

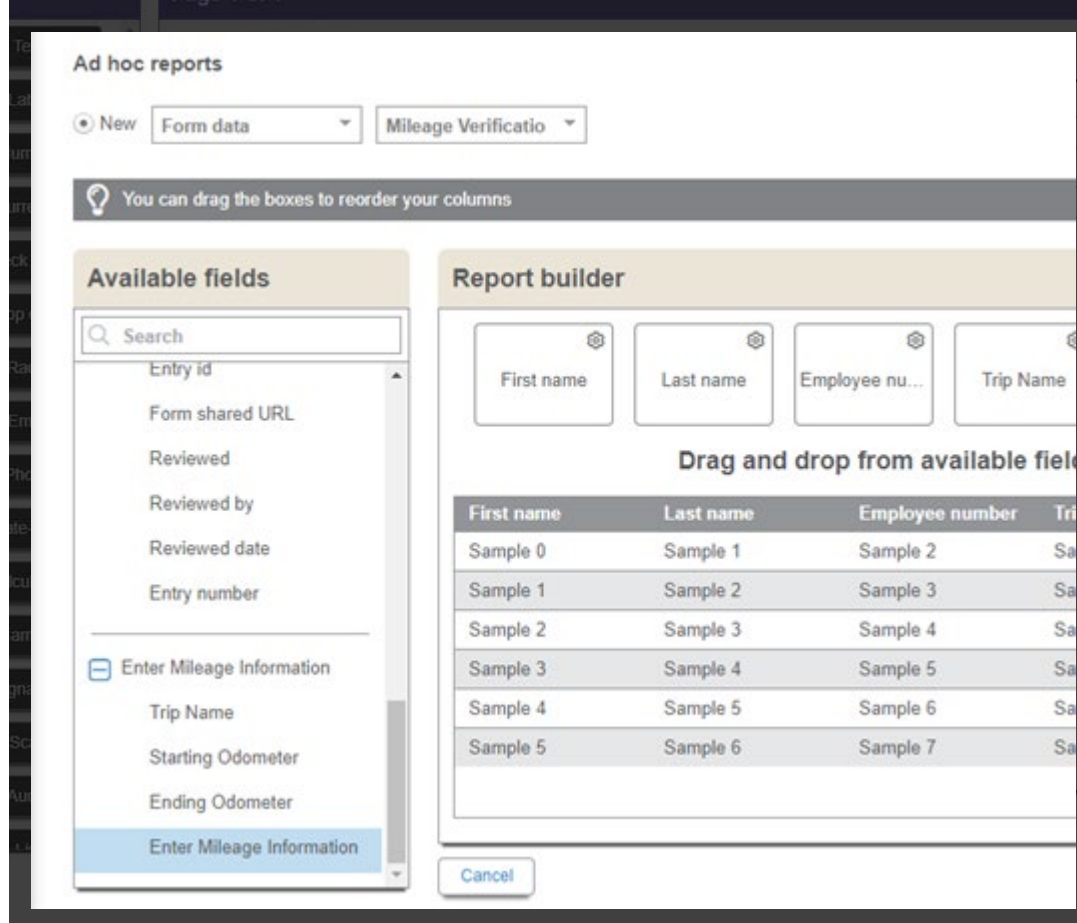
Example Application

Do you know ...

The Ad Hoc Reports feature exports time entry and form data as a .csv file.

- Reports are created by dragging and dropping the selected data fields on to the report window.
- They can be scheduled for a predefined period such as today or yesterday and this month or last month, or for a specific date range.
- Filter by condition and sorting functions that use data points contained within the dataset such as a username or specified form field.
- Multiple reports can be set up to run on demand or scheduled and sent as an e-mail.

The Ad Hoc Reports feature is a quick and easy way for customers to export critical data as a .csv file.



The screenshot displays the 'Ad hoc reports' interface. At the top, there are buttons for 'New', 'Form data', and 'Mileage Verificatio'. Below this is a tip: 'You can drag the boxes to reorder your columns'. The interface is divided into two main sections: 'Available fields' and 'Report builder'. The 'Available fields' section contains a search bar and a list of fields: 'Entry id', 'Form shared URL', 'Reviewed', 'Reviewed by', 'Reviewed date', 'Entry number', 'Enter Mileage Information' (with a checkbox), 'Trip Name', 'Starting Odometer', 'Ending Odometer', and 'Enter Mileage Information' (highlighted). The 'Report builder' section shows a grid of field boxes: 'First name', 'Last name', 'Employee nu...', and 'Trip Name'. Below the grid is a table with the following data:

First name	Last name	Employee number	Tri
Sample 0	Sample 1	Sample 2	Sa
Sample 1	Sample 2	Sample 3	Sa
Sample 2	Sample 3	Sample 4	Sa
Sample 3	Sample 4	Sample 5	Sa
Sample 4	Sample 5	Sample 6	Sa
Sample 5	Sample 6	Sample 7	Sa

A 'Cancel' button is located at the bottom right of the report builder section.