### **Cargotester.com Standard and Custom Report Features**

#### **Printable Lists**

Because Cargotester.com is web-based, the HTML pages can be formatted either for the standard graphical user interface or for printing. Thus, on many pages with lists of information presented there will be a *printable version* option. While not any of the system's named reports, these printable lists can capture a lot of useful information.

#### Standard Multi-Option Reports

There are several standard *multi-option* reports in the system. These are generally job related reports. Multi-option reports have significantly more compilation options than the quick-reports and can pull together information from one to several jobs. While very powerful, they are made easier to use by having auto-fill features that preselect options from preferences and use inference logic. On several of the job data entry pages there are links to multi-option report option pages, with the job information preselected in the options. This enables users to bypass the regular report menus when compiling reports. Multi-option reports generally compile in HTML, though there is the compilation option to open the reports in Excel<sup>tm</sup>.

### Quick-Reports

There are also quick-reports for faster compiling, but they are limited in scope.

### Management Roll-Up Reports

Management roll-up reports allow for the summarization of job data from more than one facility (within the same company). These reports also perform statistical calculations on the data for further analysis. Some reports compile with drill-down options to avoid clutter while still providing key details.

## Customized Reports and Custom Options Pages

Any of the standard reports can be customized. The most obvious customization would be to replace the standard layout with custom layouts to match existing reports. Other means of customization include custom calculations, which will take the job data and generate results according to client-specified formulas or algorithms, and custom options pages where users can select more formatting or calculation features as well as input any last minute data.

## Saving Reports in the System

Users have the option of saving any of the standard or custom reports they compile in the system. Permissions are set up when the report is saved as to who can retrieve the saved report. (Other restrictions on who can see the data also apply.) The data that the saved reports are compiled with can be updated without the need to recompile the saved report because saved reports always use the latest dataset when retrieved. One can e-mail temporary links to saved reports out of the system to anyone.

# **Grouped Reports**

Saved report pages can be grouped together for a more coherent sense of organization. Saved report pages can belong to more than one report group.