dropdown menu for the second option.

3) Remove the checkmark for "Group?" for the second option.



Click on "Item Fields" in the left-hand column.

1) Select "Full Plan View" and use the Drag Handle to move it up to the second-place spot.

2) For the "Comments" option, unselect "2nd Line" box.

3) Unselect "Empty Column".

4) Choose to either "Save" or "Create Report".

Here's what a Spreadsheet Style Report looks like.

#	Type	Task	Description	Location	Action	Sub Contractor	Comments	Due Date	Full Plan View
1	1-Interior	Painting (T)	Drip/Run - Wall	Wall	Smooth/Repaint	Good Coat Painting		3/17/19	Condos / Floor 01 / 101
1	1-Interior	Tile (T)	Gaps/Voids	Floor	Fill	Long Last Flooring		3/2/20	Condos / Floor 01 / 101
2	1-Interior	Painting (T)	Drip/Run - Wall	Wall	Smooth/Repaint	Good Coat Painting		3/17/19	Condos / Floor 01 / 101
5	1-Interior	Elect - Power/Lighting (T)	Inoperative	Device	Repair/Replace	Shockey's Electric		3/2/20	Condos / Floor 01 / 101
4	1-Interior	Elect - Power/Lighting (T)	Dirty	Cover Plate	Clean	ABC Cleaning	Paint Splatter	3/2/20	Condos / Floor 01 / 101
5	1-Interior	Elect - Power/Lighting (T)	Misaligned	Box	Align	Shockey's Electric		3/2/20	Condos / Floor 01 / 101
28	1-Interior	Painting (T)	Drip/Run - Wall	Wall	Smooth/Repaint	Good Coat Painting		3/17/19	Condos / Floor 01 / 101
34	6-Checklists	User Checklists	In Wall	Where Indicated	In Wall	Almagamated General Contracting		3/4/20	Condos / Floor 01 / 101
158	1-Interior	Elect - Power/Lighting (T)	Dirty	Cover Plate	Clean	ABC Cleaning	Paint Splatter	3/2/20	Condos / Floor 01 / 102