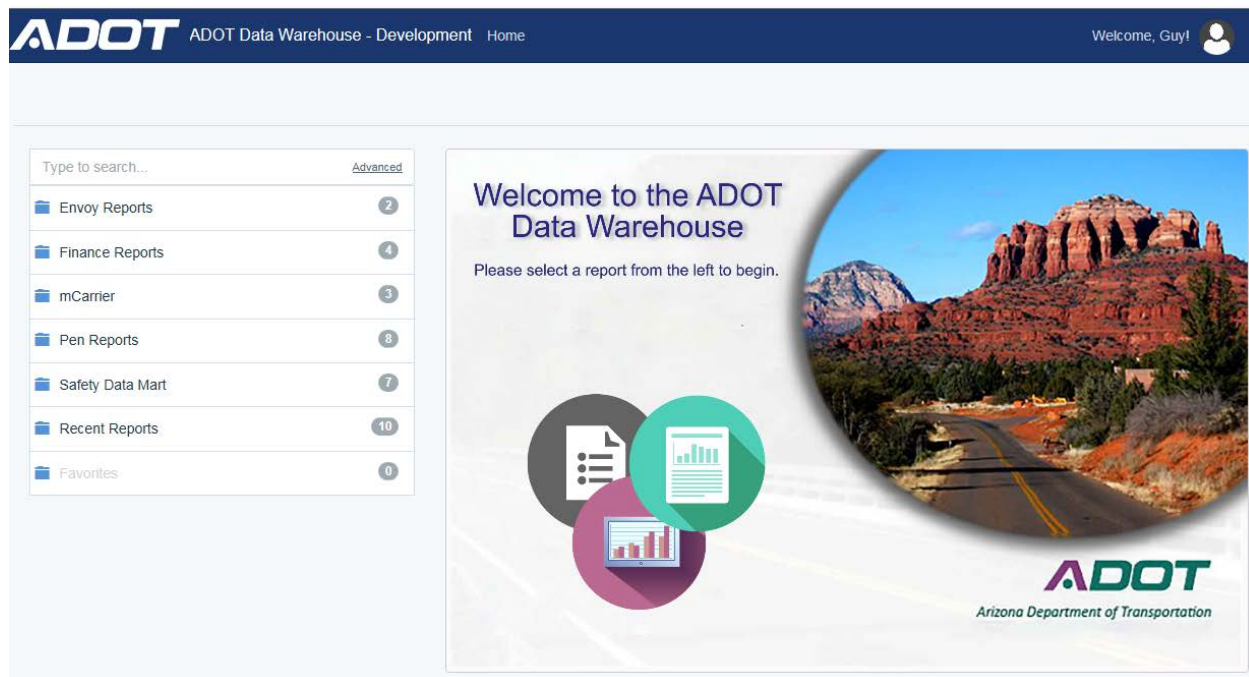
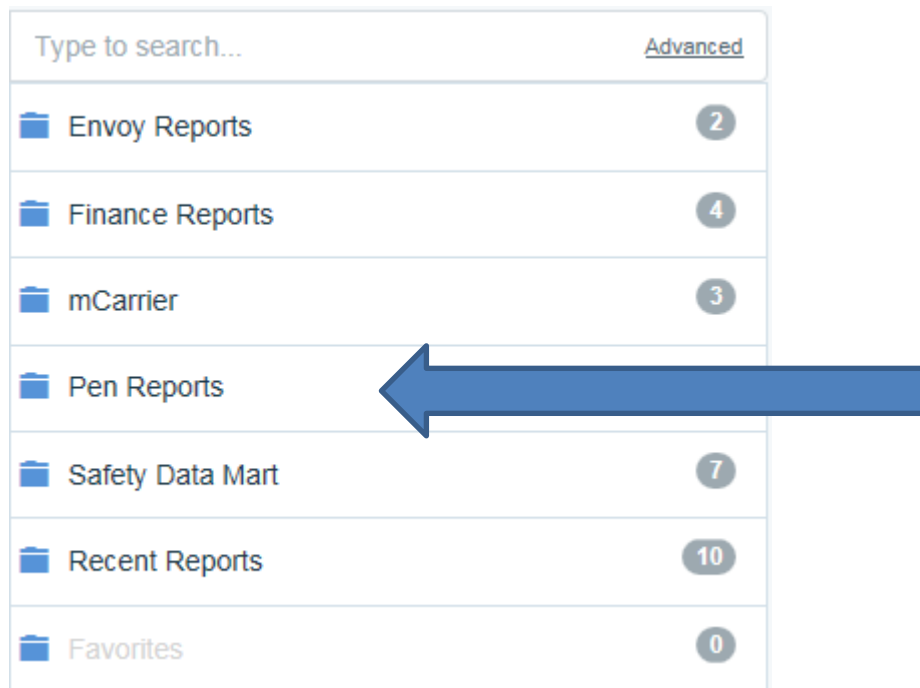


Steps to view Quantlist information:

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

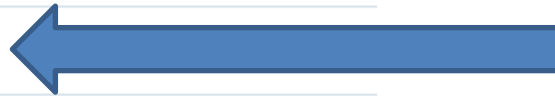


Next click on Pen Reports



Then you need to click on Quantlist Tab Info












Type to search...	<u>Advanced</u>
Envoy Reports	2
Finance Reports	4
mCarrier	3
Pen Reports	8
Diary Information/Description	10
Diary Items Tab Info	2
Diary Pay Items	8
Quantlist Tab Info	
Safety Data Mart	7
Recent Reports	10
Favorites	0



Under Quantlist Tab Info you have several 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

 Quantlist Tab Info <span style="float: right;">11</span>
 Quantlist by District or Unit by Date
 Quantlist by Division by Date
 Quantlist by Division by District or Unit by Date
 Quantlist by Division by Inspector by Date
 Quantlist by Division by Project by Date
 Quantlist Conformance Score by Inspector
 Quantlist Counts by Division by District or Unit by Date
 Quantlist Follow-up Report
 Quantlist with Followup by Inspector by Date
 Quantlists by Date
 Unsubmitted Quantlists by Division by Inspector



The page will now have this off to the right.








### Unsubmitted Quantlists by Division by Inspector

Date Range	
Start Date (No Date = earliest available date)	?
<input type="text" value="mm/dd/yyyy"/>	
End Date (No Date = Today's date)	?
<input type="text" value="mm/dd/yyyy"/>	
Division , Inspector	
Quantlist Division*	?
<input type="text" value="Select an Option"/>	▼
Inspector Name *	?
<input type="text" value="Select Some Options"/>	
Report Output	
Output Report As*	
<input type="text" value="PDF"/>	▼

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:

 Quantlist Tab Info <span style="float: right;">11</span>
 Quantlist by District or Unit by Date
 Quantlist by Division by Date
 Quantlist by Division by District or Unit by Date
 Quantlist by Division by Inspector by Date
 Quantlist by Division by Project by Date
 Quantlist Conformance Score by Inspector
 Quantlist Counts by Division by District or Unit by Date
 Quantlist Follow-up Report
 Quantlist with Followup by Inspector by Date
 <b>Quantlists by Date</b>
 Unsubmitted Quantlists by Division by Inspector

Click on Quantlist by Date

The Page should look like this:

**WorkUnit,Project ,Inspector**

*Work Unit or District Code\** ?

Select a Work Unit or District Code ▼

*Project*

Select a Work Unit or District Code First

*Project Status\** ?

Select an Option ▼

*Inspector*

Select Some Options

*Current Diary Status\** ?

Select an Option ▼

**Date Range**

*Start Date (No Date = earliest available date)* ?

mm/dd/yyyy

*End Date (No Date = Today's date)* ?

mm/dd/yyyy

**Report Output**

*Output Report As\**

PDF ▼

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.