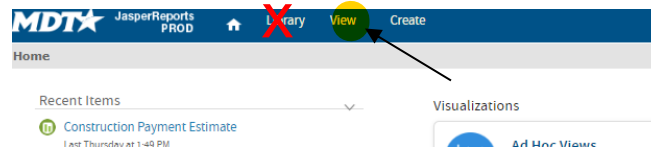


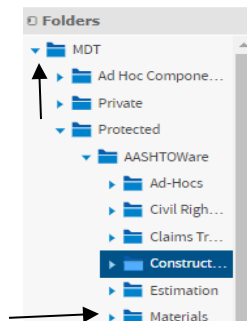
Jasper Reports

Navigation and Log into Jasper

1. Log in Jasper by clicking on the Jasper link under External Links
2. Enter in user U number and Windows password
 - a. This is the same information used to log into AASHTOWare.
3. Click on the View link at the top of the screen.
 - a. Do **not** go through the library. **X**
 - i. This will bring up reports that are not needed.
 - ii. If reports are removed from the repository list, they will still show in the library, but should not be utilized.



4. Click on the Repository
5. Using the > next to the folders, use the following path:
 - a. MDT
 - b. Protected
 - c. AASHTOWare
6. Click on the Construction Name
 - a. This will bring up the Construction reports
 - b. To find Material reports, like the Steel and Construction Materials report, click on the materials name.



Note: Reports are pulled from Site Manager and AASHTOWare systems.

- A. The system information that the report pulls from is described in the Description.
 - a. CM = Construction Materials (aka AASHTOWare)
 - b. SM = SiteManager
- B. If a specific report is not here, use the Global Actions in AASHTOWare.
- C. Any reports chosen will show up under the Recent Items on the Jasper Dashboard.

Common Reports for Field Office

Construction Payment Estimate

This report is similar to the one found on the Generate report list. This report summarizes the estimate in an easier-to-read format.

- Sent to the contractor at the end of the estimate cycle.
- Breaks down payment amount and quantities.
- Compares to previous estimate.
- Shows a contract recap for change orders and amount of the change orders.
- Summary of contract payment quantities.
- Shows deductions for materials discrepancies and stockpile information.

Contract Deficiency Report (CM & SM)

This report shows deficiencies on the contract. This report pulls from the most recent generated estimate.

- Not normally sent to the contractor.
- Does show work items that have multiple material sets.
- Shows Project Specific material sets. These items will need to have material set(s) created to satisfy the deficiency.

DWR Agency/Template Views (CM & SM)

This report shows the agency view, or template, for pay items that were completed on a DWR.

- Report can be sent to a contractor, like traffic control items, at the EPM discretion.
- Able to choose specific dates and type of material.
- Able to select specific inspectors or all inspectors for a specific date.

Item Work Report (CM & SM)

This report is used to see all information from Inspector DWR's for a contract or specific pay item.

- Can see information that was placed on the inspector DWR.
- Comments, quantities, and inspector information are shown.
- Can be sent to the contractor at EPM discretion.
- Similar report to the one found on the Generate report global actions menu.

Payment Estimate Exceptions Report (CM Only)

Report shows exceptions on an estimate.

- Shows past estimates and current estimates that have been generated.
- Same report as found on the Global Actions Generate report screen.
- Not normally sent to the contractor.

Summary of Contract Adjustments (CM & SM)

- Used to view contract / line item adjustments on a contract
- Able to view by Adjustment types or all adjustments
- Option to Group Adjustments by Estimate

DWR/DIARY Remarks for Contract/User (New, CM & SM)

- Can see specific remarks on a diary or DWR.
- Can be filtered by type or by user.
- Can be used for closed or active contracts.