Appendix F: *Reports & Views*

Clarity Reports

Reports organize project and resource data extracted from the *Clarity* database. *Clarity* provides simple and easy access to reports. While *Clarity* provides standard reports, the *Project Management Office (PMO)* has developed several customized reports as well. Requests for new/enhanced reports should be forwarded to *PMO* for consideration. Reports can run upon request or be scheduled to run for a specific date and time. Report parameters can be saved for future use without having to populate them every time. Refer to *Section 10: Reporting and Portlets,* for a list of reports that can be accessed in *Clarity*.

To search for a specific report in *Clarity*:

1. Select the **Reports and Jobs** link.
2. Click the **Reports** tab, the **Available Reports** page will display with the reports that are available.

To run a specific report:

1. Select the report name. The **Report Properties** page will display.
2. Enter all required fields (* indicates a required parameter field).
3. Click the **Submit** button. Report output is produced in the form of a *Business Objects* report.

To print a report:

1. Select the **Print** option on the toolbar.
2. Select **All**, **Current page**, or enter a range of **Pages.**
3. Click the **Print** button.

Open Workbench Views

Views are the means by which a project plan or project data can be displayed. Views can be used to add or delete tasks, assign resources to tasks, and to modify or enter project data. The default view for all *Clarity* users is *Add Tasks*. *Open Workbench* views can be used as listed in the view library or can be customized by using the **View Definition** dialog box.

To select a specific view:

1. Select a **View Library** folder.
2. From the **View** icons displayed, select the **View** icon. The new view will be displayed.

To modify a view:

1. From the **View** icon, right click and select **Edit (or press F3)**.

2. From the **View Definition** dialog box, click the **Layout** tab.

3. Double click the **Task Information**, **Resource**, or **Project Information** to obtain a list of all the variables available to move to the view. Variables can be dragged and dropped on the layout. Some fields such as *Estimate to Complete (ETC)*, *Actuals*, and *Total Usage* may be modified to include column totals.

To add column total to specific variables:

1. Double click the variable name on the layout.

2. Check the **Column Totals** box.

3. Click the **OK** button.

4. When finished modifying the view, click the **OK** button. *Clarity Open Workbench* will now display the new information on the view.

To save a view before exiting *Open Workbench:*

1. From the Project Ribbon, click **Save** for the **View** section.

2. Name the view appropriately; select **Favorites** from the library group drop down menu.

3. Click the **OK** button. This view will now be available in the **Favorites** library group for future use.

To print a view directly from the *Open Workbench* window:

1. Select **File**…**Print**.

Clarity Workbench Gantt Chart View

The *Gantt* chart is a view that graphically displays a time scale along the horizontal axis and the project's *Work Breakdown Structure (WBS)* along the vertical axis. A horizontal bar represents the duration of each task; the vertical ends of a *Gantt* bar correspond to the task's start and end dates. The bottom of the *Gantt* chart summarizes project resource information. Refer to *Section 10: Reporting and Portlets,* for more information in regards to *Gantt* charts.