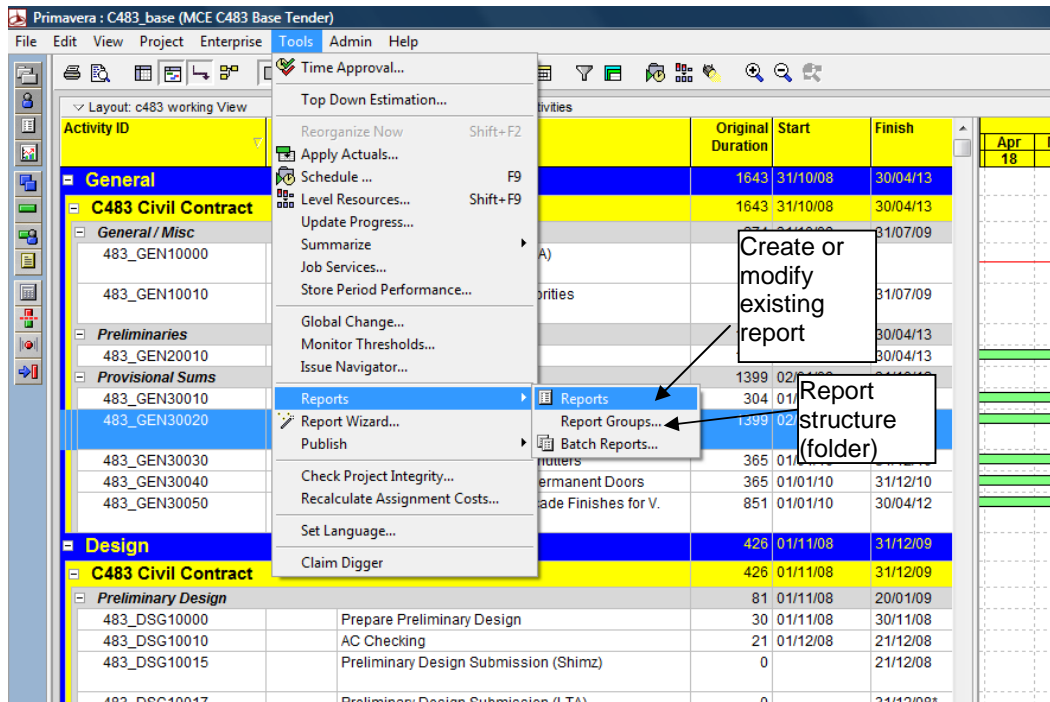
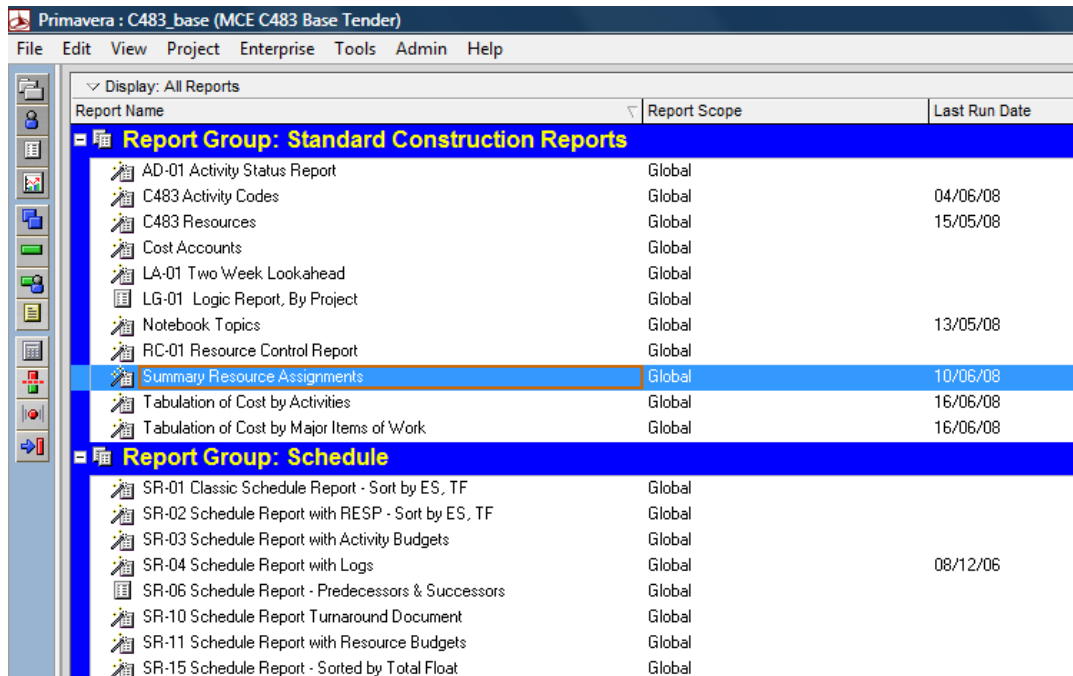


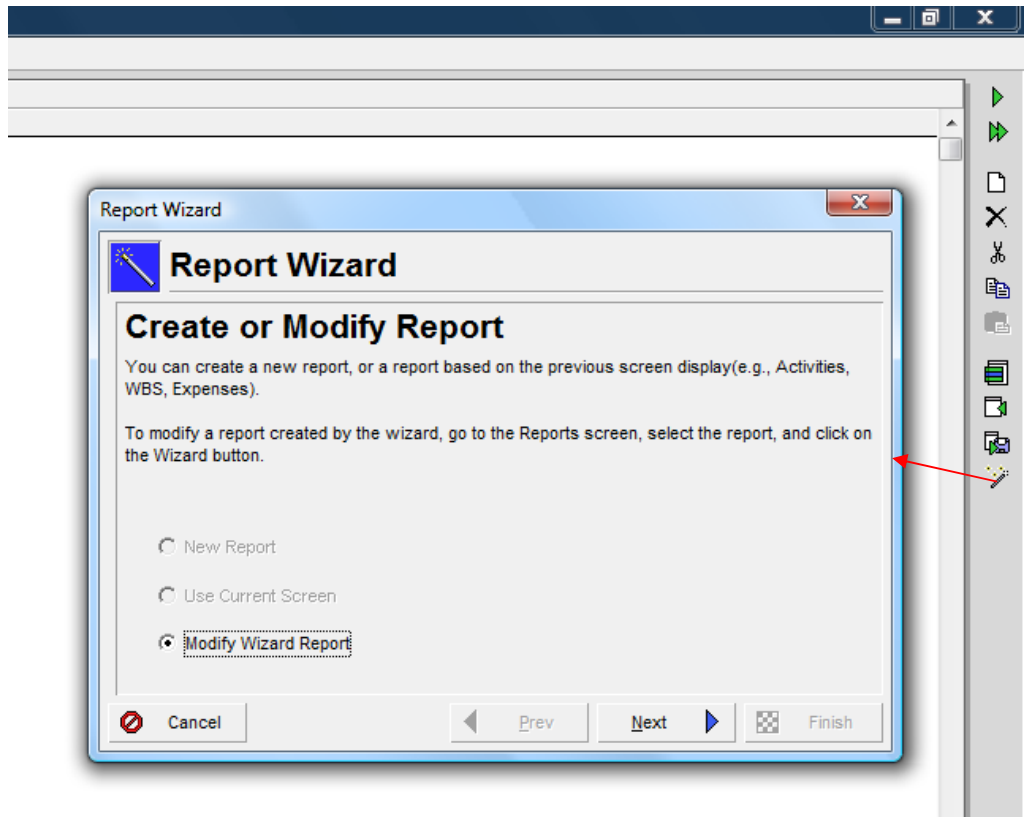
1. Go to Tools > Reports > Reports



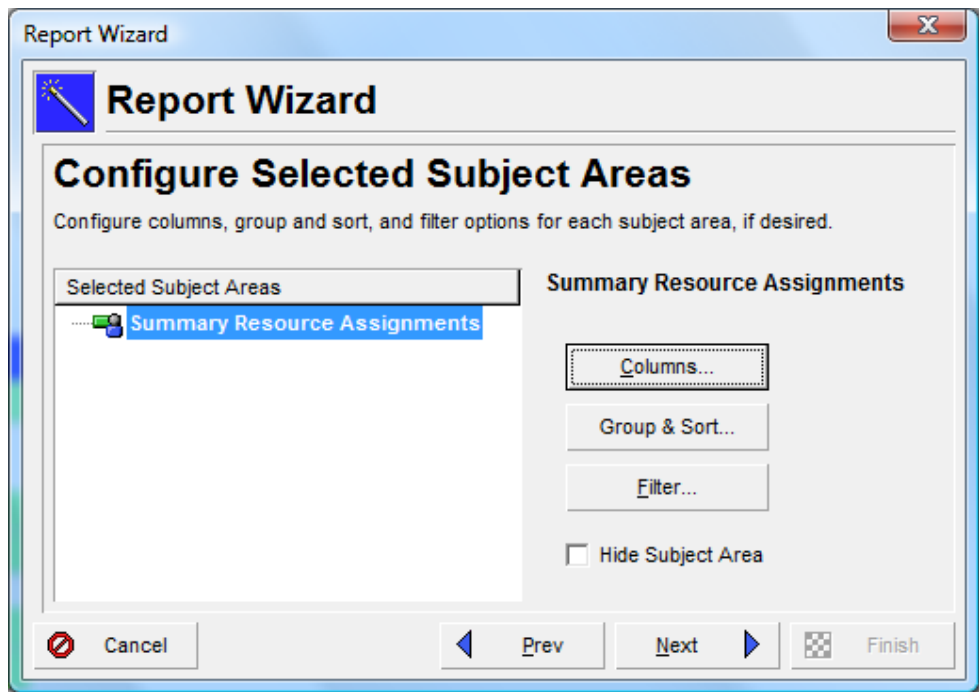
2. Modify from the exiting report “Summary Resource Assignments” or click “add” icon on right side menu to add new report

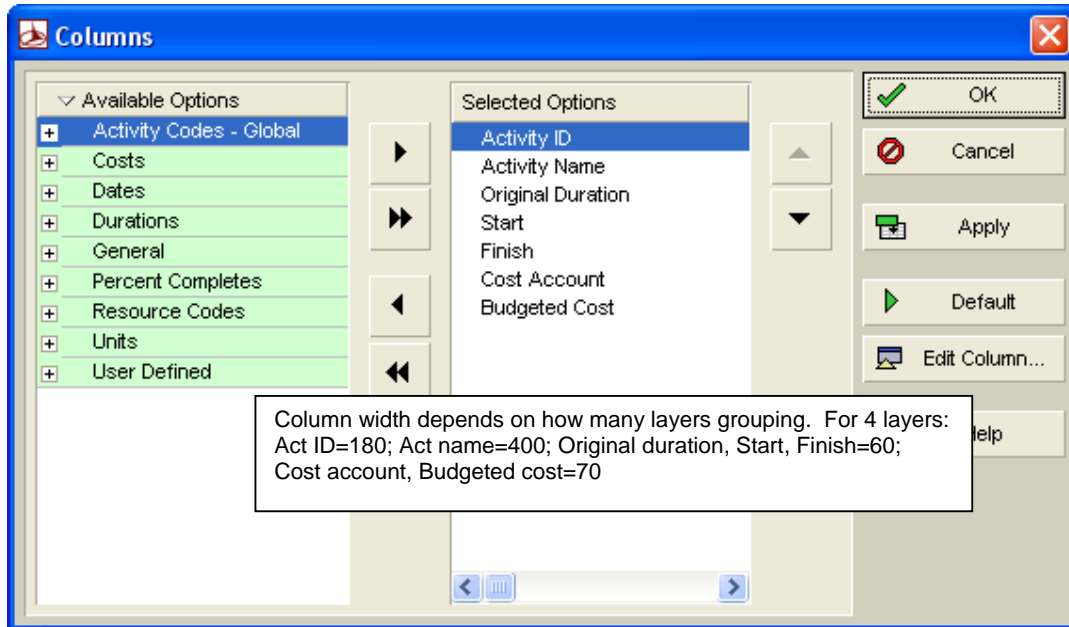


3. Click "Report Wizard" command button on the right side command bar and start modifying from the selected existing report, or looking for "summary resource assignment" when adding new report.

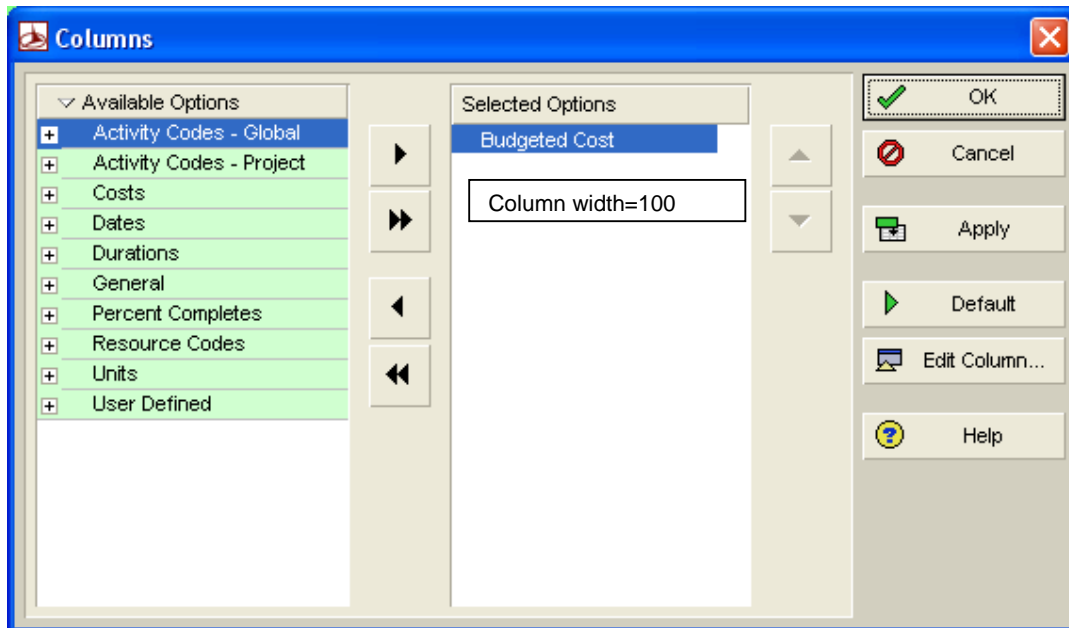


4. Follow the wizard steps, pay attention to the settings of columns, group & sort and filter.

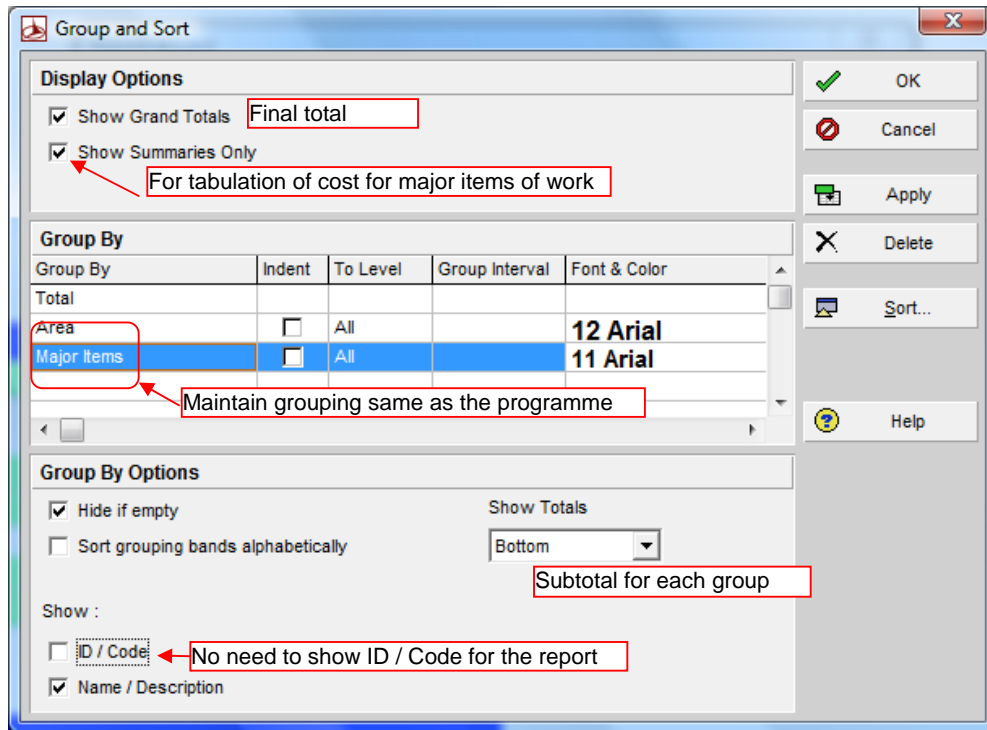




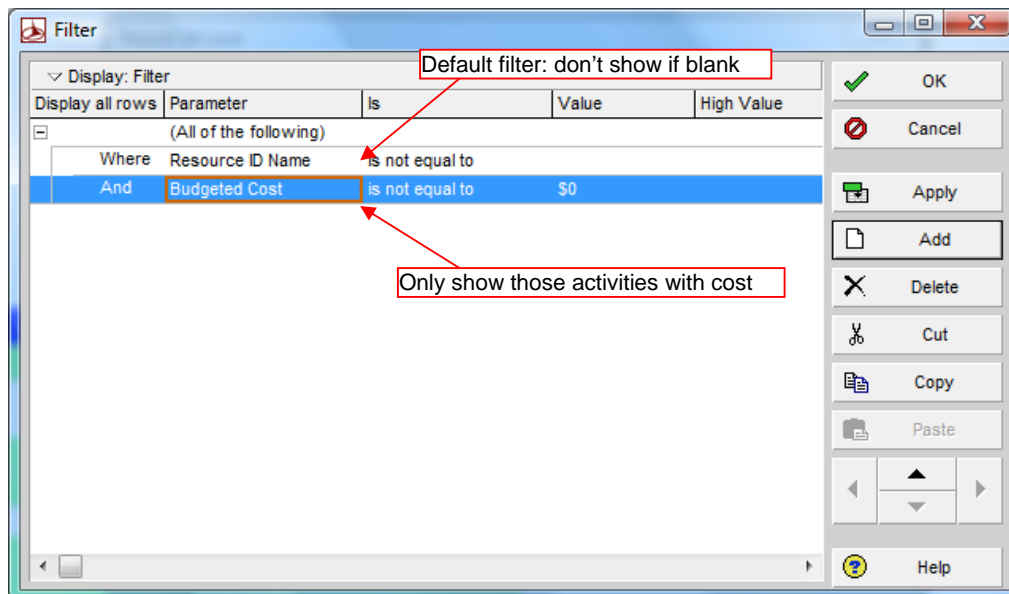
Column settings for the “tabulation of cost by activities”



Column setting for the “tabulation of cost by major items of work”

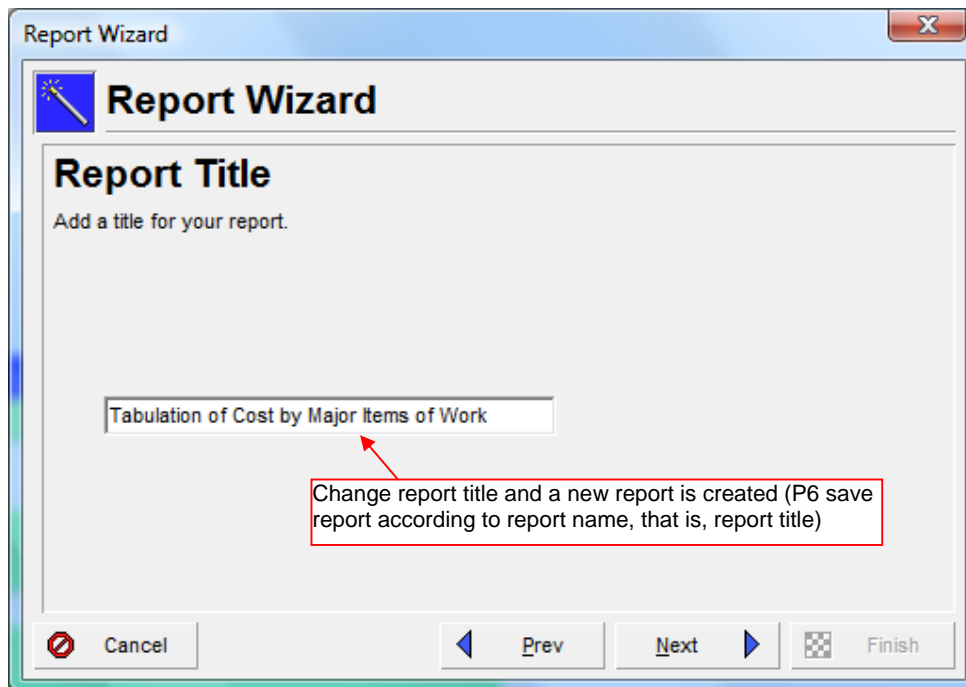


Group and Sort setting

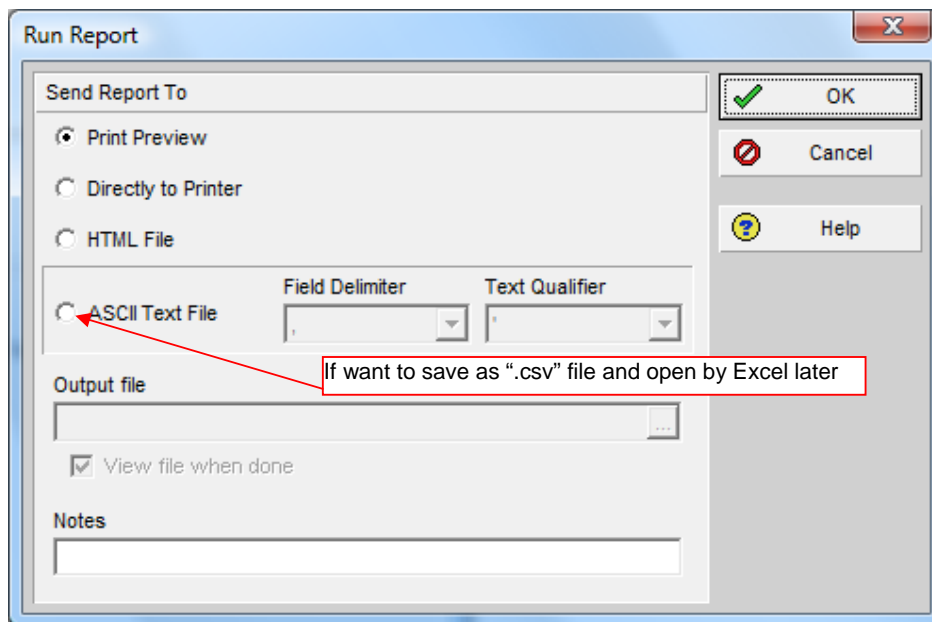


Filter setting

5. Give a report title and also save this as its report name.



6. Run report.



7. Page set up and print set up under preview.

Print Preview

Tenderer: Leighton-John Holland JV
Tender Date: 18 Feb 2011

C935 Base Tender: Tabulation of Cost by Major Items of Work

PHAS-1
AREA-1
LOCN-1
MITE-1

Budgeted Cost

General
General Conditions and Preliminaries
General

Set height=0.5 to get two rows of heading. Hit "return + shift" to have single line spacing.

Page Setup

Page Margins Header Footer

Divide Into: 2 Sections Include on: All Pages Height: 0.5

Define header

Show Section Divider Lines

Section 1 (50%)	Section 2 (50%)
(None)	Text/Logo

Add Text

Tenderer: Leighton-John Holland JV
Tender Date: 18 Feb 2011

2 sections

8. Save the modified report and finish

Report Wizard

Congratulations

If you save your report, you can rerun it later from the Reports screen, otherwise, it will be lost.

Save Report

Cancel Prev Next Finish