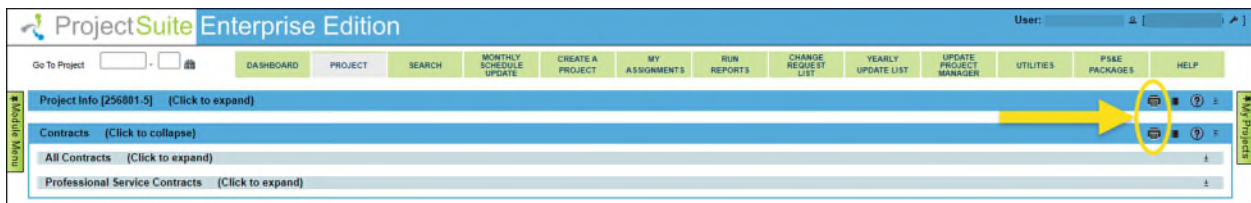


# Module Reports

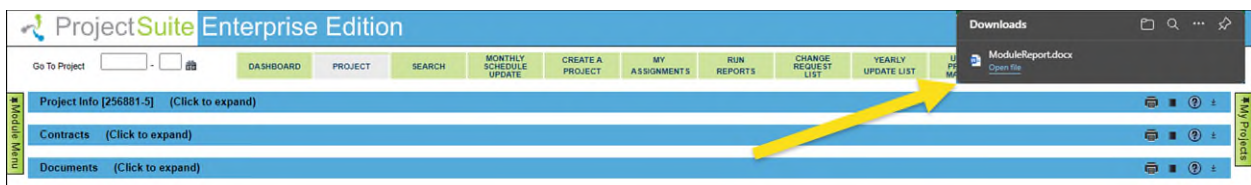
The Module Report feature allows you to create a hard-copy of the current state of a particular Module for a particular Project. For more information on a module, please read its Help Document.

## 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.

Please select which additional modules you would like to print.

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

<input type="checkbox"/> Select All	<input type="checkbox"/> Approved Scope
<input type="checkbox"/> Address Book	<input type="checkbox"/> Commitments
<input type="checkbox"/> Change Management	<input type="checkbox"/> Critical Schedule
<input checked="" type="checkbox"/> Contracts	<input type="checkbox"/> Design Development Documentation
<input type="checkbox"/> Design Approval Requests	<input type="checkbox"/> Environment
<input type="checkbox"/> Documents	<input type="checkbox"/> External Agency
<input type="checkbox"/> ERC	<input type="checkbox"/> Initial Project Request
<input checked="" type="checkbox"/> Financial	<input checked="" type="checkbox"/> Local Agency Program
<input type="checkbox"/> Item Segment Change History	<input type="checkbox"/> Phase Review
<input type="checkbox"/> Permits	<input type="checkbox"/> Project Impacts
<input type="checkbox"/> Project Fact Sheet	<input type="checkbox"/> Project Status
<input type="checkbox"/> Project Scheduling (PSM)	<input type="checkbox"/> Related Projects
<input type="checkbox"/> PS&E Package	<input type="checkbox"/> Resolution Tracking
<input type="checkbox"/> Resilience Tracker	<input type="checkbox"/> Scheduling
<input type="checkbox"/> Safety Countermeasures	<input type="checkbox"/> Survey Work Order
<input type="checkbox"/> Scope	<input type="checkbox"/> WP Phase 52
<input type="checkbox"/> Utilities	<input type="checkbox"/> Yearly Estimate Update
<input type="checkbox"/> WPA Completion	

Print Cancel

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.

<input checked="" type="checkbox"/> Select All	<input checked="" type="checkbox"/> Approved Scope
<input checked="" type="checkbox"/> Address Book	<input checked="" type="checkbox"/> Commitments
<input checked="" type="checkbox"/> Change Management	<input checked="" type="checkbox"/> Critical Schedule
<input checked="" type="checkbox"/> Contracts	<input checked="" type="checkbox"/> Design Development Documentation
<input checked="" type="checkbox"/> Design Approval Requests	<input checked="" type="checkbox"/> Environment
<input checked="" type="checkbox"/> Documents	<input checked="" type="checkbox"/> External Agency
<input checked="" type="checkbox"/> ERC	<input checked="" type="checkbox"/> Initial Project Request
<input checked="" type="checkbox"/> Financial	<input checked="" type="checkbox"/> Local Agency Program
<input checked="" type="checkbox"/> Item Segment Change History	<input checked="" type="checkbox"/> Phase Review
<input checked="" type="checkbox"/> Permits	<input checked="" type="checkbox"/> Project Impacts
<input checked="" type="checkbox"/> Project Fact Sheet	<input checked="" type="checkbox"/> Project Status
<input checked="" type="checkbox"/> Project Scheduling (PSM)	<input checked="" type="checkbox"/> Related Projects
<input checked="" type="checkbox"/> PS&E Package	<input checked="" type="checkbox"/> Resolution Tracking
<input checked="" type="checkbox"/> Resilience Tracker	<input checked="" type="checkbox"/> Scheduling
<input checked="" type="checkbox"/> Safety Countermeasures	<input checked="" type="checkbox"/> Survey Work Order
<input checked="" type="checkbox"/> Scope	<input checked="" type="checkbox"/> WP Phase 52
<input checked="" type="checkbox"/> Utilities	<input checked="" type="checkbox"/> Yearly Estimate Update
<input checked="" type="checkbox"/> WPA Completion	

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.