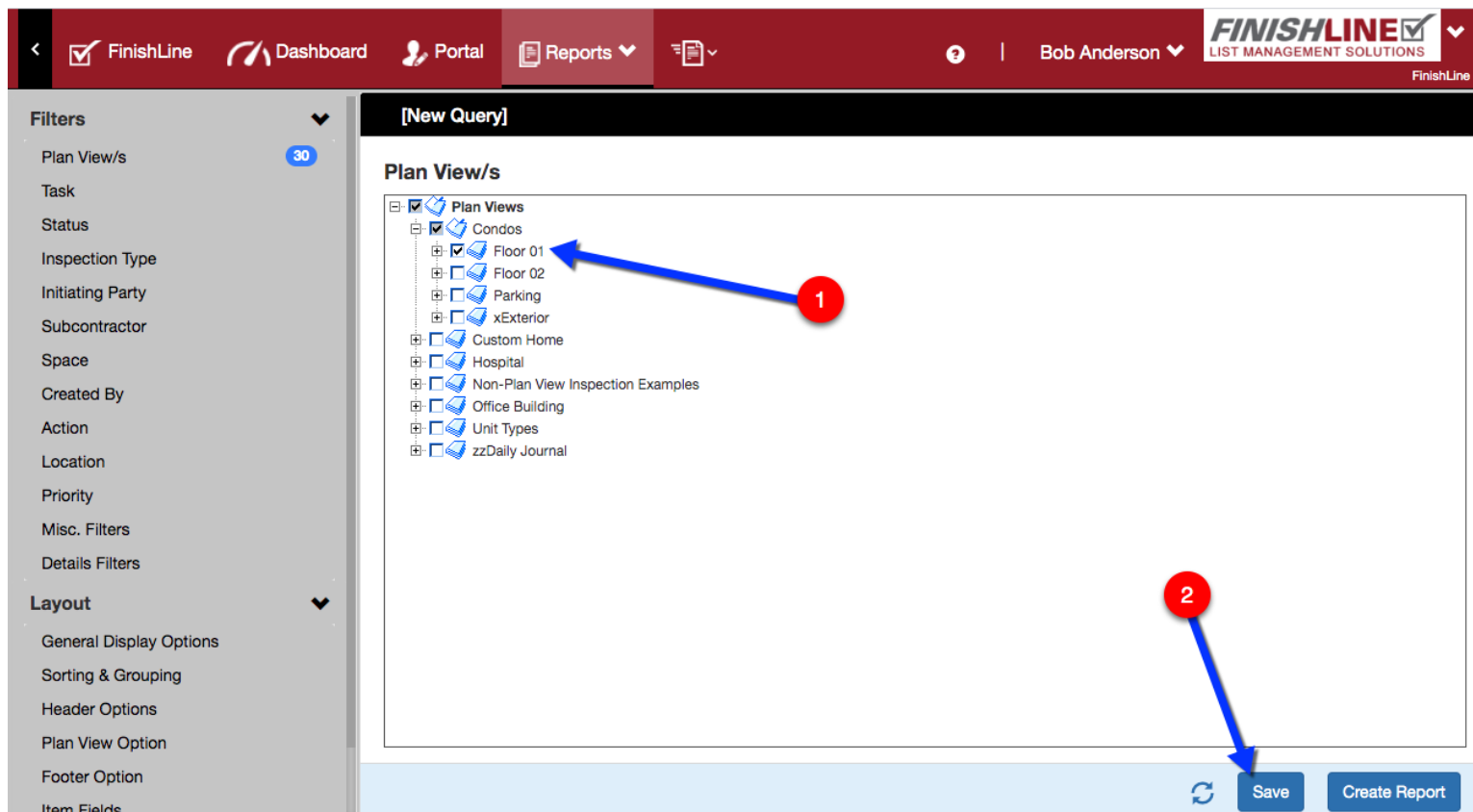


From the Dashboard, click “Create New Report” in the Reports dropdown menu.



1) Select the area for the automatic report

2) Then click “Save”

SAVE REPORT: [NEW]

Report Name: Waterfront condo

Description: First floor of condo

Active: ☒

Projects: ☒ FinishLine

Quick Report? ☐

Save as Template? ☐

Access Settings: ☒ Private ☐ Group

Default Email Options

Options: ☐ Single Report to: ☒ Divided Report to Involved Subs

CC:

Subject: Waterfront Condo

Body: Please see your items.

Automatic Notifications

Turn On Automatic Notifications: ☒

Upload to Procore? ☐ Yes ☒ No

Send via Email? ☒ Yes ☐ No

Send from: Bob Anderson (general@generic.co)

Start On: 02/28/2020 5:00 pm

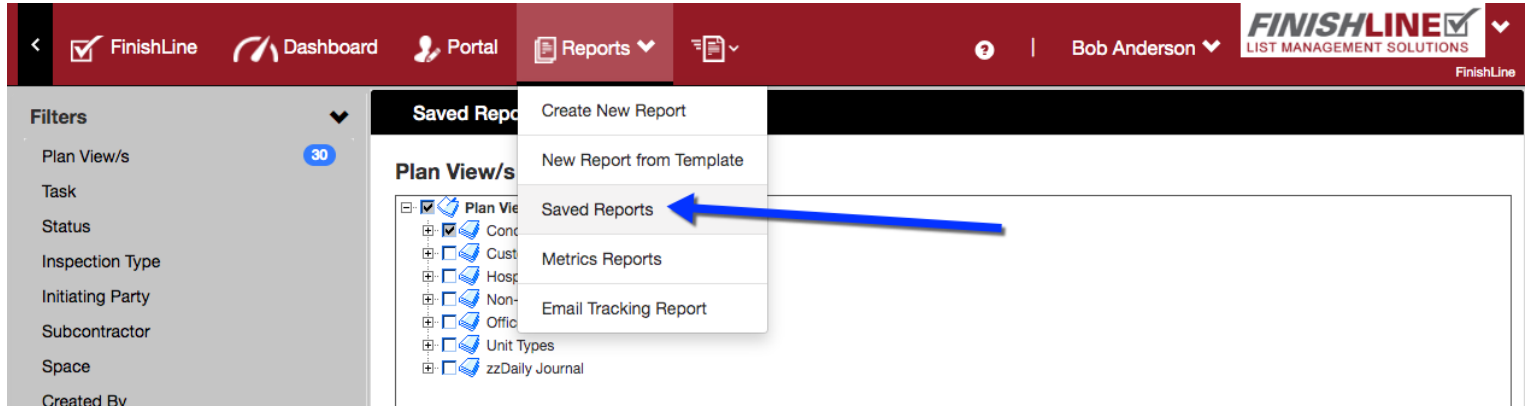
Interval: Every Week

Request Acknowledgement? ☐ Yes ☒ No

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.

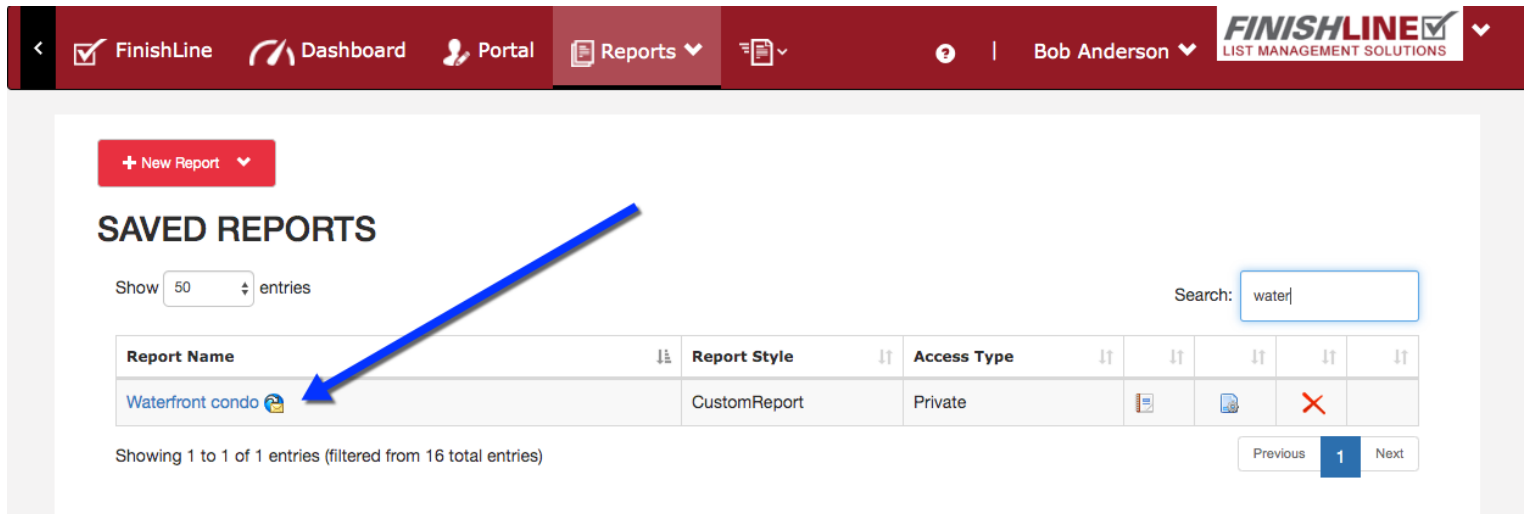
Save

- 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 web application interface. The top navigation bar includes links for FinishLine, Dashboard, Portal, and Reports. The Reports dropdown menu is open, showing options: Create New Report, New Report from Template, Saved Reports (highlighted with a blue arrow), Metrics Reports, and Email Tracking Report. On the left, a 'Filters' sidebar is visible with categories like Plan View/s, Task, Status, Inspection Type, Initiating Party, Subcontractor, Space, and Created By. Below the filters, a 'Plan View/s' section lists various report types with checkboxes.

Report will be accessible in “Saved Reports”



The screenshot shows the 'SAVED REPORTS' page in the FinishLine application. At the top, there is a '+ New Report' button. Below it, the page title 'SAVED REPORTS' is displayed. A search bar on the right contains the text 'water'. A table lists the saved reports with columns: Report Name, Report Style, Access Type, and several action icons. The first entry is 'Waterfront condo' with a blue arrow pointing to it. Below the table, it says 'Showing 1 to 1 of 1 entries (filtered from 16 total entries)'. At the bottom right, there are 'Previous', '1', and 'Next' navigation buttons.

Report Name	Report Style	Access Type				
Waterfront condo	CustomReport	Private				

There is the new Saved Report!