# How to Create a Report of Jobs by location.

**Step 1**

From the Reports menu, click on the Report List option. From the list of reports, click on the **Job Inquiry** report link.

**Step 2**

Select **Job Inquiry**

**Step 3**

Job Status All, Exclude Canceled (or All, Include canceled) if canceled jobs are needed.

**Step 4**

Sub Status All, (or Filled)

**Step 5**

In the Search from field: select Date range – 03/01/2019 to 03/31/2019. Note: this report can be run by Month, Week or Day

**Step 6**

Under the *Sort Order* section select the *Location*, Under the *Then by:* section select the *Employee Name.*

**Step 7**

Select the output format option to be PDF. Note: You can choose to generate the report in Excel format.

**Step 8**

Under the *Print Details* section uncheck this field. No job detail data needs to be displayed.

**Step 9**

Under the Print Totals for Primary Sort, select the Totals by Location.

**Step 10**

Under the Report Title: label the report the need report name. Example; Jobs by Location 03/01/2019 – 03/31/2019.

**Step 11**

Under the Save Report As: label the report name. Example; Jobs by Location.

**Step 12**

Under the Description: label the report description. Example; Jobs by Location 03/01/2019 – 03/31/2019.

.

**Step 13**

Select the *View Report* button.