

# Create a report with Spec-Rite Online

13 Steps

Created by

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Creation Date

Last Updated

May 13, 2022

May 13, 2022



# Go to Spec-Rite Online

STEP 2

Click on LOGIN





## Type username and password

Spec-Rite Online		
▲ slorenz   ▲    Don't remember your password?	Spec-Rite Online	
Don't remember your password?	요. slorenz	
Don't remember your password?	۵	
	Don't remember your password?	

STEP 4

## Click on LOG IN

Slorenz	
<b>a</b>	
Don't remember your password?	
LOG IN >	



# **Click on Reports**

5				
	earch	×		
Dashboard		 Status ↓	Beads 1	Beads 2
Skyview	nck 4	Painting	10.9 lb/100ft <sup>2</sup>	10.9 lb/100ft <sup>2</sup>
Reports	et	Not Painting		
Equipment	ve) Olympic Regi	Not Painting		
Admin	ve) Eastern Region	Not Painting		
Templates	ve) South Central	Not Painting		
	uck 2	Not Painting		
			71	Kent *

#### STEP 6

## **Click on New Report**

					1
٩	Search	×	New	v Report	
	Equipment		Act	tions	
	(archive) Olympic Regio	n	⊎	ō	
	SR Truck 2	1			
	(archive) Olympic Regio	n	⊎	ā	
	(archive) South Central F (archive) Eastern Region	Region			
		U		-11	



## Click on the type of report you would like to create

			11
م	Search	×	New Report
	Equipment	(	Quality Report
	(archive) Olympic Region		Usage Report (metric) Quality Report (metric)
	SR Truck 2 SR Truck 4 (archive) Olympic Region		Usage Report Weekly Job Pattern
	SR Truck 3 (archive) South Central Reg	ion	New
	(archive) Eastern Region	Ŭ	Test

#### STEP 8

## Type a name for your report

		<b>Q</b> Search	×
Oply Letters Numbers Space	es and *		x
Name	- 21		
		0 Street	
X	Select All	C Search	X
		Please Select a Piece of Equipment	
	Only Letters, Numbers, Spac Name	Only Letters, Numbers, Spaces, _, and *- Name 	Only Letters, Numbers, Speces, _, and `



## Click on date range

	Dec 19, 2021 - Apr 18, 2022 🧪 Date Range	
ment		
Select All		
Not Set		
(archive) Olympic Region		

#### STEP 10

# Select your start and end dates and click on Save

et Depart			5	6	7	8	9
scheport	SR Truck 1	121 days up to today	12	13	14	15	16
	SR Truck 3	- days starting today	19	20	21	22	23
			26	27	28	29	30
	SR Truck 4						
		Save	Canc	el			
			_				





#### Click on the equipment you would like to generate a report for

#### STEP 12

#### Click on the jobs you would like to generate a report for

)22 🧨		Only Letters, Numbers, Spaces, _, and -* Name
Q Search	×	Jobs
		Select All
		✓ 008262 gp 48-54
		✓ 008587 gp 20
		✓ 008587 gp 23
		000E07 ap 3/



#### **Click on Create**





