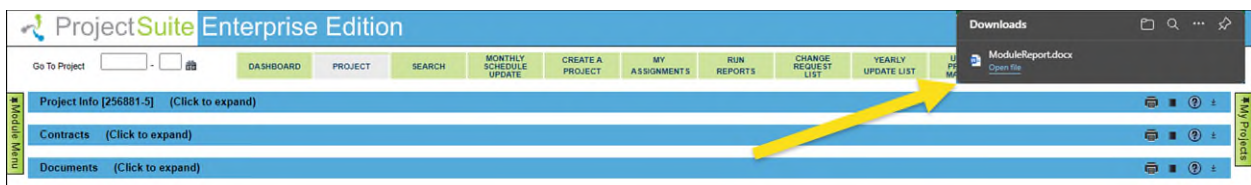# Module Reports

The Module Report feature allows you to create a hard-copy of the current state of a particular Module for a particular Project. For more information on a module, please read its Help Document.

Location and Use

Modules with a Module Report can be easily identified by the printer icon at the upper right hand side of a module. If a module does not have this icon, then there is either no data to construct into a report for that module (For example, the GIS Module) or that Module Report has not been set up yet.
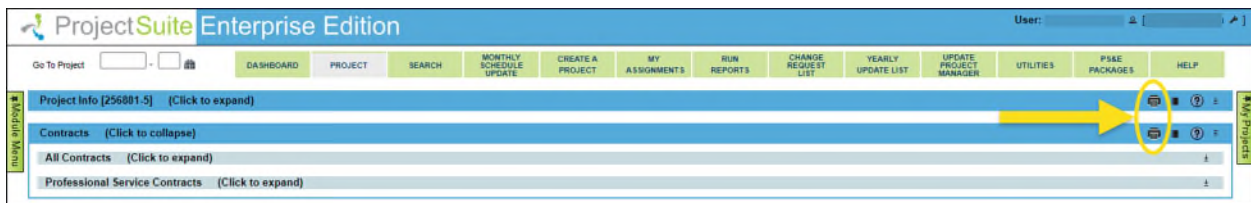
Click on this icon to generate the report. It is worth mentioning here that some reports take a minute or more to generate, so clicking repeatedly will not help. When the report has finished loading, your browser will ask if you want to open or save the file ModuleReport.docx.
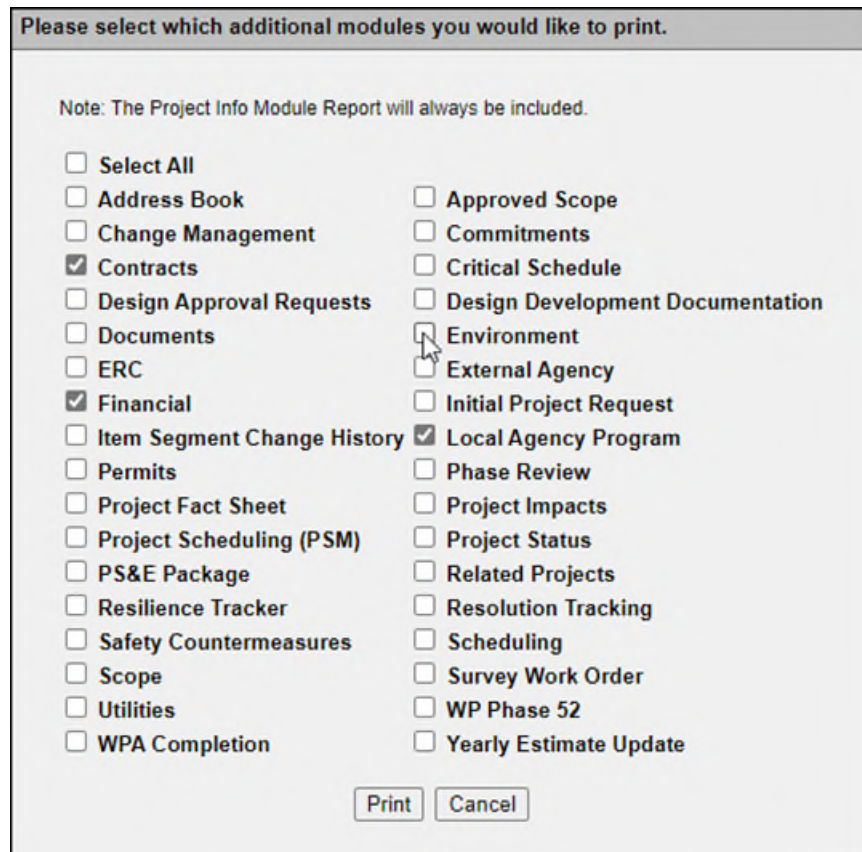

A Module Report will contain all of the data from the default view of a module in a form as closely resembling that view as possible. This means that if you alter the sorting or filtering criteria in a module, the Module Report (generally) will not reflect these changes. Additionally, most lists of data are restricted to the first 25 entries. If this is an issue, please let us know by submitting a Feedback.

Project Info Module Report

A special case is the Project Info Module Report. This report not only displays the information from the Project Info Module; it can also contain any other module which has been activated for the Project's District.

To generate the Project Info Module Report:

1. Click the printer icon on the Project Info Module.

2. You will see a modal window with a list of all available Modules, with a checkbox next to each one. The checkbox signifies that you want a module included in the report.

3. Clicking the Select All checkbox will toggle between selecting all modules and none. Keep in mind; this will overwrite any previous selections made.

Please select which additional modules you would like to print.

Note: The Project Info Module Report will always be included.

☑ Select All
☑ Address Book
☑ Change Management
☑ Contracts
☑ Design Approval Requests
☑ Documents
☑ ERC
☑ Financial
☑ Item Segment Change History
☑ Permits
☑ Project Fact Sheet
☑ Project Scheduling (PSM)
☑ PS&E Package
☑ Resilience Tracker
☑ Safety Countermeasures
☑ Scope
☑ Utilities
☑ WPA Completion

☑ Approved Scope
☑ Commitments
☑ Critical Schedule
☑ Design Development Documentation
☑ Environment
☑ External Agency
☑ Initial Project Request
☑ Local Agency Program
☑ Phase Review
☑ Project Impacts
☑ Project Status
☑ Related Projects
☑ Resolution Tracking
☑ Scheduling
☑ Survey Work Order
☑ WP Phase 52
☑ Yearly Estimate Update

[Print] [Cancel]

4. When you are satisfied with the modules you have selected, click on the Print button.
5. When the report has finished generating, your web browser will ask if you want to open or save the file ModuleReport.docx.

Module Reports with Filters

Some Module Reports reflect filters placed on the data presented on the screen. Currently, the only module that allows this functionality is the Scheduling Module. In the Primavera Schedule and Change Requests section of the Scheduling Module, you are able to filter the activities shown by their Status and Scheduled Start Date. When the Module Report is generated after setting these, the activities shown will be the same ones shown on the page. If the report is generated before these filters are present on the page, then the results in the report will be unfiltered.