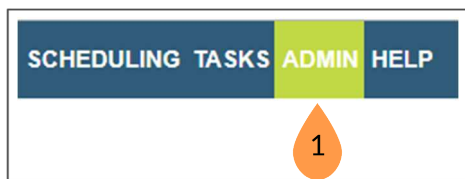


# CREATE A NEW REPORT

A New Report can only be created from a completed job.

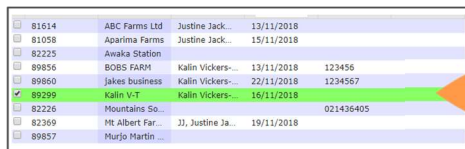
NOTE: It is recommended that TracMap is opened using the browser Google Chrome.

## STARTING A NEW REPORT



To create a New Report

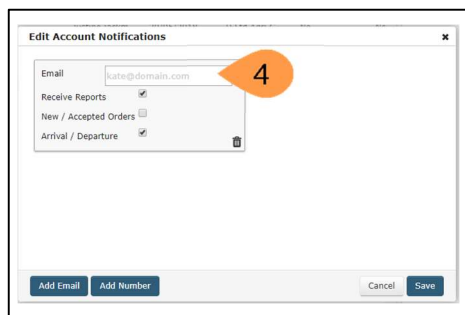
- 1 Click Admin



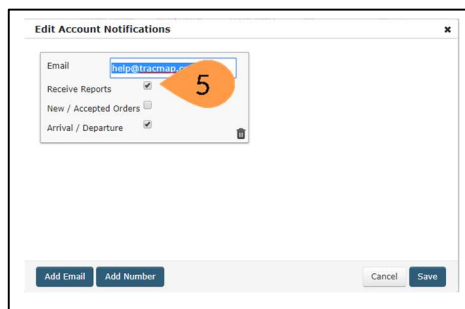
- 2 Click on the customer who you want to create the New Report for.



- 3 Click Edit Notifications



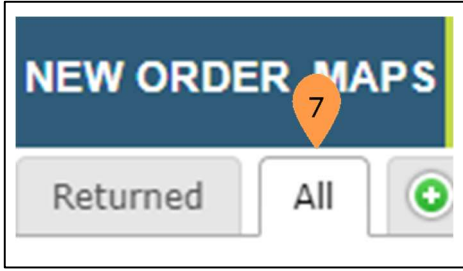
- 4 Enter the customers Email address in the Email field



- 5 Ensure Receive Reports is ticked and click Save



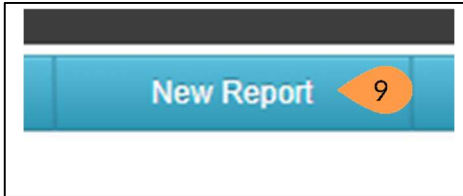
6 Click Jobs



7 Click the All tab

Filter this column...	Filter this column...	
<input type="checkbox"/>	887473	jakes business 21/11/2018 6:00 AM
<input type="checkbox"/>	887467	jakes business 21/11/2018 6:00 AM
<input checked="" type="checkbox"/>	883359	Kalin V-T 16/11/2018 6:00 AM
<input type="checkbox"/>	882680	Unassigned:
<input type="checkbox"/>	882631	Kalin V-T 15/11/2018 6:00 AM

8 Click the job that you want to make a new report for



9 Click New Report

**Create Report**

General Message  
report test

Your Report Set  
Customer PDF  
Advanced

Kalin V-T's Report Set  
None  
Advanced

Configure Cancel Create Reports

10 Make sure that your customers report set is **Customer PDF**

**Create Report**

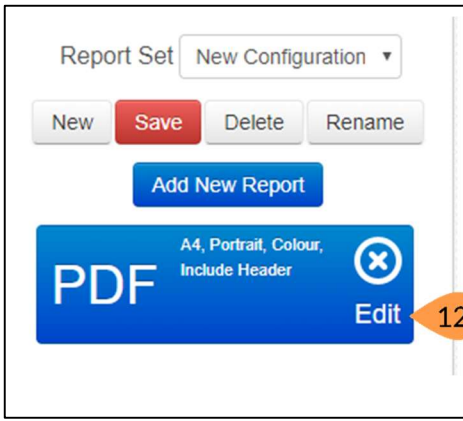
General Message  
report test

Your Report Set  
Customer PDF  
Advanced

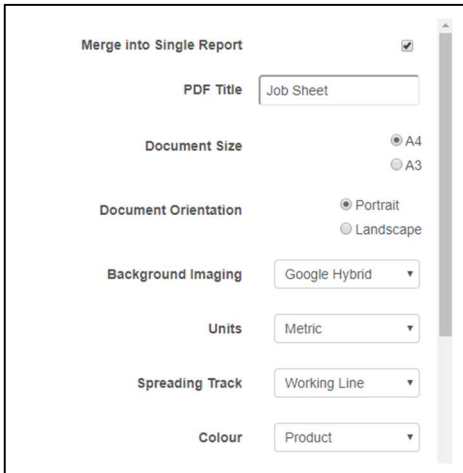
Kalin V-T's Report Set  
Customer PDF  
Advanced

Configure Cancel Create Reports

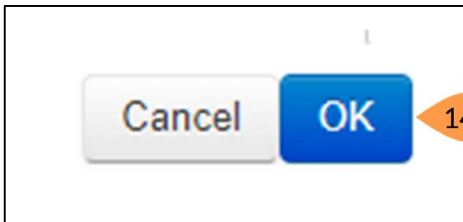
11 Click Configure



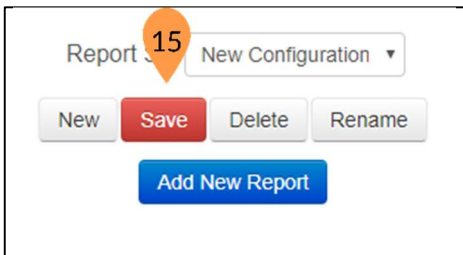
12 Click **Edit**



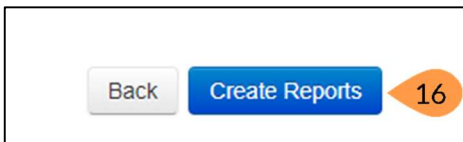
13 Adjust the settings of the report to suit you using the options on the left-hand side of the screen.



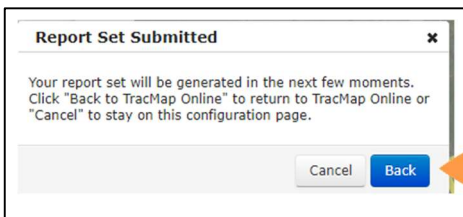
14 Click **OK**



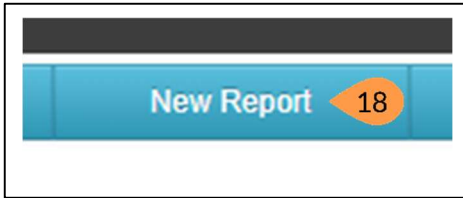
15 Click **Save**



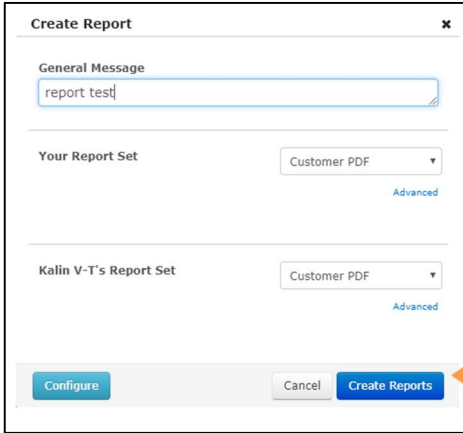
16 Click **Create Reports**



17 Click **Back**



18 Click New Report



19 Click Create Reports

You and the customer will both receive the reports via email.