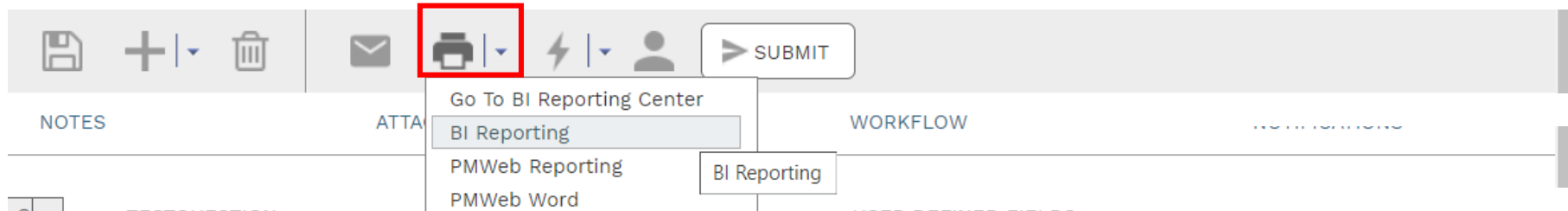


# RUNNING REPORTS

Reports in PMWeb are a basic tool to show you the output of data from a selected module. This user guide describes the processes for running reports in the Request for Information (RFI), Submittal Items, Meeting Minutes and Commitment Change Order modules.

**IMPORTANT:** Ensure that your pop-up blocker is disabled in your selected browser. This will ensure you won't have a problem getting output.

Reports described in these sections will be initiated from the **BI Reporting** tool, which is accessible using the printer icon on any PMWeb document. **Note:** Depending on the module and the selected criteria for the report, the report data may take a minute or two to display.



## Request for Information (RFI) Reports

The default form is selected by the checkmark. To print this default form, select one of the options below the preview pane.

Reports

Report	Record Type	Default
RFI Details	RFI	<input type="checkbox"/>
RFI Summary (Workflow Data)	RFI	<input type="checkbox"/>
RFI_655_Form	RFI	<input checked="" type="checkbox"/>
RFIs	RFI	<input type="checkbox"/>
RFIs Not Answered	RFI	<input type="checkbox"/>
SDA_RFIs_SummaryLog	RFI	<input type="checkbox"/>

Preview

**REQUEST FOR INFORMATION (RFI)** NJSDA Form 655

Date: 02/11/2020 Contract No.: ET-0098-CD1  
Package No.: ET-0098 Package Name: Port Monmouth Road School  
PMF/CM: Joe Nigro- Pinnacle Consulting & Construction Service PMF/CM/PM: Robert Pasqual  
RFI No.: 00008 - 922 Contractor's RFI No.:  
To: New Jersey Schools Development Authority / Christopher Saravaindo From: Niram Inc. / Roman Graue  
Drawing Reference: Detail Reference:  
Spec. Reference:

**Information Required & Proposed Solution:**  
Question: Drawing A7.02, note N calls for hand dryers. There is no additional information in contract drawings that describes them. Please provide all information on hand dryers including location, engineering & product data.  
Proposed Solution:  
Attachments:  Yes  No Potential Impact to:  Schedule: \_\_\_ Days  Cost: \_\_\_ Approx.  
Firm: Niram Inc. Name: \_\_\_\_\_ Signature: \_\_\_\_\_

Print To PDF Print To Excel Send Email Report Viewer Cancel

Any report title the “SDA” in the report name is a report that has been customized. To run the RFI\_SummaryLog report, select the report by clicking it, click the magnifying glass to the left of the report name, then click Report Viewer.

Reports

Report	Record Type	Default
RFI Details	RFI	<input type="checkbox"/>
RFI Summary (Workflow Data)	RFI	<input type="checkbox"/>
RFI_655_Form	RFI	<input checked="" type="checkbox"/>
RFIs	RFI	<input type="checkbox"/>
RFIs Not Answered	RFI	<input type="checkbox"/>
SDA_RFIs_SummaryLog	RFI	<input type="checkbox"/>

Preview

Print To PDF Print To Excel Send Email Report Viewer Cancel

A series of fields will display for you to customize your output.

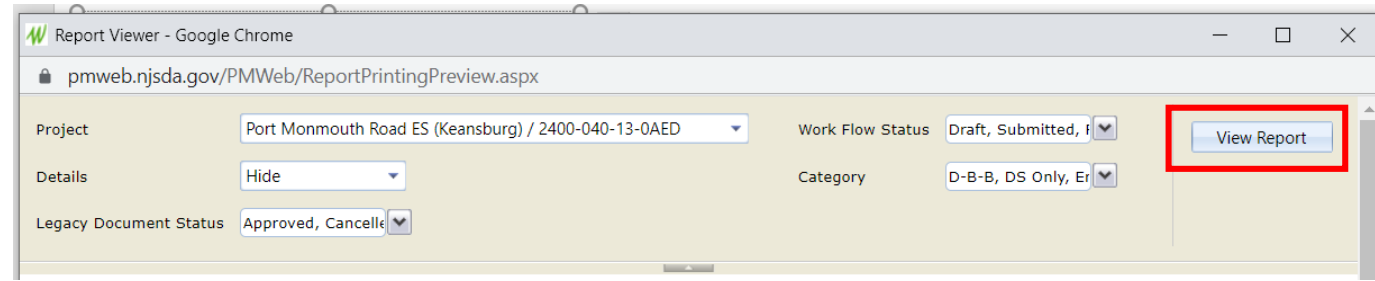
**Project** – defaults to the current project; can be changed as needed

**Work Flow Status** – select All or a specific status

**Details** – select Hide or Show to display RFI details

**Category** – select All or a specific project type

**Legacy Document Status** – for records copied over from legacy system, select All or a specific status

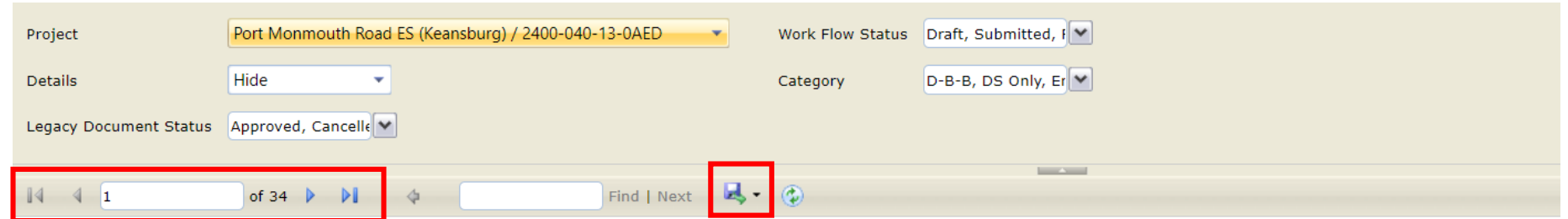


Click **View Report** to see the output.

To scroll through the output pages, use the toolbar options.

Click the **Save** button to export this report in formats such as Word, Excel or PDF.

Close the window when finished.



STATE OF NEW JERSEY  
**SCHOOLS DEVELOPMENT AUTHORITY**  
PMWeb RFI Summary Log

RFI	Description	Date	From Contact	To Contact	Priority	Category	Workflow Status	Workflow User	Legacy Status
<b>Project: Port Monmouth Road ES (Keansburg) / 2400-040-13-0AED</b>							<b>Contract: ET-0098-C01</b>		
<a href="#">00001 -- 8c9</a>	Enviro / LSRP soil groundwater **MK:9e40dbba8c974fcb1d171b497	2/11/2020	Niram Inc. - Roman Graure	New Jersey Schools Development Authority - Christopher Sorhaindo	Medium	Please Select a Value	Approved		Closed
<a href="#">00002 -- ef1</a>	Stormwater Report **MK:25464e5aef194763b75eaac8c5	2/11/2020	Niram Inc. - Roman Graure	New Jersey Schools Development Authority - Christopher Sorhaindo	Medium	Please Select a Value	Approved		Closed





To scroll through the output pages, use the toolbar options.

Click the **Save** button to export this report in formats such as Word, Excel or PDF.


Close the window when finished.

Project: Port Monmouth Road ES (Keansburg) / 2400-040-13-0AED      Submittal Set#: 01, 01035, 02, 030

Submittal Item#: 01-001, 01035-00      Submittal Item Status: 0, Approved, Appr

WorkFlow Status: Approved, Draft, R      Show Notes: No

Show WorkFlow Log: Yes

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STATE OF NEW JERSEY  
**SCHOOLS DEVELOPMENT AUTHORITY**  
**PMWeb Submittal Items Log**

Project: 130AED - Port Monmouth Road ES (Keansburg)

Submittal Set#	Submittal Item#	Revision	Description	Submittal Item Status	Workflow Status	Required		Workflow			
						Start	Finish	Submitted Date	Submitted By	Latest Action	Current User
030000	030000-002	1	Wings B&C Reinforcement Bars	New Item	Draft	10/19/2020					
	030000-003	1	Concrete Mix Design	New Item	Draft						
	030000-004	1	Non Shrink Grout	New Item	Draft						



## Meeting Minutes Reports

The default form is selected by the checkmark. To print this default form, select one of the options below the preview pane.



The screenshot shows the 'Reports Preview' window in Google Chrome. On the left, a table lists various reports. The 'SDA Meeting Minutes Form' report is highlighted in orange, and a red arrow points to it. The 'Default' column for this report has a checked checkbox. On the right, the preview pane displays the 'PMWeb Meeting Minutes Form' with project details and a table of items. At the bottom, a red box highlights the 'Print To PDF', 'Print To Excel', 'Send Email', 'Report Viewer', and 'Cancel' buttons.

Report	Record Type	Default
Assigned Meeting Minutes	Meeting Minutes	<input type="checkbox"/>
Meeting Minute Details	Meeting Minutes	<input type="checkbox"/>
Meeting Minutes	Meeting Minutes	<input type="checkbox"/>
Meeting Minutes Dunning L	Meeting Minutes	<input type="checkbox"/>
SDA Meeting Minutes Form	Meeting Minutes	<input checked="" type="checkbox"/>
SDA_MeetingMinutes_Log	Meeting Minutes	<input type="checkbox"/>

Detail Topic	Item #	Description	Status	BIC	Due Date
00002.0		GENERAL INFORMATION Project Name: Addition & Renovations to Port Monmouth Road School (Essexburg, NJ) Project ET 0088 (M&I) Public Inquiries should be directed to hotline. Work that is not part of the base contract is not to proceed without a written authorization.	New Item		
00003.0		PROJECT PERSONNEL Organizational Chart - Nesim to submit organizational chart with phone numbers. Principals to keep on file to refer to as needed. Contact info Safety Officer to be identified by end of day (Thursday 8/27)	New Item		
00004.0		COMMUNICATION All email communication will be sent to the following 8 people: K. Gallo & C. Sorfaindo (NISDA), J. Nigro & D. Froehlich (Phonetic), S. Socorro & S. Holzman (LAW), S. Sarman & B. Koronovsky (Nesim) It is the responsibility of these individuals to inform other personnel within their organization of any information that needs to be disseminated.	New Item		
00005.0		CONTRACT MANAGER Everyone should post documents to Contract Manager	New Item		
00006.0		PAYMENT APPLICATIONS Nesim has submitted a pay application for Constructability Review in the amount of \$43k. Principals to review and recommend payment. Principals will sign and return to C. Sorfaindo. All invoices to be directed to CPU Unit at NISDA.	New Item		

Any report title the "SDA" in the report name is a report that has been customized. To run the Meeting Minutes Log report, select the report by clicking it, click the magnifying glass to the left of the report name, the click Report Viewer.



The screenshot shows the 'Reports Preview' window in Google Chrome. On the left, a table lists various reports. The 'SDA\_MeetingMinutes\_Log' report is highlighted in orange, and a red arrow points to the magnifying glass icon next to its name. The 'Default' column for this report has a checked checkbox. On the right, the preview pane is empty. At the bottom, a red box highlights the 'Report Viewer' button.

Report	Record Type	Default
Assigned Meeting Minutes	Meeting Minutes	<input type="checkbox"/>
Meeting Minute Details	Meeting Minutes	<input type="checkbox"/>
Meeting Minutes	Meeting Minutes	<input type="checkbox"/>
Meeting Minutes Dunning L	Meeting Minutes	<input type="checkbox"/>
SDA Meeting Minutes Form	Meeting Minutes	<input checked="" type="checkbox"/>
SDA_MeetingMinutes_Log	Meeting Minutes	<input checked="" type="checkbox"/>



A series of fields will display for you to customize your output.

**Project** – defaults to the current project; can be changed as needed

**Contract Number** – select All or a specific contract

**Meeting Type** – select All or a specific type

**Meeting Number** – select All or a specific meeting number

**Meeting Description**– select All or a meeting description

Click **View Report** to see the output.

pmweb.njsda.gov/PMWeb/ReportPrintingPreview.aspx

Project: Port Monmouth Road ES (Keansburg) / 2400-040-13-0AED Contract Number: ET-0098-A01, ET-C View Report

Meeting Type: Design, Other, Pro Meeting Number: 1, 2, 3, 4, 5, 6, 7

Meeting Description: Asbestos Preparatory QA/QC Meeting Minutes PCM#: 00019

To scroll through the output pages, use the toolbar options.

Click the **Save** button to export this report in formats such as Word, Excel or PDF.

Close the window when finished.

Project: Port Monmouth Road ES (Keansburg) / 2400-040-13-0AED Contract Number: ET-0098-A01, ET-C

Meeting Type: Design, Other, Pro Meeting Number: 1, 2, 3, 4, 5, 6, 7

Meeting Description: ALL

1 of 205 Find | Next Save



STATE OF NEW JERSEY

## SCHOOLS DEVELOPMENT AUTHORITY

### Meeting Minutes

Project Name:	130AED - Port Monmouth Road ES (Keansburg)	Project Number:	2400-040-13-0AED
Mtg. Number:	6	Mtg. Date:	10/05/2017
Mtg. Reference:	ET-0098-A01	Mtg. Description:	Design Meeting #20 PCM#: 00006
Mtg. Type:	Design	Location:	SDA Trenton Officers

Detail Topic	Item #	Description	Status	BIC	Due Date
Project Name:	130AED - Port Monmouth Road ES (Keansburg)	Project Number:	2400-040-13-0AED		
Mtg. Number:	26	Mtg. Date:	11/24/2020		
Mtg. Reference:	ET-0098-C01	Mtg. Description:	Universal Waste QA/QC Preparatory Meeting Minutes PCM#: 00026		
Mtg. Type:	Other	Location:	Port Monmouth School		





## Change Order Reports (run from the Commitment CO module)

The default form is selected by the checkmark. To print this default form, select one of the options below the preview pane.

The screenshot shows the 'Reports Preview' window. On the left, a table lists reports with a magnifying glass icon in the first column. The 'SDA\_CO\_503\_Form' report is highlighted in orange, and its 'Default' checkbox is checked. A red arrow points to the magnifying glass icon for this report. On the right, the preview pane shows a form titled 'CHANGE ORDER (CO) FOR CONSTRUCTION CONTRACT' with various fields for date, contract, contractor, and school information. A red box highlights the bottom of the preview pane, containing buttons for 'Print To PDF', 'Print To Excel', 'Send Email', 'Report Viewer', and 'Cancel'.

Report	Record Type	Default
Change Orders Not Executed	Commitment COs	<input type="checkbox"/>
Commitment CO	Commitment COs	<input type="checkbox"/>
Commitment CO Log	Commitment COs	<input type="checkbox"/>
SDA_CO_503_Form	Commitment COs	<input checked="" type="checkbox"/>
SDA_CO_Aging_Log	Commitment COs	<input type="checkbox"/>
SDA_CO_Pending_BiMonthly	Commitment COs	<input type="checkbox"/>
SDA_PMWeb_CommitmentC	Commitment COs	<input type="checkbox"/>

Any report title the "SDA" in the report name is a report that has been customized. To run the CO\_Aging\_Log report, select the report by clicking it, click the magnifying glass to the left of the report name, then click Report Viewer.

The screenshot shows the 'Reports Preview' window. The 'SDA\_CO\_Aging\_Log' report is highlighted in orange. A red arrow points to the magnifying glass icon to the left of the report name. The preview pane on the right is empty. A red box highlights the 'Report Viewer' button in the bottom right corner of the window.

Report	Record Type	Default
Change Orders Not Executed	Commitment COs	<input type="checkbox"/>
Commitment CO	Commitment COs	<input type="checkbox"/>
Commitment CO Log	Commitment COs	<input type="checkbox"/>
SDA_CO_503_Form	Commitment COs	<input checked="" type="checkbox"/>
SDA_CO_Aging_Log	Commitment COs	<input type="checkbox"/>
SDA_CO_Pending_BiMonthly	Commitment COs	<input type="checkbox"/>
SDA_PMWeb_CommitmentC	Commitment COs	<input type="checkbox"/>

A series of fields will display for you to customize your output.

**Project** – defaults to the current project; can be changed as needed

**Contract Number** – select All or a specific contract

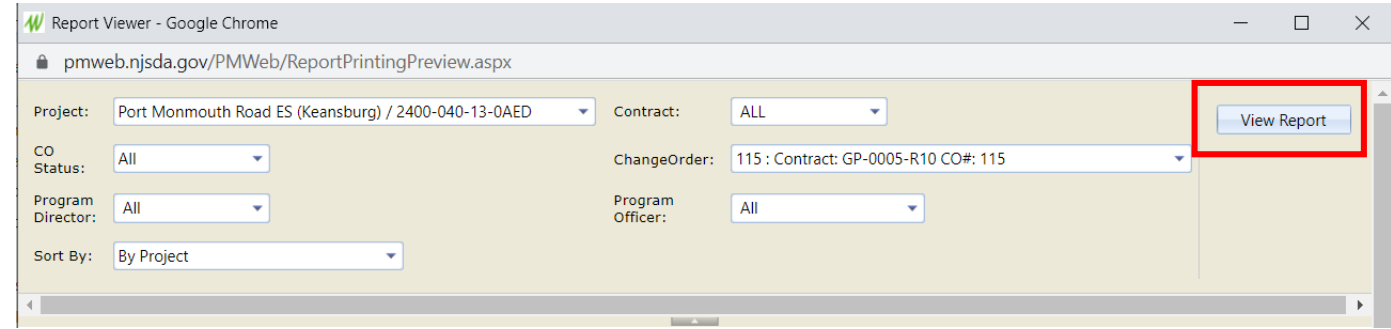
**CO Status**– select All or a specific status

**Change Order**– select All or a specific change order

**Program Director**– select All or a specific Director name

**Program Officer** – select all or a specific Program Officer name

**Sort By** – select By Project or by Created Date

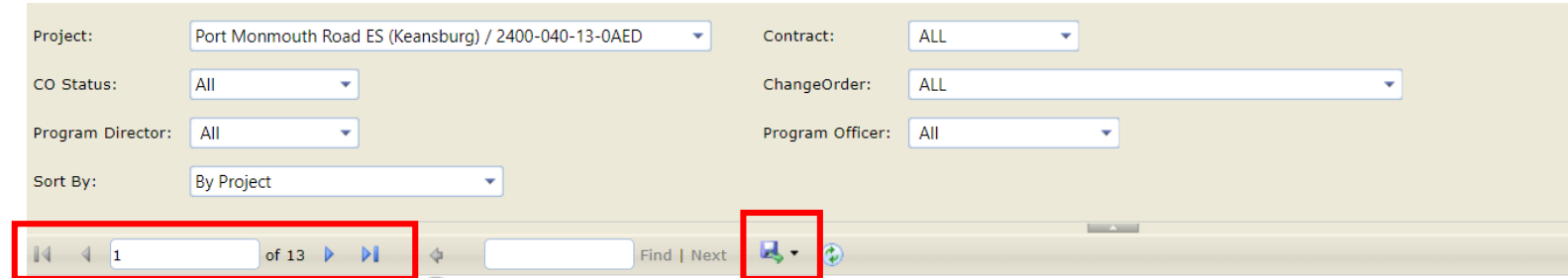


Click **View Report** to see the output.

To scroll through the output pages, use the toolbar options.

Click the **Save** button to export this report in formats such as Word, Excel or PDF.

Close the window when finished.



STATE OF NEW JERSEY  
**SCHOOLS DEVELOPMENT AUTHORITY**  
**Multi-Project Change Order Aging Log**

(All Change Orders sorted by Project and PMF/CM Approval Date)

Project: Port Monmouth Road ES (Keansburg)

Project Number: 2400-040-13-0AED

SDA Program Director: Andrew Oakley

SDA Managing Program Officer: Christopher Sorhaindo

Vendor: Niram Inc.

Contract: ET-0098-C01

Type	Num	Cost	PMF/CM Approval	Date Create	1st SDA Approval	2nd SDA Approval	3rd SDA Approval	Sent to SIMS Electronically	Hardcopy Orig Received by AP	Date Executed	PO Processing Time	AP Processing Time	Total Process Time
<b>Actual Processing</b>				63	0	0	0	0	0	0	63	0	63
CO	7	\$166,408.69	12/02/2021	01/05/2022	02/03/2022	02/03/2022	02/03/2022	02/03/2022	02/03/2022	02/03/2022			

Created By: Sarmad Kamran      Sarmad Kamran      Thomas Praesel Jr.      Andrew Oakley

Approval Notes:



Any report title the “SDA” in the report name is a report that has been customized. To run the CO\_Pending report, select the report by clicking it, click the magnifying glass to the left of the report name, the click Report Viewer.

Report	Record Type	Default
Change Orders Not Executed	Commitment COs	<input type="checkbox"/>
Commitment CO	Commitment COs	<input type="checkbox"/>
Commitment CO Log	Commitment COs	<input type="checkbox"/>
SDA_CO_503_Form	Commitment COs	<input checked="" type="checkbox"/>
SDA_CO_Aging_Log	Commitment COs	<input type="checkbox"/>
SDA_CO_Pending_BiMonthly	Commitment COs	<input type="checkbox"/>
SDA_PMWeb_CommitmentC	Commitment COs	<input type="checkbox"/>

This report runs automatically with no custom field selections.

To scroll through the output pages, use the toolbar options.

Click the **Save** button to export this report in formats such as Word, Excel or PDF.

Close the window when finished.

STATE OF NEW JERSEY  
**SCHOOLS DEVELOPMENT AUTHORITY**  
**PMWeb - Multi-Project Pending Change Order Aging Report**  
(All COs, No Execution Date in PMWeb)

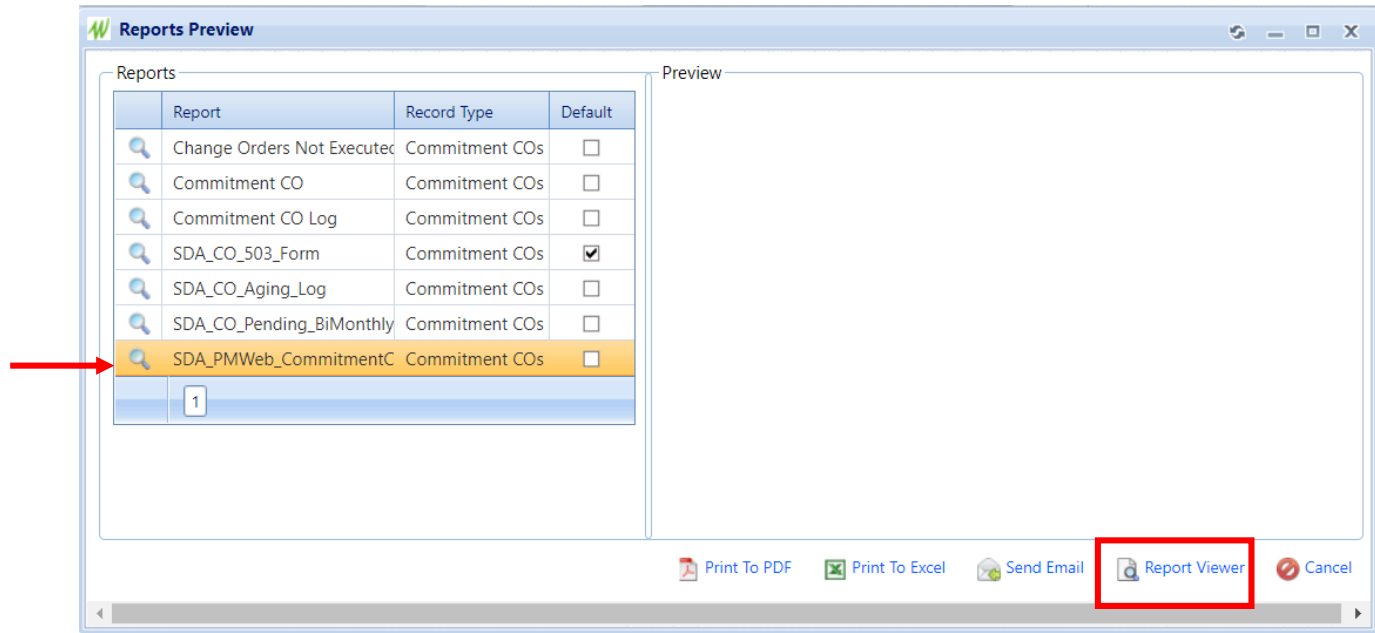
Project: Port Monmouth Road ES (Keansburg) Project Number: 2400-040-13-0AED  
SDA Program Director: Andrew Oakley SDA Managing Program Officer: Christopher Sorhaindo  
Vendor: Niram Inc. Contract: ET-0098-C01

Type	Num	Cost	PMF/CM Approval	Date Create	1st SDA Approval	2nd SDA Approval	3rd SDA Approval	Sent to SIMS Electronically	Hardcopy Orig Received by AP	Date Executed	PO Processing Time	AP Processing Time	Total Process Time
<b>Actual Processing</b>											91		91
CO	A6A1	\$64,098.82		01/06/2022									

Created By: Sarmad Kamran  
Approval Notes:

Print Date: 4/7/2022 1:06:07 PM Page 1 of 7 SDA\_PMW\_MultiProject\_CO\_Aging\_Monthly.rdl

Any report title the “**SDA**” in the report name is a report that has been customized. To run the PMWeb Commitment CO report, select the report by clicking it, click the magnifying glass to the left of the report name, the click Report Viewer.



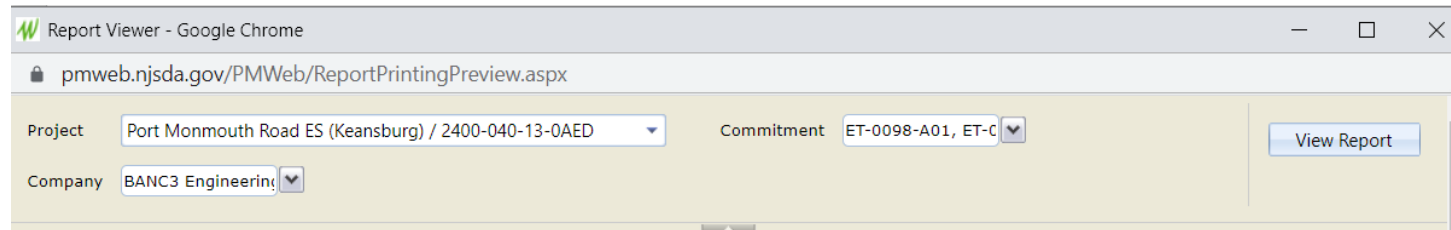
A series of fields will display for you to customize your output.

**Project** – defaults to the current project; can be changed as needed

**Commitment**– select All or a specific contract

**Company**– select All or a specific company

Click **View Report** to see the output.



To scroll through the output pages, use the toolbar options.

Click the **Save** button to export this report in formats such as Word, Excel or PDF.

Close the window when finished.

Project: Port Monmouth Road ES (Keansburg) / 2400-040-13-0AED      Commitment: ET-0098-A01, ET-C

Company: BANC3 Engineering Inc.

Page navigation: 1 of 3      Find | Next      Save button

STATE OF NEW JERSEY  
**SCHOOLS DEVELOPMENT AUTHORITY**  
Commitment CO Report Log

Project Name: Port Monmouth Road ES (Keansburg) / 2400-040-13-0AED

Document #	Description	Status	BIC	Commitment	Company	Type	Days	Execution Date	Total Change
1	Contract: GP-0230-R03 CO#: 1	Approved		GP-0230-R03	BANC3 Engineering Inc.	General Program Costs	0	7/11/2016	
2	Contract: GP-0230-R03 CO#: 2	Approved		GP-0230-R03	BANC3 Engineering Inc.	General Program Costs	0	8/3/2016	
14	Contract: GP-0230-R03 CO#: 14	Approved		GP-0230-R03	BANC3 Engineering Inc.	General Program Costs	0	8/4/2017	

