

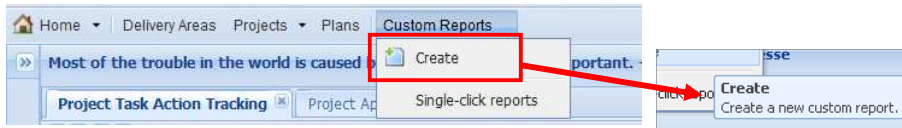
# Custom Report Factsheet #6 for Project Managers:

Display all of My Projects and the Outputs achieved since Project start date



Project Managers (PM) are the managers of a project(s). They have access to view, edit and report on the projects they manage.

Date: May 2012 Audience: PM



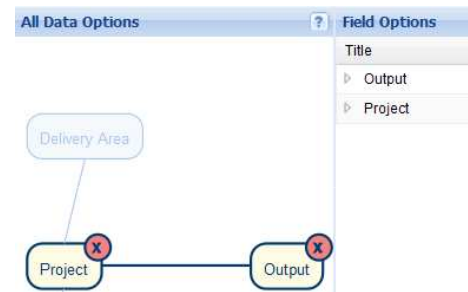
- 1 Log in to your enQUIRE account, and select the drop-down arrow next to **Custom Reports** in primary navigation, and then **Create**.

**Create a new Custom Report**

\*Report Name:

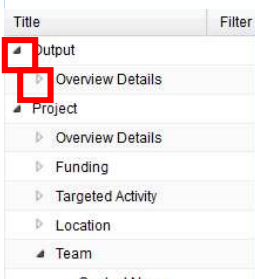
Report Description:

- 2 Enter a Report Name (mandatory) and Report Description (optional).

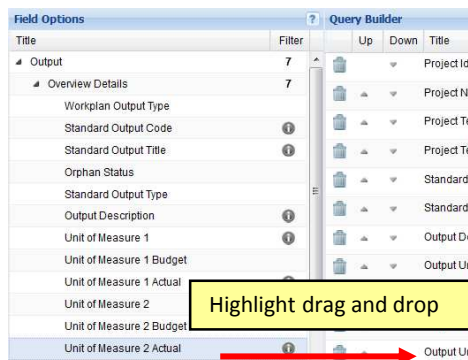


- 3 Select the following **Data Options**:
  - **Project**
  - **Output**

- 4 Expand the arrows beside each Field Title to reveal available selections



- 5 Drag and Drop the following fields into the Query Builder:

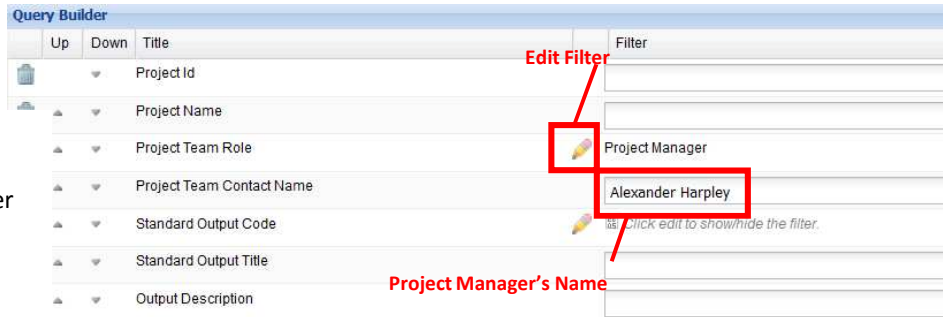


- **Project Id**
- **Project Name**
- **Project Team Role**
- **Project Team Contact Name**
- **Standard Output Code**
- **Standard Output Title**
- **Output Description**
- **Output Unit of Measure 1**
- **Output Unit of Measure 1 Actual**
- **Output Unit of Measure 2**
- **Output Unit of Measure 2 Actual**
- **Actual Periods**

6 Apply the following filters:

a) Select the edit icon to filter for the **Project Manager** project team role

b) Enter in the full name of the **Project Manager** in the Project Team Contact Name field



7 Select the **Save** button at the bottom of the page. You will now be taken to the View All Custom Reports screen – your Query will be listed here.

Select the drop-down arrow next to the Custom Report name and then **Generate**.



8 Your Custom Report may take a minute to Generate.

Once the screen has loaded again, select the arrow pointing to the Custom Report name, which will drop-down to the Generated report.

Select the drop-down arrow and then **Download**.

Your report will now open in an Excel workbook.



Output Actual Periods	Project Id	Project Name	Output Unit of Measure 1 Actual	Output Unit of Measure 2 Actual	Output Description	Output Unit of Measure 1	Output Unit of Measure 2
1 Jul 11 - 30 Nov 11	RR10	Growcom	0	0	15 horticult	Number of Numl	
1 Jul 11 - 30 Nov 11	FBA12015	FRCC Sub Re	8	277	Events	Number of Numl	
1 Jul 11 - 30 Nov 11	FBA12015	FRCC Sub Re	17	0	Informal cc	Number of arran	