Job Work Summary

This report summarizes the Prinergy time and the materials that were used on a specific job. It also provides details of the tasks and materials by work type—for example, regular or original work.

The generated report contains the following types of information:

- Name of the job
- Task summary: task (process), time per task, total time
- Material summary: material name, quantity per material
- Tasks and materials summary by work type
- Work and alteration details by work type: the name of the person who authorized each work type, date created

To generate the report:

1. Select a job.
   To select on a partial job name, click **Search** and type part of a job name followed by an asterisk (*).
2. Click **pdf**, **html**, or **tsv**.