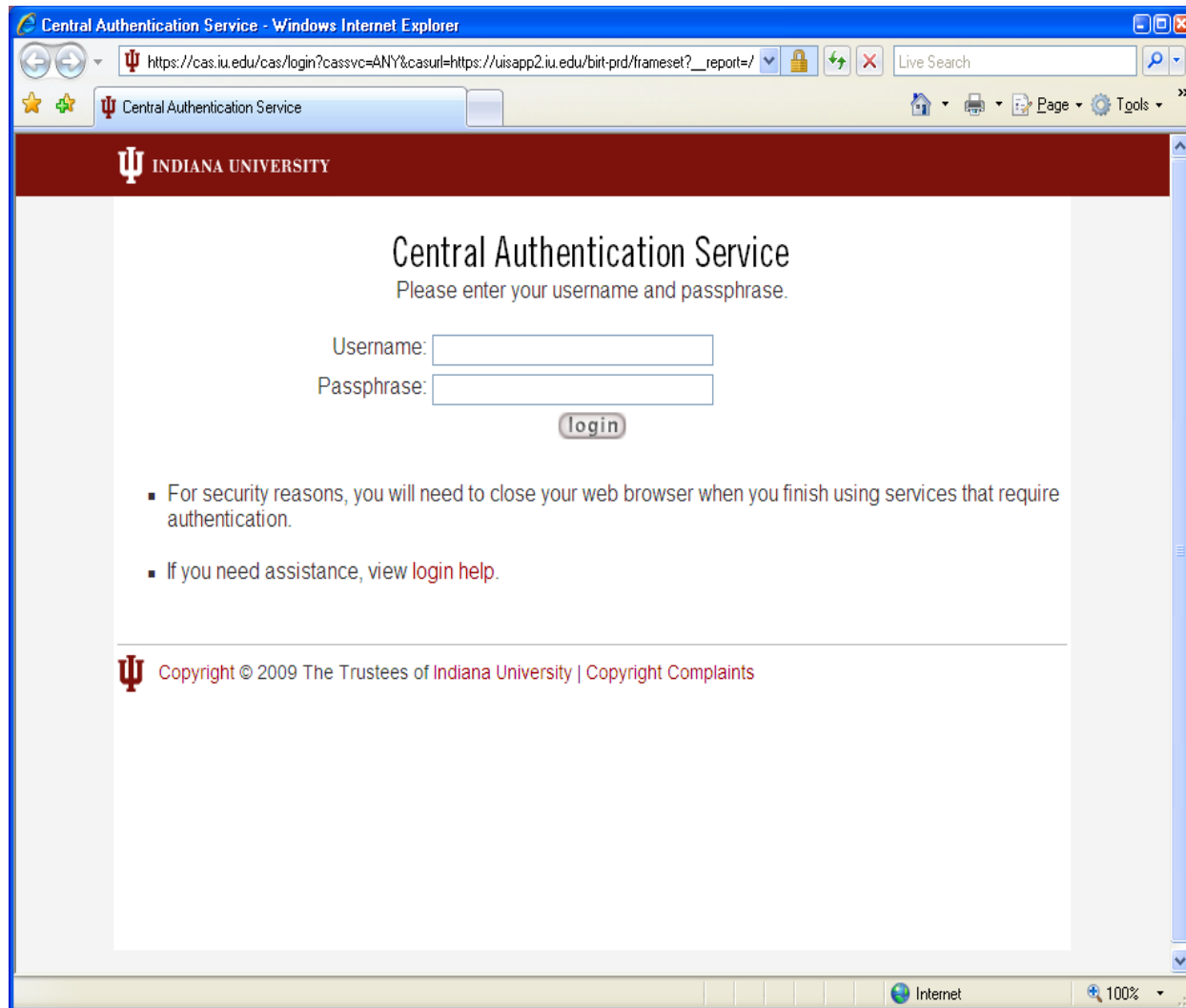


# Instructions for exporting an MMS BIRT report to PDF

Start by going to the MMS home page. <http://www.indiana.edu/~mmswebpg/>

Next click on MMS Reports on the lower left hand side of the page.

You will then need to sign in to Central Authentication Service to get to the reports.



The screenshot shows a Windows Internet Explorer browser window titled "Central Authentication Service - Windows Internet Explorer". The address bar displays the URL: [https://cas.iu.edu/cas/login?casvc=ANY&casurl=https://uisapp2.iu.edu/birt-prd/frameset?\\_\\_report=/](https://cas.iu.edu/cas/login?casvc=ANY&casurl=https://uisapp2.iu.edu/birt-prd/frameset?__report=/). The page features a red header with the Indiana University logo and the text "INDIANA UNIVERSITY". Below the header, the main content area is titled "Central Authentication Service" and includes the instruction "Please enter your username and passphrase." There are two input fields: "Username:" and "Passphrase:". Below these fields is a "login" button. A list of instructions is provided: "For security reasons, you will need to close your web browser when you finish using services that require authentication." and "If you need assistance, view [login help](#)." At the bottom of the page, there is a copyright notice: "Copyright © 2009 The Trustees of Indiana University | Copyright Complaints". The browser's status bar at the bottom shows "Internet" and "100%".

You should now see a list of reports which you have access to. To the right of the report is the word Launch. Click on Launch to run the report. Some reports will require you to enter parameters to narrow down what you are looking for. In this example I will click on Launch beside the Square Foot Costs report.

**BIRT Report Viewer**

Showing page 1 of 1

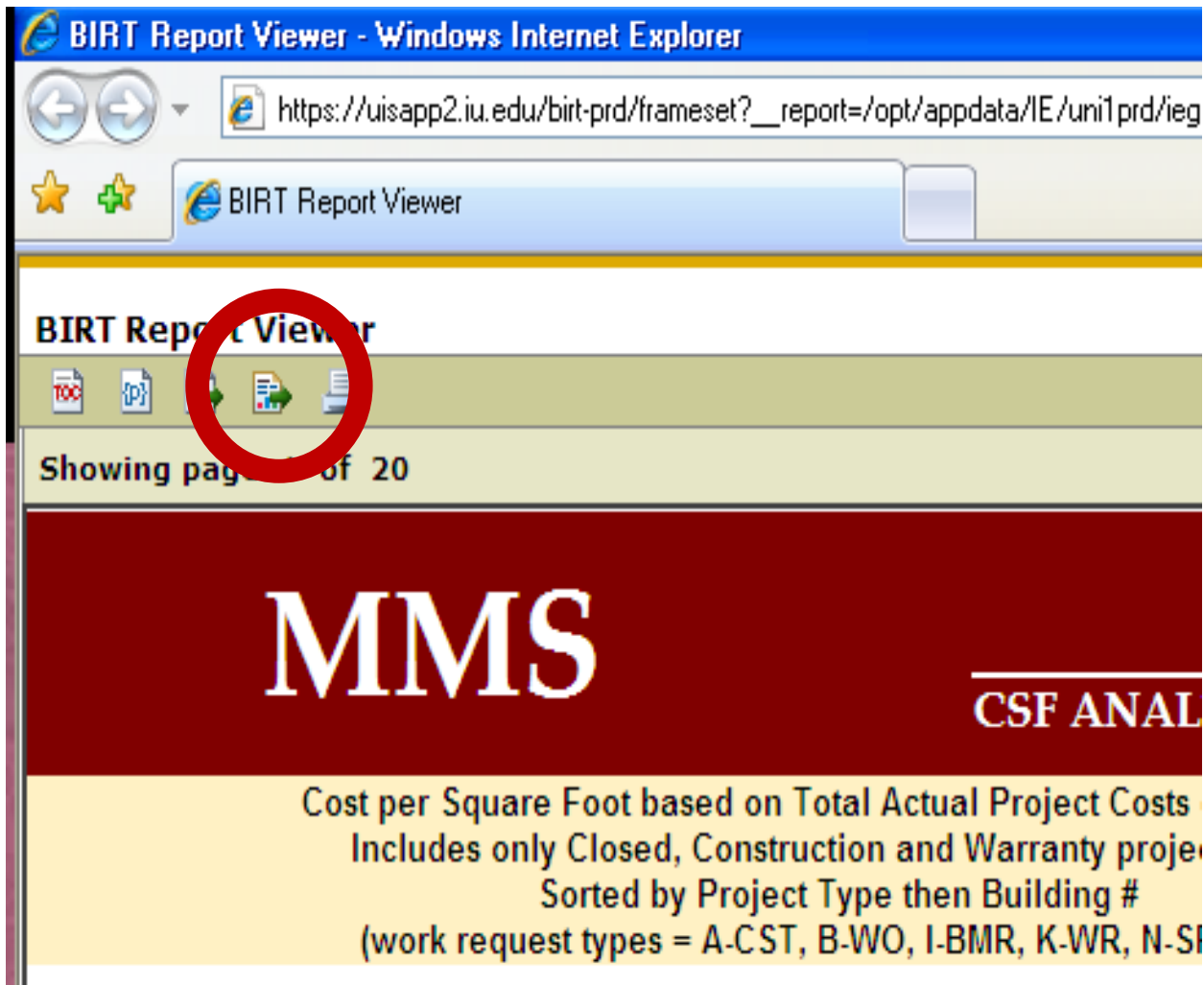
mms_mpj0107_current_renovation_projects.rptdesign listing of renovation projects by building for indianapolis campus - including phase-level detail	
<b>Single-Project Summary</b> mms_mpj0218_project_summary.rptdesign single-project summary of costs and landmark dates - based on contractor.	MPJ0218 <a href="#">Launch</a>
<b>Square Foot Costs -- Large Projects.</b> mms_mpj0222_csf_all_campuses_over_10k.rptdesign costs per square foot by project and by work order for projects totalling over \$10000.	MPJ0222 <a href="#">Launch</a>

**PURCHASING**

<b>Po Cross Reference</b> mms_mpr0244_po_cross_reference.rptdesign cross reference of invoice, receive, and disbursement information for a single purchase order.	MPR0244 <a href="#">Launch</a>
<b>Po Invoice Cost Summary By Contractor</b> mms_mpr0160_po_invoice_cost_summary.rptdesign po number, tops po, and amounts for all released po invoices for a campus over a date range. narrowable by contractor number.	MPR0160 <a href="#">Launch</a>
<b>Supplier Delivery Performance</b> mms_mpr0106_supplier_delivery_perfrmnce.rptdesign comparison of date expected and date received for all deliveries to a specific campus over a date range.	MPR0106 <a href="#">Launch</a>

**WORK REQUESTS**

This report did not have parameters so it started running when I clicked on Launch. Some reports will take longer than others to run depending on the data the report is looking for. To export this report we will click on the export report icon. (circled below)



You will now see this Export Report box. Choose PDF (for best results) and click on OK.

BIRT Report Viewer - Windows Internet Explorer

https://uisapp2.iu.edu/birt-prd/frameset?\_\_report=opt/appdata/IE/uni1prd/iegroups/birtReports/MMS/mms\_mpl0222\_

BIRT Report Viewer

Showing page 1 of 20

Go to page:

**MMS**

Indiana University  
Maintenance Management System

CSF ANALYSIS FOR ALL CAMPUSES - PROJECTS OVER \$10,000

Cost per Square Foot based on Total Actual Project Costs over \$10,000.  
Includes only Closed Projects  
Sorted by Project Gross SqFT  
(work request type)

**Export Report** Run Date: 10/13/2009

Export Format: PDF  
Word  
PowerPoint  
PDF  
PostScript  
Excel

Pages:   
(Enter page number or page range(s). For example: 1-8 or 1,3,6)

☒ All pages

☒ Auto ☐ Actual size ☐ Fit to whole page

OK Cancel

**ACCESSIBILITY MODIFICATIONS**

**BL053**

Project #	Team Leader	Project Status	Project Title	Project Gross SqFT.
20016093	JMOULDEN	CLOSED_PND		962

Project Enter Date: 10/8/07

Work Order #	Date Entered	WR Status	Project Title	Est / SqFT.	Act / SqFT.
286863	4/4/02	98-DONE	RESTRMS M076 & M082 REMODEL - ARCH	\$50,313.55	0
286874	4/4/02	98-DONE	RESTRMS M076 & M082 REMODEL - ARCH	\$35,609.25	0
286876	4/4/02	98-DONE	RESTRMS M076 & M082 REMODEL - MECH & ABA	\$41,500.98	0
286877	4/4/02	98-DONE	RESTRMS M076 & M082 REMODEL - PLUMBING	\$34,799.53	0
286879	4/4/02	98-DONE	RESTRMS M076 & M082 REMODEL - ELECTRICAL	\$14,814.95	0
286880	4/4/02	98-DONE			
<b>Totals for Project</b>				<b>\$246,000.00</b>	<b>\$228,545.73</b>
				<b>\$255.72</b>	<b>\$237.57</b>

**BL091 WILDERMUTH CENT**

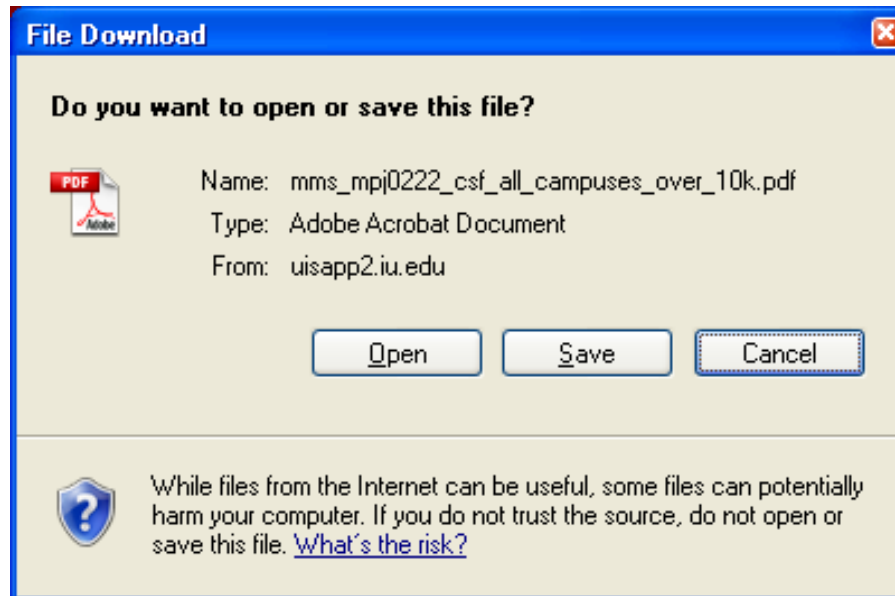
Project #	Team Leader	Project Status	Project Title	Project Gross SqFT.
20074303	DWALTER	CLOSED_PND	R & R - WILDERMUTH - INSTALL STAIR LIFT	50

Project Enter Date: 10/8/07 Bid Docs Completed Date: 07/24/08

Done

Internet 100%

As the report is exported into a PDF file, you will see the box below. You can either save or open. I prefer to Open the document first.



As the document opens, you will probably see a black column for bookmarks on the side. You can close this if you wish to get a full view of the report. To close the black column, click on the little arrow that is to the right of “bookmarks”.

**MMS** Indiana University  
Maintenance Management System  
CSF ANALYSIS FOR ALL CAMPUSES - PROJECTS OVER \$10,000

Cost per Square Foot based on Total Actual Project Costs over \$10,000.  
Includes only Closed, Construction and Warranty project status.  
Sorted by Project Type then Building #  
(work request types = A-CST, B-WO, I-BMR, K-WR, N-SR, S-RW)

Run Date: 10/13/2009

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**ACCESSIBILITY MODIFICATIONS** **ADA**

**BL053 IN MEMORIAL UNI**

Project #	Team Leader	Project Status	Project Title	Project Gross SqFT.
20016093	JMOULDEN	CLOSED	DMU RMS M055, M057, 155, 155A, 157, 255	962
Project Enter Date:		2/1/01		Bid Docs Completed Date: 05/20/2002

Work Order #	Date Entered	WR Status	Work Request Title	Estimate \$	Actual \$	WR Sq. FT.	Est / SqFT.	Act / SqFT.
286863	4/4/02	98-DONE	RESTRMS M076 & M082 REMODEL - ARCH	\$50,000.00	\$51,507.47	0	-	-
286874	4/4/02	98-DONE	RESTRMS M076 & M082 REMODEL - ARCH	\$50,000.00	\$50,313.55	0	-	-
286876	4/4/02	98-DONE	RESTRMS M076 & M082 REMODEL - ARCH	\$41,000.00	\$35,609.25	0	-	-
286877	4/4/02	98-DONE	RESTRMS M076 & M082 REMODEL - MECH & ABA	\$41,000.00	\$41,500.98	0	-	-
286879	4/4/02	98-DONE	RESTRMS M076 & M082 REMODEL - PLUMBING	\$45,000.00	\$34,799.53	0	-	-
286880	4/4/02	98-DONE	RESTRMS M076 & M082 REMODEL - ELECTRICAL	\$19,000.00	\$14,814.95	0	-	-
<b>Totals for Project</b>				<b>\$246,000.00</b>	<b>\$228,545.73</b>		<b>\$265.72</b>	<b>\$237.57</b>

**BL091 WILDERMUTH CENT**

Project #	Team Leader	Project Status	Project Title	Project Gross SqFT.
20074303	DWALTER	CLOSED_PND	R & R - WILDERMUTH - INSTALL STAIR LIFT	50
Project Enter Date:		10/8/07		Bid Docs Completed Date: 07/24/08

Work Order #	Date Entered	WR Status	Work Request Title	Estimate \$	Actual \$	WR Sq. FT.	Est / SqFT.	Act / SqFT.
1078871	7/28/08	70-PUNCH	INSTALL ADA CHAIRLIFT NEXT TO MEN'S	\$40,000.00	\$27,795.14	0	-	-
<b>Totals for Project</b>				<b>\$40,000.00</b>	<b>\$27,795.14</b>		<b>\$800.00</b>	<b>\$555.90</b>

**BL133 WOODBURN HALL**

Project #	Team Leader	Project Status	Project Title	Project Gross SqFT.
20063576	DKARLOV	CLOSED_PND	WOODBURN HALL 100 - INSTALL AUTOMATIC	45
Project Enter Date:		10/17/06		Bid Docs Completed Date: 04/30/07

You should now see the full view of the report, you can now save or print the report. Once saved in PDF the file can be sent on to others who need to view it.

mms\_mpj0222\_csf\_all\_campuses\_over\_10k[1].pdf - Adobe Acrobat Pro

File Edit View Document Comments Forms Tools Advanced Window Help

Create Combine Secure Sign Forms Multimedia Comment OK

1 / 90 101% Find

# MMS

## Indiana University Maintenance Management System

### CSF ANALYSIS FOR ALL CAMPUSES - PROJECTS OVER \$10,000

Cost per Square Foot based on Total Actual Project Costs over \$10,000.  
 Includes only Closed, Construction and Warranty project status.  
 Sorted by Project Type then Building #  
 (work request types = A-CST, B-WO, I-BMR, K-WR, N-SR, S-RW)

Run Date: 10/13/2009

ACCESSIBILITY MODIFICATIONS					ADA			
<b>BL053 IN MEMORIAL UNI</b>								
Project #	Team Leader	Project Status	Project Title	Project Gross SqFT.				
20016093	JMOULDEN	CLOSED	IMURMS M055, M057, 155, 155A, 157, 255	962				
Project Enter Date:		2/1/01		Bid Docs Completed Date:		05/20/2002		
<u>Work Order #</u>	<u>Date Entered</u>	<u>WR Status</u>	<u>Work Request Title</u>	<u>Estimate \$</u>	<u>Actual \$</u>	<u>WR Sq FT.</u>	<u>Est / SqFT.</u>	<u>Act / SqFT.</u>
286863	4/4/02	98-DONE	RESTRMS M076 & M082 REMODEL - ARCH	\$50,000.00	\$51,507.47	0	-	-
286874	4/4/02	98-DONE	RESTRMS M076 & M082 REMODEL - ARCH	\$50,000.00	\$50,313.55	0	-	-
286876	4/4/02	98-DONE	RESTRMS M076 & M082 REMODEL - ARCH	\$41,000.00	\$35,609.25	0	-	-
286877	4/4/02	98-DONE	RESTRMS M076 & M082 REMODEL - MECH & ABA	\$41,000.00	\$41,500.98	0	-	-
286879	4/4/02	98-DONE	RESTRMS M076 & M082 REMODEL - PLUMBING	\$45,000.00	\$34,799.53	0	-	-
286880	4/4/02	98-DONE	RESTRMS M076 & M082 REMODEL - ELECTRICAL	\$19,000.00	\$14,814.95	0	-	-
<b>Totals for Project</b>				<b>\$246,000.00</b>	<b>\$228,545.73</b>		<b>\$255.72</b>	<b>\$237.57</b>
<b>BL091 WILDERMUTH CENT</b>								
Project #	Team Leader	Project Status	Project Title	Project Gross SqFT.				

Go up to the file menu and down to save or save as.

The screenshot shows the Adobe Acrobat Pro interface. The 'File' menu is open, and 'Save As...' is highlighted. The background PDF document is titled 'Indiana University Maintenance Management System CSF ANALYSIS FOR ALL CAMPUSES - PROJECTS OVER \$10,000'. The report includes a title page, a table of modifications, and a detailed table of work request titles with estimates and actuals.

**Indiana University Maintenance Management System**  
**CSF ANALYSIS FOR ALL CAMPUSES - PROJECTS OVER \$10,000**

Based on Total Actual Project Costs over \$10,000.  
 Construction and Warranty project status.  
 Run Date: 10/13/2009  
 Project Type then Building #  
 = A-CST, B-WO, I-BMR, K-WR, N-SR, S-RW)

**MODIFICATIONS** **ADA**

**IN MEMORIAL UNI**

Project Status	Project Title	Project Gross SqFT.
SED	IMURMS M055, M057, 155, 155A, 157, 255	962
1/01	Bid Docs Completed Date: 05/20/2002	

Work Request Title	Estimate \$	Actual \$	WR Sq FT.	Est / SqFT.	Act / SqFT.
RESTRMS M076 & M082 REMODEL - ARCH	\$50,000.00	\$51,507.47	0	-	-
RESTRMS M076 & M082 REMODEL - ARCH	\$50,000.00	\$50,313.55	0	-	-
RESTRMS M076 & M082 REMODEL - ARCH	\$41,000.00	\$35,609.25	0	-	-
RESTRMS M076 & M082 REMODEL - MECH & ABA	\$41,000.00	\$41,500.98	0	-	-
RESTRMS M076 & M082 REMODEL - PLUMBING	\$45,000.00	\$34,799.53	0	-	-
RESTRMS M076 & M082 REMODEL - ELECTRICAL	\$19,000.00	\$14,814.95	0	-	-
<b>Totals for Project</b>	<b>\$246,000.00</b>	<b>\$210,242.73</b>	<b>0</b>	<b>\$222.73</b>	<b>\$217.27</b>



Make sure you have the correct drive and file name you want to save it as and click save.

