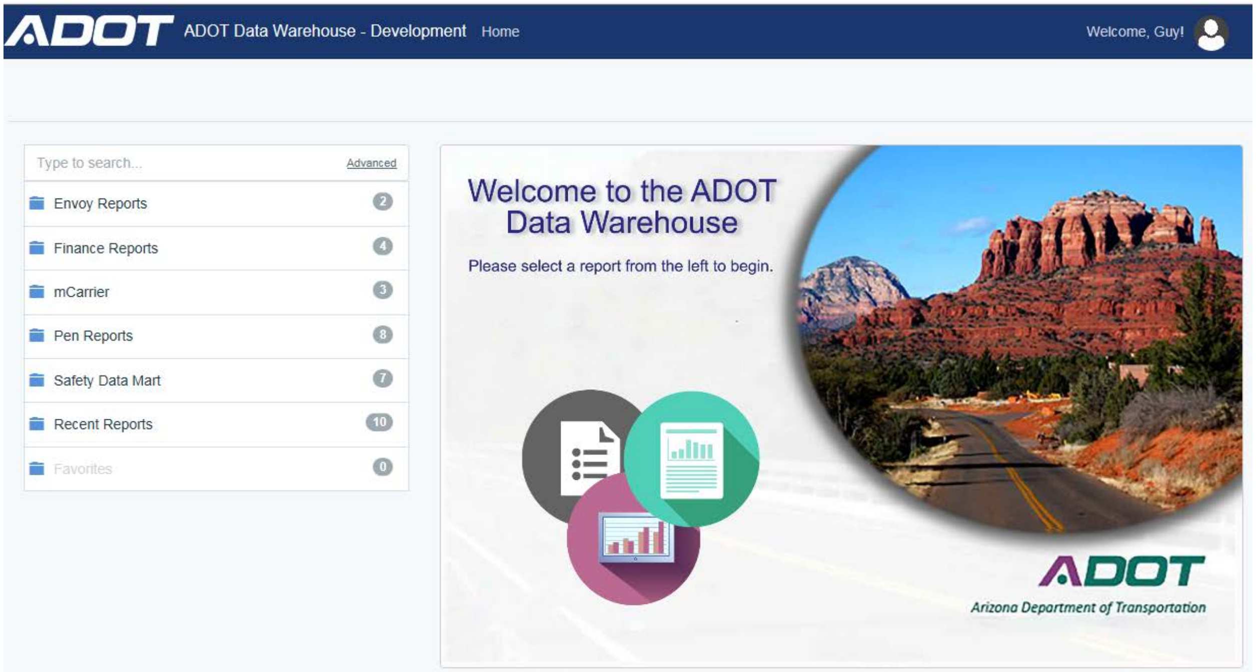
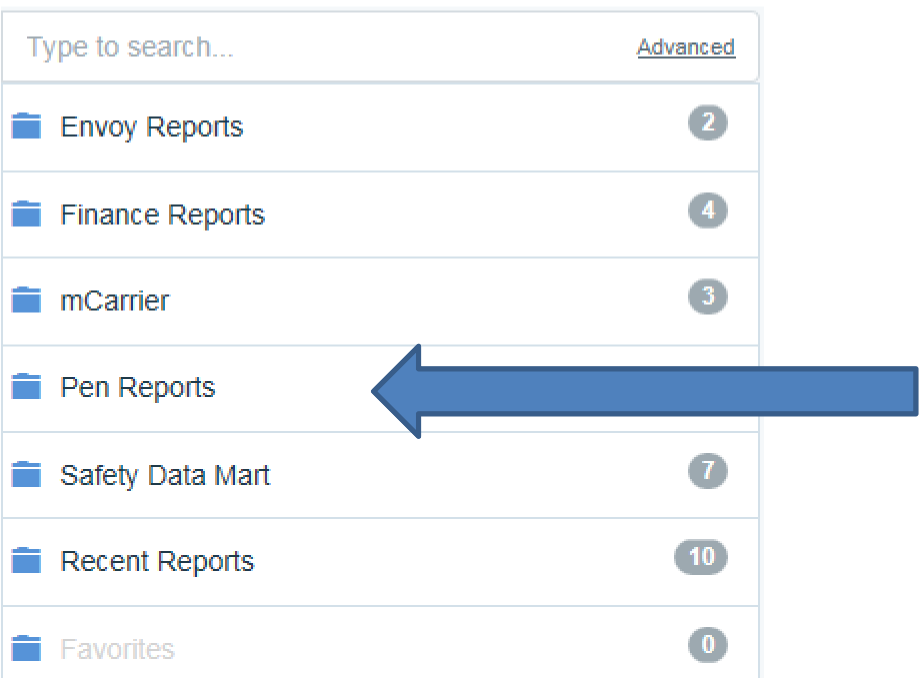
Steps to view Quantlist information:

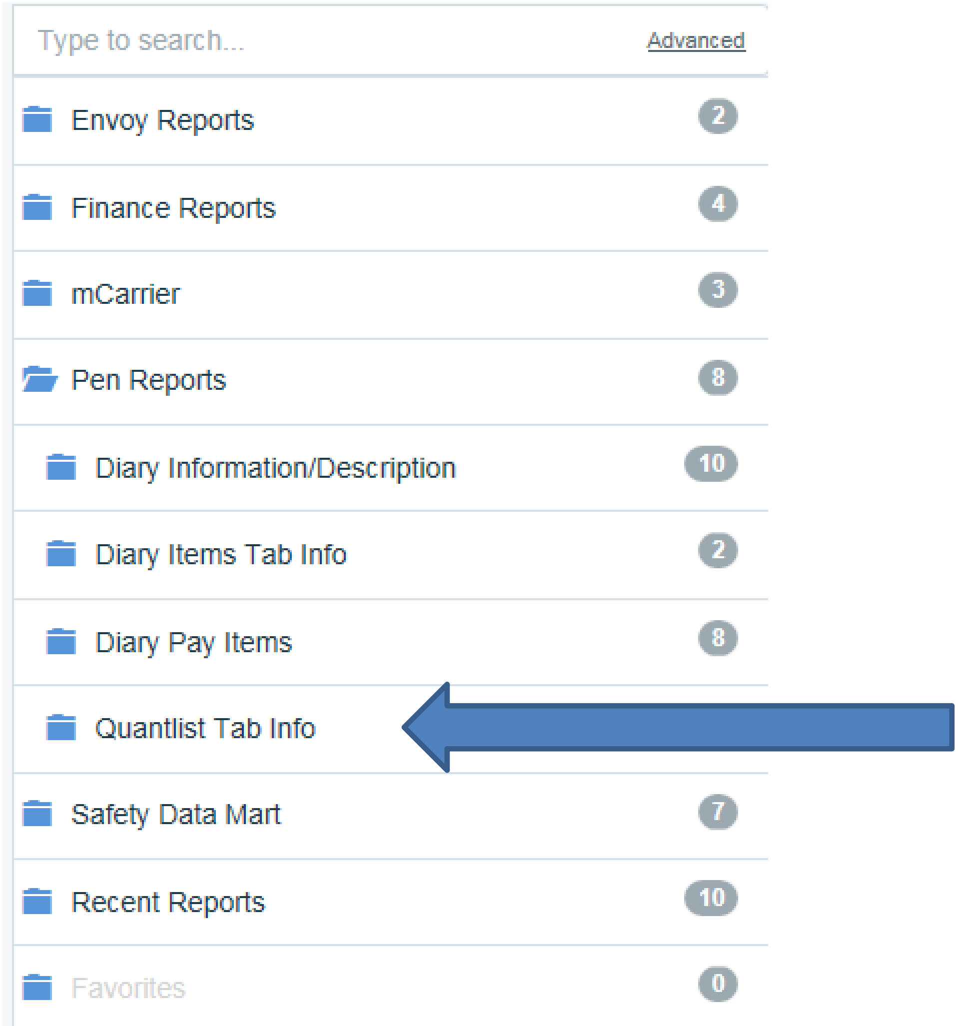
Go to http://aidwdev/ADOTReporting/ and book mark it. The page could look like this.



Next click on Pen Reports



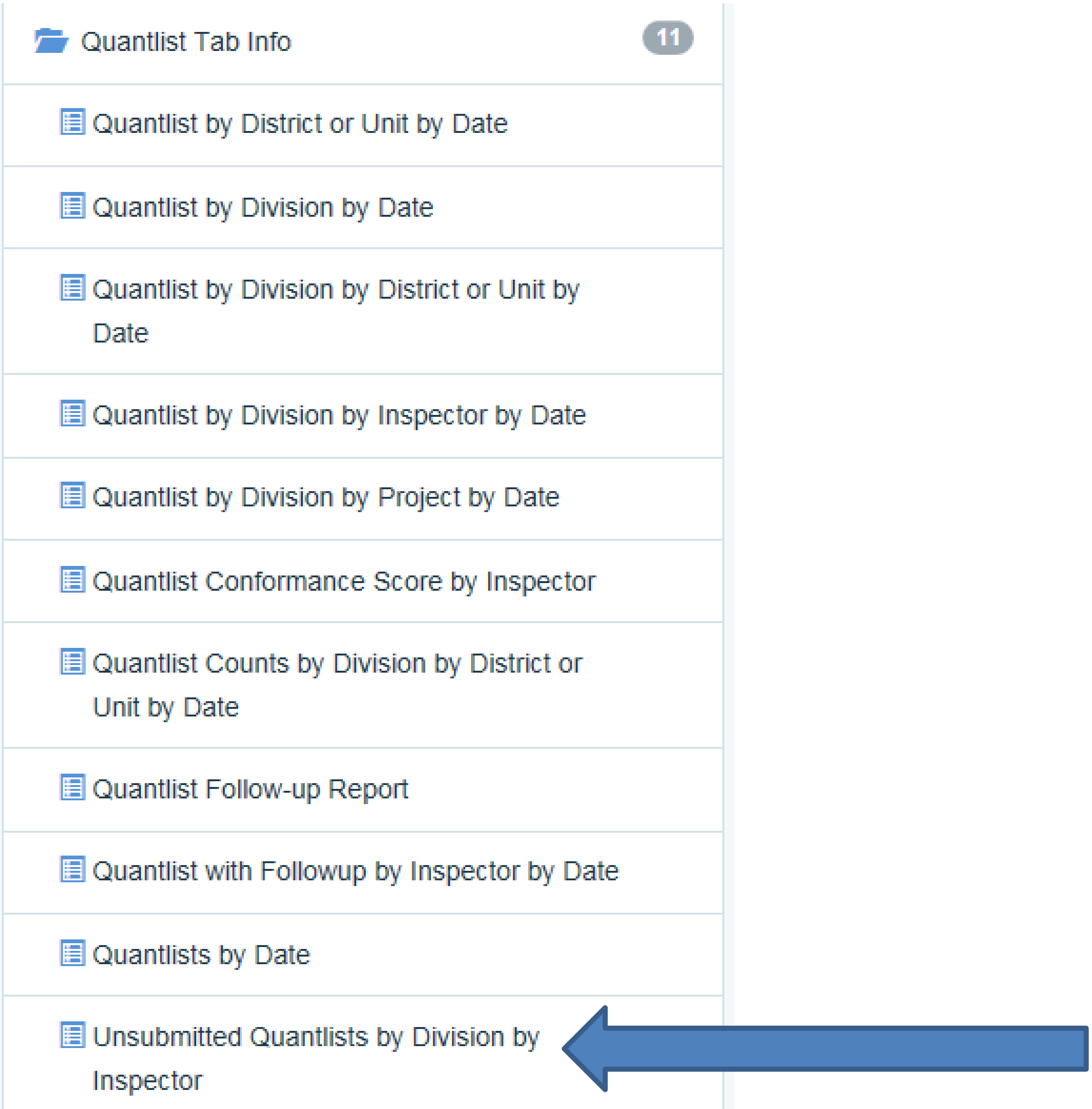
Then you need to click on Quantlist Tab Info



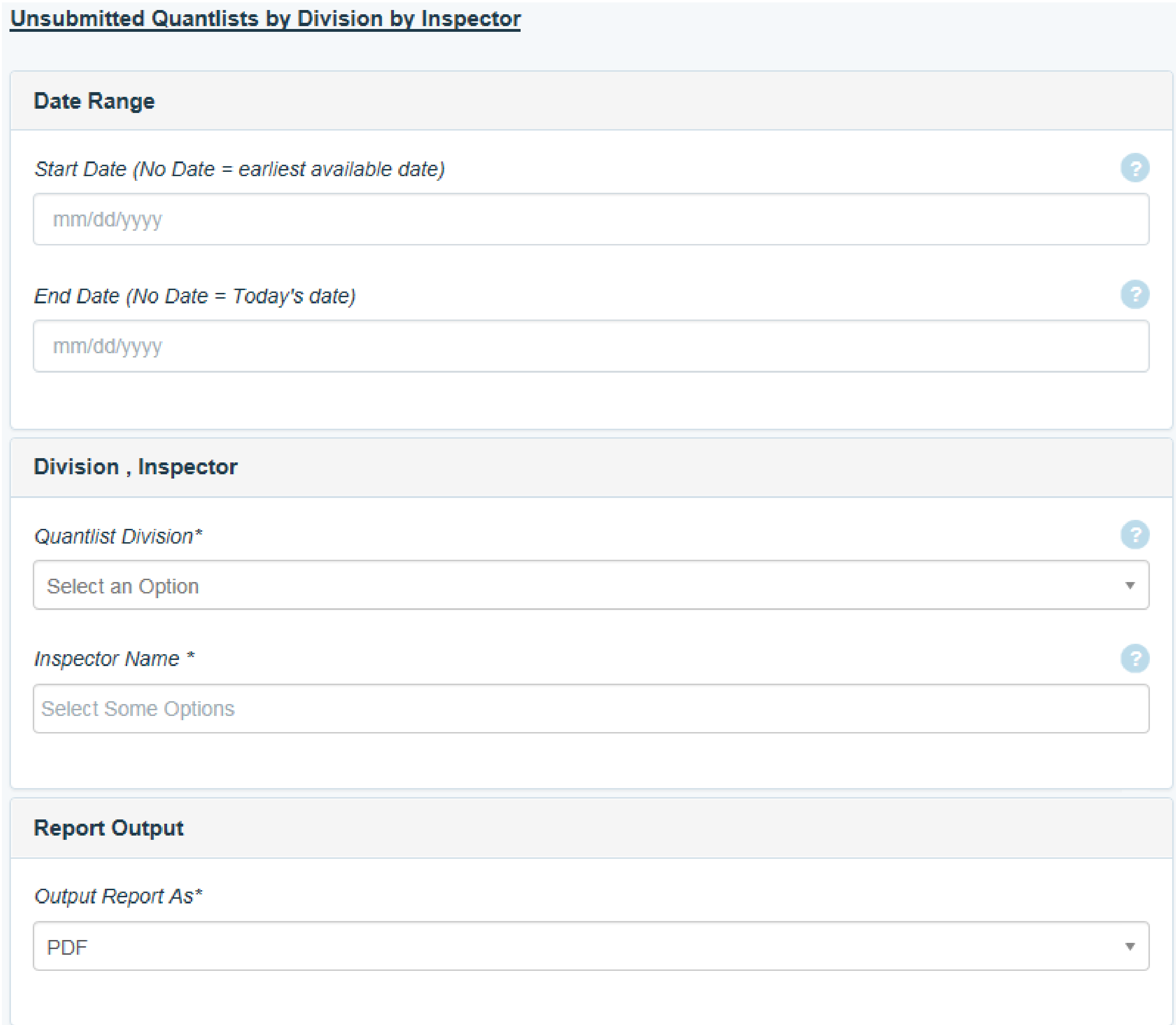
Under Quantlist Tab Info you have serval reports that can be run.

- Unsubmitted Quantlist by Division by inspector
- Quantlist by Date

For “Un-submitted Quantlists by Division by Inspector” click on the Tab shown below



The page will now have this off to the right.



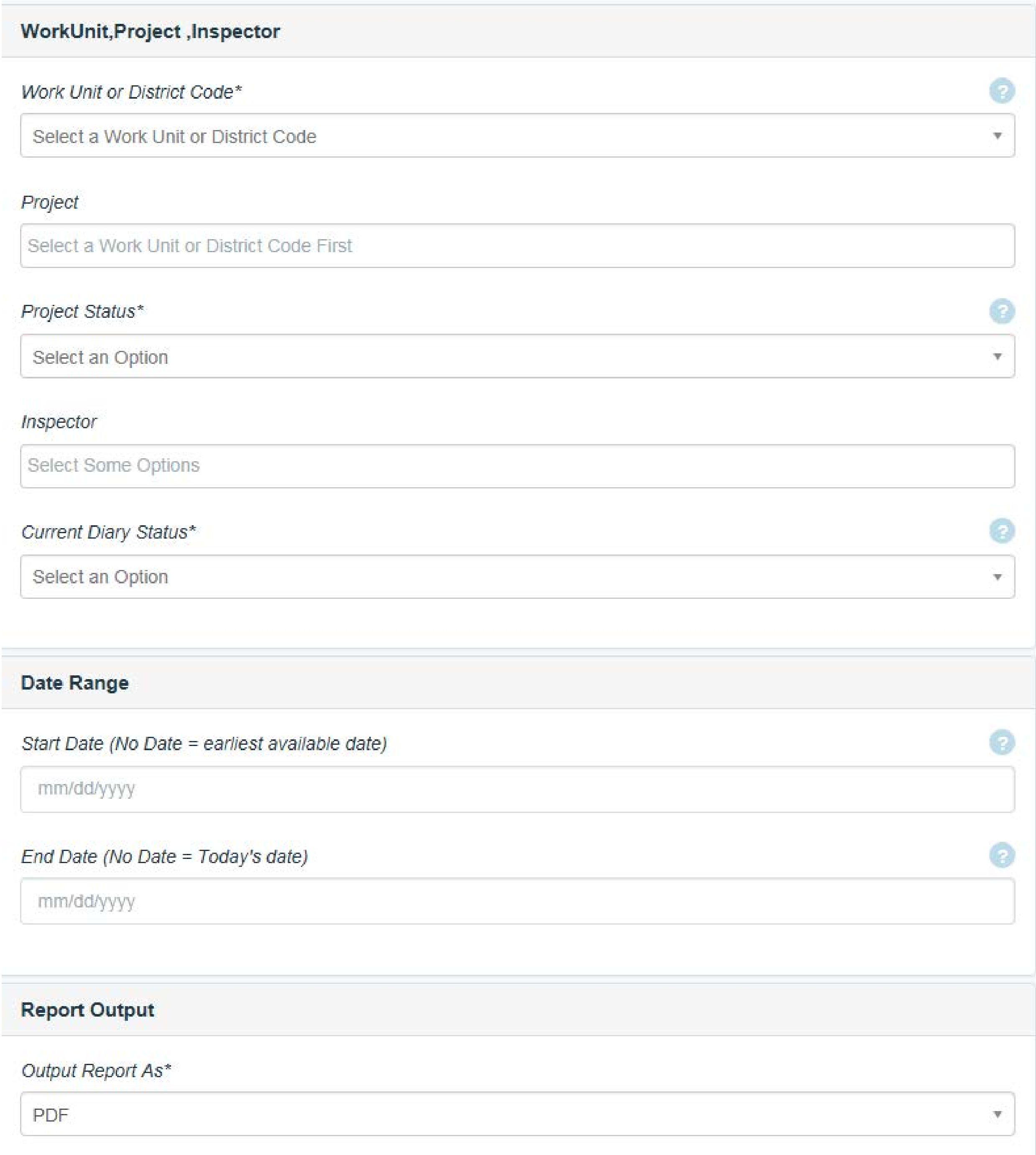
What needs to be filled out is the following:

1. In "Date Range" the "Start Date"
2. In "Division, Inspector" Click on the "Drop Down Arrow" and select one or click on "All Divisions"
3. Next step is to fill in "Inspector Name". If the Inspector name does not show up than the Inspector is not on the list to do Quantlist.
4. Next step is to pick how you want to view the "Report Output". The choices are "PDF" File or "EXCEL" file. The EXCEL file can be re-sorted by taking the rows that you want and create it in another "tab".
5. Click on "View Report" and it will change page and ask if you want to open or save the file.

To see what Quantlist that has been uploaded:

Click on Quantlist by Date

The Page should look like this:



What needs to be filled out:

- Under “Work Unit, Project, Inspector”

1. “Work Unit or District Code”, Click on the “Drop Down Arrow” and pick by your District or Unit Number.
2. Under “Project” Click on the “Drop Down Arrow” and pick the TRACS number. If you select by Unit Number only the Unit TRACS number will be present.
3. “Project Status” you have three choices so pick “All” or “Current”.
4. “Inspector” Click on one Inspector name or click on each that you want to run the report on.
5. “Current Diary Status”, You have five choices and click on the one you want to use.

- Under “Date Range”

1. Select “Start Date” when you want it to start.
2. No need to select any “End Date” it will use today date or you can place a date in.

3. Next step is to pick how you want to view the “Report Output”. The choices are “PDF” File or “EXCEL” file. The EXCEL file can be re-sorted by taking the rows that you want and create it in another “tab”.
4. Click on “View Report” and it will change page and ask if you want to open or save the file.

Any Questions please contact Pedram Shafieian at 602-712-8166 or E-Mail, you can also contact Guy Skirpan by E-Mail or 602-206-0447.