



# Instruction manual

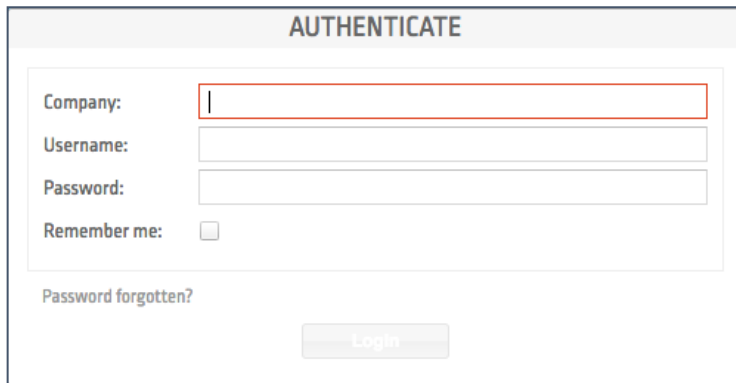
Clark Reporting

## Introduction

In this instruction manual describes the basic functionality of Clark Reporting. The Clark Reporting module is used for reporting purposes.

### Step 1:

Start an internet browser and open <https://start.pcamobile.com>



The screenshot shows a login form titled "AUTHENTICATE". It contains the following fields and elements:

- Company:** A text input field with a red border.
- Username:** A text input field.
- Password:** A text input field.
- Remember me:** A checkbox.
- Password forgotten?:** A link below the password field.
- Login:** A button at the bottom center.






### Step 2:

Log in and open the Clark Reporting application.



# Clark Reporting

Below you can see a representation of the Clark Reporting module.

Rapporten	Parameters
Project Rapport Marlin	 
Uren	
Vaardigheid Capaciteit	Startdate: 2018-07-01 
Weekrapport Project (Rico)	Enddate: 2018-07-31 
	Only labour: <input checked="" type="checkbox"/>
	Show seconds: <input checked="" type="checkbox"/>
	Travel: <input checked="" type="checkbox"/>
	Uitvoer: xls 

In the left-hand column are the available reports. Select a report that you want to request. in the right-hand column a number of options then appear, namely:

- About which time frame you want to generate the report.
- In which type of file this should be put.

To generate the report, click on the following icon at the top right:



## General reports

All kinds of reports can be built. Below you will find the most common reports:

### Activity reporting

Report name:	Content:
Activities Overview	This report shows an overview of all activities performed in a selected period grouped by date and professional.

Report name:	Content:
Activities Overview in %	This report shows a total count of all activities performed in a selected period grouped by resources. The total count is displayed in duration and percentage.

### Direct en indirect uren overzicht

Report name:	Content:
Period Overview Day	This report shows an overview of all (not) completed tasks in a selected period, grouped by day and by professional. All direct and indirect registrations are visible in the overview.

Report name:	Content:
Period Overview Month	This report shows an overview of all (not) completed tasks in a selected period sorted by month and professional. The overview shows a total count of all direct and indirect registrations. The percentages are also shown.

### Financiële rapportage

Report name:	Content:
Tasks Financial	This report shows an overview of all (not) completed tasks in a selected period. The total costs of the work carried out become visible on the basis of an hourly rate entered.

Report name:	Content:
Tasks Financial Extern number	This report shows an overview of all (not) completed tasks per external task number. On the basis of an hourly rate entered, the total costs of the task performed with all planning (s) become visible.

### Task overview

Report name:	Content:
Tasks on Mobile	This report shows an overview of all tasks that are in the database for the mobile application (s).

Report name:	Content:
Multiple schedules on one day	This report shows an overview of all schedules to be carried out. A condition is that in the selected period, multiple schedules for the task in question are scheduled for 1 day by several resources.

Report name:	Content:
Tasks Specialism	This report shows an overview of all tasks still to be performed in a selected period, grouped by specialty.

Report name:	Content:
Tasks Comments	This report shows an overview of all (not) completed tasks in a selected period with the remark (s) made by a resource.

### Verbruikt materiaal

Report name:	Content:
Consumed material	This report shows an overview of the material used in a selected period grouped by resource.

### Stamgegevens

Report name:	Content:
Item overview	This report shows an overview of all articles sorted by external code.

Report name:	Content:
Product overview per supplier	This report shows an overview of all items grouped by supplier.

Report name:	Content:
Resource Overview	This report shows an overview of all (in) active craftsmen and third parties.

### Logistical reporting

Report name:	Content:
Article - Order proposal	This report shows an overview of the items that still have to be ordered based on the minimum and maximum inventory levels.

Report name:	Content:
Article Transactions	This report shows an overview of all transactions in the selected period. You can group by transaction type.

Report name:	Content:
Item Inventory	This report shows the current stock level of a warehouse. You can group by warehouse.

Report name:	Content:
Consumed material per supplier	This report shows the material used for the selected period, grouped by supplier.

### Export rapportage

Report name:	Content:
Non-exported tasks	This report shows an overview of all non-exported tasks in a selected period.

### Project rapportage

Report name:	Content:
Project planning	This report shows an overview of the planning of the entered project number grouped by week number.

Report name:	Content:
Project management	This report shows an up-to-date overview of the project number entered in which the planning and implementation are balanced

Report name:	Content:
Skill Capacity	This report shows the used and still available capacity for the entered project number within the selected period of a project. The grouping is on skill.