


11-19-08

How to run reports on the Time & Effort Data


- 1) Go to <http://facilities.fiu.edu/construction/cms.htm>
- 2) Under the Reports section select Time & Effort Totals Detail
- 3) Login with the same username and password you use to log into the computer.
- 4) Once logged in you will see the screen with the entire report.

Dates	Assigned To	BNumber	FMNumber	Time Spent	Rate	Totals
10/17/08 - 10/30/08	aspillagac	861		17	1,500.00	255.00
			70809	9	3,247.00	292.00
			80814	14	3,247.00	454.00
			70242	10	3,247.00	324.00
			70243	18	1,500.00	270.00
			80755	4	3,247.00	129.00
			80823	2	3,247.00	64.00

- 5) To narrow down the search click on the  icon.
- 6) Next you will see the search screen where you can enter search parameters.

Run Report Where...	
BNumber	contains
FMNumber	contains
Assigned To	contains
Dates	contains
Time Spent	is equal to
Rate	is equal to
Totals	is equal to

- 7) For example, if you want to run a search for all records related to BT 865, then under the BT number enter 865 and hit search.

8) You will see the following results. You can then click on the  icon to export to Excel.

Time & Effort Totals



Dates	Assigned To	BTNumber	FMNumber	Time Spent	Rate	Totals
10/17/08 - 10/30/08	delgadoa	865		40	2,954.00	1,181.00
	Sum					1,181.00
	griffith	865		10	2,446.00	244.00
	Sum					244.00
	rodriguezj	865		4	3,068.00	122.00
	Sum					122.00
	suarezc	865		11	1,500.00	165.00
	Sum					165.00
Sum						1,712.00
10/3/08 - 10/16/08	delgadoa	865		58	2,954.00	1,713.00
	Sum					1,713.00
	griffith	865		5	2,446.00	122.00
	Sum					122.00