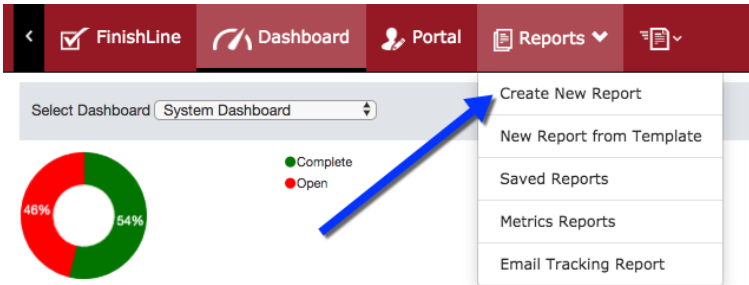


### How to send open item reports to subs

**Note:** You must be connected to the Internet to print reports.

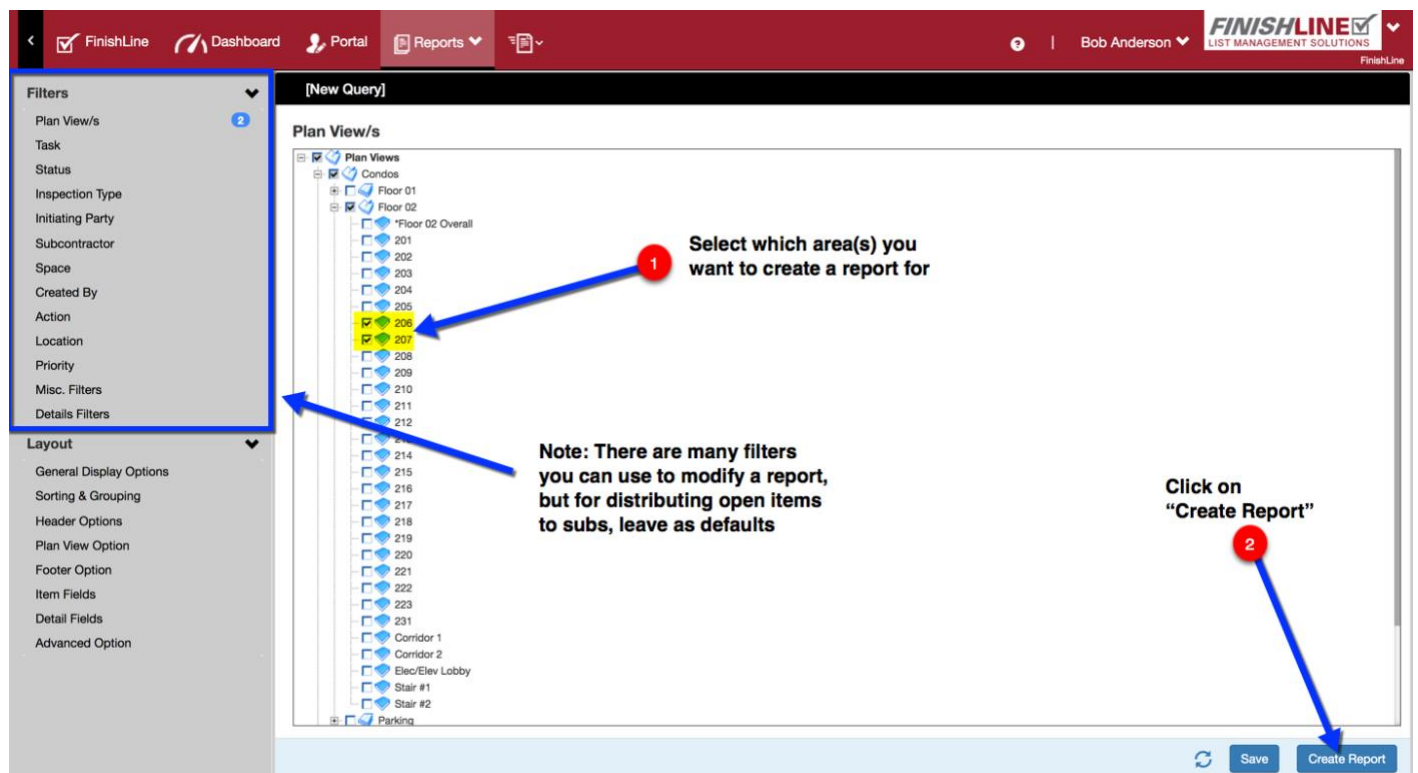
From the Dashboard in the FinishLine browser version, click "Create New Report" from the Reports dropdown menu.



Select which area(s) you would like to be included in your Report.

When distributing open items to subs, everything else can be left as defaults.

Then select Create Report in the bottom right.



**Note:** Using the filters you can modify your reports in many ways.

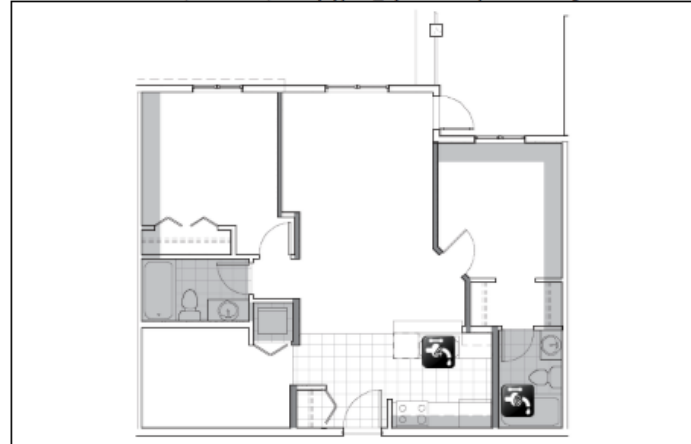
In a new Window a print preview will display.



Produce or Email Report...

05/21/19

Condos / Floor 02 / 206 (Type E\_R) - Peter Piper Plumbing



#	Type	Task	Description	Space	Location	Action	Sub Contractor	Due Date	Initials
1	Interior (T)	Plumbing	Wrong fixture	Kitchen	Fixture	Replace	Peter Piper Plumbing	5/25/19	
we ordered the new one									
Replace 5/25/19 Peter Piper Plumbing									
1	Interior (T)	Plumbing	Misaligned Handles	Master Bath	Faucet	Align	Peter Piper Plumbing	5/22/19	
looks bad									
Align 5/22/19 Peter Piper Plumbing									

05/21/19

Condos / Floor 02 / 206 (Type E\_R) - Shockey's Electric

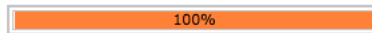


#	Type	Task	Description	Space	Location	Action	Sub Contractor	Due Date	Initials
1	Interior (FFE)	Lightfixture	Light Fixture Missing	Balcony	Where Indicated	Replace	Shockey's Electric	5/26/19	
Replace 5/26/19 Shockey's Electric									
1	Interior (T)	Elect - Power/Lighting	Incomplete	Bath 1	Fixture	Finish	Shockey's Electric	5/26/19	
screws missing									

**Note:** If your report is more than 30 pages you will receive the following warning and you must click on "Produce or Email Report" to get the complete printout.



FinishLine



**PREVIEW IS LIMITED TO 30 FLOORPLANS. NOT ALL THE FLOORPLANS SHOW IN THIS PREVIEW. YOU NEED TO "PRODUCE" THE REPORT IN ORDER TO SHOW ALL FLOORPLANS**

Produce or Email Report...

**Emailing Reports directly to Subs**

Choose “Breakdown report for each sub contractor”. This option produces a report for each sub, for each unit with their open Items.

Next click on “Produce or Email Report”.

Normally the subs email addresses will be displayed. A sub that does not have an email address will be emailed to whomever is creating the report.

**Note:** You can produce a single report, NOT broken down into individual reports by choosing “Single Report”

FinishLine  
100%

Produce or Email Report...  
Report Options

- Single report (~26 plan views)
- Breakdown report for each sub contractor**

Sub Contractor	Email
Finishline Complete	tomorr@active3db.com
Shockey's Electric	Jsmith@shockeyslectric.com
Good Coat Painting	Porange@goodcoat.com
Drywall Dudes	Tjones@drwalldudes.com
ABC Cleaning	ASpotless@XYZclean.com
Peter Piper Plumbing	peter@piperplumbing.com
QT Electric	Jane@Bogus.com
Gogh Guys	goghnow@goghguys.com
Specialties Inc.	crewlead@specialtiesinc.com
Casey's Casework	Cboatman@CCasework.com
Long Last Flooring	CWalking@LongLast.com
Pave the Way Concrete	HTheighth@PaveTheWay.com
Man of Steel	JKent@Icanfly.com
Proof Positive	KDoppleganger@ProofPositive.com
The Temperature Regulators	TTthermostat@TempRegulators.com

Base File Name:   
Compress PDF:  Yes  No

Once all the reports are generated it will list the company name, email addresses, and the pdf name and size.

You can cc other email addresses to receive a copy of all the reports. (for multiple addresses, separate with a semi-colon “;” )

You can also edit the Subject line and body of the email. Click Send Email. You will get a confirmation screen.

**Note:** Any of these reports can be opened from the screen to the right by clicking on the PDF icon or file name link and saved or printed.

FinishLine  
Punch List Reports

Report Options  
PDF Compression is: Off

To	Recipient Name	Email	Attachment File	Size
	ABC Cleaning	ASpotless@XYZclean.com	report_ABC_Cleaning.pdf   View as HTML	0.09 MB
	Casey's Casework	Cboatman@CCasework.com	report_Casey_s_Casework.pdf   View as HTML	0.09 MB
	Drywall Dudes	Tjones@drwalldudes.com	report_Drywall_Dudes.pdf   View as HTML	0.09 MB
	Finishline Complete	tomorr@active3db.com	report_Finishline_Complete.pdf   View as HTML	2.36 MB
	Gogh Guys	goghnow@goghguys.com	report_Gogh_Guys.pdf   View as HTML	0.09 MB
	Good Coat Painting	Porange@goodcoat.com	report_Good_Coat_Painting.pdf   View as HTML	0.09 MB
	Long Last Flooring	CWalking@LongLast.com	report_Long_Last_Flooring.pdf   View as HTML	0.8 MB
	Man of Steel	JKent@Icanfly.com	report_Man_of_Steel.pdf   View as HTML	0.09 MB
	Pave the Way Concrete	HTheighth@PaveTheWay.com	report_Pave_the_Way_Concrete.pdf   View as HTML	0.09 MB
	Peter Piper Plumbing	peter@piperplumbing.com	report_Peter_Piper_Plumbing.pdf   View as HTML	0.29 MB
	Proof Positive	KDoppleganger@ProofPositive.com	report_Proof_Positive.pdf   View as HTML	0.09 MB
	QT Electric	Jane@Bogus.com	report_QT_Electric.pdf   View as HTML	0.09 MB
	Shockey's Electric	Jsmith@shockeyslectric.com	report_Shockey_s_Electric.pdf   View as HTML	0.1 MB
	Specialties Inc.	crewlead@specialtiesinc.com	report_Specialties_Inc..pdf   View as HTML	0.1 MB
	The Temperature Regulators	TTthermostat@TempRegulators.com	report_The_Temperature_Regulators.pdf   View as HTML	0.3 MB

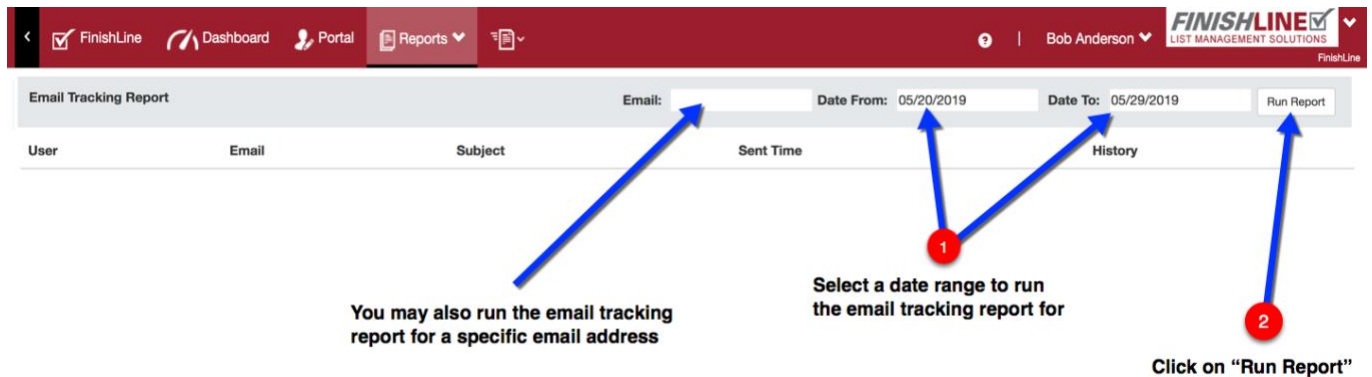
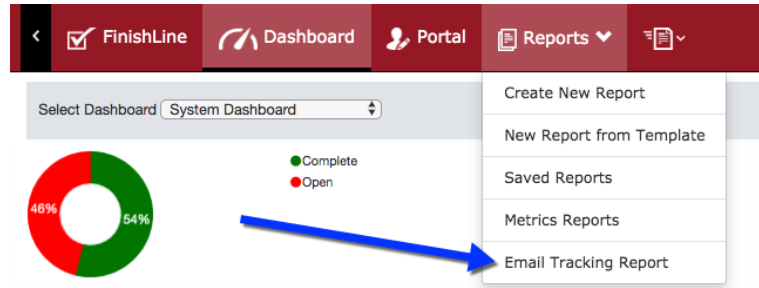
CC:   
(Press 'Enter' after each email address)

Subject: FinishLine Punch List Report

Body: Please see the attached report.

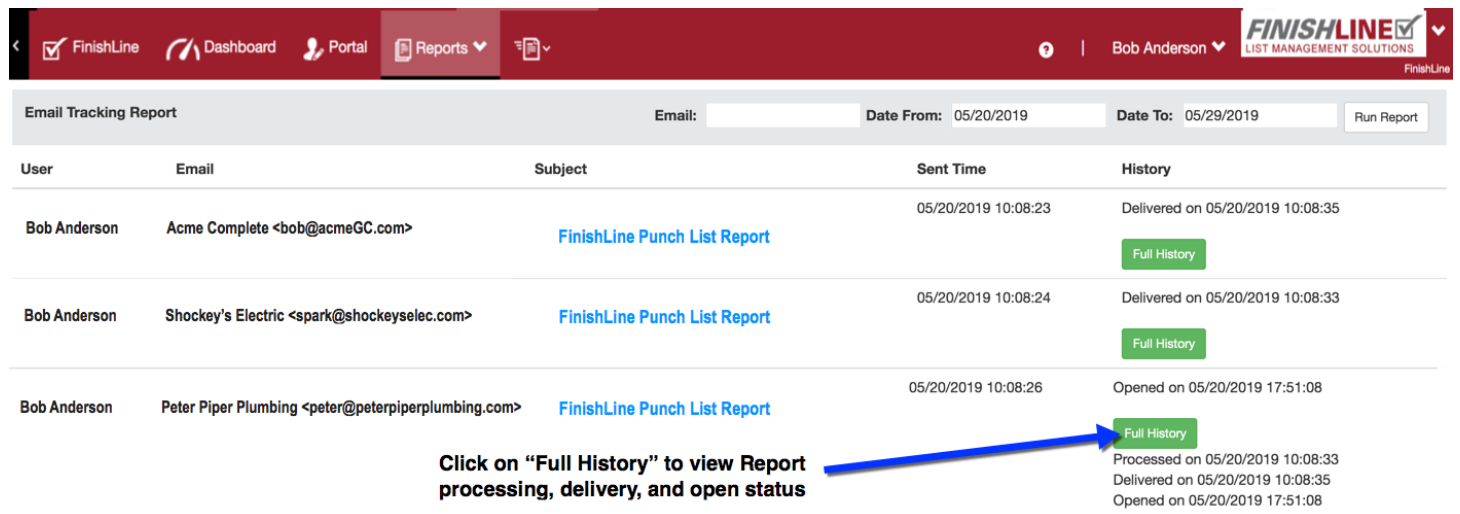
**Note:** The email tracking history and a copy of all sent reports are stored by FinishLine. This can be useful to determine if subs received sent reports.

To access the email tracking history and sent reports, click on “Email Tracking Report” from the Reports dropdown menu.



You may run the Email Tracking Report for a date, date range, or for a specific email address.

Make your selections and click on “Run Report”.



**Note:** To view a copy of the sent report, click on the email Subject, which is displayed in blue.

Click on the green “Full History” button to view additional details about that specific report.

**Have questions or need more information?**

Email us at [support@punchlist.net](mailto:support@punchlist.net) or call 1-888-869-8685 – we’re here to help.