

**FieldPlus**  
REPORTS LISTING

These pages contain the details of the *current standard reports* contained within **FieldPlus - Version 3.03**.  
It is now possible for users to insert their own additional description for each report and for this to appear at run time.  
*For further details - please email [support@fieldplus.com](mailto:support@fieldplus.com) or call +44 (0)20 8904 6027.*

	Report Name	Format	Main Description	Additional Details
<b>Administration</b>				
	Admin001	P	Listing of Reports logged on to the system	Useful for showing all current reports - and "hide" value
	Admin002	P	kga use only	
	Admin003	L	Application errors	For KGA user as required
	Admin004	L	Screen Details	List of User-Defined changes to screens. Also includes modifications to fields such as CopyControl etc
	Admin005	P	User Rights	Full list of User details and user levels e.g. Full Rights, Read Only etc
	Admin006	P	Default Fee and Expense Types	Listing of default fee & expense rates which can be imported into a job
	Admin007	L	Reports logged on to the print table	
	Admin008	P	Fee and Expense Types	
	Admin009	P	Job Fee and Expense Types	
	Admin010	P	Interviewer Status	List of categories on system e.g. Interviewer etc
	Admin011	P	Interviewer Regions	List of Regions
	Admin012	P	Job Categories	List of all Job Categories showing Field Headers e.g. 1=Category 1 [Qual or Quant etc]
	Admin013	P	Interviewer Pay Rates	
	Admin014	P	Profile Rights	
<b>Appraisals</b>				
	AP001	L	Appraisals Summary - Interviewer Code Order	Appraisal listing for Ints with Appraisals in a selected period. Select for 1 year at a time only.
	AP001b	L	Appraisals Summary - Surname Order	Same as AP001 but sorted in surname order
	AP002	P	Last Appraisal - Including "Null" Appraisals	Regional/Supervisor listing of latest entry for all interviewers showing overdue details
	AP003	L	Appraisals Summary by Job	Details of appraisals by job.
	AP004	L	Interviewer Job Count with Appraisals History	Full listing showing job count for 1st and 2nd part of year with full allocation details and appraisals. Select for 1 year at a time only.
	AP004a	L	Abbreviated Job Count with Appraisals History	As AP004 but without allocation details
	Capi001	P	CAPI Machines Listing	Machine number details (if set up) via Job Allocations
<b>Edits</b>				
	ED001	L	Edit Summary History	Edit listing for Ints with Edits in a selected period. Select for 1 year at a time only.
	ED002	L	Edit by Job	Edit details by job with stats
	ED003	P	Last Edits - Including "Null" Edits	Regional/Supervisor listing of latest entry for all interviewers showing overdue details
	ED005	L	Job Edit Status	List of allocations in last edit date order showing "monitored" details
<b>Groups</b>				
	GS001	P	Group Allocation Sheet - Multiple Respondents per Sheet	Full Spec sheet per booking
	GS001a	P	Group Allocation Sheet - One Respondent per Sheet	Full Spec sheet per booking
	GS002	P	Listing of Group Allocations	Full list of bookings and details
	GS003	P	Moderator Form	Moderator form for each booking for completion by moderator
	GS004	P	Group Respondent List	Form for completion with respondent details
<b>Halls</b>				
	Hall001	P	Hall Booking	Full Spec sheet per booking
	Hall002	P	Hall Schedule	Full list of bookings and details
	Hall003	P	Hall Venues Booked	History of Venues and details
<b>Hall Labels</b>				
	HL001a	Labels	Hall Venue Labels - 3 Wide 4 Deep	
	HL001b	Labels	Hall Venue Labels - 2 Wide 4 Deep	
	HL001c	Labels	Hall Venue Labels - 2 Wide 7 Deep	
	HL002a	Labels	Hall Allocation Labels - 3 Wide 4 Deep	
	HL002b	Labels	Hall Allocation Labels - 2 Wide 4 Deep	
	HL002c	Labels	Hall Allocation Labels - 2 Wide 7 Deep	

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<b>Interviewer Labels</b>	IL003a	Labels	Interviewer Labels - 3 Wide 4 Deep	
	IL003b	Labels	Interviewer Labels - 2 Wide 4 Deep 9.91 x 6.77mm	
	IL003c	Labels	Interviewer Labels - 2 Wide 7 Deep 9.99 x 3.8mm	
	IL003d	Labels	Interviewer Labels - 2 Wide 7 Deep 9.99 x 3.8mm. Non Regional	
	IL004a	Labels	Tractor Fed label	not applicable to all installations
<b>Interviewers</b>	IS001	P	Interviewer Telephone List	Name & address listing
	IS002	L	Interviewer Addresses	Full details
	IS003	L	Interviewer Addresses - WITHOUT Regional groupings	
	IS004	L	Interviewer Work History - Full Details	Complete detailed history showing monitor status, allocations with QC details
	IS005	P	Work Experience Summary - showing categories worked and date	List of job categories worked - shows dates when last worked particular job types
	IS006	L	Validation History	??
	IS007	L	Interviewer Addresses of Suspended Interviewers who are NOT allowed to work	Listing of suspended with details of allowed to work etc
	IS007b	L	Suspended Interviewer Listing	full list of suspended
	IS008	P	Interviewer Start Date Listing	
	IS009	L	Interviewer ID Card Details	IID Card details in full
	IS010	L	Interviewers by Status	Listing by category e.g. Interviewer
	IS011	P	Interviewer Skills	List of "skills". E.g. French etc taken from records noted in Work Experience & Skills records. Not records taken from actual working experience e.g. jobs allocated see IS004 for this information.
	IS012	P	Interviewers without Pay Codes	For payroll use - missing information
	IS014	Labels	MRS Card	IID Card
	IS015	P	Interviewer Training - In regions by Interviewer code grouping	
	IS015b	L	Interviewer Training - by date range with sorting	
	IS016	P	Interviewer Ages/Dates of Birth	
	IS017	P	Interviewer Job Count	listing of jobs worked - with option to suppress full details for summary only
	IS018	P	Interviewers who have NOT worked in a given period	
	IS019	L	Interviewer Monitoring Details	
	IS020	P	Interviewer Notes History	
	IS021	L	Interviewer References	
<b>Job Labels</b>	JL001a	Labels	Job/Interviewer Labels - 3 Wide 4 Deep	
	JL001b	Labels	Job/Interviewer Labels - 2 Wide 4 Deep 9.91 x 6.77mm	
	JL001c	Labels	Job/Interviewer Labels - 2 Wide 7 Deep 9.99 x 3.8mm	
	JL003a	Labels	Job/Supervisor Labels - Single Label - 3 Wide 4 Deep	
	JL003b	Labels	Job/Supervisor Labels - 2 Wide 4 Deep 9.91 x 6.77mm	
	JL003c	Labels	Job/Supervisor Labels - Single Label - 2 Wide 7 Deep 9.99 x 3.8mm	
<b>Job Reports</b>	JS001	L	Interviewer Job Control Sheet	List of allocations with other details such as payroll and validation status
	JS002a	P	Interviewers Pay Claim	Payclaim - one per allocation showing fees and expenses set up for the job (if complete on Page 6 of Job Setup) for completion
	JS002b	P	Interviewers Pay Claim - Excluding note to Interviewer	as JS002a but without pre-printed text on end of report
	JS002c	P	Supervisors Pay Claim	Payclaim - one per allocation showing fees and expenses set up for the job (if complete on Page 6 of Job Setup) for completion
	JS002d	P	Supervisors Pay Claim Excluding Note	as JS002c but without pre-printed text on end of report
	JS003	P	Interviewer's Workpack	Detailed packing list as per set up on Page 5 of Job Setup
	JS004a	L	Job Allocation Summary - with Quality Control	Full details with QC information
	JS004b	L	Job Allocation Summary - Excluding Quality Control	Full details without QC and portait style
	JS005a	P	Progress Chasing - Condensed	Listing of allocations for follow /Progress chasing
	JS005b	P	Progress Chasing - Condensed - Excluding Regional Grouping	Listing of allocations for follow /Progress chasing
	JS006	L	Progress Chasing	Listing of allocations for follow /Progress chasing but showing details of Claimed (Progress Chasing & Work Booked In). Option to print region per page.

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	JS006b	L	Progress Chasing - Sample Point Order	As JS006 but without details of worked booked in but with option to display Interviewer Telephone numbers
	JS007a	L	Booking in Batched - Columns 1 to 16	Details of work returned showing quota breakdowns. Recommended for less than 8 quota breakdowns - suggest JS014 suite in place of these.
	JS007b	L	Booking in Batched - Columns 17 to 30	Details of work returned showing quota breakdowns. Recommended for less than 8 quota breakdowns - suggest JS014 suite in place of these.
	JS007e	L	Booking in Batched - Columns 1 to 16 - Totals by Batch NOT Region	Details of work returned showing quota breakdowns. Recommended for less than 8 quota breakdowns - suggest JS014 suite in place of these.
	JS007f	L	Booking in Batched - Columns 17 to 30 - Totals by Batch NOT Region	Details of work returned showing quota breakdowns. Recommended for less than 8 quota breakdowns - suggest JS014 suite in place of these.
	JS007i	L	Booking in Batched - Columns 1 to 16 - Sample Point Order	Details of work returned showing quota breakdowns. Recommended for less than 8 quota breakdowns - suggest JS014 suite in place of these.
	JS007j	L	Booking in Batched - Columns 17 to 30 - Sample Point Order	Details of work returned showing quota breakdowns. Recommended for less than 8 quota breakdowns - suggest JS014 suite in place of these.
	JS008a	L	Booking In Summary - Not Detailed, Grouped by Region	Shows totals - in region along with comments and totals for Progress Chasing (Claimed). Look at companion reports JS014 suite for quota breakdown details if applicable.
	JS008b	L	Booking In Summary - Grouped by Batch	Shows totals - in Quota Batches, along with comments and totals for Progress Chasing (Claimed). Look at companion reports JS014 suite for quota breakdown details if applicable.
	JS008c	L	Booking In Summary - No Grouping, Sorted in Sample Pt Order	Shows totals - in Sample Point Order along with comments and totals for Progress Chasing (Claimed). Look at companion reports JS014 suite for quota breakdown details if applicable.
	JS008d	L	Booking In Summary - combined with "Other" Returns	Shows totals - with details of "Despatch Items" e.g. Payclaims, product etc against each allocation.
	JS009	L	Job Summary	Breakdown, can be by Division, or date range with details of jobs (projects) on the system such as FWD's sample size and Field Team
	JS010	P	Additional Job Costs Summary	Listing of job costs as entered via Menu 2.8. Non interview costs such as hall hire etc.
	JS011	P	Job Costs Summary	Listing of Interview Fees & Expenses by Job broken down by Interviewer, Supervisor etc costs
	JS012	P	Booked In Returns - By Region	Listing by region of the totals booked in with dates
	JS012b	P	Booked In Returns - Not Regional	Listing of the totals booked in with dates
	JS013	P	Managers Allococated to Jobs	RM/sSupervisors/Deputies working on the job - via Job Set Up not allocation
	JS014a	P	Booking In Batched - 1	Breakdown of quota batches grouped by Batch and then Interviewer order. Suppress details option.
	JS014b	P	Booking In Batched - 2	Breakdown of quota batches grouped by Batch and then by Category e.g. Gender, Age etc.. Suppress details option.
	JS014c	P	Booking In Batched - 3	Breakdown of quota batches grouped by Category. Suppress details option.
	JS015	L	Booking In Summary - combined with "Other" Returns for Null Payclaim Returns	Companion for JS008d - with details where no payclaim has been "ticked" against an allocation
	JS016	P	FieldWork Days	Listing of Fieldwork Days
	JS020a	P	Claimed Batched - 1	as JS014a but for Progress Chasing (Claimed)
	JS020b	P	Claimed Batched - 2	as JS014b but for Progress Chasing (Claimed)
	JS020c	P	Claimed Batched - 3	as JS014acbut for Progress Chasing (Claimed)
	JS025	L	Briefings	Details of briefings per job - set up via Halls module
	JS026	P	Booked in Returns	Another version of JS012 suite but showing Job Details e.g. FWD's and breakdown of dated returns
	JS027	P	Booked in Returns - Summary	Summary version of JS026
<b>Payroll</b>	Pay001	P	Payroll Batch Summary	
	Pay002	P	Total Fees and Expenses by Batch	
	Pay002a	P	Detailed Job Costs by Batch	
	Pay003	P	Total Fees and Expenses by Batch - Interviewer Totals	
	Pay003b	P	Total Fees and Expenses by Batch - Interviewer Totals - Surname Order	
	Pay004	P	Total Fees and Expenses by - Batched by Interviewer	
	Pay004b	P	Total Fees and Expenses by Payclaim Reference No	
	Pay005a	L	Processed Payroll Summary - This Period	
	Pay005b	L	Processed Payroll Summary - YTD	
	Pay005c	L	Interviewer Pay History	
	Pay007	P	Standard Plain Paper Laser Payslips	
	Pay008	P	Payslips - Only contains Fees and Expense details NOT Tax and NI deductions.	

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	Pay009	P	Advances	
	Pay010	L	Interviewer Pay Status Details	
	Pay011	L	Interviewer Standing Pay Details	
	Pay011a	L	Interviewer Standing Pay Details - Null NI codes	
	Pay012	P	Interviewers tagged for Dummy Payclaims for trf to Earnie	
	Pay013	P	Interviewers Mileage	
	Pay014	L	Interviewers with Incomplete Tax/Bank Information	
	Pay015	P	Job Costs	
	Pay016	L	Modified Interviewer details	
	Pay017	P	Total Fees and Expenses by Batch - Interviewer Totals	
	Pay019	P	VAT summary	
	Pay020	P	Laser - Security Payslips	
	Pay021	P	Payslips - Only contains Fees and Expense details NOT Tax and NI deductions.	
	PP001	Export	Payroll Fees & Expenses Export File to Earnie - Includes auto creation of Blank Payclaim for flagged Interviewers.	
	PP002	Export	Interviewers Export file to Earnie	
	PP004	Export	IRISH Interviewers Export file to Earnie	
<b>Quotas &amp; QB</b>	Q001	QB	Quota Batches	FieldPlus version of Quota Sheet
	QB001	QB	Quota Batches	QuotaBreaker! report - showing Data structure
	QB002	QB	Quota Breaker Reports	QuotaBreaker! report - showing overall breakdown e.g. number of versions of quota sheet and number of interviewers working on each
	QB003	QB	Quota Breaker Reports	QuotaBreaker! report - Quota Sheet - one per version
<b>Quality Control</b>	QC001	L	IQCS Summary in Detail	Full IQCS report showing all allocation, QC details along with summary of total fees & expenses, and other QC information e.g. number of allocations, FWD's etc. One of this reports should be printed for each job.
	QC002	L	IQCS Records - Summary	As QC001 but summary information only - no interviewer listing.
<b>Region 2</b>	Rgn2IL003c	Labels	Interviewer Labels - 2 Wide 7 Deep 9.99 x 3.8mm	Based on Region 2 (Interviewer Records) grouping
	Rgn2IS001	P	Interviewer Telephone List	Based on Region 2 (Interviewer Records) grouping
	Rgn2IS002	L	Interviewer Addresses	Based on Region 2 (Interviewer Records) grouping
<b>Validations</b>	Val001	L	Validation History	Full history
	Val002	P	Follow Up Validation Listing	Listing of follow up action set out which requires action
	Val003	L	Validation Summary by Job	Full details with statistical information. % of validations achieved against work booked in.
	Val004	L	Val Summary by Job - no follow up action	Allocations selected for a job but not actioned.
	Val005	L	Job Validation Status	Important tool for selecting validations on a job showing last validation details listed in date order
	Val006	P	Latest Validations	Last validation details by region.
	Val007	L	Validation History	Individual Validation details on a job - can be sent to interviewer/RM for information/followup.

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