Reporting Functionality
A TxDOTCONNECT Job Aid

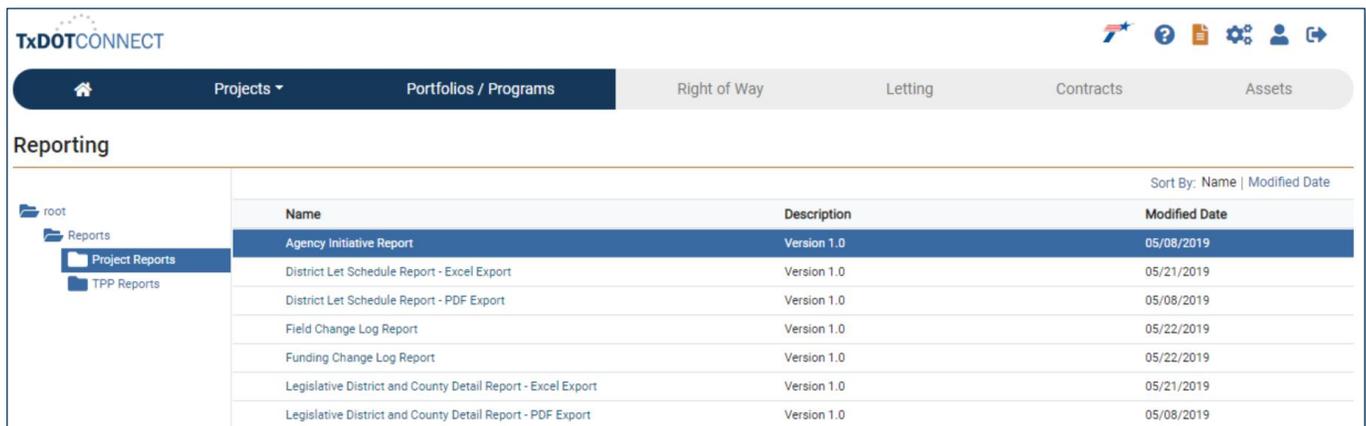**Who?**

All Users

When?

Release One

Accessing the Reporting Page

The Reporting Page in TxDOTCONNECT is accessed by clicking 📄 from the Tools Menu.

Reporting Page

The Reporting Page in TxDOTCONNECT allows you to access and export automated reports.

1. Click 📄 to open the Reporting Page.
2. Double-click the **Root** folder (if it is not already open).
3. Double-click the **Reports** folder (if it is not already open) to display the Report Categories.
4. Select the desired **Report Category**.
5. Select the desired **Report Name**.

The **Report Options** window will open.

✓ Use reports noted as "Excel Export" to export to Excel.
Use reports noted as "PDF Export" to export as a PDF file.

⚠ You can only see the reports that you have access to, based on your security role.

A **TxDOT**CONNECT **JOB AID**

6. Select one or multiple values for each filter used.

✓ Single Select filters allow a single selection to be made.
Multi-Select filters allow multiple selections to be made.

There are several buttons on the **Report Options** window:

- 🔲 Click ✓ Select All to select all values in the list.

- 🔲 Click ✗ Deselect All to de-select all values in the list.

- 🔲 Click 🔲 Invert to select all values *except* your current selections.

- 🔲 Click the = symbol underneath these buttons, then drag to resize the list of criteria.

✓ To select all but a few values, click ✓ Select All , then de-select the ones you don't want.

Click OK to generate the report based on your current criteria.

- 🔲 Click Reset to remove all criteria selections.

- 🔲 Click Cancel to cancel your report selection.

Once you have made your selections,

7. Click OK .

Your report will display.

⚠️ There are multiple filters depending on the Report type. Make sure you complete all filters with an asterisk (*).
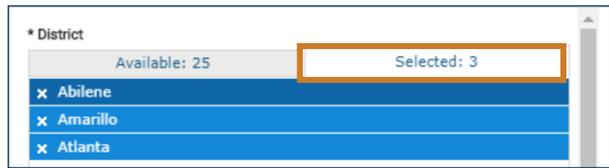
✓ You can review all the filters you have selected by clicking on the **Selected** tab in the Report Options window.

⚠️ Select the desired district(s) before removing the default selection (Abilene, the first value listed)
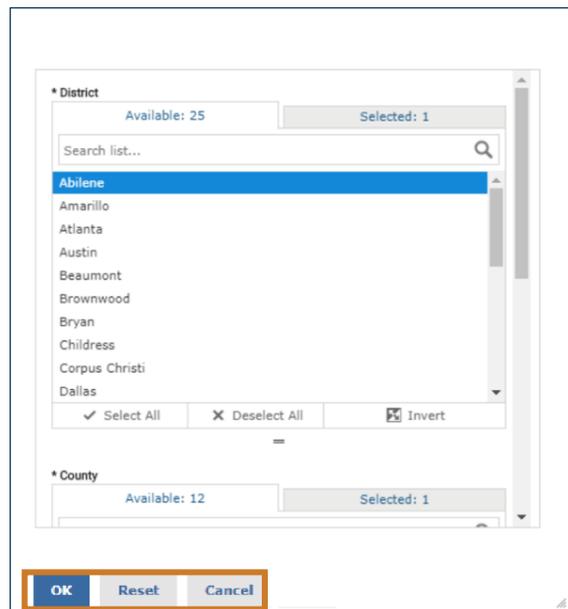
A **Tx**DOT**CONNECT** JOB AID
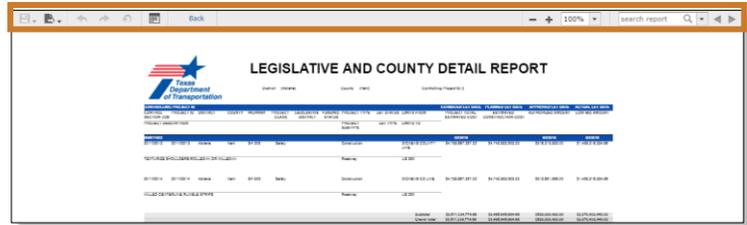
You have several options in the **Reporting Toolbar**.

- Click to export your report. We describe this in more detail below.
- Click to **undo**, **redo**, or **undo all actions**.
- Click to open the Report Options window and select your criteria again.
- Click **Back** to return to the **Reporting Page** and select another report.

- Use to zoom in, zoom out, or select a zoom level.
- Use to search for terms within your report. The arrow keys allow you to navigate through the search results within the report.
- Use to navigate to the first, previous, next, or last page in the report.

You have the following options for exporting your report:

- **Portable Document Format (.pdf)**

  This produces a nicely formatted document that can't be edited.

- **Excel Spreadsheet (.xls)**

  This produces a spreadsheet that is compatible with versions of Excel prior to Excel 2007. **This is not common.**

- **Commas Separated (.csv)**

  This produces a simplified spreadsheet, which can be useful for uploading into other software.

- **Rich Text Format (.rtf)**

  This produces a text file with minimal formatting, that can be edited further.

- **XLSX Excel Spreadsheet (.xlsx)**

  This produces a spreadsheet that is compatible with versions of Excel from Excel 2007 and after. **This is most common.**

Report Header

Filters in the Reporting Feature of TxDOTCONNECT offer several options:

Select a **single value** from the dropdown menu in a filter. The value selected will appear next to the filter label in the header. See ①

Select **two or more values** from the dropdown menu in a filter. "Multiple" will appear in the filter label next to the filter label in the header. See ②

Select **no value** from the dropdown menu in a filter. Empty brackets "[]" will appear next to the filter label in the header. See ③

DISTRICT LET SCHEDULE REPORT

District(s)	[Austin] ①	Project Status	Multiple ②	Controlling Project ID	[]
Fiscal Year	[]	Project Type	[]	Control Section Job	[]
Estimated Let Date From	01/2018	Project Subtype	[] ③		
Estimated Let Date To	11/2018	Letting Status	[]		

Report Filter Variation by Report Type

The available options (such as Letting Status shown at right) in the Report Filter will vary based on the type of report selected.

Certain options within a specific filter (such as Bidder Awarded) may become unavailable based on prior selections in preceding filters

✓ The **Letting Status** options are found on the Letting Page in the contract summary section of TxDOTCONNECT.

Letting Status

Available: 5	Selected: 0

Search list... 🔍

Before/During Letting
Bidder Awarded
Bids Entered/Verified
Bids Rejected

✓ Select All	✗ Deselect All	🔀 Invert

District Let Schedule Report Type Example:

Selections made in the **Letting Status** filter limit the selections available in both the **Controlling Project ID** and **Control Section Job** filters.

Controlling Project ID

Available: 35,797	Selected: 0

Search list... 🔍

0001-01-032
0001-01-034
0001-01-036

✓ Select All	✗ Deselect All	🔀 Invert

⚠ The content of a report will be limited to the selections made in the **Controlling Project ID** and/or **Control Section Job** option filters.

Control Section Job

Available: 67,149	Selected: 0

Search list... 🔍

0001-01-034
0001-01-035
0001-01-036

✓ Select All	✗ Deselect All	🔀 Invert

Projects with Approved FPAA and No Approved Let Date Report Example

⚠️ Selections made in the **Estimated Let Date From** filter limit the list of dates available in the **Estimated Let Date To** filter.

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