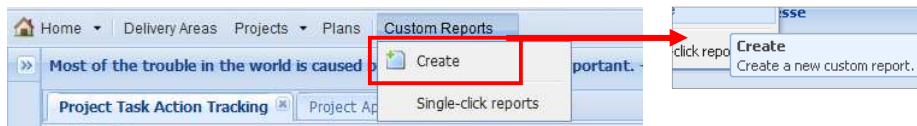**enQuire**
Grants, Contract & Project Management

Custom Reports Fact Sheet #9 for Project Managers:

For one of my Projects view all past Outputs and any Output comments

Project Managers (PM) are the managers of a project(s). They have access to view, edit and report on the projects they manage.
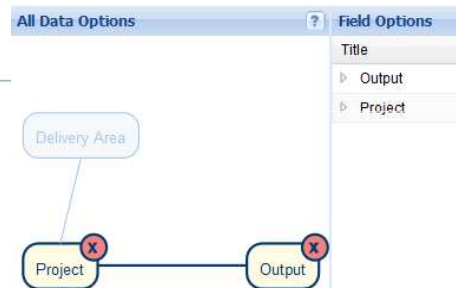
Date: June 2012 Audience: PM

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

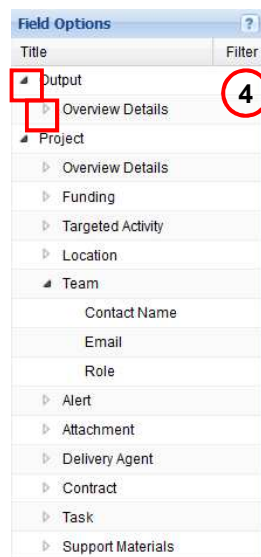**2** Enter a Report Name (mandatory) and Report Description (optional).

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:
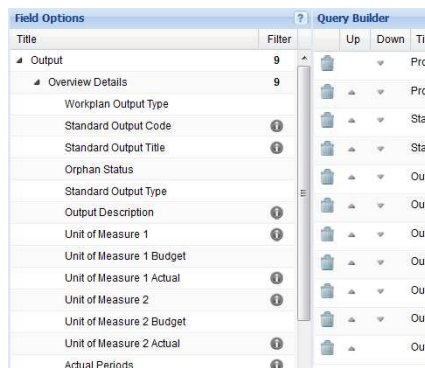
- **Project Id**
- **Project Name**
- **Standard Output Code**
- **Standard Output Title**
- **Output Description**
- **Output Unit of Measure 1**
- **Output Unit of Measure 1 Actual**
- **Output Unit of Measure 2**
- **Output Unit of Measure 2 Actual**
- **Actual Periods**
- **Output Comments**

enQuire helpdesk:
+61 (7) 3846 1555
admin@enquire.net.au

enQuire
Grants, Contract & Project Management

6 Apply the following filter:

a) Enter in the **Project Id** of the relevant Project into the Project Id field box

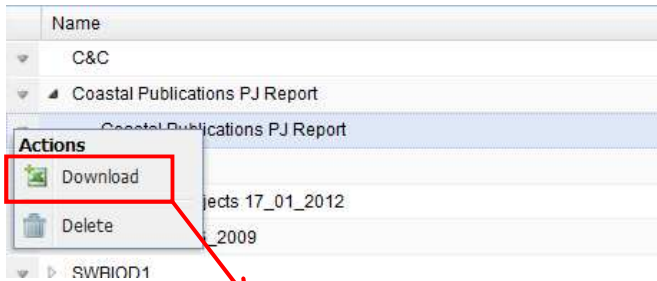**Query Builder**

	Up	Down	Title		Filter
🗑		▾	Project Id	**Enter Project Id**	COS 2A
🗑	▲	▾	Project Name		
🗑	▲	▾	Standard Output Code	✏	🔲 Click edit to show/hide the filter.
🗑	▲	▾	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		
🗑	▲	▾	Output Actual Periods		
🗑	▲		Output Comments		
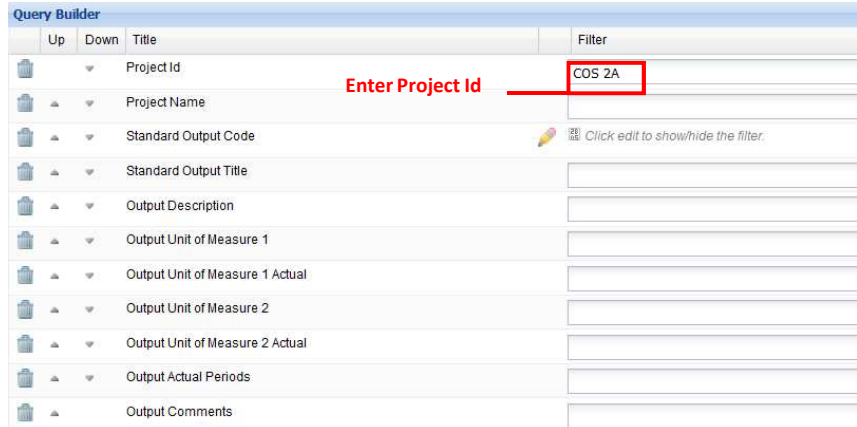
7 Select the **Save** button at the bottom of the page. You will now be taken to the View All Custom Reports screen – your Query will be listed here.

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

View All Custom Reports

Keyword Please enter a keyword... 🔍

	Name
▾	C&C
▾	Coastal Publications PJ Report

Actions
- ✏ Edit
- 🗑 Delete
- 🖼 Generate

...ects 17_01_2012
_2009

▾ ▷ SWL&W

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.

	Name
▾	C&C
▾ ◢	Coastal Publications PJ Report
	Coastal Publications PJ Report

Actions
- 🖼 Download
- 🗑 Delete

...ects 17_01_2012
_2009

▾ ▷ SWRIOD1

A1 | Project Id

	A	B	C	D	E	F	G	H	
1	Project Id	Project Name	Standard Output Code	Standard Output Title	Output Unit of Measure 1	Output Unit of Measure 1 Actual	Output Descripti on	Output Unit of Measure 2 Actual	U M 2
2	SEQC SR	Queenslan	CB1.2	Publication	Number of written products suc	Publications		E
3	SEQC SR	Queenslan	CB4.2	Knowledg	Number of significant knowledg	2	User Reference Group	
4	SEQC SR	Queenslan	CB3.1	Organisati	Number of key organisational d	Organisational documer		
5	SEQC SR	Queenslan	CB4.2	Knowledg	Number of significant knowledg	1	User Reference Group	
6	SEQC SR	Queenslan	CB1.5	Websites	Number of websites developed	Websites		N
7	SEQC SR	Queenslan	CB2.1	Training se	Number of training sessions, w	Training sessions		N
8	SEQC SR	Queenslan	CB4.2	Knowledg	Number of significant knowledg	2	Management Committ	
9	SEQC SR	Queenslan	CB2.1	Training se	Number of training sessions, w	Training sessions☐☐		N
10	SEQC SR	Queenslan	CB4.2	Knowledg	Number of significant knowledg	5	Management Committ	
11	SEQC SR	Queenslan	CB4.2	Knowledg	Number of significant knowledg	1	User Reference Group	
12	SEQC SR	Queenslan	CB5.1	Support to	Number of community groups (	Websites		N
13	SEQC SR	Queenslan	CB1.5	Websites	Number of websites developed	Website enhanced☐☐		N
14	SEQC SR	Queenslan	CB1.2	Publication	Number of written products suc	fact sheets☐☐		E
15	SEQC SR	Queenslan	CB5.1	Support to	Number of community groups (	Support to community		N
16	SEQC SR	Queenslan	CB4.3	Reviews/ e	Number of organisational learni	User Reference Group		v
17	SEQC SR	Queenslan	CB1.2	Publication	Number of written products suc	Publications		E
18	SEQC SR	Queenslan	CB3.1	Organisati	Number of key organisational d	Organisational documer		
19	SEQC SR	Queenslan	CB3.1	Organisati	Number of key organisational d	Organisational documer		
20	SEQC SR	Queenslan	CB1.5	Websites	Number of websites developed	website enhanced☐☐		N
21	SEQC SR	Queenslan	CB2.1	Training se	Number of training sessions, w	Training sessions hel		N
22	SEQC SR	Queenslan	CB1.2	Publication	Number of written products suc	fact sheets developed		E
23	SEQC SR	Queenslan	CB1.2	Publication	Number of written products suc	publications☐☐		E
24	SEQC SR	Queenslan	CB3.3	Informal cc	Number of arrangements for eff	2009/10 Workplan devel		

◀ ◀ ▶ ▶ UserReport
Ready

enQuire helpdesk:
+61 (7) 3846 1555
admin@enquire.net.au