

## Reports – Data Export

The following Reports have the ability to export to excel with no headers.

Within the Report Criteria page located at the bottom there is an Output option, select Data Export.

Output:  Report  Data Export

**Note:** Please ensure that pop-up blockers have been allowed for Punchlist Manager within the browser of your choice otherwise the export will not generate.

### Reports→ Work Order

- Work Orders Overdue
- Hot Sheet
- Hot Sheet 2
- Hot Sheet 3
- Hot Sheet 5

### Reports→ List

- Item Summary

### Reports→ Vendor

- Vendor Aging

### Reports→ Project

- Project List Summary
- Project Correspondence Summary

### Reports→ Jobs

- Job Summary
- Job Summary 2
- Job Summary and Forecast
- Job List Costs

### Reports→ Quality Process

- Quality Process Logbook

### Reports→ Other

- Outstanding Warranty Requests