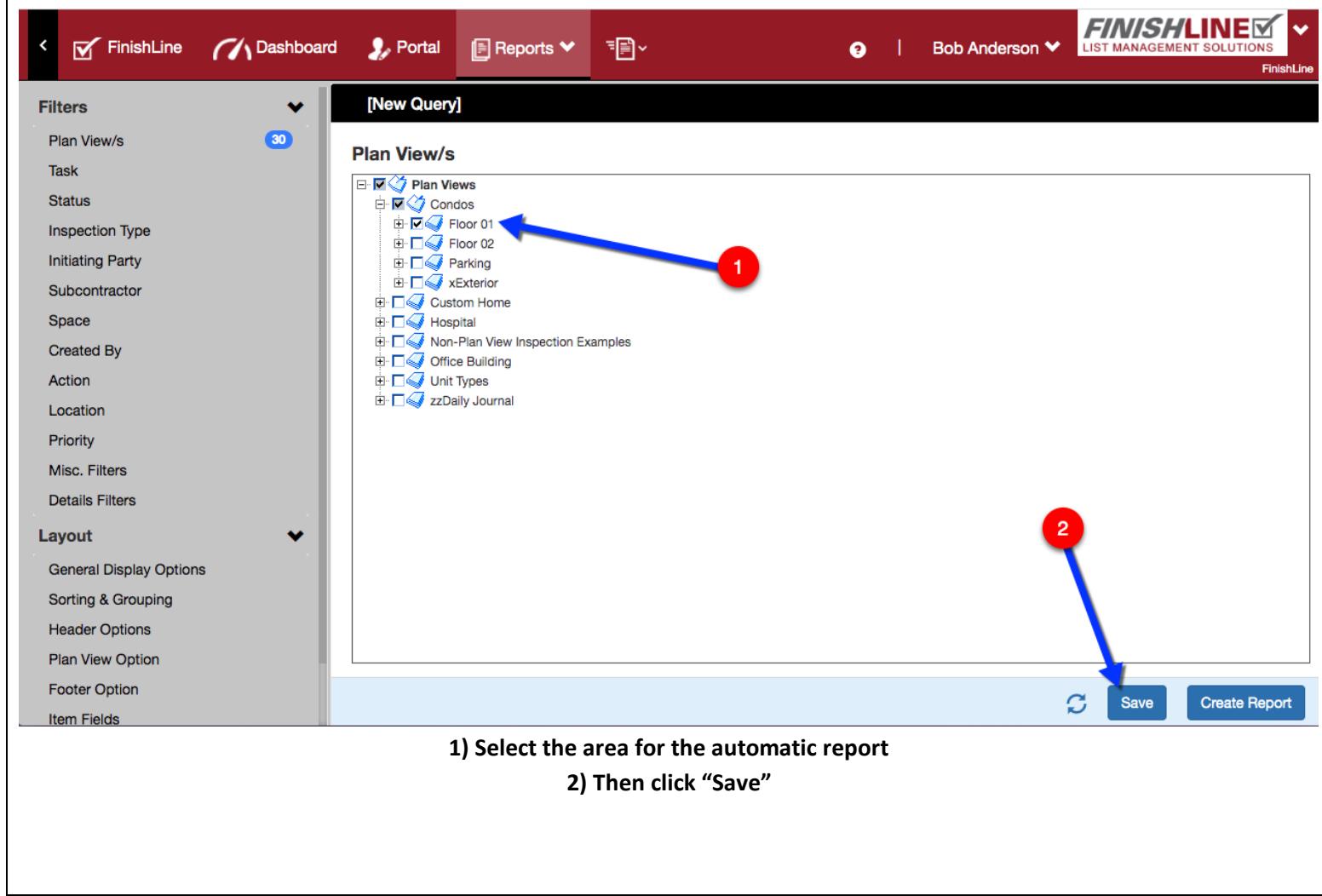


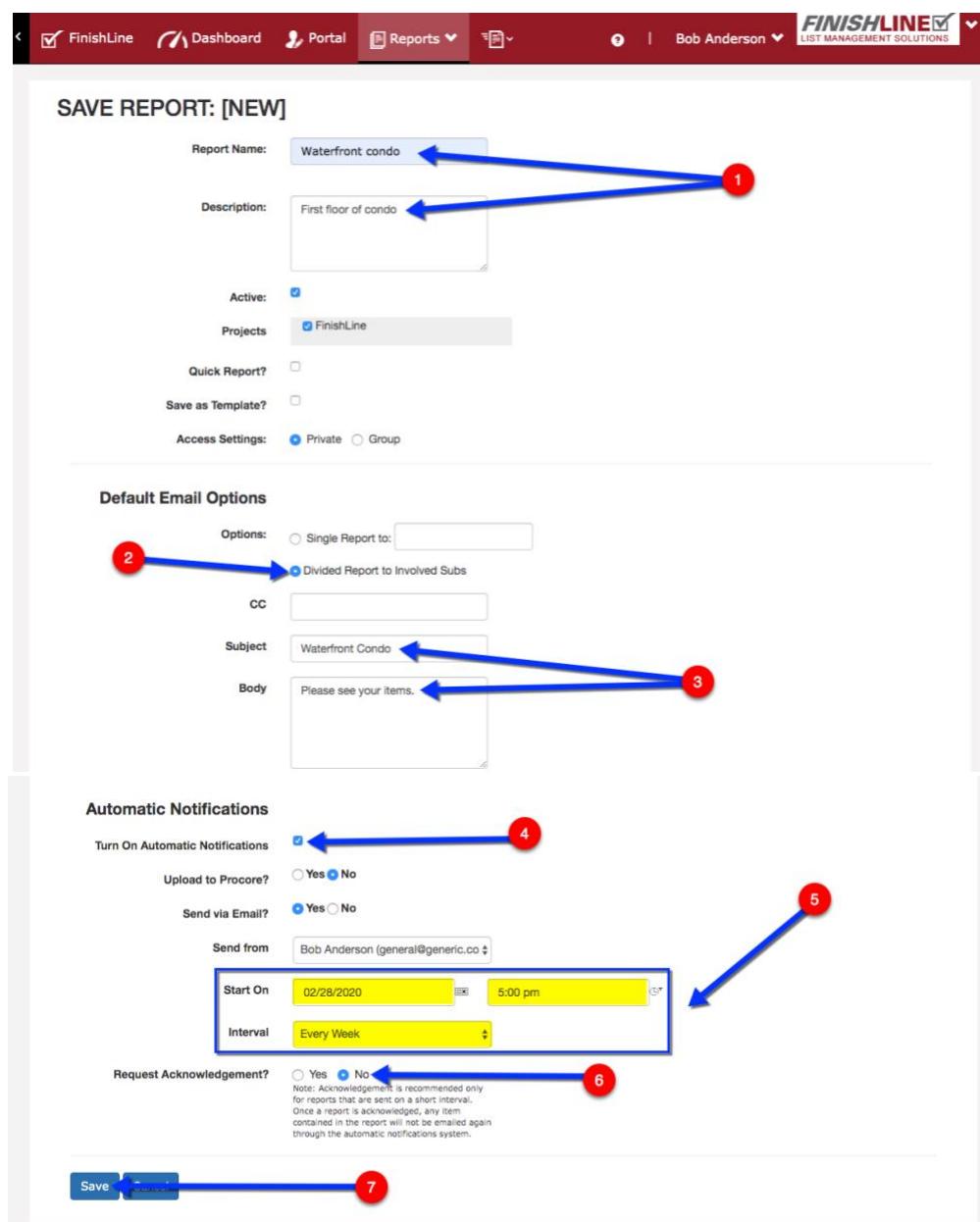
The screenshot shows the FinishLine dashboard. At the top, there is a navigation bar with links for FinishLine, Dashboard, Portal, Reports, and a user profile for Bob Anderson. The Reports dropdown menu is open, showing options: Create New Report (highlighted with a blue arrow), New Report from Template, Saved Reports, Metrics Reports, and Email Tracking Report. Below the navigation bar, there is a section titled 'Building Health Status' with a pie chart showing 46% Open and 54% Complete, and a table with columns for Last Month Completed Items (159), Overall (73), and Average Time to Complete Items (7.95 DAYS). A dropdown menu for 'Overall' is also visible.

**From the Dashboard, click “Create New Report” in the Reports dropdown menu.**



The screenshot shows the 'Plan View/s' configuration screen. On the left, there is a sidebar with various filter options: Plan View/s (30), Task, Status, Inspection Type, Initiating Party, Subcontractor, Space, Created By, Action, Location, Priority, Misc. Filters, Details Filters, Layout, General Display Options, Sorting & Grouping, Header Options, Plan View Option, Footer Option, and Item Fields. The 'Plan View/s' section is expanded, showing a tree structure with 'Plan Views' selected, then 'Condos', then 'Floor 01' (which is highlighted with a blue arrow and a red circle labeled '1'). On the right, there is a 'Save' button at the bottom of the configuration area, indicated by a blue arrow and a red circle labeled '2'.

**1) Select the area for the automatic report**  
**2) Then click “Save”**



The screenshot shows the 'SAVE REPORT: [NEW]' page in the FinishLine software. The page has a header with the FinishLine logo and a user dropdown for Bob Anderson. The main form is titled 'SAVE REPORT: [NEW]' and contains the following fields:

- Report Name:** Waterfront condo (marked with red circle 1)
- Description:** First floor of condo (marked with red circle 1)
- Active:**
- Projects:**  FinishLine
- Quick Report?**
- Save as Template?**
- Access Settings:**  Private  Group

**Default Email Options**

- Options:**  Single Report to:   
 Divided Report to Involved Subs (marked with red circle 2)
- CC:**
- Subject:** Waterfront Condo (marked with red circle 3)
- Body:** Please see your items. (marked with red circle 3)

**Automatic Notifications**

- Turn On Automatic Notifications:**  (marked with red circle 4)
- Upload to Procure?**  Yes  No
- Send via Email?**  Yes  No
- Send from:** Bob Anderson (general@generic.co)
- Start On:** 02/28/2020 5:00 pm (marked with red circle 5)
- Interval:** Every Week (marked with red circle 5)

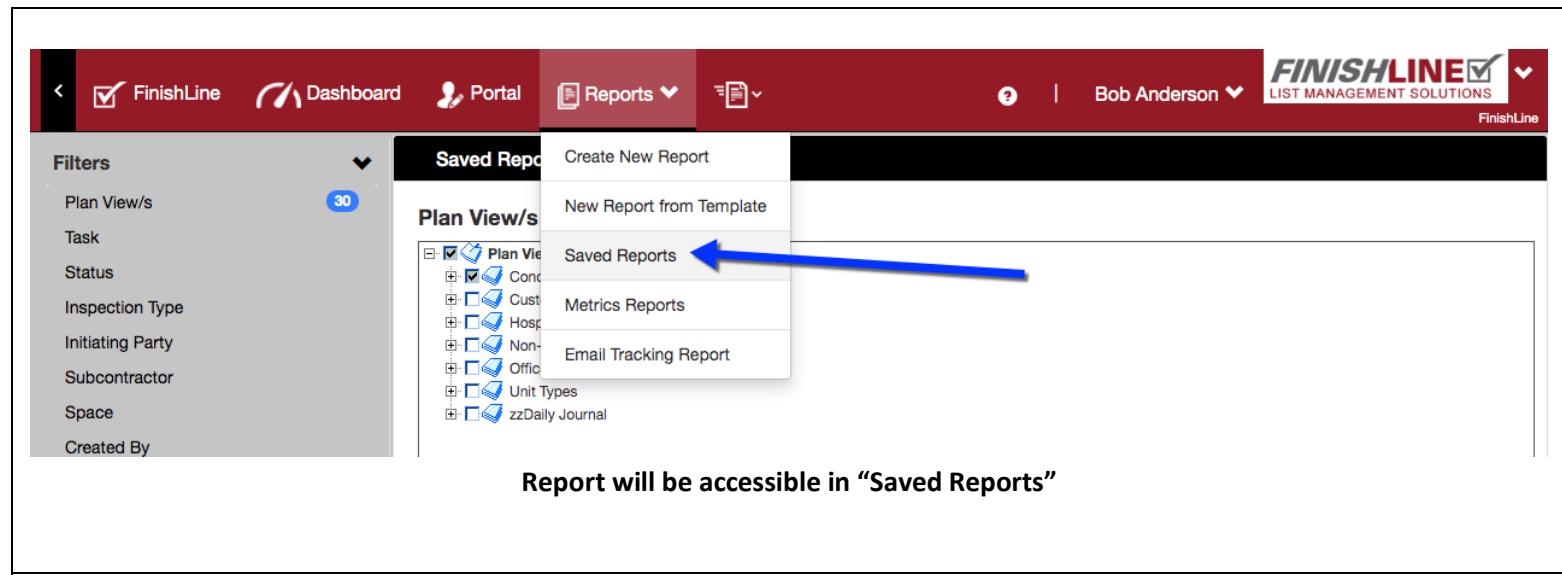
**Request Acknowledgement?**

- Yes:**  **No:**  (marked with red circle 6)
- Note: Acknowledgement is recommended only for reports that are sent on a short interval. Once a report is acknowledged, any item contained in the report will not be emailed again through the automatic notifications system.

**Buttons:**

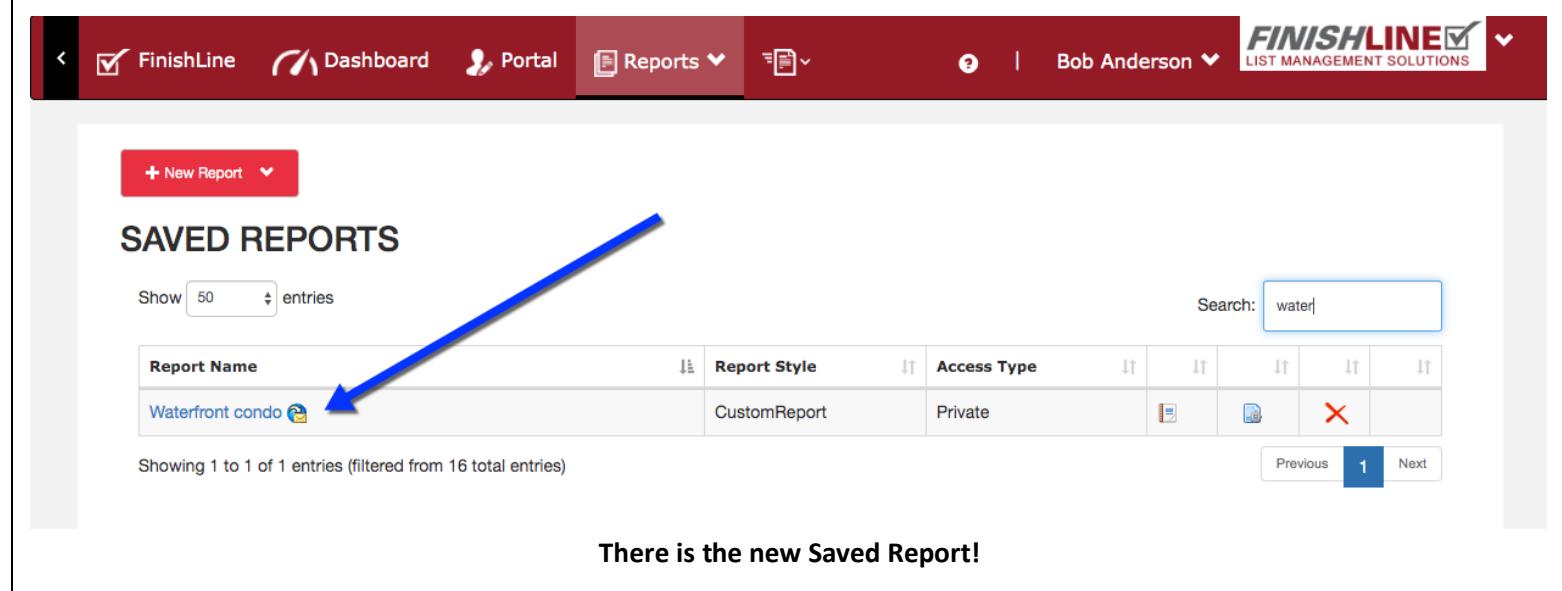
- Save** (marked with red circle 7)

- 1) Name the report and add a description
- 2) Click the button to “Divide Report to Involved Subs”
- 3) Add default email options (Subject and body text)
- 4) Check the box to Turn on Automatic Notifications
- 5) Select the intervals for sending reports (*daily, weekly, etc.*)
- 6) Select “No” for “Request Acknowledgment?”
- 7) Save it



The screenshot shows the FinishLine software interface. At the top, there is a red header bar with the FinishLine logo, a 'Dashboard' button, a 'Portal' button, a 'Reports' dropdown, and a 'Saved Reports' dropdown. The 'Saved Reports' dropdown is open, showing a list of report types: 'Create New Report', 'New Report from Template', and 'Saved Reports'. The 'Saved Reports' option is highlighted with a blue arrow. To the left of the header, there is a 'Filters' sidebar with various dropdown menus for 'Plan View/s', 'Task', 'Status', 'Inspection Type', 'Initiating Party', 'Subcontractor', 'Space', and 'Created By'. A blue '30' badge is visible next to the 'Plan View/s' dropdown. The main content area is currently empty.

**Report will be accessible in “Saved Reports”**



The screenshot shows the 'SAVED REPORTS' list in the FinishLine software. The header bar is identical to the previous screenshot. The main content area shows a table titled 'SAVED REPORTS' with the following columns: 'Report Name', 'Report Style', 'Access Type', and several icons for export and delete. One row is visible, showing 'Waterfront condo' as the report name, 'CustomReport' as the style, and 'Private' as the access type. A blue arrow points to the 'Waterfront condo' entry. The table includes a search bar at the top right with the text 'water' and a pagination area at the bottom right showing page 1 of 1.

**There is the new Saved Report!**